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**ARTICLE 1.
PREAMBLE**

Section 1. Parties and Effective Date

This agreement is effective as of September 15, 2022, between United for Respect Education Fund (“UFR”), a non-profit social justice organization, and the Washington-Baltimore News Guild, chartered by the News Guild-Communication Workers of America as Local 32035 (“Guild”), for itself and on behalf of all the employees described in Article 2.

Section 2. Dignity and Respect

The Guild and UFR recognize their shared interest in building a relationship that is effective, constructive, transparent, mutually accountable, constructive, racially just and inclusive to ensure that UFR fulfills its mission and that employees are supported in their creativity, insight, life experiences and energy to the work. To achieve this mutual aim, UFR and the Guild agree to treat all employees, both unit and non-unit employees with dignity and respect.

Both the Guild and UFR agree to uphold the guiding principles of fairness, equity and transparency in the joint effort to strengthen the shared purpose of supporting each other & our leader members in their work of changing many of our nation’s largest corporations.

Section 3. Shared Vision and Purpose

UFR strives to attain a respectful, productive and open relationship with all employees. This common purpose requires that UFR’s structure and practices allow for the following: Engagement in constant innovation, change and evolution as tools, strategies and needs evolve over the course of campaigns.

We should be flexible and responsive to urgent crises and opportunities that are caused by the employers who we are challenging alongside our members. Simultaneously, we recognize that to effectively take on these employers, United for Respect must build a strong organization that supports the creation and maintenance of robust processes, systems, and plans that will enable our work to be as effective and responsive to the constantly changing landscape of workers’ rights.

We should be able to attract, retain and reward skilled staff, who, whenever possible, reflect the skills, perspectives and experiences across race, gender, sexuality, age and socio-economic class; while being accountable first and foremost to each other and our shared principles and purpose as a progressive organization.

Regular training opportunities shall be provided for all employees to ensure that all staff have an understanding of the necessary values of racial justice, equity & inclusion.

**ARTICLE 2.
BARGAINING UNIT**

Section 1. Recognition

UFR hereby recognizes the Guild as the exclusive representative of all employees in the bargaining unit hereinafter defined for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment or other conditions of employment.

Section 2. Bargaining Unit

The bargaining unit shall consist of salaried full time and part time employees regardless of geographic location or worksite, who are regularly scheduled to work 15 hours or more per week in the Field, Digital & Communications, WorkIt/020, Infrastructure, Operations, Corporate Accountability & Policy and Campaign Departments but excluding supervisory, managerial and confidential employees as defined in the National Labor Relations Act. If UFR creates a new position that the Guild believes should be in the bargaining unit, UFR will meet with the Guild concerning the inclusion of the position in the unit.

Section 3. Employees

Unless otherwise specified, the term “employees” as used in this Agreement shall mean employees included in the Guild bargaining unit.

**ARTICLE 3.
MANAGEMENT RIGHTS OF UNITED FOR RESPECT**

UFR reserves, and the Guild recognizes, that UFR retains all management rights and prerogatives not expressly limited or modified by this agreement.

**ARTICLE 4.
UNION RIGHTS**

Section 1. Union Meetings

Subject to availability and upon reasonable request by the Guild, UFR, to the extent it does not interfere with UFR’s organizational needs, shall provide space on its premises or meeting premises and use of its communications technology for meetings of bargaining unit employees at mutually agreeable times. Employees can use their lunch break to attend Guild meetings. UFR will provide coverage if deemed necessary so that bargaining unit members can attend these meetings. Monthly unit meetings shall be held during normal business hours.

Section 2. Union Leave

UFR shall provide reasonable paid leave for designative Guild representatives for the purpose of contract administration, including participation in grievance and arbitration proceeding, contract negotiations or meetings. The designated representative must notify their supervisor in advance of union leave and the scheduling of such leave must mutually agreed upon by the representative and their supervisor. Such leave shall not be arbitrarily denied. Union business, including grievance processing shall be held during normal business hours.

Section 3. Slack Channel

To facilitate communication with bargaining unit employees, the Guild shall be provided with suitable slack channel space, for the posting of notices and information concerning Guild Bargaining Unit activities.

A bargaining committee, whose size may be up to 15% of the bargaining unit, designated by the Guild will be excused from their work, without loss of pay, to participate in negotiations, including caucuses during bargaining sessions. Leave under this section shall be in addition to Guild leave in Section 2. The Guild shall notify United for Respect of the members of the committee prior to the commencement of negotiations.

Section 4. New Employees and Orientation

The parties recognize that it can be beneficial for each bargaining unit employee to understand the collective bargaining agreement and the role of the Guild in the employment setting. As such, before the conclusion of the first week of employment, a Union staff representative and/or a Union Steward will contact all new Bargaining Unit employees and set up a time during business hours to distribute Union information and make an informational presentation. These meetings shall be set according to Section 2 of this Article.

United for Respect shall provide to the Guild a notice of any new bargaining unit employees no later than their first day of employment. During United for Respect portions of new employee orientation, United for Respect shall not make derogatory comments or otherwise disparage the Guild or its personnel. United for Respect shall make no statement regarding the Guild as an entity (including dues, membership, officers, etc.) and shall refer any such questions to the Guild's portion of the orientation.

**ARTICLE 5.
UNION SECURITY AND DUES DEDUCTION**

Section 1. Union Members in Good Standing

It shall be a condition of employment that all employees of UFR in the bargaining unit referred to in Article 1 who are members of the Guild in good standing on the effective date of this Agreement shall remain members in good standing. All new employees shall on the thirty first

day following their first date of work become and remain members in good standing in the Guild. The provisions of this Article shall be effective, implemented, and administered in accordance and consistent with applicable provisions of federal and state laws.

Section 2. Dues

UFR shall, in compliance with all applicable law and on the basis of individually signed voluntary check off authorization cards provided to UFR by the Guild, deduct dues or fees equivalent to dues and assessments levied by the Guild for the current month. These amounts shall be deducted from employees' wages and sent to the Guild on the fifteenth and last day of the month. Deductions will begin with the next full pay period following UFR's receipt of the check-off authorization. Attached hereto as "Appendix A" is a copy of the Guild's Assignment and Authorization to Deduct Guild Membership Dues.

Section 3. Payroll Deductions for CWA Political Action Fund

UFR shall provide for payroll deductions for the CWA Political Action Fund (PAF) on behalf of employees who authorize such deductions in writing.

Section 4. Indemnification

The Guild agrees to indemnify and hold UFR harmless from all claims, suits, judgments, attachments, and any other liability resulting from any deduction from wages made in accordance with this Article.

