

# **COLLECTIVE BARGAINING AGREEMENT**

between

**LEAGUE OF CONSERVATION VOTERS, INC. &  
LEAGUE OF CONSERVATION VOTERS EDUCATION FUND**

and

**WASHINGTON-BALTIMORE NEWS GUILD,  
LOCAL 32035, TNG-CWA, AFL-CIO**

**August 1, 2023 – December 31, 2026**

<b>PREAMBLE</b>	<b>8</b>
<b>ARTICLE 1. RECOGNITION/COVERAGE</b>	<b>8</b>
Section 1. Recognition	8
Section 2. Bargaining Unit	8
Section 3. Unit Members Transition to Management	8
Section 4. Employees	9
<b>ARTICLE 2. RACIAL JUSTICE, EQUITY &amp; INCLUSION</b>	<b>9</b>
Section 1. Discrimination is Prohibited at the Organization	9
Section 2. Promoting a Safe and Inclusive Workplace	9
Section 3. Addressing Other Unwelcome Conduct and Work Conflict	10
Section 4. Recruiting and Retaining Staff with Socially Marginalized Identities	11
Section 5. Fostering an Equitable, Inclusive, and Racially Just Organization	11
Section 6. Employee Mentorship Program	11
Section 7. Fostering a Culture of Accountability to Build an Anti-Racist Organization	12
Section 8. Required Competencies to Work at an Organization Committed to Advance Racial Justice, Equity, and Inclusion to Build an Anti-Racist Institution	13
Section 9. Building a More Inclusive Organization for Staff with Disabilities	14
Section 10. Building a More Inclusive Organization for LGBTQIA+ Staff	14
<b>ARTICLE 3. IMMIGRANT RIGHTS</b>	<b>15</b>
Section 1: Union Notification	16
Section 2: Absence from Work	16
Section 3: Updating Information	16
Section 4: Social Security No-Match	16
Section 5: Expiration of Documents	17
Section 6: Protection of Rights During Workplace Immigration Enforcement	17
Section 7: Training	18
Section 8: Travel	18
Section 9: Support for Employees Seeking to Change Immigration and/or Citizenship Status	18
<b>ARTICLE 4. UNION SECURITY &amp; DUES DEDUCTION</b>	<b>19</b>
Section 1. Guild Members in Good Standing	19
Section 2. Dues	19
Section 3. The dues deduction assignment shall be made upon the following form:	19
Section 4. Indemnification	20
Section 5. Payroll Deductions for CWA Political Action Fund	20

<b>ARTICLE 5. INFORMATION FURNISHED TO THE GUILD</b>	<b>21</b>
Section 1. Quarterly Information	21
Section 2. Changes to the Staff	21
<b>ARTICLE 6. UNION RIGHTS</b>	<b>21</b>
Section 1. Union Meetings	21
Section 2. Conduct of Guild Business by Bargaining Unit Employee Representatives	22
Section 3. Bargaining Committee	22
Section 4. Bulletin Boards	22
<b>ARTICLE 7. MANAGEMENT RIGHTS</b>	<b>22</b>
<b>ARTICLE 8. LABOR MANAGEMENT COMMITTEE</b>	<b>23</b>
<b>ARTICLE 9. GRIEVANCE PROCEDURE</b>	<b>23</b>
Section 1. Grievance Defined	23
Section 2. Grievance Procedure Steps	23
Section 3. Arbitrator's Award	25
<b>ARTICLE 10. HIRING</b>	<b>25</b>
Section 1. Hiring	25
Section 2. Hiring Committees	25
Section 3. Hiring, Internal Applicants	26
Section 4. Hiring Field Vendors	26
Section 5. New Hires	27
Section 6. New Hire Review Process	27
<b>ARTICLE 11. PROMOTIONS</b>	<b>28</b>
Section 1. Promotions	28
Section 2. Denied Requests	29
Section 3. Skills Development for Potential Promotions	29
<b>ARTICLE 12. DISCIPLINE AND DISCHARGE</b>	<b>30</b>
Section 1. Just Cause	30
Section 2. Gross Misconduct	30
Section 3: Progressive Discipline	30
Section 4: Employee Improvement Plans (EIPs)	31
Section 5. Notification to the Employee and the Guild	31
Section 6. Records of Discipline	31
<b>ARTICLE 13. REDUCTION IN FORCE</b>	<b>32</b>

Section 1. Reduction in Force	32
Section 2. Recall List	33
Section 3. Other Dismissals	33
<b>ARTICLE 14. SENIORITY</b>	<b>33</b>
Section 1. Definition	33
Section 2. Returning Employee	33
Section 3. Field Vendor Employee	34
<b>ARTICLE 15. ANNUAL PERFORMANCE REVIEWS</b>	<b>34</b>
Section 1. Performance Review	34
Section 2. Self Evaluation	35
Section 3. Supervisor Reviews Evaluation of Employees	35
Section 4. Colleague Feedback	36
Section 5. Employee Review of Supervisor (Skip Level Feedback)	36
Section 6. Work Plans	37
Section 7. Role of Labor-Management Committee (LMC) in Review Process	37
<b>ARTICLE 16. WORKLOAD PLANNING AND ASSESSMENT</b>	<b>37</b>
Section 1. Job Descriptions and Work Plans	38
Section 2. Job Description Review Process	38
Section 3. Vacancies	39
Section 3a. Temporarily Increased Workload within Same or Lower Job Classification	39
Section 3b. Temporary Work in a Higher Job Classification	40
<b>ARTICLE 17. PROFESSIONAL DEVELOPMENT</b>	<b>40</b>
Section 1. Definition	40
Section 2. Work Time	40
Section 3. Dedicated Resources for Professional Development	41
Section 4. Organization Wide and Department Specific Trainings	41
Section 5. Leadership Training for Unit Employees	41
<b>ARTICLE 18. PART-TIME, TEMPORARY, AND SHORT-TERM EMPLOYMENT</b>	<b>42</b>
Section 1. Part-Time Employees	42
Section 2. Temporary Employees	42
Section 3. Short-Term Employees	43
Section 4. Fellows and Paid Interns	43
<b>ARTICLE 19. ACCESS TO PERSONNEL FILES/INFORMATION</b>	<b>43</b>
Section 1. Maintenance of Files	44
Section 2. Employee Access to Files	44

Section 3. Guild Access to Files	44
Section 4. Confidentiality of Files	44
<b>ARTICLE 20. OFFICE CLOSURES</b>	<b>45</b>
Section 1. Indoor Offices	45
Section 2. Outdoor Operations	46
<b>ARTICLE 21. STANDING COMMITTEES</b>	<b>46</b>
<b>ARTICLE 22. CAREGIVER FRIENDLY WORKPLACE</b>	<b>47</b>
Section 1. Children in the Workplace	47
Section 2. Breast/Chest Feeding	48
Section 3. LMC Role	48
<b>ARTICLE 23. HOURS AND OVERTIME</b>	<b>48</b>
Section 1. Work Week	48
Section 2. Flexible Work-time Schedules	48
Section 3. Work Travel	49
Section 4. Overtime	49
Section 5. Employees Exempt from Overtime	50
Section 6. Organization Conferences, Convenings, and Events	50
Section 7. Work Communication	51
<b>ARTICLE 24. SEVERANCE PAY</b>	<b>51</b>
Section 1. Not Eligible for Severance Pay	51
Section 2. Just Cause Termination that is not Gross Misconduct	51
Section 3. Reduction In Force Termination	52
Section 4. Assistance to Employees Affected by Reduction in Force	53
Section 5. Miscellaneous	53
<b>ARTICLE 25. HOLIDAYS &amp; LEAVE</b>	<b>54</b>
Section 1. Holidays	54
Section 2. Personal Days	54
Section 3. Paid Vacation Leave	55
Section 4. Sick/Caregiver Leave and Notification	56
Section 5. Parental/Family Leave	58
Section 6. Bereavement Leave	59
Section 7. Jury Duty Leave	59
Section 8. School Activities Leave	59
Section 9. Voting Leave	60
Section 10. Sabbatical Leave	60

Section 11. Unpaid Leave	61
Section 12. Military Service Leave	61
<b>ARTICLE 26. BENEFITS</b>	<b>62</b>
Section 1. Health Benefits	62
Section 2. Flexible Spending Accounts	63
Section 3. Commuter Benefits	63
Section 4. Student Loan Assistance	64
Section 5. Disability Insurance	64
Section 6. Life and Accidental Death & Dismemberment Insurance	64
Section 7. Employee Assistance Fund	65
<b>ARTICLE 27. SALARY &amp; WAGE</b>	<b>65</b>
Section 1. Job Classification Levels & Salary Ranges	65
Section 2. Part-Time Employees	65
Section 3. Annual Salary Increases	65
Section 4. Promotions	66
Section 5. Salary Levels	66
Section 6. New Hire Experience Increases	67
Section 7. Bonus	67
<b>ARTICLE 28. RETIREMENT</b>	<b>67</b>
Section 1. Retirement Plan Participation	67
Section 2. 401(k) Contributions	68
Section 3. Provider Change Advisory Task Force Representation	68
Section 4. Effective Date	68
<b>ARTICLE 29. WORK-RELATED EXPENSES &amp; REIMBURSEMENTS</b>	<b>68</b>
Section 1. Reimbursement Timeline	69
Section 2. Phone & Internet Reimbursement	69
Section 3. Home Office	69
Section 4. Work-Related Travel Dependent/Pet Care Hardship Reimbursement	69
<b>ARTICLE 30. USE OF EMPLOYEE NAME AND IMAGE</b>	<b>69</b>
<b>ARTICLE 31. MISCELLANEOUS</b>	<b>70</b>
Section 1. Severability	70
Section 2. Modification	70
Section 3. Chispa AZ Transition	70
Section 4. No Strike, No Lockout	71
Section 5. Workplace Safety	71

<b>ARTICLE 32. WORK LOCATION ARRANGEMENTS</b>	<b>71</b>
Section 1. Conduct of Remote Work	71
Section 2. In-person Work, Location, and Travel Requirements	72
Section 3. Position Classifications	72
Section 4. Remote Work Eligibility	73
Section 5. Time Worked & Time Zone Considerations	73
Section 6. Location Choices	74
Section 7. Alternative Working Spaces	74
Section 8. Equipment/Tools	74
<b>ARTICLE 33. ARTIFICIAL INTELLIGENCE</b>	<b>75</b>
<b>ARTICLE 34. DURATION</b>	<b>75</b>
<b>SIGNATURES</b>	<b>76</b>
<b>APPENDIX X1. JOB CLASSIFICATION</b>	<b>76</b>
<b>APPENDIX X2. SALARY LEVELS CHART</b>	<b>79</b>

## **PREAMBLE**

This Agreement is by and between the League of Conservation Voters, Inc. and the League of Conservation Voters Education Fund (“LCV” and “LCVEF”, collectively the “Organization”) and the Washington-Baltimore News Guild, chartered by The News Guild-Communications Workers of America as Local 32035 (collectively the “Guild”), for themselves and on behalf of all the employees described in Article 1.

## **ARTICLE 1. RECOGNITION/COVERAGE**

### *Section 1. Recognition*

The Organization hereby recognizes the Guild as the exclusive representative of all employees in the bargaining unit as described in Section 2 in respect to rates of pay, wages, hours of employment and/or other conditions of employment.

### *Section 2. Bargaining Unit*

This Agreement covers all employees of the Organization employed in the positions attached to this Agreement as Appendix X1. Should the Organization create any future position(s) performing the kind of work normally performed within the bargaining unit, and the position(s) is not supervisory, managerial, confidential, or a security guard position, such position(s) shall be accreted into this bargaining unit, under the terms of this Agreement. Employees shall not be excluded solely because they supervise interns.

### *Section 3. Unit Members Transition to Management*

Bargaining unit employees who are promoted into supervisory roles (a role meeting the definition of a supervisor under Section 2(11) of the National Labor Relations Act), shall be in the bargaining unit until they become the hiring manager for a new direct report and/or when they begin supervising an employee (unit or management).

If an employee who is in management solely due to being in a supervisory role and the Organization determines that the employee shall no longer be supervising another employee, the employee shall be placed in the unit.

Bargaining unit employees who are promoted into a managerial role (such as serving in managerial positions like those who formulate and effectuate management policies by expressing and making operative decisions of their employer) or confidential position, (like those who assist and act in a confidential capacity to employees who formulate, determine, and effectuate management policies) shall be in the bargaining unit until the day they begin their new position.

At any time, the Guild can request a meeting with HR to review an employee’s eligibility to join

the Unit.

#### *Section 4. Employees*

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

### **ARTICLE 2. RACIAL JUSTICE, EQUITY & INCLUSION**

#### *Section 1. Discrimination is Prohibited at the Organization*

The provisions of this Agreement will be administered to ensure that discrimination does not occur 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*

As delineated in the LCV & LCVEF Policy and Procedures Regarding Discrimination, Harassment, Retaliation, and Workplace Culture, the Organization will not tolerate discrimination, harassment, abuse of authority, or bullying of employees. Any proposed substantive changes to the Policy & Procedures that impact any protections afforded staff regarding Discrimination, Harassment, Retaliation, and Workplace Culture in effect at the time of the ratification of this Agreement shall remain in effect unless otherwise agreed to by the Organization and the Union. Furthermore, the Organization absolutely prohibits retaliation against any person who, in good faith, reports a possible violation of the Organization's Policy and Procedures Regarding Discrimination, Harassment, Retaliation and Workplace Culture or participates in an investigation into such behavior.

Anything alleged to be harassment must be reported in accordance with procedures outlined in Policy and Procedures Regarding Discrimination, Harassment, Retaliation and Workplace Culture. Annually, the Organization will provide the Guild with a copy of the report regarding harassment that is sent to the LCV and LCVEF Boards of Directors.

Any staff who are experiencing discrimination or harassment may file a report online via EthicsPoint, or whatever online reporting tool is used by the Organization, with the Human Resources Department, or with the Guild. This report may be filed by the employee with identifying information or anonymously.

### *Section 3. Addressing Other Unwelcome Conduct and Work Conflict*

The Organization recognizes that not all unwelcome conduct may rise to the level of alleged discrimination or harassment. However, such unwelcome conduct may create a work environment that makes it difficult for individuals, teams, and the organization to engage in their work effectively and may necessitate repairing, restoring, and transforming the relationship. Examples of such unwelcome conduct include, but are not limited to rude or dismissive behavior, and domineering behavior such as constant interruption or talking over others. It can also include the subtle abuse of power to reinforce and enact inequity on an interpersonal level. Abuses of power or positionality within an interpersonal relationship differentiates unwelcome conduct from productive conflict and the discomfort of growth. Accordingly, an employee experiencing unwelcome conduct can pursue one or more of the following:

- A. Request a facilitated discussion with HR or an external facilitator;
- B. Request conflict mediation with an external facilitator;
- C. Seek a Restorative Engagement Practice for addressing harm that does not rise to the level of a grievance, with the stated intention of creating an assessment of the personal and systemic factors that contribute to incidents of harm, and a plan to repair, restore, or transform the relationship between the parties involved and the conditions that contributed to the harm;
- D. Work with HR to explore other avenues that better address the context and particulars of such an incident(s) that the options above may not appropriately address, (e.g. additional discretionary paid leave, reimbursement for external counseling services).

A request for any of the above interventions may be submitted to the Human Resources Department to repair trust and increase safety and understanding. The request will be assessed in as confidential a manner as is practical and appropriate under the circumstances. The requested intervention will be conducted within a reasonable time period, which usually will be within thirty (30) days, unless specific circumstances require additional time. If the Organization does not deem that the requested intervention is necessary, the Organization will provide its rationale in writing to both the employee and the Guild. Any intervention requested will be approached through a lens of racial justice, equity, and inclusion.

The Organization shall not take any adverse action against the employee for requesting an intervention. In cases in which an employee submits a request for an intervention to the Organization, the Organization 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 the Organization's initial email communications with the requestor.

The Organization will create procedures for how to pursue the above options within 6 (six) months of this Contract's signing date with input and approval from the LMC to help ensure the Organization holds itself accountable for implementing these changes and has adequate time to do so intentionally.

#### *Section 4. Recruiting and Retaining Staff with Socially Marginalized Identities*

The Organization must continue to ensure that all job applicant pools are reflective of the diversity of the nation, including those with socially marginalized identities historically excluded from the mainstream climate movement, yet have borne the impact of its negative effects historically and to date. The Organization will seek feedback from the LMC when developing new hiring guidelines & procedures that include bargaining unit positions to ensure that they are in accordance with the Organization's RJE values. The Organization also believes the interview process and new staff orientation must address racial justice and equity, convey the Organization's commitment to building an anti-racist organization, and emphasize the candidates' roles in helping to build a more anti-racist organization. The Organization will provide opportunities to alert new employees that internal resources are available to them, such as Employee Resource Groups, specific training opportunities centered on building racial justice and equity competencies, and other events designed to support staff learning and development on issues of equity and racial justice. New staff orientation will include a session focused on the history of the environmental and conservation movements, and the Organization's role in this history, with an anti-racist frame as part of the Organization's onboarding process.

The Organization is committed to providing support to assist staff with racially, ethnically, and other socially marginalized identities in accessing job and/or leadership opportunities and to succeed and grow at the Organization.

The Organization will continue to work with the LMC to make justice and equity-related improvements to its recruitment and retention strategies. The Organization's retention strategy will include developing pathways for growth. Annually, the Organization will report on the progress of this CBA section to the LMC.

#### *Section 5. Fostering an Equitable, Inclusive, and Racially Just Organization*

Employee Resource Groups (ERGs), whether formal or informal, standing or ad hoc, are a powerful way to build community and support employees with similar identities, interests and/or roles at the Organization. The Organization will adhere to the policies and procedures delineated in its Guidance for Creating and Formalizing Employee Resource Groups to ensure ERGs are adequately supported to meet their stated missions and goals. Employees should have the ability to self-select into ERGs and the Organization shall permit them to utilize organizational space (conference room, conference line, Zoom, email and/or Slack). When reasonably possible, space should also be made at conferences, retreats, and events for ERGs to meet in person. Time spent in ERGs must be considered work time. Formal ERGs will receive \$2,000 annually to support their programming.

#### *Section 6. Employee Mentorship Program*

The Organization will continue operating the employee mentorship program at the Organization after the ratification of this Agreement. The program serves the purpose of fostering growth and

advancing professional opportunities, with a particular focus on identifying mentorship opportunities for Black, Indigenous, and people of color, with at least two-thirds (2/3) of the chosen mentees being from within the bargaining unit.

The LMC will continue to make recommendations that include, but are not limited to, budgets, structure, and format of the mentoring program, and processes to identify, grow, and retain mentees and mentors within the program.

