

COLLECTIVE BARGAINING AGREEMENT

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

WITH

LAMBDA LEGAL DEFENSE AND EDUCATION FUND

Effective: March 13, 2024 to June 30, 2029

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Lambda Legal Defense and Education Fund (“Lambda Legal” or the “Employer”) and the Washington-Baltimore News Guild, Local 32035, TNG-CWA, AFL-CIO (the “Union” or the “Guild”) (collectively the “Parties”) enter into this successor collective bargaining agreement (the “Agreement”) to the Parties’ initial collective bargaining agreement that was effective from July 1, 2019 through June 30, 2022. The Parties have been in negotiations to reach such an agreement and on February 7, 2024, agreed to the following in full settlement and to resolve any and all issues and controversies between them by entering into this Agreement.

WHEREAS, the Parties recognize that this Agreement has been ratified by both sides;

WHEREAS, the Parties acknowledge and agree that this Agreement was reached as a result of good faith bargaining by both Parties, all Parties have cooperated in the drafting and preparation of this Agreement and therefore, any potential ambiguity contained herein or in a subsequent draft collective bargaining agreement shall not be construed against either Party;

WHEREAS, the Parties agree that all provisions of the Parties’ first collective bargaining agreement that were not modified by any of the tentative agreements below will remain in full effect and have been specifically incorporated herein; and

NOW THEREFORE, the Parties in consideration of the mutual covenants herein contained do hereby agree do agree to the following:

SECTION I: UNION-MANAGEMENT RELATIONS

ARTICLE 1 – Recognition/Coverage

Section 1 Recognition

Lambda Legal hereby recognizes the Union as the exclusive representative of all employees in the bargaining unit as described in Section 2.

Section 2 Bargaining Unit

This Agreement covers all employees of Lambda Legal performing the kind of work normally performed within the bargaining unit in all departments and offices or places of business including the Legal Administrative Manager; the Youth in Out-of-Home Project Director; the Fair Courts Project Director; the Sr. Major Gifts Officers; the Digital Director; and the HIV Project Director; except supervisors and managerial and confidential employees, as defined by the National Labor Relations Act; the position formerly known as “Deputy Digital Director”; the Legal Help Desk Director; the Director, Marketing & Editorial; Senior Counsels; Executive Assistants and Senior Executive Assistants who report to the Executive Team and Senior Management Team.

Section 3 Employees

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

ARTICLE 2 – Union Rights

Section 1 Union Meetings

Up to four (4) times per year and subject to availability and upon reasonable request by the Union, Lambda Legal, to the extent it does not interfere with Lambda Legal's organizational needs, shall provide space on its premises and use of its communications technology for meetings of union employees at mutually agreeable times. Employees can use their lunch break to attend Union meetings.

Section 2 Conduct of Union Business by Bargaining Unit Employee Representatives

Upon request by the Union, employees designated in writing as Union representatives or stewards shall be granted limited time off from work, without loss of pay, to conduct necessary union business, such as administering the contract and grievance handling and resolution. The Union's request for leave will be submitted as far in advance as practicable and leave requests shall be granted, to the extent it does not interfere with Lambda Legal's business needs. No more than two Union members shall be entitled to union business leave pursuant to this subsection at any time. The Union shall notify Lambda Legal in writing of all employee designees under this section.

Section 3 Bargaining Committee

The bargaining committee, whose size may be up to ten percent (10%) of the bargaining unit, designated by the Union, 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 Union leave in Section 2. The Union shall notify Lambda Legal of the members of the committee prior to the commencement of negotiations.

Section 4 Bulletin Boards

To facilitate communication with bargaining unit employees, the Union shall be provided with suitable bulletin board space, where practicable, for the posting of notices and information concerning Union activities. Notices and information shall be on Union stationery and shall bear the signature of an authorized Union representative. Such bulletin boards shall be situated in locations where government legal notices and other announcements are posted. Notices and information including threatening, obscene, defamatory, or harassing language and/or images shall not be permitted.

ARTICLE 3 – Management's Rights

It is agreed that the Employer retains any and all rights not clearly and expressly limited by specific terms of this Agreement. Except as specifically limited by the express provisions of this Agreement, Lambda Legal retains the sole and exclusive right to operate and manage Lambda Legal and direct its workforce, including but not limited to the right to hire, transfer, promote, demote, lay off, recall, discharge, or otherwise discipline for sufficient and proper cause; to utilize vendors, suppliers contractors, and subcontractors; and to determine what services are provided and the method and means of such services.

The failure of Lambda Legal to exercise any function, power, authority, or right reserved or retained by it, or the exercise of any function, power, authority, or right in a particular manner, shall not be deemed a waiver of the right of Lambda Legal to exercise such function, power, authority, or right, or to preclude Lambda Legal from exercising same in some other manner, so long as it does not conflict with an express provision of this Agreement.

ARTICLE 4 – Union Security and Dues Deduction

Section 1 Guild Members in Good Standing

It shall be a condition of employment that all employees of Lambda Legal in the bargaining unit referred to in Article 1 who are members of the Guild in good standing on the Effective Date of this Agreement (as defined in Article 33 (Duration)) shall remain members in good standing. All new employees shall on the 31st day following their first day of work become and remain members in good standing in the Guild. The provisions of this Article shall be effective, implemented, and administered in accordance and consistent with applicable provisions of federal and state laws.

Section 2 Dues

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

Section 3 Payroll Deductions for CWA Political Action Fund

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

Section 4 Indemnification

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

ARTICLE 5 – Information Furnished to the Union

Section 1 Annual Information

Lambda Legal will furnish the Union Co-Chairs and the Local Representative of the Guild annually every January (no later than January 31st) the following information in connection with employees represented by the Union:

- (a) Name

- (b) Hire date
- (c) Job title
- (d) Rate of pay -- hourly or salary
- (e) Work location
- (f) Date of birth
- (g) Ethnicity
- (h) Gender identity
- (i) Home address
- (j) Workplace designation
- (k) Grade, where available, in accordance with the structure identified in Article 18 (Salaries and Wages)

Section 2 Changes to the Staff

Lambda Legal will furnish the Union Co-Chairs and the Local Representative of the Guild notice of the following information:

- (a) New union employees, including all of the information required in Section 1, to the extent Lambda Legal's People and Culture Department receives notice and confirmation of such employees, no later than two (2) working days after an employee's start date.
- (b) Any retirements or deaths of employees, as soon as practicable, but in no event later than two (2) working days after Lambda Legal's People and Culture Department confirmation of such an event.
- (c) Any resignations or terminations of employees as soon as possible, but in no event later than one (1) working day after Lambda Legal's People and Culture Department's confirmation of such an event.

Section 3 Quarterly Information

Lambda Legal shall notify the Union Co-Chairs and the Local Representative of the Guild by email of the following, within the first month of each quarter:

- (a) Names of interns and fellows, along with department, and for what purpose or project, and length of time
- (b) Changes in job title and salary, with effective date
- (c) Material changes in job descriptions and job responsibilities

ARTICLE 6 – Union Access to Personnel Files

Section 1 Maintenance of Files

Lambda Legal shall maintain personnel records, which will include all pertinent documents concerning the employee.

Section 2 Employee Access to Files

An employee has the right to view/receive an electronic copy of their personnel file within ten (10) business days of a written or email request by the employee to Lambda Legal.

An employee has the right to respond in writing to any material in the employee's official personnel file. The employee shall receive a copy of any material related to discipline or job performance that is within their official personnel file. The employee has the right to have their written response to any material related to discipline or job performance in their official personnel file attached to the material.

Section 3 Union Access to Files

Absent an employee's authorization, the Union representative shall be provided with personnel file materials relevant to administering the Agreement or to processing a grievance. Employee authorization is, however, required in order for Lambda Legal to provide a Union representative with an employee's Health Insurance Portability and Accountability Act (HIPAA) file. To protect highly sensitive data, all Union Officers (Co-Chairs and stewards) will execute a declaration promising not to disclose any confidential information for any Union member prior to gaining access to any personnel file materials, HIPAA files, or any other sensitive personnel data.

ARTICLE 7 – Grievances

Section 1 Definitions

A grievance shall be defined as any matter arising from the interpretation, application, administration, or alleged violation of this Agreement (except renewal of this Agreement) or policies bargained with the Union and incorporated by reference into this Agreement. A grievance may only be filed by an employee covered by this Agreement, by the Union, or by the Employer. For purposes of this Article, the party filing the grievance is known as the "grieving party" and the opposing party will be known as the "defending party." The timelines remain the same no matter who is the grieving party. All notices and actions under this Article shall be served to Lambda Legal's People and Culture Department and the Chief Operating Officer for Lambda Legal and to the Union Co-Chairs and Local Representative of the Guild.

Section 2 Grievance Procedure

- (a) The Parties agree that the time limitations set forth below are essential to the prompt and orderly resolution of any grievance and that each Party will abide by the time limitations unless an extension of time is mutually agreed upon in writing. Where the defending party misses either the Step 1 or Step 2 deadline, the reasonable and actual costs associated with administering or prosecuting the grievance through the rest of the grievance steps shall be covered by the defending party. The grieving party must notify the defending party of any claimed missed deadline. The grievance cannot proceed to arbitration unless all steps and time limits are complied with by the grieving party. Likewise, if either party fails to timely file a demand for arbitration under Step 3 below, the grievance shall be deemed closed for all purposes and no longer subject to arbitration. The time limits in this Article shall not be deemed waived except by the mutual written consent of Lambda Legal and the Union.

(b) Steps in grievance procedure

Voluntary Pre-Step

In order to facilitate a timely resolution of any dispute, the Parties will work to discuss alleged violations with the employee's non-unit supervisor when appropriate and/or Lambda Legal's People and Culture Department or other Lambda Legal designee holding the authority to negotiate on behalf of Lambda Legal prior to submission of a grievance. The Parties will attempt to resolve the dispute informally, short of filing a grievance, but if they are unable to do so, a grievance may be filed pursuant to Step 1 below. When the grieving party intends to utilize this pre-step procedure, it must clearly communicate this intention to the non-unit supervisor and/or Lambda Legal's People and Culture Department or other Lambda Legal designee with whom it seeks to address any alleged violation. Where the grieving party discusses an alleged violation with a non-unit supervisor, the grieving party must also notify Lambda Legal's People and Culture Department that it has initiated the pre-step procedure. To the extent the Union utilizes this pre-grievance informal resolution process by discussing alleged violations with the employee's non-unit supervisor and/or Lambda Legal's People and Culture Department or other Lambda Legal designee holding the authority to negotiate on behalf of Lambda Legal, the deadline in Step 1 below shall be extended by ten (10) business days. If the alleged contract violation is not resolved within ten (10) business days after the grieving party and the defending party have met and discussed the grieving party's grievance, the grieving party can move to Step 1.

Step 1

Within ten (10) business days after the grieving party learned or should have learned of an event giving rise to a grievance, the grieving party shall notify the defending party in writing of the nature of the violation, the provision(s) of the Agreement alleged to be violated, and the remedy requested. The defending party shall respond to the grieving party in writing within ten (10) business days of receipt of the grievance along with a written summary of investigation detailing that the allegations were investigated and what the conclusion of the investigation was. If the Employer is the grieving party, the duty to investigate will likewise fall to the Unit.

Step 2

If no settlement agreement is reached in Step 1, upon request of the grieving party, the parties will meet together within ten (10) business days of receiving the defending party's Step 1 response. The grieving party shall have no more than three (3) representatives of their choosing to participate in the meeting. The defending party shall have no more than three (3) representatives of their choosing to participate in the meeting. Only two (2) members of the defending party may speak during the meeting. The grieving party will have the opportunity to present their case first and an opportunity for rebuttal to any argument of the defending party. The defending party shall provide the grieving party with their answer to the grievance within ten (10) business days of such meeting.

Step 3 Arbitration

Within thirty (30) days of the Step 2 meeting, if no settlement of the grievance is reached in Step 2, either party may submit a demand for binding arbitration. After a grievance is referred to arbitration, the parties may mutually agree on an arbitrator. If the parties cannot mutually agree on the selection of an impartial arbitrator, the parties will request a panel of seven (7) arbitrators from the Federal Mediation and Conciliation Service (FMCS). Upon receipt of the panel, the parties will alternately strike a name from the list until one name remains. The remaining name will be the arbitrator to be appointed. The party requesting arbitration will strike first. All joint costs of such arbitration (for example, any FMCS fees, the fees and expenses of the arbitrator, hearing room costs, etc) 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. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the costs of the other.

- (c) In addition to the time spent in meetings required by the employer, up to two (2) hours per month per grievance for each employee's efforts to resolve filed grievances shall be made on Employer time.
- (d) The time limits set forth above may be extended by mutual consent of the parties, in writing.

Section 3 Expedited Arbitration

Notwithstanding the provisions of Step 3 above, in the event of suspension, the Parties, upon mutual agreement, may choose to submit to an expedited arbitration process with the use of a single arbitrator after Step 2. Notwithstanding the provisions of Step 3, in the event of discharge, the grieving party may choose to submit to an expedited arbitration process with the use of a single arbitrator after Step 2. The arbitrator will be chosen in accordance with the procedures for selecting an arbitrator in force on the date the arbitration is demanded, established by the FMCS. Such final and binding arbitration shall be conducted pursuant to the expedited labor arbitration rules of the FMCS. The costs of such expedited arbitration shall be borne equally by the parties.

Section 4 Arbitrator's Award

The arbitrator shall have no power or authority to amend, alter, or modify this Agreement. The award of an arbitrator hereunder shall be final, conclusive, and binding upon the Employer, the Union, and the employees.

ARTICLE 8 – Discipline and Discharge

Section 1 Just Cause

Employees who have completed the introductory period shall not be subject to discipline or discharge without just cause. Other than for gross misconduct, the Union and the employee shall be notified in writing, which may be delivered via email, at least two (2) weeks in advance of

each dismissal with specifications of the facts alleged to constitute just cause. The Employer may pay two (2) weeks' salary in addition to the appropriate severance pay (if any), in lieu of notice to the Guild and the employee where notice is required.

Section 2 Notification to the Employee and the Union

The Union and the employee shall be notified simultaneously in writing of the initiation of discipline or discharge. E-mail notice shall be sufficient to satisfy the written notice requirement.

Section 3 Disciplinary Process

Lambda Legal shall follow a progressive disciplinary system:

1. A clear and formal verbal warning
2. Written warning (in cases of progressive discipline, this may include a thirty (30)-day performance improvement plan)
3. Final written warning and/or suspension from work (paid or unpaid)
4. Termination or resignation in lieu of termination

Notwithstanding the above, Lambda Legal retains the right to skip steps of progressive discipline, whereby an employee may be subject to immediate suspension or termination, in cases of serious misconduct, which may include:

- (a) Any unlawful harassment of fellow employees, clients, or others, including harassment on the basis of race, gender, religion, color, age, national origin, disability, sexual orientation, sex, or other protected characteristic;
- (b) Stealing, willfully destroying, or damaging property of Lambda Legal, employees, donors, grantees, partners, guests, or visitors;
- (c) Intentional or reckless misuse of donor, client, or Lambda Legal funds;
- (d) Major or recurring violations of any written Lambda Legal confidentiality policy;
- (e) Acts of gross insubordination, including the repeated, willful refusal to follow the direction of a supervisor;
- (f) Possession of firearms or other weapons on Lambda Legal property, unless otherwise authorized by Lambda Legal;
- (g) Repeated and willful refusal to comply with safety, fire, sanitation, and health laws and regulations;
- (h) Unauthorized use and distribution of alcoholic beverages or illegal controlled substances on Lambda Legal time or on Lambda Legal premises in violation of express policies governing such use or distribution;
- (i) Fraudulently falsifying timesheets or other Lambda Legal records or reports;
- (j) Violence, threats of violence, or the reckless or intentional endangerment of employees, donors, grantees, partners, guests, or visitors.

The foregoing list illustrates the type of serious misconduct that may be subject to immediate suspension or termination. Lambda Legal retains the right to impose discipline, up to and including immediate suspension or termination of employment, whenever an employee's conduct is of comparable severity to the conduct described above and warrants such action.

Nevertheless, in all cases, claims of serious misconduct must be supported by just cause for the discipline or discharge to be properly imposed.

Before Lambda Legal can skip any steps of progressive discipline, Lambda Legal shall provide notice to the Union Co-Chairs.

In all cases of discipline, including any cases involving allegations of serious misconduct, an employee is entitled to all of the other protections of this Agreement, including the grievance procedures outlined in Article 7 (Grievances).

Section 4 Performance Improvement Plan (PIP)

Performance Improvement Plans (PIPs) may be utilized in cases of progressive discipline. Before any employee is placed on a PIP, the employee should have received some counseling/coaching about their performance as well as a formal verbal warning.

A valid PIP must include the following:

- (a) A clear timeline of duration with a definite endpoint, not to extend beyond what is necessary, from the time of the PIP meeting, or the delivery of the PIP to the employee, whichever comes later.
- (b) Approval from the employee's supervisor.
- (c) A clear statement of the employee's performance issues.
- (d) A clear statement of the performance expectations and requirements imposed by the PIP.
- (e) Clear and identifiable metrics determining the standard under which the employee will be judged at the end of the PIP duration period.
- (f) The resources or support the employee will be receiving to assist in meeting their goals.
- (g) An update on the employee's performance after fifteen days of the PIP period, if requested by the employee.
- (h) A meeting between the employee and their supervisor in which a Union representative is present, if desired by the employee, explaining the reasons and conditions of the PIP.

At the end of the duration period, a written report shall be issued, illustrating whether the employee followed the plan and whether the objectives were met, with an explanation. Lambda Legal's determination that a person failed to meet the objectives of a PIP shall not be considered cause in itself to skip steps of progressive discipline.

Section 5 Records of Discipline

Any documents related to attendance violations and verbal warnings or coaching ("Initial Violation") shall not be taken into consideration one (1) year after issuance if, over the following twelve (12) months from the date of the Initial Violation, the employee did not receive any further discipline or negative feedback in a performance evaluation on the same or similar matter. At that time, documentation of the Initial Violation shall be removed from the employee's personnel file.

Any documents related to written warnings shall not be taken into consideration three (3) years after issuance if, over the following three (3) year period from the date of the issuance of the underlying written warning, the employee did not receive any further discipline or negative feedback in a performance evaluation on the same or similar matter.

Any documents related to suspensions, employee improvement plans, or disciplinary leaves of absence shall not be taken into consideration five (5) years after the issuance if, over the next five (5) year period from the date of the issuance of the underlying suspension, improvement plan, or disciplinary leave of absence, the employee did not receive any further discipline or negative feedback in a performance evaluation on the same or similar matter.

Decisions regarding merit bonuses shall not take into consideration employee performance reviews other than the most recent performance review. Decisions regarding promotions shall not take into consideration employee performance reviews that are more than five (5) or more years old.

Following three (3) months from the date of any discipline, an employee may request in writing that a supervisor confirm whether an issue has been rectified. If the supervisor believes the issue has been rectified, the supervisor shall confirm to the employee and People and Culture, and such writing shall be placed in the employee's personnel file.

Section 6 Representation

Employees have the right to Union representation during meetings where the employee has a reasonable belief that they may be disciplined or discharged. The representation may be by a Union Co-Chair, Union Representative, or other Union member.

ARTICLE 9 – Reduction in Force

Section 1 Reduction in Force

- (a) Lambda Legal shall provide sixty (60) days' notice of the need to reduce the workforce to the Union and the affected employees. Upon request, Lambda Legal will meet with the Union for the purpose of discussing layoffs and to consider the means by which the impending hardship of such layoffs may be mitigated.
- (b) During the notice period, Lambda Legal shall accept voluntary resignations from employees in the departments or positions involved in or selected for layoff. If such voluntary resignations are accepted, such employees will be entitled to severance pay as provided in Section 1 of Article 20 (Severance Pay). The number of employees to be dismissed in the reduction in force shall be reduced to the extent that the need for additional reductions has been mitigated through the voluntary resignations.
- (c) Employees who are laid off or who voluntarily resign as provided for herein and receive severance pay as outlined in Article 20 (Severance Pay) are eligible for recall as provided for in Section 4 below subject to the provisions in Section 1 of Article 20

(Severance Pay).

- (d) During the notice period, where a vacant position exists that is within the classification or a similarly situated classification to that currently held by an employee subject to the layoff, and the vacant position is not subject to the layoff, the employee subject to the layoff shall have the opportunity to transfer to such a position, in accordance with a simplified process relative to the process set forth in Article 12 (Hiring) if, in the estimation of the relevant Department Head and hiring manager, the employee meets the qualifications for the vacant position. Employees who transfer into a vacant position under this Section 1(d) will not be eligible for severance payment.

Section 2 Closing Office Locations or Departments

If Lambda Legal decides to close an office and relocate the work to another Lambda Legal office, employees must be given at least forty-five (45) calendar days' notice of Lambda Legal's intent to move the work to another office location.

- (a) If a hybrid or WFO employee's job is moving to another office location, the employee may transfer to that location. The employer will pay all reasonable and necessary costs associated with an employee move up to \$7,500. This transfer will also change the Office of Record for the employee to their new office location. If a remote employee's Office of Record closes, and if their job responsibilities are still able to be performed remotely, they may continue working remotely and their Office of Record will be transferred to the new location. Such remote employees will be considered to be part of their original region for salary purposes for the remainder of this contract.
- (b) Lambda Legal will have the right to determine where the work can be performed. If the employee would like to change their work location designation upon an office closure, they may request to do so in accordance with Article 16 (Office of Record and Work Location Designation).
- (c) Employees who do not transfer to the new location or who are unable to work remotely following an office or department closure may choose severance pay (as installment payments or as a lump sum) and COBRA coverage reimbursement as described in Section 1 of Article 20 (Severance Pay) as if the employee had been separated as part of a reduction in force.

Section 3 Restructuring

Where Lambda Legal decides to restructure a department or team and implements a layoff:

- (a) If there is a vacant position outside of the impacted department or team for which Lambda Legal is actively hiring, an employee impacted by the restructuring and who

satisfies the qualifications for the vacant position in the estimation of the relevant Department Head and hiring manager may apply to transfer into the open position in accordance with a simplified hiring process relative to the process set forth in Article 12 (Hiring). Where such an employee is transferred into the open position under this Section 3(a), Lambda Legal will provide all reasonable re-training needed to perform the job duties of the position. If an employee requires re-training in order to perform the job responsibilities of their new position, the employee will be considered an introductory employee as defined in Section 2 of Article 12 (Hiring). If, at the end of this introductory period and after Lambda Legal has made a good faith effort to re-train the employee, the employee is not able to satisfactorily perform the job responsibilities of their new position, Lambda Legal may discipline or discharge the employee in accordance with Article 12 (Hiring). Nothing outlined in this section will affect an employee's union status.

- (b) Employees who do not transfer to an open position may choose severance pay (as installment payments or as a lump sum) and COBRA coverage reimbursement as described in Section 1 of Article 20 (Severance Pay).

Section 4 Recall List

Except as otherwise provided in Article 20 (Severance Pay), laid off employees shall be placed on a recall list. Such employees shall remain on a recall list for either one (1) year following the date of their termination or until they are recalled, decline a written offer of recall, or fail to provide a timely response to an offer of recall, whichever is sooner. Upon a vacancy, Lambda Legal shall send a notice by email to the last known email address of all persons on the recall list who previously worked in the position in which the vacancy occurs.

A copy of the notice shall also be sent to the Union Co-Chairs via email at the same time it is transmitted to the employee on the recall list. If, within ten (10) business days of the date of the mailing, an employee on the recall list fails to accept re-employment, the employee shall be removed from the recall list. In the event of a timely reply, Lambda Legal 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.

Section 5 Other Dismissals

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

ARTICLE 10 – Seniority

Section 1 Definition

An employee's seniority begins from the employee's initial start date at Lambda Legal, as either a bargaining unit or non-bargaining unit employee.

For purposes of this Article, employees shall retain their seniority and continue to accrue seniority while on an approved leave of absence from Lambda Legal or while employed by Lambda Legal in a non-bargaining unit position for up to one (1) year continuously, after which their seniority would reset to the start date of rejoining Lambda Legal in a bargaining unit position.

New employees shall not acquire seniority until they have completed their introductory period, under Section 2 of Article 12 (Hiring), at which time their seniority shall revert to their actual start date.

Section 2 Loss of Seniority

Employees shall lose seniority under the following circumstances:

- (a) Layoff for a period of one (1) year or more
- (b) Voluntary resignation or voluntary departure from employment at Lambda Legal
- (c) Discharge by Lambda Legal for just cause

Section 3 Returning Employee

A former employee who returns to employment in a unit position will be credited for previous time served if the return date to Lambda Legal is less than one year following the date of the underlying leave of absence.

SECTION II: JOB POSITIONS, HIRING, AND WORKPLACE

ARTICLE 11 – Job Descriptions

Section 1 Job Descriptions

- (a) All Lambda Legal bargaining unit positions shall have job descriptions that include the following information:
- i. The job title;
 - ii. The salary scale for the position;
 - iii. The supervisor to whom the bargaining unit position reports;
 - iv. A summary of the primary functions of the job;
 - v. A description of the specific duties of the job; and
 - vi. The minimum qualifications for the position.
- (b) The parties recognize that job descriptions for unit positions may need to be revised from time to time to keep them accurate and updated. Lambda Legal’s People and Culture Department will prepare and share any new or updated job description with the Union Co-Chairs. Within five (5) days of sending any new or updated job description to the Union, the parties will meet to bargain over any requested changes or edits to the job description with the exception of setting the minimum qualifications for new or vacant positions. To the extent possible, the Union will notify Lambda Legal’s People and Culture Department of any requested changes or any concerns ahead of this meeting. If follow-up meetings are necessary to finalize the job description, the parties will ensure appropriate follow-up meetings occur, beginning no later than five (5) days from the first bargaining meeting. All bargaining meetings pertaining to the job description will conclude within thirty (30) days of the initial bargaining meeting. Any extension of the timeline set forth herein must be based on mutual agreement between the parties. Once bargaining is complete, and all changes have been finalized, the changes will become effective within ten (10) business days, unless the parties agree otherwise.

In all circumstances, the salary scale for any unit position shall be subject to bargaining.

Section 2 Changes in Duties

- (a) Consistent with Section 9 of Article 18 (Salaries and Wages), employees may be temporarily assigned to fill in for other employees, including without limitation: when there is an emergency; when an individual is at lunch or absent; or when a hiring search is under way for a vacant position. Where possible, the employee filling in is only expected to do so to the extent the duties are job-related and consistent with the employee’s own job description.
- (b) An employee may otherwise be assigned duties other than those explicitly set forth in their existing job description, provided that the duties are job-related and consistent with the existing job description. Any material changes to an employee’s job description that fall into this bucket will be reviewed with the Union and the individual employee prior to implementation and bargained as necessary in accordance with the process outlined in

Section 1(b) above.

Nothing in this section of this Article shall preclude anything in Section 9 of Article 18 (Salaries and Wages).

ARTICLE 12 – Hiring

Section 1 Hiring and Internal Applicants

(a) Notification

Lambda Legal shall notify all employees, by email, of any vacancy in an existing or newly created position it intends to fill, whether it is within or outside the bargaining unit. For bargaining unit positions, such notice shall be provided within five (5) business days of the job description for the position being finalized in accordance with Article 11 (Job Descriptions). For all vacant bargaining unit positions, such notice will be provided at least ten (10) business days in advance of any external advertisement of the position. For non-bargaining unit vacant positions, such notice will be provided when the non-bargaining unit position is posted.

(b) Process

If an existing employee applies for a vacant bargaining unit position before it is externally advertised, Lambda Legal will interview the internal candidate first before interviewing any external candidates in the same interview cycle. Lambda Legal agrees to abide by the provisions below and any other formal agreements between Lambda Legal and the Union to ensure fair and equitable hiring practices.

If an existing employee applies for a vacant non-bargaining unit position, Lambda Legal will include the employee within the interview pool for that position to the extent Lambda Legal determines that the employee meets the minimum qualifications for the position.

Qualifications for any unit position shall be posted in the job description. Applicants for bargaining unit positions shall be chosen for an initial interview and, ultimately, for the position based on their qualifications, overall experience, skill, job-related knowledge, and demonstrated commitment to diversity, equity, inclusion, and belonging, in alignment with Lambda Legal's goals, policies, and mission. Where the qualifications of an internal applicant and an outside applicant for a bargaining unit position are substantially equal, Lambda Legal shall give preference to the internal applicant to the extent possible. Where Lambda Legal is deciding between two internal applicants for a bargaining unit position whose qualifications are substantially equal, ability to contribute to Lambda Legal's strategic goals and seniority shall be given consideration.

Internal applicants shall be given monthly updates on the hiring process.

If a bargaining unit employee is not awarded the position (whether it is a unit or non-bargaining unit position), upon the employee's request, Lambda Legal shall meet with the employee, and, at the employee's option, a representative of the Union to discuss the reason the employee was not

selected. Where a bargaining unit employee is not awarded a bargaining unit position and would like both a Union representative and a Union Co-Chair present, the employee may request that both be present at the meeting with Lambda Legal.

