

THE
S O C
2021 - 2024
COLLECTIVE BARGAINING AGREEMENT



**STRATEGIC
ORGANIZING
CENTER**

**POWER
AT WORK**



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PREAMBLE

Strategic Organizing Center (“SOC” or “Employer”) and Washington-Baltimore Newspaper Guild, CWA Local 32035 (“Guild”) enter into this Agreement acknowledging that they share a common mission to organize workers to win industrial power in to order to achieve higher living standards for working people and acknowledging the unique character and structure of the SOC.

Strategic Organizing Center is an organization formed in 2005 as a campaign organization committed to an operating structure that:

- Allows for change and evolution in its development
- Is not “bureaucratic”
- Is nimble and able to respond to opportunity and changes in the economy and work force Is staffed by teams of the best talent available from “core” SOC staff, staff of our affiliates (either on loan to SOC or still working at the affiliate), project staff, consultants, experts, and strategists to develop and execute national campaigns in targeted industries

The purpose of this Agreement is to identify the shared objectives of SOC and its staff through their exclusive bargaining agent the Washington-Baltimore Newspaper Guild (TNG-CWA 32035) related to wages, hours and working conditions for full time, part-time and temporary staff included in the bargaining unit.

Those shared objectives include:

- A Labor-Management relationship based on good faith and good communication between staff and the SOC leadership;
- Development and retention of experienced and skilled staff to build a movement of workers united in their industries;
- Establishing fair and enforceable employment standards;
- Ensuring staff job security is a factor in the evolution of the organization;
- Protecting Union/Guild Rights; and
- Protecting Management Rights.

ARTICLE 1 COVERAGE

The agreement covers all full time, part-time and temporary employees, excluding confidential employees with regular access to confidential labor relations information, supervisors, and managers who regularly have the bona fide authority to hire, discipline, and lay off employees, or effectively recommend such action using their independent judgment. Disputes involving the bargaining unit shall be submitted to the Labor Management Committee and absent agreement shall be subject to the grievance and arbitration procedure.

ARTICLE 2 LABOR MANAGEMENT

1. LABOR MANAGEMENT COMMITTEE

The Employer and the Guild agree to maintain a standing Labor-Management Committee at the Employer's expense. The Committee shall be composed of three (3) representatives of the Guild and three (3) representatives of the Employer.

The purpose of the Labor Management Committee is:

- To establish and maintain a good labor-management relationship;
- To meet and confer on any structural change and the impact of that change on the wages, hours and working conditions of staff;
- To serve as an ongoing forum for the Employer and the Guild to raise issues and concerns, make recommendations and resolve problems;
- To consider proposals from the Guild to improve operations and communications between the Guild and the Employer;
- To determine how to handle the implementation of any provision of this agreement that is determined to be illegal or void by any government or agency; and
- To resolve differences over rates of pay for newly created bargaining unit positions; and
- To meet and confer on other subjects of mutual interest.

Project sub-committees may be appointed to address issues such as Education and Training, Health and Safety or other topics.

The Committee shall ordinarily meet quarterly. By mutual agreement of the parties, the committee may meet more or less frequently. A summary of any agreements made by the Labor Management Committee shall be prepared after each meeting and signed off on by both the Employer and the Guild. All agreements made by the Labor Management Committee and, unless specifically excluded in writing, will be final and binding and fully grievable and arbitrable by either party.

Nothing in this section or in this Agreement shall be construed as an agreement by either party to reopen any section, including wages, for renegotiation during the term of this agreement.

2. REGULAR COMMUNICATIONS AND STAFF MEETINGS

a. All newly hired employees shall receive a New Employee packet that includes SOC employment forms, a job description, benefit descriptions, SOC policies – including the sexual harassment policy -- and HQ office procedures and any current institutional printed material that may exist describing the SOC. The new employee's supervisor or the Operations Director shall review the contents of the packet with the new employee within ten (10) working days of the employee's hire date. Current employees who have not received any of the material in the New Employee packet will receive it immediately upon request after the execution of this Agreement.

b. The Employer will convene a voluntary meeting of staff on the Friday afternoon following meetings of the SOC Leadership Council to update staff on decisions, developing

plans and direction from the Leadership Council. Staff in the field will participate in the meeting via telephone.

c. No less than once annually, the Employer will host a meeting of all SOC staff to discuss the direction of the organization and campaigns. The agenda for the meeting will be reviewed by the Labor Management Committee before circulating to all staff.

