

PREAMBLE

This Agreement is made on July 16, 2021 by and between Pennsylvania Association of Staff Nurses and Allied Professionals (hereinafter referred to as PASNAP) and the PASNAP Staff Union (hereinafter referred to as PSU). The parties agree that in jointly establishing the terms of our employment with the union PASNAP, we recognize that staff and elected leadership of the union share a responsibility to promote a progressive vision of the union not as a business entity but as a democratic, disciplined and dynamic organization capable of winning in frequently challenging environments.

This agreement is intended to contribute to the fulfillment of those responsibilities.

Therefore, the parties agree to the following:

ARTICLE 1. RECOGNITION

Section 1. PSU is recognized as the exclusive representative for collective bargaining purposes for all permanent staff of PASNAP including: Staff Representatives, Organizers, Lead Organizers, Political Organizers, Administrative Support/Office Coordination, and all other non-supervisory, non-managerial employees.

Section 2. PASNAP may employ temporary employees directly if needed for supplemental work. Such temporary employees will be hired for specific, designated work, for a period of no longer than six months, upon which the temporary employee's status will be evaluated to determine if their status should become permanent or extended for a specific duration, purpose or terminated.

ARTICLE 2. UNION SECURITY .

Section 1. All staff represented by the bargaining unit shall, as a condition of continued employment, consistent with the U.S. Supreme Court's decision in *CWA v. Beck* and its progeny, maintain his/her membership in the Union.

Section 2. PASNAP agrees to deduct the Union semi-monthly membership dues from the pay of those staff who individually request by a voluntary written authorization form that such deductions be made. The deductions of all staff shall be remitted with an itemized statement to the Union by the 15th of the succeeding month after such deductions are made.

Section 3. Upon provision to PASNAP of a voluntary deduction form, employees may elect to contribute an amount specified by the employee to the PASNAP political action fund.

ARTICLE 3. NON-DISCRIMINATION

Section 1. PASNAP agrees not to discriminate against any employee because of race, color, national origin, religious affiliation, gender identity, sex, sexual orientation, age, disability, union activity, or parental status. PASNAP management expressly commits that policies developed will incorporate this article. PASNAP and the union jointly recognize that this non-discrimination clause applies both in cases of disparate impact and disparate treatment.

ARTICLE 4. MANAGEMENT RIGHTS

Section 1. The legal responsibility of leadership of PASNAP and compliance with the legal requirements which permit its effective function is vested in the Executive Officers and Executive Board of the organization, and may be delegated to the Executive Director, or other employees as the Board sees fit, hereafter referenced as "Leadership". To the extent not inconsistent with the express provisions of this agreement, the Executive Board of PASNAP and/or its designees retains the right to hire, fire, layoff, recall, reduce hours, discipline, discharge, demote, promote, assign, transfer and to direct all working forces; to discontinue, reorganize or combine any department or operation; and to make, revise or modify job duties or positions. The Leadership also retains all rights to schedule hours of work and time off; the right to promulgate rules and regulations and to exercise all other customary functions of operating a labor organization. PASNAP will not be arbitrary or capricious in the exercise of these rights.

ARTICLE 5. PROBATION AND EVALUATIONS

Section 1. Newly hired clerical, administrative support or bookkeeping personnel shall be considered probationary for a period of ninety (90) days. All other newly hired personnel shall be considered probationary for a period of six (6) months. During the probationary period, the just cause provisions only shall not apply to such probationary employees.

Section 2. Evaluations will be conducted every other month during the probation. Probation may be extended up to three months if warranted by the results of the final evaluation with agreement of the union. In the event the employee's probation is extended the employee and their supervisor shall meet to develop a three-month professional improvement plan

a. Employees shall receive an evaluation on or before July 1st of each year. If requested by the employee, an additional evaluation will be done on or before December 31st.

b. Limitations on use of performance evaluations. - Evaluations shall not be subject to the Grievance process in this agreement. Evaluations shall not be used for any progressive disciplines.

ARTICLE 6. SENIORITY

Section 1. Seniority shall be defined as the length of continuous service in PASNAP and shall be credited from date of hire.

Section 2. Job Posting. Employees will be notified via e-mail of all vacant or new bargaining unit or non-bargaining unit positions in a timely fashion. Employees may bid on any new or vacant position. –Jobs will be posted externally for a minimum of four weeks.