Lambda Legal shall disclose the interview process and timeline for filling any vacant or new bargaining unit positions to candidates at the start of the interview process. This includes both internal and external applicants. Internal candidates will be given opportunities to discuss their growth and alignment with Lambda Legal's values. All candidates will be notified of any significant changes to the interview process or timeline as soon as is practicable.

Applicants for all positions shall be asked about their demonstrated commitment and/or experience, including past work, lived, volunteer, or academic experiences, in promoting Lambda Legal's mission, anti-racism, and gender-affirming environments.

While recognizing that the ultimate hiring authority is possessed by the CEO and Department Head and/or relevant Hiring Manager, Lambda Legal will utilize an interview panel to help further evaluate each candidate being seriously considered for hire. To the extent practicable, interview panels will include, except in specific circumstances where the following staff members are unavailable: Union members, lateral colleagues (e.g., non-management attorneys for an attorney position), and direct reports (when applicable). To the greatest extent possible, these panels will also be diverse across backgrounds, skillsets, union status, experiences, and identities. The selection of these panel members will be conducted transparently with the Hiring Manager. The composition of all hiring panels will be shared with the Union Co-Chairs for the respective unit position in advance of any interview, in order to provide the Union with sufficient notice to raise concerns about the panel. Any concerns about the composition of these panels will be addressed in the next available Labor-Management meeting. The parties agree that any such concerns will be discussed in the next Labor-Management meeting prior to the filing of any grievance under Article 7 (Grievance) of this Agreement.

Section 2 New Hires

Newly hired employees shall be considered introductory employees for three (3) months and are not subject to Article 8 (Discipline and Discharge), Section 1 for purposes of discipline or discharge. New hires are entitled to a written review by their supervisor at the end of the introductory period of employment, based on criteria shared with the employee at the start of employment.

If, prior to the end of the three (3) month introductory period, the supervisor deems it necessary to extend a newly hired employee's introductory period, the supervisor may do so for no more than an additional thirty (30) days provided that the supervisor notifies both the employee and the Union prior to the end of the introductory period and receives agreement from the Union. During any such extension of the introductory period, newly hired employees shall not be subject to Section 1 of Article 8 (Discipline and Discharge) for purposes of discipline or discharge.

Section 3 Job Postings

All job postings for open bargaining unit positions at Lambda Legal will initially be posted internally for a period of ten (10) days to allow current employees the opportunity to apply. Following the internal posting period, job postings will be made publicly available on the www.lambdalegal.org website within three (3) business days and will not be removed until an offer for employment is accepted or the job posting is no longer relevant or needed. Any significant changes or modifications to the job posting must be updated promptly on the website, and relevant parties shall be notified, as appropriate. Job postings for non-bargaining unit positions will be made publicly available on the www.lambdalegal.org website.

ARTICLE 13 – Performance Evaluations

Section 1 Performance Evaluation Joint Committee

Within forty-five (45) days of signing the Agreement, Lambda Legal and the Union shall establish a Performance Evaluation Joint Committee to work with People and Culture to develop and/or review the performance evaluation structure for unit employees, provided that People and Culture shall retain the final authority to approve the performance evaluation structure. Lambda Legal and the Union shall each appoint up to three (3) representatives to the Performance Evaluation Joint Committee. The Performance Evaluation Joint Committee shall meet each year to evaluate and revise the performance evaluation process. Any changes to the evaluation process for unit employees shall be approved by the Performance Evaluation Joint Committee and Lambda Legal's People and Culture Department.

The performance evaluation process shall be launched and conducted within the first third of each calendar year. Meetings falling under Section 3 of this Article and any additional instances established by the Performance Evaluation Joint Committee are exempt from this timeline.

Section 2 Performance Review Structure

The performance review structure will include the ability for employees to review their direct supervisor, department head, and any individual on the senior management team or executive team (“bottom-up reviews”). In order to ensure honest feedback and prevent the possibility of any retaliation, employees shall have the ability to conduct bottom-up reviews in such a way that their confidentiality will be protected.

All staff members who are asked by the supervisor to weigh in on an employee's performance will be clearly identified to the employee prior to an employee filling out their self-evaluation. Only individuals who have directly supervised the employee during the evaluation period shall participate in the employee's evaluation, unless otherwise agreed to by the committee.

Section 3 Performance Evaluation Meetings

One-on-one meetings between employees and their supervisors as part of the performance evaluation process are for the express purpose of discussing the employee's work performance during the identified performance review cycle and any forward-looking work goals established in the evaluation. Discipline will not be dispensed during these performance evaluation meetings.

Prior to the one-on-one meeting, an employee may submit a request to Lambda Legal’s People and Culture Department that a union representative be present. No request shall be unreasonably denied. If a request is denied, the Chief of People and Culture will provide a written explanation for the denial, no later than twenty-four (24) hours before the one-on-one meeting. An employee may request that the Union grieve this decision, freezing the meeting until a resolution has been agreed to by Lambda Legal, the employee, and the Union Co-Chairs, should the Union file said grievance.

Any grievance relating to the performance evaluation process for a specific employee will suspend the *entire process* for that particular employee, including but not limited to the one-on-one meeting. The process will remain suspended until the Employer, the Union Co-Chairs, and the employee have resolved the matter, in writing. No part of the employee’s performance evaluation will proceed while the grievance is taking place.

If an employee feels that an evaluation meeting may result in disciplinary action, or other adverse employment action being taken against them, or the employee feels that the supervisor is committing a possible violation of the CBA, the employee may immediately stop the evaluation meeting, and request that a union representative be present. Upon such a request, the evaluation shall not continue unless and until a union representative is present, to be scheduled within thirty (30) days of the original evaluation meeting.

ARTICLE 14 – Promotions

An employee may be promoted in two (2) ways. An employee may be promoted by applying and being hired into an open position in a different salary scale, which shall have been advertised internally as per Article 12 (Hiring) of this Agreement, a “competitive promotion.” Alternatively, an employee may be elevated to a higher scale within their existing position as set forth in this Article, a “non-competitive promotion.” Non-competitive promotions may be awarded during the annual promotion review period based on merit, which shall include consideration of a unit employee’s contribution and performance, including as documented in annual performance evaluations, years at Lambda Legal, and skills and experience. To qualify as a promotion as intended in this Article, the promotion must result in a change to a higher salary scale. The following outlines the process for non-competitive promotions and is not applicable to competitive promotions, which are covered under Article 12 (Hiring) of this Agreement.

Section 1 Thresholds for Non-Competitive Promotion Eligibility

(a) General

Any “Senior” iteration of a role that a bargaining unit employee may be promoted into in accordance with this Article that is not represented in Appendix A (i.e., the promotion threshold and salary scale for the “Senior” role is not specifically provided for in Appendix A, as is the case with attorneys and gift officers) will receive a salary increase of four percent (4%) above the compensation for the base grade of that role as provided in Appendix A effective July 1 of the year in which the employee receives the promotion.

(b) Attorneys

i. Litigation and Policy Attorneys

A litigation or policy attorney shall be eligible to request promotion, in accordance with Section 2 below, to Senior Attorney if they meet the criteria for the Senior Attorney job description and have at least six (6) years of relevant legal experience (YRE) according to the calculation criteria defined in Section 3(A) of Article 18 (Salaries and Wages). A litigation or policy attorney under this subsection shall be eligible to request promotion to Counsel if they meet the criteria for the Counsel job description and have at least nine (9) years of relevant legal experience (YRE) according to the calculation criteria defined in Article 18 Section 3(A).

ii. Help Desk Attorneys

A Help Desk Attorney shall be eligible to request promotion, in accordance with Section 2 below, to a Senior Help Desk Attorney if they meet the criteria for the Senior Help Desk Attorney job description and have at least six (6) years of relevant legal experience (YRE) according to the calculation criteria defined in Section 3(A) of Article 18 (Salaries and Wages).

(c) Non-Attorneys

- i. Any non-attorney employee covered by this Agreement shall be eligible to request a promotion to “Senior” level within their existing position after attaining five (5) years in their current position, a substantially comparable position outside of Lambda Legal, or a combination of the two. In contrast to the definition of YRE set forth in Section 3(B) of Article 18 (Salaries and Wages), a substantially comparable position shall be one that possesses a similar level of responsibility, and not just simply one related to the same or similar type of work.
- ii. A non-attorney who has “Senior” as part of their job title as of the Effective Date of this Agreement shall have their salary increased as follows: (i) for a non-attorney employee, in a position with established thresholds and salary scales set forth in Appendix A, their salary shall be that of the “Senior Scale”; (ii) for a non-attorney employee who is not in a position with established thresholds and salary scales as set forth in Appendix A, the employee will receive a 4% increase above their salary step.

Section 2 Promotion Review Process

Standard Promotion Review Process:

Generally, the promotion review process will begin in May of each year. Supervisors, team leaders, and/or department heads will submit promotion recommendations within the first full week of May to People and Culture. In accordance with this Article, final promotion decisions will be made by the end of June. Employees, supervisors, and the Union Co-Chairs will be

notified of approved promotions in the first week of July. Promotions approved during the promotion review period shall be effective on July 1st of that year.

Only employees who have been employed by Lambda Legal for at least six (6) months and who have not received a promotion within the preceding twelve (12)-month period are eligible for a non-competitive promotion under this Article.

Employees may advocate for a promotion and discuss with their direct supervisor the necessary steps, including work performance, enhanced skills, and/or professional development, to warrant a promotion during the promotion period. These conversations may also occur outside of the promotion review period, during regular one-on-one check-ins with supervisors or within performance evaluations. If the direct supervisor believes that the employee is ready to advance to the next step in the employee's career progression in the current promotion review cycle, the supervisor will recommend the employee for a promotion by submitting an Employee Change of Status form and supporting documentation on behalf of the employee for review and approval in accordance with this Article. Promotion recommendations received during the promotion review period will be processed with input from the direct supervisor, team leader, Department Head, Chief Financial Officer, and Chief of People and Culture (the "Review Committee"). All final promotion decisions will be made by the Chief Executive Officer ("CEO") or their designee. In making promotion decisions, the Review Committee and the CEO will consider, without limitation, the employee's two most recent performance evaluations, organizational need, years of relevant experience thresholds, and the employee's demonstrated achievements and demonstrated ability to exceed in the new role.

Section 3 Promotion Denied

If the Review Committee finds legitimate cause for postponing or denying a promotion recommendation, a written explanation of the reasons the promotion was delayed or denied shall be provided to the employee, their supervisor, and the Union co-chairs within ten (10) days of the decision to postpone or deny the promotion. At the employee's request, a representative from the People and Culture team and a representative of the Union (if the employee chooses) will meet with the employee to discuss the reasons a recommended promotion is postponed or denied. Lambda Legal shall have the right to approve, postpone, or deny a non-competitive promotion, and such decisions will not be subject to the grievance or arbitration procedures set forth in this Agreement, except whenever such decisions allegedly violate an Article in this Agreement, including but not limited to this Article, with the exception of Section 3 of this Article.

ARTICLE 15 – Temporary Employees and Contractors

Section 1 Definitions

For purposes of this Article, a "temporary employee" shall mean an employee who is hired for a temporary, specified period of time to perform bargaining unit work for either: (a) a specific, finite project; or (b) the purposes provided for in Sections 3 and 4 below.

For the purposes of this Article, a “contractor” is defined as an individual who is not employed by Lambda Legal but whose services are retained by Lambda Legal for the performance of bargaining unit work pursuant to a separate contract or agreement.

Section 2 Performance of Bargaining Unit Work by Non-Unit Individuals

The Parties agree that Lambda Legal shall be permitted to assign bargaining unit work to certain non-bargaining unit employees, temporary employees, and contractors in accordance with the terms of this Article. However, any use of non-unit workers shall not be a permanent alternative to hiring bargaining unit employees, nor shall the use of non-unit workers be used to permanently remove unit job responsibilities from unit positions. Lambda Legal agrees not to hire temporary employees in such large numbers, with such frequency, as to undermine this Agreement. The parties agree that Lambda Legal providing a legitimate operational need for utilization of such temporary employees and contractors will prevent a finding of motive to undermine this Agreement. In no event shall a bargaining unit member be laid off as a result of the use of these non-unit employees, temporary employees, and contractors.

Section 3 Non-Unit Individuals

Lambda Legal may assign bargaining unit work to a non-bargaining unit individual, including but not limited to managers and supervisors, temporary employees, or contractors who are qualified to perform the work, as necessary to ensure continued operations. The use of non-bargaining unit individuals shall be limited to situations where there are insufficient bargaining unit employees willing to perform the work in a timely and efficient manner, including where the short-term or extended absence of a bargaining unit employee or a vacant bargaining unit position causes a gap in work coverage or creates unreasonable additional workloads for bargaining unit employees in the same position or department.

Section 4 Temporary Employees and Contractors

Temporary employees and contractors performing bargaining unit work may be engaged by Lambda Legal for a period of six (6) months for purposes including but not limited to filling-in for a bargaining unit employee on leave; responding to unforeseeable circumstances resulting in gaps in bargaining unit work coverage; filling-in for a bargaining unit role that has been vacant for a prolonged period of time despite ongoing efforts to hire a new unit employee (e.g., during periods of high employee turnover); or performing a short-term, non-recurring task or project.

At the end of the initial six (6) month period, Lambda Legal may, on a one-time basis, extend the temporary assignment of a temporary employee and/or contractor performing bargaining unit work for an additional specified period of time not to exceed three (3) months. The length of a temporary employee’s or contractor’s temporary assignment may be extended beyond nine (9) months upon the mutual agreement of the Union and Lambda Legal. Neither temporary employees nor contractors performing bargaining unit work shall automatically become regular employees at the end of their temporary assignment.

Upon applying to a publicly posted vacant position, temporary employees and/or contractors may be hired into full-time or regular part-time positions, in which case they shall be subject to the introductory period set forth in Article 12 (Hiring) provided the position is a bargaining unit position. The period of their temporary assignment shall be credited towards seniority.

Section 5 Termination of Temporary Employees and Contractors

Temporary employees and contractors shall not be entitled to the benefits or protections set forth in this Agreement, other than those required by law. The decision to release a temporary employee or contractor at the natural conclusion of their temporary assignment or to terminate a temporary employee or contractor during their temporary assignment shall not be subject to the just cause provision or grievance and arbitration provision of this Agreement. This Section does not preclude such individuals from applying for publicly posted Lambda Legal job postings.

Section 6 Notification to the Union

Lambda Legal agrees to notify the Union of its intent to hire a temporary employee or contractor to perform bargaining unit work, the reasons for hiring a temporary employee or contractor performing such work, the expected duration of the employment or engagement, and the work that is expected to be performed at least two (2) weeks in advance of the period start date, or when the need is identified. The notification timeline may be modified under exigent circumstances. If the Union wishes to meet and discuss with Lambda Legal the proposed temporary hire, they shall give notice to the Employer, no later than three (3) days after receipt of the notice of intent to hire a temporary employee or contractor to perform bargaining unit work.

The Union shall be given the opportunity to provide timely input on job descriptions for temporary hires. Upon hiring any temporary employee or contractor, Lambda Legal shall notify the Union in writing of the hire, including the name of the temporary employee or contractor, and confirm the anticipated duration of the employment and the nature of the work to be performed.

ARTICLE 16 – Office of Record and Work Location Designations

Section 1 Office of Record

Each Lambda Legal employee will have a designated Office of Record, which shall correspond with one of Lambda Legal's six offices (NYC/HDQ, DCO, MRO, SCRO, SRO, and WRO).

Section 2 Work From Home/Work From Office/Hybrid Designation

Unless otherwise explicitly stated in an employee's job description as agreed upon by the Union and Lambda Legal, employees shall be able to request to be designated as a Work From Home ("WFH"), Work From Office ("WFO"), or Hybrid employee ("WFH/O").

Reasonable accommodations will be provided for employees with WFH and WFH/O designations.

An employee's request to be designated as WFH or Hybrid shall not be unreasonably denied. If an employee's request is denied, Lambda Legal will provide written reasoning to the employee and the Union Co-Chairs within ten (10) working days, and an employee may appeal this decision through the grievance process within ten (10) working days of the reasoning being received.

All positions will be made eligible for WFH or Hybrid designations whenever possible, including new positions.

(b) Residency

Generally, unless limited by their job description or duties, employees can live in any of the states that fall within the Combined Statistical Area (CSA) boundaries of their Office of Record as long as they reside within three (3) hours of their Office of Record by ground transportation or ferry ("Residency Requirement"). These states include California, Connecticut, Georgia, Illinois, Indiana, Maryland, Nevada, New Jersey, New York, Oklahoma, Pennsylvania, South Carolina, Texas, Virginia, West Virginia, and Wisconsin as well as Washington, D.C. Exceptions to this requirement are found in Section 2(F).

(c) Work From Office

A WFO employee's Office of Record will be the employee's work location. WFO employees will not be paid for their time spent commuting to their Office of Record or reimbursed for travel expenses in connection with their normal commute to and from their Office of Record. If a WFO employee is required by Lambda Legal to come into the office for work outside of their scheduled workday or to attend a special event that does not fall within the employee's job description, such travel expenses are reimbursable, provided the expenses are in accordance with relevant Lambda Legal policies and applicable state and federal wage and hour and tax laws.

(d) Work From Home

WFH employees, excluding WFH w/ Legacy Exception (See Section 2(F)), will not be paid for their time spent commuting to their Office of Record or reimbursed for travel expenses in connection with their normal commute to and from their Office of Record. If a WFH employee who has not been granted a Legacy Exception to the WFH Residency Requirement is required by Lambda Legal to come into the office for work outside of their job description or to attend a special event that does not fall within the employee's job description, such travel expenses are reimbursable, provided the expenses are in accordance with relevant Lambda Legal policies and applicable state and federal wage and hour and tax laws.

(e) Hybrid

A Hybrid employee shall be either an employee that prefers to work from home but whose job description occasionally or routinely requires them to work from the office for some periods of time, or an employee who prefers to work primarily from home but likes to come into the office on a routine but limited basis. A Hybrid employee's regular worksite shall include both their home and their Office of Record. Hybrid employees will not be paid for their time spent commuting to their Office of Record or reimbursed for travel expenses in connection with their normal commute to and from their Office of Record. If a Hybrid employee is required by Lambda Legal to come into the office for work outside of their job description or to attend a special event that does not fall within the employee's job description, such travel expenses are reimbursable, provided the expenses are in accordance with relevant Lambda Legal policies and applicable state and federal wage and hour and tax laws.

(f) Exceptions to Residency Requirement (“Residency Exemption”)

- i. Legacy Exception: Employees who, as of the date of this contract, have maintained a permanent primary residence outside of the Residency Requirement described in Section 2(A) will be granted an exception to the Residency Requirement in Section 2(A) and will be eligible for reimbursement of required travel to Lambda Legal offices.
- ii. Retention Exemption: Lambda Legal and the Union recognize that there may sometimes be a situation in which an employee needs to move outside of the Residency Requirement described in Section 2(A). An employee may request a Retention Exemption in writing. Lambda Legal will determine if the employee should be granted a Retention Exemption based on a consideration of all relevant factors. A request for a Retention Exemption will not be unreasonably denied. If an Exemption is denied, the reasoning will be provided to the employee, and the Union Co-Chairs, in writing, alongside the denial.
- iii. Recruitment Exemption: Lambda Legal and the Union also recognize that sometimes it is important for recruitment efforts to hire staff that live outside of the Residency Requirement described in Section 2(A). The Union will be notified of Recruitment Exemptions granted for new employees hired into unit positions with the rationale in writing.

(g) Changes to Designation

The Employer retains the right to update employees' designations within a reasonable timeframe and based on organizational needs when: an employee receives a new job title for which the job duties require a different designation; if they are promoted to a unit position in which the job duties require a different designation; or organizational needs require that the position be reallocated to a different designation. Lambda Legal will provide ninety (90) days' notice to the employee and Union Co-Chairs for any changes to designations. Existing

employees with a Residency Exemption shall not be laid off or terminated for reasons related solely to changes in work location designations.

Section 3 Equipment and IT Services

Lambda Legal will provide all employees, regardless of work location/designation, with the technological work equipment necessary to support the requirements of the employee's role/job within the organization. Such technological work equipment shall include (but not be limited to): a functioning Lambda Legal standardized laptop computer, two monitors, a docking station, a keyboard, a mouse, and requisite power and connection cords.

If any component of the work equipment fails to support the requirements of the employees' job and role at Lambda Legal, Lambda Legal or its contractors or subcontractors (which will be available during standard business hours for each office) will engage in troubleshooting with the employee within twenty-four (24) hours of a service ticket being opened to determine the viability of the equipment. The employee will demonstrate good faith in making themselves available to work with Lambda Legal or its contractors or subcontractors to help determine the technical cause of the failure. From the date Lambda Legal or its contractors or subcontractors determine the component of the work equipment performance that is insufficient for an employee to perform their job duties if available, a substitute functioning component will be shipped to the employee no later than ten (10) business days. If a substitute component is not available, Lambda Legal will, within ten (10) business days, provide the employee with a functioning component. Until equipment is fixed or substitute equipment is provided, employees shall work with their supervisor and the IT department to determine interim options. Employees will not be required to complete their job duties on personal computing equipment (i.e., laptop, desktop computer) for longer than two (2) business days, unless the employee, their supervisor, and the IT department determine this to be an adequate interim option for a longer period.

Employees are responsible for a stable internet connection and the attendant distribution of network and internet connectivity within their remote place of work. If it is determined that the cause of service failure is due to issues with internet and network connectivity within the employee's remote place of work, the employee agrees to make good faith efforts to remediate the situation to enable a return to productivity. The same will hold with regard to stable relevant utility services.

Lambda Legal will have electronic access to Lambda Legal owned equipment. Employees agree to return equipment to the office (either in person or by mail), within five (5) business days, if requested for purposes of assessing security requirements, operation, and maintenance. If the employee cannot return the equipment in person, Lambda Legal will provide return postage. The employee will package the equipment in such a way as to minimize damage and in any way required by Lambda Legal, provided that Lambda Legal reimburse the cost of any special equipment needed to do so.

Lambda Legal employees may connect non-Lambda Legal-issued monitors, keyboards, mice, and other approved input / output devices. Employees may request toner, ink, paper, and other office supplies through the designated employee for that office, which may include a regional

office manager, executive assistant, operations manager, or other designee. Lambda Legal-issued printers, scanners, and other peripheral devices may be issued based on the requirements of the employee's role and may be individually authorized by their Department Head and approved by the CTO and Cybersecurity or for reasonable accommodations as approved by the Chief of People and Culture.

Employees with accessibility needs related to furniture and equipment will be reasonably accommodated, subject to them providing to Lambda Legal's People and Culture Department medical documentation which will be kept confidential, as part of a standard Americans with Disabilities Act interactive process. Such requests will not be unreasonably denied. Lambda Legal's People and Culture Department will keep all personal medical information confidential when communicating employees' needs to the CTO and Cybersecurity.

Section 4 Voice Communications and Connectivity

Lambda Legal will provide voice communications for remote work based on the employee's job duties. This may include but not be limited to the following: extending the office phone system to the remote place of work (e.g., via softphone, VOIP phone, smartphone application) or a Lambda Legal-issued cell phone, including device and service.

Section 5 Temporary Alternate Workplace

All employees may, with prior approval from their supervisors, choose to work from a temporary alternate workplace outside of the residency requirement, for an extended period of time up to thirty-day (30) renewable increments so long as their responsibilities and workload are met and, for WFO and Hybrid employees, adequate staffing is available in their Office of Record. Requests to work from a temporary alternate workplace may be for periods shorter than thirty (30) days, and employees need only submit a request to work from a temporary alternate workplace if they intend to work for five (5) or more workdays from the temporary workplace.

ARTICLE 17 – Hours and Overtime

Section 1 Work Week

The work week shall consist of five (5) consecutive days which will, generally, be Monday through Friday. The work week may change, with notice described below, when the need arises, such as for major events.

The workday shall be eight (8) hours, inclusive of a one (1) hour paid lunch. Employee work hours will generally fall between the hours of 9 a.m. to 6 p.m. local time at their work location, unless otherwise agreed upon by the employee and their supervisor. The offices of record's hours may vary.

For the purposes of payroll, including calculations of overtime or compensation time, the work week shall be a seven-day period running from 12 a.m. on Monday through 11:59 p.m. on Sunday.

Section 2 Notice of Overtime and Schedule Adjustments

- (a) Lambda Legal may have the occasional need for non-exempt employees to work outside of their usual work schedule to meet organizational needs.
- i. Non-exempt employees who were hired or promoted into a position with the written expectation that their work requires them to regularly adjust their schedule to attend events and/or meetings outside of regular business hours will be required to adjust their schedules during work weeks where mandatory events and/or meetings are scheduled at times outside of their normal work schedule.
 - ii. Non-exempt employees whose positions are not described in subsection (a) above (i.e., employees who were not hired or promoted into a position with the written expectation that their work would require them to regularly adjust their schedule to attend events and/or meetings outside of their regular schedule) may opt to adjust their schedule or to work overtime in discussion and agreement with their supervisor. If the employee works overtime, they will be compensated subject to the overtime provision in Section 3.
- (b) Advance notice will be given when work outside an employee's usual work schedule is required for organizational needs. Where the event or meeting giving rise to the need to work outside of an employee's usual work schedule is a core responsibility of the employee's job, the employee will be required to work outside of their usual work schedule in accordance with section (a) above. Where the event or meeting giving rise to the need to work outside of an employee's usual work schedule is not a core responsibility of the employee's job, the employee may decline a request to work outside of their usual work schedule as provided for herein.
- i. Lambda Legal will provide at least two (2) weeks' advance notice of a foreseeable need for an employee to work outside their usual work schedule. In such circumstances, and where permitted under this Article, an employee may decline a request to work outside of their usual work schedule within seventy-two (72) hours of receiving notification.
 - ii. In the event of an unforeseeable need for a non-exempt employee to work hours outside their usual work schedule, Lambda Legal will provide as much advance notice as possible. In such circumstances, the employee may choose to adjust their schedule or be compensated subject to the overtime provisions in Section 3. And where permitted under this Article, an employee may decline the request within one (1) business day of receiving notification. If the work is still needed to be done by a non-exempt bargaining unit member, Lambda Legal will seek volunteers within the same department to do the work. Those volunteers may choose to adjust their schedule or work overtime and be compensated, subject to the overtime provisions in Section 3. If all bargaining unit employees capable of performing the work decline the request to adjust their schedule or work overtime, the work may be assigned to a non-bargaining unit employee or to a

supervisor capable of performing the work.

Section 3 Overtime Compensation

In general, Lambda Legal may require non-exempt employees to work overtime to meet organizational needs, as noted above. A non-exempt employee who believes that overtime work will be needed to complete a time bound deadline/assignment is required to provide as much advance notice as reasonably practicable so that the overtime can be approved in a timely manner. The request to work overtime to complete such an assignment will be authorized by the Department Head or their designee and will not be unreasonably denied.

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 for every hour worked that exceeds forty (40) working hours in a given work week. Any time worked beyond twelve (12) hours in a day shall be paid at the rate of two (2) times their regular rate. If required to work on a holiday by the direct supervisor or Department Head (including an employee's regularly scheduled religious holiday), non-exempt employees will be compensated at two (2) times their regular rate for every hour worked on that holiday.

Paid time off is not counted as worked time for the calculation of overtime.

Section 4 Employees Exempt from Overtime

Definitions. Exempt members who have earned compensation time should not lose that time without an opportunity to use that compensation time during an appropriate period. For this Article, the following terms shall be defined as:

- “Compensation Time” is defined as time that full-time exempt staff who work a significant number of hours on evenings, weekends or holidays may be permitted, in accordance with the needs of Lambda Legal's work and with the approval of their supervisor, to take off during the work week. Such time is to be taken as close to the additional worked hours as the work schedule permits. Compensation time will not be paid upon employment separation.
- “Banking” is defined as the saving of compensation time to maximize days off. Banking of compensation time is not permitted. However, there are times in which the timely use of compensation time may compromise the work. In such circumstances, the application of compensation time is subject to supervisor approval.
- “Appropriate Time” is defined as the earliest period of time from the accrual of compensation time while taking into account feasibility in taking off that time from work. Employees must discuss the application of compensation time with their supervisor, and approval of compensation time shall not be unfairly denied. In no instance should compensation time be taken past sixty (60) days from the event that caused the need for compensation time.

Compensation Time for exempt employees shall be calculated as follows:

- (a) For every hour up to four (4) hours worked that are outside of an employee's regularly scheduled workday, the employee may receive compensation time at a rate of one-half (0.5) hours for every hour worked. For example, if an employee works three (3) hours on a Saturday, the compensation time would be one-and-one-half (1.5) hours.
- (b) If an employee works more than four (4) hours in a row outside of their regularly scheduled workday, the employee may receive compensation time at a rate of one (1) hour for every hour worked. For example, if an employee works six (6) hours on a Saturday, the compensation time would be six (6) hours.