ARTICLE 3 GRIEVANCE-ARBITRATION

1. Disputes concerning the application, interpretation or implementation of this agreement or interim agreements reached through the Labor Management Committee will be resolved using the grievance procedure described below.
2. All grievances must be reduced to writing and must identify the nature of the grievance, the section of this agreement (where applicable) that is in dispute and the specific remedy requested.
3. Grievances shall be filed in writing within ten (10) work days of the date of the event giving rise to the grievance or ten (10) work days from the date on which such event should reasonably should have become known.
4. Within ten (10) working days of receipt of the written grievance, the appropriate representatives of the Employer and of the Guild shall meet on work time for the purpose of attempting to resolve the grievance. Within ten (10) working days of the meeting, the grievance will be responded to in writing.
5. If the required response is not provided, the grieving party may proceed to arbitration as follows:

Within thirty (30) days of the response (or thirty days from when the response was required), the grieving party may submit the grievance to final and binding arbitration. The parties will attempt to agree on an impartial arbitrator. If they are unable to agree, then the parties will submit a joint request to the Federal Mediation and Conciliation Service for a panel of arbitrators. The parties will select from the panel by alternately striking names from the list until one name remains and that person shall be appointed. The grieving party shall strike the first name.

The Employer will pay the salary and expenses for an individual grievant from the Guild and the Employer will pay the salary for the Unit Chair to attend the arbitration hearing. The Guild will pay any travel expenses for the Unit Chair to attend an arbitration hearing.

All other costs will be shared equally by the parties. The cost of any transcription at the hearing will only be shared if the parties agree in advance.

6. Time limits in this procedure may be extended by the parties by mutual written agreement.
7. Stewards from the Guild who are employees of the Employer may use a reasonable amount of work time without loss of pay to confer at the Employer's headquarters office with an employee or employees affected by a grievance with respect to any matter for which

remedial relief may be requested or to interview witnesses, review documents or prepare materials necessary to process a grievance, provided such activity is fully and accurately reported to their supervisor. Time spent conducting these activities off the site of the Employers headquarters office shall not be considered work time.

ARTICLE 4 CONFIDENTIALITY OF WORK

1. In the course of their employment at SOC, or in the course of their acting as an officer or steward of the Guild, employees may acquire confidential and/or sensitive information related to campaigns, workers or affiliates. This could include proprietary and confidential material such as research, reports, presentations, strategies, legal defenses, decision-making processes or partnerships. Employees in the course of their employment, or when acting as officers or stewards of the Guild, are expressly prohibited from disclosing information about campaigns, SOC, or its affiliates to the public, competitors, external employers or prospective employers without specific approval from the Executive Director or his/her designee, provided that this paragraph shall not apply to internal union discussions related to representation of SOC bargaining unit staff.
2. Prohibited disclosure of such information may result in discipline, up to and including an employee's immediate termination.
3. All research, documents, presentations, supporting work papers and other materials created by an employee in the course of their employment with SOC shall be the exclusive property of SOC.
4. Nothing in this contract, unless otherwise indicated, shall be construed as limiting employees' rights under the National Labor Relations Act, including the right to engage in protected activity concerning hours, wages, and other terms and conditions of employment.

ARTICLE 5 OUTSIDE ACTIVITIES

Employees are free to engage in activities outside of normal working hours provided that such outside activity does not present a conflict of interest for the employee or the Employer and does not interfere with the employee's work for SOC.

It is understood that the success of SOC requires that all employees participate in building and maintaining positive relationships with affiliated unions. SOC staff must refrain from activity which can in any way interfere with the internal affairs of any affiliate.

ARTICLE 6 NO DISCRIMINATION

Neither party to this agreement will discriminate against any employee, member or leader of the SOC based on union membership or activity, age, sex, race, creed, color, sexual orientation, sexual identity, national origin, religion, disability, political belief, family status or activity.

The SOC is committed to attracting and retaining diverse staff and will honor the experiences, perspective and unique identity of all, including current and prospective employees. The SOC strives to maintain a working environment that is inclusive, equitable and welcoming.