Section 3. In the event of a layoff, the least senior bargaining unit member in that job classification (e.g., Staff Representative, Organizing, or Clerical/Administrative) shall be laid off first. PASNAP agrees to provide one month's notice of intention to lay off an employee, and shall provide health insurance per this agreement for the calendar month following the month in which the layoff takes effect.

Section 4. Recall shall take place on a seniority basis, the most senior being the first to be recalled. PASNAP will offer any new bargaining unit position to laid off employees and if qualified, such employees will have preference for such position before any new employees are hired. Employees shall have recall rights for one year, and shall have 7 days to accept a recall notice.

Section 5. Recall rights are not forfeited unless an employee refuses a recall to the same position from which they were laid off.

ARTICLE 7. SUCCESSORSHIP

PASNAP agrees that no affiliation by PASNAP to any national or international union, or federation or coalition of unions, or any absorption of PASNAP into another union, will affect either the recognition of the PASNAP staff union as the exclusive bargaining agent of the union's staff, or the terms of this collective bargaining agreement. PASNAP will obtain written confirmation of this as a condition of any such combination.

ARTICLE 8. SOLIDARITY WITH OTHER UNIONS

Sec. 1. When there is a request by another union for staff assistance in another state on a particular project, volunteers possessing the relevant skills and experience among the staff shall be sought first. In the event there are no volunteers, organizers on the New Organizing staff may be assigned to the out of state project. If such organizers are engaged in an organizing campaign where a petition has been filed or where such a petition is imminent, other staff may be assigned to the out of state project in reverse order of seniority. Staff representatives shall not be assigned without the express approval of the Executive Board and assurance of coverage for normal operations of the Union as described under Article 17 “Vacation.”

Sec. 2. When assigned to a project that requires continuous stay away from home, PASNAP staff

shall be entitled to at least four days off every three weeks which shall be taken as a 4-day weekend unless special circumstances require otherwise. Additional time off may be granted depending on the conditions and the needs of the project. Unless covered by the inviting union, the expenses covered in the normal course of work shall be covered by PASNAP.

ARTICLE 9. LABOR RELATIONS

Section 1. The Staff Union, management, and PASNAP President will meet no less than quarterly upon request of the Union to discuss ways in which to better meet the goals of increasing power within existing locals, organizing new locals, building political strength, and other matters, including but not limited to those arising under the collective bargaining agreement. An agenda will be submitted five business days in advance of the meeting.

ARTICLE 10. GRIEVANCES & ARBITRATION

Section 1. A grievance shall be defined as any complaint, dispute, controversy or disagreement arising between the parties from the interpretation or alleged violation of an express provision of this Agreement, and will be processed according to the following procedure and time tables:

Section 2. STEP ONE - Within twenty (20) calendar days of the alleged grievance the employee or employees affected shall present a written grievance to the Executive Director. The Director will have fifteen (15) calendar days to meet with the grievant(s) and a representative. If no satisfactory settlement is reached from this meeting the Executive Director shall provide a written response to the grievant(s) within five (5) calendar days.

Section 3. STEP TWO: The grievant(s) may submit a written grievance to the PASNAP Executive Committee or another sub-committee designated by the PASNAP Executive Board for such purposes within fifteen (15) calendar days of receiving the Executive Director's response. The Grievance Committee shall then have twenty (20) calendar days to meet (or hold a conference call) with the Grievant(s) and a representative. If no satisfactory settlement is reached the committee shall have ten (10) calendar days to issue a written response.

Section 4. STEP THREE: If the grievance is not satisfactorily settled, the matter may be appealed to an impartial Arbitrator within 30 days after receiving the step two response. The Arbitrator shall be selected in accordance with prevailing rules of the American Arbitration Association applicable to labor arbitration.

Section 5. Arbitration

(a) In the event that arbitration of a dispute becomes necessary, the parties will share the cost of the arbitration equally.

(b) The arbitrator shall be limited by the terms of this agreement. They shall have no power to add to, subtract from, modify, amend or in any way alter any of the terms of this agreement, or any side letters or amendments hereto.

(c) The aggrieved and any necessary witnesses after obtaining express permission from the Executive Director shall be permitted to spend reasonable amounts of time during normal work hours in the handling and resolving of grievances under the above procedure without loss of pay.

ARTICLE 11. STAFFING AND ASSIGNMENTS

Section 1. PASNAP commits to making proactive efforts to develop and recruit a deep pool of qualified candidates for staff positions, including interviewing at least two people of color for each available position in recognition of our shared commitment to racial justice and maintaining a diverse workplace that reflects our diverse membership. Upon request PASNAP will consider diversity training by outside entities approved by both the Board and the staff to assess and improve our commitment to racial justice and diversity. Such training will be available on an equal basis to staff and the PASNAP Executive Board.