Section 5 Assignments Out of the Office

The time required to travel to and from an assignment out of the office shall be considered work time for non-exempt employees. The time required to travel between work sites during a regular workday, as well as any other work-related travel during a regular workday, is considered work time for non-exempt employees. Occasionally, non-exempt employees travel from home to work and/or back home from a location beyond their average commute. Work-related travel time beyond their average commuting range is compensable.

SECTION III: COMPENSATION AND BENEFITS

ARTICLE 18 – Salaries and Wages

Section 1 Fixed Salaries Based on Step Scale/Years of Experience

All bargaining unit employees shall be paid in accordance with the salary schedule for their job classification in their office of record, based on their Years of Relevant Experience (defined herein), as set forth in Section 8 of this Article and Appendix A.

Where any written notices or written documentation is required under this Article, email communications will satisfy the written requirement.

Section 2 Placement on Step Scale for Existing Employees in Bargaining Unit Positions

All employees in bargaining unit positions actively employed as of the ratification of this contract shall be placed on the step appropriate for their position no later than forty-five (45) days after ratification of this Agreement based on their Years of Relevant Experience (“YRE”) calculated as provided for in Sections 3(A) and (B) below. The decision about step placement shall be made by Lambda Legal’s People and Culture Department in consultation with the employee and the employee’s department head and will need to be approved by the employee’s department head. The decision determining the step placement for an employee in a bargaining unit position shall be made in writing, with copies to be provided to the employee, the Union, and the employee’s personnel file, and shall explain the reasons therefore, consistent with Section 3.

Employees in bargaining unit positions actively employed as of the Ratification Date of this contract whose salaries are higher than that of the step appropriate for their position shall not have their salaries reduced. The annual salaries of such employees shall not increase based on the step system or cost of living adjustment (“COLA”) until the employees reach the appropriate step, based on their YRE, that aligns with their current salary. For such employees, COLA will be paid as a lump-sum payment.

Section 3 Placement on Step Scale for New Employees

(a) Attorneys

Attorneys will be placed on the appropriate salary step for their position in accordance with their YRE, which for purposes of this Article shall be calculated based on year of graduation from law school, excluding any period of time during which an attorney did not practice law, and additional equitable considerations based on relevant experiences that occurred prior to law school graduation, as provided for in the “Clarified & Revised Years of Relevant Experience” Criteria for Lambda Legal Attorneys document, which is hereby incorporated by reference into this Agreement.

(b) Non-Attorneys

The step placement of new employees for bargaining unit non-attorney positions shall be determined at the time of employment based on the Years of Relevant Experience applicable to the job description for their position at Lambda Legal. YRE shall be calculated as one year of credit for each year of employment in a position equivalent to the one for which the employee is being hired or that provides relevant experience applicable to the essential functions of the position for which the employee is being hired. The amount of credit given to an incoming employee will be proposed by Lambda Legal's People and Culture Department, based on conversation with the incoming employee and in accordance with the terms of this Article, and will be accompanied by a written justification and resume. The amount of credit proposed by Lambda Legal's People and Culture Department will be approved by the appropriate executive department head. The resume and written justification for placement on a step shall be placed in the employee's personnel file and a copy shall be provided to the Union.

(c) No Effect on Seniority

Placement on the step system shall not affect seniority, which shall be governed by date of hire as provided in Article 10 (Seniority) of this Agreement.

(d) Equitable Consistency

Each employee, or the Union on behalf of the employee, may seek to negotiate their initial step placement at the time of their hire. Any such negotiation must be requested within forty-five (45) days of learning of the employee's initial step placement determination by Lambda Legal. Decisions concerning the initial step placement for new employees, following a negotiation as described in this Section, are not subject to the grievance procedure in Article 7 (Grievances).

Nothing in this Agreement shall limit the ability of an employee or the Union to negotiate with Lambda Legal for step reclassification of the employee based on equitable considerations, such as the placement of a new employee for the same position at a higher step than the current employee when both employees have equivalent YRE. An employee, or the Union on behalf of an employee, seeking to negotiate a reclassification based on equitable considerations must request such negotiation within forty-five (45) days of learning of the circumstance giving rise to the need for reclassification.

Section 4 Movement from Step to Step Within Salary Grade

For employees in bargaining unit positions, eligibility to move to the next step occurs when the employee meets the threshold YRE for the next step within their grade based on the anniversary of the date of hire. Step changes for eligible employees will be processed in the payroll closest to each employee's anniversary date but no later than the end of each employee's anniversary month.

Section 5 Salary Increases

Each employee covered by this Agreement shall receive the step increase required by the salary grades in Appendix A, if applicable in that year, as well as an annual flat-rate COLA increase of two and a half percent (2.5%) that shall be applied to employees' salaries (as provided for in Appendix A) beginning on July 1, 2025 and on each subsequent July 1 of each applicable year of

this Agreement. In accordance with Section 2 above, an employee with an annual salary that is higher than their assigned step will not receive an annual flat-rate COLA increase. Such employees will receive a lump-sum COLA payment calculated in accordance with the terms of this Section.

During the implementation year (2024), employees in bargaining unit positions actively employed by Lambda Legal as of the Ratification Date of this Agreement (“Eligible Employees”) whose base salaries increase as a result of placement on the steps will receive the increase retroactive to January 1, 2024, or their hire date if hired after January 1, 2024. Payment of this increase will be no later than the first full payroll period forty-five (45) days after ratification of this Agreement.

For Eligible Employees, whose placement on a step during the implementation year results in less than a two percent (2%) increase from their pre-implementation base salary, Lambda Legal will make a one-time payment for the difference between the base salary increase and two percent (2%) of the individual’s pre-implementation base salary. This is a one-time payment in 2024 to be made no later than the first full payroll period forty-five (45) days after ratification of this Agreement. In order to receive this payment, Eligible Employees must continue to be employed by Lambda Legal on the effective date of payment.

For Eligible Employees, whose current salary exceeds the salary of their step placement upon implementation, Lambda Legal will make a one-time payment of two percent (2%) of their base salary. This is a one-time payment in 2024 to be made no later than the first full payroll period forty-five (45) days after ratification of this Agreement. In order to receive this payment, Eligible Employees must continue to be employed by Lambda Legal on the effective date of payment.

Section 6 Merit Bonuses

To ensure equity and transparency, salary increases shall be based on the fixed salary grades and steps, as set forth in Sections 1, 5, and 7 and Appendix A. Should Lambda Legal’s financial position allow, as determined in Lambda Legal’s sole discretion, Lambda Legal may award merit bonuses to individual employees whose outstanding performance denotes them as deserving of such recognition. An employee may request a merit bonus one time per year, within the month of May. The most recent performance evaluation will be considered in determining whether to award a merit bonus.

Lambda Legal maintains the sole and exclusive discretion to determine when merit bonuses will be considered and to grant or deny a merit bonus request. However, the decision to grant or deny a merit bonus may be subject to the grievance procedure in Article 7 (Grievance) if such determinations violate this Agreement or are motivated in part based on personal protected characteristics as defined in Section 1 of Article 27 (Anti-Harassment Non-Discrimination and Equal Employment Opportunity).

To be considered for a merit bonus, the following conditions must be met:

- (a) An employee who requests a merit bonus must submit a written request directly to their immediate supervisor with a copy to the department head and the Chief of People and Culture or their designee. The written request must include at least three examples of

how the employee was outstanding in the performance of their job duties or made contributions of unique value to Lambda Legal within the previous twelve (12)-month period.

- (b) If an employee does not submit a written request for a merit bonus, a supervisor may do so on an employee's behalf by documenting in writing how the employee was outstanding in the performance of their job duties or made contributions of unique value to Lambda Legal with at least three examples over the previous twelve (12)-month period.
- (c) Both the employee's immediate supervisor and their department head must approve the merit bonus in writing in a Change of Status Request Form. The department head and immediate supervisor submitting this form shall not constitute final approval of the merit bonus.
- (d) All recommendations for merit bonuses must be documented as described above and submitted to the Chief of People and Culture or their designee by May 31 each year.

The People and Culture team will take completed documentation and meet with the department head and immediate supervisor if necessary to discuss the merit bonus request by the end of June. The Chief of People and Culture or their designee will then meet with the CEO or COO who will have the final authority to approve merit bonuses. People and Culture will complete this process and notify employees whether their merit bonus has been approved no later than July 1. Approved merit bonuses will process for the first paycheck following July 1.

A copy of the final decision, along with the recommendation made to the CEO or COO, shall be provided to the employee, the Union, and placed in the employee's personnel file.

Section 7 Salary Grade Classifications

Bargaining unit employees shall be paid in accordance with the salary grade classifications outlined in Appendix A. The tables marked "Year 0" in Appendix A will be utilized for initial step placements for all existing and new bargaining unit employees until COLA is processed in accordance with this Agreement on July 1, 2025. Thereafter, the tables marked "Year 1," "Year 2," "Year 3," "Year 4," and "Year 5" in Appendix A will apply for each subsequent year of the contract.

Section 8 Part-Time Employees

A part-time employee shall be paid at least the same hourly rate as their full time equivalent ("FTE") occupying the same position or, if their same-position FTE is paid on a salary basis, the hourly rate will be determined by having the FTE annual salary divided by fifty-two (52) weeks, and then divided by forty (40) hours per week.

Part-time employees hired after this Agreement goes into effect shall be placed in the appropriate salary grade and step based on their position in their office of record.

Section 9 Temporary Work in a Higher Classification

An employee required to perform assignments that are outside of their job description and normally done by someone in a higher salary grade for more than twenty percent (20%) of their work week shall be paid the minimum salary for the higher salary grade for each such week or an additional three and a half percent (3.5%), whichever is higher.

A temporary salary for temporary work in a higher classification shall last no longer than six (6) months unless Lambda Legal and the Union agree otherwise. Absent such agreement, an employee shall not be required to perform work assignments outside their job description and normally done by someone in a higher salary scale for longer than six (6) months without a promotion or job reclassification.

Section 10 Bilingual Pay

An employee who is required to use a language other than English for their job will receive \$75 per pay period. If a position no longer requires the use of a language other than English at any future time, the department head will notify the employee and Lambda Legal's People and Culture Department, and thirty (30) days' notice will be provided to the employee prior to the bilingual pay being removed from their compensation.

Section 11 New Positions

Salary grades for new bargaining unit positions created after the Effective Date of this Agreement shall be set based on the education, experience, knowledge, skill, and responsibilities required for the position and the prevailing market rates for the position and shall be equitable relative to the salary grades for existing positions.

At least two (2) weeks prior to posting a new bargaining unit position, Lambda Legal shall provide the Union with the proposed job description and salary grade for the new bargaining unit position; its rationale for the proposed grade; and shall bargain over the grade within the parameters of the defined compensation structure.

Whenever a new position is created, the new job position must be circulated internally for ten (10) business days, consistent with Article 12 (Hiring) of this Agreement. If a current Lambda Legal bargaining unit employee, who satisfies the minimal qualifications for the new position, applies, they will be interviewed. If Lambda Legal decides to offer the new position to the current employee, the employee will be promoted to the new position.

Section 12 No Reduction in Salaries

There shall be no reduction in salaries as a result of this Agreement going into effect.

ARTICLE 19 – Professional Development

Lambda Legal will reimburse employees for professional development opportunities related to an employee's current position at Lambda Legal or their professional development at Lambda Legal generally. This reimbursement includes any professional development opportunities with relevant applications to the employee's current or foreseeable work within Lambda Legal, in their current or another role.

These funds do not include costs associated with keeping up with or maintaining professional licenses, certifications, accreditations, or other form of mandatory professional development that the employee’s Department Head or authorized delegate deems necessary for the employee to perform their responsibilities.

This shall be the maximum amount guaranteed to each employee, relative to their length of employment, for each calendar year. Employees become eligible for this professional development benefit on the first day of the month after their introductory period, as defined in Section 2 of Article 12 (Hiring), ends. In the year that an employee joins Lambda Legal, provided the employee successfully completes their introductory period, the amount of the available professional development benefit will be prorated from the maximum annual amount to the period of time remaining in that calendar year after the end of the introductory period.

Duration of Employment	Amount of Reimbursement
Less than 3 months (Introductory Period)	\$0
3-23 months	\$750
24 months and beyond	\$1,500

All requests for professional development shall be approved by the employee’s supervisor or Department Head and shall not be unreasonably denied. All requests for professional development shall be made at least thirty (30) days in advance of the professional development event or program. There shall be no carryover of any unused reimbursement amounts in any given year.

Travel time to approved professional development opportunities shall be considered regular work time. Lambda Legal shall provide reimbursement per travel and expense policy.

ARTICLE 20 – Severance Pay

Section I Severance Pay

Upon a reduction in force under Article 9 (Reduction in Force), employees who are laid off or who voluntarily resign shall receive severance pay equal to one (1) week’s pay for every full year of service, up to a maximum of fifteen (15) weeks’ base pay. If an employee is less than three calendar months away from a full year, they shall be considered to have reached a full year for the purposes of Article 20 exclusively.

For an exempt employee, the weekly rate for severance pay shall be calculated using the employee's base salary as of the date a reduction in force is communicated to the employee (i.e., Base Salary divided by fifty-two (52) calendar weeks = Weekly Severance Rate). For a non-exempt employee, the weekly rate for severance pay shall be calculated using the employee's base hourly rate multiplied by the average number of hours worked per week over the prior four (4)-week period (i.e., Hourly Rate x Average Hours Worked per Week During Prior Four (4)-Week Period = Weekly Severance Rate), with holidays and paid time off included as hours worked.

A separated employee can elect to receive severance in installment payments paid on their regular payroll schedule. Employees who receive severance in the form of installment payments are eligible for recall as provided for in Section 4 of Article 9 (Reduction in Force). Where an employee is recalled in accordance with Section 4 of Article 9 (Reduction in Force) and returns to work for Lambda Legal, any ongoing severance installment payments will cease as of the start date in their new position.

A separated employee may also elect to receive severance in a lump sum payment. Employees who receive severance in the form of a lump sum payment are eligible for recall as provided for in Section 4 of Article 9 (Reduction in Force) below if: (1) the employee pays back the prorated difference between the lump sum and the amount they would have received under installment payments at the time of recall; or (2) the employee is being recalled after the severance time period has elapsed.

Benefits coverage, such as health, dental, and vision insurance coverage, for all employees laid off in accordance with Article 9 (Reduction in Force) will terminate on the last day of the month of the employee's final working day. Separated employees who elect to receive severance in the form of installment payments and who elect health insurance continuation through COBRA may submit for reimbursement of COBRA premiums paid for such health insurance continuation for either: (1) the period of time during which the employee receives severance installment payments in accordance with the formula outlined in the first paragraph of this Section, rounded up to the nearest month; or (2) for the first two (2) months of COBRA coverage, whichever is greater. Separated employees who opt to receive a lump sum severance and who elect health insurance continuation through COBRA may submit for reimbursement of COBRA premiums paid for such health insurance continuation for the first two (2) months of COBRA coverage.

Section 2 Employee Estate

If an employee who is otherwise entitled to severance pay under this Article dies before receiving the owed severance, Lambda Legal shall pay the employee's designated beneficiary or estate as provided for herein an amount equal to the amount of severance pay to which the employee would have been entitled to as if the employee were separated due to a reduction of force as described in Section 1. In the event an employee dies before receiving severance owed to them under the terms of this Article, such severance pay shall be paid to the employee's designated beneficiary as stated in a form provided by Lambda Legal for the purpose of designating a beneficiary of severance pay. To the extent the employee has not filled out such a form at the time of their death, severance pay pursuant to this Section 4 shall be paid to the employee's estate, either: (i) pursuant to a written assignment to a trust, signed and acknowledged by the employee prior to the employee's death; or (ii) upon order of a probate court or court of similar jurisdiction.

ARTICLE 21 – Expenses

Section 1 Expenses and Equipment

Lambda Legal shall pay all necessary and reasonable expenses that have a clear and valid business purpose when incurred by an employee in the service of Lambda Legal.

All employees will receive \$50 per month toward the cost of their personal device for mobile telephone and data services (including tethering).

Section 2 Expense Reimbursement

Once properly submitted, employee expenses shall be reimbursed within thirty (30) days.

Section 3 Credit Card

Lambda Legal shall pay bills in a timely manner for credit card charges incurred by an employee. Lambda Legal shall be responsible for any late fees attributable to Lambda Legal.

ARTICLE 22 – Well-Being and Retirement

Section 1 Health and Wellness Benefits

Lambda Legal shall maintain various medical, dental, and vision programs for employee participation. Coverage under each program begins on the first day of the month following the employee's date of hire, except for medical coverage, which begins on the first day of employment. Lambda Legal may only make changes in the design of the programs and in the level of benefits provided that result in a decrease in benefits to employees in negotiation with the Union. However, Lambda Legal reserves the right to implement changes to the design of the programs and in the level of benefits provided that result in an increase in benefit to employees. Where changes are necessitated by the third-party program administrator, Lambda Legal will notify the Union. In the event that any such change leads to a decrease in benefits, Lambda Legal will meet with the Union for the purpose of discussing any decrease in benefits and to consider the means by which the impending hardship of such decrease in benefits may be mitigated. If Lambda Legal changes third-party program administrators mid-contract, Lambda Legal will provide substantially similar benefits unless otherwise negotiated with the Union.

Lambda Legal will maintain percentage contribution sharing plans for its health benefits programs. However, either Party shall have the right to a limited mid-contract reopener, upon providing written notice to the other party, to bargain over the percentage contribution costs to employees and to Lambda Legal. The provisions of Article 32 (No Strike No Lockout) will remain in full effect during any reopener.

Section 2 Medical

Lambda Legal shall commit to securing plan options that offer the following services and/or reimburse employees for said services if they cannot be covered under insurance to the extent provided for in the reimbursement provision in Section 3:

- (a) Gender-affirming care, as recommended by the medical provider of an employee or dependent enrolled in the plan (“Enrollee”), in consultation with the Enrollee and in

alignment with the current version of the World Professional Association for Transgender Health Standards of Care

- (b) Infertility/fertility services, including but not limited to: IVF, Artificial Insemination, and fertility preservation services
- (c) Abortion and contraceptive related services, both medically necessary and elective
- (d) HIV related services, including but not limited to Pre-Exposure Prophylaxis (PrEP)
- (e) Virtual health and wellness services, including but not limited to virtual mental health care, primary care, urgent care, and specialists, as well as the continuation of coverage for virtual appointments where employees pay the same copay they would pay for in-office visits.

The extent to which these services and any other medical services are covered under insurance and the costs of such services to employees will depend on each employee’s selected medical plan option, determinations made by the third-party program administrator, and applicable federal, state, and local laws.

Where coverage is denied under the insurance program, employees must first appeal the adverse benefit determination per the appeal processes defined for Plan benefits in the Lambda Legal Defense and Education Fund Employee Benefit Plan Document and Summary Plan Description before requesting reimbursement under Section 3.

Lambda Legal shall maintain a percentage contribution sharing plan for the medical health plan. Upon the Effective Date of this Agreement, the percentage contribution costs to the employee for the various available medical plans are as follows:

Plan	Employee Contribution
Platinum Plan	
Employee	25%
Employee + Child	25%
Employee + Spouse	25%
Family	25%
High Plan	
Employee	11%
Employee + Child	11%
Employee + Spouse	11%
Family	11%
Middle Plan	
Employee	5%
Employee + Child	5%
Employee + Spouse	5%
Family	5%

Low Plan	
Employee	0%
Employee + Child	5%
Employee + Spouse	5%
Family	5%

In the event insurance premiums rise during the course of this contract, an employee’s contribution may not increase more than four percent (4.0%) year-over-year above their existing contribution. For example, if an employee’s contribution per pay period in 2023 is \$100, then the maximum increased contribution the employee would pay per pay period in 2024 is \$104.

Section 3 Health Reimbursement Account

Within ninety (90) days of the Effective Date of this Agreement, Lambda Legal shall implement a health reimbursement account (“HRA”) that employees enrolled in a Lambda Legal-provided health plan may use to cover out-of-pocket medical expenses for themselves and their covered dependents. In order to receive reimbursement for eligible out-of-pocket medical expenses under the HRA, employees must first be denied coverage under Lambda Legal’s health insurance program and file an appeal of the adverse benefit determination as provided for in Section 2 of this Article. Reimbursements for certain medical expenses and ancillary costs will be provided in accordance with the terms of this Section, up to the annual amounts listed in the chart below. Lifetime maximums will apply as provided below, and an annual rollover not to exceed \$1,000 will be permitted for unused funds. Rollover amounts do not compound year-to-year.

Enrollment Level	Annually	Lifetime Maximum	Annual Rollover	Yearly Max w/Rollover
Employee Only	\$2,000	\$6,000	\$1,000	\$3,000
Employee + Spouse or Children	\$4,000	\$12,000	\$1,000	\$5,000
Family	\$6,000	\$18,000	\$1,000	\$7,000

Employees may only access the HRA if enrolled in a Lambda Legal-provided health plan. The HRA funds may only be used to supplement out-of-pocket medical costs that arise in the following areas: fertility and infertility services, elective and medically necessary abortion care, gender-affirming care, and HIV or AIDS care services.

The HRA will cover out-of-pocket primary medical expenses and the following out-of-pocket ancillary costs incurred in the coverage areas enumerated above, if not covered by Lambda’s medical plan: prescription costs, pre-treatment counseling fees, travel and lodging costs related to out-of-state medical care for services not provided in-state, and other out-of-pocket ancillary costs as approved by the HRA administrator. The IRS determines the extent to which reimbursable costs are taxable or tax-free under the HRA plan.

The HRA administrator will determine the extent of documentation needed for reimbursement, according to industry practice. If a reimbursement request is denied, the HRA administrator will provide written notice to the covered member of their rights to appeal within thirty (30) days

after the request has been denied. This notice will also include specific reasons as to why the reimbursement claim was denied. If a HIPAA waiver is signed, the HRA administrator will provide notice to the Union and the Employer of any denial and the reason for such denial, including a copy of the denial notice provided to the member.

If the appeal to the HRA administrator is not successful, an employee may file an appeal with Lambda Legal's People and Culture Department. Employees will receive a response to their final appeal no later than ten (10) business days following submission. The HRA administrator's denial of a reimbursement claim is not subject to the grievance and arbitration procedures under Article 7 (Grievances).

Section 4 Flexible Spending Account

Lambda Legal shall maintain the option for employees to contribute to a Flexible Spending Account for unreimbursed medical and/or dependent care expenses.

Section 5 Dental

Lambda Legal shall maintain the option for employees to participate in a dental insurance program based on a percentage contribution sharing plan. Upon the Effective Date of this Agreement, the percentage contribution costs to the employee for the various available dental plans are as follows:

Plan	Employee Contribution
Employee	0%
Employee + Child	55%
Employee + Spouse	56%
Family	69%

Section 6 Vision

Lambda Legal shall maintain the option for employees to participate in a vision insurance program. Upon the Effective Date of this Agreement, vision will remain a one hundred (100%) employee-paid benefit.

Section 7 Lambda Legal Retirement Program

Lambda Legal shall maintain the option for employees to contribute to the existing 403(b) plan. Lambda Legal may modify service providers for the 403(b) plan so long as it provides a substantially similar benefit, otherwise any changes must be made via negotiation with the Union.

Lambda Legal shall make an employer contribution equal to two percent (2%) of each employee's gross salary per pay period to the 403(b) plan. Beginning January 1, 2025, and for each subsequent year of this contract, the employer contribution will increase by one-fourth percent (0.25%) up to a maximum of three percent (3%) of each employee's gross salary per pay period. As such, the employer contribution over the course of this Agreement will be:

January 1, 2024: 2%
January 1, 2025: 2.25%
January 1, 2026: 2.5%
January 1, 2027: 2.75%
January 1, 2028: 3%
January 1, 2029: 3%

An employee may elect to make salary deferral contributions up to the annual IRS limits to the 403(b) plan. In addition to Lambda Legal's aforementioned employer contribution, Lambda Legal will match an employee's salary deferral contribution to the 403(b) plan up to four percent (4%) of an employee's gross salary per pay period.

Employees who elect to contribute to the 403(b) plan shall be eligible to receive Lambda Legal's employer contribution and matching contribution pursuant to the 403(b) plan upon completion of the introductory period.

Employees shall fully vest at twenty-five percent (25%) per year for the first four (4) years of service. An employee who, as of the date of this Agreement, or who is hired thereafter, departs Lambda Legal after fully vesting into the 403(b) plan and then returns to Lambda Legal shall be considered to have been fully vested upon their rehire.

Section 8 Life and Accidental Death and Dismemberment Insurance

Lambda Legal shall provide life insurance benefits and accidental death and dismemberment benefits of one hundred percent (100%) of employees' annual base salary, with a minimum benefit of \$150,000 and a maximum benefit of \$200,000. The Employer shall have the right to increase the maximum life and accidental death and dismemberment insurance benefit upon the recommendation of benefit brokers and consultants.

Section 9 Pre-Tax Transportation Program

Lambda Legal shall continue to offer all employees the transit benefit in effect beginning on the first day of employment for all employees.

Section 10 Employee Assistance Program

Lambda Legal shall maintain an employee assistance program beginning on the first day of employment for all employees.

ARTICLE 23 – Vacation

Section I Vacation Accrual

In the first year of employment, employees shall accrue fifteen (15) days of vacation, five (5) of which they may take prior to accrual so long as they have been employed for thirty (30) days. After the first year, employees shall accrue twenty (20) days per year. After completing three (3) years of continuous service, each full-time employee shall accrue twenty-five (25) days per year.

Section 2 Vacation

No more than twenty-five (25) days of vacation may be accrued by an employee.

Section 3 Unused Vacation Upon Termination of Employment

Upon termination of employment, an employee (or the employee's estate or designated beneficiary in case of death according to the procedures set forth herein) shall receive payment for any accrued but unused vacation plus any accrued but unused personal days. In the event employment has been terminated due to the death of the employee, payment for accrued but unused vacation and personal days shall be paid to the employee's designated beneficiary as stated in a form provided by Lambda Legal for the purpose of designating a beneficiary of accrued but unused vacation days and personal days. To the extent the employee has not filled out such a form at the time of their death, vacation pay pursuant to this Section 3 shall be paid to the employee's estate, either (i) pursuant to a written assignment to a trust, signed and acknowledged by the employee prior to the employee's death, or (ii) upon order of a probate court or court of similar jurisdiction.

Section 4 Part-time Employees

Part-time employees whose average work week is at least twenty (20) hours per week per quarter shall accrue vacation on a pro-rata basis.

Section 5 Vacation Approval

Vacation requests must be approved in advance by the employee's supervisor. Employees should make their requests to their supervisor at least two (2) weeks in advance in the manner agreed upon with their supervisor. Vacation requests will be approved or denied within one (1) week of the request, in the manner mutually agreed upon, with at least one reminder encouraged within the week.

ARTICLE 24 – Holidays

Section 1 Holidays

- (a) New Year's Day
- (b) Birthday of Martin Luther King, Jr.
- (c) Washington's Birthday
- (d) Memorial Day
- (e) Juneteenth National Independence Day
- (f) Independence Day
- (g) Labor Day

- (h) Indigenous Peoples' Day
- (i) Veterans Day
- (j) Thanksgiving Day
- (k) Friday after Thanksgiving Day
- (l) Christmas Day

Christmas Eve Day and New Year's Eve Day shall be half days.

Section 2 Holidays on Day Off and Early Release

Holidays that fall on Saturday shall be observed on Friday, and those falling on Sunday shall be observed on Monday. The practice of allowing employees to leave early before certain holidays will be continued, and the Employer will notify employees when the office(s) will close on those days. These early release days include but are not limited to: the Friday before Memorial Day, the Friday before Labor Day, and the Wednesday before Thanksgiving.

Section 3 Floating Holiday

Each year, employees will receive one (1) floating holiday.

Section 4 Religious Observances

Each year, Lambda Legal will provide all employees with paid leave for up to three (3) religious observances practiced by the employee, provided that such observances fall during the employee's usual work schedule and are not included in Section 1 of this Article.

Section 5 Work on a Holiday

A non-exempt employee who is approved, upon their request, by their supervisor to work on any holiday in Section 1 shall be paid for that day at one-and-one half (1.5) times their regular rate. If a non-exempt employee is required to work on a holiday by their supervisor or department head, the employee will be compensated at two (2) times their regular rate for every hour worked on the holiday in accordance with Section 3 of Article 17 (Hours and Overtime). Exempt employees required to work on a holiday shall receive equivalent Compensation Time according to Section 4 of Article 17 (Hours and Overtime).

Section 6 Part-time Employees

Part-time employees who work at least twenty (20) hours per week will be paid half of their regular workday for each observed holiday, provided that the holiday falls during scheduled work time. Part-time employees who work fewer than twenty (20) hours per week are ineligible for holiday pay.

ARTICLE 25 – Other Paid and Unpaid Leaves

Section 1 Sick Leave, Safe Leave, Mental Health, Self-Care Days

Full-time employees receive one (1) day of paid sick time for each month worked, five (5) of which they may take prior to accrual, so long as they have been employed for thirty (30) days. Part-time employees who work at least twenty (20) hours per week earn a half (1/2) day of paid sick time for each month worked. No more than sixty (60) sick days may be accrued by an employee.

