

# Bargaining Groups

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**Classic View:** Human Resources > Administration > Bargaining Groups

**Search Terms:** Bargaining Groups

Bargaining Groups allow districts and schools to define information about the bargaining groups with whom they work on a regular basis. A code can be created in Campus for each bargaining group within a district. The Human Resource application can store information about each bargaining group's main contact. Bargaining Groups can be associated with a position code for tracking and payroll purposes.

When a Bargaining Group is selected from the navigation tree, the Edit Bargaining Group screen displays.

**Bargaining Groups** ☆  
 Human Resources > Administration > Bargaining Groups

[New](#)

Bargaining Groups		
Code ▲	Description	Active
CEA	CEA	X
CONF EMP	CONFIDENTIAL EMPLOYEE	X
INDV	INDIVIDUAL CONTRACT	X
IOUE	IOUE LOCAL 70 - CUSTODIANS	X
MSEA - FS	MSEA - FOOD SERVICE	X
MSEA - PAR	MSEA - PARAPROFESSIONALS	X
MSEA - S/C	MSEA - SECRETARY & CLERKS	X
PRINCIPAL	PRINCIPAL GROUP	X
UAW	UAW LOCAL 125 - KIDS CLUB WORKERS	X

**Edit Bargaining Group**

**Bargaining Group Code** Active

CEA

**Description**

CEA

**Contacts**

[Add Bargaining Group Contact](#)

THOMAS BROWN -- Phone: (555)555-1234  
 Responsibility: ✕

[Show Details](#)

*Bargaining Groups Editor*

- Clicking the **Bargaining Group** column heading sorts the list in alphabetical order. Clicking the **Active** column heading sorts the list by active status.
- You can create new Bargaining Groups by clicking the **New** button or edit existing codes by selecting the code.
- You cannot delete a Bargaining Group. If you do not want a Bargaining Group to be available for selection, clear the **Active** checkbox and save your changes.
- Bargaining Groups are selected on [Position Codes](#).

## Screen Example and Field Descriptions

New
 Save

Bargaining Groups		
Code	Description	Active
AFT	American Federation of Teachers	X
SEIU	Service Employees International Union	X

### Edit Bargaining Group

**Bargaining Group Code** Active

SEIU

**\*Description**

Service Employees International Union

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**Contacts**

[Add Bargaining Group Contact](#)

**Buster Driver -- Phone: (555)999-5555** X

**Responsibility: Union Contact**

[Hide Details](#)

Contact requires at least one of the following items: Phone, Email, or Address.

**\*First Name**  **\*Last Name**

**Phone**  **E-Mail**

**Address Line 1**

**Address Line 2**

**City**  **State**  **Zip**

**Responsibility**

Field	Description
<b>Bargaining Group Code</b>	The code identifying the bargaining group in dropdown lists. This code may be used on future reports.  The code cannot be changed once the Bargaining Group is saved.
<b>Active</b>	Selecting this checkbox indicates that the code is currently valid and should be available for selection in Bargaining Group dropdown lists.
<b>Description</b>	A brief description of the Bargaining Group.
<b>Add Bargaining Group Contact</b>	This button allows you to add an additional contact.
<b>First Name</b>	The contact's first name.
<b>Last Name</b>	The contact's last name.
<b>Phone</b>	The main phone number, including the area code and extension, for the contact person at the bargaining group.
<b>E-Mail</b>	The e-mail address for the bargaining group's contact person.
<b>Address Line 1</b>	The street address for the bargaining group.  If any portion of the address is completed, all address fields must be completed.
<b>Address Line 2</b>	The second part of the street address for the bargaining group.