**ARTICLE 6.
INFORMATION FURNISHED TO GUILD**

Section 1. Annual Information

UFR will furnish to the Guild annually the following information in connection with employees represented by the Guild:

- Name
- Hire Date
- Job Title
- Classification
- Rate of Pay—hourly or salary
- Work location
- Date of Birth
- Ethnicity, if identified
- Gender Identity, if identified
- Home Address

Section 2. Monthly Information

UFR shall notify the Guild monthly in writing or electronically of:

- a. New bargaining unit employees-including all the information required in Section 1.
- b. Changes in job title for bargaining unit employees, salary changes by reason thereof and effective date, and changes of the Supervisor for unit employees.
- c. Resignations, retirements, deaths, promotion and/or transfers out of the unit of bargaining unit employees, and their respective dates.
- d. The Guild will also notify UFR in writing or electronically of any changes in its roster of Officers, Representatives, and Stewards, including any alternates as soon as practicable, no longer than 30 days after such changes are made by the Guild.

**ARTICLE 7.
ACCESS TO PERSONNEL FILES**

Section 1. Maintenance of Files

United for Respect shall maintain personnel records, which shall include all pertinent documents concerning the employee.

Section 2. Employee Access to Files

An employee has the right to view their personnel file within five (5) business days of a written or email request by the employee of United for Respect. The employee may request copies of documents in the file. United for Respect will provide an electronic copy to the employee within five (5) business days.

The employee shall receive a copy of any material related to discipline or job performance that is put into their official personnel file.

Section 3. Guild Access to Files

Employee authorization is required for United for Respect to provide the Guild representative with an employee's personnel file and Health Insurance Portability and Accountability Act file.

ARTICLE 8.
JOINT LABOR MANAGEMENT COMMITTEE

Section 1. Labor Management Committee

The parties agree that maintaining an open channel of communication is a significant contributor to positive labor management relations and aids the early resolution of disputes short of formal dispute processes. As such a Labor Management Committee will be formed for the purpose of discussing issues of mutual concern to the parties.

Section 2. Composition of Committee

The Labor Management Committee established in accordance with this Article shall be composed of no more than two (2) employer representatives and no more than two (2) Guild represented employees plus one (1) representative from the Guild's paid staff. The parties must mutually agree in advance to invite individuals other than members of the committee to attend a meeting.

The Guild agrees to provide United for Respect with no less than ten (10) business days advance notice of the names of the employees who will be serving in the Committee for each meeting. United for Respect shall provide the Guild with no less than ten (10) business days in advance notice of the names of the managers and any non-bargaining unit employees who will be serving in the Committee for each meeting. Each party shall designate a spokesperson to coordinate Committee activities.

Section 3. Frequency of Meetings

Meetings shall be held no less frequently than once every two (2) months or when the parties agree on the need for a meeting, and shall not exceed two (2) hours, unless jointly agreed. Meetings shall be scheduled thirty (30) days in advance, unless mutually agreed otherwise, and United for Respect shall, unless in the case of a bona fide emergency, ensure that the Guild's participants on the Committee identified to United for Respect at that time will be granted leave from duty in order to attend the meeting.

Section 4. Mechanics of Meeting

It is the intent of the parties that all meetings shall be conducted in a cooperative and professional manner with the aim of addressing matters in a constructive nature. The parties shall make every effort to agree to a written agenda document finalized no less than five (5) business days before each meeting, provided, however, that neither party may exclude an item from the agenda. Active grievances shall not be discussed at a Labor Management Committee meeting except by mutual agreement of the parties.

Section 5. Compensation

Any portion of a Labor Management Committee meeting shall be compensable time for all Bargaining Unit employees attending.

ARTICLE 9. RACIAL JUSTICE, EQUITY & INCLUSION

Section 1. Discrimination is prohibited at UFR

UFR shall not discriminate based on an individual's race, ethnicity, religion, color, sex, gender (including gender expression and identity), sexual orientation, age, national origin, citizenship, disability, pregnancy, veteran status, political affiliation, lawful union activity, marital status, caregiver status, or any other basis prohibited by law or based on the employee's protected activity under applicable anti-discrimination statutes.

Section 2. Promoting a Safe and Inclusive Workplace

UFR absolutely prohibits retaliation against any person who, in good faith, makes a complaint regarding discrimination, harassment, abuse of authority, or bullying of employees.

Section 3. Addressing Unwelcome Conduct

UFR shall investigate and resolve complaints of harassment or other unwelcome conduct in accordance with procedures outlined in the UFR Employee Handbook, and federal and state law. UFR recognizes that not all unwelcome conduct may rise to the level of harassment. UFR absolutely prohibits retaliation against any person who, in good faith, makes a complaint regarding unwelcome conduct.

To the degree not inconsistent with UFR's obligations to investigate and address complaints in the workplace, UFR will consider restorative practices to resolve unwelcome conduct, upon request by any affected employee. Restorative practices aim to build understanding, explore how the wrongdoing has impacted those involved, and develop agreements that increase trust, safety and understanding.

A request for a Restorative Practice may be submitted to the Human Resources Department to repair trust and increase safety and understanding. The request will be assessed in a confidential a manner as is practical and appropriate under the circumstances. UFR shall not take any adverse action against the employee for requesting a Restorative Practice. A Restorative Practice session may be conducted with the individual who experienced the identified behavior, the individual(s) who is/are alleged to have perpetrated the identified behavior, and, if the parties agree, any other relevant staff.

UFR shall not take any adverse action against the employee for requesting a Restorative Practice. In cases in which an employee submits a request for Restorative Practice to UFR, UFR will provide written notice to the employee of their rights to union representation as part of the process and the name of the Union Head Steward as part of UFR initial email communications with the requestor.

Section 4. Fostering an Equitable, Inclusive, and Racially Just Organization

UFR and the Guild recognize that a workforce which reflects the demographics of UFR's members and the communities that UFR services is integral to the growth and effectiveness of UFR.

UFR and the Guild are committed to a firm policy of non-discrimination in all aspects of employment, including recruitment, hiring, placement, training, transfers, promotion, demotion, termination, layoff, recall, compensation, benefits and the use of facilities.

UFR will keep each posted Bargaining Unit position open for applications until at least thirty (30) percent of applicants are women and thirty (30) percent of applicants are people of color, or by mutual agreement of the Guild and the Employer. Notwithstanding this paragraph, UFR shall not be required to keep any job application open for longer than 30 days.