Section 2 Personal Leave

Employees will receive three (3) paid personal days per each calendar year.

Section 3 Family Leave

An employee who has been employed with Lambda for at least one (1) year may take paid family leave of up to twelve (12) weeks, all of which must be taken during the twelve (12)-month period following the qualifying event, to: (a) bond with a newly born, adopted, guardianship, or fostered child; (b) care for a family member with a serious health condition, whether such member is of their immediate or chosen family; or (c) assist loved ones when a family member is deployed on active military duty.

Only twelve (12) weeks of paid family leave may be taken within a calendar year.

To the extent permissible by law, any leave under this policy will run concurrently with any family and medical leave to which the employee is entitled under the FMLA, disability benefits and leave, as well as any leave to which the employee is entitled under any state or local law (e.g., Lambda Legal's short-term disability policy, California Paid Family Leave Benefits, New York State Paid Family Leave, DC Paid Family Leave, California Disability Insurance Benefits, New York Short Term Disability Benefits, etc.).

Lambda Legal's People and Culture Department will actively support employees in identifying relevant leave and/or disability benefit programs and navigating the application processes. Where necessary, Lambda Legal's People and Culture Department will support employees in escalating issues with the relevant state or local agency or other benefit provider. In all circumstances, the employee is ultimately responsible for initiating and completing the application process for leave and/or disability benefits for which the employee may qualify.

Where paid Family Leave runs concurrently with any other leave, including the leaves identified in this Article and any other Lambda Legal-provided leave, in no event shall an employee be eligible to receive more than one hundred percent (100%) of their regular compensation.

To be eligible for paid Family Leave under this Article, employees are required to apply for and exercise best efforts to be approved for any applicable leave and/or monetary benefits under all applicable laws and programs (e.g., Lambda Legal's short-term disability policy, California Paid Family Leave Benefits, California Disability Insurance Benefits, New York Paid Family Leave Law, New York Short Term Disability Benefits, DC Paid Family Leave, etc.), and their pay during the paid Family Leave will be coordinated with these benefits such that employees receive no more than the amount to which they would be eligible for under this Article. Such employees understand that reconciliation will occur immediately if through the coordination of benefits, the employee receives more than one hundred percent (100%) of their gross pay.

Employees will be required to submit determination letters and other applicable documentation obtained through the state-mandated leave option to Lambda Legal's People and Culture Department. The employee commits to submitting documentation to the state-mandated program or disability carrier within thirty (30) days of initiating the request. Employees should refer to the appropriate policies or contact Lambda Legal's People and Culture Department to obtain specific information governing applicable benefits under federal, state, and local law.

Where permissible under the relevant state benefit program, employees may direct payment of their leave and/or disability benefits to Lambda Legal. Where an employee has directed state benefits to be paid directly to Lambda Legal, Lambda Legal will continue to pay employees one hundred percent (100%) of their salary on their regular payroll schedule. In order to pursue this salary continuation option, the employee must: (1) have the option under the relevant state or other benefit program to direct payment of their benefits to Lambda Legal; and (2) file the appropriate paperwork and supporting documentation to the relevant state agency or other benefit provider within thirty (30) days of initiating a leave request, unless the employee has discussed any extenuating circumstances with Lambda Legal's People and Culture Department.

In any instance where an employee receives 1099 wages through state-mandated programs or disability due to paid family leave, Lambda Legal commits to ensuring employer-provided retirement contributions, that the employee would otherwise be eligible to receive, reconcile through a discretionary contribution, up to an amount not exceeding the amount the contribution would have been if their wages for the year were all W-2 wages. This reconciliation may process after the close of the calendar year in which the 1099 wages were received and during the annual retirement plan review and true-up period by the plan's third-party administrator. The employee must be employed at the time of reconciliation for the reconciliation to occur and for funds to be deposited in their name.

To request paid Family Leave, employees should contact Lambda Legal's People and Culture Department for the appropriate claim forms, which the employee must complete and submit, along with appropriate supporting documentation, to Lambda Legal. When the need for paid Family Leave is foreseeable, the employee must provide Lambda Legal with at least thirty (30) days' advance notice. If thirty (30) days' notice is not possible, notice must be given as soon as practicable.

In recognition of the flexibility needed by employees providing care for children in the custody of the child welfare system, upon receiving a new foster placement, employees will not be required to apply for state or local benefits if they are taking less than five (5) business days of family leave for that qualifying event. Employees may make use of this five (5)-day exception up to two (2) times per year.

Section 4 Bereavement Leave

Employees shall be provided with twenty (20) days paid leave following the death of an adopted, fostered, or biological child, spouse or life partner, parent, or sibling. Following the death of other loved ones not specifically referenced herein, employees shall be entitled to up to seven (7) paid regular working days per death. Employees are entitled to up to four (4) paid regular working days following the death of a pet. Employees are entitled to one additional bereavement

day per year, that may be used on the anniversary of a loved one's death. No more than two (2) bereavement anniversary days can be used per year. If additional time is needed beyond the bereavement leave provided for in this section, employees may supplement bereavement leave with other available paid or unpaid time off, with supervisor approval and/or in accordance with applicable state law.

Bereavement leave must be taken within two (2) months of the passing of a loved one or pet, and the supervisor must be notified of planned absences. Lambda Legal encourages staff to take the time immediately when possible.

An employee will be paid only for days off where they would have otherwise been regularly scheduled to work. Bereavement leave does not carry over from one year to the next and is not compensable upon termination.

Section 5 Leave Bank

- (a) Lambda Legal shall establish a leave bank where employees may contribute unused accrued sick leave for use by a leave bank member who is experiencing (or whose family member is experiencing) a "medical emergency" and has exhausted their available paid sick or family leave. A "medical emergency," as used in this Article, shall be defined as a major illness or medical condition of an employee or their family member that requires an extended absence. All available paid leave options open to the employee must be pursued prior to utilization of the leave bank.
- (b) In order to participate in the leave bank, an employee must contribute a minimum of eight (8) hours, the equivalent of one day of sick leave, each calendar year. The employee makes this donation to establish leave bank membership during the annual open enrollment period or within thirty (30) days of the employee's start date or return from extended absence at Lambda Legal. A leave bank member may contribute additional annual leave at any time and may also request that their contribution be donated to a specific leave bank member (other than their immediate supervisor). An employee who is not a leave bank member may contribute to the leave bank at any time but may not request time from the leave bank.
- (c) In order to receive donated annual leave, a leave bank member who is experiencing (or whose family member is experiencing) a medical emergency must make a written application to the Chief of People and Culture specifying the reason for the request. If the member is not capable of making a written application, a personal representative may make the application on behalf of the employee.
- (d) Annual leave withdrawn from the leave bank (donated leave) may be used only for medical emergencies as defined herein. The Chief of People and Culture will be responsible for confirming that the employee's situation qualifies as a medical emergency under this Article and that any leave transferred to such employee is actually used for such medical leave.
- (e) A leave bank member may not withdraw from the leave bank (donated leave) more than

five (5) days' worth of donated leave per calendar year. A leave bank member, however, may use donated leave above the five (5) day maximum if such leave is donated specifically for use by such member. In no event shall an employee be entitled to use more than twenty (20) days of donated leave for their own emergency, and no more than ten (10) days of donated leave for a family member's emergency.

- (f) Requests will be processed on a first come first served basis. Leave bank balances will not carry over year to year and will refresh on January 1st of each calendar year.

Section 6 Jury Duty

Employees will receive paid time off for jury duty.

Section 7 Unpaid Leave

Employees who have been employed with Lambda Legal for at least one (1) year can request unpaid leave via Lambda Legal's People and Culture Department, subject to the supervisor's approval. Unpaid leave cannot extend past twelve (12) weeks per calendar year.

Section 8 Bar Review Leave

When approved by the head of the Legal Department, Lambda Legal attorneys are entitled to up to four (4) consecutive weeks of paid leave for bar review study and the exam. This time must be used consecutively.

Section 9 Military Leave

Employees are entitled to unpaid leave to serve in the military. Such employees shall receive credit toward their seniority at Lambda Legal for the time in military service. Employees returning from service shall be paid as if they had been working for Lambda Legal continuously. Employees returning from service are guaranteed to return to their former position or to a position that pays at least as much as their former position.

Section 10 Sabbatical Leave

Paid sabbatical may be granted in order to aid in the retention and rejuvenation of employees who have made significant, long-term contributions to Lambda Legal. Sabbatical requests are reviewed initially for approval by the employee's supervisor and department head and also must be approved by the CEO or the CEO's designee for compatibility with Lambda Legal's needs, which shall not be unreasonably withheld.

Paid sabbaticals fall into two categories:

- (a) Category One: Sabbaticals of four (4) weeks are available to employees who have worked at Lambda Legal for at least seven (7) years, and every seven (7) years thereafter. Employees eligible for Category One include non-exempt employees.
- (b) Category Two: Sabbaticals of eight (8) weeks are available to all exempt employees

who have worked at Lambda Legal for at least seven (7) years and every seven (7) years thereafter. Sabbaticals in this category may be split into no more than two installments.

As of the Ratification Date of this Agreement (as defined in Article 33 (Duration)), employees must take their earned sabbatical within seven (7) years of earning the sabbatical leave.

Employees who have earned a category two (2) sabbatical leave may not take more than eight (8) weeks of sabbatical leave in a twenty-four (24)-month period. Rollover or compounding of sabbatical leave will not be permitted.

Section 11 Election Day

Employees shall be entitled to paid leave of up to one (1) full day to engage in the political process during each election day, in the state of their residence, including primary elections. Employees shall inform their supervisor at least one (1) week prior to an election day of the employee's desire to take an election day off, for the purposes of engaging in the political process.

SECTION IV: WELLNESS AND SAFETY

ARTICLE 26 – Supportive Work Environment

Section 1 Family-Friendly Environment

Lambda Legal recognizes that families come in many forms. Lambda Legal and the Union will establish a joint committee within sixty (60) days of this contract’s ratification to consider organizational policy proposals concerning challenges employees face in juggling their personal lives with work at Lambda Legal (“Family Friendly Joint Committee”). To the greatest extent possible, the membership of the Family Friendly Joint Committee should be diverse and representative across offices of record, workplace designations, departments, and other aspects that help inform an organizational policy applicable to the organization’s range of operational realities. Matters for the Family Friendly Joint Committee will include, but not be limited to: caregiving, elder care, daycare, chestfeeding or expressing during working hours, and other emergencies when daycare, school, and/or care services are not available, thus imposing an additional and unavoidable caregiving burden on the employee.

The Family Friendly Joint Committee will investigate the relevant concerns facing employees and advise Lambda Legal on creating a policy for employees who have caregiving duties and are dependent on facilities and/or schools when an emergency closes such facilities or impacts before- or after- care. The Family Friendly Joint Committee will provide their recommendations to Lambda Legal within one hundred and eighty (180) days of forming. Such a policy proposal might consider allowing a broader flexible schedule for non-exempt employees that allows the employee to complete their work during the hours their child(ren) or other dependent(s) does not need their full attention. Another example is the development of a chestfeeding policy, consistent with NYS Labor Law Section 206-C Breastfeeding in the Workplace Accommodation Law (2007), that allows an employee the time needed and location to chestfeed or express breast milk during work hours when in the office, with the exact location of the space in each office to be considered by the Family Friendly Joint Committee. Lambda Legal commits to providing an appropriate space for expressing breast milk that is shielded from view and free from any intrusion from co-workers.

Section 2 Supportive Workplace

The work of Lambda Legal can cause emotional distress for much of the staff, especially those who work with donors, clients, or others via phone, email, and letters. It is not uncommon for an employee to receive a communication from someone who is emotionally disturbed, gravely ill, struggling with mental illness, desperate for help, or even contemplating suicide. Trying to provide aid can be overwhelming. Communications can render the employee mentally shaken and psychologically worn out, sometimes without an avenue to properly decompress.

After an event that an employee finds emotionally distressful to the degree of impacting their work performance and/or personal well-being, the employee may take paid leave, in accordance with Articles 23 (Vacation) and 25 (Other Paid and Unpaid Leaves) of this Agreement, for the remainder of the day. The employee will notify their direct supervisor, or their department head if their direct supervisor is not available, before taking the time. As soon as practicable, but

before the timesheet for the pay period is submitted, the time must be entered into the time management software (currently ADP at the time of the signing of this Agreement).

In addition, the employee shall have access to appropriate and culturally competent resources to respond to stress that comes from working directly with donors, clients, or others, including options like counseling. These options will be outlined in a new employee's onboarding with the Lambda Legal's People and Culture Department.

ARTICLE 27 – Anti-Harassment, Non-Discrimination, and Equal Employment Opportunity

Section 1 Non-Discrimination and Equal Employment

Lambda Legal firmly believes in cultivating a workplace free from harassment and discrimination on the basis of protected characteristics.

Lambda Legal will maintain a working environment free from all forms of harassment and discrimination based on actual or perceived: race, creed, color, religion, sex, sexual orientation, gender identity and expression (including pronouns), national origin, age, personal appearance, weight or body size, pregnancy, familial and/or marital status, immigration status, disability, veteran status, genetic information, family responsibilities, matriculation, political affiliation, source of income, status as a victim of an intra-family offense, place of residence, and/or any intersection of these identities, or any other trait not here listed that is protected under federal, state, or local law, against any employee or applicant for employment. It is further agreed there shall be no discrimination because of such employee's membership in or activities on behalf of the Union.

Harassment and/or discrimination on a basis of any protected characteristic, actual or perceived, in any manner or form are prohibited. This prohibition covers any discrimination or harassment on a basis of any protected characteristic in the workplace, regardless of whether the discrimination or harassment is committed by a supervisor, manager, colleague, or non-employee attending a Lambda Legal-sponsored activity, event, or meeting.

Section 2 Definition of Workplace Harassment and Discrimination

Harassment consists of unwelcome verbal, visual, or physical conduct that is based on another person's actual or perceived: race, creed, color, religion, sex, sexual orientation, gender identity and expression (including pronouns), national origin, age, personal appearance, weight or body size, pregnancy, familial and/or marital status, immigration status, disability, veteran status, genetic information, family responsibilities, matriculation, political affiliation, source of income, status as a victim of an intra-family offense, place of residence, and/or any intersection of these identities, or any other class not here listed that is protected under federal, state, or local law.

It may include, but is not limited to, actions such as: the use of epithets, slurs, negative stereotyping, jokes, threatening, intimidating, or hostile acts that relate to any and all protected categories mentioned in this Article. Harassment also may include written or graphic material that denigrates or shows hostility toward an individual or group based on these protected characteristics, whether that material is sent by electronic means; placed on walls, bulletin

boards, computer screens or other devices, or elsewhere on the premises; or circulated in the workplace.

Unwelcome conduct based on an individual's protected characteristic, actual or perceived, may constitute harassment if it has the purpose or effect of interfering with an individual's work performance; creates an intimidating, hostile, or offensive workplace; or submission/tolerance of this conduct is made, explicitly or implicitly, a term of employment.

Sexual harassment may involve unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. It may involve conduct by a person of any gender toward a person of a same or different gender.

Whether conduct constitutes sexual harassment or discrimination may depend, in part, on how that conduct is viewed by the employee who is subjected to that conduct. Any employee who engages in prohibited conduct assumes the risk of being found in violation of this Article if, among other factors, the person who is the object of the conduct views it as offensive. As used here, "offensive" means conduct that a reasonable person would find to be threatening, intimidating, or hostile towards them or another person because of their sex, including their sexual orientation, gender identity, and/or gender expression. Any employee who engages in prohibited conduct may be subject to discipline, including suspension without pay or termination, even if the conduct might not have been intended as offensive.

Non-employee parties include but are not limited to: donors at all levels of giving, Board members, National Leadership Council Members, Emeritus Board Members, Host Committee Members, consultants, volunteers, persons attending Lambda Legal events, vendors, clients, and other non-employees who do business with Lambda Legal, who are present on Lambda Legal's premises, and/or who interact with any Lambda Legal bargaining unit employees, interns, or volunteers of Lambda Legal while on the premises in the scope or course of their employment.

Lambda Legal's Anti-Harassment and Non-Discrimination policy will be posted on www.lambdalegal.org, and linked to in other methods of communication including, but not limited to: event invitations, board meetings materials, and outlined as part of the employee/volunteer/intern onboarding process. This policy will also be made readily available at Lambda Legal-sponsored events for all attendees to see. This will include an effort to clearly identify staff members in spaces with non-staff to illustrate those persons who are protected under the anti-harassment and non-discrimination policy.

Section 3 Reporting Occurrence of Prohibited Conduct

As a means of ensuring a workplace that is free from discrimination and/or harassment based on the protected characteristics identified in this policy, Lambda Legal maintains a complaint procedure for employee reporting of discrimination and/or harassment complaints in Lambda Legal's Policy Against Discrimination and Harassment, which is incorporated by reference herein and made a part of this Agreement. This procedure will supplement—not replace or supersede—the other procedures available to employees under any applicable collective bargaining agreement, Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Americans with Disabilities Act, the Genetic Information

Nondiscrimination Act, or any other applicable federal, state, or municipal fair-employment-practices law, or otherwise.

Section 4 Retaliation Prohibited

Lambda Legal strictly prohibits retaliation in any form against anyone who submits a complaint pursuant to its Policy Against Discrimination and Harassment. The prohibition against retaliation also applies to any employee participating in or cooperating with any investigation of alleged offending conduct under this Article.

Section 5 Code of Conduct

Lambda Legal is committed to hosting safe, respectful, and inclusive spaces for all. All spaces at Lambda Legal, including activities and events, online or physical, shall be governed by a Code of Conduct and Anti-Harassment Policy.

Lambda Legal's Code of Conduct will be posted on www.lambdalegal.org, and linked to in other methods of communication including, but not limited to: event invitations, board meeting materials, and outlined as part of the employee/volunteer/intern onboarding process. This code will also be made readily available at Lambda Legal-sponsored events for all attendees to see. Lambda Legal reserves the right to ask anyone in violation of its Code of Conduct to leave Lambda Legal events or network of activities.

Section 6 Implicit Bias Training

For the betterment of the entire Lambda Legal workplace, and because both Lambda Legal and the Union agree that the assignment, implementation, assessment, and promotions relative to our overall body of work is extremely important, Lambda Legal shall ensure that its policy prohibiting discrimination covers implicit bias. The fact is that most people may not recognize they have any bias towards another co-worker and/or subordinate but nevertheless implicit bias creeps into our thoughts all the time. Lambda Legal commits to regular non-discrimination training that includes training on implicit bias.

If this Anti-Harassment, Non-Discrimination, and Equal Opportunity Article needs to be updated to ensure compliance with state, federal, and local laws, Lambda Legal shall discuss proposed modifications to this Article with the Union prior to implementing such changes. However, Lambda Legal reserves the right to make any changes to comply with the law. Nothing in this Article shall preclude Lambda Legal from implementing workplace policies and procedures that are required under federal, state, and local equal employment, anti-harassment, or non-discrimination laws.

ARTICLE 28 – Public Health and Safety

Section 1 COVID-19 and Other Public Health Emergencies

Within one (1) month of the ratification of this contract, Lambda Legal and the Union will recruit volunteers and establish a joint committee made up of four (4) employees and four (4)

members of the Employer or non-Union members, one of which must be the Chief of People and Culture, or their People and Culture designee (“Public Health Joint Committee”). To the greatest extent possible, the Public Health Joint Committee membership should be diverse and representative across offices of record, workplace designations, departments, and other aspects that help inform an organizational policy applicable to Lambda Legal’s range of operational realities.

The Public Health Joint Committee will:

- (a) Investigate issues facing employees and Lambda Legal relating to the COVID-19 pandemic and potential future public health emergencies; and,
- (b) Advise Lambda Legal on related public health and safety policy updates and new policy proposals.

Given this mandate, and to the extent that Lambda Legal is not legally constrained by local, state, or federal law, executive order, or other public health directive to take specific action with respect to its operations, the Public Health Joint Committee’s advice on policy updates and new policy proposals will include:

- (a) Public health authority or authorities (may be a combination) and their benchmarks, alert levels, and orders that inform on-premise operations (e.g., office openings or closure, event planning and cancellation, office and event space access, office and event capacity/staffing);
- (b) Protective measures and requirements for employees and visitors on premise (e.g., personal protective equipment, testing, education, cleaning, disinfection);
- (c) Measures and requirements relating to possible and confirmed exposure to public health threats;
- (d) Procedures for reporting safety protocol breaches, including anonymous reporting and/or non-retaliation guarantees.

Nothing in this section should be understood as conflicting with any other Article in this Agreement. Lambda Legal shall maintain the right to develop and implement legally required public health and safety policies and protocols in compliance with any law currently in effect or enacted in the future.

Section 2 Public Safety Incidents

In the event of a known public safety incident or substantiated threat thereof at a Lambda Legal office or at a Lambda Legal-sponsored event that poses a possible threat of serious bodily harm to Lambda Legal employees, Lambda Legal will notify all employees as soon as practicable upon the event lead, Lambda Legal Operations, or People and Culture learning of the public safety incident.

Where such a public safety incident directly impacts Lambda Legal operations, Lambda Legal will notify employees affected by any necessary operational changes as soon as practicable.

During and/or in the aftermath of such an event, or other public safety emergencies, employees can request an accommodation, if the employee is impacted and finds the event emotionally distressful to the degree of significantly impacting their work performance and personal well-being. This could include taking time off, in accordance with Articles 23 (Vacation) and 25 (Other Paid and Unpaid Leaves) of this Agreement, and/or adjustments to working conditions (i.e., working on- or off-premises). If such events impact the safety and availability of options for necessary travel, employees should immediately contact the events lead, the Chief of People and Culture, and/or the Chief Operations Officer or their designee for reasonable options to maintain safety and well-being. An employee's request for leave or accommodation will not be unreasonably denied.

Section 3 Security at Lambda Legal Events

- (a) Any employee who has a concern for their safety in connection with their work, when that work involves staffing a public event, has the right to discuss this concern with their supervisor, department head, and/or a member of Lambda Legal's People and Culture Department to request information or practicable arrangements to alleviate that concern, provided that such practicable arrangements do not become a persistent or reoccurring issue that affect the employee's ability to perform their job. Any such request will not be unreasonably denied. Nothing in this section shall limit any rights or responsibilities under federal, state, and local law, including the Americans with Disabilities Act.
- (b) Lambda Legal will require that any hired security service provide proof of demonstrated cultural competency in providing security for LGBTQ+ communities, communities of color, and immigrant communities. Such proof will be given to any committee tasked with vetting security and to the Union Co-Chairs prior to the signing of contract for services. In the event that this is not possible (e.g., due to time or location limitations) Lambda Legal will make reasonable efforts to provide educational materials to the security service provider (e.g., a primer on how security should interact with these communities) prior to the event, and Lambda Legal will notify the Lambda Legal staff members attending the event and the Union Co-Chairs that the materials have been provided. In the event Lambda Legal could not provide said educational materials, Lambda Legal will also notify the Union Co-Chairs as to why these materials were not able to be provided.
- (c) Lambda Legal will notify all relevant employees (in a region or who are known to be attending a certain event, as applicable) when they hire security to be present at a Lambda Legal event and the anticipated presence of arms (arms for the sake of this Article, can include, but is not limited, to the possession of firearms, tasers, or other weapons). All employees will have the option to opt-out of these notifications, if they so choose, provided that the notifications do not contain essential information.
- (d) In the event that Lambda Legal has to make last-minute modifications to event security (whether security is present and/or armed), Lambda Legal will notify all relevant staff as soon as practicable. Staff members will have the option to opt-out of these notifications, provided that they do not contain essential information.

Section 4 Hazard-Related Closures

During severe weather or other hazardous conditions that affect safe access to an office or multiple offices, Lambda Legal may close the affected office(s) early, open late, or close for a particular day or days. Management takes into account the travel conditions, availability of public transportation, as well as school and caregiving facility closures in altering office hours or closing an office.

In the event of a weather-related, limited-time office closure, Lambda Legal employees will not be expected to work in person. Employees, while largely capable of working remotely during a weather-related office closure, may not be able to do so in an emergent situation. Understanding the stress, pressure, and anxiety that hazard-related emergencies can cause employees, employees can submit a request to their supervisor or their delegate for paid time off for the day (that is separate from their vacation, sick, personal time, and religious holidays) to respond to specific personal circumstances stemming from the conditions causing the closure of their office. An employee may be asked to state a reason for the request, but such a request will not be unreasonably denied.

If the hazard closure extends past two (2) business days, employees will work with their supervisor, department head, and the Chief of People and Culture, if necessary, to assess any obstacles they face in returning to work.

Lambda Legal will follow the emergency closure or altered schedules issued by the entities listed below. In such cases, the corresponding local Lambda Legal office will close or alter office hours.

Office	Entity Issuing Emergency Closure	Website	Alert*
New York, NY – HDQ	New York City Dept. of Education	www.schools.nyc.gov	COO
Washington, DC – DCO	Office of Personnel Management	www.opm.gov	COO
Chicago, IL – MRO	Chicago Public Schools	www.cps.edu	RD
Dallas, TX – SCRO	Dallas Independent School District	www.dallasisd.org	RD
Atlanta, GA – SRO	Atlanta Public Schools	www.atlantapublicschools.us	RD
Los Angeles, CA – WRO	State of California or County/City of LA	www.ca.gov ; lacounty.gov ; lacity.gov	RD

*If any office is closed, the Regional Director or, in HDQ and DCO, the Chief Operating Officer or their designee will notify the entire organization of the closure as early as possible.

**For offices that rely on the schedules of public school systems, the local governments (New York City, Chicago, Dallas, Atlanta/Decatur) will serve as the governing authority in the event that the weather event takes place when schools are regularly closed for vacation or the summer.

ARTICLE 29 – Vaccination Policy

Section 1 Mandatory Vaccination

To ensure employee safety, Lambda Legal shall have the right to implement and modify mandatory vaccination policies for employees that Lambda Legal deems necessary and reasonable for the health and safety of its workforce, consistent with recommendations of public health authorities and informed by advice from the labor management committee on public health and safety established under Article 28 (Public Health and Safety) of this Agreement.

Section 2 COVID-19 Proof of Vaccination

To ensure employee safety against continuing threats from COVID-19, no later than thirty (30) days after the Ratification Date of this Agreement or within two (2) weeks of the start of employment for a new employee, all employees who have not already done so must provide proof to Lambda Legal that they have been fully vaccinated against COVID-19, including the full series of a single-dose or multi-dose vaccine and any booster shots required or recommended by public health authorities or proof of concrete plans for full vaccination at the earliest opportunity.

If further booster shots are required and/or recommended by public health authorities, Lambda Legal will provide employees with no less than four (4) weeks' notice of any date by which they must receive a booster shot.

Proof of vaccination shall include a copy (e.g., photograph, pdf, photocopy, or other record from an online patient portal or account) of an individual's vaccination record with date(s) of vaccination from the CDC or other health authority or medical professional that Lambda Legal deems capable, including an employee's doctor. If, and only if, proof of vaccination cannot be established through the above-described copies and records, an employee may offer proof of vaccination through an affidavit attesting to the fact that they have received the required vaccination(s) and/or boosters and are in compliance with Lambda Legal's vaccination policy.

Section 3 Failure to Abide by Vaccination Mandate

Any employee in violation of current and future mandatory vaccination policies will be subject to progressive discipline as set out in Article 8 (Discipline and Discharge).

Section 4 Resolution of Disputes

The Union and Lambda Legal agree that all disputes arising out this Article shall be resolved through the grievance and arbitration processes of this Agreement as the sole and exclusive process for resolution of any such disputes.

ARTICLE 30 – HERO Act Waiver

Lambda Legal and the Union agree that the provisions of S1034B, enacted under New York Labor Law §§ 27-d and 218-b (the “New York HERO Act”), are hereby waived pursuant to New York Labor Law §§ 27-d(7) and 218-b(9). The Parties agree to waive the provisions of any other current or potential city, state, and/or federal legislation with requirements similar to those under the New York HERO Act. The Parties agree that an airborne infectious disease exposure prevention plan will be developed in accordance with Article 28 (Public Health and Safety), and the Parties agree that any such policy or procedure enacted will meet or exceed the provisions of the New York HERO Act and any other current or potential city, state, and/or federal legislation with requirements similar to those under the New York HERO Act. To the extent any new or potential city, state, and/or federal legislation does not permit the Parties to waive the legislation’s provisions, the Parties agree to a limited reopener to discuss conforming the Collective Bargaining Agreement to the legislation.