### *Section 7. Fostering a Culture of Accountability to Build an Anti-Racist Organization*

The Organization recognizes that Black, Indigenous, Asian American and Pacific Islander, Latinx and other people of color and others with socially marginalized identities sometimes have or have had negative experiences while in the environmental movement and at the Organization, due to the impacts of interpersonal and systemic racism, injustice, anti-Blackness and White supremacy that have shaped and continue to be present within the environmental movement.

The establishment and daily practice of an inclusive workplace culture must be rooted in trust, credibility, and understanding. It is necessary for all staff to practice inclusive behaviors and hold themselves and others accountable in performance reviews, project assessments, surveys, one-on-one conversations, and other forms of feedback. Senior leadership led by the executive team, in particular, must model these inclusive behaviors.

Additionally, the Organization commits to sharing its racial justice and equity progress and ongoing challenges to facilitate learning and accountability for its work. The Organization will produce and publicly release annual reports on its racial justice and equity work highlighting successes, challenges, and lessons learned.

To that end, the Racial Justice and Equity Review Board (“Review Board”) will continue to convene at least four (4) times a year to create and sustain an inclusive, transparent, and participatory process to assess the Organization’s racial justice and equity work and hold it accountable for moving this work forward. The Review Board is co-chaired by the Chief Officer for Racial Justice and Equity and a unit representative and consists of ten (10) staff members of which 50% identify as Black, Indigenous, Latinx, Asian American, Pacific Islander, and other people of color, and of which 50% will be bargaining unit members who will be appointed by the Guild, and 50% will be from the Organization’s management and appointed by the President.

The Organization will work to provide the Review Board with requested information within 30 days (unless an extension is agreed upon by both parties) to assist in its function. The Organization will provide a written explanation when it is not able to provide requested information. The Organization will ensure that two (2) representatives of the Review Board (including at least one (1) representative appointed by the Guild) attend a meeting of the executive team once a quarter if desired by the Review Board. The Review Board will provide recommendations to the Board of Directors and the Organization on how to improve RJE

initiatives and reach the Organization's RJE goals. The Organization will also ensure that the Review Board presents its report and any recommendations to the LCV and LCVEF Boards of Directors once a year.

*Section 8. Required Competencies to Work at an Organization Committed to Advance Racial Justice, Equity, and Inclusion to Build an Anti-Racist Institution*

To do the work of racial justice, equity, and inclusion, and building an anti-racist Organization, while minimizing harm to staff with racially, ethnically, and other socially marginalized identities it is critical to establish baseline competencies that all staff must develop, while ensuring that opportunities for continued personal learning are accessible.

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. The Organization is committed to developing a more cohesive and consistent approach to annual training, while acknowledging that organizational and individual needs evolve. These trainings will provide opportunities for staff to understand and acknowledge how White supremacy and other systems of oppression have shaped this country's culture and institutions, including those in the national environmental movement, and will provide frameworks to further the Organization's commitment to building an anti-racist organization. Where applicable, organizational learning opportunities, trainings, and convenings will 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. Furthermore, it is critical for staff to have opportunities to reflect on their own personal identities, privileges, and access to resources and to consider how these factors have shaped their experiences.

Trainings will take into account race and other systems of social stratification, and provide reasonable support for staff who may be emotionally triggered by the material covered in the training. The Organization recognizes the importance of supervisors receiving appropriate training, including racial justice and equity-centered trainings that address the intersections of power, marginalized identities, and success in the workplace in order to advance racial justice and equity, and build inclusion in the workplace.

The Organization recognizes the value of collective healing practices to build community and heal from harm. At least once a year, the Organization will provide space for collective healing practices at trainings, retreats, and other meetings.

Providing time and space for staff to process, reflect, and transition learnings to daily practices is important. To that end, staff will have a minimum of four (4) hours of paid time a month to dedicate to continuing education, reading, and active reflection times as part of the Organization's continuing education, including but not limited to, Cafecitos, Employee Resource Group discussions, and shared readings.

In line with the Organization's racial justice, equity and inclusion values, professional

development of competencies within these areas is required and will be coordinated for all staff by the Organization.

#### *Section 9. Building a More Inclusive Organization for Staff with Disabilities*

The Organization recognizes the dignity and value that every single employee brings to our work, and that honoring our staff includes making all reasonable accommodations to allow every employee -- regardless of their levels of physical or mental ability -- to thrive in their work. The Americans with Disabilities Act (ADA) will serve as the foundation of the Organization's policies that aim to support staff with disabilities. The Labor Management Committee will continue to gather optional feedback from employees to better understand employees' experiences -- especially those with self-identified disabilities -- to work and access the Organization's office spaces and provide recommendations to the Organization to build a culture and workspaces that are more accessible and inclusive for employees with disabilities. The Labor Management Committee's scope of consideration will include, but not be limited to, office configurations, technology and software applications, accessibility and privacy of restroom arrangements, accessibility of offsite events, confidentiality regarding all accommodation requests, and remote work arrangements.

The Organization will continue to make workspaces accessible to everyone and ensure that all employees are aware of the process for requesting accommodations and how those accommodations are determined. The process to get accommodations for an employee with disabilities will be consistent with Americans with Disabilities Act (ADA) and state law requirements, including all requirements to maintain medical information confidentially and on a need-to-know basis.

All staff who identify as disabled are allowed to request reasonable accommodations from the Organization. The Organization will determine the type and amount of resources provided to the employee. The process to get accommodations for an employee with disabilities will be consistent with Americans with Disabilities Act (ADA) requirements, including all requirements to maintain medical information confidentially and on a need-to-know basis. A final decision on the accommodation should be made within thirty (30) business days of the request, barring extenuating circumstances. Where accommodation can be provided in less than the maximum time frame, the Organization shall strive to do so.

#### *Section 10. Building a More Inclusive Organization for LGBTQIA+ Staff*

To build a truly equitable and inclusive workplace, the Organization recognizes that more work must be done to build an institution in which LGBTQIA+ staff feel centered and can thrive and bring their full selves. The Labor Management Committee will continue to provide recommendations to the Organization and the Guild as to how the Organization can build a more inclusive workplace for LGBTQIA+ staff. Matters for the Labor Management Committee will include, but not be limited to, healthcare coverage and health resources, building a more LGBTQIA+ inclusive culture, and accessibility of restroom arrangements. The Labor

Management Committee will seek input and feedback from the Organization's LGBTQIA+ Employee Resource Group in developing these recommendations.

The Organization 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.

The Organization will use gender inclusive language in all Organization-produced onboarding materials and policy manuals.

The Organization 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, the Organization 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: transition-related health care, such as endocrine care (gender-affirming hormone therapy) and surgeries; and other healthcare treatments and procedures commonly accessed by LGBTQIA+ individuals.

The Organization, in searching for new office space or extensions to existing office spaces and Organization-sponsored event spaces, will prioritize spaces that offer (or provide the option for) private gender-neutral restrooms and/or private stalls that provide greater degrees of privacy (especially for office spaces that do not currently provide the option of gender-neutral bathrooms).

The Organization, when using the Rainbow Pride Flag for official Organization events, materials, signage, and/or merchandise and in partnership with other organizations or in attendance at rallies, parades, or other events, will promote the use of the Progress Pride flag.

### **ARTICLE 3. IMMIGRANT RIGHTS**

This Article provides rules and guidelines for the Organization's compliance with its immigration obligations while protecting the rights of its employees. It is acknowledged that this Article and Agreement shall not be interpreted to cause the Organization to knowingly hire or continue the employment of any person not authorized to work in the United States as prohibited by IRCA 8 U.S.C. 1324a(a)(2).

### *Section 1: Union Notification*

In the event the Organization becomes aware of a question of whether an employee currently holds authorization to work in the United States, the Organization shall notify the employee within one (1) business day. The Organization shall not notify the Guild without an employee's written permission, and shall notify the Guild within one (1) business day of receiving such written permission from the employee. To the extent consistent with the Organization's legal obligations, the affected employee shall be given a reasonable opportunity to remedy the identified problem before any action is taken, which may include reasonable paid time off to attend relevant proceedings or to visit pertinent agencies, for the purpose of correcting the identified problem. Upon return from leave after remediation of the identified problem, the employee shall return to their former position without loss of seniority.

### *Section 2: Absence from Work*

Upon notice, an employee shall be allowed up to ten (10) paid working days per year during the term of this Agreement to attend immigration proceedings related to the employee and/or the employee's family.

The Organization will not discipline, discharge, or otherwise act against any employee who is absent from work due to arrest, detention, or incarceration by law enforcement pursuant to the employee's citizenship status or visa status, and those days will not count against the employee's time and attendance record, provided the employee communicates as soon as reasonably practicable.

On the day an Employee becomes a U.S. citizen, the Organization will compensate the Employee with a one-time paid personal holiday in recognition of their citizenship.

### *Section 3: Updating Information*

The Organization may not discharge or in any manner discriminate, retaliate, or take any adverse action against an employee because the employee updates or attempts to update their personnel records to reflect accurate changes to their lawful name or valid Social Security number, provided that nothing in this section shall preclude the Organization from taking disciplinary action against an employee for knowingly providing false information to the Organization.

### *Section 4: Social Security No-Match*

The Organization will notify the employee upon receipt of a "no match" letter from the Social Security Administration (SSA) and, with written authorization from the employee, will provide a copy of the notice to the Guild. A "no match" letter from the Social Security Administration shall not itself constitute a basis for taking adverse employment action against an employee, including firing, laying off, suspending, retaliating, or discriminating against any such employee. The Organization will not require that employees listed on the notice bring in a copy of their Social

Security card for the Organization's review, complete a new I-9 form, or provide a new or additional proof of work authorization of immigration status. The Organization will not contact the SSA or any other governmental agency after receiving notice of a "no-match" from the SSA unless required by law.

#### *Section 5: Expiration of Documents*

The Organization will not require or demand proof of immigration status, except as may be required by 8 U.S.C 1324a(b) and listed on the I-9 form. Further, the Organization will not require that an Employee re-verify their authorization to work unless the Organization obtains actual or constructive knowledge that the Employee is not authorized to work in the United States as defined in the "employer sanctions" provisions of the immigration laws, 8 U.S.C. 1324a. Further, the Organization will not require Employees engaged in "continuing employment" to provide proof of work authorization, including Social Security numbers (SSNs). "Re-verification" means requesting that an Employee show documents that purport to prove their authorization to work in the U.S., and includes a request to provide proof of a valid SSN. In the event the Organization determines it has the requisite "actual or constructive knowledge" that requires it to re-verify an Employee's authorization to work, the Organization will:

1. Notify the Employee and provide the Employee with the factual basis for that determination;
2. Afford the Employee a reasonable period of time (e.g. ninety (90) days) to establish work authorization, recognizing that extenuating circumstances may warrant additional time; and
3. Not take any adverse employment action against the Employee unless the Organization has complied with steps 1 & 2 above, and is required to do so by law.

Should the Organization be required to remove an employee from employment due to the expiration of the employee's work authorization document, the Organization shall reinstate the employee to the job without loss of seniority upon receipt of the renewal work authorization document if the employee provides appropriate documentation within ninety (90) calendar days of their removal from employment.

#### *Section 6: Protection of Rights During Workplace Immigration Enforcement*

The Organization will not ask or report on immigration status unless otherwise required by applicable law.

Unless otherwise required by applicable law, the Organization's practice will be to require a valid, signed warrant prior to allowing any Law Enforcement including but not limited to, the police, the FBI, DHS, and ICE, to enter any facility owned or leased by the Organization where staff, contractors, or volunteers of the Organization work, for the purposes of immigration enforcement.

The Organization will:

1. Refuse admittance of any agents of DHS or ICE who do not possess a valid warrant signed by a federal judge or magistrate.
2. When presented with a judicially signed warrant, provide the authority presenting such warrant with a written statement that it is specifically withholding consent to enter any non-public areas of the workplace and is permitting search only under protest. If providing a written statement is not possible, the Organization will verbally inform the authority presenting the warrant that they are withholding consent to enter non-public areas of the workplace and are permitting search only under protest.
3. Not reveal to the DHS or ICE any names, addresses, immigration status of any Employee, contractors, or volunteers, except pursuant to valid warrant or subpoena signed by a federal judge or magistrate or immigration officer designated by the DHS.
4. Permit inspection of I-9 Forms by DHS or DOL only after a minimum of three (3) business days' written notice.
5. Provide no documents other than the I-9 forms and any public disclosure documents required by law to the DHS or DOL for inspection in the absence of a valid DHS administrative subpoena, or a search warrant or subpoenas signed by a federal judge or magistrate.
6. Provide the Employee(s) with a reasonable opportunity of not less than two (2) weeks to present other documents as listed on Form I-9 to establish their employment authorization, where DHS notifies the Organization that certain Employees do not appear to be authorized for continued employment.
7. Nothing in this provision shall be interpreted to limit the Employee's rights to continued employment under the "receipt rule", which authorizes automatic extensions of certain types of employment authorization upon issuance of a receipt in cases of benefit renewal or loss, theft, or damage of an original document.

### *Section 7: Training*

The Organization will provide training for employees responsible for interacting with law enforcement who operate in all offices in how to interact with ICE or other law enforcement agents. This training will provide information regarding the rights of people, regardless of immigration status, in incidents involving law enforcement and address steps such staff should take should an immigration status-related event occur near or at their office space.

### *Section 8: Travel*

The Organization must not require an employee to conduct any kind of work or travel across state lines and/or be required to fly or drive anywhere that they reasonably feel may be unsafe for them given their immigration status.

### *Section 9: Support for Employees Seeking to Change Immigration and/or Citizenship Status*

The Organization will provide up to \$1,000 per year to any employee who is seeking to change their, or any immediate family member's, immigration or citizenship status by any process,

including but not limited to applying to become a naturalized citizen or permanent resident, renewing their Deferred Action for Childhood Arrival (DACA), applying for Temporary Protected Status, for U.S. government filing fees and associated legal costs. Immediate family members shall be defined for purposes of this Article as a child, parent, sibling, spouse and/or domestic partner of the employee. Additional funds may be provided at the Organization's discretion.

The Organization shall develop criteria for determining whether to sponsor an employee for U.S. permanent resident status.

#### **ARTICLE 4. UNION SECURITY & DUES DEDUCTION**

##### *Section 1. Guild Members in Good Standing*

Where allowed by applicable state law, the Organization shall require as a condition of employment of each bargaining unit employee that the employee either be and remain a member of the Guild in good standing no later than the 30th day following the date of hiring or that the employee shall pay an agency fee to the Guild in an amount equivalent to the dues they would pay as a Guild member. The Organization shall have no obligation to take any action under this provision until it receives a certified letter from the Guild that an employee is not in compliance with the employee's membership obligation. The certified letter requesting termination shall also be copied to the employee affected by the notice.

##### *Section 2. Dues*

Upon an employee's signed authorization form, which shall be provided by the Guild to the Organization, the Organization shall deduct each pay period from the earnings of such employee and pay to the Guild each month an amount equal to Guild dues and assessments. Such amounts shall be deducted from the employee's earnings in accordance with the Guild's schedule of rates furnished to the Organization by the Guild. Such schedule may be amended by the Guild at any time, and the Organization shall make deductions pursuant to such amended schedule beginning in the next regularly scheduled pay date following provision of notice to the Organization, provided that notice is provided at least fourteen (14) days in advance of such payroll processing date. An employee's written assignment shall remain effective in accordance with the terms of such assignment.

##### *Section 3. The dues deduction assignment shall be made upon the following form:*

#### **ASSIGNMENT and AUTHORIZATION TO DEDUCT GUILD MEMBERSHIP DUES**

I hereby assign to the Washington-Baltimore News Guild-CWA, and authorize the Organization to deduct per pay period from any salary earned or to be earned by me as an employee, an amount equal to Guild initiation fees, dues and assessments as certified by the Treasurer of the Guild starting in the first week in

the month following the date of this assignment. I further authorize and request the Organization to remit the amount deducted to the Guild each month.

This assignment and authorization shall remain in effect until revoked by me, but shall be irrevocable for a period of one year from the date appearing below or until the termination of the contract between yourself and the Guild, whichever occurs sooner. I further agree and direct that this assignment and authorization shall be continued automatically and shall be irrevocable for successive periods of one year each or for the period of each succeeding applicable contract between the Organization and the Guild, whichever period shall be shorter, unless written notice of its revocation is given by me to the Organization and to the Guild by registered mail not more than thirty (30) days and not less than fifteen (15) days prior to the expiration of each period of one year, or of each applicable contract between the Organization and the Guild, whichever occurs sooner. Such notice of revocation shall become effective for the calendar month following the calendar month in which the Organization receives it.

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

This assignment and authorization supersedes all previous assignments and authorizations if any heretofore given by me in relation to Guild initiation fees, dues and assessments.

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Date

*Section 4. Indemnification*

The Guild agrees to indemnify and hold the Organization harmless from any and all claims, suits, judgments, attachments, and any other liability which may arise from the Organization's implementation of this Article. If an incorrect deduction is made and submitted to the Guild, the Guild shall refund any such amount directly to the involved employee.

*Section 5. Payroll Deductions for CWA Political Action Fund*

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

## **ARTICLE 5. INFORMATION FURNISHED TO THE GUILD**

### *Section 1. Quarterly Information*

The Organization will furnish the Guild, on a quarterly basis, the following information for employees represented by the Guild:

- A. Name
- B. Hire date
- C. Job title
- D. Job classification level
- E. Rate of pay - hourly or salary
- F. Work location
- G. Home address
- H. Date of birth
- I. Race/Ethnicity (if employee has voluntarily disclosed)
- J. Gender identity (if employee has voluntarily disclosed)
- K. Disability status (if employee has voluntarily disclosed)

### *Section 2. Changes to the Staff*

The Organization shall notify the Guild and the Union Head Steward by email of the following within the timeline indicated, unless it is mutually agreed upon by both the Guild and Organization if an extended timeline is needed:

- A. New employees, including all the information required in Section 1, to the extent the Organization has it, on a semi-monthly basis after the employee's start date.
- B. Any transfers out of the bargaining unit, resignations, retirements of employees, and respective dates on a semi-monthly basis.
- C. Deaths of employees within three (3) business days of the Organization becoming aware of such an event
- D. Changes in job title and/or salary of employees with effective date on a semi-monthly basis.
- E. Material changes in job descriptions of employees on a monthly basis.

The Organization shall notify the Guild and the Union Head Steward in writing of any terminations of bargaining unit employees and respective dates within five (5) business days.

## **ARTICLE 6. UNION RIGHTS**

### *Section 1. Union Meetings*

Up to four (4) times per year and subject to availability and upon reasonable request by the Guild, the Organization, to the extent it does not interfere with the Organization's organizational

needs, shall provide space on its premises and use of its communications technology for meetings of employees at mutually agreeable times. Employees can use their lunch break to attend Guild meetings.