ARTICLE 7 HIRING

1. Probation Periods.
 - a) The probation period for new employees shall be twelve (12) months, except in the case of Administrative Support staff for which the probation period shall be six (6) months. During an employee's probation period, the employer has the right to release an employee from employment, subject only to federal and/or state employment laws prohibiting discrimination in employment.
 - b) At approximately the mid-point of an employee's probation period, the Employer shall evaluate the employee's work performance, review that evaluation with the employee and discuss specific areas of work performance that may need to be developed or improved. The employee will be provided with a copy of the evaluation and a copy will be placed in the employee's personnel file; provided however, that the contents of the evaluation shall not be the subject of any grievance.

ARTICLE 8 TEMPORARY EMPLOYEES

1. Temporary Employees. Employees hired for project or temporary employment not to exceed 9 months will have all time worked as a temporary or project employee credited to their probation period if they are converted to permanent employees of the SOC.
2. Temporary and Part-time employees are eligible for benefits pro-rated based on the number of hours worked per week. However, temporary employees are not eligible for employer 401K contributions.

ARTICLE 9 JOB POSTINGS AND PROMOTIONS (New Article)

1. The SOC will notify the Unit Chair when vacancies occur or new positions are created covered by this agreement and will provide unit members with the applicable job description.
2. Employees shall have ten (10) calendar days from the date of notification of the Unit Chair to apply for a vacant or available position.
3. The SOC will notify unsuccessful internal applicants for promotion promptly once an applicant is awarded the position.
4. Upon request, the SOC will meet with an internal applicant to discuss the reason for not being awarded the position and to discuss a plan on how to advance.

ARTICLE 10 TRAINING AND DEVELOPMENT

1. Training and Development plans for staff.

a) A challenge for the SOC and for its affiliates is the need to expand our capacity to develop and run large and complex industry campaigns on a scale greater than ever. Our ability is limited when we cannot meet the demand for an increased number of highly skilled staff who can contribute at the highest level in developing research, communications or organizing strategies on major campaigns.

b) The parties to this agreement are committed to working through the Labor Management committee to develop a staff development program that:

- Codifies SOC's expectations and required core skills required for success at the entry level and at the senior level of any classification;
- Develops a system for employees to advance from entry level to the highest level of their classification based on experience and performance;
- Creates a template for staff and supervisors to use to create individual development plans for staff with specific goals for developing and demonstrating competency in the required core skills;
- Includes an evaluation system to appraise an employee's performance against the goals set in the development plan, evaluates the employee's ability to operate independently, assesses the employee's readiness to advance to the next level and identifies what support from the supervisor may assist in achieving the employee's development goals.

2. Education Benefit.

Employees who successfully complete language classes or other training or education as agreed to by the employee's supervisor as being consistent with the employee's development plan shall be reimbursed up to \$1000 annually for costs related to the classes.

3. Performance appraisals.

In addition to the mid-probation performance appraisal, employees shall receive a formal written evaluation from their supervisor each year. The main purpose of formal evaluations will be to identify employee strengths and weaknesses in order to help employees improve their job skills, performance and to encourage career development. In every case, employees will have opportunities to review formal evaluations and respond in writing. Those responses will be attached to the evaluations in the employee's personnel file.

ARTICLE 11 HOURS AND OVERTIME

1. Hours. The standard work week is five 5 days, Monday through Friday. The standard work day is seven (7) hours, exclusive of a lunch hour.

2. Overtime. Any work performed by a non-exempt employee in excess of seven hours in a day or 35 in a work week or any time worked on Saturday or Sunday will be paid at the rate of time and one half.

3. Alternate work arrangements. The SOC will meet and confer concerning policies for continuing remote and alternate working arrangements through the Labor Management Committee.

ARTICLE 12 WAGES

1. Wages. Appendix A attached sets the salaries for bargaining unit staff during the period of, January 1, 2021, through December 31, 2024. Current employees employed as of January 1, 2021, and still employed on the date this Agreement is ratified shall be placed on the respective steps per the MOU signed (date), retroactive to January 1, 2021, and shall advance on the scale in their pay grade annually on January 1, except that Administrative employees shall receive 'step' increases at six (6) months twelve (12) months and 24 months after hiring. Employees hired after January 1, 2021, shall be placed on the scale by management at the time of hire and shall advance on the scale in their pay grade annually based on their hire date.
2. Employees who are at the top or above the scale in Appendix A shall have their salaries increased by three percent (3%) each January or on their hire date as appropriate.
3. Employees promoted to a higher pay grade during the term of this agreement will be placed at the nearest step in the new pay grade that provides a minimum of 3% (three percent) salary increase. Promoted employees will advance on the scale based on the anniversary date of their promotion.