UFR will annually provide the Guild a list containing the following information for each employee to the extent it is reported or available to UFR:

- (1) Name, address and year of birth
- (2) Self-identified gender and race/ethnicity
- (3) Date of hiring
- (4) Job title, contractual pay rate/compensation level and FLSA classification

UFR is committed to providing support to assist women and people of color, and people with other subordinated/otherwise marginalized identities, access leadership opportunities and succeed and grow at UFR.

UFR will continue to make workspaces accessible to everyone, pursuant to applicable state and federal law. UFR will ensure that all employees are aware of the process for requesting accommodations, and how those accommodations are determined, consistent with Americans With Disabilities Act ("ADA") requirements, including all requirements to maintain medical information confidentially and on a need-to-know basis.

UFR will list pronouns for all employees on appropriate office signs, employee name tags for internal and external events, business cards, email signature templates, and other events and spaces where staff names are listed, except in the case where an employee would prefer not to have their pronouns listed.

UFR will provide a formal process for employees who go through a name change or who have a preferred name to request that their former name be removed from previous office materials and publications to the extent practicable (i.e. office signs, business cards, blog posts, organizational charts, etc.).

As part of new employee orientation, UFR will provide resources (either self-composed or from the health insurance provider) regarding various health insurance procedures and treatments commonly utilized by LGBTQIA+ individuals that are covered or not covered by employee healthcare plans offered. This could include procedures and treatments related to: mental health care; transition-related health care, such as endocrine care (gender-affirming hormone therapy) and surgeries; STI/STD testing and other sexual health resources; and other healthcare treatments and procedures commonly accessed by LGBTQIA+ individuals.

Section 5. Joint Labor Management Committee

UFR and the Guild recognize that fostering an equitable, inclusive, and racially-just organization requires continuous improvement, continuous self-analysis, and continuous organizational analysis.

UFR and the Guild commit to review organizational policies and practices which promote racial justice, equity, and inclusion on a quarterly basis as part of their JLMC meetings, including but not limited to (in addition to those described in this article) Black, Indigenous, People of Color, LGBTQIA+ and disability rights concerns. This shall include discussion of models of restorative justice in the workplace. Participation at JLMC meetings (i.e., not including any preparation for such meetings by bargaining unit members) shall be considered work time and paid as such, but in no event will any employee incur overtime and no employee shall work through any rest or meal break during JLMC meetings.

As part of the JLMC, the UFR and the Guild agree that their goals include consideration of the following question:

“Question: What is the best structure to accomplish the below items?”

- (1) Eliminate harassing, bullying, toxic behavior, and unwelcome conduct through tracing, counseling, and restorative justice. Create clear standards for discipline of employees at all levels if restorative justice fails or is inappropriate based on the severity of the conduct.
- (2) Foster BIPOC, LGBTQIA+, and Disabled Persons recruitment, retention, and mentorship into management and senior organizational positions.
- (3) Foster equity and accountability through reporting, reviewed at the UFR Board level, with input/participation by non-management UFR employees and the Guild.
- (4) Create clear, anti-racist standards for work expectations and to promote integrity, open communication, and respect for one another. Create a shared vision among everyone at UFR for excellence in work product.”

Section 6. Employee Resource Groups

UFR acknowledges that Employee Resource Groups (ERGs) are a powerful way to build community and support employees with similar identities and/or roles at UFR. ERGs include affinity groups, cohorts, and caucuses, which have identified themselves in writing to the UFR Chief Operations Officer as an ERG. Employees shall have the ability to self-select into ERGs and UFR shall permit ERGs to use organizational space (conference room, conference line, Zoom, email and/or Slack). When reasonably possible, space will be made at conferences, retreats, and events for ERGs to meet separately, including in person.

Time spent in ERGs shall not take precedence over regular job duties or assignments, unless authorized in writing by the UFR Chief Operations Officer. Time spent in ERG meetings (i.e., not including any preparation for such meetings by bargaining unit members) shall be considered work time but in no event will any employee incur overtime and no employee shall work through any rest or meal break during ERG meetings. All UFR employees shall be permitted to attend any ERG which is supported by UFR resources (paid time, UFR conference rooms and technology, etc.) as an affinity member or as an ally, unless an ERG limits its members to employees in the Guild bargaining unit. UFR employees in ERGs shall at all times comply with the UFR Employee Handbook and the Nondiscrimination provision of this article.

UFR may deny resources to any ERG with a purpose or activities which are inconsistent with UFR's Employee Handbook or the Nondiscrimination provision of this article. UFR shall provide advance written notice and meet and confer with the Guild before denying resources to any ERG. No denial of resources shall be for arbitrary or capricious reasons.

Section 7. Required Competencies to Work at an Organization Committed to Advance Racial Justice, Equity, and Inclusion to Build an Anti-Racist Institution

Annual training opportunities will continue to be provided to facilitate staff knowledge and skills for centering and advancing racial justice, equity, and inclusion to build an anti-racist institution. UFR is committed to developing, in consultation with the JLMC, a cohesive and consistent approach to annual training. These trainings shall provide opportunities for staff to understand and acknowledge how dominant systems of power have shaped this country, culture and institutions.

Where applicable, organizational learning opportunities, trainings, and convenings shall be accessible to a multilingual audience to ensure that all staff, regardless of their primary language, are able to understand the material and participate in discussion. UFR acknowledges that it is critical for staff to have opportunities to reflect on their own personal identities, privileges, and access to resources to consider how these factors have shaped their experiences.

**ARTICLE 10.
HIRING AND PROMOTION**

Section 1.

UFR shall notify all employees, by e-mail and/or similar method, of any vacancy in an existing or newly created position it intends to fill. UFR may also choose to advertise the position(s) externally at the same time it posts the position(s) internally.

Employees shall have five (5) business days from the date of the posting to apply for the vacancy, which shall obligate UFR to interview the internal applicant prior to interviewing any outside applicants, unless the internal applicant is unavailable.

Qualifications shall be posted for the position(s). Applicants shall be chosen based on their qualifications overall experience, skill and job-related knowledge, as determined by United for Respect. Where the qualifications of an internal applicant and an outside applicant are substantially equal, United for Respect shall award the position to the deserving internal applicant.

Where United for Respect is deciding between two internal applicants whose qualifications are substantially equal, seniority shall be given primary consideration.

If an employee is not awarded the position, upon request, UFR will meet with the employee and, at the employee's option, a representative of the Guild to discuss the reasons for non-selection. This meeting must be held within five (5) business days of the request.

**ARTICLE 11.
SENIORITY**

Section 1. Definition

An employee's seniority date shall be the employee's first day of work with United for Respect, as either a bargaining unit or non-bargaining unit employee.