### *Section 2. Conduct of Guild Business by Bargaining Unit Employee Representatives*

Upon request by the Guild, employees designated in writing as Guild representatives or stewards shall be granted limited time off from work, without loss of pay, to conduct necessary Guild business administering the Agreement and grievance handling and resolution. The Guild's request for leave will be submitted as far in advance as practicable and leave requests shall be granted except in the case of a legitimate organizational necessity requiring an employee's attendance, and provided that such duties must not unreasonably interfere with the regular performance of an employee's work for the Organization. No more than two (2) employees shall be entitled to such leave at any one time, and a maximum of eight (8) employees or 10% of unit members rounded up to the nearest whole number, whichever number is higher, may be designated in writing as Guild representatives or stewards. The Guild shall notify the Organization in writing of all employee designees under this section.

### *Section 3. Bargaining Committee*

The Bargaining Committee will be excused from 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 the Organization of the members of the committee prior to the commencement of negotiations. The Bargaining Committee shall consist of no more than 10% of the total number of bargaining unit members, provided that the Bargaining Committee shall not consist of more than eight (8) members without the prior approval of the Organization. The Bargaining Committee will also have alternates, the number of alternates will be established upon mutual agreement.

### *Section 4. Bulletin Boards*

To facilitate communication with bargaining unit employees, the Guild shall be provided with suitable bulletin board space, where practicable, for the posting of notices and information concerning Guild activities. To accommodate employees, such bulletin boards can also exist digitally on platforms including, but not limited to, email and Slack.

## **ARTICLE 7. MANAGEMENT RIGHTS**

The Guild recognizes that the Organization retains all management rights and prerogatives not expressly limited or modified by this Agreement as it relates to bargaining unit employees. Except as so expressly limited or modified the Organization shall retain whatever rights and authority are necessary for it to operate and direct the affairs of the Organization in all of its various aspects, including but not limited to the right to operate and manage all personnel, facilities and equipment; to establish or discontinue functions and programs; to set and amend

budgets; to determine the utilization of technology; to establish and modify the organizational structure; to schedule working location (based on job duties and responsibilities), hours and assign overtime; to select, direct and determine the number of personnel; to hire, promote, suspend, discipline or discharge personnel for just cause; to lay off, redeploy, or relieve employees due to lack of work or other reasons; to make and enforce reasonable rules and regulations; to contract with vendors or others for goods and/or services including the right to subcontract any or all functions performed by members of this bargaining unit, to take any and all actions necessary to carry out the operations of the Organization, and to assign duties, tasks, and jobs.

The Organization's failure to exercise any right, prerogative, or function hereby reserved to it, or the Organization's exercise of any such right, prerogative, or function in a particular way, shall not be considered a waiver of the Organization's right to exercise such right, prerogative, or function or preclude it from exercising the same in some other way not in conflict with the express provisions of this Agreement.

## **ARTICLE 8. LABOR MANAGEMENT COMMITTEE**

A joint Labor Management Committee will be established of two (2) representatives chosen by the Organization and two (2) representatives chosen by the Guild. The Labor Management Committee will meet quarterly or by mutual agreement at a different frequency. The Labor Management Committee will discuss and attempt to resolve issues of mutual concern to the Organization and the Guild, outside the scope of bargaining and the grievance procedure. The Labor Management Committee further will be used to facilitate effective communications between unit staff and management and to uphold the values of LCV & LCVEF – community, learning, accountability, anti-racism, sustainability, and innovation.

The LMC allows for the discussion of each other's concerns, the open exchange of information, and the opportunity for joint problem-solving of issues that impact the work environment. Upon mutual agreement between the Organization and the Guild, the Labor Management Committee may increase representatives to the Labor Management Committee on an indefinite basis to assist with ongoing projects or may appoint representatives outside of the LMC to ad hoc committees with fixed terms to address projects where appropriate.

## **ARTICLE 9. GRIEVANCE PROCEDURE**

### *Section 1. Grievance Defined*

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

### *Section 2. Grievance Procedure Steps*

The parties shall strive to discuss all grievances in good faith. The parties' intent is to act reasonably to attempt to expeditiously resolve all issues prior to the initiation of the formal grievance process or, if a grievance is filed, at the lowest possible step.

Step 1. Prior to filing a written grievance, a representative of the Guild – a shop steward, unit officer (a unit member duly appointed or elected by the Unit) or Guild Representative –must meet with an appropriate representative of the Organization (SVP of Human Resources & Administrative Services and/or VP of Human Resources), with or without the grievant(s). Such a Step 1 meeting shall be requested by a Representative of the Guild in writing. Requests for a Step 1 meeting must be held within ten (10) business days of the original request made by the Guild, unless it is mutually agreed upon by both the Guild and Organization if an extended timeline is needed.

Step 2. If the issue is not resolved in Step 1, a written grievance shall be submitted by the Guild to an appropriate member of the Organization (SVP Human Resources & Administrative Services and/or VP of Human Resources), including a summary of what the grievance is and the remedy the Guild is seeking. Such a written grievance shall be filed no later than thirty (30) days after a Step 1 Meeting, unless it is mutually agreed upon by both the Guild and Organization that an extended timeline is needed. Up to three (3) members of the Guild Grievance Committee and the Organization will meet within ten (10) business days after the Guild provides written notification to the Organization of the grievance, unless it is mutually agreed upon by both the Guild and Organization if an extended timeline is needed.

Step 3. If no settlement is reached within thirty (30) days of the Step 2 meeting, the Guild may submit a demand for binding arbitration, unless the parties mutually agree to extend the time to negotiate a settlement. The Guild must provide notice of a demand to arbitrate within forty-five (45) days of the day on which the settlement deadline has passed unless it is mutually agreed upon by both the Guild and Organization that an extended timeline is needed. If, on initiation of arbitration, the parties cannot agree on an impartial arbitrator, then the Federal Mediation and Conciliation Service (FMCS) will be requested to designate a panel of arbitrators and the arbitrator shall be selected by the parties alternately striking names from the list until one name remains and that person shall be the arbitrator.

At the outset of any arbitration, prior to opening the record for evidence, the arbitrator must first attempt to mediate the case for final resolution. In the event that the parties are unable to mediate their dispute successfully, the arbitrator shall resolve the grievance upon the parties' oral closing arguments, and without written briefs.

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.

Attorneys shall be allowed to present cases at arbitration. The parties shall reasonably cooperate to identify a time and place for the arbitration that is convenient to the parties and

likely witnesses.

*Section 3. Arbitrator's Award*

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

**ARTICLE 10. HIRING**

*Section 1. Hiring*

The Organization will continue to practice equitable and consistent hiring processes for each open position. The Organization's hiring practices shall support a candidate selection process toward achieving a demographically diverse and equitable Organization.

Qualifications for positions shall be posted and all positions will continue the current practice at the Organization of articulating how the role will advance racial justice, equity, and inclusion within programmatic, organizational, and/or electoral work. A position that falls within the bargaining unit must note that designation within the job description. Every job description within the unit posted for internal or external hiring will include the salary range and job classification level as specified in this Agreement.

In the event that the Organization is creating a new bargaining unit position that did not previously exist, including for any new job title added after the ratification of this Agreement that does not conform to the Organization's standard titles, the Organization will notify the Union with the proposed job description and job classification level at least one (1) week prior to posting the job announcement.

The Organization will notify the Union prior to eliminating a bargaining unit position.

The Organization will continue to operate in good faith and will not eliminate bargaining unit positions for the sole purpose of eroding the bargaining Unit.

*Section 2. Hiring Committees*

When hiring committees for unit positions are formed, the Organization shall, to the extent possible, endeavor to include at least one (1) bargaining unit employee. Additionally, to the extent possible, the Hiring Committee shall endeavor to consider gender and racial diversity and other relevant demographics for the composition of the Hiring Committee.

The Organization will alert any employee who participates in the hiring process that they are serving as the Guild representative. Work plans will be adjusted to reflect time a unit employee is devoting to serving on a hiring committee, and no unit employee will be asked to serve on more than one (1) hiring committee at once or on more than three (3) hiring committees in one (1) calendar year, unless there is a mutual agreement between the employee and HR.

Employees have the right to deny a request to serve on a hiring committee without consequence.

### *Section 3. Hiring, Internal Applicants*

The Organization shall notify all employees, by email, of any vacancy in an existing or newly created position it intends to fill. The Organization may also advertise the position externally at the same time it posts internally. Internal candidates who apply within seven (7) working days of posting and who meet the required qualifications of the position shall be offered an interview prior to external candidates, unless the internal bidder is unavailable for more than one (1) week (ex. on vacation or other approved leave). After seven (7) working days, employees are still eligible to apply as an internal applicant up until the position closing date, but they will not necessarily be interviewed before external applicants.

Internal applicants are defined as people currently employed by the organization. To be considered for the position, the employee must be in good standing with the Organization and meet the minimum qualifications.

Where the qualifications of an internal applicant and an outside applicant are substantially equal, the Hiring Committee will take into consideration the value of promoting the growth of internal applicants, but the Hiring Committee may also take into account other relevant considerations.

When the Hiring Committee is deciding between two internal applicants whose qualifications are substantially equal, the Organization's commitment to racial justice, diversity, equity, inclusion, and equal employment opportunity; merit; experience within the Conservation Voter Movement; and seniority shall be given consideration.

If an employee is not awarded a position that is in the unit, the Hiring Manager shall meet with the employee and, at the employee's option, a representative of the Guild and HR, to discuss how the employee can improve the potential to be selected the next time the position, or a similar one, is open in the unit.

### *Section 4. Hiring Field Vendors*

The Organization shall take reasonable steps to notify individuals working as employees of third-party vendors contracted by the Organization for field programs ("field vendor employees") of any vacancy in an existing or newly created position the Organization intends to fill. The Organization shall work with third-party vendors to ensure that job postings are shared among field vendor employees. The Organization's standard job application will include a field where applicants can self-identify as having worked with an Organization-affiliated Field Vendor. The Organization will request that field vendors include the language of this section in their own employee handbook or otherwise notify field vendor employees of these opportunities.

Qualified individuals are always encouraged to apply, and those field vendor employees who have been employed by a third-party vendor for twelve (12) consecutive months are eligible for enhanced consideration as described below. Consecutive work shall include when a field vendor employee working for one third-party vendor moves to another third-party vendor or when a field vendor employee relocates for a specific field program. Enhanced consideration will require the Organization to be obligated to interview the field vendor employee applicant prior to interviewing external applicants. Field vendor employees in this category shall have seven (7) working days from the date of the posting to apply for the vacancy, which shall obligate the Organization to interview them as if they were an internal applicant (provided they meet the required qualifications of the position), unless the field vendor employee applicant is unavailable for more than one week (ex. on vacation or other approved leave). After seven (7) working days, field vendor employees are still eligible to apply until the position closing date, but they will not necessarily be interviewed before external applicants.

Where the Organization is deciding between two (2) applicants whose qualifications are substantially equal, an individual's experience as an employee of a third-party field vendor working on behalf of the Organization may be used to differentiate between the two (2) applicants.

#### *Section 5. New Hires*

New hires are entitled access to all personal time off, kinds of leave and all other benefits at the times set out in this Agreement.

During work time, new hires will have the opportunity to receive information from the Guild within two (2) weeks of their first day. The information will include an overview of their rights and responsibilities as Guild members.

All new employees will work on an introductory basis for the first ninety (90) calendar days after their date of hire.

#### *Section 6. New Hire Review Process*

Employees shall be considered introductory employees for no more than ninety (90) days and are not subject to Section 1 of Article 12 (Discipline and Discharge) for purposes of discipline or discharge. New hires are entitled to receive a review at or around the thirty (30) day mark, sixty (60) day mark, and in advance of the end of the ninety (90) day period. The review process will create space for the supervisor to provide feedback to the employee, and for the employee to provide feedback to their supervisor. The employee will receive supervisory reviews including written feedback to the employee, as well as the employee providing written feedback to their supervisor. Supervisors will conduct weekly verbal check-ins (at minimum) with new hires during the introductory period, unless the supervisor or employee is reasonably unavailable in a given week. As part of the aforementioned reviews, before the conclusion of the introductory period, the Organization shall make the employee aware of known performance deficiencies that may

lead to discharge during the introductory period, and the supervisor will work with the new hire to try to address and improve upon such performance deficiencies.

Upon ratification of this Agreement, the Labor Management Committee will continue to discuss and recommend potential questions, prompts, and discussion resources, for written and oral feedback solicited during the 30-day, 60-day, and 90-day reviews.

## **ARTICLE 11. PROMOTIONS**

The Organization will continue to support employee advancement opportunities within the Organization. This includes supporting managers in setting concrete steps and goals to encourage their employees' career growth and development. An employee may, at the Organization's discretion, be promoted to the next higher job classification, based on performance, experience, education, training, improved skills, or increased job knowledge. Promotions are not exclusively intended to move employees into management roles and will include advancement through or into non-supervisor roles. The Organization aims to attract, retain, and support exceptional staff throughout all levels of the Organization by providing advancement opportunities in the following ways:

### *Section 1. Promotions*

Employees or their direct supervisor, on behalf of the employee, may request and be considered for a promotion at any time during the year.

A growth-promotion is when an employee advances to a position that is at a higher classification level. It is associated with an increase in salary and change in title and based on the Organization's and department's needs, the employee's ability to perform at the higher level, as well as strong performance within the employee's current role.

Growth promotions may occur at any time during the year when: (1) a higher-level position is created or vacant; (2) there is an Organizational need for a role expansion identified at a higher level; (3) following a Workload Assessment (Article 16); or (4) the annual review process (Article 15).

A same-level promotion is where a role is altered to have the employee take on clearly delineated new responsibilities or an expansion of existing responsibilities consistent with the same classification level (as long as a similar workload is maintained), and the job remains within the same classification level. If, after a same level promotion, an employee's workload is significantly more than normal, the procedures outlined in Article 16 will be followed. A same level promotion results in a salary increase. It is based on the Organization's and department's needs, the employee's ability to perform the duties as contemplated, as well as strong performance within the employee's current role.

There is no minimum time period that must pass before an employee is eligible for promotion upon completion of the 90-day introductory period.

The period of time that an employee has been on staff may be a factor taken into consideration by the Organization in considering a promotion. A prior promotion does not preclude an employee from being considered for a promotion.

Promotions must be approved by the employee's supervisor, their department Senior Vice President, and the Human Resources Department.

When being considered for a promotion, additional considerations will include whether the employee has received a formal disciplinary action in the past six (6) months or has been deemed to have violated the Organization's Policy and Procedures Regarding Discrimination, Harassment, Retaliation and Workplace Culture within the last year.

Existing employees who are promoted will not be subject to the ninety (90) day introductory period that is accorded to new staff hired by the Organization, but will receive a 30, 60, 90-day review at the start of their new position.

If a supervisor submits a promotion request on behalf of an employee, the Organization shall strive to notify said employee in writing within seven (7) business days after the request is submitted to HR. A copy of the employee and/or supervisor's request for a promotion will be retained in the employee's personnel file. Review of any potential promotions must include an updated job description subject to review and approval by HR. The Organization will strive to make decisions regarding promotions within 30 days from submission of request and employees will be notified in writing by HR within 48 hours of the decision. Employees will then have the right to provide suggestions and feedback on their updated job description prior to the Organization's finalization of revisions, with the goal of striving to have updated job descriptions within thirty (30 days) of the promotion going into effect.

### *Section 2. Denied Requests*

If an employee is denied a promotion request, a written explanation of the specific reasons the promotion was denied shall be provided by HR to the employee within ten (10) business days of the decision. At the employee's request, the Organization will meet with the employee, and a representative of the Guild, to discuss the reasons a promotion was denied. The meeting will identify any performance goals that, if met, may render the employee eligible for promotion.

### *Section 3. Skills Development for Potential Promotions*

Leaning into the Organization's commitment to living its values of learning, an employee shall discuss opportunities for advancement within the Organization at the annual review and goals check-in, and more regularly during weekly check-ins with their supervisor. Discussions will

focus on establishing a plan with specific goals for achieving the additional skills or responsibilities that are required for a role at the same or next level.

## **ARTICLE 12. DISCIPLINE AND DISCHARGE**

### *Section 1. Just Cause*

Subject to Article 10 (Hiring), employees shall not be subject to discipline or discharge without just cause. Other than for gross misconduct, the Guild and the employee shall be notified in writing at least two (2) weeks in advance of each dismissal with specifications of the facts alleged to constitute just cause. The Organization may pay two (2) weeks' salary in lieu of notice to the Guild and the employee where notice is required.

Good faith efforts should be made to address problems of performance, conduct, or behavior before instituting formal discipline wherever possible, including mutual intent to problem solve before resorting to disciplinary action where practicable. Supervisors should provide feedback to employees during standing employee check-in meetings. Check-ins are designed to provide non-disciplinary feedback, guidance, and coaching through conversations and written materials and, if applicable, recommend trainings for employee's performance.

### *Section 2. Gross Misconduct*

The Organization retains the right to bypass progressive discipline and take action up to, and including, immediate termination when the Employee has engaged in gross misconduct in a degree or kind similar to the enumerated examples on the list below: workplace violence, embezzlement, fraud, theft, misappropriation of funds, child molestation or abuse, violation of safety rules that threaten the safety or health of their colleagues or others, willful violation of campaign finance and ethics laws, and harassment.

If the Organization believes that conduct rises to the level of gross misconduct, the Organization must include written notice of the occurrence alleged to constitute gross misconduct to the Union President & Guild Representative within three (3) business days of said determination.

### *Section 3: Progressive Discipline*

Disciplinary actions that do not rise to the level of gross misconduct will be addressed through progressive discipline. Progressive discipline steps include (1) verbal warning; (2) written warning; (3) second written warning, which may include an employee improvement plan; and (4) termination. Should the Organization find it necessary to employ progressive discipline, the Organization should provide employees with the support, opportunity, and a reasonable amount of time to address and correct any work-related issue as part of the progressive discipline process. In extenuating circumstances steps 1 & 2 may be issued simultaneously with written rationale.

#### *Section 4: Employee Improvement Plans (EIPs)*

Employee Improvement Plans (EIPs) are one type of second written warning that may occur under Progressive Discipline. Before an EIP is undertaken there should be a meeting with the supervisor and employee to review incidents or information about the performance, or conduct.

If requested by the employee, a meeting between the employee and HR will occur before the EIP is finalized and presented to the Unit employee. This meeting should not include the employee's direct supervisor but can include the presence of a Union representative at the request of the Unit employee.