ARTICLE 13 HEALTH AND RETIREMENT BENEFITS

1. Health Insurance. Beginning no later than 30 days after employment, the Employer will provide at its sole expense, comprehensive health benefits for employees and their family, including dependents and qualified domestic partners. The benefit plan will be provided through the SEIU Health and Welfare Fund, described as Plan L in the January 1, 2005, Summary Plan Description. The prescription drug benefit will be provided at the level of the \$3.00 deductible.
2. Retirement. After six months of employment, the Employer will contribute 12% of an employee's regular salary, excluding overtime or other premium pay, to a 401K plan administered through the SEIU Benefits Fund. An employee may elect to make pre-tax contributions through payroll deduction up to the maximum permitted under the plan. All employer contributions will be immediately vested to the employee from their date of eligibility to participate in the plan.
3. Life Insurance. The Employer will purchase Life and AD&D coverage for all employees while employed at the SOC. The policy will provide a benefit equal to one times the employee's base annual salary.

4. Disability.

a) *Short-term Disability.* The Employer will provide short term disability coverage that provides 60% of an employee's weekly salary, up to a maximum of \$1500 a week, after having been off from work for sickness or accident for thirty (30) days. Under the policy an employee will be eligible for benefits for up to twenty-six (26) weeks.

b) *Long-term Disability.* Within ninety (90) days of the effective date of this contract, the Employer will provide at no cost to employees long-term disability coverage that provides at least 60% for employees who have exhausted short-term disability. Benefits will be paid for the duration of the disability or until the employee is eligible for Social Security retirement benefits. Every effort will be made to reinstate an employee to their former or a comparable position upon their return to work.

ARTICLE 14 PAID TIME OFF

1. a) Paid Sick Leave. Employees shall earn paid sick leave at the rate of one half (1/2) day each pay period for a total of thirteen (13) paid sick leave days per year to be used for employee illness or medical appointment or for the illness or medical appointment of a dependent child or parent, spouse or domestic partner. An employee may accumulate a maximum of forty five (45) unused sick leave days. Unused sick leave days will not be "cashed in" at separation from employment at the SOC.

b) Sick bank. A Sick Leave Bank shall be established for the use of bargaining unit employees in the event of serious illness or injury resulting in long-term absence from employment, or for parental leave, or for the care of an individual in 1 a) above. Each employee who wishes to voluntarily participate in the Sick Leave Bank shall donate a minimum of one (1) day, up to a maximum of six (6) days of sick leave each year to the Sick Leave Bank by written notification to SOC's Operations Director or other designee during the months of January or July each year.

The donated days shall be deducted from each individual employee's sick leave allotment. A bargaining unit employee participating in the Sick Leave Bank who has depleted first his/her sick leave and then any accrued annual leave that exceeds ten (10) days, and needs additional sick leave may draw up to a maximum of 20 days in any calendar year from the Sick Leave Bank for his/her use. SOC may require documentation.

2. a) Vacation Paid. Vacation leave is earned based on an employee's last anniversary date of hire consistent with the following schedule:

- Year 1: accrue 10 days over the course of the first year (2.69 hours per pay period)
- 1st anniversary: 10 days (lump sum)
- 2nd anniversary (and each year after until the 7th anniversary): 15 days (lump sum)
- 7th anniversary (and each year after until the 15th anniversary): 20 days (lump sum)
- 15th anniversary (and each year after): 25 days (lump sum)

b) Vacation leave shall be scheduled at the employee's convenience, subject to the approval of their supervisor. Non-exempt employees may take vacation in increments of one hour or more.

c) Up to fifteen (15) days of unused vacation time may be accumulated and carried over from year to year. If an employee has more than ten days leave remaining at the beginning of a year, the amount of leave the employee is entitled to accrue during the year shall be reduced by the amount in excess of ten days and his or her accrual rate for that year will be reduced accordingly. An employee who is unable to schedule their annual vacation earnings because of work assignments, may submit a written request to their supervisor to carry over all their unused vacation (in addition to the fifteen (15) days) earnings from that year. Approval will be granted with the proviso that the employee take any of the additional time within six months of his/her anniversary date and that it is understood that the additional time will not be cashed out if the employee terminates their employment before taking the additional time.