Section 2. Staffing Levels Recognizing that internal organizing and maintaining high standards on enforcing members' rights are critical to PASNAP's success, the parties agree to outline staffing standards necessary to achieve those goals. To ensure appropriate resources are dedicated to building internal structure and enforcing collective bargaining agreements, staff rep assignments will typically not exceed 800 members to each rep. Acuity will be taken into consideration in the determination of assignments, including but not limited to number of employers and/or locals, number of arbitrations and amount of litigation performed, geographic location and recency of organization with PASNAP.

- a. For those staff reps whose assignment is beyond 800, at least one year before the expiration of a contract, the staff rep, local president, and appropriate management personnel will discuss the needed resources to ensure a successful contract campaign. For staff reps whose assignment is around 800, that meeting will take place at least nine months before contract expiration. The President of PASNAP will also be invited to participate in these conversations. Those resources will be applied no less than four months before the contract expires.

Section 3. PASNAP will invest the necessary resources to effectuate the necessary training and orientation program developed within the Education Committee. Upon hiring of a new staff

member, the staff union, newly hired staff, his or her preceptor and the formal leadership will meet to discuss the specific training program for that staff.

Section 4. Employees shall be evaluated within one month prior to completing probation, and annually thereafter. The draft evaluation form recommended by the personnel committee will be discussed with the staff union.

Section 5. The parties recognize that pulling a new organizer from her/his existing campaign, while occasionally necessary, is disruptive. To the extent possible, such pulling will be avoided. In instances where pulling an organizer from an existing campaign becomes necessary, the team working on the campaign will receive as much notice as possible, no less than seven days. The parties will meet within two days of the notice to discuss the long-term staffing plan for the campaign with the goal of avoiding disruption on the organizing efforts.

- a. Assignments will be distributed equitably with regard to assignments at a distance from the organizer's home. New organizers will be given two weeks' notice before being sent to the field for a potentially long-term assignment.
- b. When new organizers are in the field on assignment, they will work for 10 days and come home for 3 days. Exceptions to this must be approved by the Executive Director. When extended periods of work without days off are necessary in the immediate preparation for a representation election, time off may be deferred until the conclusion of the election.

ARTICLE 12. EDUCATION & DEVELOPMENT COMMITTEE

Section 1. PASNAP and the union mutually recognize the need for ongoing, high-quality staff development programs which provide for staff's continued professional growth and ability to advance PASNAP's mission and vision.

Section 2. Within 60 days of ratification of this agreement, the parties will establish an Education and Development Committee. The Employer and the Union shall each designate representatives to the committee, not to exceed four (4) from each party. The committee shall meet at least quarterly, and will be responsible for reviewing and evaluating any current staff development programs as well as planning and initiating new staff development programs and activities (including organizing trainings for staff and members).

Section 3. An orientation program shall be conducted and available to all newly-hired staff. The Education and Development committee will meet to review the orientation process, as well as developing a mentoring component to the orientation program for newly-hired staff.

ARTICLE 13. NO STRIKE/NO LOCKOUT

The parties agree that there will be neither strikes, sympathy strikes, slow-downs, work stoppages nor any lockouts for the duration of this agreement.

ARTICLE 14. DISCIPLINE AND DISCHARGE

Section 1. The Employer shall not discharge, suspend, or discipline any employee without just cause. The Employer will follow the principles of progressive discipline, and the following will be the steps of progressive discipline:

- a. Verbal warning (documented)
- b. First written warning
- c. Second written warning
- d. Final written warning/Suspension not to exceed 7 days
- e. Termination

Section 2. Disciplinary action beyond a verbal warning shall not be taken without first holding an investigatory conference with the employee to determine the facts of the incident. Employees shall receive written notice of any investigatory or disciplinary meeting at least two (2) days in advance of such meeting, unless the employer and the Union agree to a shorter time frame.

Section 3. Employees shall have the right to be accompanied by a representative of the Union of their choosing at any disciplinary meeting. In the event that an employee is the subject of an investigation, the employee shall have the right to be accompanied by a representative of the Union at an investigatory meeting. Employees shall receive a copy of any and all disciplinary actions placed in their file at the conclusion of any disciplinary meeting. Employees shall be permitted to submit a rebuttal in their file to any disciplinary action.