For the purpose of this article, employees shall be deemed continuously employed by United for Respect while on leave of absence from United for Respect and while employed by United for Respect in a bargaining unit or non-unit position.

Probationary employees shall not acquire seniority until they have completed their probationary period at which their seniority shall revert to their date of hire.

Section 2. Loss of Seniority

Employees shall lose seniority for the following reasons:

- (1) Layoff for a period of one year or more;
- (2) If an employee resigns or voluntarily leaves the employment of United for Respect; or
- (3) If an employee has been discharged by United for Respect for just cause.

Section 3. Returning Employees

A former employee who returns to employment in a unit position will be credited previous time served.

**ARTICLE 12.
DISCIPLINE AND DISCHARGE**

Section 1. Just Cause

All new employees shall be probationary for the first six (6) months of employment. Probationary employees are not subject to Grievance and Arbitration provisions of this agreement for the purpose of discipline or discharge. Employees who complete their probation shall not be subject to discipline or discharge without just cause and progressive discipline.

Section 2. Notification to the Employee and the Guild

The Guild and the employee shall be notified in writing within 24 hours of the discipline or discharge.

Section 3. Discipline

Discipline shall be in accordance with the organization's progressive values and shall be used to support and improve employees' work performance for their development and the advancement of the organizational vision.

Any documents related to attendance violations and verbal warnings shall not be taken into consideration six (6) months after issuance.

Any documents related to written warnings shall not be taken into consideration one year after issuance.

Any documents related to suspensions, employee improvement plans, or disciplinary leaves of absence shall not be taken into consideration one year after the issuance.

**ARTICLE 13
WAGES AND SALARY SCHEDULE**

A. Annual Wage Increases

Each member of the bargaining unit shall receive an annual raise of one percent on January 1, during the term of the agreement.

B. Grades and Steps

Upon hire, UFR shall place each bargaining unit employee at a Grade and Step. Each Step shall consist of an annual (total) increase of \$1,000. Each Grade shall consist of 10 Steps (except for Grade 3 – Software Engineer).

Grade 1	\$55,000 to \$65,000
Grade 2A	\$65,000 to \$75,000
Grade 2B	\$70,000 to \$80,000
Grade 3A	\$75,000 to \$85,000
Grade 3B	\$85,000 to \$95,000
Grade 3 – Software Engineer	\$95,000 to \$120,000

Each eligible member of the bargaining unit shall receive an annual, single Step increase on January 1, during the term of the agreement. Each Step increase shall amount to a total increase of \$1,000 to the bargaining unit member's annual salary.

Employees who reach the final step of any grade will not automatically receive another step increase, but will be eligible for annual increases.

Bargaining unit members who were employed as of September 15, 2022 shall be placed at Step 0 of their Grade, without respect to their Grade/Step placement or salary as of that date, and consistent with the parties Tentative Agreement regarding placement for these bargaining unit members.

C. Annual Stipends for High Cost of Living (High Range and Mid Range)

(1) Formula for HCL Stipend

- (a) HCL Stipend is based on an average US cost-of-living provided by www.bestplaces.net.
- (b) High Rate Cities: 115% of the national average of cost of living as determined by bestplaces.net.
- (c) Medium Rate Cities: 105-114.9% of national average of the cost of living as determined by bestplaces.net.

(2) Existing HCL Stipend for High and Medium Rate Cities

- (a) \$6500 annual stipend = high rate cities
- (b) \$2500 annual stipend = medium rate cities

D. UFR Fellows

(1) UFR Fellow – full or part-time position in any capacity is included in the bargaining unit – \$42,000/year salary, unless greater local wages required for professionally-exempt employees (FLSA exempt position);

- (a) basic conditions:
 - (i) up to a maximum of one-year (12 months) term contract, non-renewable
 - (ii) position cannot promote to higher grades, a separate application is required to apply to other bargaining unit positions
 - (iii) member-organizers hired into UFR after 12 mos. will not go through a probationary period; time spent as a member-organizer will count for other benefits 401(k), etc., assuming hired into UFR after 12 mos.
 - (iv) all other benefits of CBA apply
 - (v) pro-rata benefits for part-time positions; part-time member-organizers working less than 30 hours per week shall receive a \$250/month healthcare stipend instead of full healthcare benefits
- (b) limitation: 5 fellows maximum in a given calendar year. Meet and confer if greater than 5; no fellows shall replace any existing bargaining unit position (the total number of bargaining unit employees shall not be reduced due to the hiring of fellows).
- (c) The parties agree to eliminate the “organizer-in-training” position, which was outside the bargaining unit, as described in any prior tentative agreement before today’s date.

**ARTICLE 14
TRANSPORTATION, EXPENSES, TELECOMMUTING, CELL
PHONES, WORK EQUIPMENT, ACCESSIBILITY**

A. Travel expenses

UFR will reimburse all reasonable and necessary business-related expenses for travel, which are approved in advance by Chief Operations Officer.

Any travel expenses must be approved in advance in writing both by the Senior Director over the Department and by the Chief Operations Officer.

Trans and gender non-conforming staff can opt to not share a room by sending their request to the Chief Operations Officer. The decision to room separately can be shared with the staff member's supervisor without disclosing the reason.

Written requests for individual travel lodging must be approved in advance, in writing, both by the Senior Director over the Department and by the Chief Operations Officer.

UFR shall offer meal/incidental per diems of \$50/day, and \$60/day in high cost areas (NY, SF/Bay Area, DC, Chicago, LA, Seattle, Boston).

B. Cell Phones, Work Equipment, and Accessibility

- (1) UFR will provide a computer that each bargaining unit member may use for work. A bargaining unit employee may elect to use their own computer for work purposes, provided that it is adequate for work purposes.
- (2) UFR will reimburse the following expenses (no change to present policy):
 - (a) \$90/month for cell phone (automatically)
 - (b) \$75/month for internet (automatically)
 - (c) \$150/month for co-working, \$250/month in high cost areas
 - (i) no co-working shall be permitted or reimbursed until the UFR travel ban policy has been lifted
 - (ii) all co-working reimburses must be approved in advance in writing both by the Senior Director over the Department and by the Chief Operations Officer.
- (3) UFR shall comply with all accessibility requirements required under federal and state law.
- (4) UFR shall consider additional requests for non-disability based requests for necessary and reasonable work expenses on a case-by-case basis.

**ARTICLE 15
SICK LEAVE**

A. Paid Sick Leave = 15 Days Accrue Annually on January 1, No Roll Over

UFR shall offer all employees (including new employees) 15 days of capped, paid sick leave, which are available immediately on January 1. Unused sick days do not roll over from

year to year and are not paid out upon exit from the organization. Accrued sick leave is not paid out upon resignation or termination.