Unused accumulated vacation leave plus prorated unused earnings from the current anniversary year will be cashed out at termination of employment

3. Holidays. Employees are eligible for fourteen paid holidays each year, including:

- New Year's Day
- Martin Luther King Birthday
- Presidents Day
- Friday before Easter
- Memorial Day
- Independence Day
- Labor Day
- Indigenous Peoples Day
- Veterans' Day
- Thanksgiving Day
- Native American Heritage Day (Day after Thanksgiving)
- Last Working day before Christmas
- Christmas Day
- Two (2) personal days of the employee's choice

In addition, SOC will recognize any other day named as a federal holiday by executive order of the President as a paid holiday for staff.

Holidays that fall on a Sunday will be observed on the following Monday; holidays that fall on a Saturday will be observed on the preceding Friday.

Any hourly employee working on a holiday will be paid time and one half for all hours worked on the holiday in addition to holiday pay, or at their option may elect to be paid time and one half for hours worked and take an alternative day off within thirty (30) days of the holiday worked, subject to supervisor approval of scheduling the day off.

An employee may substitute any of the above holidays for a religious holiday not listed.

4. a) Compensatory Time. The nature of the work of the SOC often requires exempt employees to work long and irregular hours; to work on weekends and holidays and to work away from home for extended periods of time. In recognition of the potential for unusual required work schedules, exempt employees will be entitled to four (4) paid compensatory days leave each contract year.

- b) Employees required to work fourteen (14) consecutive days shall be allowed three (3) consecutive days off following the fourteen (14) days, unless campaign necessity requires otherwise. This time off shall be in addition to the compensatory time contained in Section 4(a).
- c) Bereavement Leave. Employees who experience the death of a member of their immediate family, including parent, step-parent, foster parent, parent-in-law (including parent of domestic partner), child, foster child, spouse or domestic partner, sibling or grandparent are entitled to up to five days with pay to attend to their family's needs. Employees may take one day paid leave to attend the funeral upon the death of an aunt or uncle.
- d) Family and Medical Leave. In compliance with the Family Medical Leave Act, employees are eligible to take leave to care for qualified family members (including domestic partners) and medical reasons. The leave will be without pay unless the employee elects to use any of their accumulated leave. All leave used, paid or unpaid, will be applied to the limits of entitlement under the FMLA. The SOC will continue family healthcare coverage for up to four months while an employee is on an FMLA leave.
- e) Parental Leave. Upon the birth, adoption or fostering of a child age two (2) or younger, all SOC employees are eligible for forty (40) paid days of parental leave in cases where an employee delivers through cesarean section or a stillbirth two (2) additional weeks (10 days) of paid parental leave will be granted to the birth mother. An employee may use additional leave combining accumulated vacation, compensatory time, sick leave and unpaid time for up to six months after the birth, adoption, or foster placement. The Employer will continue paid health benefits for up to six months while an employee is on leave after the birth, adoption, or fostering of a child age two (2) or younger. The SOC will follow applicable state and District of Columbia laws regarding paid family leave. The SOC agrees to apply and, if necessary pay, to employees working in jurisdictions that have lesser or no similar parental leave benefits the same parental leave benefits mandated by the laws of the District of Columbia.
- f) Pregnancy. Physical inability to work due to pregnancy will be considered the same as inability to work due to any other physical disability under the FMLA. In applying the FMLA benefits, an employee giving birth will automatically be entitled to the period of her hospital confinement plus up to ten (10) weeks of leave immediately following the birth, in addition to paid parental leave. Such leave will be without pay unless otherwise provided for in this Agreement. An employee will have the option to take any combination of FMLA leave, accrued sick leave, vacation or leave without pay for a total of up to six months after the birth of a child. All leave taken under this section will be applied to the limits of FMLA entitlement.
- g) Inclement Weather. The SOC will follow the leave policy of the Federal Government in the event of inclement weather. Employees with dependent children may take unscheduled vacation leave when their child's school closes, opens late or closes early due to inclement weather.
- h) Military Leave. The SOC will comply with the requirements of law with respect to required leaves of absence for service in the US Armed Services.
- i) Union Leave. An SOC employee who is elected or appointed to any full time office or position in the their union will be entitled an unpaid leave of absence for up to one year or for the period of his/her first term of office, whichever is greater.

