

## INSTRUCTIONS

### THE COMMONWEALTH OF MASSACHUSETTS JOINT LABOR-MANAGEMENT COMMITTEE PETITION FOR EXERCISE OF JURISDICTION

1. The attached petition form is to be filled out completely in order to be processed.
2. Attach to the petition the following:
  - a. The most current collective bargaining agreement (CBA) or in the event that there is no integrated CBA, the last two Memorandums of Agreement,
  - b. Adopted ground rules,
  - c. Any tentative agreements, and -
  - d. The current on-the-record proposals for both parties relating to the issues in dispute.
3. Submit the original petition with attachments to the Joint Labor-Management Committee, 19 Staniford Street, First Floor, (Charles F. Hurley Building) Boston, MA 02114.
4. Upon receipt and verification of completeness, the petition (if not a joint petition) will then be sent to the other party (respondent) for review and a response which will include, but not be limited to, their on-the-record proposals. This response is expected to be made within ten (10) business days.
5. Once all materials have been collected, an initial investigation will be scheduled in order to determine if there is an apparent exhaustion of the process of collective bargaining which is prerequisite to jurisdiction being exercised by the Committee. The granting of jurisdiction allows for the "committee or its representatives or mediators appointed by it" to "meet with the parties to a dispute, conduct formal or informal conferences, and take other steps including mediation to encourage the parties to agree on the terms of a collective bargaining agreement or the procedures to resolve a dispute.