Paid sick leave may be used for the employee or any immediate family member or dependent.

Employees cannot borrow sick leave. Only accrued sick leave can be used.

The supplemental sick leave of 10 days shall be discontinued. UFR agrees to meet and confer with the Guild in circumstances where an individual may need greater than 15 paid sick days.

B. Notice & Approval re: Sick Leave and ADA/FMLA Rights

Where reasonably possible, before taking sick leave, employees must notify in advance – or as soon as reasonably possible after missing work – both the Senior Director over their Department and the Chief Operations Officer. Sick leave must be approved, though it is not required to be approved in advance if not reasonably possible, in writing, by both the Senior Director over their Department and the Chief Operations Officer.

Sick leave may not be used for an improper, non-sick leave purpose; and UFR may require a note from a medical practitioner if it reasonably believes that sick leave is being abused.

UFR will consider additional paid and unpaid leave consistent with its obligations under state and federal law; for example, as a reasonable accommodation under the ADA.

**ARTICLE 16
VACATION**

A. Vacation Accrual = Cap on Accrual and Payout of Days on January 1, 2023

Vacation pay is earned on an annual basis, prorated, up to the below caps. Unused days can be rolled over up to the below caps, and no more. In no event may an employee accrue more than a maximum number of vacation days. A staff member can borrow future vacation days in a given calendar year; and any borrowed days which are used but do not accrue shall be deducted from an employee's salary or vacation accrual upon separation.

UFR will determine whether to approve any requested vacation, based on its operational needs, which shall not be unreasonably denied. Vacation must be approved in advance, in writing, by both the Senior Director over their Department and the Chief Operations Officer.

Employees must request vacation at least two weeks in advance. Requests will be approved within five business days.

All vacation days above the below totals on December 31, 2022 will be paid out by UFR to employees on January 1, 2023.

Years of Employment	Vacation Days (Capped, roll-over/accrual up to Cap)
0-2 years	18 days
2-plus years	20 days

B. Probationary and Part-time Employees; Employees on Leave of Absence

Probationary employees shall accrue vacation on a pro rata basis. Probationary employees should not expect to have a vacation request approved if it is longer than four days.

Part-time staff will accrue paid vacation using a prorated calculation of the full-time accrual rate, based on their actual number of hours worked.

C. Holidays

New Year's Day
MLK Day
Presidents' Day
Memorial Day
Juneteenth

Independence Day and any business days in the calendar week in which it falls (5 business days of holiday; or the week before if July 4 on Sat., or the week after if July 4 on Sunday)

Labor Day
Veterans Day
Indigenous Peoples' Day (to be celebrated on Columbus Day)
Thanksgiving Day

Black Friday (Day after Thanksgiving) = Work Day or Holiday; but any employee who works on Black Friday will receive a floating holiday; Employees will receive notice by Nov. 1 if working on Black Friday.

Christmas Eve Day
Christmas Day
January 1
December 26-31

1 Floating Holiday (Birthday or other day of member's choosing)

If a holiday falls on a Saturday it shall be observed on the Friday before, and if a holiday falls on a Sunday it shall be observed on the Monday after. (E.g., if 12/24 is on Saturday, 12/23 is a holiday; and if January 1 is a Sunday, January 2 is a holiday – see 2022 calendar year for example.)

ARTICLE 17
WORK ACCOMMODATION UPON NOTICE OF LAYOFF

In the event that UFR notifies employees of a reduction in force (layoff), as described in this agreement, UFR shall release affected employees from work duties for 30 days following the first 30 days of the 60-day notice period, in order for employees to seek new employment.

ARTICLE 18
PAID PARENTAL LEAVE AND UNPAID PARENTAL LEAVE

UFR agrees to provide 12 weeks of paid leave to the birthing and non-birthing parent (each), including adoptive parents, after an employee has worked for UFR for 12 months (unless negotiated in advance before hire). UFR will continue to offer unpaid leave consistent with federal and state law. Employees requesting paid parental leave shall promptly apply for any state leave paid parental benefits that are available. UFR will supplement such leave up to the employee's full salary for 12 weeks. Vacation leave also may be used for parental leave (note that sick leave may be used separately to care for an ill child).

Paid parental leave must be approved in advance by both the Senior Director over the Department and by the Chief Operations Officer. **Paid parental leave must be requested and approved 60 days in advance, unless there are extenuating circumstances.**

Paid parental leave shall be provided on a pro-rata basis for part time or new employees.

UFR will consider additional paid and unpaid parental leave consistent with its obligations under state and federal law; for example, as a reasonable accommodation under the ADA.

ARTICLE 19
VOTING LEAVE

If an employee does not have sufficient time outside of working hours to vote at a state, federal, or local election, the employee may, without loss of pay, take off enough working time that, when added to the voting time available outside of working hours, will enable the employee to vote.

The time off for voting shall be whichever allows sufficient free time for voting and the least time off from work, unless otherwise mutually agreed.

If the employee on the third working day prior to the day of election, knows or has reason to believe that time off will be necessary to be able to vote on election day, the employee shall give the employer at least two working days' notice that time off for voting is desired.

Voting leave must be approved in advance in writing both by the Senior Director over the Department and by the Chief Operations Officer.

**ARTICLE 20
MILITARY SERVICE LEAVE**

UFR shall provide military service leave consistent with state and federal law.

**ARTICLE 21
GUILD/UNION LEAVE**

UFR agrees to provide three days of paid leave each year for one bargaining unit member to conduct Guild business.

Any Guild Leave must be approved in advance in writing both by the Senior Director over the Department and by the Chief Operations Officer.

Employees may use vacation leave to conduct Guild business, as long as such leave is approved in advance pursuant to UFR's leave policy.

**ARTICLE 22
BEREAVEMENT LEAVE**

Full-time employees who have successfully completed three (3) months of continuous service may take up to five (5) consecutive days of bereavement leave in the event of the death of a loved one.

Any Bereavement Leave must be approved in advance in writing both by the Senior Director over the Department and by the Chief Operations Officer.

**ARTICLE 23
PROFESSIONAL & PERSONAL DEVELOPMENT LEAVE**

1. UFR will offer up to \$500 per staff member per year, to cover costs of supervisor-approved professional development activities. This benefit does not roll over from one year to the next. Additional funding may be approved by UFR Executive Management or the Executive Director.

To be eligible for professional development funding, the staff member must be a full-time staff member who has been employed for more than six months.