ARTICLE 31 – Sick Leave Waiver

The Parties hereby expressly waive city and state legislation regarding paid time off, including: (i) the New York City Earned Sick and Safe Time Act (Chapter 8 of Title 20 of the Administrative Code of the City of New York), as amended; (ii) the New York State Paid Sick Leave Law, Section 196-b of the New York Labor Law; (iii) Chicago’s Paid Sick Leave Ordinance (Section 6-105-045 of the Municipal Code of Chicago); and (vi) any potential city, state, and/or federal legislation to guarantee a certain sick leave, vacation, or paid time off benefit to employees that exceeds or is different from the benefit provided in this Agreement. To the extent any new or potential sick leave, vacation, or paid time off benefit legislation does not permit the Parties to waive the legislation’s provisions, the Parties agree to a limited reopener to discuss conforming this Agreement to the legislation. If any of the waivers included in this paragraph are deemed ineffective or invalid (in whole or part) by a court or other body or the waivers are ineffective or invalid for any other reason, the Parties agree to replace this paragraph with appropriate language to waive the provisions of the applicable legislation.

Further, the Parties agree and acknowledge that this Agreement provides benefits comparable to those provided by the New York City Earned Sick and Safe Time Act, the New York State Paid Sick Leave Law, and the Chicago Paid Sick Leave ordinance including, but not limited to, sick time, vacation time, and personal leave time under the Agreement, and all other paid leave provided by this Agreement. The Parties also agree and acknowledge that this Agreement will provide benefits comparable to those provided by any new or potential city, state, and/or federal sick leave, vacation, or paid time off benefit legislation to employees covered by this Agreement.

SECTION V: MISCELLANEOUS

ARTICLE 32 – No Strike No Lockout

Section 1 No Strike

During the term of this Agreement, or any written mutual extension thereof, the Union and the employees agree not to call, cause, sanction, participate in, permit, authorize, initiate, support, assist, or condone any strike (including any unfair labor strike), sympathy strike, sit-down, slowdown, picketing, boycotting, work stoppage, or other concerted efforts which interfere with or interrupt Lambda Legal's operation or threatens such interference or interruption.

Section 2 Union Response to Strike

In the event of any strike or any other proscribed activity, whether authorized or unauthorized, the Union and its officers, agents, and representatives will make reasonable, good faith efforts to end such activity, including the following illustrative steps as appropriate:

- (a) Confirm with Lambda Legal in writing that such action by the employee(s) has not been called or sanctioned by the Union.
- (b) Publicly disavow in writing such action by the employee(s), electronically and/or by physical notices at relevant locations.
- (c) Contact, in writing and by other means as needed, each employee(s) involved, stating that the action is in violation of the Agreement.

Section 3 Discipline for Violation

An employee who engages in any conduct in violation of this Article shall be subject to discipline as outlined in Article 8 (Discipline and Discharge).

Section 4 No Lockout

During the term of this Agreement, or any written mutual extension thereof, Lambda Legal will not lock out any employees.

Section 5 Right to Judicial Forum

Lambda Legal shall have the right to proceed directly to court and not be required to arbitrate violations of this Article. The Union, as to a lockout, shall have the same right.

Section 6 Independence of Article

The obligations, rights, and provisions of this Article shall be completely independent of and shall not be affected or limited by the inclusion or absence of any other provisions of this Agreement, including the grievance and arbitration provisions.

ARTICLE 33 – Duration

This Agreement will take effect on March 15, 2024, and expire on June 30, 2029, and shall inure to the benefit of and be binding upon the successors and assigns of Lambda Legal.

Within two hundred and forty (240) days prior to the expiration date of this Agreement, the Employer or the Union may demand that the Parties initiate negotiations for a new Agreement to take effect on July 1, 2029. Negotiations will begin no later than sixty (60) days after the initial demand unless the parties mutually agree otherwise.

The Parties agree that, notwithstanding the contract expiration date provided for herein, each and every provision of the current Agreement will remain in full force and effect during any negotiations pertaining to a new successor Agreement as the parties continue to bargain in good faith. Such will be the case until a successor Agreement is reached, with potentially different terms, or until a bargaining impasse has been reached.

John Roane
John Roane (Apr 23, 2024 14:12 EDT)
John Roane, Chief Operating Officer

Eric Geist
Eric Geist, WBNG Local Representative

Amy Cook
Amy Cook, Lambda Unites Co-Chair

Ronald Lizcano
Ronald Lizcano (Apr 23, 2024 09:01 CDT)
Ronald Lizcano, Lambda Unites Co-Chair

APPENDICES

Appendix A – Salary Grade Classifications

[See next page]

Year 0 - Implementation Year - New York - Salary Ranges and Steps																								
Grade	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20			
		1 Year or Less	2 Years	3 Years	4 Years	5 Years	6 Years	7 Years	8 Years	9 Years	10 Years	11 - 12 Years	13 - 14 Years	15 - 16 Years	17 - 18 Years	19 - 20 Years	21 - 22 Years	23 - 24 Years	25 - 26 Years	27 - 28 Years	29 - 30+ Years			
		Attorneys: Years Since Graduating Law School / Non-Attorneys: Years of Relevant Experience Applicable to Job Description																						
L8	Counsel (Litigation / Policy)									\$113,867	\$117,283	\$120,802	\$136,868	\$140,974	\$143,794	\$146,670	\$149,603	\$152,595	\$155,647	\$158,760	\$161,141	\$163,559	\$166,012	\$168,502
L7	Senior Attorney (Litigation / Policy)									\$101,345	\$104,386	\$107,456	\$123,426	\$128,159	\$130,722	\$133,356	\$136,000	\$138,723	\$141,497	\$144,327	\$146,992	\$148,690	\$150,920	\$153,184
L6	Senior Attorney (Legal Help Desk)									\$87,581	\$90,646	\$93,818	\$109,820	\$114,065	\$117,487	\$119,837	\$122,234	\$124,678	\$127,172	\$129,715	\$132,310	\$134,294	\$136,309	\$138,353
L5	Attorney (Litigation / Policy)	\$87,581	\$90,646	\$93,818	\$97,102	\$100,501	\$103,516	\$106,621	\$109,820	\$113,114	\$116,508	\$118,838	\$121,215	\$123,639	\$126,112	\$128,634	\$131,207	\$133,175	\$135,172	\$137,200	\$139,258	\$141,348	\$143,471	
L4	Attorney (Legal Help Desk)	\$77,170	\$79,871	\$82,666	\$85,560	\$88,554	\$91,211	\$93,947	\$96,766	\$99,669	\$102,659	\$105,738	\$107,853	\$110,010	\$112,210	\$114,455	\$116,744	\$119,079	\$120,865	\$122,678	\$124,518	\$126,384	\$128,276	
L3	Legal Administrative Manager; Senior Litigation Analyst	\$70,750	\$73,226	\$75,789	\$78,441	\$81,187	\$84,028	\$86,549	\$89,166	\$91,820	\$94,575	\$97,412	\$99,360	\$101,347	\$103,374	\$105,442	\$107,551	\$109,702	\$110,702	\$112,347	\$114,017	\$115,712	\$117,438	
L2	Senior Paralegal									\$77,639	\$79,192	\$80,776	\$81,584	\$82,399	\$83,223	\$84,056	\$84,896	\$85,745	\$86,603	\$87,469	\$88,123	\$88,786	\$89,452	\$90,122
L1	Paralegal	\$65,206	\$66,510	\$67,840	\$69,197	\$70,581	\$71,993	\$73,433	\$74,767	\$76,147	\$77,490	\$78,805	\$79,178	\$79,578	\$79,970	\$80,373	\$80,773	\$81,173	\$81,573	\$81,973	\$82,373	\$82,773	\$83,173	
D6	Director (Institutional Giving; Leadership Gifts; Legacy Giving; National Sponsors Programs)	\$110,577	\$113,617	\$116,742	\$119,952	\$123,251	\$126,640	\$129,363	\$132,144	\$134,986	\$137,888	\$140,852	\$143,881	\$146,939	\$148,961	\$151,567	\$154,220	\$155,993	\$157,787	\$159,602	\$161,437	\$163,292	\$165,167	
D5	Senior Major Gifts Officer									\$108,403	\$112,197	\$116,124	\$119,027	\$122,003	\$125,053	\$128,180	\$131,384	\$134,669	\$138,039	\$140,820	\$142,228	\$143,651	\$145,087	\$146,538
D4	Major Gifts Officer (Legacy Gifts Officer; Major Gifts Officer; Manager Corporate Partnerships)	\$88,287	\$91,377	\$94,575	\$97,886	\$101,312	\$104,857	\$108,527	\$111,241	\$114,022	\$116,872	\$119,794	\$122,789	\$125,859	\$128,963	\$132,076	\$135,163	\$138,234	\$141,299	\$144,327	\$147,357	\$150,390	\$153,426	
D3	Manager Database and Reports; National Events Manager; Liberty Circle Manager	\$74,485	\$76,719	\$79,021	\$81,392	\$83,833	\$86,348	\$88,507	\$90,720	\$92,988	\$95,312	\$97,695	\$99,649	\$101,642	\$103,675	\$105,749	\$107,864	\$109,942	\$111,032	\$112,132	\$113,243	\$114,364	\$115,495	
D2	Member Services Analyst & Stewardship Officer	\$67,841	\$69,843	\$72,288	\$74,818	\$77,436	\$79,372	\$81,357	\$83,391	\$85,475	\$87,612	\$89,364	\$91,152	\$92,975	\$94,834	\$96,257	\$97,701	\$99,166	\$99,662	\$100,161	\$100,661	\$101,161	\$101,661	
D1	Database Health Associate; Member Services Assistant; Office Manager / Regional Program Coordinator; Online Database & Constituency Associate; Database and Reports Associate	\$61,950	\$63,189	\$64,453	\$65,742	\$66,958	\$68,197	\$69,458	\$70,743	\$72,052	\$73,385	\$74,746	\$75,603	\$76,435	\$77,291	\$78,171	\$79,073	\$79,932	\$80,731	\$81,539	\$82,354	\$83,177	\$84,007	
C5	Director Digital Communications	\$101,031	\$103,809	\$106,664	\$109,597	\$112,611	\$115,708	\$118,196	\$120,737	\$123,333	\$125,985	\$128,693	\$130,945	\$133,237	\$135,569	\$137,941	\$140,355	\$141,669	\$143,023	\$144,327	\$145,681	\$147,075	\$148,509	
C4	Director of Strategic Communications	\$90,333	\$92,817	\$95,369	\$97,992	\$100,687	\$103,455	\$105,680	\$107,952	\$110,273	\$112,644	\$115,066	\$117,079	\$119,128	\$121,213	\$123,334	\$125,492	\$126,936	\$128,395	\$129,872	\$131,365	\$132,874	\$134,397	
C3	Web Manager	\$81,897	\$84,354	\$86,884	\$89,056	\$91,283	\$93,565	\$95,904	\$98,302	\$100,759	\$103,278	\$105,344	\$107,451	\$109,600	\$111,792	\$114,027	\$115,168	\$116,319	\$117,483	\$118,657	\$119,844	\$121,044	\$122,254	
C2	Digital Content Manager; Email Strategist; Social Media Manager, Video Producer/Edito	\$73,462	\$76,033	\$78,695	\$81,449	\$83,892	\$86,409	\$89,001	\$91,226	\$93,507	\$95,845	\$97,762	\$99,717	\$101,711	\$103,745	\$105,302	\$106,881	\$108,484	\$109,569	\$111,172	\$112,723	\$114,318	\$115,947	
C1	Public Information Officer	\$72,450	\$74,624	\$76,862	\$79,168	\$81,543	\$83,989	\$86,089	\$88,241	\$90,447	\$92,709	\$95,026	\$96,927	\$98,865	\$100,348	\$101,854	\$103,381	\$104,932	\$106,506	\$108,104	\$109,726	\$111,373	\$113,045	
F1	Staff Accountant	\$71,783	\$73,578	\$75,417	\$77,303	\$79,235	\$81,216	\$82,434	\$83,671	\$84,926	\$86,200	\$87,493	\$88,368	\$89,251	\$90,144	\$91,045	\$91,501	\$91,958	\$92,418	\$92,880	\$93,344	\$93,811	\$94,280	
O1	National Operations Manager	\$114,718	\$117,586	\$120,525	\$123,538	\$126,627	\$129,159	\$131,743	\$134,378	\$137,065	\$139,806	\$142,602	\$145,455	\$148,364	\$151,331	\$154,358	\$155,901	\$157,466	\$159,035	\$160,625	\$162,236	\$163,867	\$165,509	
T1	Deputy Director of Enterprise Technology/Cybersecurity	\$72,644	\$74,824	\$77,068	\$79,380	\$81,762	\$84,206	\$86,711	\$89,278	\$91,906	\$94,596	\$97,347	\$99,152	\$101,011	\$102,924	\$104,891	\$106,911	\$108,984	\$111,111	\$113,292	\$115,527	\$117,816	\$120,159	
T2	Information Technology Manager																							

Year 0 - Implementation Year - Los Angeles - Salary Ranges and Steps (96.5%)																						
Grade	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	
		1 Year or Less	2 Years	3 Years	4 Years	5 Years	6 Years	7 Years	8 Years	9 Years	10 Years	11 - 12 Years	13 - 14 Years	15 - 16 Years	17 - 18 Years	19 - 20 Years	21 - 22 Years	23 - 24 Years	25 - 26 Years	27 - 28 Years	29 - 30+ Years	
		Attorneys: Years Since Graduating Law School / Non-Attorneys: Years of Relevant Experience Applicable to Job Description																				
L8	Counsel (Litigation / Policy)																					
L7	Senior Attorney (Litigation / Policy)																					
L6	Senior Attorney (Legal Help Desk)																					
L5	Attorney (Litigation / Policy)	\$84,515	\$87,473	\$90,535	\$93,703	\$96,983	\$99,893	\$102,889	\$105,976	\$109,150	\$112,430	\$116,972	\$119,312	\$121,698	\$124,132	\$126,614	\$128,514	\$130,441	\$132,394	\$134,374	\$136,379	\$138,408
L4	Attorney (Legal Help Desk)	\$74,469	\$77,075	\$79,773	\$82,565	\$85,455	\$88,018	\$90,659	\$93,379	\$96,180	\$99,066	\$102,038	\$104,078	\$106,160	\$108,283	\$110,449	\$112,658	\$114,911	\$116,635	\$118,384	\$120,160	\$121,972
L3	Legal Administrative Manager; Senior Litigation Analyst	\$68,273	\$70,663	\$73,136	\$75,696	\$78,345	\$81,087	\$83,520	\$86,026	\$88,606	\$91,264	\$94,002	\$95,882	\$97,800	\$99,756	\$101,751	\$103,786	\$105,862	\$107,450	\$109,662	\$111,908	\$114,188
L2	Senior Paralegal	\$62,924	\$64,182	\$65,466	\$66,775	\$68,111	\$69,473	\$70,862	\$72,287	\$73,701	\$75,144	\$76,617	\$78,120	\$79,653	\$81,216	\$82,809	\$84,432	\$86,095	\$87,798	\$89,540	\$91,322	\$93,144
L1	Paralegal	\$56,926	\$58,184	\$59,468	\$60,777	\$62,113	\$63,485	\$64,893	\$66,336	\$67,813	\$69,325	\$70,872	\$72,454	\$74,071	\$75,723	\$77,410	\$79,132	\$80,889	\$82,681	\$84,508	\$86,370	\$88,267
D6	Director (Institutional Giving; Leadership Gifts; Legacy Giving; National Sponsors Programs)	\$106,706	\$109,641	\$112,656	\$115,754	\$118,937	\$122,208	\$125,635	\$129,119	\$132,661	\$136,261	\$139,923	\$143,645	\$147,427	\$151,268	\$155,168	\$159,126	\$163,143	\$167,219	\$171,354	\$175,548	\$179,801
D5	Senior Major Gifts Officer																					
D4	Major Gifts Officer (Legacy Gifts Officer; Major Gifts Officer; Manager Corporate Partnerships)	\$85,197	\$88,179	\$91,265	\$94,460	\$97,766	\$101,187	\$104,729	\$107,347	\$110,031	\$112,782	\$115,601	\$118,491	\$121,454	\$124,491	\$127,594	\$130,763	\$133,998	\$137,299	\$140,666	\$144,099	\$147,597
D3	Manager Database and Reports; National Events Manager; Liberty Circle Manager	\$71,878	\$74,034	\$76,255	\$78,543	\$80,899	\$83,326	\$85,409	\$87,545	\$89,733	\$91,977	\$94,276	\$96,161	\$98,455	\$100,046	\$102,047	\$104,088	\$106,179	\$108,320	\$110,511	\$112,752	\$115,043
D2	Member Services Analyst & Stewardship Officer	\$65,120	\$67,399	\$69,758	\$72,199	\$74,726	\$76,594	\$78,509	\$80,472	\$82,484	\$84,546	\$86,237	\$87,961	\$89,721	\$91,515	\$93,344	\$95,208	\$97,117	\$99,061	\$101,040	\$103,054	\$105,103
D1	Database Health Associate; Member Services Assistant; Office Manager / Regional Program Coordinator; Online Database & Constituency Associate; Database and Reports Associate	\$59,782	\$60,977	\$62,197	\$63,441	\$64,615	\$65,810	\$67,027	\$68,267	\$69,530	\$70,817	\$72,129	\$73,467	\$74,832	\$76,224	\$77,641	\$79,084	\$80,552	\$82,045	\$83,563	\$85,106	\$86,674
C5	Director Digital Communications	\$97,495	\$100,176	\$102,931	\$105,761	\$108,670	\$111,658	\$114,059	\$116,511	\$119,016	\$121,575	\$124,189	\$126,362	\$128,574	\$130,824	\$133,113	\$135,443	\$137,813	\$140,223	\$142,673	\$145,163	\$147,693
C4	Director of Strategic Communications	\$87,171	\$89,568	\$92,031	\$94,562	\$97,163	\$99,835	\$101,981	\$104,174	\$106,413	\$108,701	\$111,038	\$112,988	\$114,959	\$116,970	\$119,017	\$121,100	\$122,493	\$124,915	\$127,367	\$129,849	\$132,361
C3	Web Manager	\$79,030	\$81,401	\$83,843	\$86,340	\$88,883	\$90,290	\$92,547	\$94,861	\$97,233	\$99,663	\$101,657	\$103,690	\$105,764	\$107,879	\$110,037	\$111,137	\$112,248	\$113,371	\$114,504	\$115,647	\$116,800
C2	Digital Content Manager; Email Strategist; Social Media Manager, Video Producer/Edito	\$70,891	\$73,372	\$75,940	\$78,598	\$80,956	\$83,385	\$85,886	\$88,033	\$90,234	\$92,490	\$94,340	\$96,227	\$98,151	\$100,114	\$101,616	\$103,140	\$104,687	\$106,257	\$107,850	\$109,467	\$111,108
C1	Public Information Officer	\$69,914	\$72,012	\$74,172	\$76,397	\$78,689	\$81,050	\$83,076	\$85,153	\$87,282	\$89,464	\$91,700	\$93,534	\$95,405	\$97,316	\$99,266	\$101,254	\$103,281	\$105,347	\$107,452	\$109,597	\$111,781
F1	Staff Accountant	\$69,271	\$71,003	\$72,778	\$74,597	\$76,462	\$78,374	\$79,549	\$80,742	\$81,954	\$83,183	\$84,431	\$85,275	\$86,128	\$86,989	\$87,859	\$88,740	\$89,183	\$89,629	\$90,077	\$90,527	\$90,977
O1	National Operations Manager	\$110,703	\$113,470	\$116,300	\$119,215	\$122,195	\$125,639	\$129,132	\$132,668	\$136,313	\$139,911	\$143,611	\$147,364	\$151,111	\$154,944	\$158,863	\$162,867	\$166,956	\$171,130	\$175,389	\$179,734	\$184,165
T1	Deputy Director of Enterprise Technology/Cybersecurity	\$70,102	\$72,205	\$74,371	\$7																	

Year 1 - Chicago - Salary Ranges and Steps (92.0%)																							
Grade	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20		
		1 Year or Less	2 Years	3 Years	4 Years	5 Years	6 Years	7 Years	8 Years	9 Years	10 Years	11 - 12 Years	13 - 14 Years	15 - 16 Years	17 - 18 Years	19 - 20 Years	21 - 22 Years	23 - 24 Years	25 - 26 Years	27 - 28 Years	29 - 30+ Years		
L9	Counsel (Litigation / Policy)																						
L7	Senior Attorney (Litigation / Policy)						\$107,377	\$110,598	\$113,916	\$117,334	\$120,852	\$124,471	\$128,190	\$131,909	\$135,728	\$140,547	\$144,366	\$148,185	\$152,004	\$155,823	\$159,642	\$163,461	
L6	Senior Attorney (Legal Help Desk)						\$98,914	\$101,881	\$104,937	\$108,086	\$111,328	\$114,668	\$118,106	\$121,644	\$125,282	\$128,920	\$132,558	\$136,196	\$139,834	\$143,472	\$147,110	\$150,748	
L5	Attorney (Litigation / Policy)	\$82,588	\$85,479	\$88,471	\$91,567	\$94,772	\$97,615	\$100,544	\$103,566	\$106,667	\$109,867	\$112,064	\$114,305	\$116,592	\$118,923	\$121,302	\$123,728	\$126,200	\$128,718	\$131,281	\$133,888	\$136,539	
L4	Attorney (Legal Help Desk)	\$72,771	\$75,318	\$77,954	\$80,683	\$83,502	\$86,012	\$88,522	\$91,250	\$93,987	\$96,807	\$99,711	\$101,706	\$103,740	\$105,814	\$107,931	\$110,089	\$112,291	\$114,537	\$116,828	\$121,165	\$125,502	
L3	Legal Administrative Manager; Senior Litigation Analyst	\$66,717	\$69,052	\$71,469	\$73,970	\$76,559	\$79,239	\$81,616	\$84,064	\$86,586	\$89,184	\$91,859	\$93,697	\$95,570	\$97,482	\$99,431	\$101,420	\$103,449	\$105,500	\$107,575	\$109,675	\$111,799	
L2	Senior Paralegal						\$73,214	\$74,678	\$76,172	\$77,333	\$77,703	\$78,480	\$79,265	\$80,057	\$80,858	\$81,666	\$82,483	\$83,302	\$84,125	\$84,953	\$85,786	\$86,623	
L1	Paralegal	\$61,489	\$62,719	\$63,973	\$65,253	\$66,558	\$67,889	\$69,247	\$70,639	\$72,069	\$73,543	\$75,059	\$76,617	\$78,217	\$79,860	\$81,548	\$83,281	\$85,060	\$86,885	\$88,757	\$90,677	\$92,645	
D6	Director (Institutional Giving; Leadership Gifts; Legacy Giving; National Sponsors Programs)	\$104,274	\$107,141	\$110,088	\$113,115	\$116,226	\$119,422	\$122,698	\$126,057	\$129,499	\$133,028	\$136,647	\$140,358	\$144,163	\$148,065	\$152,067	\$156,170	\$160,375	\$164,683	\$169,094	\$173,609	\$178,229	
D5	Senior Major Gifts Officer						\$102,224	\$105,802	\$109,505	\$112,243	\$115,049	\$117,925	\$120,873	\$123,895	\$126,993	\$130,168	\$133,421	\$136,753	\$140,165	\$143,657	\$147,230	\$150,884	
D4	Major Gifts Officer (Legacy Gifts Officer; Major Gifts Officer; Manager Corporate Partnerships)	\$83,255	\$86,169	\$89,185	\$92,306	\$95,537	\$98,881	\$102,341	\$104,900	\$107,522	\$110,210	\$112,966	\$115,790	\$118,685	\$120,465	\$122,272	\$124,106	\$125,947	\$127,805	\$129,680	\$131,571	\$133,478	
D3	Manager Database and Reports; National Events Manager; Liberty Circle Manager	\$70,239	\$72,346	\$74,517	\$76,752	\$79,055	\$81,427	\$83,869	\$86,342	\$88,846	\$91,381	\$93,947	\$96,544	\$99,173	\$101,834	\$104,527	\$107,252	\$109,999	\$112,770	\$115,565	\$118,384	\$121,227	
D2	Member Services Analyst & Stewardship Office	\$63,635	\$65,862	\$68,167	\$70,553	\$73,023	\$75,484	\$78,019	\$80,603	\$83,221	\$85,879	\$88,572	\$91,301	\$94,066	\$96,867	\$99,704	\$102,577	\$105,486	\$108,431	\$111,412	\$114,428	\$117,479	
D1	Coordinator; Online Database & Constituency Associate; Database and Reports Associate	\$58,419	\$59,587	\$60,779	\$61,995	\$63,141	\$64,310	\$65,499	\$66,711	\$67,945	\$69,202	\$70,482	\$71,784	\$73,109	\$74,457	\$75,828	\$77,221	\$78,636	\$80,072	\$81,529	\$83,007	\$84,506	
C5	Director Digital Communications	\$95,272	\$97,892	\$100,584	\$103,350	\$106,192	\$109,113	\$111,459	\$113,855	\$116,303	\$118,803	\$121,358	\$123,968	\$126,634	\$129,356	\$132,134	\$134,968	\$137,858	\$140,804	\$143,806	\$146,864	\$150,000	
C4	Director of Strategic Communications	\$85,184	\$87,526	\$89,933	\$92,406	\$94,947	\$97,559	\$99,656	\$101,799	\$103,987	\$106,223	\$108,507	\$110,406	\$112,338	\$114,304	\$116,304	\$118,339	\$119,700	\$121,077	\$122,469	\$123,886	\$125,328	
C3	Web Manager	\$77,229	\$79,546	\$81,932	\$83,980	\$86,080	\$88,232	\$90,338	\$92,698	\$95,016	\$97,391	\$99,339	\$101,226	\$103,152	\$105,104	\$107,082	\$108,608	\$109,689	\$110,786	\$111,894	\$113,013	\$114,143	
C2	Digital Content Manager; Email Strategist; Social Media Manager, Video Producer/Editor	\$69,275	\$71,699	\$74,209	\$76,806	\$79,110	\$81,484	\$83,928	\$86,026	\$88,177	\$90,382	\$92,189	\$94,033	\$95,914	\$97,832	\$99,799	\$100,789	\$102,301	\$103,324	\$104,357	\$105,401	\$106,455	
C1	Public Information Office	\$68,320	\$70,370	\$72,481	\$74,655	\$76,895	\$79,202	\$81,182	\$83,212	\$85,292	\$87,424	\$89,610	\$91,402	\$93,230	\$95,104	\$97,028	\$98,999	\$100,918	\$102,875	\$104,870	\$106,901	\$108,968	
F1	Staff Accountant	\$67,692	\$69,384	\$71,118	\$72,896	\$74,719	\$76,587	\$77,736	\$78,902	\$80,085	\$81,286	\$82,506	\$83,331	\$84,164	\$85,006	\$85,856	\$86,715	\$87,583	\$88,460	\$89,346	\$90,241	\$91,145	
O1	National Operations Manager	\$67,692	\$69,384	\$71,118	\$72,896	\$74,719	\$76,587	\$77,736	\$78,902	\$80,085	\$81,286	\$82,506	\$83,331	\$84,164	\$85,006	\$85,856	\$86,715	\$87,583	\$88,460	\$89,346	\$90,241	\$91,145	
T2	Deputy Director of Enterprise Technology/Cybersecurity	\$108,179	\$110,883	\$113,655	\$116,497	\$119,409	\$121,797	\$124,233	\$126,718	\$129,252	\$131,835	\$134,477	\$137,167	\$139,905	\$142,691	\$145,525	\$148,407	\$151,337	\$154,315	\$157,341	\$160,415	\$163,537	
T1	Information Technology Manager	\$68,504	\$70,559	\$72,675	\$74,856	\$77,101	\$79,029	\$81,005	\$83,030	\$85,105	\$87,233	\$89,416	\$91,654	\$93,947	\$96,294	\$98,696	\$101,153	\$103,665	\$106,232	\$108,854	\$111,531	\$114,263	