Section 4. When an employee has received a record of discipline, after 12 months the employer will remove such records, and all related memos and documents, from the Employee's personnel file as long as the Employee has not incurred any additional related discipline during the 12 month period.

Section 5. Bargaining unit employees may speak on all issues concerning their working conditions, and cannot be disciplined or marked down on evaluations as a result of their speech activity.

Section 6. Management can supersede the progressive disciplinary process only in the case of: gross misconduct, misuse of union assets or criminal violations. Nonviolent civil disobedience as part of a protest does not count as a criminal violation for the purposes of this article.

Article 15. RETIREMENT

Section 1. Retirement. PASNAP agrees to continue in effect the present Pension Plan for the employees. This plan includes the Flexible Money Purchase Pension Plan, at a contribution rate of 7% of gross annual compensation, effective upon date of hire, and the Flexible Profit Sharing Plan, by which employees can defer up to 12% of their annual income and receive a matching contribution of 1% to 4% depending on their deferral rate.

Employee Contribution	Employer Contribution
1%	1%
2%	2%
3%	3%
4%	3.5%
5%	4%

The plan description is incorporated by reference in this agreement. To the extent that investment decisions in either fund must be made on an organizational basis, those decisions will be made by a joint committee of the Executive Director, the Finance Director, the Treasurer of PASNAP, and two representatives selected by PSU. The joint committee shall meet within 90 days after ratification to review the social responsibility of investment decisions.

ARTICLE 16. BENEFITS

Section 1. PASNAP agrees to continue to make available a High Deductible Health Plan (HD1-HCI), and pay the full premium. In the event such plan is no longer offered by-PASNAP agrees to provide and pay the premium for a comparable plan.

- a. PASNAP will also provide annually a contribution to each full-time employee's HSA an amount equal to the deductible required by the plan less \$200 for individual coverage or less \$300 for family coverage.
 - i. Part time employees will receive a contribution to their HSA equal to the deductible for individual coverage less \$400 .
 - ii. There is no contribution from PASANP for the part time HSA account for family coverage.
 - iii. Part time employees who want to elect other than individual coverage may do so and PASNAP will pay a prorated portion of the premium i.e. 50% of the premium for the 0.5 FTE employee.

b. In the event the deductible is not used during the plan year, at the beginning of the next year it will be replenished to the amounts specified by the formula above. Employees may make individual contributions to their HSA accounts, and those contributions will not count against their replenishment contribution from PASNAP each year.

c. The HSA contribution for newly hired employees will be made after the employee has successfully completed probation. If employees have documented expenses that would be covered by the deductible, they may submit such expenses on expense reports and the amount will be deducted from their HSA when it is established.

d. Family coverage is limited to employees with spouses and children, including legally adopted children.

e. In the fall of each year PASNAP will hold an “open enrollment” period of no less than 30 days where employees may join or change their health plan choices. This will close on December 10th each year. Employees shall receive notice of this open enrollment period at least 30 days in advance.

f. Employees who choose to be covered under a non-PASNAP health plan may be compensated for the difference in cost to the employee between the PASNAP plan and the non-PASNAP plan up to \$6,600 per year.

g. Employees may continue their health coverage, at their own expense, for up to one (1) year if they are laid off, and for up to six (6) months upon a voluntary resignation. Employees electing such continued coverage shall pay to PASNAP for the insurance no later than the 5th day of each month.

Section 2. Dental coverage. PASNAP agrees to provide full time employees a total of one thousand five hundred (\$1,500) dollars per calendar year for each employee, or an annual total of three thousand dollars (\$3,000) for the employee and family. Part time employees shall receive a prorated amount according to FTE status.

Section 3. PASNAP agrees to continue the existing short term and long term disability plans and life insurance plan, or comparable plans, at the benefit levels now in effect. Full plans are available for inspection upon request to the Finance Manager. The current benefit levels are:

- a. Life, Accidental Death and Dismemberment: Benefit at two times annual earnings, maximum \$200,000.
- b. Short Term Disability: 60% of weekly salary, maximum \$1000 per week, maximum benefit 26 weeks.
- c. Long Term disability: If STD is exhausted, 60% monthly salary, maximum of \$10,000 per month.