ARTICLE 15 EMPLOYEE EXPENSES/OTHER BENEFITS

1. The Employer will reimburse all work related expenses incurred by an employee subject to the limitations of the SOC Expense Reimbursement Policy.

To the extent possible, SOC will arrange for direct billing of all hotel room and tax charges, air and rail transportation and any approved rental car.

Subject to the approval of AMEX, SOC will pay the annual fee for an AMEX card that is home billed to the employee for employees who travel frequently.

Beginning January 1, 2021 , the per diem for meals and incidental expenses will be \$ 60 per day.

2 Other Benefits

a) *Dependent Care Assistance Program.* The Employer shall continue its Dependent Care Assistance Program (DCAP) allowing for employees to elect for pre-tax payroll deduction for qualified dependent care costs.

b) *Health Care Flexible Spending Account.* The Employer shall continue to provide a qualified Health Care Flexible Spending account that allows for pre-tax payroll deductions for qualified medical expenses.

c) *Auto Allowance.* Employees who are required to own and use their personal vehicle as a condition of their employment, will receive a monthly taxable allowance of \$530 per month, paid bi-weekly concurrent with regular payroll.

An employee receiving an auto allowance must provide the employer with proof of ownership (or lease) and insurance of their vehicle.

Gasoline expenses incurred while on SOC business will be reimbursed provided business miles are documented and justify the gasoline expense.

ARTICLE 16 JOB SECURITY

1. Just Cause. No employee who has completed their probationary period will be disciplined or discharged without just cause. The Employer will inform an employee that they have the right to request representation by a union steward before beginning any meeting with the Employer which is investigative in nature and could lead to disciplinary action. The Employer will notify the Guild steward of such a meeting before it is conducted.
2. Personnel Files. The SOC will remove any warning notices, disciplinary entries or incidents of unsatisfactory performance from an employee's personnel file for which there is no recurrence for one (1) year. Once removed, the material will not be used as the basis for any future discipline. Upon request an employee may examine their personnel file or provide written authorization for the Guild to review their file. Upon written request of staff in the field, the contents of an employee's personnel file will be copied and mailed to the employee.

3. Mobility with Affiliates. As campaigns activities may expand and contract, the SOC is committed to expanding the capacity of our affiliates by recommending interested and qualified SOC staff for positions with our affiliate unions.

a) *Seniority and Layoffs.* The SOC may lay-off employees for legitimate reasons. In the event of a layoff, employees will be laid-off according to inverse order of seniority within a classification on the particular campaign or department impacted by the reduction in force, provided the remaining employees are able and qualified to perform necessary campaign or department duties.

b) Administrative employees at the SOC headquarters shall be laid off by job classification in inverse order of seniority.

c) The SOC will make every effort to minimize the adverse effects on employees prior to taking any lay-off measures, including recommending employees for corresponding vacant positions within the SOC and with SOC affiliates.

d) *Layoff Notice.* The SOC agrees to notify the union and affected employee(s) in writing about any reduction in force as far in advance of the proposed action as is possible but no less than four (4) weeks prior to the effective layoff date. The SOC will provide the union with relevant information, including the campaign and positions involved, the effective date, and the reasons for the action.

e) An employee who has been laid off shall have his/her name placed on a re-employment list for one (1) year, or for the length of their employment, whichever is less. The employer will send notice of an available position to the last known address provided by the laid off employee in order of seniority. An employee who receives notice must respond to the notice within ten (10) days of the date of the notice. An offer of recall will be revoked after ten (10) days and an employee who fails to respond or who refuses a recall offer will be removed from the recall list.

f) For purposes of this Article, Seniority shall be based on an employee's continuous service with the SOC in a bargaining unit position. An employee promoted or transferred within SOC but outside the bargaining unit and who remains continuously employed by SOC and later returns to the bargaining unit shall retain his/her seniority date as of the time of promotion or transfer.

g) *Severance.* Laid-off employees who do not accept reassignment to another campaign or an offered position with an SOC affiliate will be eligible for two weeks' severance pay or a week's pay for each year of employment, whichever is greater, up to eight weeks' pay. Additionally, employees shall receive health benefits coverage for two (2) months, at no cost to the employee.