Year 1 - Atlanta - Salary Ranges and Steps (86.2%)																							
Grade	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20		
		1 Year or Less	2 Years	3 Years	4 Years	5 Years	6 Years	7 Years	8 Years	9 Years	10 Years	11 - 12 Years	13 - 14 Years	15 - 16 Years	17 - 18 Years	19 - 20 Years	21 - 22 Years	23 - 24 Years	25 - 26 Years	27 - 28 Years	29 - 30+ Years		
L8	Counsel (Litigation / Policy)																						
L7	Senior Attorney (Litigation / Policy)						\$100,607	\$103,626	\$106,734	\$109,936	\$113,234	\$116,627	\$120,115	\$124,698	\$129,377	\$134,152	\$139,022	\$144,087	\$149,347	\$154,802	\$160,452	\$166,297	
L6	Senior Attorney (Legal Help Desk)						\$92,678	\$95,458	\$98,322	\$101,271	\$104,310	\$107,439	\$109,588	\$111,779	\$114,015	\$116,295	\$118,618	\$120,984	\$123,394	\$125,848	\$128,346	\$130,888	
L5	Attorney (Litigation / Policy)	\$77,382	\$80,090	\$82,893	\$85,795	\$88,797	\$91,461	\$94,205	\$97,031	\$99,942	\$102,940	\$104,999	\$107,099	\$109,241	\$111,426	\$113,655	\$115,928	\$118,246	\$120,609	\$123,017	\$125,469	\$127,965	
L4	Attorney (Legal Help Desk)	\$68,183	\$70,570	\$73,040	\$75,596	\$78,242	\$80,589	\$83,007	\$85,497	\$88,062	\$90,704	\$93,425	\$95,244	\$97,061	\$98,877	\$100,692	\$102,507	\$104,322	\$106,137	\$107,952	\$109,767	\$111,582	
L3	Legal Administrative Manager; Senior Litigation Analyst	\$62,511	\$64,699	\$66,963	\$69,307	\$71,733	\$74,243	\$76,470	\$78,765	\$81,128	\$83,561	\$86,068	\$88,649	\$91,306	\$94,049	\$96,778	\$99,492	\$102,191	\$104,875	\$107,544	\$110,198	\$112,837	
L2	Senior Paralegal						\$68,598	\$69,970	\$71,370	\$72,804	\$74,273	\$75,776	\$77,314	\$78,887	\$80,495	\$82,138	\$83,816	\$85,529	\$87,277	\$89,060	\$90,878	\$92,721	
L1	Paralegal	\$57,613	\$58,765	\$59,940	\$61,139	\$62,362	\$63,609	\$64,881	\$66,180	\$67,506	\$68,859	\$70,240	\$71,649	\$73,087	\$74,554	\$76,050	\$77,575	\$79,129	\$80,713	\$82,327	\$83,971	\$85,645	
D6	Director (Institutional Giving; Leadership Gifts; Legacy Giving; National Sponsors Programs)	\$97,700	\$100,387	\$103,147	\$105,984	\$108,898	\$111,893	\$114,299	\$116,756	\$121,813	\$124,450	\$127,126	\$129,842	\$132,598	\$135,394	\$138,230	\$141,106	\$144,022	\$146,978	\$149,974	\$153,010	\$156,086	
D5	Senior Major Gifts Officer						\$95,780	\$99,132	\$102,602	\$106,167	\$107,796	\$110,491	\$113,253	\$116,084	\$118,987	\$121,972	\$125,039	\$128,188	\$131,419	\$134,732	\$138,127	\$141,604	
D4	Major Gifts Officer (Legacy Gifts Officer; Major Gifts Officer; Manager Corporate Partnerships)	\$78,006	\$80,736	\$83,562	\$86,487	\$89,514	\$92,647	\$95,889	\$99,287	\$102,744	\$106,262	\$110,844	\$115,490	\$120,201	\$124,977	\$129,819	\$134,727	\$139,702	\$144,744	\$149,854	\$155,034	\$160,284	
D3	Manager Database and Reports; National Events Manager; Liberty Circle Manager	\$65,811	\$67,785	\$69,819	\$71,914	\$74,071	\$76,293	\$78,200	\$80,155	\$82,159	\$84,213	\$86,319	\$88,476	\$90,684	\$92,943	\$95,253	\$97,614	\$99,926	\$102,289	\$104,703	\$107,168	\$109,683	
D2	Member Services Analyst & Stewardship Office	\$59,623	\$61,710	\$63,870	\$66,105	\$68,419	\$70,129	\$71,883	\$73,680	\$75,522	\$77,410	\$79,358	\$81,356	\$83,404	\$85,502	\$87,650	\$89,848	\$92,096	\$94,394	\$96,742	\$99,140	\$101,588	
D1	Coordinator; Online Database & Constituency Associate; Database and Reports Associate	\$54,736	\$55,831	\$56,947	\$58,086	\$59,161	\$60,255	\$61,370	\$62,505	\$63,662	\$64,839	\$66,037	\$67,256	\$68,495	\$69,754	\$71,033	\$72,332	\$73,651	\$75,000	\$76,379	\$77,788	\$79,227	
C5	Director Digital Communications	\$89,266	\$91,721	\$94,243	\$96,835	\$99,498	\$102,234	\$104,432	\$106,677	\$108,971	\$111,314	\$113,707	\$116,149	\$118,641	\$121,182	\$123,773	\$126,414	\$129,105	\$131,846	\$134,637	\$137,478	\$140,369	
C4	Director of Strategic Communications	\$79,813	\$82,000	\$84,263	\$86,581	\$88,962	\$91,408	\$93,373	\$95,381	\$97,432	\$99,526	\$101,666	\$103,850	\$106,079	\$108,353	\$110,672	\$113,036	\$115,445	\$117,899	\$120,399	\$122,944	\$125,534	
C3	Web Manager	\$72,360	\$74,531	\$76,767	\$78,686	\$80,653	\$82,669	\$84,736	\$86,854	\$89,026	\$91,253	\$93,536	\$95,874	\$98,267	\$100,714	\$103,216	\$105,773	\$108,385	\$111,052	\$113,774	\$116,551	\$119,383	
C2	Digital Content Manager; Email Strategist; Social Media Manager, Video Producer/Editor	\$64,908	\$67,179	\$69,531	\$71,964	\$74,123	\$76,347	\$78,637	\$80,603	\$82,618	\$84,684	\$86,777	\$88,905	\$91,068	\$93,266	\$95,499	\$97,767	\$100,070	\$102,408	\$104,781	\$107,189	\$109,631	
C1	Public Information Office	\$64,013	\$65,934	\$67,912	\$69,949	\$72,047	\$74,209	\$76,467	\$78,915	\$81,513	\$83,960	\$86,540	\$89,164	\$91,832	\$94,545	\$97,303	\$100,106	\$102,954	\$105,847	\$108,785	\$111,767	\$114,792	
F1	Staff Accountant	\$63,424	\$65,010	\$66,635	\$68,301	\$70,008	\$71,759	\$73,535	\$75,327	\$77,136	\$78,962	\$80,804	\$82,662	\$84,536	\$86,426	\$88,331	\$90,251	\$92,186	\$94,136	\$96,101	\$98,081	\$100,076	
O1	National Operations Manager	\$63,424	\$65,010	\$66,635	\$68,301	\$70,008	\$71,759	\$73,535	\$75,327	\$77,136	\$78,962	\$80,804	\$82,662	\$84,536	\$86,426	\$88,331	\$90,251	\$92,186	\$94,136	\$96,101	\$98,081	\$100,076	
T2	Deputy Director of Enterprise Technology/Cybersecurity	\$101,359	\$103,893	\$106,490	\$109,152	\$111,881	\$114,119	\$11															

Year 2 - New York - Salary Ranges and Steps																						
Grade	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	
		1 Year or Less	2 Years	3 Years	4 Years	5 Years	6 Years	7 Years	8 Years	9 Years	10 Years	11 - 12 Years	13 - 14 Years	15 - 16 Years	17 - 18 Years	19 - 20 Years	21 - 22 Years	23 - 24 Years	25 - 26 Years	27 - 28 Years	29 - 30+ Years	
		Attorneys: Years Since Graduating Law School / Non-Attorneys: Years of Relevant Experience Applicable to Job Description																				
L8	Counsel (Litigation / Policy)						\$119,632	\$123,221	\$126,917	\$143,797	\$148,111	\$151,703	\$154,095	\$157,177	\$160,320	\$163,527	\$166,797	\$169,299	\$171,839	\$174,416	\$177,033	
L7	Senior Attorney (Litigation / Policy)						\$106,476	\$109,670	\$112,960	\$116,349	\$119,840	\$123,435	\$125,904	\$128,422	\$130,990	\$133,610	\$136,282	\$139,008	\$141,093	\$143,209	\$145,357	
L6	Senior Attorney (Legal Help Desk)						\$92,014	\$95,235	\$98,568	\$102,018	\$105,588	\$108,756	\$112,019	\$115,379	\$118,841	\$122,406	\$124,854	\$127,351	\$129,898	\$132,496	\$134,944	
L5	Attorney (Litigation / Policy)	\$92,014	\$95,235	\$98,568	\$102,018	\$105,588	\$108,756	\$112,019	\$115,379	\$118,841	\$122,406	\$124,854	\$127,351	\$129,898	\$132,496	\$134,944	\$137,849	\$139,917	\$142,016	\$144,146	\$146,308	
L4	Attorney (Legal Help Desk)	\$81,077	\$83,914	\$86,851	\$89,891	\$93,037	\$95,828	\$98,703	\$101,664	\$104,714	\$107,856	\$111,091	\$113,313	\$115,579	\$117,891	\$120,249	\$122,654	\$125,107	\$126,984	\$128,888	\$130,822	
L3	Legal Administrative Manager; Senior Litigation Analyst	\$74,331	\$76,933	\$79,625	\$82,412	\$85,297	\$88,282	\$90,931	\$93,659	\$96,468	\$99,362	\$102,343	\$104,390	\$106,478	\$108,608	\$110,780	\$112,995	\$115,255	\$116,984	\$118,739	\$120,520	
L2	Senior Paralegal						\$81,570	\$83,201	\$84,865	\$85,714	\$86,571	\$87,431	\$88,311	\$89,194	\$90,086	\$90,987	\$91,897	\$92,586	\$93,280	\$93,980	\$94,685	\$95,395
L1	Paralegal	\$68,507	\$69,877	\$71,275	\$72,700	\$74,154	\$75,637	\$77,150	\$78,722	\$80,349	\$82,028	\$83,761	\$85,549	\$87,392	\$89,290	\$91,243	\$93,151	\$95,014	\$96,832	\$98,605	\$100,333	
D6	Director (Institutional Giving; Leadership Gifts; Legacy Giving; National Sponsors Programs)	\$116,174	\$119,369	\$122,652	\$126,025	\$129,491	\$133,052	\$135,912	\$138,834	\$141,819	\$144,868	\$147,983	\$151,165	\$153,810	\$156,502	\$159,240	\$162,027	\$163,890	\$165,735	\$167,682	\$169,610	
D5	Senior Major Gifts Officer						\$113,891	\$117,877	\$122,003	\$125,053	\$128,180	\$131,384	\$134,669	\$138,035	\$141,486	\$145,023	\$148,649	\$152,366	\$156,174	\$159,972	\$163,760	
D4	Major Gifts Officer (Legacy Gifts Officer; Major Gifts Officer; Manager Corporate Partnerships)	\$92,757	\$96,003	\$99,363	\$102,841	\$106,440	\$110,166	\$114,022	\$118,072	\$119,794	\$122,788	\$125,859	\$129,005	\$132,230	\$134,214	\$136,227	\$138,270	\$139,653	\$141,049	\$142,460	\$143,885	
D3	Manager Database and Reports; National Events Manager; Liberty Circle Manager	\$78,256	\$80,603	\$83,021	\$85,512	\$88,077	\$90,720	\$92,988	\$95,312	\$97,695	\$100,138	\$102,641	\$104,694	\$106,788	\$108,924	\$111,102	\$113,324	\$114,457	\$115,602	\$116,758	\$117,926	
D2	Member Services Analyst & Stewardship Officer	\$70,898	\$73,379	\$75,947	\$78,605	\$81,357	\$83,391	\$85,475	\$87,612	\$89,803	\$92,048	\$93,889	\$95,766	\$97,682	\$99,635	\$101,130	\$102,647	\$104,186	\$104,707	\$105,211	\$105,757	
		Database Health Associate; Member Services Assistant; Office Manager / Regional Program Coordinator; Online Database & Constituency Associate; Database and Reports Associate																				
D1	Coordinator; Online Database & Constituency Associate; Database and Reports Associate	\$65,086	\$66,388	\$67,716	\$69,070	\$70,348	\$71,649	\$72,975	\$74,325	\$75,700	\$77,100	\$78,527	\$79,981	\$80,304	\$81,509	\$82,324	\$83,147	\$83,979	\$84,818	\$85,667	\$86,523	
C5	Director Digital Communications	\$106,146	\$109,065	\$112,064	\$115,146	\$118,312	\$121,566	\$124,179	\$126,849	\$129,577	\$132,363	\$135,208	\$137,574	\$139,982	\$142,432	\$144,924	\$147,460	\$149,156	\$150,872	\$152,607	\$154,362	
C4	Director of Strategic Communications	\$94,906	\$97,516	\$100,197	\$102,953	\$105,784	\$108,693	\$111,030	\$113,417	\$115,855	\$118,346	\$120,891	\$123,006	\$125,159	\$127,349	\$129,578	\$131,845	\$133,362	\$134,895	\$136,447	\$138,016	
C3	Web Manager	\$86,043	\$88,624	\$91,283	\$93,565	\$95,904	\$98,302	\$100,759	\$102,278	\$105,860	\$108,507	\$110,677	\$112,890	\$115,148	\$117,451	\$119,800	\$122,208	\$123,430	\$124,664	\$125,911	\$127,170	
C2	Digital Content Manager; Email Strategist; Social Media Manager, Video Producer/Edito	\$77,181	\$79,883	\$82,678	\$85,572	\$88,139	\$90,784	\$93,507	\$95,845	\$98,241	\$100,697	\$102,711	\$104,765	\$106,866	\$108,998	\$110,632	\$112,292	\$113,976	\$115,116	\$116,267	\$117,430	
C1	Public Information Officer	\$76,118	\$78,401	\$80,753	\$83,176	\$85,671	\$88,241	\$90,447	\$92,709	\$95,026	\$97,402	\$99,837	\$101,834	\$103,870	\$105,428	\$107,010	\$108,615	\$110,244	\$111,898	\$113,576	\$115,280	
F1	Staff Accountant	\$75,417	\$77,303	\$79,235	\$81,216	\$83,247	\$85,328	\$86,608	\$87,907	\$89,225	\$90,564	\$91,922	\$92,841	\$93,770	\$94,708	\$95,655	\$96,133	\$96,614	\$97,097	\$97,582	\$98,070	
O1	National Operations Manager	\$75,417	\$77,303	\$79,235	\$81,216	\$83,247	\$85,328	\$86,608	\$87,907	\$89,225	\$90,564	\$91,922	\$92,841	\$93,770	\$94,708	\$95,655	\$96,133	\$96,614	\$97,097	\$97,582	\$98,070	
T2	Deputy Director of Enterprise Technology/Cybersecurity	\$120,525	\$123,538	\$126,627	\$129,793	\$133,037	\$135,698	\$138,412	\$141,180	\$144,004	\$146,884	\$149,822	\$152,818	\$155,875	\$158,992	\$162,172	\$163,794	\$164,457	\$165,132	\$165,817	\$166,511	
T1	Information Technology Manager	\$76,322	\$78,612	\$80,970	\$83,399	\$85,901	\$88,488	\$90,250	\$92,506	\$94,819	\$97,189	\$99,133	\$101,115	\$103,138	\$105,201	\$107,305	\$108,378	\$109,461	\$110,556	\$111,662	\$112,778	

Year 2 - Los Angeles - Salary Ranges and Steps (96.5%)																						
Grade	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	
		1 Year or Less	2 Years	3 Years	4 Years	5 Years	6 Years	7 Years	8 Years	9 Years	10 Years	11 - 12 Years	13 - 14 Years	15 - 16 Years	17 - 18 Years	19 - 20 Years	21 - 22 Years	23 - 24 Years	25 - 26 Years	27 - 28 Years	29 - 30+ Years	
		Attorneys: Years Since Graduating Law School / Non-Attorneys: Years of Relevant Experience Applicable to Job Description																				
L8	Counsel (Litigation / Policy)						\$118,446	\$122,427	\$126,496	\$142,927	\$145,786	\$148,702	\$151,676	\$154,709	\$157,803	\$160,959	\$163,374	\$165,824	\$168,312	\$170,836	\$173,395	
L7	Senior Attorney (Litigation / Policy)						\$106,346	\$109,536	\$112,822	\$116,207	\$119,693	\$123,284	\$126,874	\$130,465	\$134,056	\$137,647	\$141,238	\$144,829	\$148,420	\$152,011	\$155,602	\$159,193
L6	Senior Attorney (Legal Help Desk)						\$88,794	\$91,902	\$95,118	\$98,447	\$101,893	\$104,950	\$108,098	\$111,341	\$114,681	\$118,122	\$120,484	\$122,894	\$125,352	\$127,859	\$130,416	\$132,924
L5	Attorney (Litigation / Policy)	\$88,794	\$91,902	\$95,118	\$98,447	\$101,893	\$104,950	\$108,098	\$111,341	\$114,681	\$118,122	\$120,484	\$122,894	\$125,352	\$127,859	\$130,416	\$132,924	\$135,020	\$137,054	\$139,101	\$141,187	
L4	Attorney (Legal Help Desk)	\$78,239	\$80,977	\$83,812	\$86,745	\$89,781	\$92,474	\$95,249	\$98,106	\$101,049	\$104,081	\$107,203	\$110,347	\$113,534	\$116,765	\$120,041	\$118,361	\$121,728	\$125,539	\$124,377	\$128,243	
L3	Legal Administrative Manager; Senior Litigation Analyst	\$71,730	\$74,240	\$76,839	\$79,528	\$82,311	\$85,192	\$87,748	\$90,381	\$93,092	\$95,885	\$98,761	\$100,736	\$102,751	\$104,806	\$106,902	\$109,040	\$111,221	\$112,890	\$114,583	\$116,302	
L2	Senior Paralegal						\$78,715	\$80,289	\$81,895	\$82,714	\$83,541	\$84,376	\$85,220	\$86,072	\$86,933	\$87,802	\$88,680	\$89,346	\$90,016	\$90,691	\$91,371	\$92,056
L1	Paralegal	\$66,109	\$67,432	\$68,780	\$70,156	\$71,559	\$72,990	\$74,450	\$75,949	\$77,478	\$78,246	\$79,030	\$79,829	\$80,615	\$81,398	\$82,178	\$82,955	\$83,729	\$84,500	\$85,268	\$86,033	
D6	Director (Institutional Giving; Leadership Gifts; Legacy Giving; National Sponsors Programs)	\$112,108	\$115,191	\$118,359	\$121,614	\$124,958	\$128,395	\$131,155	\$133,975	\$136,856	\$139,798	\$142,804	\$145,874	\$148,427	\$151,024	\$153,667	\$156,356	\$158,154	\$159,973	\$161,813	\$163,674	
D5	Senior Major Gifts Officer						\$109,905	\$113,752	\$117,733	\$120,676	\$123,693	\$126,786	\$129,955	\$133,204	\$136,534	\$139,852	\$143,271	\$144,199	\$145,641	\$147,097	\$148,568	
D4	Major Gifts Officer (Legacy Gifts Officer; Major Gifts Officer; Manager Corporate Partnerships)	\$89,510	\$92,643	\$95,886	\$99,244	\$102,715	\$106,310	\$110,031	\$113,878	\$115,601	\$118,491	\$121,454	\$124,490	\$127,602	\$129,516	\$131,459	\$133,431	\$134,765	\$136,131	\$137,474	\$138,849	
D3	Manager Database and Reports; National Events Manager; Liberty Circle Manager	\$75,517	\$77,882	\$80,116	\$82,519	\$84,995	\$87,545	\$89,733	\$91,977	\$94,276	\$96,633	\$99,049	\$101,030	\$103,050	\$105,111	\$107,213	\$109,358	\$110,451	\$111,556	\$112,671	\$113,798	
D2	Member Services Analyst & Stewardship Officer	\$68,416	\$70,811	\$73,289	\$75,854	\$78,509	\$80,472	\$82,484	\$84,546	\$86,659	\$88,826	\$90,602	\$92,415	\$94,263	\$96,148	\$97,990	\$99,054	\$100,540	\$101,043	\$101,548	\$102,056	
		Database Health Associate; Member Services Assistant; Office Manager / Regional Program Coordinator; Online Database & Constituency Associate; Database and Reports Associate																				
D1	Coordinator; Online Database & Constituency Associate; Database and Reports Associate	\$62,808	\$64,064	\$65,346	\$66,653	\$67,866	\$69,142	\$70,421	\$71,723	\$73,050	\$74,402	\$75,518	\$76,651	\$77,494	\$78,656	\$79,443	\$80,237	\$81,039	\$81,850	\$82,668	\$83,495	
C5	Director Digital Communications	\$102,431	\$105,247	\$108,142	\$111,116	\$114,171	\$117,311	\$119,833	\$122,410	\$125,041	\$127,730	\$130,476	\$132,759	\$135,083	\$137,447	\$139,852	\$142,299	\$144,936	\$147,591	\$150,265	\$152,969	
C4	Director of Strategic Communications	\$91,584	\$94,102	\$96,690	\$99,349	\$102,081	\$104,889	\$107,144	\$109,447	\$111,800	\$114,204	\$116,660	\$118,710	\$120,778	\$122,822	\$124,043	\$127,231	\$128,694	\$130,174	\$131,671	\$133,185	
C3	Web Manager	\$83,031	\$85,522	\$88,088	\$90,290	\$92,547	\$94,861	\$97,133	\$99,663	\$102,155	\$104,709	\$106,803	\$108,939	\$111,118	\$113,340	\$115,607	\$116,763	\$117,931	\$119,110	\$120,301	\$121,504	
C2	Digital Content Manager; Email Strategist; Social Media Manager, Video Producer/Edito	\$74,480	\$77,087	\$79,785	\$82,577	\$85,054	\$87,606	\$90,234	\$92,490	\$94,802	\$97,172	\$99,116	\$101,098	\$103,120	\$105,183	\$106,760	\$108,362	\$109,987	\$111,087	\$112,198	\$113,320	
C1	Public Information Officer	\$73,454	\$75,657	\$77,927	\$80,265	\$82,673	\$85,153	\$87,282	\$89,464	\$91,700	\$93,993	\$96,343	\$98,270	\$100,235	\$101,738	\$103,265	\$104,814	\$106,386	\$107,982	\$109,601	\$111,245	
F1	Staff Accountant	\$72,778	\$74,597	\$76,462	\$78,374	\$80,331	\$82,341	\$83,576	\$84,830	\$86,102	\$87,394	\$88,705	\$89,592	\$90,488	\$91,393	\$92,307	\$92,768	\$93,232	\$93,698	\$94,167	\$94,638	
O1	National Operations Manager	\$72,778	\$74,597	\$76,462	\$78,374	\$80,331	\$82,341	\$83,576	\$84,830	\$86,102	\$87,394	\$88,705	\$89,592	\$90,488	\$91,393	\$92,307	\$92,768	\$93,232	\$93,698	\$94,167	\$94,638	
T2	Deputy Director of Enterprise Technology/Cybersecurity	\$116,307	\$119,215	\$122,195	\$125,250	\$128,381	\$131,949	\$135,568	\$138,239	\$140,964	\$143,743	\$144,578	\$147,470	\$150,419	\$153,427							

Year 2 - Chicago - Salary Ranges and Steps (92.0%)																											
Grade	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20						
		1 Year or Less	2 Years	3 Years	4 Years	5 Years	6 Years	7 Years	8 Years	9 Years	10 Years	11 - 12 Years	13 - 14 Years	15 - 16 Years	17 - 18 Years	19 - 20 Years	21 - 22 Years	23 - 24 Years	25 - 26 Years	27 - 28 Years	29 - 30+ Years						
L8	Counsel (Litigation / Policy)																										
L7	Senior Attorney (Litigation / Policy)																										
L6	Senior Attorney (Legal Help Desk)																										
L5	Attorney (Litigation / Policy)																										
L4	Attorney (Legal Help Desk)	\$74,591	\$87,216	\$90,683	\$92,700	\$95,594	\$98,126	\$100,056	\$102,347	\$104,980	\$107,888	\$110,975	\$114,243	\$117,693	\$121,327	\$125,146	\$129,150	\$133,339	\$137,713	\$142,281	\$147,038	\$151,985	\$157,123	\$162,452	\$167,972		
L3	Legal Administrative Manager; Senior Litigation Analyst	\$68,385	\$70,778	\$73,255	\$75,819	\$78,473	\$81,220	\$84,056	\$86,976	\$89,979	\$93,064	\$96,233	\$99,486	\$102,823	\$106,244	\$109,750	\$113,341	\$117,017	\$120,770	\$124,600	\$128,507	\$132,491	\$136,551	\$140,686	\$144,895	\$149,168	
L2	Senior Paralegal																										
L1	Paralegal	\$63,027	\$64,287	\$65,573	\$66,884	\$68,222	\$69,588	\$70,978	\$72,391	\$73,826	\$75,284	\$76,764	\$78,265	\$79,787	\$81,330	\$82,894	\$84,478	\$86,082	\$87,705	\$89,347	\$91,008	\$92,688	\$94,387	\$96,104	\$97,838	\$99,589	
D6	Director (Institutional Giving; Leadership Gifts; Legacy Giving; National Sponsors Programs)	\$106,881	\$109,820	\$112,840	\$115,943	\$119,131	\$122,407	\$125,769	\$129,216	\$132,747	\$136,361	\$140,058	\$143,838	\$147,691	\$151,617	\$155,616	\$159,688	\$163,833	\$168,051	\$172,342	\$176,706	\$181,143	\$185,653	\$190,235	\$194,888	\$199,612	
D5	Senior Major Gifts Officer																										
D4	Major Gifts Officer (Legacy Gifts Officer; Major Gifts Officer; Manager Corporate Partnerships)	\$85,336	\$88,323	\$91,414	\$94,614	\$97,925	\$101,353	\$104,900	\$108,567	\$112,355	\$116,264	\$120,294	\$124,445	\$128,717	\$133,111	\$137,626	\$142,264	\$147,025	\$151,908	\$156,914	\$162,043	\$167,295	\$172,669	\$178,165	\$183,783	\$189,524	
D3	Manager Database and Reports; National Events Manager; Liberty Circle Manager	\$71,995	\$74,155	\$76,380	\$78,671	\$81,028	\$83,452	\$85,943	\$88,500	\$91,123	\$93,812	\$96,566	\$99,385	\$102,268	\$105,214	\$108,223	\$111,295	\$114,429	\$117,624	\$120,880	\$124,197	\$127,574	\$131,011	\$134,509	\$138,071	\$141,696	\$145,383
D2	Member Services Analyst & Stewardship Officer	\$65,226	\$67,509	\$69,872	\$72,317	\$74,844	\$77,454	\$80,147	\$82,923	\$85,781	\$88,720	\$91,739	\$94,828	\$97,987	\$101,206	\$104,485	\$107,824	\$111,223	\$114,682	\$118,200	\$121,777	\$125,413	\$129,108	\$132,862	\$136,675	\$140,547	\$144,477
D1	Coordinator; Online Database & Constituency Associate; Database and Reports Associate	\$59,879	\$61,077	\$62,298	\$63,544	\$64,824	\$66,137	\$67,483	\$68,861	\$70,270	\$71,709	\$73,178	\$74,677	\$76,205	\$77,762	\$79,347	\$80,960	\$82,601	\$84,269	\$85,964	\$87,686	\$89,434	\$91,207	\$93,005	\$94,828	\$96,675	\$98,546
C5	Director Digital Communications	\$97,654	\$100,340	\$103,099	\$105,934	\$108,847	\$111,841	\$114,914	\$118,067	\$121,299	\$124,611	\$128,002	\$131,472	\$135,021	\$138,649	\$142,356	\$146,142	\$149,997	\$153,921	\$157,914	\$161,975	\$166,104	\$170,299	\$174,560	\$178,886	\$183,277	\$187,732
C4	Director of Strategic Communications	\$87,313	\$89,714	\$92,181	\$94,716	\$97,321	\$99,997	\$102,744	\$105,563	\$108,454	\$111,417	\$114,452	\$117,558	\$120,735	\$123,984	\$127,304	\$130,694	\$134,154	\$137,683	\$141,281	\$144,947	\$148,681	\$152,482	\$156,349	\$160,282	\$164,280	\$168,341
C3	Web Manager	\$79,159	\$81,534	\$83,980	\$86,498	\$89,088	\$91,750	\$94,484	\$97,291	\$100,161	\$103,094	\$106,091	\$109,151	\$112,273	\$115,456	\$118,700	\$122,014	\$125,397	\$128,849	\$132,370	\$135,959	\$139,615	\$143,337	\$147,124	\$150,975	\$154,889	\$158,865
C2	Digital Content Manager; Email Strategist; Social Media Manager, Video Producer/Edito	\$71,007	\$73,492	\$76,044	\$78,663	\$81,350	\$84,104	\$86,925	\$89,813	\$92,767	\$95,786	\$98,869	\$101,915	\$105,026	\$108,199	\$111,434	\$114,730	\$118,087	\$121,504	\$124,981	\$128,517	\$132,113	\$135,769	\$139,485	\$143,260	\$147,094	\$150,986
C1	Public Information Officer	\$70,028	\$72,129	\$74,293	\$76,522	\$78,816	\$81,174	\$83,595	\$86,078	\$88,623	\$91,230	\$93,899	\$96,630	\$99,422	\$102,274	\$105,186	\$108,158	\$111,190	\$114,281	\$117,431	\$120,640	\$123,907	\$127,232	\$130,615	\$134,055	\$137,551	\$141,102
F1	Staff Accountant	\$69,384	\$71,118	\$72,896	\$74,719	\$76,587	\$78,500	\$80,458	\$82,461	\$84,509	\$86,601	\$88,737	\$90,916	\$93,137	\$95,400	\$97,704	\$100,050	\$102,437	\$104,865	\$107,333	\$109,841	\$112,379	\$114,956	\$117,563	\$120,199	\$122,864	\$125,557
O1	National Operations Manager	\$69,384	\$71,118	\$72,896	\$74,719	\$76,587	\$78,500	\$80,458	\$82,461	\$84,509	\$86,601	\$88,737	\$90,916	\$93,137	\$95,400	\$97,704	\$100,050	\$102,437	\$104,865	\$107,333	\$109,841	\$112,379	\$114,956	\$117,563	\$120,199	\$122,864	\$125,557
T2	Deputy Director of Enterprise Technology/Cybersecurity	\$110,883	\$113,655	\$116,497	\$119,409	\$122,394	\$124,462	\$127,339	\$129,886	\$132,484	\$135,133	\$137,832	\$140,581	\$143,380	\$146,228	\$149,125	\$152,071	\$155,065	\$158,107	\$161,197	\$164,334	\$167,517	\$170,744	\$174,015	\$177,329	\$180,685	\$184,074
T1	Information Technology Manager	\$70,216	\$72,323	\$74,492	\$76,727	\$79,029	\$81,405	\$83,857	\$86,385	\$88,988	\$91,666	\$94,418	\$97,244	\$100,144	\$103,117	\$106,163	\$109,281	\$112,470	\$115,729	\$119,058	\$122,457	\$125,925	\$129,462	\$133,067	\$136,740	\$140,481	\$144,290