ARTICLE 17. VACATION

Section 1. Full time employees shall accrue the following amounts of vacation, part time employees shall accrue a prorated amount of vacation according to FTE status:

Staff Representatives/Organizers/Lead Organizers

0 - 10 years	22 days per year (1.84 days per month)
10 + years	25 days per year (2.08 days per month)

Administrative/ Support Staff

0-10 years	17 days per year (1.25 days per month)
10+ years	20 days per year (1.66 days per month)

Section 2. All employees shall receive vacation strictly on an accrual basis and may not use vacation which has not previously been accrued.

Section 3. The maximum vacation accrual an employee may carry over at the end of the fiscal year is twice their annual accrual. Employees are expected to use their vacation annually; upon notice to the employee's supervisor, they may forgo scheduling vacation in anticipation of a scheduled FMLA for which sick time would not be available or applicable. Employees may cash out up to one week of vacation leave time each year, if they have reached 80% of their banked time.

Section 4. Vacation requests of more than three (3) days must be made with at least two weeks notice. Such requests shall be made to the employee's immediate supervisor; potentially conflicting vacation requests will be granted on the basis of seniority and the ability of the union to provide sufficient coverage during the time in question. PASNAP has the responsibility to provide coverage for staff to enable them to take vacation without disruption of essential support for members represented by that staff member.

Section 5. The staff member may request at their discretion a meeting with their immediate supervisor to clarify the procedure for coverage prior to their vacation.

Section 6. PSU members will not have their pre-approved vacation revoked unless it would create a significant negative impact to their assignment. Before a vacation is revoked, PASNAP will attempt to arrange coverage first by a member of the management team and then by seeking volunteers when appropriate.

ARTICLE 18. HOLIDAYS

Section 1. Full time employees shall have the following ten (10) days shall be recognized as Holidays: New Year's Eve Day, January 1 (New Year's Day) Martin Luther King Jr. Day,

Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, and Christmas Day. In the event that a recognized holiday falls on a Saturday or Sunday, it will be observed on the previous Friday or following Monday.

- a. Part time employees shall have the following six (6) days recognized as Holidays: January 1 (New Year's Day), Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

Section 2. An employee who works any of these days shall receive a compensatory day off, which must be taken within 90 days.

Section 3. In addition to the aforementioned holidays, full time employees shall receive four (4) personal holidays, part time employees shall receive a prorated number of personal holidays according to their FTE status.

Section 4. Holidays, including personal holidays, may not be cashed out.

ARTICLE 19. LEAVE OF ABSENCE

Section 1. Bereavement Leave. In the event of death of an employee's immediate family member the employee shall receive one work week time off with pay. "Immediate family members" shall include the following:

1. Spouse (for the purposes of Article 19, "spouse" will be understood to include spouses, domestic partners, and partners in a civil union);
2. Parent (including natural, foster or step-parents)
3. Child (including natural, foster or step-child, and including perinatal loss), and
4. Same relatives of the employee's spouse.

a. In the event of death of an employee's siblings or grandparent or those of his/her spouse, the employee shall receive three work-days paid leave.

b. At the discretion of the employee's direct supervisor the employee shall receive one day off with pay in the event of a death not covered by the categories above. Requests will not be unreasonably denied.

c. In the event that an extension is needed, the staff member can access sick time to extend their bereavement leave.

Section 2 . Leave Donation

Pursuant to IRS Rev. Rule 90-29, 1990-1 C.B. 11, employees who are experiencing a personal or family medical emergency or suffering the loss of a spouse or child may participate in a leave donation program to provide compensation through the use of donated leave credits. A "medical

emergency" is defined as a medical condition of the employee or family member of the employee that would require the prolonged absence of the employee from duty and would result in a substantial loss of income to the employee due to the employee's exhaustion of their leave credits.

The following conditions apply:

1. An employee may donate earned leave credits to a "sick leave bank" established for employees absent from work who have requested to access such a "bank" or on whose behalf a co-worker or the Union has requested to access such a "bank".
2. Earned vacation, holiday or sick leave credits may be donated. Donations must be made in either half-day (4 hours) or full-day (8 hours) increments.
3. The absent employee's leave credits must be exhausted prior to their use of donated leave credits.
4. The absent employee must be absent due to a non-occupational personal illness or disability or to care for an ill or disabled legally dependent family member. The employee shall submit medical documentation satisfactory to PASNAP.
5. The donating employee must retain a minimum of a total of 10 days earned accruals after the donation is complete.
6. Except as otherwise provided in this section, the use of donated leave by the absent employee will be recognized by PASNAP as if the leave credits had been earned by the absent employee.
7. The absent employee shall not earn or accrue leave credits while using donated leave.
8. PASNAP will maintain the confidentiality of the donor's identity unless otherwise instructed by the donor.
9. Medical documentation shall be verified and the eligibility requirements reviewed by the Personnel Director or his/her designee.