ARTICLE 17 GUILD RIGHTS

1.

a) Union Security. It will be a condition of employment that all employees included in this agreement who are members of the Guild in good standing on the effective date of this agreement shall remain members in good standing and those who are not members on the effective date of this agreement shall become and remain members in good standing in the Guild. The foregoing provision will be effective in accordance and consistent with applicable provisions of federal and state law. It will also be a condition of employment that all employees covered by this agreement and hired on or after its effective date shall, on or before the thirtieth (30th) day following the beginning of employment, become and remain members in good standing in the Guild.

b) Upon submission of an authorization form completed by the employee, the SOC will withhold dues and fees at the rate instructed by the Guild.
2.

CWA-COPE. Upon submission of an authorization form completed by the employee, the SOC will withhold CWA-COPE deductions.
3.

Membership Lists. Once a year, and upon request from the Guild, SOC will supply the Guild with a list of all employees in the Guild bargaining unit showing the employee name, salary, salary step, address, sex, race, date of birth, date of hire, and job title. Monthly, all of the above information will be provided to the Guild for new employees, employees promoted within the bargaining unit, promoted out of the bargaining unit, employees receiving step increases, and for employees who resign or otherwise leave the bargaining unit.
4.

Guild Meetings. Subject to the availability of space, Guild meeting may be held in the SOC office during non-work hours.
5.

Bulletin Boards. The SOC will provide a bulletin board posted in an accessible area for Guild business. The Guild will refrain from posting material that defames the SOC or any individual.
6.

No strike. During the term of this agreement, the Guild agrees that it will not engage or encourage any SOC employee to engage in a restriction of the SOC operation, work stoppage or strike.

ARTICLE 18 MANAGEMENT RIGHTS

- a. Organization and operating procedures.* The SOC reserves the right to set its operating structure and procedures, subject to appropriate notification to the Guild of any changes and to discussion with the Labor Management Committee on the impact of those changes on the wages, hours and working conditions of employees.
- b. Staffing and Work Assignments.* The SOC reserves its right to determine staffing configurations and staffing levels, to identify campaign targets, structure, resources and staffing and to make work assignments.
- c. No lockout.* The SOC agrees that there will be no lockout of employees during the term of this agreement.

ARTICLE 19 DURATION OF AGREEMENT

This Agreement shall be effective as of January 1, 2021, and shall continue in full force and effect until December 31, 2024, and shall be automatically renewed from year to year unless either party serves notice, in writing, at least sixty (60) days prior to the expiration date of their desire to change, modify or terminate this Agreement. Upon such notice, the parties will begin negotiations promptly for a successor agreement.

For The SOC

For Washington-Baltimore Newspaper Guild

DocuSigned by:

Pat Szymanski

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Pat Szymanski

4/10/2021

DocuSigned by:

Paul Reilly

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Paul Reilly

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DocuSigned by:

Monica Palacios

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Mónica Palacios

4/10/2021

APPENDIX A SALARY SCALE

Annual Scale Increase = 1.50%

PRIMARY SCALE

GRADE 1

	Year	A	B	C	D	E	F	G
Communications Associate I	2021	\$57,119	\$59,118	\$61,188	\$63,329	\$65,229	\$67,186	\$69,201
Corporate Governance Analyst I	2022	57,976	60,005	62,105	64,279	66,207	68,194	70,239
Strategic Research Analyst I	2023	58,846	60,905	63,037	65,243	67,201	69,217	71,293
Organizer I	2024	59,728	61,819	63,983	66,222	68,209	70,255	72,362

Operations Associate I

GRADE 2

	Year	A	B	C	D	E	F	G
Communications Associate II	2021	\$65,920	\$68,227	\$70,615	\$73,086	\$75,279	\$77,537	\$79,863
Organizer II	2022	66,908	69,250	71,674	74,183	76,408	78,700	81,061
Strategic Research Analyst II	2023	67,912	70,289	72,749	75,295	77,554	79,881	82,277
Corporate Governance Analyst II	2024	68,931	71,343	73,840	76,425	78,718	81,079	83,511

Operations Associate II

Digital Strategist I

GRADE 3

	Year	A	B	C	D	E	F	G
Sr. Communications Associate	2021	\$75,101	\$77,354	\$79,675	\$82,065	\$84,527	\$87,063	\$89,675
Sr. Corporate Governance Analyst	2022	76,228	78,514	80,870	83,296	85,795	88,369	91,020
Sr. Strategic Researcher	2023	77,371	79,692	82,083	84,545	87,082	89,694	92,385
Sr. Organizer	2024	78,531	80,887	83,314	85,813	88,388	91,040	93,771