Each employee improvement plan issued by the Organization must:

1. Provide specificity and if possible, examples, with regards to what aspects of the employee's work performance requires improvement.
2. Clearly describe expectations and steps the employee and the supervisor must take to help the employee improve their performance or resolve the problem.
3. Allow an initial period of time of up to 90 days but no less than 30 days to improve or resolve performance deficiency depending on the matter involved. EIPs may be re-evaluated and extended for additional 30-day periods for up to a total EIP timeline of six (6) months.
4. Include a statement indicating the imposition of an improvement period and that the employee is subject to termination after the improvement period concludes if sustained corrective action has not been demonstrated.

#### *Section 5. Notification to the Employee and the Guild*

If not covered elsewhere under this Article, the Guild and the employee shall be notified in writing of any discipline and provide information regarding the discipline within five (5) business days.

#### *Section 6. Records of Discipline*

Any documents related to attendance violations or verbal warnings shall not be taken into consideration one (1) year after issuance if the issue is rectified.

Any documents related to written warnings and employee improvement plans shall not be taken into consideration eighteen (18) months after issuance if the issue is rectified.

Any documents related to suspensions or disciplinary leaves of absence shall not be taken into consideration three (3) years after the issuance if the issue is rectified.

Decisions regarding promotions and bonuses shall not take into consideration employee performance reviews other than the most recent performance review.

Following one (1) year from the date of any discipline (or the most recent discipline if a recurring issue), an employee may request in writing that their supervisor confirm that the issue has been rectified. If the issue has been rectified, the supervisor shall confirm, and such writing shall be placed in the employee's personnel file.

## **ARTICLE 13. REDUCTION IN FORCE**

### *Section 1. Reduction in Force*

The Organization shall provide sixty (60) days' notice of the need to reduce the workforce or dismantle or otherwise alter programs that would require the relocation or termination of an employee and notify the Guild and the affected employees. The sole exception is for unforeseeable emergency circumstances not caused by the Organization, wherein after consultation with the Guild, the need to reduce the workforce is jointly agreed to, in which case the Organization must provide as much notice as is reasonably practicable and in no event less than fourteen (14) days' notice. Where the Organization reasonably believes this unforeseeable emergency circumstances exception applies, the parties shall negotiate in good faith regarding - - and the Guild shall not unreasonably refuse to agree to -- the Organization's identified need to reduce the workforce on less than sixty (60) days' notice. The remaining provisions of this Article and of Article 24 (Severance Pay) apply only to a reduction in force that results in the termination or separation of an employee; they do not apply to employees who accept relocation due to the dismantlement or alteration of a program.

The Organization will meet with the Guild for the purpose of discussing layoffs and to consider the means by which the impending hardship of such layoffs may be mitigated. Such discussions may include suggestions from both the Union and the Organization regarding alternatives to lay off, including, but not limited to: Strategies for equivalent cost savings, such as reduction in workforce through attrition or voluntary buyouts, reduced work time, or reduction in pay (of any employees); restructuring of positions and/or classifications, reassignments, and transfers or demotions of employees to open positions; and strategic realignments of work products, ad buys, or programs. When such alternative cost-savings measures are considered, it shall be the goal of the Organization that such measures be implemented in an equitable manner.

Prior to initiating layoffs for lack of work or for economic reasons, the Organization is encouraged to consider revising or ending any contracts or agreements with consultants, temporary workers, contract workers, contract companies, and/or advisors who are performing the work similar to of the employees who are being laid off.

During the notice period, the Organization shall accept voluntary resignations in the classifications involved. Such employees shall be entitled to severance pay provided in Article 24 (Severance Pay). The number of employees dismissed shall be reduced to the extent that the necessary payroll saving has been achieved by resignation. After any volunteers have accepted layoff status, seniority shall be the determining factor in such layoff provided qualifications, skills and abilities are otherwise equal such that the less senior employee shall be

dismissed.

### *Section 2. Recall List*

Laid off employees shall be placed on a recall list for up to eighteen (18) months. 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, the Organization shall send a 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 a substantially similar role in which the vacancy occurs, as well as contacting such persons by the last known phone number. The Organization will notify the Guild upon recalling any employee within 7 business days.

A substantially similar role includes the same position/job title or a role at the same level within the Organization with substantially similar job functions and responsibilities. A copy of the notice shall also be sent to the Guild. If, within ten (10) business days of the date 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, the Organization shall fill the vacancy from among those replies requesting employment in order of seniority. Time spent on a recall list shall not constitute a break in continuity of service or continuity of seniority. No seniority shall be earned while on layoff.

### *Section 3. Other Dismissals*

There shall be no dismissals as a result of putting this Agreement into effect.

## **ARTICLE 14. SENIORITY**

### *Section 1. Definition*

An employee's seniority date shall be the employee's first day of work with the Organization, as either a bargaining unit or non-bargaining unit employee. Time spent with the Organization as a regular, part-time, short-term, or temporary employee shall be counted towards an employee's seniority start date.

For purposes of this Article, employees shall be deemed continuously employed by the Organization while on approved leave of absence from the Organization and while employed by the Organization in a non-unit position.

### *Section 2. Returning Employee*

A former employee who returns to employment in a unit position will be credited for previous time served and will accrue benefits at the level associated with their time served for purposes of Articles 10 (Hiring), 13 (Reduction in Force) and 24 (Severance Pay).

### *Section 3. Field Vendor Employee*

An employee who formerly worked for at least three (3) consecutive months for a third-party vendor contracted by the Organization for field programs (“field vendor employee”) for an Organization field program shall upon their disclosure have their time working as a field vendor employee be included by the Organization in calculating their seniority date for purposes of Articles 10 (Hiring), 13 (Reduction in Force) and 24 (Severance Pay). Consecutive working shall include when a field vendor employee working for one third-party vendor moves to another third-party vendor or when a field vendor employee relocates for a specific field program.

## **ARTICLE 15. ANNUAL PERFORMANCE REVIEWS**

A performance review is used to evaluate an employee’s prior year’s work performance. Performance reviews are conducted to discuss the strengths of an employee along with areas needing improvement. It is an opportunity for the employee to receive feedback, plan for growth and development, and to discuss goal setting to inform individual work plans. Every employee shall receive a performance review annually and develop annual individual work plans.

Outside of the Annual Performance Review, continuous discussions including but not limited to workload, goals, and growth should be held throughout the year at regular check-ins between the employee and their supervisor.

### *Section 1. Performance Review*

A performance review is an evaluation of an employee's performance based on the prior year’s work plan and job description. A performance review should be based upon job-related criteria only. The Annual Performance Review process consists of several steps: written employee self-reflection, optional colleague feedback, written supervisor comments, review of the job description, a meeting to discuss the employee’s performance, and employee feedback about their manager. Annual Performance Reviews provide a space to discuss professional and leadership development, advancement within the Organization, and professional goals for the year to come.

The Annual Performance Review should acknowledge changes affecting the employee’s position, including workload and changes in job responsibilities which have occurred since the last review. The performance review process will also provide an opportunity for all staff to practice and grow key feedback competencies.

Transparent guidelines and instructions for the Annual Performance Review will be shared by the Human Resources Department with all staff at least two (2) weeks prior to the start of the process.

An employee may submit final comments to a performance review prior to signature and submission. Signing does not constitute agreement with all the points raised in the document.

The contents of the performance review shall not be subject to the grievance/arbitration process described in Article 9 (Grievance Procedure).

The Organization will encourage supervisors to provide performance reviews that are comprehensive and detailed as part of this annual process, including actionable feedback that would help employees to succeed and grow at the Organization. In addition to the performance review process, the Organization shall seek to identify opportunities and ways to continue to improve the competencies of supervisors and employees to give and receive consistent and constructive feedback.

### *Section 2. Self Evaluation*

Each employee shall receive a written performance review form in which they can reflect on and evaluate their own performance for job-related duties, review their job description and assess progress on professional development goals from the prior year (if applicable). The self evaluation must include detailed discussion relating to the employee's integration of racial justice, equity, and inclusion into their job functions. If an employee believes that external factors are impacting their performance or ability to do their job, employees are encouraged to discuss that with their supervisor and/or the Human Resources Department at the earliest opportunity (outside the performance review process).

Self evaluations should be completed during employees' regular work schedule, and employees shall have up to three (3) weeks to complete the self evaluation section. No reasonable requests for additional time may be denied.

### *Section 3. Supervisor Reviews Evaluation of Employees*

As part of the annual performance review, each employee will receive a written performance review from their direct supervisor(s). Once an employee has completed their written self evaluation, as described in Section (2), and sent a copy of the form to their supervisor(s), their supervisors(s) shall complete the questions indicated for the supervisor's review of the employee. The supervisor's review will provide an opportunity for the supervisor to reflect on and assess the employee's performance for job-related duties, review the employee's job description, and past year's work plan and suggest areas for growth and professional development for the employee. This review will be reviewed by the department Senior Vice President before the supervisor sends the completed performance review form to the employee. The employee will have at least forty-eight (48) hours to review the completed performance review form before their performance review evaluation meeting. The employee and their supervisor(s) will discuss the supervisor's feedback during the performance review meeting.

Should the review be presented to the employee less than forty-eight (48) hours in advance, the supervisor will reschedule the meeting to adhere to this requirement unless mutually agreed upon by the employee and supervisor that the meeting may proceed as scheduled.

#### *Section 4. Colleague Feedback*

The Organization values the benefit that employees can gain from feedback from colleagues other than their supervisor. A standardized colleague evaluation form shall be used for employees to receive feedback from colleagues with whom they work closely on tasks and/or projects related to their job duties.

The colleague feedback process will not replace the annual performance review between an employee and their supervisor, but is a tool that complements the process by collecting and providing greater feedback for employees upon their request. Employees may request voluntary feedback from up to a maximum of two (2) colleagues. Requests for colleague feedback will not be unreasonably denied, and no employee shall be asked to provide feedback to more than three (3) colleagues in a year. Colleague feedback should be provided during employees' regular work schedules, and employees may have up to three (3) weeks to complete the colleague feedback.

While all employees are encouraged to participate in the colleague feedback process, employees can elect to opt out of the process at any stage.

#### *Section 5. Employee Review of Supervisor (Skip Level Feedback)*

The Organization recognizes the benefits that supervisors can gain from receiving feedback from their direct reports.

To protect the integrity and separation of the employee's annual review, the skip level feedback will only occur after the unit employee and their direct supervisor(s) have held their performance review meeting.

As part of the Annual Review Process, employees are highly encouraged to provide skip-level feedback about their direct supervisor(s) in a confidential manner to Human Resources and the supervisor's manager, who will receive and review supervisee feedback as part of the final step of the supervisors' performance reviews. Employees may opt-out of this process at any point. Retaliation against supervisees for their good faith contributions to the review process, or their decision not to give skip level feedback, is prohibited.

Each supervisorial review will include an assessment of the individual supervisor's performance in providing direction, guidance, and feedback, as well as explicit discussion relating to the supervisor's support in helping the employee integrate racial justice, equity, and inclusion into their job functions.

The employee can request to meet directly with their supervisor(s) to discuss their feedback, and if desired, the employee can request the attendance of the supervisor's supervisor, a steward of the Guild, or a member of the Human Resources Department. The supervisor may

also request the presence of their supervisor or a member of the Human Resources Department.

#### *Section 6. Work Plans*

Employee work plans shall be drafted after completion of their corresponding department's work plans. While draft work plans may be completed ahead of the annual review process, they should also be informed by the completed performance review. Should the departmental plan fail to be finalized prior to the start of the employee's work plan creation, an employee shall be given up to ten (10) business days to complete their goals and work plans after the departmental plan has been finalized.

After the performance review has been completed, the employee and supervisor will discuss the employee's draft work plan. This discussion will follow the process outlined in Article 16 (Workload Assessment) and will build on the goals outlined in the performance review.

Any mutually agreed upon changes made to the employee's job description will follow the process outlined in Article 16 (Workload Assessment).

#### *Section 7. Role of Labor-Management Committee (LMC) in Review Process*

If the Organization chooses to make substantive changes to the 2024 Annual Performance Review process, they will seek feedback from the Labor Management Committee.

The Organization, in consultation with the LMC, will explore additional ways to improve the performance review process, for implementation in the 2025 Annual Performance Review process.

Additionally, the Labor Management Committee will continue to make recommendations on what additional competencies should be better developed across staff to give and receive constructive feedback (both positive and negative), including how to better develop and grow those competencies (ex. identifying a training or online resource). Developing these competencies will be critical to ensuring that there is trust developed between supervisors and their employees and that each party is able to give and receive feedback despite having different perspectives, personalities, and loci of control and power.

### **ARTICLE 16. WORKLOAD PLANNING AND ASSESSMENT**

The Organization remains committed to fostering a culture of planning. Like the strategic plans and annual departmental plans, employees' individual work plans provide a clear outline of priorities and goals. These plans, which build on the roles and responsibilities outlined in employees' job descriptions, help determine day-to-day work. Work plans are also necessary to guide and inform workload throughout the year – serving as a basis to potentially reprioritize or otherwise adjust if, for example, previously unexpected work arises. Additionally, planning

processes and work plans help ensure that the Organization, departments, and employees continue to center the Organization's values in all work.

### *Section 1. Job Descriptions and Work Plans*

The Organization will provide each employee, within one (1) week of the employee's start date, a job description in a standardized organizational format. All job descriptions must explicitly name required racial justice and equity competencies and note how job roles and duties strive to advance racial justice and equity to achieve anti-racist outcomes in the employee's work. 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 ninety (90) day introductory period, annually during the employee's reviews, when promotions are awarded, and upon the employee's request where significant long-term changes have been made to duties and responsibilities.

Each employee, with the input of their supervisor, shall create an individual work plan, outlining goals, objectives, and success measurements for their work over the next six (6) months or year. The work plan must explicitly include how the employee is integrating racial justice and equity into their work, how they are working to build an anti-racist institution, and/or the professional development and resources they need in order to do so. Weekly check-in meetings between the employee and their supervisor shall include reference, as appropriate, to an employee's current work plan to assess progress toward stated goals and priorities. With their supervisor's input and approval, employees may make adjustments to their work plans to reflect any changes to the employee's priorities and goals, and to shift projects in order to achieve a more sustainable workload.

If a workload review meeting is requested by the employee, they shall meet with their supervisor to discuss any significant changes to their responsibilities or role that may necessitate changes to their job description or changes to their priorities and goals that may necessitate changes to their work plan. If the employee and their supervisor do not reach resolution in their meeting, they shall schedule a follow-up meeting with their department Senior Vice President, Human Resources, and a Guild representative if requested.

### *Section 2. Job Description Review Process*

If it is mutually determined that the employee is performing job duties outside of their current job description for eight (8) or more working weeks unrelated to vacancies and on a continuing basis such that the change in job duties is expected to be permanent, the Organization will undertake a job description review. This process shall include a promotion process as described in Article 11 Promotions, a reassignment of work to ensure the employee is no longer handling those extra job duties on a permanent basis, or an adjustment of the employee's job description to remove job duties to allow for other duties consistent with the employee's current

job level classification. If an employee or their supervisor files for a promotion, they will finalize the employee's job description after the promotion decision has been reached.

For changes to an employee's job description, the employee will be given at least fourteen (14) days' notice and an opportunity to share written input and submit it to their supervisor prior to the Organization's finalization of the revised description. A copy of the revised job description will be added to the employee's personnel file and sent to the Guild. If the employee's job description is changed to a higher job classification level, their salary will be increased to at least the minimum of the higher job level classification or \$5,250, whichever is higher, but in no case shall the employee be paid less than their current salary.

### *Section 3. Vacancies*

Before an employee takes a planned extended leave of four (4) working weeks or more or departs the Organization, to the extent possible, the employee and their direct supervisor will provide a written vacancy plan to the department Senior Vice President, and if necessary to Human Resources, that addresses the distribution of the work of the vacated position.

Where such plans require adjustment of an employee's work plan or responsibilities to maintain the same workload, those adjustments will be explicitly addressed in writing to the employee.

For purposes of this section, a significantly more than normal workload is defined as when the employee cannot perform their core job responsibilities in the time allotted as described in Article 23, Section 1 and is regularly triggering the overtime (non-exempt staff) and compensatory time provisions (exempt staff) according to Article 23, Section 5, respectively. The supervisor will send a summary of the adjusted priorities and responsibilities to the department SVP and Human Resources & Administration SVP.

### *Section 3a. Temporarily Increased Workload within Same or Lower Job Classification*

If an employee's workload is temporarily increased due to the vacancy of an employee at the same or lower job classification level for four (4) or more working weeks such that the employee's workload is significantly more than normal, the employee will meet with their supervisor, the department SVP and if necessary, the Human Resources and Administration SVP, to adjust priorities and responsibilities in order to bring workload back to normal.

If after 6 weeks, the employee's workload continues to be significantly more than normal, in lieu of compensatory time, an exempt employee will receive \$500 in additional taxable wages per pay period for each additional pay period in which their workload is significantly more than normal. Non-exempt employees will continue to receive overtime pay for all hours worked beyond 40 hours worked in a week, and the additional wages described in this paragraph do not apply to them.

This situation should ideally be resolved within twelve (12) weeks during weekly check-ins with their supervisor to discuss their workload and ways to adjust responsibilities to maintain

workload balance. While their supervisor should be an employee's first point of contact for workload issues, employees may also discuss their concerns with a Guild representative at any time. If deemed necessary, the Guild representative may choose to approach the Human Resources Department to share workload concerns raised by an employee that have not been satisfactorily addressed by the supervisor.

*Section 3b. Temporary Work in a Higher Job Classification*

If an employee is assigned significant responsibilities from a higher job classification for four (4) or more working weeks due to vacancy, leave by the incumbent or some other such circumstance, they shall be paid the minimum of the higher job level classification level or an increase of \$5,250, whichever is higher, until the employee is no longer required to perform such duties because the vacancy is filled, the incumbent returns, or the duties are otherwise reassigned. This compensation will be retroactive to the first day the employee commenced such work.

**ARTICLE 17. PROFESSIONAL DEVELOPMENT**

*Section 1. Definition*

The Organization values the growth, development, and retention of its employees. Professional development is defined as an educational or training opportunity that is beneficial to an employee's career growth, and which will further their advancement within the Organization and the movement. In line with the Organization's racial justice, equity and inclusion commitments, professional development designed to strengthen these competencies should also be included as opportunities for professional development and advancement. These opportunities are optional, do not need to be directly linked to an employee's current position, should be chosen by the employee with the support of their supervisor, and shall not be unreasonably denied.

The Organization encourages employees to pursue professional development opportunities. Each year, each employee will work with their supervisor to develop a plan to meet their professional development goals during the course of the year, and which will be set out for the year ahead in the employee's work plan. Once the professional development opportunity is approved by their supervisor, the employee will submit a formal application to Human Resources for final approval. All requests to attend approved professional development events shall be made at least thirty (30) days in advance, if possible, of the professional development event. Work plans and check-ins between an employee and their supervisor should include specific discussions assessing the employee's progress to achieve their professional development goals and any support they request from their supervisor.