Year 2 - Atlanta - Salary Ranges and Steps (86.2%)																											
Grade	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20						
		1 Year or Less	2 Years	3 Years	4 Years	5 Years	6 Years	7 Years	8 Years	9 Years	10 Years	11 - 12 Years	13 - 14 Years	15 - 16 Years	17 - 18 Years	19 - 20 Years	21 - 22 Years	23 - 24 Years	25 - 26 Years	27 - 28 Years	29 - 30+ Years						
L8	Counsel (Litigation / Policy)																										
L7	Senior Attorney (Litigation / Policy)																										
L6	Senior Attorney (Legal Help Desk)																										
L5	Attorney (Litigation / Policy)																										
L4	Attorney (Legal Help Desk)	\$79,316	\$82,092	\$84,966	\$87,939	\$91,017	\$93,748	\$96,560	\$99,457	\$102,441	\$105,514	\$107,624	\$111,972	\$114,212	\$118,496	\$122,826	\$127,202	\$131,624	\$136,091	\$140,603	\$145,160	\$149,762	\$154,409	\$159,101	\$163,838	\$168,619	
L3	Legal Administrative Manager; Senior Litigation Analyst	\$64,074	\$66,316	\$68,637	\$71,039	\$73,526	\$76,099	\$78,738	\$81,443	\$84,214	\$87,051	\$89,954	\$92,923	\$95,957	\$99,056	\$102,220	\$105,449	\$108,743	\$112,102	\$115,525	\$119,012	\$123,563	\$128,180	\$132,862	\$137,609	\$142,421	
L2	Senior Paralegal																										
L1	Paralegal	\$59,053	\$60,234	\$61,439	\$62,668	\$63,921	\$65,199	\$66,503	\$67,833	\$69,188	\$70,568	\$71,973	\$73,403	\$74,858	\$76,338	\$77,843	\$79,373	\$80,928	\$82,508	\$84,113	\$85,743	\$87,398	\$89,078	\$90,782	\$92,510	\$94,262	
D6	Director (Institutional Giving; Leadership Gifts; Legacy Giving; National Sponsors Programs)	\$100,142	\$102,896	\$105,726	\$108,633	\$111,621	\$114,690	\$117,841	\$121,075	\$124,394	\$127,797	\$131,284	\$134,854	\$138,507	\$142,243	\$146,061	\$149,962	\$153,949	\$158,022	\$162,180	\$166,422	\$170,748	\$175,158	\$179,651	\$184,227	\$188,885	
D5	Senior Major Gifts Officer																										
D4	Major Gifts Officer (Legacy Gifts Officer; Major Gifts Officer; Manager Corporate Partnerships)	\$79,956	\$82,755	\$85,651	\$88,649	\$91,752	\$94,963	\$98,287	\$101,724	\$105,185	\$108,669	\$112,177	\$115,716	\$119,283	\$122,877	\$126,496	\$130,140	\$133,808	\$137,500	\$141,216	\$144,956	\$148,720	\$152,507	\$156,317	\$160,149	\$164,003	
D3	Manager Database and Reports; National Events Manager; Liberty Circle Manager	\$67,456	\$69,480	\$71,565	\$73,711	\$75,923	\$78,200	\$80,551	\$82,976	\$85,475	\$88,047	\$90,691	\$93,407	\$96,194	\$99,052	\$101,981	\$104,980	\$108,049	\$111,187	\$114,394	\$117,660	\$120,985	\$124,378	\$127,838	\$131,363	\$134,952	\$138,605
D2	Member Services Analyst & Stewardship Officer	\$61,114	\$63,253	\$65,467	\$67,758	\$70,129	\$72,583	\$75,112	\$77,716	\$80,395	\$83,149	\$85,978	\$88,881	\$91,858	\$94,900	\$98,007	\$101,179	\$104,415	\$107,715	\$111,078	\$114,504	\$118,000	\$121,566	\$125,192	\$128,878	\$132,623	\$136,427
D1	Coordinator; Online Database & Constituency Associate; Database and Reports Associate	\$56,104	\$57,226	\$58,371	\$59,538	\$60,726	\$61,936	\$63,168	\$64,421	\$65,695	\$67,000	\$68,335	\$69,699	\$71,093	\$72,516	\$73,968	\$75,448	\$76,955	\$78,488	\$80,047	\$81,631	\$83,240	\$84,874	\$86,532	\$88,213	\$89,916	\$91,641
C5	Director Digital Communications	\$91,498	\$94,014	\$96,599	\$99,256	\$101,985	\$104,787	\$107,664	\$110,616	\$113,647	\$116,759	\$119,951	\$123,222	\$126,572	\$129,999	\$133,502	\$137,080	\$140,732	\$144,457	\$148,254	\$152,122	\$156,061	\$160,070	\$164,148	\$168,294	\$172,507	\$176,786
C4	Director of Strategic Communications	\$81,809	\$84,058	\$86,370	\$88,745	\$91,184	\$93,687	\$96,254	\$98,885	\$101,579	\$104,336	\$107,156	\$110,038	\$112,981	\$115,984	\$119,047	\$122,170	\$125,351	\$128,589	\$131,884	\$135,235	\$138,641	\$142,101	\$145,614	\$149,180	\$152,806	\$156,484
C3	Web Manager	\$74,169	\$76,394	\$78,686	\$81,045	\$83,462	\$85,937	\$88,469	\$91,057	\$93,700	\$96,400	\$99,156	\$101,967	\$104,932	\$107,951	\$111,027	\$114,160	\$117,349	\$120,593	\$123,891	\$127,242	\$130,645	\$134,100	\$137,606	\$141,163	\$144,771	\$148,430

Year 3 - New York - Salary Ranges and Steps																					
Grade	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
		1 Year or Less	2 Years	3 Years	4 Years	5 Years	6 Years	7 Years	8 Years	9 Years	10 Years	11 - 12 Years	13 - 14 Years	15 - 16 Years	17 - 18 Years	19 - 20 Years	21 - 22 Years	23 - 24 Years	25 - 26 Years	27 - 28 Years	29 - 30+ Years
		Attorneys: Years Since Graduating Law School / Non-Attorneys: Years of Relevant Experience Applicable to Job Description																			
L8	Counsel (Litigation / Policy)																				
L7	Senior Attorney (Litigation / Policy)																				
L6	Senior Attorney (Legal Help Desk)																				
L5	Attorney (Litigation / Policy)	\$94,315	\$97,616	\$101,032	\$104,568	\$108,228	\$111,475	\$114,819	\$118,264	\$121,812	\$125,466	\$127,975	\$130,535	\$131,146	\$135,809	\$141,295	\$143,525	\$144,616	\$146,789	\$149,966	\$154,996
L4	Attorney (Legal Help Desk)	\$83,104	\$86,012	\$89,023	\$92,138	\$95,363	\$98,224	\$101,171	\$104,206	\$107,332	\$110,552	\$113,866	\$116,146	\$118,469	\$120,838	\$123,255	\$125,700	\$128,235	\$130,158	\$132,111	\$134,092
L3	Legal Administrative Manager; Senior Litigation Analyst	\$76,190	\$78,856	\$81,616	\$84,473	\$87,429	\$90,489	\$93,204	\$96,000	\$98,880	\$101,846	\$104,902	\$107,000	\$109,140	\$111,323	\$113,549	\$115,820	\$118,137	\$119,909	\$121,707	\$123,533
L2	Senior Paralegal																				
L1	Paralegal	\$70,220	\$71,624	\$73,057	\$74,518	\$76,008	\$77,528	\$79,079	\$79,770	\$80,668	\$81,475	\$82,290	\$83,123	\$83,944	\$84,783	\$85,631	\$86,273	\$86,920	\$87,572	\$88,229	\$88,891
D6	Director (Institutional Giving; Leadership Gifts; Legacy Giving; National Sponsors Programs)	\$119,079	\$122,354	\$125,718	\$129,175	\$132,728	\$136,378	\$139,310	\$142,305	\$145,365	\$148,490	\$151,683	\$154,944	\$157,655	\$160,414	\$163,221	\$166,078	\$167,988	\$169,920	\$171,874	\$173,850
D5	Senior Major Gifts Officer																				
D4	Major Gifts Officer (Legacy Gifts Officer; Major Gifts Officer; Manager Corporate Partnerships)	\$95,076	\$98,403	\$101,847	\$105,412	\$109,101	\$112,920	\$116,872	\$119,794	\$122,789	\$125,859	\$129,005	\$132,230	\$135,536	\$137,569	\$139,632	\$141,727	\$143,144	\$144,576	\$146,021	\$147,482
D3	Manager Database and Reports; National Events Manager; Liberty Circle Manager	\$80,212	\$82,618	\$85,097	\$87,650	\$90,279	\$92,988	\$95,312	\$97,695	\$100,138	\$102,641	\$105,207	\$107,311	\$109,458	\$111,647	\$113,880	\$116,157	\$117,319	\$118,492	\$119,677	\$120,874
D2	Member Services Analyst & Stewardship Officer	\$72,670	\$75,214	\$77,846	\$80,571	\$83,391	\$85,475	\$87,612	\$89,803	\$92,048	\$94,349	\$96,236	\$98,160	\$100,122	\$102,126	\$103,658	\$105,213	\$106,791	\$107,325	\$107,862	\$108,401
D1	Database Health Associate; Member Services Assistant; Office Manager / Regional Program Coordinator; Online Database & Constituency Associate; Database and Reports Associate	\$66,713	\$68,048	\$69,409	\$70,797	\$72,107	\$73,440	\$74,799	\$76,183	\$77,592	\$79,028	\$80,213	\$81,416	\$82,212	\$83,547	\$84,382	\$85,226	\$86,078	\$86,939	\$87,808	\$88,686
C5	Director Digital Communications	\$108,799	\$111,791	\$114,866	\$118,024	\$121,270	\$124,605	\$127,284	\$130,021	\$132,816	\$135,672	\$138,589	\$141,014	\$143,482	\$145,992	\$148,547	\$151,147	\$152,885	\$154,643	\$156,422	\$158,221
C4	Director of Strategic Communications	\$97,278	\$99,953	\$102,702	\$105,526	\$108,428	\$111,410	\$113,806	\$116,252	\$118,752	\$121,305	\$123,913	\$126,081	\$128,288	\$130,533	\$132,817	\$135,142	\$136,696	\$138,268	\$139,858	\$141,466
C3	Web Manager	\$88,194	\$90,840	\$93,565	\$95,904	\$98,302	\$100,759	\$103,278	\$105,860	\$108,507	\$111,219	\$113,444	\$115,713	\$118,027	\$120,387	\$122,795	\$124,023	\$125,263	\$126,516	\$127,781	\$129,059
C2	Digital Content Manager; Email Strategist; Social Media Manager, Video Producer/Edito	\$79,111	\$81,880	\$84,745	\$87,712	\$90,343	\$93,053	\$95,845	\$98,241	\$100,697	\$103,214	\$105,279	\$107,384	\$109,532	\$111,722	\$113,398	\$115,099	\$116,826	\$117,994	\$119,174	\$120,366
C1	Public Information Officer	\$78,021	\$80,361	\$82,772	\$85,255	\$87,813	\$90,447	\$92,709	\$95,026	\$97,402	\$99,837	\$102,333	\$104,380	\$106,467	\$108,064	\$109,685	\$111,330	\$113,000	\$114,695	\$116,416	\$118,162
F1	Staff Accountant	\$77,303	\$79,235	\$81,216	\$83,247	\$85,328	\$87,461	\$88,773	\$90,104	\$91,456	\$92,828	\$94,220	\$95,162	\$96,114	\$97,075	\$98,046	\$99,029	\$99,529	\$99,529	\$100,022	\$100,522
O1	National Operations Manager	\$77,303	\$79,235	\$81,216	\$83,247	\$85,328	\$87,461	\$88,773	\$90,104	\$91,456	\$92,828	\$94,220	\$95,162	\$96,114	\$97,075	\$98,046	\$99,029	\$99,529	\$99,529	\$100,022	\$100,522
T2	Deputy Director of Enterprise Technology/Cybersecurity	\$123,538	\$126,627	\$129,793	\$133,037	\$136,363	\$139,091	\$141,872	\$144,710	\$147,604	\$150,556	\$153,567	\$156,639	\$159,771	\$162,967	\$166,226	\$167,888	\$169,567	\$171,263	\$172,976	\$173,840
T1	Information Technology Manager	\$78,230	\$80,577	\$82,994	\$85,484	\$88,048	\$90,250	\$92,506	\$94,819	\$97,189	\$99,619	\$101,611	\$103,643	\$105,716	\$107,831	\$109,987	\$111,087	\$112,198	\$113,320	\$114,453	\$115,598

Year 3 - Los Angeles - Salary Ranges and Steps (96.5%)																					
Grade	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
		1 Year or Less	2 Years	3 Years	4 Years	5 Years	6 Years	7 Years	8 Years	9 Years	10 Years	11 - 12 Years	13 - 14 Years	15 - 16 Years	17 - 18 Years	19 - 20 Years	21 - 22 Years	23 - 24 Years	25 - 26 Years	27 - 28 Years	29 - 30+ Years
		Attorneys: Years Since Graduating Law School / Non-Attorneys: Years of Relevant Experience Applicable to Job Description																			
L8	Counsel (Litigation / Policy)																				
L7	Senior Attorney (Litigation / Policy)																				
L6	Senior Attorney (Legal Help Desk)																				
L5	Attorney (Litigation / Policy)	\$91,014	\$94,199	\$97,496	\$100,908	\$104,440	\$107,573	\$110,801	\$114,125	\$117,548	\$120,965	\$123,496	\$126,026	\$128,486	\$131,055	\$133,676	\$136,350	\$138,395	\$140,471	\$142,578	\$144,717
L4	Attorney (Legal Help Desk)	\$80,195	\$83,002	\$85,907	\$88,914	\$92,026	\$94,786	\$97,630	\$100,559	\$103,576	\$106,683	\$109,883	\$112,081	\$114,323	\$116,609	\$118,941	\$121,320	\$123,746	\$125,603	\$127,487	\$129,399
L3	Legal Administrative Manager; Senior Litigation Analyst	\$73,523	\$76,096	\$78,760	\$81,516	\$84,369	\$87,322	\$89,942	\$92,640	\$95,419	\$98,282	\$101,230	\$103,255	\$105,320	\$107,426	\$109,575	\$111,766	\$114,002	\$115,712	\$117,447	\$119,209
L2	Senior Paralegal																				
L1	Paralegal	\$67,762	\$69,117	\$70,500	\$71,910	\$73,348	\$74,815	\$76,311	\$77,744	\$79,215	\$80,724	\$82,261	\$83,816	\$85,391	\$86,986	\$88,601	\$89,254	\$89,925	\$90,605	\$91,294	\$91,991
D6	Director (Institutional Giving; Leadership Gifts; Legacy Giving; National Sponsors Programs)	\$114,911	\$118,071	\$121,318	\$124,654	\$128,082	\$131,605	\$134,434	\$137,324	\$140,277	\$143,293	\$146,374	\$149,521	\$152,137	\$154,800	\$157,509	\$160,265	\$163,068	\$165,858	\$168,714	\$171,646
D5	Senior Major Gifts Officer																				
D4	Major Gifts Officer (Legacy Gifts Officer; Major Gifts Officer; Manager Corporate Partnerships)	\$91,748	\$94,959	\$98,283	\$101,723	\$105,283	\$108,968	\$112,782	\$115,601	\$118,491	\$121,454	\$124,490	\$127,602	\$130,727	\$132,754	\$134,745	\$136,767	\$138,134	\$139,516	\$140,911	\$142,320
D3	Manager Database and Reports; National Events Manager; Liberty Circle Manager	\$77,405	\$79,727	\$82,119	\$84,582	\$87,120	\$89,733	\$91,977	\$94,276	\$96,633	\$99,049	\$101,525	\$103,555	\$105,622	\$107,739	\$109,894	\$111,092	\$113,213	\$114,345	\$115,488	\$116,643
D2	Member Services Analyst & Stewardship Officer	\$70,127	\$72,581	\$75,121	\$77,751	\$80,472	\$83,284	\$86,156	\$89,088	\$92,077	\$95,121	\$98,220	\$101,374	\$104,583	\$107,847	\$111,166	\$114,540	\$117,969	\$121,454	\$124,994	\$128,598
D1	Database Health Associate; Member Services Assistant; Office Manager / Regional Program Coordinator; Online Database & Constituency Associate; Database and Reports Associate	\$64,378	\$66,666	\$69,079	\$71,519	\$73,996	\$76,509	\$79,058	\$81,643	\$84,264	\$86,921	\$89,614	\$92,343	\$95,107	\$97,906	\$100,740	\$103,609	\$106,514	\$109,455	\$112,432	\$115,445
C5	Director Digital Communications	\$104,991	\$107,879	\$110,845	\$113,894	\$117,026	\$120,244	\$123,629	\$127,171	\$130,887	\$134,779	\$138,847	\$143,096	\$147,526	\$152,137	\$156,930	\$161,896	\$167,036	\$172,351	\$177,842	\$183,510
C4	Director of Strategic Communications	\$93,874	\$96,455	\$99,108	\$101,833	\$104,633	\$107,511	\$109,622	\$112,184	\$114,995	\$117,059	\$119,576	\$121,669	\$123,796	\$125,946	\$128,169	\$130,412	\$132,681	\$134,976	\$137,307	\$139,674
C3	Web Manager	\$85,107	\$87,660	\$90,290	\$92,547	\$94,861	\$97,233	\$99,663	\$102,155	\$104,709	\$107,327	\$109,473	\$111,663	\$113,896	\$116,174	\$118,497	\$120,879	\$123,309	\$125,788	\$128,316	\$130,894
C2	Digital Content Manager; Email Strategist; Social Media Manager, Video Producer/Edito	\$76,342	\$79,014	\$81,779	\$84,642	\$87,187	\$89,796	\$92,490	\$94,802	\$97,172	\$99,602	\$101,594	\$103,626	\$105,698	\$107,812	\$109,429	\$111,071	\$112,737	\$114,428	\$116,153	\$117,913
C1	Public Information Officer	\$75,290	\$77,549	\$79,875	\$82,271	\$84,740	\$87,282	\$89,864	\$91,700	\$93,993	\$96,343	\$98,751	\$100,726	\$102,741	\$104,282	\$105,846	\$107,434	\$109,045	\$110,681	\$112,341	\$114,026
F1	Staff Accountant	\$74,597	\$76,462	\$78,374	\$80,333	\$82,341	\$84,400	\$86,666	\$88,255	\$89,879	\$90,923	\$91,832	\$92,750	\$93,678	\$94,614	\$95,087	\$95,563	\$96,041	\$96,521	\$97,003	\$97,487
O1	National Operations Manager	\$74,597	\$76,462	\$78,374	\$80,333	\$82,341	\$84,400	\$86,666	\$88,255	\$89,879	\$90,923	\$91,832	\$92,750	\$93,678	\$94,614	\$95,087	\$95,563	\$96,041	\$96,521	\$97,003	\$97,487
T2	Deputy Director of Enterprise Technology/Cybersecurity	\$119,215	\$122,195	\$125,250	\$128,381	\$131,591	\$134,222	\$136,907	\$139,645	\$142,438	\$145,287	\$148,192	\$151,156	\$154,179	\$157,263	\$160,408	\$162,012	\$163,632	\$165,269	\$166,921	\$168,597
T1	Information Technology Manager	\$75,492	\$77,757	\$80,089	\$82,492	\$84,967	\$87,091	\$89,268	\$91,500	\$93,787	\$96,132	\$98,055	\$100,016	\$102,016	\$104,056	\$106,138	\$107,199	\$108,271	\$109,354	\$110,447	\$111,552

Year 3 - Washington, DC - Salary Ranges and Steps (96.0%)																					
Grade	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
		1 Year or Less	2 Years	3 Years	4 Years	5 Years	6 Years	7 Years	8 Years	9 Years	10 Years	11 - 12 Years	13 - 14 Years	15 - 16 Years	17 - 18 Years	19 - 20 Years	21 - 22 Years	23 - 24 Years	25 - 26 Years	27 - 28 Years	29 - 30+ Years
		Attorneys: Years Since Graduating Law School / Non-Attorneys: Years of Relevant Experience Applicable to Job Description																			
L8	Counsel (Litigation / Policy)																				
L7	Senior Attorney (Litigation / Policy)																				
L6	Senior Attorney (Legal Help Desk)																				
L5	Attorney (Litigation / Policy)	\$90,542	\$93,711	\$96,991	\$100,386	\$103,899	\$107,016	\$111,693	\$115,943	\$118,495	\$122,050	\$125,711	\$128,225	\$13							

Year 4 - New York - Salary Ranges and Steps																					
Grade	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
		1 Year or Less	2 Years	3 Years	4 Years	5 Years	6 Years	7 Years	8 Years	9 Years	10 Years	11 - 12 Years	13 - 14 Years	15 - 16 Years	17 - 18 Years	19 - 20 Years	21 - 22 Years	23 - 24 Years	25 - 26 Years	27 - 28 Years	29 - 30+ Years
		Attorneys: Years Since Graduating Law School / Non-Attorneys: Years of Relevant Experience Applicable to Job Description																			
L8	Counsel (Litigation / Policy)						\$125,688	\$129,459	\$133,343	\$137,077	\$155,609	\$158,722	\$161,896	\$165,134	\$168,437	\$171,805	\$175,241	\$177,870	\$180,538	\$183,246	\$185,995
L7	Senior Attorney (Litigation / Policy)						\$111,866	\$115,222	\$118,679	\$122,239	\$125,907	\$129,684	\$133,572	\$137,571	\$141,681	\$145,801	\$149,931	\$154,071	\$158,221	\$162,381	\$166,551
L6	Senior Attorney (Legal Help Desk)						\$96,672	\$100,056	\$103,558	\$107,183	\$110,934	\$114,812	\$118,817	\$122,949	\$127,207	\$131,584	\$136,081	\$140,600	\$145,141	\$149,704	\$154,289
L5	Attorney (Litigation / Policy)						\$85,181	\$88,126	\$91,248	\$94,442	\$97,714	\$101,060	\$104,481	\$107,987	\$111,578	\$115,255	\$119,019	\$122,865	\$126,786	\$130,783	\$134,856
L4	Attorney (Legal Help Desk)						\$78,094	\$80,828	\$83,657	\$86,585	\$89,515	\$92,451	\$95,394	\$98,344	\$101,301	\$104,274	\$107,263	\$110,268	\$113,289	\$116,316	\$119,350
L3	Legal Administrative Manager; Senior Litigation Analyst									\$85,699	\$87,413	\$89,161	\$90,954	\$92,782	\$94,645	\$96,544	\$98,479	\$100,450	\$102,457	\$104,500	\$106,579
L2	Senior Paralegal									\$77,908	\$79,467	\$81,056	\$82,685	\$84,347	\$86,042	\$87,772	\$89,538	\$91,340	\$93,178	\$95,053	\$96,965
L1	Paralegal									\$71,975	\$73,415	\$74,883	\$76,381	\$77,908	\$79,467	\$81,056	\$82,685	\$84,347	\$86,042	\$87,772	\$89,538
D6	Director (Institutional Giving; Leadership Gifts; Legacy Giving; National Sponsors Programs)						\$122,056	\$125,412	\$128,861	\$132,405	\$136,044	\$139,787	\$143,634	\$147,485	\$151,341	\$155,201	\$159,065	\$162,934	\$166,807	\$170,684	\$174,565
D5	Senior Major Gifts Officer									\$119,657	\$123,845	\$128,180	\$131,384	\$134,669	\$138,035	\$141,486	\$145,023	\$148,649	\$152,359	\$156,155	\$159,937
D4	Major Gifts Officer (Legacy Gifts Officer; Major Gifts Officer; Manager Corporate Partnerships)						\$97,452	\$100,863	\$104,394	\$108,047	\$111,829	\$115,743	\$119,794	\$122,789	\$125,859	\$129,005	\$132,227	\$135,526	\$138,904	\$142,361	\$145,898
D3	Manager Database and Reports; National Events Manager; Liberty Circle Manager						\$82,217	\$84,684	\$87,224	\$89,841	\$92,536	\$95,312	\$97,695	\$100,138	\$102,641	\$105,207	\$107,837	\$110,534	\$113,299	\$116,134	\$118,937
D2	Member Services Analyst & Stewardship Officer						\$74,487	\$77,094	\$79,792	\$82,585	\$85,475	\$87,612	\$89,803	\$92,048	\$94,349	\$96,706	\$99,119	\$101,588	\$104,113	\$106,694	\$109,325
D1	Database Health Associate; Member Services Assistant; Office Manager / Regional Program Coordinator; Online Database & Constituency Associate; Database and Reports Associate						\$68,381	\$69,799	\$71,144	\$72,527	\$73,909	\$75,276	\$76,669	\$78,087	\$79,532	\$81,003	\$82,507	\$84,044	\$85,614	\$87,217	\$88,853
C5	Director Digital Communications						\$111,519	\$114,586	\$117,737	\$120,975	\$124,302	\$127,720	\$131,229	\$134,828	\$140,519	\$147,304	\$154,185	\$161,162	\$168,231	\$175,392	\$182,645
C4	Director of Strategic Communications						\$99,710	\$102,452	\$105,270	\$108,165	\$111,139	\$114,195	\$117,336	\$120,564	\$123,881	\$127,288	\$130,786	\$134,275	\$137,755	\$141,225	\$144,685
C3	Web Manager						\$90,399	\$93,111	\$95,904	\$98,780	\$101,759	\$103,728	\$105,686	\$107,634	\$109,572	\$111,500	\$113,418	\$115,326	\$117,224	\$119,112	\$120,990
C2	Digital Content Manager; Email Strategist; Social Media Manager, Video Producer/Edito						\$81,089	\$83,927	\$86,864	\$89,800	\$92,601	\$95,379	\$98,241	\$101,097	\$103,936	\$106,759	\$109,567	\$112,361	\$115,141	\$117,907	\$120,659
C1	Public Information Officer						\$79,971	\$82,370	\$84,841	\$87,387	\$89,908	\$92,405	\$94,878	\$97,327	\$99,753	\$102,156	\$104,536	\$106,893	\$109,227	\$111,537	\$113,823
F1	Staff Accountant						\$79,235	\$81,216	\$83,247	\$85,328	\$87,461	\$89,647	\$91,887	\$94,183	\$96,536	\$98,847	\$101,215	\$103,550	\$105,853	\$108,124	\$110,363
O1	National Operations Manager						\$79,235	\$81,216	\$83,247	\$85,328	\$87,461	\$89,647	\$91,887	\$94,183	\$96,536	\$98,847	\$101,215	\$103,550	\$105,853	\$108,124	\$110,363
T2	Deputy Director of Enterprise Technology/Cybersecurity						\$126,627	\$129,793	\$133,037	\$136,363	\$139,772	\$143,266	\$146,845	\$150,510	\$154,262	\$158,103	\$162,021	\$166,027	\$170,121	\$174,303	\$178,574
T1	Information Technology Manager						\$80,186	\$82,591	\$85,069	\$87,621	\$90,250	\$92,966	\$95,761	\$98,636	\$101,591	\$104,626	\$107,741	\$108,864	\$110,003	\$111,157	\$112,326