Section 3. Family Medical and Parental Leave

- a. All employees shall be covered by the Family and Medical Leave Act. In addition, recognizing the importance of family care and gendered labor, PASNAP agrees to permit employees who are new parents, via adoption or pregnancy regardless of gender of the parent, to take a parental leave of up to six months. This leave can commence upon the onset of medical disability in the case of

- pregnancy, or at the time of taking custody of an adopted child. Special circumstances requiring leave prior to taking custody will be honored.
- b. Birth mothers using parental leave shall apply for short term disability and *may* use their sick time to complement benefit amounts to receive 100% of full pay. After use of available short term disability, the employee may use any or all accrued sick, vacation and personal time to extend the paid portion of the leave. Vacation and sick time continue to accrue while on a paid leave, including that part of the leave which is covered by disability.
 - c. Employees other than birth mothers may use any and all accrued sick, vacation and personal time to extend the paid portion of the leave.
 - d. PASNAP will hold the position of employees taking parental leave for a total of six months. For any part of that six month leave which is not covered by paid benefit time, or the requirements of the FMLA, PASNAP will continue health insurance for the member or family provided they contribute 50% of the premium. Those utilizing such leave will return to their position at PASNAP without loss of seniority.
 - e. Flexible work arrangements will be considered within the leave period should an employee wish to come back initially at less than full time status.
 - f. Employees will be able to donate accrued vacation time to an individual who is on parental leave.
 - g. Notice of parental leave will be given with appropriate time to make arrangements for staffing coverage. PASNAP will provide access to a Dependent Care Reimbursement account.

Section 4. Civil Leave. an employee is entitled to paid time off to leave for service as a juror or witness. In order to receive this benefit employees shall turn in their payment from the court.

ARTICLE 20. WAGES

Section 1. Administrative Staff/Support Staff

- a. Effective upon ratification of the agreement, the following salary structure shall apply to the position of Administrative Assistant. Part time employees will be prorated according to FTE status.

ADMIN	July 1 2021	July 1 2022	July 1 2023
0-3	\$44,570.74	\$45,685.00	\$46,827.13
4-7	\$46,132.89	\$47,286.21	\$48,468.37
8-11	\$47,516.89	\$48,704.81	\$49,922.43
12+	\$48,942.39	\$50,165.95	\$51,420.10

b. Effective upon ratification of the agreement, the following salary structure shall apply to the position of Membership Coordinator.-

Member. Coordinator	July 1 2021	July 1 2022	July 1 2023
0-3	\$52,385.10	\$53,694.73	\$55,037.09
4-7	\$53,694.72	\$55,037.09	\$56,413.01
8-11	\$54,500.14	\$55,590.14	\$56,701.94
12+	\$55,317.64	\$56,423.99	\$57,552.47

c. Effective upon ratification of the agreement, the following salary structure shall apply to the position of Accounting Clerk. Part time employees will be prorated according to FTE status.

Years of experience	July 2021	July 2022	July 2023
Accounting	July 1 2021	July 1 2022	July 1 2023
0-3	\$53,550.00	\$54,621.00	\$55,713.42
4-7	\$56,100.00	\$57,222.00	\$58,366.44
8-11	\$57,502.50	\$58,652.55	\$59,825.60
12+	\$58,940.06	\$60,118.86	\$61,321.24

d. Administrative Support Staff who, pursuant to the FLSA are eligible to earn compensatory time, shall be entitled to compensatory time off for hours worked in excess of forty (40) hours per week. Staff will properly record such time. Managers may not deny properly documented requests for compensatory time.

Section 2. Staff Representatives, Organizers, Political, Communication, Research

a. Effective upon ratification of the agreement, the following wage scale will apply to all newly hired staff employees in the above referenced job titles. Part time employees will be prorated according to FTE status.-