The Human Resources Department will manage professional development budgets for the Organization and ensure that opportunities are accessible across the Organization.

*Section 2. Work Time*

Only time spent in Organization-approved professional development activities counts as work time. The employee shall be allowed up to thirty-two hours (32) of paid professional development time per year to attend events approved through the professional development application process. Travel time to approved professional development activities shall be considered regular work time if occurring during regular work hours (as defined in Article 23 (Hours and Overtime)) or if otherwise required by law.

*Section 3. Dedicated Resources for Professional Development*

Employees shall have access to \$1,000 over a one (1) year period for professional development opportunities initiated. Unused funds may not be rolled over into the next year.

Travel expenses for approved professional development, including but not limited to transportation, lodging, and food, shall be paid for by the Organization and be counted against the employee's individual annual professional development budget. The Organization and the Labor Management Committee shall maintain a hardship travel funding approval process and application for employees who are not able to identify a professional development opportunity without exceeding their allocation, and the Vice President of Human Resources or their designee shall review, approve, or deny hardship applications in accordance with the established eligibility requirements and approval processes.

Short term and part-time employees shall have access to a budget allocation for professional development (prorated for part-time employees.)

The Organization will provide the Labor Management Committee with information about the usage of professional development funds on a semi-annual basis.

*Section 4. Organization-Wide and Department-Specific Trainings*

Outside of professional development opportunities that employees choose to pursue as outlined in Sections 1, 2, and 3, the Organization may also require employees to participate in organization-wide or department-specific trainings. For any trainings it deems necessary for employees' performance and in which it requires employees to participate, the Organization shall pay any related expenses. Time spent at such Organization- required trainings shall be considered regular work time, and the Organization's regular expense reimbursement policies and procedures shall apply for any associated travel expenses.

If a supervisor and an employee's department Senior Vice President require an employee to attend a professional development training, the costs will not be charged to the employee's budget in Section 3.

### *Section 5. Leadership Training for Unit Employees*

The Organization shall endeavor to provide unit staff who are interested with opportunities to gain leadership and managerial skills through training/programs like the Mentorship Program (Article 2, Section 6), to name a few resources available to staff. Unit employees may also use professional development funds outlined in Section 3 for training or coaching opportunities to help them develop and improve managerial skills.

## **ARTICLE 18. PART-TIME, TEMPORARY, AND SHORT-TERM EMPLOYMENT**

### *Section 1. Part-Time Employees*

- A. A part-time employee is one who is hired to work regularly less than thirty (30) hours per week.
- B. A part-time employee shall not be employed for work normally or appropriately performed by a regular full-time employee (unless the Organization has determined that the workload of such work is not sufficient for a regular full-time employee), nor where, in effect, such employment would eliminate or displace a regular full-time employee.
- C. A part-time employee shall be paid on a salaried basis or on an hourly basis equivalent to at least the prorated starting salary for the employee's job classification level laid out in this Agreement.
- D. A part-time employee shall be eligible for the following benefits laid out in this Agreement: Article 25 (Holidays & Leave): Holidays - prorated (Section 1), Personal Days - prorated (Section 2), Paid Vacation Leave - prorated (Section 3), Sick/Caregiver Leave - prorated (Section 4), Bereavement Leave - prorated (Section 6), Voting Leave - prorated (Section 9); Article 26 (Benefits): Student Loan Assistance - prorated (Section 3); Article 27 (Salary & Wage); Article 28 (Retirement); and any other benefit or leave required by law.

### *Section 2. Temporary Employees*

Temporary employees are those hired by the Organization to work on job duties that are similar to duties covered by regular employees with the understanding that their employment will not continue beyond a stated date. Temporary employment does not exceed six (6) months. These employees are eligible only for the following benefits covered in this Agreement: Article 25 (Holidays & Leave): Holidays (Section 1), Sick/Caregiver Leave (Section 4), Bereavement Leave (Section 6), Voting Leave (Section 9), and any other benefit or leave required by law.

After a period of six (6) months, unless otherwise negotiated by the Guild and the Organization, a temporary position either concludes, the temporary employment may transition to short-term employment according to Section 3 of this Article, or the temporary employee should be hired as a regular, full-time employee by the Organization within thirty (30) days. Should a temporary position move to a short-term classification, the time classified as a temporary position will count towards the total amount of time as a short-term position.

If a position that is or has been covered by a temporary employee is transitioned to a full-time position and that employee has been performing the functions of the job at a satisfactory level, and reason for discharge does not otherwise meet the standards of just cause termination, that temporary employee may be offered the full-time position.

Temporary employees shall be subject to the provisions of this Agreement. Should termination occur before the end of their agreed upon term of employment for reasons other than for cause, the temporary employee should be given in writing a minimum of two (2) weeks' notice before the termination should occur.

### *Section 3. Short-Term Employees*

Short-term employees are those hired by the Organization to work on job duties that are similar to duties covered by regular employees with the understanding that their employment will not continue beyond a stated date or beyond completion of a specified project or projects. Their assignments are at least six (6) months, but do not exceed one (1) year. They are eligible for the following benefits covered in this Agreement: Individual medical insurance (Article 26, Benefits); Retirement (Article 28); Article 25 (Holidays & Leave) Holidays (Section 1), Sick/Caregiver Leave (Section 4), Bereavement Leave (Section 6), and Voting Leave (Section 9); Article 26 (Benefits) Student Loan Assistance (Section 3); and any other benefit or leave required by law.

After a period of twelve (12) months, a short-term position either concludes or the short-term employee will be hired as a regular, full-time employee by the Organization. If a position that is or has been covered by a short-term employee is transitioned to a full-time position, and that employee has been performing the functions of the job at a satisfactory level, and reason for discharge does not otherwise meet the standards of just cause termination, that employee may be offered the full-time position.

Should termination occur before the end of their agreed upon term of employment for reasons other than for cause, such as an unexpected need to reduce the workforce, the short-term employee should be given in writing a minimum of three (3) weeks' notice before the termination should occur.

### *Section 4. Fellows and Paid Interns*

For purposes of this Agreement, "fellows" and "paid interns" are employees who are hired for an anticipated term of employment and funded by time-limited funding sources that are directed by the funder to fund that individual (e.g., recent law graduates who obtain post-graduate legal fellowship funding).

Paid interns are not part of the bargaining unit under this Agreement. Fellows may be part of the bargaining unit, depending upon the nature of their position. Fellows and paid interns should not be used to replace bargaining unit employees, but may conduct work that is consistent with the

educational and development nature of the internship or fellowship, including work that is complementary to work done by bargaining unit employees.

## **ARTICLE 19. ACCESS TO PERSONNEL FILES/INFORMATION**

### *Section 1. Maintenance of Files*

The Organization shall maintain personnel records which include an employee's cover letter, resume, a job description for the position, required payroll documents, compiled performance reviews, promotions and raise information (and related documentation if applicable), formal disciplinary records, and all pertinent documents concerning the employee's employment record.

### *Section 2. Employee Access to Files*

If requested by the employee, the organization will provide an electronic or paper copy to the employee within five (5) business days. Responses to employee requests are subject to extension based on administrative capacity and operating obligations upon agreement of both parties.

The employee shall receive a copy of any material related to discipline or job performance that is put into their official personnel file. The employee has the right to have their written response to any material related to discipline or job performance in the official personnel file attached to the material.

### *Section 3. Guild Access to Files*

When reasonably necessary to administer this Agreement or to process a grievance and upon presentation of a current or former (if permitted under state law) employee's signed access authorization to the Organization, the Organization will make available for review and furnish copies to the Guild representative all, or designated, materials in an individual employee's personnel file within ten (10) business days from the date of request, unless an extension is requested based on administrative capacity and operating obligations and upon agreement of both parties.

Absent an employee's authorization and only in extenuating circumstances that would lead to such a request, the Guild representative shall be provided with personnel file materials relevant to administering the Agreement or to processing a grievance, subject to any limitations imposed by law, within ten (10) business days from the date of request, unless an extension is requested based on administrative capacity and operating obligations and upon agreement of both parties.

### *Section 4. Confidentiality of Files*

The Guild and the Organization affirm their commitment to maintain optimum confidentiality for

employee personnel records. The parties, moreover, appreciate that the privacy of employee records would be impaired by improvident access to and/or duplication or publication of materials or information contained in employee personnel files. Consistent with these concerns, the Guild agrees that it will be judicious in requests for access to or copies of materials in individual employee personnel files and that it will handle all such materials with an abiding respect for the need to maintain optimum confidentiality of personally identifiable information, balanced against its obligation as bargaining representative to process grievances and administer the Agreement.

## **ARTICLE 20. OFFICE CLOSURES**

In order to work effectively and safely in communities as the climate crisis continues to exacerbate weather conditions, and as extreme political protests and public health concerns become more frequent, the Organization must be able and willing to adapt and adjust working conditions.

### *Section 1. Indoor Offices*

During severe weather, public health concerns, or other conditions that affect safe access to or working from an Organization office, including all offices involved in our field programs, the Organization may close the affected office(s) early, open late, or close for the entirety of a particular day or days. The designated senior-most staff member in an office or remote location will take into account the particular travel conditions, availability of public transportation, and school closures in altering office hours or closing an office.

For weather related closures in Washington, D.C., the Organization will follow the federal government operating status as issued on the [opm.gov](http://opm.gov) website. In other office locations, staff will follow local guidance (such as school closings or city/county guidance) regarding weather circumstances.

If severe weather or an emergency situation is anticipated, employees who work from an Organization office should bring their laptops home in anticipation of an office closure. If the situation impacts an employee's home, the employee is not expected to perform work. Any employee who has the proper equipment to perform their job duties, in the event of an office closure, is expected to do so, to the best of their abilities, with the understanding that the employee may also have childcare or other responsibilities related to extreme weather closures that may prevent them from working a full work day. Employees who are unable to perform job duties (i.e. due to lack of proper equipment, power outage, childcare duties, etc.) should communicate with their supervisor(s). Office closures in a specific location should not affect work hours of employees in other Organization offices or those who work remotely on a permanent basis. In the situation that some or all Organization offices reopen in the midst of an emergency situation, employees will have the option of continuing to work remotely.

In all offices, reasons for the closure, delayed start time, or early closure time may include but

are not limited to climate-exacerbated natural disasters, snow, extreme heat and cold, power outages, flooding, extreme protests or violence, and poor air quality. In remote offices, the senior-most staff member for each program in the state will make a decision whether to shift operations to alternative work assignments (if applicable) or to close the office.

### *Section 2. Outdoor Operations*

Outdoor work will not occur when the National Weather Service (NWS) issues a heat index of Danger or higher, or a wind chill warning. During these times staff will not be expected to utilize volunteers to perform outdoor volunteer activities. Otherwise, outdoor work may continue as usual (barring other extreme weather conditions). When the NWS issues a heat index of Extreme Caution or a wind chill watch, the senior-most staff member for each program will schedule outdoor shifts to occur during off-peak high temperature/low temperature hours to avoid extreme temperature, and the Organization will make best efforts to ensure canvassing locations are near indoor space so participants in our field programs staff and vendor field staff can take regular breaks.

The Organization will follow the air quality guidance from the Environmental Protection Agency to determine whether and when outdoor work will take place. The safety and health of all participants in our field programs staff is paramount, with a special emphasis on sensitive groups. Any participants who are deemed at risk per EPA guidance will not be required to perform outdoor activities. On days where the air quality is expected to be unhealthy (hazardous) per EPA guidance during certain times of the day, the program manager will ensure that outdoor activities take place during times when the air quality is in a safe range or modify/reschedule activities as necessary.

In offices that are unable to conduct outdoor canvassing operations for more than five (5) days in a one-month period, discretion may be used by the manager to adjust metrics based on program needs provided that these adjustments do not cause extreme burden on the participants. In offices that are unable to conduct outdoor canvassing operations for more than ten (10) days in a one-month period, canvassing metrics will be adjusted to reflect the change in canvassing efforts, provided that these adjustments do not cause extreme burden on the participants.

In the event of extreme temperatures and poor air quality, the Organization will make appropriate equipment including but not limited to shade tents, cooling towels, hand warmers, and/or water bottles available to protect participants in our field program who may work outdoors under extreme cold or heat, as well as masks for air quality concerns. The Organization will educate participants on the symptoms of hypothermia, frostbite, hyperthermia, heat exhaustion, and heat stroke.

## **ARTICLE 21. STANDING COMMITTEES**

Standing committees are those institutional bodies that serve to implement Organization

priorities on an ongoing basis and in which staff across the Organization (unit and non-unit) have opportunities to participate (e.g. the Racial Justice and Equity Working Group, Fun, Learning, Education and Growth Opportunities (FLEGO) League, Racial Justice and Equity Review Board, etc.). These standing committee terms should be at least one (1) year unless otherwise agreed upon based on the standing committee's purpose and the Guild must be notified of each unit member on the standing committees.

The existence and operations of such standing committees is subject to the Organization's control under Article 7 (Management Rights). Time spent participating in a standing committee is valuable to the Organization and all service done on a standing committee is considered part of an employee's work and should be reflected in the employee's work plan according to Article 16 (Workload Assessment). No employee shall be required to participate in any standing committee unless their job functions clearly necessitate participation, and all standing committees must include at least one (1) member of the bargaining unit. An employee's affirmative interest in participating on a standing committee shall strongly be taken into consideration by the Organization in determining who is on a standing committee. If required based on the nature and purpose of the standing committee, employees on standing committees should receive appropriate training and professional development that will allow them to develop the competencies needed to serve on the standing committee.

The Labor Management Committee shall discuss the potential termination of any existing standing committee or creation of any potential new standing committee. Standing committees do not include teams of employees that work across departments to achieve the work of the Organization such as the Independent Expenditure or Coordinated Teams.

## **ARTICLE 22. CAREGIVER FRIENDLY WORKPLACE**

### *Section 1. Children in the Workplace*

Staff shall make arrangements for the supervision of children under their care during the work day.

The Organization recognizes that it may occasionally be necessary for staff to bring their children to the office/workplace.

In situations where an employee wants to bring a child into the workplace on more than an occasional basis or if an employee has an ongoing challenge with caregiving, including childcare, the employee should consult with their supervisor and Human Resources to discuss possible solutions, which may include an alternative working schedule. If an employee brings a child into the workplace, the employee assumes responsibility for supervising the child, for the safety of the child, and for ensuring that the child does not disrupt other employees' work.

At no time are employees permitted to bring sick children to the workplace for the safety of the child and other employees.

### *Section 2. Breast/Chest Feeding*

The Organization will provide a designated private space other than a restroom with a chair and table for breast/chest feeding, bottle feeding, or expressing milk, and make the following accommodations for storing expressed milk or other infant food, cleaning and feeding:

- Access to a refrigerator
- Access to a sink or other cleaning methods
- Allow flexible scheduling to support feeding or milk expression during work. Time spent breast/chest feeding, bottle feeding, or expressing milk during work hours shall be paid time.

### *Section 3. LMC Role*

Within six (6) months after the ratification of this agreement, the Labor Management Committee working with the Organization shall use existing survey tools or if necessary, develop and distribute an anonymized survey to caregivers within the Organization seeking input on challenges as a working caregiver and areas for improvement including but not limited to day care, breastfeeding/chestfeeding or expressing during working hours, babies and children in the workplace, and working during inclement weather and other emergencies when day care and/or schools are closed. The LMC in partnership with the Organization will present these topline findings to full staff and will continue to gather feedback from caregivers annually to make policy recommendations to the Organization based on input gathered.

## **ARTICLE 23. HOURS AND OVERTIME**

The Organization acknowledges the importance of work-life balance and aims to create a safe and healthy work environment in which our talented, dedicated employees can thrive.

### *Section 1. Work Week*

The Organization maintains an 8-hour work day, generally from Monday to Friday with the work typically conducted within the 9:00 am - 6:00 pm window of employee's respective time zones, unless otherwise designated by the Organization or a flexible work schedule has been arranged, pursuant to Section 2.

### *Section 2. Flexible Work-time Schedules*

The Organization recognizes the benefits of a flexible work-time schedule to the work environment and to employees' personal and family lives and maintains a flexible work-time policy. Flexible work-time schedules are comprised of any changes to an employee's regularly scheduled time of work.

A flexible work-time schedule may be arranged with the approval of the employee's supervisor

and department Senior Vice President and will be noted in the employee's personnel file.

The Organization retains the right to alter, revoke, or suspend a flexible work-time schedule. An employee's supervisor will provide sixty (60) days' notice to an employee before an alteration, revocation, or suspension occurs. The employee and their supervisor will have the sixty (60) day window to work together to try to find a suitable alternative that meets the needs of the employee and Organization. If a suitable alternative cannot be found, then the employee may request a meeting with their supervisor, a Guild steward, and/or a Human Resources representative to discuss the reasons why their request was denied, as well as a written copy of the reasons. In the event of a disagreement related to an employee's flexible work-time schedule that cannot be resolved by good faith discussions and mutual agreement, the Organization's decision will prevail.

Flexible work-time schedules may be established to cover forty (40) working hours per week and shall not be more than ten (10) working hours per day for more than four (4) consecutive days.

### *Section 3. Work Travel*

Work travel is out-of-town travel for work purposes but does not include an employee's commute from their home to their regular work location(s).

An employee shall be entitled to a per diem rate identical to the General Services Administration (GSA) rate when such events require an employee to travel out of town, to the extent the employee will be expected to cover an applicable expense (i.e. if lunch will be provided at the work travel event, the employee will not be entitled to the lunch per diem rate). Travel time shall be considered work time for non-exempt employees to the extent required by applicable law. Employees may choose to receive payment for specific work travel expenses up front prior to travel (for example, a hotel bill) or after as a reimbursement, or may arrange for work travel expenses to be paid for on an Organization credit card, if possible.

The Organization shall strive to provide employees with at least fourteen (14) days notice of anticipated travel so that they are able to plan accordingly. Travel requests with less than fourteen (14) days notice to the employee may be honored by mutual agreement of the employee and their immediate supervisor.

During emergency situations where travel poses health and/or safety risks to employees, the Organization will cease all work travel. As these situations improve, no request to delay or cancel travel will be unreasonably denied. Employees required to travel will be provided the necessary equipment and resources by the Organization to do so safely.

### *Section 4. Overtime*

In general, the Organization may require non-exempt employees to work overtime to meet

organizational needs. An employee who believes that overtime work will be needed is required to provide as much advance notice as reasonably practicable so that the Organization can decide whether to authorize the work.