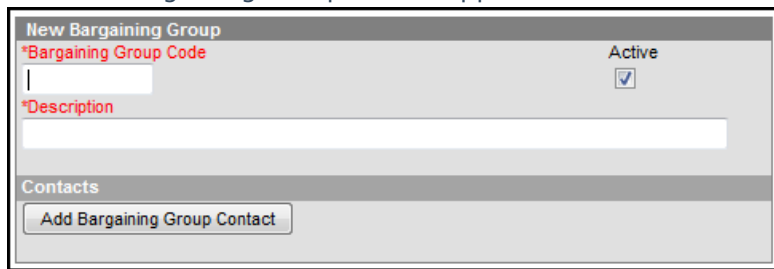
Field	Description
<b>City</b>	The city of the bargaining group's address.
<b>State</b>	The state of the bargaining group's address.
<b>Zip</b>	The zip code of the bargaining group's address.
<b>Responsibility</b>	The contact's area of responsibility at the bargaining group.

## Adding Bargaining Groups

1. Click the **New** button.

### Result

The New Bargaining Group screen appears. The **Active** checkbox is automatically selected.



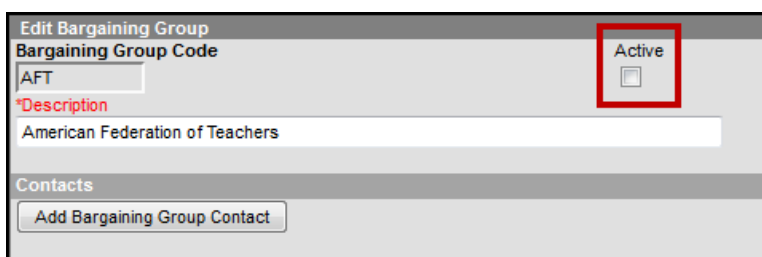
2. Type an abbreviation for the code in the **Bargaining Group Code** field.

The code cannot be changed once the Bargaining Group is saved.

3. Type a brief description of the code in the **Description** field.
4. Click the **Save** button.

## Removing Bargaining Groups

You cannot delete a Bargaining Group. If you do not want a Bargaining Group to be available for selection, clear the **Active** checkbox and save your changes. If records have already been assigned the inactive Bargaining Group, the inactive Bargaining Group still displays in the dropdown list for those records.



# Adding Contacts to a Bargaining Group

You must enter a phone number, email, or address for the contact.

1. Select the Bargaining Group to which you want to add a contact.
2. Click the **Add Bargaining Group Contact** button.

## Result

The New Contact fields display.

The screenshot shows the 'Edit Bargaining Group' interface. At the top, there is a 'Bargaining Group Code' field with 'SEIU' entered and an 'Active' checkbox checked. Below this is a '\*Description' field with 'Service Employees International Union' entered. A 'Contacts' section contains an 'Add Bargaining Group Contact' button, which is highlighted with a red box and a red arrow pointing to the 'New' contact form below. The 'New' form is also outlined in red and contains the following fields: '\*First Name', '\*Last Name', 'Phone' (with a format '( ) - x'), 'E-Mail', 'Address Line 1', 'Address Line 2', 'City', 'State', 'Zip', and 'Responsibility'. A note above the form states 'Contact requires at least one of the following items: Phone, Email, or Address.' There are 'Hide Details' and 'Show Details' links, and a close 'X' button for the form.

3. Type the first name of the contact at this bargaining group in the **First Name** field.
4. Type the last name of the contact at this bargaining group in the **Last Name** field.
5. Type phone, email, address and responsibility information for the contact.
6. Click the **Save** button.

# Removing Contacts from a Bargaining Group

1. Select the Bargaining Group from you want to remove a contact.

## Result

The Edit Bargaining Group editor displays.

2. Click the **X** next to the contact you want to remove.

Edit Bargaining Group

Bargaining Group Code: AFT Active

\*Description: American Federation of Teachers

Contacts

Add Bargaining Group Contact

+ Mary Brown -- Phone: (123)456-7890  
Responsibility: Primary Contact

### Result

A confirmation message displays.

3. Click **OK**.
4. Click the **Save** button.