2. UFR will consider an employee's written request for paid or unpaid personal leave for professional development. Any extended personal leave or absence must be approved by the UFR Executive Director in writing.

3. If an employee does not return to work from a personal leave under this paragraph by the end of the leave period that UFR grants, the employee will be deemed to have resigned their position at UFR.

ARTICLE 24 JURY DUTY

Non-exempt employees shall receive up to one week of paid leave, during which they shall be relieved of all duties for UFR, after which leave shall be unpaid. Exempt employees shall receive one week of leave, with no reduction to their regular salary, to perform jury services. After an employee has been absent from work for one week to perform jury service, employees who perform work for UFR while on continuing jury service after one week shall continue to be paid their regular weekly salary by UFR. Employees shall not be required to reimburse UFR if they are paid for jury duty.

Employees shall receive unpaid leave for jury service in excess of one week of paid leave.

UFR agrees to meet and confer with the Guild over individual employees who are adversely impacted by extended jury service ordered by a state or federal court, or in the event of other legally-compelled obligations which may warrant the grant of jury duty paid leave in a particular instance (*e.g.*, a court-ordered deposition).

ARTICLE 25 HEALTH INSURANCE

A. Insurance plan

UFR shall offer health and dental insurance to the bargaining unit during the term of the CBA, consistent with plan in effect during bargaining, or a plan that is substantially equivalent to such plan. UFR shall provide full family coverage for domestic partners or spouses and dependent children, consistent with the Plan documents.

UFR's provision of healthcare for the term of the agreement that is substantially equivalent to this health insurance plan shall be grievable under the CBA.

B. Arbitrability of Individual Healthcare Benefits and Changes Made by the Health or Dental Insurance Provider

The health or dental insurance provider may make changes to the healthcare plan from time-to-time in their sole discretion.

Changes made by the health insurance plan during the term of the CBA and any decisions by the health or dental insurance provider regarding individual employee benefits shall not be grievable under the CBA, but shall be subject to the appeals process provided by the health insurance provider for benefit determinations.

C. Healthcare Plan Reopener

UFR reserves the right to re-open and renegotiate health care insurance in the event that UFR determines in its sole discretion to offer a different health care or dental plan.

UFR agrees to provide two (2) months' notice before re-opening this section of the CBA. Unless the parties mutually agree otherwise, as part of any reopener, UFR will provide health insurance that is substantially equivalent to the health insurance plan in effect during bargaining.

**ARTICLE 26
DEPENDENT CARE AND FLEX SPENDING ACCOUNT**

UFR shall continue to offer dependent care and flexible spending accounts, which allow staff members to set aside a portion of their pay, on a pre-tax basis, to help pay for medical or dependent care expenses, on the same basis as provided prior to the effective date of this agreement.

**ARTICLE 27
LIFE AND DISABILITY INSURANCE**

1. Employees shall continue to receive life insurance coverage on the same basis or better as provided prior to the effective date of this agreement. Staff members may opt to purchase additional insurance for themselves and/or family members.
2. Employees shall continue to receive short-term disability insurance coverage on the same basis or better as provided prior to the effective date of this agreement.
3. Employees shall continue to receive a free Employee Assistance Program on the same base or better as provided prior to the effective date of this agreement.

**ARTICLE 28
RETIREMENT BENEFITS**

A. 401(k) Retirement Plan (see Plan documents for further details)

(1) The 401(k) Retirement Plan

UFR shall offer a 401(k) plan to the bargaining unit during the term of the CBA, consistent with plan in effect during bargaining. UFR's provision of a 401(k) plan that is substantially equivalent to the 401(k) plan in effect during bargaining shall be grievable under the CBA.

(2) Key Features of CLASI 401(k) Plan – See Plan Description for Full Details

- (i) employee can defer payment to 401(k) immediately
- (ii) after 1 year of service, receive match
- (iii) no auto-enroll in 401(k) (opt in)
- (iv) UFR shall guarantee a 6% match dollar-for-dollar, after 12 mos. employment, for term of CBA, under the 401(k) opt-in plan.

B. Arbitrability of Individual Retirement Benefits and Changes Made by UFR or Retirement Plan Administrator

- (1) The Retirement Plan Administrator may make changes to the 401(k) Retirement Plan from time-to time in its sole discretion.

Changes made by the Retirement Plan Administrator to the retirement plan during the Term of the Agreement shall not be grievable under the CBA, but shall be subject to the appeals process provided by the Retirement Plan Administrator for benefit determinations.

- (2) Individual retirement benefit determinations made by the Retirement Plan Administrator shall not be grievable, and shall instead be subject to the appeals process provided under the 401(k) plan.

C. Retirement Plan Reopener

UFR reserves the right to re-open and renegotiate its retirement plan in the event that UFR determines in its sole discretion to offer a different retirement plan that is substantially equivalent to the 401(k) plan in effect during bargaining.

UFR agrees to provide six (6) months' notice before re-opening this section of the CBA. Unless the parties mutually agree otherwise, as part of any reopener, UFR will provide retirement benefits that are substantially equivalent to the 401(k) plan in effect during bargaining.

**ARTICLE 29
REDUCTION IN FORCE**

Section 1. Reduction in Force

UFR shall notify the Guild in writing at least sixty (60) days prior to any proposed reduction in force, specifying the job title and number of employees to be impacted. During that notice period, UFR shall meet with the Guild representatives and provide the justification for the layoff. UFR and the Guild will discuss possible alternatives to a reduction in force.

The reduction in force shall be made in the inverse order of seniority in the classification by department. An employee who could be trained within thirty (30) days to the job of a less senior

employee in the same department shall be moved into that position and the less senior employee shall be laid off.

Employees notified of layoff also may fill any vacant bargaining unit position for which they meet the minimum job qualifications or could be trained within thirty (30) days to carry out the position's duties.

Section 2. Recall List

Laid off employees shall be placed on a recall list for up to one year. Such employees shall remain on a recall list until they are recalled, decline an offer of written recall, or fail to provide a timely response to an offer of recall. Upon a vacancy in a classification, United for Respect shall send notice by certified mail and email to the last known address and email address of all persons on the recall list who previously worked in the classification that the vacancy occurs.

A copy of the notice shall also be sent to the Guild. If, within ten (10) business days of the mailing, an employee fails to accept re-employment, the employee shall be removed from the recall list. In the event of a timely reply, United for Respect shall fill the vacancy from among those replies requesting employment in order of seniority. Time spent on a rehire list shall not constitute a break in continuity of service but will not be counted as service time in accruing vacation, sick leave, holidays, and other time.