If asked and/or authorized to work overtime, non-exempt employees will be compensated at one and one-half (1.5) times their regular rate of pay for time worked that exceeds forty (40) hours in a given workweek, or as otherwise required by applicable law. If a non-exempt employee works more than eight (8) hours in a day, but not more than forty (40) hours in total in the same workweek, the employee will not be entitled to overtime pay, unless otherwise required by applicable law. A non-exempt employee may choose to take compensatory time in lieu of overtime pay if the compensatory time is taken within the same workweek in which the extra hours were worked. Non-exempt employees working overtime repeatedly or on a regular basis are encouraged to meet with their manager according to the process outlined in Article 16 (Workload Assessment).

Sick time, holidays, and other paid leave are not counted as work hours in the calculation of the forty (40) hours necessary to qualify for overtime pay.

#### *Section 5. Employees Exempt from Overtime*

Full-time exempt employees who work a significant number of hours on evenings, weekends and/or holidays may be permitted, in accordance with the needs of the Organization's work and with the approval of their supervisor, to take compensatory time they have accrued under this Section. Compensatory time is intended to provide the employee time to refresh after a heavy work period. As such, compensatory time is to be taken as close to the additional worked hours as the work schedule permits and may be accrued for up to three (3) months unless other arrangements are made with the employee's supervisor. An employee will notify their supervisor at least five (5) days in advance of taking their compensatory time and must receive their supervisor's prior approval. An employee will not be paid out for any accrued, unused compensatory time upon their separation from the Organization. An employee may not accrue more than forty (40) hours of compensatory time at any given time. Employees working so many hours that they receive compensatory time on a regular basis are encouraged to meet with their manager according to the process outlined in Article 16 (Workload Assessment).

Compensatory time for full-time exempt employees shall be calculated as follows: An employee will receive one (1) hour of compensatory time for every hour of time worked beyond forty-five (45) hours in a week. An employee shall track their hours worked via the means prescribed by the Human Resources Department.

Sick time, holidays, and other paid leave are not counted as work hours in the calculation of forty-five (45) hours necessary to qualify for compensatory time.

### *Section 6. Organization Conferences, Convenings, and Events*

The Organization will make every effort to ensure that conferences, convenings, and events that employees are required to attend are not scheduled on weekends and will make reasonable efforts to avoid scheduling Organization events in a way that would require travel on a weekend. Under no circumstances will the Organization schedule such events on holidays (as defined in this Agreement) and will make every effort to avoid scheduling in a way that would require travel on a holiday. In the rare case that such an event would require an employee to travel on a holiday, they will receive overtime pay (if non-exempt) or compensatory time (if exempt) as outlined in this Article.

During emergency situations where travel and/or gathering poses health and/or safety risks to employees, the Organization will postpone, cancel, or modify all conferences, convenings and events. As these situations improve, employees required to attend or manage such events will be provided the necessary equipment and resources by the Organization to do so safely.

### *Section 7. Work Communication*

Employees are not generally expected to check their email, phones, or Slack during off-hours, as outlined in Section 1, unless in time sensitive situations and if possible, with prior notification given ahead of time. Employees will not be disciplined for failing to respond to off-hours communications unless there is an explicit expectation that has been communicated to them ahead of time. Furthermore, Employees who reach out to supervisors during off-hours for issues that they deem to be time-sensitive will not be disciplined for doing so.

## **ARTICLE 24. SEVERANCE PAY**

### *Section 1. Not Eligible for Severance Pay*

An employee terminated for just cause due to gross misconduct (as defined in Article 12, Discipline and Discharge) shall not be entitled to severance pay.

### *Section 2. Just Cause Termination that is not Gross Misconduct*

An employee terminated for just cause that is not gross misconduct may be awarded severance pay, in accordance with this Article.

Employees terminated for just cause that is not due to gross misconduct are entitled to a minimum of: (a) two (2) weeks salary as a severance payment; and (b) one week of salary as severance for each year of service, rounded up or down to the closest whole number, up to a maximum of ten (10) weeks' base pay, such pay to be computed at the employee's current weekly compensation received from the Organization.

The Organization will give an employee receiving severance for just cause that is not gross misconduct the option of choosing whether to receive their severance payment in a lump sum (less applicable deductions for tax, etc.) along with their final paychecks, or in a regular sequence of semi-monthly paychecks in accordance with the normal payroll cycle.

Such an employee will be eligible to enroll in COBRA as a COBRA eligible beneficiary, under the same terms and conditions as are then applicable to Organization employees, for medical, dental, and/or vision coverage, provided the employee pays any required contributions for such benefits through terms outlined for COBRA payment. These benefits will end on the last day of the month in which COBRA continuation terminates.

### *Section 3. Reduction In Force Termination*

Applicable severance pay for a separated employee who is terminated as part of a reduction in force (including voluntary resignations in accordance with Article 13 (Reduction In Force)) shall be calculated under the following formula below up to a maximum of twenty (20) weeks' base pay, such pay to be computed at the employee's current weekly compensation received from the Organization.

<b>Tenure</b>	<b>Severance Payment</b>
Employees with at least 3 months but less than a year of service	3 weeks
1 year but less than 2 years	4 weeks
2 years but less than 3 years	5 weeks
3 years but less than 4 years	7 weeks
4 years but less than 5 years	9 weeks
5 years but less than 6 years	11 weeks
6 years but less than 7 years	13 weeks
7 years but less than 8 years	15 weeks
8 years but less than 9 years	17 weeks
9 years but less than 10 years	19 weeks
10 years or more	20 weeks

In the event the Organization is financially unable to pay the severance entitled to laid off employees outlined under Article 24 Section 3, effects bargaining shall take place.

A separated employee who is terminated as part of a reduction in force (including voluntary resignations in accordance with Article 13 (Reduction In Force)) may elect and receive employer paid premiums under COBRA continuation coverage under the Organization's Plan at the same level of medical, dental, and/or vision coverage the employee held prior to termination or lay-off, herein referred to as involuntary separation.

If employee elects to receive employer paid premiums under COBRA as part of a Reduction in Force, the Organization shall pay COBRA premiums as follows following the end of the month when the involuntary separation occurs, with a maximum of six months:

<b>Tenure</b>	<b>COBRA Coverage Duration</b>
Under 3 years	Two (2) months
At least 3 years but less than 4 years	Four (4) months
At least 4 years but less than 5 years	Five (5) months
At least 5 years or more	Six (6) months

Following a period of paid premiums under COBRA coverage, employee will then be eligible to continue COBRA as a COBRA eligible beneficiary, under the same terms and conditions as are then applicable to Organization employees, for medical, dental, and/or vision coverage, provided the employee pays any required contributions for such benefits through terms outlined for COBRA payment.

#### *Section 4. Assistance to Employees Affected by Reduction in Force*

Following issuance of the notice to the employee(s) of a reduction in force pursuant to Article 13 (Reduction in Force), the Organization will take the following steps to assist the employee(s) through their transition period:

1. The Organization shall allow employees who have received a layoff notice to devote 50% of their workday during the last thirty (30) days of employment to the search for new employment.
2. Supervisors are encouraged to discuss with their employees job opportunities within the Organization and the Conservation Voter Movement.

#### *Section 5. Miscellaneous*

All accrued and unused vacation will be paid out in accordance with Article 25, Section 3 (unless otherwise required by applicable law) upon any type of separation of employment except in cases of termination due to gross misconduct.

Employees terminated for any reason may be required to sign a release of claims in a form provided by the Organization to receive severance. Employees terminated for any reason may not be required to sign any severance agreement that would have a reasonable tendency to restrain, coerce or interfere with an employee's rights under Section 7 of the NLRA, but may be required to agree to other confidentiality provisions, including restrictions on the dissemination of proprietary or trade secret information. An employee may choose to include the Guild in its review of any severance Agreement.

Part-time employees will receive severance pay on a prorated basis. Short term and temporary employees hired for a defined term are not eligible for severance pay if they are separated from the Organization on or after the planned end date of their term of employment.

The Employer will not contest any applications for unemployment insurance, except, in its discretion, in instances of gross misconduct, although nothing in this Agreement prevents Employer from providing accurate information upon the request of an applicable unemployment agency, and the parties agree and acknowledge that Employer does not control the decision as to whether a given employee will qualify for unemployment insurance benefits.

## **ARTICLE 25. HOLIDAYS & LEAVE**

### *Section 1. Holidays*

The following paid holidays and days off will be observed:

- Federal Holidays: New Year's Day, Dr. Martin Luther King Jr.'s Birthday, Presidents Day, Memorial Day, Juneteenth, July 4th, Labor Day, Indigenous People's Day, Veterans Day, Thanksgiving Day, and December 25
- July & August Fridays: Every Friday in July and August
- Holiday Adjacent Days: The first Friday in September if that day falls before Labor Day, and the Friday of Memorial Day Weekend, the Wednesday before Thanksgiving, the Friday after Thanksgiving, and December 24
- End of the Year Refresh: December 26 – December 31

The Organization will endeavor to ensure that employees will not need to work on holidays. Non-exempt employees who are required to work on a scheduled paid holiday will either receive another day off with pay during the same pay period or will be paid overtime for hours worked in excess of forty (40) in the workweek. Exempt employees who are required to work on a scheduled paid holiday will get to use their day off within two (2) months unless other arrangements are made with their supervisor within thirty (30) days.

Paid holidays will be scheduled each year according to the established dates of observance and will coincide with the closing of the Organization offices or operations. A list of paid holidays for the year will be distributed by the Human Resources Department at the start of the calendar year. In general, if a paid holiday falls on a Saturday, the Organization will observe the holiday

on the preceding Friday. In general, if a paid holiday falls on a Sunday, the Organization will observe it on the following Monday. If an employee is on paid leave when a holiday occurs, the corresponding leave will not be charged for that day.

All Organization employees are eligible for paid holidays, provided that the holiday falls on a regularly scheduled workday for that employee.

### *Section 2. Personal Days*

Organization employees may take up to seven (7) personal days annually, which the employee can use at their discretion for personal business or to observe any religious and/or cultural holiday not covered under section 1 provided their absence does not interfere with Organization commitments.

An employee must receive approval from their supervisor in advance to schedule a personal day off, with recognition that not all needs for time off can be known far in advance. An employee is able to use seven (7) personal days at any point throughout the calendar year. Employees hired after June 30th may use three and a half (3.5) personal days at any point throughout the calendar year. Personal days expire at the end of the calendar year; they cannot be accumulated from year-to-year, and are not compensable upon termination.

### *Section 3. Paid Vacation Leave*

The Organization encourages its employees to take the vacation they earn in order to fully enjoy the environment they work to protect and preserve, to pursue personal goals, and to renew their energy and enthusiasm for their work. However, coordination of vacations is important to ensure that the Organization can continue to operate effectively. Vacations must be scheduled as far in advance as possible with a supervisor with an employee providing at least fourteen (14) days' notice.

Employees are to submit vacation requests via the means prescribed by the Human Resources Department. In addition, employees are to document all leave taken. If there are continuing issues -- such as repeated denial of a request for vacation leave by a supervisor or an employee who does not have the support/capacity in the role to take time off -- that prevent an employee from being able to take vacation leave, a representative from the Guild can join the employee in a mediated discussion with their supervisor.

All regular full-time employees accrue fifteen (15) days of vacation leave annually during each of their first three (3) years with the Organization, unless otherwise noted. In the third and successive years of employment, regular full-time employees accrue twenty (20) days of vacation leave.

At the end of each month, one-twelfth of the employee's annual vacation leave is credited to that employee.

Part-time employees accrue vacation on a prorated basis. An employee begins earning vacation leave on their starting date, but an employee in the first ninety (90) days of work may not use vacation leave unless a previously scheduled vacation has been approved by HR.

<b>Length of Service</b>	<b>Annual Accrual</b>
1-3 years	15 days (120 hours)
4 years or more	20 days (160 hours)

Although vacation leave is meant to be used, employees may carry over a limited amount of leave from year to year. The maximum vacation leave an employee may accrue is the equivalent of one and one-half (1.5) years' vacation leave at the employee's current accrual rate. For example, in the first three (3) years of employment, employees can carry over a maximum of 22.5 days (180 hours). When an employee's accrued but unused vacation reaches this maximum, no additional vacation leave will accrue until their total falls below the maximum, at which time the employee will resume accruing vacation leave.

Vacation leave balances are available in the Organization's payroll system and are updated once timesheets are submitted and approved following the processing of each payroll submission.

Vacation benefits are prorated for part-time regular employees based on hours worked per week.

For purposes of tracking leave, the "vacation year" is the Organization's fiscal year, January 1 through December 31.

Upon termination of employment with the Organization, all accrued and unused vacation up to one (1) year's maximum of the employee's current vacation earning rate will be paid out (unless otherwise required by applicable law). Employees who leave the Organization before the end of the ninety (90) day introductory period are not paid for accrued vacation.

#### *Section 4. Sick/Caregiver Leave and Notification*

The Organization encourages its employees to maintain healthy work habits and to take time off when necessary, but to report to work as scheduled unless their health prohibits it. Sick leave is time off with pay when an employee is too ill to work, and may also be used for an employee to attend appointments with doctors, therapists or dentists or other medical appointments, receive medical care, care for an ill family member, tend to their mental health, or any other basis provided under applicable law.

All full-time employees will be given sick leave at the rate of one (1) day or eight (8) hours per month. Accrued hours are credited to each employee at the end of each month, however, in the calendar year in which they are hired, an employee will receive their full annual sick leave frontloaded at the start of their employment, and on a prorated basis. Employees working fewer than forty (40) hours in a week earn sick leave on a prorated basis.

An employee may accrue a maximum of forty (40) days (320 hours) of sick leave and may carry over a maximum of forty (40) days (320) hours) of unused sick leave from year to year.

Upon termination, no payment is made for any accrued and unused sick leave (unless otherwise required by applicable law).

An employee must notify their supervisor as soon as possible -- preferably by 9:00 am in the employee's time zone -- of a sick leave absence. Upon return from the leave, an employee should submit a leave request via the HRIS system noting the actual sick leave taken. Sick leave benefits will not be paid for absences that have not been excused by the employee's supervisor.

The Organization may grant employees up to ten (10) supplemental, paid sick days in the case of a medical emergency in the event that said employee has exhausted all of their regular sick days for that year. Medical emergencies include serious illness or hospitalization of an employee or an employee's close family member or chosen family member who the employee has or will have a responsibility to care for during that time. Supplemental sick days must be approved by the employee's supervisor and require written verification from the employee's physician or the employee's family member's physician. All employees, regardless of their start date or duration of employment, can access these additional supplemental sick days.

The Organization will establish a Sick Leave Bank no later than July 1, 2024. If an employee has exhausted their sick leave, personal days, and all but 80 hours of their vacation leave due to their own medical condition or a medical condition of a family member that will require the extended absence of the employee from work, they may request donated sick leave from the Sick Leave Bank. Employees must be employed with the Organization for a minimum of ninety days to be eligible to receive donated paid time off ("Eligible Leave Recipient"). Eligible Leave Recipients who receive donated paid time off may receive no more than 480 hours (12 weeks) within a calendar year. Employees who receive donated sick time for their own medical condition may only receive enough donated time to cover them until they are released by their physician to return to work or until they are approved for short-term or long-term disability. Nothing in this article will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act.

Regular, full-time, and part-time employees with a minimum sick leave balance of 96 hours are eligible to donate sick leave bi-annually to the Sick Leave Bank. The minimum number of sick leave hours that an eligible employee may donate is 8 hours per calendar year; the maximum is no more than half of an employee's balance up to a maximum of 48 hours per calendar year.

Employees who are currently on leave of absence, FMLA, or parental leave cannot donate sick time. In addition to the biannual sick leave drives, employees who leave the Organization may donate up to 48 hours of their sick leave balance, if they have not yet donated the annual maximum of 48 hours.

Employees may be required to provide documentation of illness for extended absences of three (3) days or more.

Employees who are experiencing a medical emergency themselves or that of a close family member are also strongly encouraged to discuss with the Human Resources Department whether other arrangements may be available, such as short-term disability, FMLA, unpaid leave, etc. The Organization will comply with all applicable laws regarding sick leave.

### *Section 5. Parental/Family Leave*

After ten (10) months of employment, an employee shall be entitled up to twenty (20) weeks of paid parental or family leave for the birth, adoption, or foster home placement of a child as set out below. An employee may request an additional twelve (12) weeks of unpaid parental or family leave.

For employees with less than one year of service, parental leave is accrued in the amount of two weeks for each month, for a maximum of 20 weeks.

An employee's duration of employment for purposes of eligibility for this leave will be the time from the start date of their employment until the date of the event giving rise to the need for the leave.

Paid parental or family leave need not be continuous and can be accessed multiple times a year if the need arises, subject to the Organization's business needs and approval by the employee's supervisor, but must be used within one (1) year (for employees with at least twelve (12) months employment) or six (6) months (for employees with at least six (6) months employment) of the event giving rise to the leave. Examples of such flexible use include:

- Taking leave in multiple blocks (e.g. taking two weeks immediately after the birth of a child and taking the remainder when the other parent returns to work).
- Allocating a portion of one's leave to create a four (4) week "ramp up" period with a reduced work schedule when returning to work.

An employee may use accumulated sick leave upon the expiration of the paid parental or family leave.

To the extent an employee may be eligible for additional parental leave benefits under any applicable government-administered paid family leave program and/or the Organization's short-term disability benefit program, the employee shall be eligible to utilize additional Organization

paid benefits such that the employee can take up to twenty (20) weeks of fully-paid continuous leave between the parental/family leave provided in this Section and the government-administered benefits and/or short-term disability benefits. An employee may not take more than twenty (20) weeks of continuous paid leave pursuant to the Organization's paid benefits, including paid parental or family leave.

An employee will be returned to the same position at the end of the parental or family leave. If the duties and responsibilities of the position have changed during the leave, or the position is eliminated, the Organization shall seek to return the employee to a substantially equivalent position at the end of the leave. If returning the employee to a substantially or equivalent position is not possible, they will be eligible for severance pay benefits according to Article 24 (Severance Pay).

#### *Section 6. Bereavement Leave*

Employees will have up to five (5) days of paid bereavement leave for the death of any person who is a family member or with whom the employee shares a family-like relationship by reason of affinity or after experiencing a pregnancy loss. Employees will have access to 2 days per year of bereavement for the death of a pet. Bereavement days may be taken consecutively or intermittently. In extenuating circumstances, such as international or extended domestic travel, an employee may request that bereavement leave be extended. An employee will be paid only for days off that otherwise would have been regularly scheduled work. Situations not covered by this bereavement leave policy will be handled at the discretion of the Human Resources Department on an individual basis.

#### *Section 7. Jury Duty Leave*

Employees will receive paid time off for jury duty. Employees must notify their supervisor immediately upon receiving notice of jury duty and may be asked to provide a copy of the summons and a court clerk's certificate noting the jury time served. Employees are expected to work any portion of the normal work day that is not required to fulfill their jury obligation, to the extent permitted by applicable law.

