

Collective Bargaining Agreement between

Repair the World

and the

Washington-Baltimore News Guild

2024-2027

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Union Recognition

Bargaining Unit Positions: Repair the World (“Repair,” “Employer”) recognizes the Washington-Baltimore News Guild (“Guild,” “the union”) as the exclusive collective bargaining agent for all regular full time and regular part time employees in the following positions or classifications:

- Associates and Senior Associates (except for the Stakeholder Engagement Associate and Accounting Associate)
- Non-supervisory Managers (except for Manager, People and Culture)
- Non-supervisory Senior Managers
- Non-supervisory Directors on the Field Activation Team

Excluding temporary employees (as defined below); confidential employees; guards; managers and supervisors as defined by the National Labor Relations Act. To the extent there is any confusion as to whether a position is to be included in the Unit based on title, the duties and responsibilities of the employee will ultimately control.

Temporary Employees: Repair may employ temporary employees based on legitimate business needs, including but not limited to the need to fill a temporary vacancy due to a medical, parental, or other extended leave, a short-term non-renewable grant, short-term contract, or an internship program. Repair agrees not to hire such temporary employees to undermine the collective bargaining agreement or to supplant the Guild.

Equal Employment Opportunity

Repair provides equal employment opportunities to all applicants and employees without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, alienage or citizenship status, creed, genetic predisposition or carrier status, national origin, disability condition, marital and civil partnership/union status, status as a veteran, unemployment status, familial status, pregnancy, domestic violence, sexual violence or stalking victim status, caregiver status, arrest or conviction record to extent required by applicable law, credit history, or any other protected characteristic as established by law.

In addition, Repair will seek to advance the principles of equal employment opportunity as it applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination, and all other terms and conditions of employment.

Accommodation Of Disabilities

Repair will make every reasonable effort to accommodate an employee's disability. A reasonable accommodation may include changes in the work environment or how a job is performed. Employees with a disability who believe they need reasonable accommodation to perform the essential functions of their job shall contact the People and Culture Team.

Guild Rights

Section 1. Guild Orientation

Repair will allow a Guild unit officer 30 minutes as part of new hire orientation or in some other way agreeable to both parties to meet privately with each new hire eligible for membership in the bargaining unit. Repair will notify the Guild unit chair prior to a new employee's hire date.

Section 2. Professional Guild Days

In addition to any other paid or unpaid leave that may be permitted in this Agreement, Repair will accommodate the use of up to ten (10) person-days of unpaid leave per fiscal year for Guild members in the aggregate to attend meetings, classes, or training on Guild activities. Such time off must be requested in advance and approval will not be unreasonably denied. The cost of any such meetings, classes or training will be paid for by the employee or the Guild.

Section 3. Employee Use of Office Equipment for Guild Purposes

Bargaining unit employees will be entitled to use their Repair issued technology equipment for Guild purposes so long as no additional expenses are incurred as a result of such use.

Section 4. Employee Use of Repair Communications Platforms for Guild Purposes

Guild representatives employed by Repair may use Repair's communication platforms for Guild communications with bargaining unit employees. Bargaining unit employees may use their work emails for communications with the Guild. When using Repair's communication platforms for Guild purposes, the employee will make it clear that communications are made in their capacity as a Guild representative, and the employee is not representing Repair or otherwise communicating on Repair's behalf.

Section 5. Unit Representatives/Stewards

- A. The Guild will notify Repair of its unit officers and stewards within seven (7) days of their selection.
- B. Stewards will have the right to: (1) in accordance with Weingarten, represent bargaining unit employees who request Guild representation in investigatory interviews that may lead to discipline, discharge, a change in working conditions or a meeting where an employee is given discipline; and (2) investigate and process grievances that arise from the imposition of discipline or discharge or other alleged violations of this Agreement. An employee may invoke their right to representation by a steward under this provision before or during the interview. Nothing in this section creates a right to Guild representation for routine meetings or check-ins between employees and their supervisors, including regular performance reviews.
- C. Repair will notify a steward prior to an investigatory interview being held with such an employee who requests Guild representation. The Employer shall provide the time needed for the meeting.
- D. Repair shall notify the supervisor that will conduct the investigatory meeting the name of the steward that has been designated by the Guild to represent the employee. The supervisor conducting the meeting and the supervisor of the steward shall determine the time of the meeting and notify the employee and the Guild steward when the meeting will take place, where, and when the meeting will begin. If the steward is unavailable another steward will attend the meeting. If there is an urgent need to hold the meeting without a union steward, a Representative from the Guild or another Repair bargaining unit member will be appointed by the Union. Stewards will be permitted leave to perform Guild duties up to three (3) hours per month per steward without any loss of pay, so long as it does not interfere with performance or critical or time-sensitive work duties.