**ARTICLE 30
IMMIGRANT RIGHTS**

Section 1. Union Notification

In the event an issue or inquiry arises involving the immigration status or employment eligibility of an employee, the employer shall promptly notify the employee and the union, with the permission from the employee in writing. The affected employee shall be given a reasonable opportunity to remedy the identified problem before any action is taken. The employee will be permitted to use any earned paid time off and reasonable unpaid time off to attend relevant proceedings or to visit pertinent agencies, for the purpose of correcting the identified problem. Upon return from leave the remediation of the identified problem, the employee shall return to their former position without loss of seniority

Section 2. Absence for Immigration Proceedings

Upon notice, employees shall be allowed up to five (5) working days per year with pay during the term of collective bargaining agreement or other related matters for the employee and the employee's immediate family (parent, spouse, children, and significant other person). UFR may request verification of such leave.

ARTICLE 31 GRIEVANCE AND ARBITRATION

Section 1. Grievance Definition

A grievance shall mean a dispute or controversy arising out of or involving the interpretation, application, administration or alleged violation of this Agreement, except as explicitly excluded from the Article 7.

Section 2. Grievance Procedure

Step One: Grievances shall be filed in writing by a representative of the Guild with the grievant's supervisor and the UFR HR representative within fifteen (15) days after the alleged occurrence. A grievance shall specify the name of the grievant(s), the action(s) complained of, the approximate date(s) on which the action(s) occurred, the provision(s) of this Agreement that the Guild contends have been violated and the remedy sought. UFR shall respond to the Guild and any aggrieved employee(s) in writing within ten (10) business days.

Step Two: Should the grievances not be resolved in Step One, then there shall be a meeting between a Guild Steward, the grievant and UFR designated representative(s) within ten (10) days of the Guild requesting in writing for a Step Two meeting. UFR shall respond in writing to the Guild steward within ten (10) working days of this meeting. If UFR does not provide the written response within that time, the Guild may move the matter to arbitration

Step Three: Any matter involving the interpretation, application, administration or alleged violation of this Agreement (except renewal of this Agreement), that is not satisfactory settled in either the meeting or written response provided by UFR as described in Steps One and Two may be submitted to final and binding arbitration by either party within twenty (20) working days of UFR's written response or fifteen (15) days of the meeting if UFR fails to provide a written response. The parties mutually recognize the importance of using this period to confer and attempt to amicably reach final resolution of the grievance and thus avoid arbitration. The parties may also agree to extend this period to permit further investigations, discussions, and negotiations for resolution.

If, on initiation or arbitration, the parties cannot agree on the impartial arbitrator, then the initiating party will request that the Federal Mediation and Conciliation Services (FMCS) will designate a panel of arbitrators, and the arbitrator shall be selected by the parties by alternatively striking names from the list until one name remains and that person shall be the arbitrator. All joint costs of such arbitration (for example, any FMCS fees, the fees and expenses of the arbitrator, hearing room costs) shall be borne equally by the parties, except that no party shall be obligated to pay any part of the cost of a stenographic transcript without express consent. Each party shall bear the expense it incurs solely on its own behalf.

Section 3. Extension of Time Limits

The time limits set forth above may be extended by mutual consent of the Parties in writing.

Section 4. Arbitrator's Award

The arbitrator shall have no power or authority to amend, alter, or modify this Agreement.

**ARTICLE 32
TELECOMMUTING**

Consistent with its remote work environment, UFR and the Guild recognize the value, desirability, and need for alternative work schedules and telecommuting arrangements, which are integral to making UFR an inclusive and accessible institution.

Requests for such schedules or arrangements shall be answered within a reasonable time, shall not be denied for arbitrary or capricious reasons, and shall be consistent with UFR's obligations under state and federal law. No employee shall be disciplined or terminated in retaliation for a request for an alternative work arrangement, such as telecommuting. Requests for alternative work schedules and arrangements, including but not limited to telecommuting, should be made in writing. Denials shall be in writing, citing the specific business operational reason(s) for UFR's decision.

**ARTICLE 33
UFR WORK CULTURE**

Section 1. Team accountability

Both United for Respect and the Guild agree that a productive working environment is a key component for a stable and just workplace. Changing duties, projects, tasks and strategies assigned to Members of the bargaining unit and their teams should be in accordance with the organization's plans. United for Respect shall ensure, where possible, that all employees develop work plans in accordance with its broad organizational goals.

UFR will ensure that every member of the bargaining unit will be assigned a direct supervisor, who will oversee the completion of all work and responsibilities. All bargaining unit members along with their Supervisors shall develop, discuss, and determine appropriate weekly work goals and projects.

Section 2. Team Culture and Skill Sharing

UFR will encourage employees to share best practices and skills within their teams to optimize team performance. It is also beneficial that both the employee and their direct supervisor discuss

and/or meet on a regular basis to share new information, and mutually guide, support and give feedback on the progress of completing all tasks, strategies and responsibilities. UFR will ensure that direct supervisors meet with their direct reports at least twice per month.

Section 3. Job Descriptions

UFR will provide each employee a job description of the duties and responsibilities which the employee is expected to perform. A copy of the job description will be maintained in the employee's personnel file. The job description will be reviewed and updated at the end of the employee's probationary period, annually or during change in job/position, and at the employee's request to his/her supervisor.

Section 4. Formal Performance Evaluations

United for Respect is committed to providing employees with regular feedback on the quality of their work, their success at meeting goals, and areas for improvement. United for Respect employees who have finished their probation period will receive a formal annual performance evaluation by their supervisor, reflecting the employee's success and effectiveness at meeting the duties in their job description, their goals and the work outlined in their work plan. The formal evaluation will include a written self-evaluation by the employee. The results of the performance evaluation will be presented to the employee by the employee's immediate supervisor in a meeting and included in the employee's personnel file. UFR will conduct all employee evaluations during the same time period each year.

An employee has the right to submit a written response to a performance evaluation within two weeks of the completion of the process, and that written response shall be included in the employee's personnel file.

UFR and the Guild agree that the primary purpose of employee evaluations is non-disciplinary and to improve employee performance and the success overall of UFR. UFR may consider poor or unsatisfactory performance as a basis for discipline, and UFR shall provide the Guild and employee with notice in advance of any meeting where UFR intends to discipline an employee.

UFR shall implement discipline related to poor performance pursuant to a separate performance improvement plan, rather than the evaluation document.

Section 5. Employee Evaluation of Supervisors

Employees will have an opportunity to complete an annual evaluation of their direct supervisor. Supervisors will receive and review feedback from direct reports as part of their annual performance evaluation process.