Sr. Digital Strategist

Specialist

GRADE 4

	Year	A	B	C	D	E	F	G
Policy Analyst	2021	\$82,648	\$85,127	\$87,681	\$90,311	\$93,021	\$95,811	\$98,686
Organizing Coordinator	2022	83,887	86,404	88,996	91,666	94,416	97,249	100,166
Digital Campaign Coordinator	2023	85,146	87,700	90,331	93,041	95,832	98,707	101,668
Sr. Specialist	2024	86,423	89,016	91,686	94,437	97,270	100,188	103,193

GRADE 5

	Year	A	B	C	D	E	F	G
Director	2021	\$97,376	\$100,054	\$102,805	\$105,633	\$108,537	\$111,522	\$114,589
Sr. Policy Analyst	2022	98,837	101,555	104,347	107,217	110,165	113,195	116,308
Sr. Organizing Coordinator	2023	100,319	103,078	105,913	108,825	111,818	114,893	118,052
	2024	101,824	104,624	107,501	110,458	113,495	116,616	119,823

ATTORNEY SCALE**AT-1**

	Year	A	B	C	D	E	F	G
Staff Attorney	2021	\$90,000	\$92,475	\$95,018	\$97,631	\$100,316	\$103,075	\$105,909
	2022	91,350	93,862	96,443	99,096	101,821	104,621	107,498
	2023	92,720	95,270	97,890	100,582	103,348	106,190	109,110
	2024	94,111	96,699	99,358	102,091	104,898	107,783	110,747

AT-2

	Year	A	B	C	D	E	F	G
Asst. General Counsel	2021	\$115,000	\$117,588	\$120,233	\$122,938	\$125,705	\$128,533	\$131,425
	2022	116,725	119,351	122,037	124,783	127,590	130,461	133,396
	2023	118,476	121,142	123,867	126,654	129,504	132,418	135,397
	2024	120,253	122,959	125,725	128,554	131,447	134,404	137,428

ADMINISTRATIVE SCALE**ADM-1**

	Year	Start	6 mos.	12 mos.	24 mos.
Receptionist	2021	\$44,000	\$45,540	\$47,134	\$48,784
	2022	44,660	46,223	47,841	49,515
	2023	45,330	46,916	48,559	50,258
	2024	46,010	47,620	49,287	51,012

AMD-2

	Year	Start	6 mos.	12 mos.	24 mos.
Program Assistant	2021	\$49,000	\$50,715	\$52,490	\$54,327
	2022	49,735	51,476	53,277	55,142
	2023	50,481	52,248	54,077	55,969
	2024	51,238	53,032	54,888	56,809

APPENDIX B APPRENTICE ORGANIZER PROGRAM

Purpose: The Apprentice Organizer Program is a training program designed to create opportunities for inexperienced but otherwise qualified staff to join the labor movement in full-time positions by teaching basic union organizing skills required for the Organizer I position. The program will not be used as a substitution for hiring skilled, experienced organizers nor as a tool to undermine the bargaining unit.

The program will provide a campaign-specific, intensive training experience to individuals with less than two years full-time worker, political, and community organizing experience.

Apprentice organizers will receive written and oral feedback every six months, and can only be discharged on grounds consistent with this agreement. Upon successful completion of the program, organizers will be promoted to the Organizer I slot with the SOC.

Job Responsibilities:

In year 1

- Assist in the identification and development of workplace and community-based leaders

- Manage information and maintain accurate records

- Motivate workers, union members, members of the general public to take action

- Gather information, conduct field research on working conditions, compliance with laws

- Work with a team

In year 2

- Build one on one relationships with workers, other individuals and constituency groups

- Run small meetings

- Assess support of workers, other individuals of campaign goals

- Without assistance, identify and develop workplace and community-based leaders

- Design and execute field research

Job Requirements:

- High motivation to learn basic organizing technique

- Willingness to travel and work long hours and weekends

- Driver's License and willingness to drive

- Basic writing skills

Pay and Benefits:

- Starting Pay \$ 53,000 First Anniversary \$ 58,000

- Completion of the Apprentice Program: Step A of the Wage Appendix

Apprenticeship cannot last longer than two years from date of hire.