Start	\$74,284.56	\$75,770.25	\$77,285.66
1	\$76,406.98	\$77,935.12	\$79,493.82
2	\$78,529.39	\$80,099.98	\$81,701.98
3	\$81,713.02	\$83,347.28	\$85,014.22
4	\$84,811.75	\$86,507.98	\$88,238.14
7	\$89,141.47	\$90,924.30	\$92,742.79
10	\$93,386.30	\$95,254.03	\$97,159.11
12	\$96,120.00	\$98,042.40	\$100,003.25
15	\$102,000.00	\$104,040.00	\$106,120.80
20	\$112,200.00	\$114,444.00	\$116,732.88
25	\$120,864.90	\$123,282.20	\$125,747.84

b. Newly hired employees, at the discretion of the management team when offered their position, may be credited for prior work experience (organizing, general representative work, time as a shop steward, service on the negotiation team and/or service on the executive board and/or state board) through placement on the wage scale above the start rate. When given advanced placement, they shall follow section 4 below. No member shall be unreasonably denied credit for prior experience.

i. Any dispute shall be discussed with the union and employee based on past practice of the current structure.

c. PASNAP members who are hired into a staff position shall be placed on the wage scale according to experience or slotted into the year where the salary is closest to their base hourly wage, whichever is closer

Section 3. Senior/Lead Designation

a. Senior Staff Representatives shall receive a differential of \$8,000 per year over the then current Staff Representative rate to which they are entitled. Any Staff Representative who believes they have mastered the skills required for a Senior staff rep position, and who has at least 4 years experience as a staff representative with PASNAP, or seven (7) years experience with another union or in combination with another union and PASNAP with at least 2 year of experience at PASNAP may apply for an upgrade to the Executive Director. If the Executive Director determines that they have met the qualifications and have demonstrated competency, they shall be upgraded effective immediately. The decision of the Executive Director is subject to the grievance procedure. This decision will be based on having independently completed multiple arbitrations, having demonstrated ability in leading contract negotiations, being able to

function independently on campaigns and representational issues, and their supervisor having confidence in their abilities. Staff, who request it, will be given equal opportunities and support to strive to meet these criteria.

b. The Executive Director may, with the consent of the Executive Board, offer a "Lead organizer" position to organizers who have four (4) years of new organizing experience with PASNAP or seven (7) years of new organizing experience with another union or in combination with another union and PASNAP with at least 2 years of experience at PASNAP. Such position shall receive an \$8,000 per year annual differential in addition to the negotiated salary. There shall be no limit to the number of organizers obtaining the "Lead Organizer" position.

c. The Executive Director may, with the consent of the Executive Board, offer a "CPR Lead" position to CPR staff who have four (4) years of experience with PASNAP in their speciality or seven (7) years of experience in their specificity or in combination with another organization and PASNAP with at least 2 years of experience at PASNAP. Such a position shall receive an \$8,000 per year annual differential in addition to the negotiated salary.

Section 3. Staff representatives or organizers who are or become attorneys, shall receive a \$2000 bonus annually beginning with their second year of service at PASNAP. Such bonus shall not be applicable to any employee receiving a senior differential.

Section 4. All employees including new hires shall move to the next step on the wage scale, according to years of service on July 1st of each year. New employees will be provided their credited years of service upon hire. All current employees credited years of service are listed in Appendix "A" of this agreement.

ARTICLE 21. TUITION/EDUCATIONAL REIMBURSEMENT

Section 1. Tuition/Educational reimbursement is available to full-time employees. PASNAP will advance employees one-half the cost of tuition, books and fees for a college course in a related study or a course leading to a degree that is professionally related to the employee's current position with PASNAP. At the successful completion of the course and upon proof of a passing grade, PASNAP will reimburse the other half of the costs of tuition, books and fees. The maximum amount for each fiscal year (July 1 through June 30) shall be \$3000 per employee.

Section 2. Upon request, PASNAP may fund all or part of work-related courses, workshops and conferences which PASNAP determines to be of value to the professional growth of the employee. An annual budget of \$12,000 will be set aside for such training, which may be

increased at the request of the Union with Executive Board approval. Requests shall be made to and be approved by the Executive Directors, and days or hours used in such education shall be considered work days. At minimum, PASNAP will approve one conference every two years.

Section 3. Employees Receiving Funds under Section 1 of this Article agree to continue employment with PASNAP for a period of one (1) year following receipt of the reimbursement. In the event that the employee resigns prior to the completion of the one-year period, the employee will be obligated to return a prorated portion of the funds received.

ARTICLE 22. TELEPHONE AND ELECTRONIC EQUIPMENT PROCEDURES

Sec 1. Employees are permitted to use office telephones for personal use provided that such use is done on a reasonable basis. Staff representatives and organizers will be issued cell phones.

