

## Working Agreements

Use the following worksheet to develop working agreements. Make sure all UBT team members receive a copy of this list and post during meetings for all to review.

Consideratons	Working Agreements
How often will we meet?	
How long will our meeting be?	
How will we communicate and how often?	
To whom do we communicate and report our status?	
What happens if we run over or need more time?	
What happens if a team member is absent?	
How will we evaluate our meetings?	

Consideratons	Working Agreements
<p>Quorums: How many LMP team members (labor and management) must be present to hold a meeting and make decisions?</p>	
<p>What is the escalation process?</p> <p>What procedures should take place for emergency escalation (911)?</p>	

Other considerations:

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