#### *Section 8. School Activities Leave*

The Organization provides all regular employees, regardless of where they are located, with sixteen (16) hours of paid and eight (8) hours of unpaid school and school-related activities leave, unless additional leave is required under applicable law in which case the full amount permitted by law will be available to eligible employees. School-related activities include, but are not limited to, parent-teacher conferences as well as child participation in play, concerts, or sports events (including practices or rehearsals). Parents include mothers and fathers, legal guardians, persons who act as guardians whether or not legally appointed, aunts, uncles, or grandparents of a child, and any person married to one of the individuals just listed.

Employees are encouraged to discuss with their supervisor whether their workweek can be flexible to accommodate attending a school activity without the need to utilize any leave (e.g. if an employee needs to leave two hours early, working an hour later on two other days that week). If an employee does wish to take school activities leave, they must notify their supervisor at least ten (10) calendar days in advance of the planned leave unless the event could not be reasonably foreseen. In the case of unexpected events, the employee must notify their supervisor immediately. School activities leave may be taken in increments of two (2) hours. An employee will only be granted the leave if their absence will not seriously disrupt Organization operations or the activities scheduled at that time for their department.

### *Section 9. Voting Leave*

Employees should arrange to vote either before or after regularly scheduled working hours or to vote by mail whenever possible. If this is not possible, the employee should schedule with their supervisor the time required to cast their vote and will receive up to one (1) day paid leave to do so. If an employee is unexpectedly delayed for work due to long lines at the polls, the employee shall make every attempt to alert their supervisor as quickly as possible.

### *Section 10. Sabbatical Leave*

Paid sabbaticals shall be granted in order to aid in the retention and rejuvenation of staff members who have made significant, long-term contributions. Sabbatical requests shall not be unreasonably denied.

Employees may request up to one (1) month of sabbatical leave after five (5) years of service. After ten (10) years of service, and every 5th year after, an employee may request up to two (2) months of leave.

Employees are expected to continue to work for the Organization for at least six (6) months after completion of a one (1) month sabbatical leave and at least twelve (12) months after completion of a two (2) month sabbatical leave. Failure to do so can result in repayment of sabbatical leave pay.

The transition from the previous sabbatical policy to this new sabbatical policy will go as follows: (a) employees who have taken a one-month sabbatical after having been with the organization for at least six years are eligible for a two-month sabbatical 5 years after their previous sabbatical ended; (b) employees who have taken a three-month sabbatical after having been with the organization for at least 9 years are eligible for a two-month sabbatical 5 years after the previous sabbatical ended; (c) employees who have been with the organization for 7-9 years (or who are presently in the 7-9 year window after a previous one month or three month sabbatical) and who did not take a one-month sabbatical when eligible to do so after six years are eligible for a three-month sabbatical after 9 years.

Employees must work full time and be in good standing at the time that they request a sabbatical. Sabbatical leaves should be consecutive rather than incremental. The Organization pays 100% of the employee's salary during the sabbatical leave. Employees may use their accrued vacation leave to add up to one (1) additional month to their sabbatical leave, subject to the prior approval of their supervisor and department Senior Vice President. Accrued sick leave may not be utilized.

Upon return from a sabbatical leave, employees are required to work at least six (6) weeks consecutively before requesting vacation leave or discretionary medical leave (e.g. elective surgery).

The Organization pays for eligible individual medical and dental premiums, life insurance and short-term disability premiums and matching 401K contributions during the leave. Employees do not accrue vacation and sick leave during the sabbatical but begin to accrue leave again upon return from the sabbatical.

To request a sabbatical, eligible employees must submit a written request at least four (4) months in advance of the leave period. Sabbaticals will be approved by the employee's supervisor and department Senior Vice President based on organizational needs. In the case that a request for leave is not reasonably granted, an employee may request a representative from the Guild to join the employee in a discussion with the approver(s) to determine a more appropriate time frame for the requested sabbatical. In the case of a scheduling conflict where an employee who is eligible for sabbatical leave is not granted by Organization such that employee is unable to take sabbatical for more than 1 year from the requested start date, an additional 1 week for every year delayed shall be added for that sabbatical only.

Planning is important to ensure that the Organization can continue to function smoothly during a sabbatical leave. Employees should plan their sabbaticals to coincide with the least busy cycle in their department. Included in the written request for sabbatical leave, the eligible employee should propose a plan for how their work responsibilities will be handled during their absence.

### *Section 11. Unpaid Leave*

Full-time employees in good standing may occasionally request unpaid leave. Unpaid leave may be requested for educational, professional, or other purposes, or for a small number of days to supplement vacation leave. Unpaid leave must be approved in advance by the employee's supervisor and the Senior Vice President of Human Resources.

For any period of unpaid leave up to a full pay period, employees will continue to receive benefits and accrue vacation and sick leave, provided the employee pays any required employee contributions for benefits. For any leave longer than one (1) pay period, no vacation or sick leave will accrue and benefits will be continued providing the employee pays in advance any required employee contributions.

### *Section 12. Military Service Leave*

Employees who are in the Reserves of the United States Armed Forces or the National Guard will be granted short-term reserve service leave, not to exceed ten (10) working days, once during each calendar year to train with their unit. Reserve service leave is unpaid, but an employee can substitute accrued vacation leave and/or personal day pay. Benefits, including leave benefits, will continue to accrue.

An employee in the active military reserves or active National Guard shall be excused from work for unpaid leave if called to serve a tour of active duty training or active duty service, upon furnishing a copy of official orders to their supervisor.

The Organization conforms to all state and federal statutes pertaining to employment rights and benefits applicable to military service members and their families.

## **ARTICLE 26. BENEFITS**

### *Section 1. Health Benefits*

The Organization shall maintain various medical, dental, and vision plans for employee participation. Coverage under each plan begins the first day of the month after an employee's date of hire, with the exception of the flexible spending benefit which begins the first day of the month following 30 days of employment.

The Organization shall maintain its current group health insurance plans or substantially equivalent plans to those benefits and levels of coverage in effect at the time of the signing of this Agreement.

On an annual basis, the Organization shall review additional and/or alternate providers for dental and vision plans, alongside the annual medical plan review.

Effective July 1, 2024, the Organization will pay the premium for the employee's and eligible dependents' medical, dental and vision coverage as outlined in the below chart:

Plan	Employer Premium Coverage for Employees	Employer Premium Coverage for Eligible Dependents
Medical: HMO	100%	90%
Medical: Advantage	100%	90%
Medical: PPO	85%	80% for employees who earn less than \$100,000/year; 65% for employees who earn at least \$100,000/year
Dental	100%	100%
Vision	100%	100%

Employees who choose to enroll in a Preferred Provider/PPO health plan will be required to fund 15% of the monthly premium via semimonthly pretax payroll deductions.

Annually, the Human Resources Department will provide employee education sessions with provider representatives to discuss employee health benefits and coverage. Every employee shall receive an initial orientation regarding health benefits and coverage as part of their onboarding with the Organization. On an ongoing basis, the Human Resources Department will be available to answer employee questions or provide information regarding health benefits and coverage one-on-one.

## *Section 2. Flexible Spending Accounts*

### Dependent Care

Eligible employees who choose to enroll in the Section 125 Flexible Spending Plan, can pay qualified dependent-care expenses on a pretax basis. Annually, the Organization will contribute \$500 to each enrolled employee's Dependent Care Flexible Spending Account consistent with the regulations and eligibility that govern the plan and its administration provided they've been employed for 90 days. The Organization will strive to implement this Organization-contribution benefit by January 1, 2025

### Medical

Eligible employees who choose to enroll in the Section 125 Flexible Spending Plan can pay qualified medical or dental expenses on a pretax basis.

By June 30, 2024, the Organization will determine which vehicle it will use to contribute toward each enrolled employee's medical or dental expenses. Potential options include Health Savings Accounts (HSA), Health Flexible Spending Accounts (FSA), and Healthcare Reimbursement

Accounts (HRA). Beginning January 1, 2025, the Organization will contribute \$250 annually toward each enrolled employee's HRA, HSA or healthcare FSA account, consistent with the regulations and eligibility that govern the plan and its administration, provided they've been employed for 90 days.

### *Section 3. Commuter Benefits*

Employees may deduct transportation costs pre-tax for transit expenses and parking costs.

The Human Resources Department will explore (and employees may also notify Human Resources of) alternative transit resources (e.g. bike share systems, scooter share systems) in the area and Human Resources will make reasonable efforts to facilitate employee participation.

For employees required to use their own car for work-related purposes, the cost of a roadside assistance plan less than or equal to a AAA Plus membership will be reimbursed by the Organization for an employee who travels more than 500 miles per month for work on an ongoing basis using their personal vehicle (excluding regular commuting from the employee's home to office location). Any expenses beyond the AAA Plus (or equivalent) membership will not be eligible for reimbursement.

### *Section 4. Student Loan Assistance*

The Organization will continue its Student Loan Assistance Program. To take advantage of this benefit, an employee must be a regular employee in good standing and have been employed by the Organization for ninety (90) days. Proof of a student loan to repay will be required at the time of enrollment in the program and then annually thereafter. The loan must be in the employee's name. The program only covers loans from formal lending institutions. Personal loans from family and friends who may have loaned an employee money towards tuition payment are not eligible. The Organization will pay up to \$250 monthly to an employee in furtherance of employee's student loan obligations. Employees must then use these funds to make a monthly payment to their loan servicer(s). Failure to make required payments to student loans will disqualify an employee from the program.

Participants must fill out a Student Loan Assistance Enrollment Form and provide copies of the formal loan documents to the Human Resources Department.

Loan repayments will be incorporated into employee semi-monthly paychecks. This is a taxable benefit to the employee and will count towards an employee's gross annual W2 wages.

### *Section 5. Disability Insurance*

The Organization shall provide short-term and long-term disability insurance to all regular full-time employees to cover employees in the event of disability. The Organization will pay the full

premium for this coverage. Enrollment in these plans is effective on the 1st day of the month following hire.

Employees become eligible for short-term disability leave after a medically certified illness in excess of 7 days. Short-term disability is available for 12 weeks and is paid at 60% of pre disability earnings up to \$2,000 per week. Pregnancy and birthing related injuries are eligible under this provision the same as sickness. Determination on approving or denying short term disability is solely at the discretion of the Provider.

Employees are eligible for long-term disability benefits after an illness or injury of 90 days and are paid at 60% of their pre disability earnings up to \$12,500 per month for employees earning over \$100,000 annually and up to \$5,000 a month for all other employees. Determination on approving or denying long term disability is solely at the discretion of the Provider.

#### *Section 6. Life and Accidental Death & Dismemberment Insurance*

Regular full-time employees are eligible for Life Insurance and Accidental Death & Dismemberment Insurance. The Organization will pay the full premium for this coverage, which becomes effective on the 1st day of the month following hire. The value of the plan is equal to 2x an employee's base salary, to a maximum amount of \$300,000.

#### *Section 7. Employee Assistance Fund*

Emergency hardship or a qualified disaster can happen unexpectedly to anyone. To support our people in a time of need, the League of Conservation Voters Education Fund ("LCVEF") established the League of Conservation Voters ("LCV") and LCVEF Employee Assistance Fund (collectively "LCVEF Employee Assistance Fund").

When financial hardships arise, the LCVEF Employee Assistance Fund helps LCV and LCVEF employees and provides a way for staff to help one another. The goal of the LCVEF Employee Assistance Fund, supported by monetary donations from employees, with matching contributions by the Organization - up to a maximum of \$10,000 per year - is to provide short-term financial assistance to LCV and LCVEF employees who have been affected by an emergency hardship or a qualified disaster.

The Organization shall maintain its "LCVEF Employee Assistance Fund" policy or a substantially equivalent policy to the one in effect at the time of the signing of this Agreement, unless substantive changes are otherwise agreed to by the Organization and the Union.

### **ARTICLE 27. SALARY & WAGE**

### *Section 1. Job Classification Levels & Salary Ranges*

Appendix X1 provides a list of the job classification levels. Employees shall be compensated at not less than the salary chart set forth in Appendix X2 beginning on April 1, 2024.

The Organization shall continue to seek uniformity and clarity in new positions and their corresponding titles (i.e. Associate, Coordinator, Manager, Director). The Guild and the Organization shall negotiate the job classification level for any new job title added after the ratification of this Agreement that does not conform to the Organization's standard titles.

### *Section 2. Part-Time Employees*

Part-time employees shall be paid at a rate that is not less proportionally than the minimum salary provided for the employee's job classification level.

### *Section 3. Annual Salary Increases*

During the term of this agreement, salaries shall increase annually as outlined below.

On April 1, 2024, employees shall receive an annual increase as follows:

- Employees earning \$96,000 or less annually shall receive an increase of 5.0% of their salary.
- Employees earning more than \$96,000 but less than \$125,000 annually shall receive an increase of 4.5% of their salary.
- Employees earning \$125,000 or more annually shall receive an increase of 4.0% of their salary.

On April 1, 2025, employees shall receive an annual increase as follows:

- Employees earning \$96,000 or less annually shall receive an increase of 4.5% of their salary or the Social Security Cost-of-Living Adjustment calculated in October of 2024 in an amount not to exceed 5.5%, whichever is higher.
- Employees earning more than \$96,000 but less than \$125,000 annually shall receive an increase of 4.25% of their salary or the Social Security Cost-of-Living Adjustment calculated in October of 2024 in an amount not to exceed 5.25%, whichever is higher.
- Employees earning \$125,000 or more annually shall receive an increase of 4.0% of their salary or the Social Security Cost-of-Living Adjustment calculated in October of 2024 in an amount not to exceed 5.0%, whichever is higher.

On April 1, 2026, employees shall receive an annual increase as follows:

- Employees earning \$96,000 or less annually shall receive an increase of 4.5% of their salary or the Social Security Cost-of-Living Adjustment calculated in October of 2025 in an amount not to exceed 5.5%, whichever is higher.

- Employees earning more than \$96,000 but less than \$125,000 annually shall receive an increase of 4.25% of their salary or the Social Security Cost-of-Living Adjustment calculated in October of 2025 in an amount not to exceed 5.25%, whichever is higher.
- Employees earning \$125,000 or more annually shall receive an increase of 4.0% of their salary or the Social Security Cost-of-Living Adjustment calculated in October of 2025 in an amount not to exceed 5.0%, whichever is higher.

Annual increases for employees who have been with the Organization for less than twelve (12) months shall be prorated, but in no event shall someone make below the minimum of their level.

#### *Section 4. Promotions*

- Growth Promotions. An employee who receives a growth promotion shall receive at least the minimum salary for the classification of the job they have been offered or \$5,250, whichever is higher, but in no case shall the employee be paid less than the salary they were earning prior to the promotion.
- Same Level Promotions. An employee who receives a same level promotion shall receive a salary increase of \$2,750.

#### *Section 5. Salary Levels*

During the term of this agreement, salary levels shall increase annually as outlined below.

On April 1, 2024, the minimums for each salary level shall increase as follows:

- Level A: 8.52% (minimum salary = \$58,000)
- Level B: 6.00%
- Level C: 5.00%
- Level D: 5.00%
- Level E: 4.25%
- Level F: 4.00%
- Level G: starting amount = \$112,000

On April 1, 2025, the minimums for each salary level shall increase by 2.0%.

On April 1, 2026, the minimums for each salary level shall increase by 2.0%.

The minimums and maximums for each year shall be as outlined in Appendix X2.

Salary levels shall be implemented following annual increases under Section 3; in no event shall someone make below the minimum of their level.

#### *Section 6. New Hire Experience Increases*

Effective April 1, 2024, the amount awarded new hires for each additional year of relevant

experience beyond the minimum required amount of experience shall be as follows:

- Level A: \$1,500
- Level B: \$1,500
- Level C: \$1,500
- Level D: \$1,500
- Level E: \$2,000
- Level F: \$2,250
- Level G: \$2,750

For every additional year of prior relevant experience over the minimum years described in the posted job description, the initial offer will be increased according to the schedule above. Prior relevant experience taken into account by the Organization can be cumulative and may include paid work, unpaid work; internships, fellowships, short-term employment, and temporary employment at the Organization; or work with affiliates or vended programs.

If fluency in a language other than English is included as a requirement in a job description, the minimum salary for that job posting shall be \$500 higher than the standard minimum for that job classification level. Any initial offer that considers prior relevant experience based on the schedule above shall build off the new increased minimum.

#### *Section 7. Bonus*

Following the ratification of this Agreement, all current employees shall receive a one-time \$750 signing bonus and a one-time \$750 implementation coverage bonus.

### **ARTICLE 28. RETIREMENT**

#### *Section 1. Retirement Plan Participation*

Employees will be eligible to participate in the Organization's 401(k) Employee Retirement Plan, which includes both a traditional 401(k) plan and a Roth 401(k) plan.

Financial Retirement Planning presentations will be offered by the Organization once annually for all staff regardless of office location and (employees outside of the DC office will be able to join such presentations via phone call and/or video conference). The Organization will provide the Guild with at least two (2) weeks' notice for this session. There will be no charge to employees for these presentations, and employees will be afforded the opportunity for brief individualized consultation with adviser(s) for as long as these services are provided by Raffa Wealth Management.

#### *Section 2. 401(k) Contributions*

After the first day of the month following the date of hire, the Organization will make non-elective contributions of \$75-per pay period to the 401(k) plan (totaling up to \$1,800 annually). Employees working less than full time will also receive a prorated contribution based on the above formula. Non-elective contributions for current employees will begin on the first pay period of the month following thirty (30) days after ratification of this Agreement, and the Organization will make retroactive \$75 contributions, per the employee's eligibility, for each pay period from January 1, 2024, to when the first contribution is processed.

The Organization will also make dollar for dollar matching contributions to an employee's 401(k) plan, based on the percentage of an employee's base salary that the employee elects to contribute, up to a maximum of 4%. To take full advantage of the Organization's matching contributions, 4% of income up to the maximum IRS income limit, participants must defer 4% of their income each pay period. If a participant reaches their maximum annual deferral contribution before year-end and is not able to contribute in any pay period, they will not benefit from the Organization's matching contributions. Participants will not receive a matching contribution from the Organization for any pay period they are not making a deferral.

### *Section 3. Provider Change Advisory Task Force Representation*

If the Organization ever launches an advisory task force for the purpose of identifying a new 401(k) provider to replace Vanguard, the Guild will have one (1) representative on the advisory taskforce to represent the Guild with respect to the 401(k) plan provider selection process. This provision shall sunset upon selection of a new 401(k) provider.

## **ARTICLE 29. WORK-RELATED EXPENSES & REIMBURSEMENTS**

### *Section 1. Reimbursement Timeline*

The Organization seeks to limit employees paying for expenses out of pocket. Employees should always seek to have the Organization pay directly but in those instances where this is not possible, the Organization shall pay all approved expenses incurred by an employee in the service of the Organization in accordance with procedures outlined by the Organization (e.g. provide receipts, complete check request with required approvals).