Year 4 - Los Angeles - Salary Ranges and Steps (96.5%)																					
Grade	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
		1 Year or Less	2 Years	3 Years	4 Years	5 Years	6 Years	7 Years	8 Years	9 Years	10 Years	11 - 12 Years	13 - 14 Years	15 - 16 Years	17 - 18 Years	19 - 20 Years	21 - 22 Years	23 - 24 Years	25 - 26 Years	27 - 28 Years	29 - 30+ Years
		Attorneys: Years Since Graduating Law School / Non-Attorneys: Years of Relevant Experience Applicable to Job Description																			
L8	Counsel (Litigation / Policy)						\$121,289	\$124,928	\$128,676	\$132,536	\$136,512	\$139,242	\$142,027	\$144,867	\$147,761	\$150,709	\$153,712	\$156,770	\$159,883	\$163,051	\$166,274
L7	Senior Attorney (Litigation / Policy)						\$111,729	\$115,081	\$118,534	\$122,090	\$125,752	\$129,525	\$133,409	\$137,404	\$141,511	\$145,731	\$150,064	\$154,511	\$159,071	\$163,745	\$168,534
L6	Senior Attorney (Legal Help Desk)						\$93,289	\$96,554	\$99,933	\$103,431	\$107,051	\$110,802	\$114,674	\$121,115	\$125,818	\$130,654	\$135,623	\$140,725	\$145,961	\$151,332	\$156,839
L5	Attorney (Litigation / Policy)						\$82,200	\$85,077	\$88,054	\$91,136	\$94,326	\$97,526	\$100,837	\$104,261	\$107,800	\$111,456	\$115,231	\$119,126	\$123,151	\$127,306	\$131,591
L4	Attorney (Legal Help Desk)						\$75,361	\$77,999	\$80,729	\$83,554	\$86,478	\$89,505	\$92,190	\$94,956	\$97,805	\$100,739	\$103,758	\$106,863	\$109,954	\$113,131	\$116,394
L3	Legal Administrative Manager; Senior Litigation Analyst									\$82,700	\$84,354	\$86,041	\$87,770	\$89,538	\$91,340	\$93,178	\$95,053	\$96,965	\$98,907	\$100,888	\$102,909
L2	Senior Paralegal									\$69,456	\$70,825	\$72,262	\$73,707	\$75,182	\$76,685	\$78,219	\$79,791	\$81,391	\$83,019	\$84,676	\$86,361
L1	Paralegal						\$117,784	\$121,023	\$124,351	\$127,771	\$131,284	\$134,895	\$137,995	\$140,798	\$143,794	\$146,875	\$150,033	\$153,269	\$156,586	\$159,984	\$163,463
D6	Director (Institutional Giving; Leadership Gifts; Legacy Giving; National Sponsors Programs)						\$115,469	\$119,510	\$123,693	\$127,986	\$132,395	\$136,919	\$141,558	\$147,314	\$153,187	\$159,186	\$165,311	\$171,581	\$178,006	\$184,587	\$191,324
D5	Senior Major Gifts Officer						\$94,042	\$97,333	\$100,740	\$104,266	\$107,915	\$111,692	\$115,601	\$119,641	\$123,814	\$128,121	\$132,562	\$137,139	\$141,854	\$146,707	\$151,698
D4	Major Gifts Officer (Legacy Gifts Officer; Major Gifts Officer; Manager Corporate Partnerships)						\$79,340	\$81,720	\$84,172	\$86,697	\$89,298	\$91,977	\$94,726	\$97,545	\$100,445	\$103,424	\$106,473	\$109,592	\$112,781	\$116,040	\$119,369
D3	Manager Database and Reports; National Events Manager; Liberty Circle Manager						\$71,880	\$74,396	\$76,999	\$79,694	\$82,484	\$85,366	\$88,341	\$91,410	\$94,574	\$97,833	\$101,187	\$104,636	\$108,180	\$111,819	\$115,554
D2	Member Services Analyst & Stewardship Officer						\$65,988	\$67,308	\$68,654	\$70,027	\$71,422	\$72,842	\$74,287	\$75,757	\$77,251	\$78,770	\$80,314	\$81,883	\$83,477	\$85,096	\$86,740
D1	Database Health Associate; Member Services Assistant; Office Manager / Regional Program Coordinator; Online Database & Constituency Associate; Database and Reports Associate						\$107,616	\$110,576	\$113,616	\$116,741	\$119,951	\$123,250	\$126,640	\$130,119	\$133,688	\$137,347	\$141,096	\$144,935	\$148,864	\$152,883	\$156,992
C5	Director Digital Communications						\$96,220	\$98,866	\$101,585	\$104,379	\$107,249	\$110,199	\$113,128	\$116,136	\$119,224	\$122,391	\$125,637	\$128,954	\$132,342	\$135,801	\$139,330
C4	Director of Strategic Communications						\$87,235	\$89,852	\$92,547	\$95,321	\$98,174	\$101,106	\$104,116	\$107,204	\$110,371	\$113,617	\$116,944	\$120,352	\$123,841	\$127,411	\$131,062
C3	Web Manager						\$78,250	\$80,989	\$83,824	\$86,758	\$89,700	\$92,641	\$95,602	\$98,583	\$101,584	\$104,605	\$107,646	\$110,707	\$113,789	\$116,892	\$120,026
C2	Digital Content Manager; Email Strategist; Social Media Manager, Video Producer/Edito						\$77,172	\$79,487	\$81,872	\$84,328	\$86,858	\$89,464	\$92,100	\$94,763	\$97,454	\$100,173	\$102,919	\$105,692	\$108,492	\$111,317	\$114,167
C1	Public Information Officer						\$76,462	\$78,374	\$80,333	\$82,341	\$84,400	\$86,510	\$88,670	\$90,881	\$93,143	\$95,466	\$97,850	\$100,294	\$102,798	\$105,372	\$107,916
F1	Staff Accountant						\$76,462	\$78,374	\$80,333	\$82,341	\$84,400	\$86,510	\$88,670	\$90,881	\$93,143	\$95,466	\$97,850	\$100,294	\$102,798	\$105,372	\$107,916
O1	National Operations Manager						\$122,195	\$125,250	\$128,381	\$131,591	\$134,880	\$138,250	\$141,700	\$145,231	\$148,843	\$152,536	\$156,311	\$160,167	\$164,104	\$168,122	\$172,221
T2	Deputy Director of Enterprise Technology/Cybersecurity						\$77,379	\$79,701	\$82,092	\$84,554	\$87,091	\$89,700	\$92,386	\$95,147	\$97,982	\$100,893	\$103,879	\$106,940	\$110,076	\$113,287	\$116,574
T1	Information Technology Manager									\$120,661	\$124,280	\$128,009	\$131,849	\$135,805	\$139,877	\$144,064	\$148,367	\$152,786	\$157,321	\$161,971	\$166,736

Year 4 - Washington, DC - Salary Ranges and Steps (96.0%)																					
Grade	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
		1 Year or Less	2 Years	3 Years	4 Years	5 Years	6 Years	7 Years	8 Years	9 Years	10 Years	11 - 12 Years	13 - 14 Years	15 - 16 Years	17 - 18 Years	19 - 20 Years	21 - 22 Years	23 - 24 Years	25 - 26 Years	27 - 28 Years	29 - 30+ Years
		Attorneys: Years Since Graduating Law School / Non-Attorneys: Years of Relevant Experience Applicable to Job Description																			
L8	Counsel (Litigation / Policy)						\$120,661	\$124,280	\$128,009	\$131,849	\$135,805	\$139,877	\$144,064	\$148,367	\$152,786	\$157,321	\$161,971	\$166,736	\$171,617	\$176,614	\$181,727
L7	Senior Attorney (Litigation / Policy)						\$111,150	\$114,485	\$117,919	\$121,457	\$125,101	\$128,854	\$132,717	\$136,691	\$140,776	\$144,974	\$149,286	\$153,712	\$158,253	\$162,910	\$167,683
L6	Senior Attorney (Legal Help Desk)																				

Year 5 - New York - Salary Ranges and Steps																					
Grade	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
		1 Year or Less	2 Years	3 Years	4 Years	5 Years	6 Years	7 Years	8 Years	9 Years	10 Years	11 - 12 Years	13 - 14 Years	15 - 16 Years	17 - 18 Years	19 - 20 Years	21 - 22 Years	23 - 24 Years	25 - 26 Years	27 - 28 Years	29 - 30+ Years
		Attorneys: Years Since Graduating Law School / Non-Attorneys: Years of Relevant Experience Applicable to Job Description																			
L8	Counsel (Litigation / Policy)						\$128,830	\$132,695	\$136,676	\$154,854	\$159,500	\$162,690	\$165,943	\$169,262	\$172,648	\$176,100	\$179,622	\$182,317	\$185,052	\$187,827	\$190,645
L7	Senior Attorney (Litigation / Policy)						\$145,000	\$149,776	\$154,663	\$172,900	\$177,600	\$180,858	\$184,163	\$187,512	\$190,904	\$194,340	\$197,819	\$201,341	\$204,905	\$208,511	\$212,158
L6	Senior Attorney (Legal Help Desk)						\$114,663	\$118,103	\$121,646	\$125,295	\$129,054	\$132,926	\$136,914	\$141,020	\$145,262	\$149,640	\$154,162	\$158,828	\$163,641	\$168,599	\$173,699
L5	Attorney (Litigation / Policy)	\$99,089	\$102,557	\$106,147	\$109,862	\$113,707	\$117,118	\$120,632	\$124,251	\$127,979	\$131,818	\$134,454	\$137,143	\$139,886	\$142,684	\$145,538	\$148,448	\$151,415	\$154,439	\$157,520	\$160,658
L4	Attorney (Legal Help Desk)	\$87,311	\$90,367	\$93,529	\$96,803	\$100,191	\$103,197	\$106,293	\$109,481	\$112,766	\$116,149	\$119,633	\$123,226	\$126,928	\$130,740	\$134,662	\$138,694	\$142,846	\$150,115	\$157,400	\$164,701
L3	Legal Administrative Manager; Senior Litigation Analyst	\$80,047	\$82,948	\$85,748	\$88,549	\$91,350	\$94,151	\$96,952	\$99,753	\$102,554	\$105,355	\$108,156	\$110,957	\$113,758	\$116,559	\$119,360	\$122,161	\$124,962	\$127,763	\$130,564	\$133,365
L2	Senior Paralegal						\$87,842	\$89,599	\$91,356	\$93,227	\$95,100	\$96,502	\$97,904	\$99,306	\$100,708	\$102,110	\$103,512	\$104,914	\$106,316	\$107,718	\$109,120
L1	Paralegal	\$73,775	\$75,250	\$76,755	\$78,290	\$79,856	\$81,453	\$83,082	\$84,752	\$86,460	\$88,200	\$89,976	\$91,792	\$93,648	\$95,544	\$97,480	\$99,456	\$101,472	\$103,528	\$105,624	\$107,760
D6	Director (Institutional Giving; Leadership Gifts; Legacy Giving; National Sponsors Programs)	\$125,107	\$128,548	\$132,083	\$135,715	\$139,447	\$143,282	\$146,363	\$149,500	\$152,724	\$156,007	\$159,346	\$162,738	\$166,182	\$169,678	\$173,226	\$176,826	\$180,478	\$184,182	\$187,938	\$191,746
D5	Senior Major Gifts Officer						\$122,648	\$126,941	\$131,384	\$134,669	\$138,035	\$141,486	\$145,023	\$148,649	\$152,365	\$156,171	\$159,968	\$163,756	\$167,535	\$171,305	\$175,066
D4	Major Gifts Officer (Legacy Gifts Officer; Major Gifts Officer; Manager Corporate Partnerships)	\$99,889	\$103,385	\$107,003	\$110,749	\$114,625	\$118,637	\$122,789	\$125,859	\$129,050	\$132,230	\$135,536	\$138,924	\$142,397	\$144,533	\$146,701	\$148,900	\$150,391	\$151,895	\$153,414	\$154,948
D3	Manager Database and Reports; National Events Manager; Liberty Circle Manager	\$84,273	\$86,801	\$89,405	\$92,087	\$94,850	\$97,695	\$100,138	\$102,641	\$105,207	\$107,837	\$110,533	\$112,744	\$114,999	\$117,299	\$119,645	\$122,038	\$124,258	\$126,491	\$128,736	\$130,993
D2	Member Services Analyst & Stewardship Officer	\$76,349	\$79,021	\$81,787	\$84,650	\$87,612	\$90,603	\$92,408	\$94,349	\$96,708	\$99,125	\$101,108	\$103,130	\$105,192	\$107,296	\$109,432	\$111,600	\$113,800	\$116,032	\$118,296	\$120,592
D1	Database Health Associate; Member Services Assistant; Office Manager / Regional Program Coordinator; Online Database & Constituency Associate; Database and Reports Associate	\$70,091	\$71,493	\$72,922	\$74,381	\$75,872	\$77,158	\$78,586	\$80,040	\$81,520	\$83,029	\$84,274	\$85,538	\$86,479	\$87,776	\$88,654	\$89,540	\$90,436	\$91,340	\$92,254	\$93,176
C5	Director Digital Communications	\$114,307	\$117,451	\$120,681	\$123,999	\$127,400	\$130,913	\$133,728	\$136,603	\$139,540	\$142,540	\$145,603	\$148,153	\$150,745	\$153,383	\$156,068	\$158,799	\$161,526	\$164,249	\$166,968	\$169,682
C4	Director of Strategic Communications	\$102,203	\$105,014	\$107,901	\$110,869	\$113,918	\$117,050	\$119,758	\$122,138	\$124,764	\$127,446	\$130,186	\$132,464	\$134,782	\$137,141	\$139,541	\$141,983	\$144,466	\$146,938	\$149,400	\$151,852
C3	Web Manager	\$92,659	\$95,438	\$98,302	\$100,759	\$103,278	\$105,860	\$108,507	\$111,219	\$114,000	\$116,850	\$119,187	\$121,571	\$124,002	\$126,480	\$129,012	\$130,302	\$131,605	\$132,921	\$134,250	\$135,593
C2	Digital Content Manager; Email Strategist; Social Media Manager, Video Producer/Editor	\$83,116	\$86,025	\$89,036	\$92,152	\$94,916	\$97,764	\$100,697	\$103,214	\$105,795	\$108,440	\$111,608	\$112,820	\$115,077	\$117,378	\$119,139	\$120,926	\$122,740	\$124,579	\$126,454	\$128,365
C1	Public Information Officer	\$81,971	\$84,430	\$86,963	\$89,571	\$92,259	\$95,026	\$97,402	\$99,337	\$102,333	\$104,891	\$107,514	\$109,664	\$111,857	\$113,535	\$115,238	\$116,967	\$118,721	\$120,500	\$122,304	\$124,144
F1	Staff Accountant	\$81,216	\$83,247	\$85,328	\$87,461	\$89,647	\$91,889	\$93,267	\$94,666	\$96,086	\$97,527	\$98,990	\$99,980	\$101,900	\$103,525	\$104,042	\$105,525	\$106,042	\$107,525	\$108,042	\$109,525
O1	National Operations Manager	\$81,216	\$83,247	\$85,328	\$87,461	\$89,647	\$91,889	\$93,267	\$94,666	\$96,086	\$97,527	\$98,990	\$99,980	\$101,900	\$103,525	\$104,042	\$105,525	\$106,042	\$107,525	\$108,042	\$109,525
T2	Deputy Director of Enterprise Technology/Cybersecurity	\$129,793	\$133,037	\$136,363	\$139,772	\$143,267	\$146,132	\$149,055	\$152,036	\$155,077	\$158,178	\$161,342	\$164,568	\$167,860	\$171,217	\$174,641	\$178,132	\$181,258	\$184,491	\$187,733	\$191,000
T1	Information Technology Manager	\$82,190	\$84,656	\$87,196	\$89,812	\$92,506	\$94,819	\$97,189	\$99,619	\$102,109	\$104,662	\$106,755	\$108,890	\$111,068	\$113,289	\$115,555	\$117,911	\$120,247	\$122,573	\$124,899	\$127,225

Year 5 - Los Angeles - Salary Ranges and Steps (96.5%)																					
Grade	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
		1 Year or Less	2 Years	3 Years	4 Years	5 Years	6 Years	7 Years	8 Years	9 Years	10 Years	11 - 12 Years	13 - 14 Years	15 - 16 Years	17 - 18 Years	19 - 20 Years	21 - 22 Years	23 - 24 Years	25 - 26 Years	27 - 28 Years	29 - 30+ Years
		Attorneys: Years Since Graduating Law School / Non-Attorneys: Years of Relevant Experience Applicable to Job Description																			
L8	Counsel (Litigation / Policy)						\$149,434	\$153,177	\$156,995	\$163,338	\$166,605	\$169,937	\$173,336	\$176,575	\$180,253	\$183,972	\$187,741	\$191,560	\$195,429	\$199,348	\$203,317
L7	Senior Attorney (Litigation / Policy)						\$124,321	\$128,051	\$131,892	\$135,849	\$139,925	\$142,723	\$145,578	\$148,489	\$151,459	\$154,488	\$157,578	\$160,728	\$163,938	\$167,208	\$170,538
L6	Senior Attorney (Legal Help Desk)						\$114,523	\$117,958	\$121,497	\$125,142	\$128,896	\$132,763	\$136,418	\$139,827	\$143,500	\$147,341	\$151,250	\$155,228	\$159,275	\$163,391	\$167,576
L5	Attorney (Litigation / Policy)	\$95,621	\$98,968	\$102,432	\$106,017	\$109,727	\$113,019	\$116,410	\$119,900	\$123,499	\$127,204	\$129,748	\$132,343	\$134,990	\$137,690	\$140,444	\$143,253	\$146,117	\$149,036	\$152,010	\$155,039
L4	Attorney (Legal Help Desk)	\$84,255	\$87,204	\$90,256	\$93,415	\$96,684	\$99,585	\$102,572	\$105,650	\$108,819	\$112,084	\$115,446	\$117,755	\$120,110	\$122,512	\$124,963	\$127,462	\$130,011	\$132,610	\$135,259	\$137,958
L3	Legal Administrative Manager; Senior Litigation Analyst	\$77,245	\$79,949	\$82,747	\$85,643	\$88,640	\$91,743	\$94,945	\$97,330	\$100,250	\$103,257	\$106,355	\$108,482	\$110,652	\$112,865	\$115,122	\$117,425	\$119,773	\$122,165	\$124,602	\$127,084
L2	Senior Paralegal						\$84,767	\$86,463	\$88,192	\$89,974	\$91,796	\$93,648	\$95,530	\$97,452	\$99,404	\$101,386	\$103,398	\$105,440	\$107,512	\$109,614	\$111,746
L1	Paralegal	\$71,193	\$72,616	\$74,069	\$75,550	\$77,061	\$78,602	\$80,174	\$81,786	\$83,430	\$85,106	\$86,814	\$88,554	\$90,326	\$92,130	\$93,966	\$95,834	\$97,734	\$99,666	\$101,630	\$103,626
D6	Director (Institutional Giving; Leadership Gifts; Legacy Giving; National Sponsors Programs)	\$120,728	\$124,048	\$127,460	\$130,965	\$134,567	\$138,267	\$141,240	\$144,276	\$147,378	\$150,547	\$153,784	\$157,090	\$160,466	\$163,912	\$167,429	\$170,917	\$174,476	\$178,106	\$181,707	\$185,279
D5	Senior Major Gifts Officer						\$118,356	\$122,498	\$126,786	\$129,955	\$133,204	\$136,534	\$139,948	\$143,446	\$147,032	\$150,708	\$154,475	\$158,326	\$162,261	\$166,281	\$170,286
D4	Major Gifts Officer (Legacy Gifts Officer; Major Gifts Officer; Manager Corporate Partnerships)	\$96,393	\$99,766	\$103,255	\$106,872	\$110,613	\$114,484	\$118,491	\$121,454	\$124,490	\$127,602	\$130,792	\$134,062	\$137,414	\$139,475	\$141,567	\$143,690	\$145,844	\$148,029	\$150,244	\$152,489
D3	Manager Database and Reports; National Events Manager; Liberty Circle Manager	\$81,323	\$83,763	\$86,276	\$88,864	\$91,530	\$94,276	\$96,633	\$99,049	\$101,525	\$104,063	\$106,665	\$108,798	\$110,974	\$113,193	\$115,457	\$117,766	\$120,119	\$122,516	\$124,957	\$127,442
D2	Member Services Analyst & Stewardship Officer	\$73,677	\$76,255	\$78,924	\$81,687	\$84,546	\$86,659	\$88,826	\$91,047	\$93,323	\$95,656	\$97,959	\$99,520	\$101,511	\$103,541	\$105,094	\$106,670	\$108,271	\$109,907	\$111,578	\$132,289
D1	Database Health Associate; Member Services Assistant; Office Manager / Regional Program Coordinator; Online Database & Constituency Associate; Database and Reports Associate	\$67,638	\$68,990	\$70,370	\$71,778	\$73,105	\$74,458	\$75,835	\$77,238	\$78,667	\$80,123	\$81,324	\$82,544	\$83,845	\$84,704	\$85,551	\$86,407	\$87,271	\$88,143	\$89,025	\$89,916
C5	Director Digital Communications	\$107,307	\$110,340	\$113,457	\$116,659	\$119,950	\$123,331	\$126,807	\$130,379	\$134,047	\$137,815	\$141,584	\$145,354	\$149,124	\$152,894	\$156,664	\$160,434	\$164,204	\$167,974	\$171,744	\$175,514
C4	Director of Strategic Communications	\$98,626	\$101,338	\$104,125	\$106,998	\$109,931	\$112,954	\$115,382	\$117,867	\$120,397	\$122,985	\$125,630	\$128,328	\$131,076	\$133,874	\$136,722	\$139,620	\$142,568	\$145,566	\$148,614	\$151,712
C3	Web Manager	\$89,416	\$92,098	\$94,861	\$97,733	\$99,663	\$102,155	\$104,709	\$107,327	\$110,010	\$112,760	\$115,015	\$117,316	\$119,662	\$122,055	\$124,496	\$126,984	\$129,519	\$132,102	\$134,733	\$137,414
C2	Digital Content Manager; Email Strategist; Social Media Manager, Video Producer/Editor	\$80,207	\$83,014	\$85,919	\$88,927	\$91,594	\$94,342	\$97,172	\$99,602	\$102,952	\$104,644	\$106,737	\$108,872	\$111,049	\$113,270	\$114,969	\$116,694	\$118,444	\$120,229	\$122,054	\$123,919
C1	Public Information Officer	\$79,102	\$81,475	\$83,919	\$86,436	\$89,029	\$91,700	\$93,993	\$96,343	\$98,751	\$101,220	\$103,751	\$105,826	\$107,942	\$109,561	\$111,205	\$112,873	\$114,566	\$116,284	\$118,029	\$119,799
F1	Staff Accountant	\$78,374	\$80,333	\$82,341	\$84,400	\$86,510	\$88,673	\$90,003	\$91,353	\$92,723	\$94,114	\$95,525	\$96,481	\$97,466	\$98,420	\$99,404	\$100,400	\$101,400	\$102,400	\$103,400	\$104,400
O1	National Operations Manager	\$78,374	\$80,333	\$82,341	\$84,400	\$86,510	\$88,673	\$90,003	\$91,353	\$92,723	\$94,114	\$95,525	\$96,481	\$97,466	\$98,420	\$99,404	\$100,400	\$101,400	\$102,400	\$103,400	\$104,400
T2	Deputy																				

Appendix B – Dues Deductions Agreement

ASSIGNMENT

AND

AUTHORIZATION TO DEDUCT GUILD MEMBERSHIP DUES

TO: Lambda Legal Defense & Education Fund, Inc.

I hereby assign to the Washington-Baltimore Newspaper Guild an amount each month in accordance with a schedule to be submitted by the Washington-Baltimore News Guild and I hereby authorize Lambda Legal to deduct such amounts from my salary and to remit same to the Washington-Baltimore News Guild not later than the 10th day of that month.

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

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

Date

Employee's Signature

Witness

Print Employee Name

SIDE LETTERS:

Side Letter on 2024 Non-Competitive Promotion Process

The parties agree to a one-time expedited non-competitive promotion review process for 2024. This expedited process shall commence upon the ratification of the underlying CBA, so long as the Agreement is fully ratified on or prior to March 15, 2024:

In 2024, there will be one promotion review process starting on April 15th, concluding with promotions processing effective June 15th. Starting on April 15th, supervisors and department heads will have one month from April 15th to submit promotion recommendations to the promotion Review Committee. The Review Committee will review promotion recommendations and, along with the CEO or their designee, make final determinations within one month from May 15th. Any promotion approved by the CEO, or their designee will be effective June 15, 2024, and will be communicated to affected employees in mid-June.

For the avoidance of doubt, the above-described one-time expedited non-competitive promotion review process will only be in effect for 2024. Beginning in 2025, and all subsequent years of the CBA thereafter, the parties agree that there will not be an expedited promotion review process. Instead, the standard promotion review process scheduled to commence on May 1st of each year, as further outlined in Article 14 (Promotions) will be in effect.

John Roane
John Roane (Apr 23, 2024 14:12 EDT)
John Roane, Chief Operating Officer

Eric Geist
Eric Geist, WBNG Local Representative

Side Letter on 2024 Handbook Update

The Parties agree that Lambda Legal's existing employee handbook needs to be updated to: (1) reflect changes in state, local and federal law since the handbook was last issued; (2) be harmonized with the parties' successor collective bargaining agreement; (3) make administrative and other housekeeping edits to bring the handbook to date; and (4) substantive changes to existing policies and/or the creation of new policies that materially impact terms and conditions of employment of bargaining unit members.

The parties agree that the process for updating and implementing the new handbook should be as streamlined and efficient as possible. To that end, the parties agree to the following procedure:

- (a) Initial Draft- Lambda Legal, shortly after the ratification of the underlying CBA, will prepare an initial draft of a revised employee handbook that contains all of the edits it intends to make.
 - i. Lambda Legal will provide the Union with an initial draft of the revised handbook and a list of those provisions that Lambda Legal believes falls into categories (1), (2), and (3) above, but the Parties agree that Lambda Legal is entitled to implement such edits without bargaining. This initial draft and list will be provided no later than fourteen (14) calendar days before the start of the collaboration window referred to herein at Section B.
 - ii. Lambda Legal will provide the Union with an initial draft of the revised handbook and a list of those provisions that Lambda Legal believes falls into category (4) and will provide the union with an opportunity to collaborate with management regarding the content of such edits (as discussed more fully below in Section B). This initial draft and list will be provided no later than fourteen (14) calendar days before the start of the collaboration window referred to herein at Section B.
- (b) Collaborative Labor/Management Handbook Committee- The parties agree that the Union should be provided with a meaningful opportunity to provide input and comments regarding edits falling into category (4). As such, the parties agree to create a new collaborative Labor/Management Handbook Committee to review and react to category (4) edits.
 - i. The Labor/Management Handbook Committee will be composed of no more than three (3) people per side. Each side shall be responsible for selecting their respective participants. The parties agree that the individuals selected from the union for participation on this Labor/Management Handbook Committee need not be individuals who serve on other labor/management committees pursuant to different sections of this Agreement.
 - ii. The Labor/Management Handbook Committee will be given sixty (60) calendar days starting with the close of the fourteen (14)-day window discussed in Section A(ii) above. The Labor/Management Handbook Committee meetings should be scheduled at the mutual convenience of the parties. The parties agree that best

efforts should be used to schedule at least four (4) meetings during the course of the sixty (60)-day window.

- iii. The Parties agree that Lambda Legal will bargain over the effects of edits to the handbook, but will not be required to engage in decisional bargaining (except for any handbook provision the Agreement requires be bargained with the Union). Notwithstanding the above, the Parties agree that Lambda Legal will act in good faith with the Union and will give real consideration to Union provided comments, concerns and requests for edits to Lambda Legal's initial draft of category (4) revisions.
- iv. At the close of the sixty (60)-day calendar handbook committee window, Lambda Legal will be entitled to implement all provisions in categories (1)-(3) as well as any category (4) provisions that have been mutually agreed upon as a result of the committee meetings. Finally, Lambda Legal shall be permitted to implement any provisions the parties have not had an opportunity to address or reach full consensus on.
- v. At all times, where there exists a conflict between a provision of the Employee Handbook and a provision of this Agreement, the Agreement shall take precedence over the Employee Handbook.

John Roane
John Roane (Apr 23, 2024 14:12 EDT)
John Roane, Chief Operating Officer

Eric Geist
Eric Geist, WBNG Local Representative

Side Letter on Revising Current Job Descriptions

This Side Letter will confirm the Parties’ acknowledgement that some amount of effort is necessary in order to get all existing job descriptions into conformity with Section 1(a) of Article 11 (Job Descriptions). The Parties agree that Lambda Legal’s People and Culture Department, in collaboration with the Union, will complete this process within six (6) months after the ratification date of this successor Agreement. The Parties agree that neither party will file a grievance with respect to the completeness or currentness of a job description(s) in relation to the formatting components outlined in Section 1(a) of Article 11 (Job Descriptions) until after the above-referenced six-month period has ended. The Parties further agree that this side letter does not pertain to the implementation and enforcement of Section 1(b) of Article 11 (Job Descriptions) requiring the parties to negotiate over new or updated job descriptions.

No material changes to the job descriptions of current bargaining unit members shall be adopted unless agreed upon by the Union.

John Roane
John Roane (Apr 23, 2024 14:12 EDT)

John Roane, Chief Operating Officer

Eric Geist

Eric Geist, WBNG Local Representative