Supervisors will not see an employee's annual evaluation of them until the supervisor has finished their evaluation of an employee (i.e., the evaluation, not the meeting with the employee to discuss the evaluation); and an employee will not see their supervisor's annual evaluation until the employee has finished their evaluation of the supervisor.

Section 6. Joint Labor Management Committee

The Joint Labor-Management Committee will discuss feedback mechanisms between employees and management. The JLMC shall consider ways to reduce off-hours communications between UFR and employees.

**ARTICLE 34
CONTRACTING OUT**

UFR and the Guild recognize that certain funding is received by UFR which must be expended promptly and which may not be suitable, given its limited nature, for most bargaining unit employees.

UFR shall not contract out bargaining unit work during the term of the Agreement except in the following circumstances:

- (1) UFR shall give timely notice to the Union before over any work which is within the scope of bargaining unit work which is to be contracted out by UFR;
- (2) Existing bargaining unit employees have the opportunity to apply for the contracted-out work with the ability to return to their old position at the end of the contract; and
- (3) The funding source and the contract for the contracted-out work shall be of limited duration (six months or less).

Under no circumstances shall any contracting out result in the reduction in the number of bargaining unit positions.

ARTICLE 35
HOURS OF WORK, COMP TIME, OVERTIME
(EXEMPT AND NON-EXEMPT EMPLOYEES)

Section 1. Work Week (Non-exempt Employees)

Non-exempt employees shall work normal business hours of 8:30am-5:30pm, with an hour break for lunch, Monday through Friday. The normal workweek shall consist of 40 hours per week, within the calendar week of Sunday through Saturday.

Non-exempt employees who work hours beyond eight hours per day, or 40 hours per week, shall be paid overtime consistent with federal, state, and local overtime rules.

Any non-exempt employee, who is eligible for overtime and required to work on a weekend, holiday, or sixth consecutive day, shall be guaranteed a minimum of four hours' overtime pay.

Non-exempt employees shall not be eligible for comp time, as described in this article.

Section 2. Workweek (Exempt Employees), Irregular Hours and Comp Time

Exempt employees are generally expected to work a minimum of 40 hours per week (Sunday through Saturday), though employees may work significantly more than this amount in certain weeks. UFR and the Guild agree that peak business hours for exempt UFR employees are from 10am to 6pm, Monday through Friday, and employees shall be available and able to work during these hours, and in general shall have the capacity to activate videoconference feeds during this time period. Exempt employees generally are not required to respond to emails and slack messages from supervisors before 9am or after 6pm, unless required for business.

Because UFR works with social movements that may need input on weekends, during the evenings, and/or over holidays, it is important that each UFR staff member has the flexibility to shift their schedule. An exempt employee, with permission of their supervisor, may work more hours some weekdays (or on weekend days) to compensate for working less time during the normal business week; or similarly may request permission to work irregular hours on any weekday.

Any exempt UFR employee who works above 50 hours in any given week may request comp time in the three weeks immediately following the workweek from the Chief Operating Officer. Comp time shall not be tracked, shall not accrue, and shall be in the sole discretion of UFR whether to award to any given employee, but it shall not be unreasonably denied consistent with past practices. In order to qualify for comp time, the direct supervisor and employee must be in agreement on the amount of hours actually worked, and the supervisor shall approve the schedule worked in advance when practicable. Employees shall not unilaterally work excess hours, without supervisor approval, in order to accrue comp time.

Comp time shall be awarded using the following guidelines, and must be used in the three weeks immediately following the work period, unless UFR agrees otherwise:

50 hours/week = 1 day of comp time (cap of 2 days over a rolling three-week period)

60 hours/week = 2 days of comp time (cap of 2 days over a rolling three-week period)

When an employee is granted comp time, UFR shall relieve the employee of all work duties.

ARTICLE 36 SABBATICAL

UFR and the Guild agree to continue to meet and confer over whether a sabbatical may be appropriate for UFR employees for the purposes of employee recruitment and retention, and to reward senior employees.

ARTICLE 37 EMPLOYMENT AND ACTIVITIES OUTSIDE UFR

Employees shall be free to engage in activities outside of normal working hours provided that such outside activity is not a conflict of interest for the employee or the employer, or that such outside activity does not interfere with the completion of job duties for UFR.

ARTICLE 38 WAGE REOPENER

The Guild may reopen bargaining over wages once during the term of the contract upon 30 days' Notice to UFR. Reopener limited to wages (incl. salary schedule, rates, placement and raises).

ARTICLE 39 NO STRIKES, NO LOCKOUTS

There shall be no strikes or lockouts during the term of this agreement.

**ARTICLE 40
TERM OF AGREEMENT**

The term of this agreement shall be for three years from September 15, 2022 through September 15, 2025. This agreement shall expire at 12 a.m. on September 15, 2025 and shall not renew.

The Parties therefore agree as of September 15, 2022.

United for Respect Education Fund

**Washington-Baltimore News Guild,
chartered by the News Guild-
Communication Workers of America as
Local 32035**

DocuSigned by:
Portia Wenze-Danley
A38F0896A4264DD...

Portia Wenze-Danley
Chief Operations Officer

DocuSigned by:
Mona Abhari
D36E1BB2FC154D4...

Mona Abhari, Lead Organizer

DocuSigned by:
Leonard Davis
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Leonard Davis, Lead Organizer

DocuSigned by:
Cantare Davunt
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Cantare Davunt, Senior Organizer

DocuSigned by:
Steve Cook
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Steve Cook, Negotiator, Washington-
Baltimore News Guild

APPENDIX A

ASSIGNMENT AND AUTHORIZATION TO DEDUCT GUILD MEMBERSHIP DUES

To: United for Respect

I hereby assign to the Washington-Baltimore News Guild an amount each pay period in accordance with a schedule to be submitted by the Guild and I hereby authorize United for Respect to deduct such amounts from my salary and to remit same to the Washington-Baltimore News Guild no later than the tenth (10th) day of the following month.

This authorization shall remain in effect until revoked by me and shall be irrevocable for a period of one (1) year from the date appearing below, and I agree and direct that this authorization shall be automatically continued unless written notice of its revocation is given by me to United for Respect and the Treasurer of the WashingtonBaltimore News Guild by registered mail, return receipt requested. Such notice of revocation shall become effective the month following the month in which such written notice was received by United for Respect.

This assignment and authorization is made voluntarily in order to pay my equal share of the Guild's cost of operations and is not conditioned on my present or future membership in the Guild.

This assignment and authorization supersede all previous assignments and authorizations heretofore given by me in relation to my Guild membership dues.