Sec. 2. Union issued cell phones are expected to be used for all union business, and are issued at no cost to staff; staff may be charged for repairs or replacement if it is determined that the telephone or other electronic equipment (computers, printers, etc) failed as a result of negligence or abuse . They may be used for personal use. PASNAP will not reimburse for use of personal cell phones.

Section 3. All bargaining unit members who work in the field will receive a work issued laptop. Each laptop will be serviced and maintained by the employer. All laptops will be replaced when needed to ensure optimal performance of the equipment. PASNAP will ensure that laptops are operating with up to date software and networks.

ARTICLE 23. MEAL/HOTEL/TRAVEL REIMBURSEMENT

Section 1. Meals. Should a daily assignment require an employee to travel 150 miles or more round trip from the office where the staff person works, the maximum daily meal reimbursement shall be \$75 per day (including tips). Receipts shall be provided.

Section 2. Hotel. Should a daily assignment require an employee to travel 200 miles or more round trip from the office where the staff person works overnight accommodations, such employee may stay overnight at a hotel at a cost not to exceed \$100 per night, Authorization from the staff person's supervisor shall be required for amounts over \$100.00. Staff agree to attempt to find clean and safe hotel accommodations as economically as possible. PASNAP will arrange direct billing where needed for extended or repetitive hotel accommodations.

Section 3. Travel. Employees shall be reimbursed the IRS-directed amount for mileage in accordance with the policy attached as an appendix to this agreement.-

Expense reports must be completed in accordance with the standards of PASNAP policy (attached) and submitted within 60 days of the first expense listed on the report. Reimbursement of properly submitted expenses will occur within 15 days. Late expense reports will not be reimbursed, unless advance authorization is obtained from the employee's supervisor.

Section 4. Reimbursement for Parking Tickets

Should an employee receive a parking ticket in the course of their daily work assignment that ticket shall be covered in accordance with the expense reimbursement policy of PASNAP provided the request for reimbursements are submitted prior to the assessment of any additional penalties. Any additional penalties shall be paid by the employee. Employees may reimburse up to three parking tickets per calendar year. Should documentation of the reason for the ticket be requested by the employee's supervisor it shall be provided however reimbursement shall not be unreasonably withheld.

ARTICLE 24. TELECOMMUTING AND OFFICE REPORTING

All full-time administrative staff are expected to observe PASNAP's regular office hours unless prior approval is obtained from their supervisor. Professional staff are required to work unusual and uneven amounts of both days and hours and it is understood that they may not always be present in their offices during normal working hours. Professional staff are expected to notify their supervisor of any flexed work schedules. Staff shall inform their supervisor of their off-site activities.

Telecommuting from home is encouraged and requests to telecommute shall be submitted to the employee's direct supervisor for approval. Approval will be based on an assessment of the impact of the telecommuting proposal on operational needs and such approval will not be unreasonably denied. Employees may also be directed to telecommute. In all cases where telecommuting is approved or directed, PASNAP will provide the employee a laptop and, if necessary, a printer for the employee's home use. Home printers shall be returned to PASNAP if the employee subsequently returns to an in-office assignment.

ARTICLE 25. TERM OF AGREEMENT AND RENEWAL

This agreement shall remain in full force and effect from the date of execution thereof through June 30, 2024. The Agreement shall automatically be renewed from year to year thereafter unless either party shall give to the other party written notice of its desire to terminate, modify or amend this agreement. Such notice shall be given to the other party in writing by certified mail no later than 60 days from the date of expiration.

ON FILE SIDE LETTER DEBRIEF

ON FILE LETTER RICH MEYER/JOE RIEDEL BonuS

APPENDIX “A”

AS OF 7/1/21		
Years in Job Classification	Staff	Hire Date
12	Nick Alpers	1/2/2019
9	Matthew Cunningham-Cook	11/19/2018
6	Meghan Devonshire	9/4/2018
15	Andrew Dixon	4/29/2019
1	Nick Evangelista	6/1/2021
4	Ryan Finley	9/10/2018
7	Megan Gorman	6/8/2020
Start	Nafis Hasan	6/14/21
12	Juanita Howard	1/22/2019
3	Alex Lotorto	9/4/2018
6	Max Lyons	2/12/2018
3	Obafemi Matti	12/2/2019
11	Steve Morris	1/16/2020
7	Joe Moyer	7/16/2019
4	Richard Myers	6/17/2019
4	Joe Reidel	12/6/2018
12	Lydia Robbins	9/18/2017
6	Bryan Staul	5/24/21
5	Casy Stelitano	3/18/2019
3	David Thompson	5/7/2018