Employees may choose to have reimbursements of more than \$50 mailed overnight or transferred via ACH to reduce the amount of time in which they are asked to incur costs out of pocket. This does not apply to cell phone reimbursements regardless of the amount incurred.

### *Section 2. Phone & Internet Reimbursement*

The Organization shall provide a combined maximum cell phone and internet service reimbursement of up to \$125 per month.

### *Section 3. Home Office*

The Organization will purchase basic office supplies, approved office equipment and furniture options for staff working from home at least 3 days each week. Ergonomic options are available for employees to select. Employees must follow the Organization's Work From Home Equipment Purchase Policy for these purchases.

### *Section 4. Work-Related Travel Dependent/Pet Care Hardship Reimbursement*

The Organization shall establish a hardship approval process for employees seeking reimbursement of up to \$500 per year for dependent care (child or parent) or pet care costs that are incurred due to work-related travel. The dependent care or pet care costs must be related to an expense due to an approved scheduled work travel demand and cannot be a regular caregiving or pet care expense. Expenses incurred must be for an eligible dependent or pet and must be approved by Human Resources. This benefit may be used to cover caregiver's costs such as airfare, train fare, bus fare, or car rental; and/or caregiver or pet care costs such as services to stay with the individual(s) or pet(s) at home or to find alternate care for the individual(s) or pet(s); the cost of an additional accommodation or hotel room for the caregiver; and/or the caregiver's travel costs (airfare, train fare, bus fare, or car rental) while the employee is on work related travel. The Organization shall provide an appropriate benefit request form for this purpose and require documentation of the costs incurred for reimbursement. The Senior Vice President of Human Resources and Administration or their designee shall review, approve or deny hardship applications in accordance with the established processes. No reasonable requests will be denied.

## **ARTICLE 30. USE OF EMPLOYEE NAME AND IMAGE**

An employee's byline shall not be used over the employee's protest on any written material. An employee shall not be required to serve as the signer to any material released by the Organization or have a quote attributed to the employee over the employee's protest. An employee's name or likeness shall not be used in any material released by the Organization over the employee's protest.

Employees of the Organization understand that their photograph may be taken at Organization events or activities and used thereafter in Organization publications. However, an employee's personal story or pictures shall not be used over the employee's protest, provided the employee provides reasonable advance notice to the Organization.

An employee or Organization volunteer who has given consent to their story, photo, or likeness to be used for publication or other materials used by the Organization has the right to withdraw that consent from future publications or screenings of that material if reasonably practical.

## **ARTICLE 31. MISCELLANEOUS**

### *Section 1. Severability*

Should any provisions of this Agreement be determined to be in violation of any federal, state, or local law or regulation, such determination shall not in any way affect the remaining provisions of the agreement which shall remain in full force and effect. The parties shall negotiate such modifications as are necessary for compliance with law.

### *Section 2. Modification*

Any changes in this Agreement, whether by addition, waiver, deletion, amendment, or modification, must be reduced to writing and executed by both the Organization and the Guild.

### *Section 3. Chispa AZ Transition*

It is the understanding of all parties that Chispa AZ, currently a program of the Organization, may become a free-standing independent state affiliate and (as a separate organization) negotiate a separate contract to supplant this Agreement with the Communications Workers of America (CWA) Local 7019 as representatives of Chispa AZ unit Staff.

The exact timing and decision around a transition to independence are still to be determined and may or may not occur during the term of this Agreement. In order to avoid any gap in representation, the Organization shall provide periodic updates and at least six (6) months' written notice to the Washington Baltimore News Guild and CWA Local 7019 of the transition of Chispa AZ to a free-standing, independent state affiliate.

Upon provision of notice of such transition, Chispa AZ management and employees (along with representatives of CWA Local 7019) will have 90 days to discuss the process for negotiating a new contract that will supplant this Agreement that will recognize that it takes time and capacity to engage in such negotiations and shall be thoughtful about ways of streamlining negotiations and minimizing burden on Chispa AZ staff. Such discussions may involve outside consultants and vendor staff as deemed appropriate by Chispa AZ management and employees. To that end, Chispa AZ staff will take the existing Agreement as a starting point for discussions of a collective bargaining agreement to govern Chispa AZ as an independent organization, but recognize that either party may request to open negotiations as to any article of this Agreement in light of the different scope, mission, and/or vision of Chispa AZ as an independent organization, or to request to negotiate additional articles that would address Chispa AZ's particular needs.

If negotiations cannot be completed within three months of the transition date, Chispa AZ and CWA Local 7019 will commit to third party mediation and binding arbitration to determine how a path for a new contract can be achieved.

#### *Section 4. No Strike, No Lockout*

Neither the Guild nor any employee shall induce, engage in or condone any strike, slowdown or work stoppage during the term of this Agreement. The Organization shall not lock out its employees during the term of this Agreement.

#### *Section 5. Workplace Safety*

Unless otherwise required by applicable law, the Organization's practice will be to require a valid, signed warrant prior to allowing any law enforcement (including but not limited to, the police and FBI) to enter any facility owned or leased by LCV or LCV Education Fund where staff, contractors, or volunteers work. The Organization may authorize entry by the police or the FBI in extreme emergency circumstances (i.e. medical emergency or a physical safety issue).

The Organization will consult with staff at each office it leases in developing safety and evacuation protocols at each office it leases and ensure that up-to-date emergency action plans are available to the appropriate employees within a year of this agreement being ratified.

### **ARTICLE 32. WORK LOCATION ARRANGEMENTS**

#### *Section 1. Conduct of Remote Work*

Working remotely is considered the same as working in an office. The amount of time an employee is expected to work and the work hours will be the same as their normal work hours (unless they have otherwise arranged a flexible work schedule as described in Article 23 (Hours & Overtime)).

The Organization recognizes that unforeseen power outages, slow home internet service, or other unexpected circumstances can impact an employee's ability to perform work in a timely manner, and these productivity impacts will not result in disciplinary action. If an employee is unable to complete their duties due to factors outside of their control (including, but not limited to, extreme weather emergencies, violent political protests, power outages, lack of work equipment, internet, school closures), staff must notify their supervisor as soon as possible. Staff are not required to work until such events have passed and will not be required to take paid leave.

During work hours and while performing work functions in the designated work area of their home, employees working remotely are covered by worker's compensation to the extent provided under applicable law. Employees working remotely are responsible for notifying the Organization of such injuries in accordance with company workers' compensation procedures. The Organization is not responsible for any injuries sustained by third parties at an employees' remote work environment.

## *Section 2. In-person Work, Location, and Travel Requirements*

The Organization shall strive to provide a flexible and accommodating work environment where staff are allowed to work from a range of locations that meets the needs of staff and the Organization alike.

Regardless of any remote work eligibility, some job descriptions specify that employees are required to perform in-person work or to be based in regions, states, or cities, including but not limited to attending events or meetings in nearby places (such as Capitol Hill, government agencies, coalition partner offices, donor meetings, etc.), or overseeing or conducting programs in the field or at staff offices. In those instances, employees are expected to perform the duties as outlined in their job descriptions, regardless of their remote work classification. Likewise, the Organization requires some positions to travel for business, based on each role's job duties, regardless of any remote work eligibility or location requirements. Moreover, all employees are expected to attend certain in-person gatherings such as staff retreats, department retreats, trainings, or other events, with advance notice as described in Article 23.

## *Section 3. Position Classifications*

Unit job descriptions should indicate the following:

- Whether the position is eligible for regular remote work, occasional office work, regular hybrid work, or regular office work, as described in Section 4; and
- any in-person work, location, or travel requirements, as described in Section 1 above.

The Human Resources Department will make such determinations in consultation with Senior Vice Presidents, hiring managers, and supervisors. These determinations will be made based on the nature of the employee's job duties and responsibilities. HR will notify each employee of the classifications of their position described in Section 4.

Employees whose job classification are Regular Remote Work or Occasional Office work shall decide whether they will work from an Organization office or not, and how often. If their position is classified as Regular Hybrid Work, the employee and their supervisor will discuss which days are preferable to be in-office.

In the event of a disagreement related to an employee's work location arrangement that cannot be resolved by good faith discussions and mutual agreement, the Organization's decision will prevail. An employee may request a meeting with their supervisor, a Guild steward, and/or a Human Resources representative to discuss the reasons why their request was denied, as well as a written copy of the reasons. All reasonable work location requests will be considered.

Any employee or the Organization may initiate a request to adjust a work arrangement, following the same processes outlined above. Employees will be informed by the Organization at least six (6) months before any work location determination changes take effect unless a shorter time frame is agreed to by the employee and Organization.

The Organization will reimburse an employee up to \$1,500 for approved moving expenses if the employee is required by the Organization to relocate to another location.

#### *Section 4. Remote Work Eligibility*

Every position will be eligible for at least one of the following four categories:

1. Regular Remote Work: The employee is not assigned to an Organization office and can work remotely full-time.
2. Occasional Office Work: The employee does not have a regular schedule for working in an Organization office but sometimes they will need to work from the office on a schedule that has no day(s) per week commitment.
3. Regular Hybrid Work: The employee is assigned to an Organization office where they spend one to four days per week and work the rest of the week remotely.
4. Regular Office Work: The employee is assigned to an Organization office, where they regularly spend four days per week. Occasionally, they may work remotely.

#### *Section 5. Time Worked & Time Zone Considerations*

The amount of time an employee is expected to work will be the same as the Organization's normal working hours unless they have otherwise arranged a different work schedule under the procedures outlined in Article 23 (Hours & Overtime), as applicable.

Generally, employees who work in different time zones do not need to adjust their regular working hours to accommodate other time zones. Reasonable efforts should be made to schedule departmental and cross-departmental meetings considering all employee's time zones during the Organization's core hours of 12:00-4:00 pm ET. However, employees must be available for meetings organized by external parties within the external parties' time zone preference and for all organization-wide gatherings (meetings, training, etc.) within the scheduled time zone.

All employees must follow the Overtime Policy and Compensatory Time Policy in Article 23 (Hours & Overtime). Employees will be required to accurately record all hours worked using the Organization's time-keeping system.

### *Section 6. Location Choices*

Employees with positions that are not location-based and who have regular remote work arrangements can work permanently from anywhere within the United States of America (including its territories). Employees must notify the Human Resources Department of any relocation by updating their address in the Organization's HRIS. Employees are not allowed to be located permanently outside of the United States of America (including its territories) absent extenuating circumstances and the approval of the Senior Vice President of Human Resources.

### *Section 7. Alternative Working Spaces*

Employees who are not within a reasonable distance of an Organization office or whom the Organization does not have space to accommodate in the employee's local Organization office are eligible for up to \$225 per month for an Alternative Working Space. An Alternative Working Space may be defined as any place (other than the employees' home office, a public location (coffee shop, library, park), or an Organization office) where the employee pays for a space to perform work for the Organization.

Reimbursements for Alternative Working Spaces are obtained by following the reimbursement process as described in Article 29 (Work-Related Expenses & Reimbursements) and are based on documentation of reasonable and actual expenses supported by the original, itemized receipts.

### *Section 8. Equipment/Tools*

The Organization shall provide specific tools/equipment for all employees to perform their job duties and shall determine the appropriate tools/equipment for each employee. Appropriate tools/equipment may include computer hardware, computer software, phone lines, email, voicemail, connectivity to host applications, and/or other applicable equipment as deemed necessary. The Organization will provide appropriate furniture in Organization offices. Employees can request a specific type of computer from the Human Resources Department if reasonably required to better accomplish their job duties, with approval subject to the Organization's discretion based on the employee's job duties. To accommodate disabilities, employees can request specialized equipment and/or equipment repairs with reasonable maintenance/upgrades as needed as described in Article 2 (Racial Justice, Equity, & Inclusion).

All employees in Organization offices are eligible for the same or equivalent in quality office equipment as DC office employees, for both electronic equipment and office furniture. Employees are eligible to receive equipment including but not limited to a computer, monitor, docking station, and printer/scanner supplied by the Organization. The Organization will also reimburse the employee for approved business-related expenses.

### **ARTICLE 33. ARTIFICIAL INTELLIGENCE**

In consultation with the LMC, the Organization will develop policies no later than (four) 4 months after the ratification of this Agreement to determine the use of generative Artificial Intelligence (AI). On a semi-annual basis, the LMC will discuss any changes to this organizational policy and its implementation. The Organization may not replace any Unit employees with generative Artificial Intelligence.

### **ARTICLE 34. DURATION**

This Agreement will take effect on the commencement date of August 01, 2023, and expire on December 31, 2026, for a total term of three (3) years and five (5) months.

Within 90 days prior to the expiration date of this Agreement, the Organization or the Guild may initiate negotiations for a new Agreement to take effect on January 1, 2027. The terms and conditions of this Agreement shall remain in effect until such negotiations are lawfully terminated. If such negotiations do not result in a new Agreement prior to December 31, 2026, the new Agreement shall be made retroactive to the expiration of this Agreement.

Agreed to this 29 day of January 2024.

**SIGNATURES**

**FOR THE EMPLOYER:**

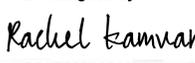


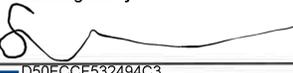
Gene Karpinski  
President, LCV & LCVEF

**FOR THE UNION:**

DocuSigned by:  
  
0535AD4205A34EB...  
name Rowel Leung

DocuSigned by:  
  
1C161A06C0604A9...  
name Sara Greene

DocuSigned by:  
  
0C04C29225104AA...  
name Rachel Kamvar

DocuSigned by:  
  
D50FCCF532494C3...  
name Sebastian Suarez

DocuSigned by:  
  
68A83820E72D46B...  
name David O'Connell

DocuSigned by:  
  
310440D3B259440...  
name Justin Johnson

DocuSigned by:  
  
B0E5135421E74E6...  
name Jess Bristow

DocuSigned by:  
  
291FDF6A1A564E3...  
name Nick Abraham

DocuSigned by:  
  
8250924AC191407...  
name Renato Mendoza - WBNG

**APPENDIX X1. JOB CLASSIFICATION**

Title	Level	Primary Titles
Administrative Associate, Chispa National Communications Associate Community & Civic Engagement Associate Compliance & Legal Associate Congressional Champions Project Associate Fundraising Operations Associate Government Affairs Administrative Associate Prospect Research Associate Receptionist State Capacity Building Associate	A	Associate
Accounts Payable Specialist Community Organizer, Chispa NV Community Organizer, Chispa TX Democracy for All Digital Coordinator Digital Organizer, Chispa NV Digital Organizer, Chispa TX Development Coordinator, GiveGreen Events Coordinator, GiveGreen Legal & Grants Coordinator Major Gifts Coordinator Online Engagement Coordinator Racial Justice & Equity Coordinator Recruitment Coordinator	B	Coordinator, Organizer
Associate Manager Campaigns Associate Manager of Development Administration Associate Manager of Digital Marketing Associate Manager of Donor Engagement and Events Associate Manager of Major Gifts Coordination & Donor Stewardship Associate Manager of Prospect Research & Portfolio Management Associate Manager of Prospect Research & Strategy Associate Manager, Institutional Partnerships Operations Communications Associate Manager Development Writer Digital & Creative Associate Manager, Chispa AZ Federal Climate Organizer, Chispa AZ Government Affairs Representative, Healthy Communities Institutional Giving Operations Associate Manager Lead Graphic Designer Senior Community Organizer, Chispa NV Senior Community Organizer, Chispa AZ Senior Digital & Community Organizer	C	Associate Manager, Senior Community Organizer
Chispa Digital Creative & Campaigns Manager Creative Manager Database Manager Digital Strategies Manager Donor Engagement & Events Manager Financial and Budget Analyst	D	Manager, Advocate

<p>Government Affairs Advocate  Government Affairs Advocate, Climate Change and Clean Energy  Government Affairs Advocate, Conservation - Energy  Government Affairs Advocate, Conservation - Lands/Oceans  Government Affairs Liaison and Advocate, Chispa National  Manager of Marketing, Give Green  Manager, Institutional Writing and Strategy  Office Operations Manager  Political Affairs Manager  Senior Manager, Candidate Recruitment and Training  State Policy and Advocacy Manager  Video Content Manager  Voting Rights Program Manager  Website Manager  Youth Digital Campaigns Manager</p>		
<p>Advocacy Deputy Director, Chispa AZ  Chispa National Organizing Director  Civic Engagement Director  Civic Engagement Director, Chispa NV  Data Engineer  Director of Field &amp; Member Mobilization Data  Director of Grants Management  Director of Institutional Writing &amp; Strategy  National Press Secretary  Nevada Field Director  North Carolina Field Director  Operations Director, Chispa AZ  Pennsylvania Field Director  Planned Giving Director  Regional Campaigns Directors  Revenue Accountant  Senior Editor  Senior Field Director, NH  Senior Revenue Accountant  Senior Government Affairs Advocate, Climate &amp; Clean Energy  Staff Accountants  State Democracy Policy Director  State Engagement Director  State Equity Policy Director  State Transportation Advocacy Director</p>	E	Director, Senior Advocate
<p>Chispa AZ Development Director  Director of Development Partnerships  Director of State Data Administration &amp; Learning  Director of State Partnerships  Director of Virginia Field &amp; Membership Training  Senior State Communications Director  Senior Director State Fundraising  Senior Judiciary &amp; Democracy Director</p>	F	Senior Director
<p>Director of Principal Partnerships  Managing Director of Annual Giving</p>	G	Director of Principal Partnerships, Managing Directors

**APPENDIX X2. SALARY LEVELS CHART**

<b>April 1, 2024</b>		
<b>Level</b>	<b>Minimum</b>	<b>Maximum</b>
A	\$58,000	\$73,000
B	\$62,679	\$77,679
C	\$70,360	\$85,360
D	\$79,742	\$94,742
E	\$90,236	\$110,236
F	\$100,275	\$122,775
G	\$112,000	\$139,500

<b>April 1, 2025</b>		
<b>Level</b>	<b>Minimum</b>	<b>Maximum</b>
A	\$59,160	\$74,160
B	\$63,932	\$78,932
C	\$71,768	\$86,768
D	\$81,337	\$96,337
E	\$92,041	\$112,041
F	\$102,280	\$124,780
G	\$114,240	\$141,740

<b>April 1, 2026</b>		
<b>Level</b>	<b>Minimum</b>	<b>Maximum</b>
A	\$60,343	\$75,343
B	\$65,211	\$80,211
C	\$73,203	\$88,203
D	\$82,963	\$97,963
E	\$93,881	\$113,881
F	\$104,326	\$126,826
G	\$116,525	\$144,025