Section 6. Collective Bargaining Ratification Meeting

All bargaining unit employees will be permitted to attend a one-hour meeting on work time for the Guild to present a tentative collective bargaining agreement prior to a ratification vote and/or to conduct a ratification vote. The Guild will coordinate the scheduling of this meeting with Repair.

Section 7. Collective Bargaining Committee

The Guild shall designate its bargaining committee members. The committee will be released to attend negotiating sessions and related caucuses. Every member of the bargaining committee remains responsible for the performance of the duties in their scope of work.

Union Security & Dues Deduction

Section 1. Union Members in Good Standing

All present employees, who are members of the Guild on the effective date of this Agreement or the date of execution of this Agreement, whichever is later, shall remain members in good standing by the payment of their regular dues as a condition of employment.

As a condition of employment, all new employees covered by this Agreement shall on the 31st day following their first day of work either (a) acquire and maintain membership in the Guild in good standing, or (b) tender to the Guild an agency fee equal to the amount allowed by law to be charged in lieu of periodic dues uniformly required as a condition of membership 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

Repair shall, in compliance with all applicable laws and on the basis of individually signed voluntary check-off authorization forms provided to Repair by the Guild, deduct dues or agency fees equivalent to the amount allowed by law and assessments levied by the Guild for the current month. These amounts shall be deducted from employees' wages and sent to the Guild within seven (7) working days after the pay date. Deductions will begin with the next full pay period following Repair's receipt of the authorization.

Section 3. Indemnification

The Guild shall indemnify, defend, and save the Employer harmless against any and all claims, demands, suits or other forms of liability that may arise out of, or by reason of, any action by the Employer for the purpose of complying with this Article

Employee Information Furnished To The Guild

Section 1. Annual Employee Information

Repair shall furnish the Guild annually the following information in connection with employees in the Bargaining Unit:

- (a) Name
- (b) Hire date
- (c) Job title
- (d) Department

- (e) Rate of pay, including hourly pay for part-time employees and hours per week worked
- (f) Work location
- (g) Date of birth
- (h) Race and/or Ethnicity, if identified
- (i) Gender identity and preferred pronouns, if identified
- (j) Home address
- (k) Personal email address
- (l) Phone Number

Section 2. Monthly Employee Information

On a monthly basis, and no later than 30 days after any of the following events, Repair shall notify the Guild in writing or via email regarding any changes in the roster of Bargaining Unit Employees, including all additions to or departures from the Unit for any reason and any updates to the employee information required in Section 1 of this Article, indicating the effective dates thereof. Repair shall notify the Guild of any positions it creates that should be excluded from the bargaining unit. Within fourteen (14) days of notification, the Guild will notify Repair of any of these positions that it believes should be in the bargaining unit and if there is no agreement the dispute will be reduced to a grievance.

Management Rights

Section 1.

All management functions and prerogatives which the Employer has not expressly modified or restricted by specific provisions of this Agreement are retained and vested exclusively in the Employer. Without limiting the generality of the foregoing, the Employer specifically reserves to itself full control of the management, personnel and conduct of its operations, including but not limited to the following rights:

- Make any and all decisions relating to programs, budgets, and staffing;
- Determine job content and assign work;
- Determine employee qualification and evaluate competency;
- Determine the quality, productivity, workload, and quantity of work to be performed;
- Establish and require standards/rules of performance and conduct;
- Select those with whom the Employer will do business;
- Hire and promote employees;
- Suspend, demote, discharge or otherwise discipline employees for just cause;
- Transfer employees on a temporary basis between programs;

- Decide the number and location of its facilities;
- Implement new equipment, methods, and facilities and determine their use;
- Utilize the services of interns, students, temporary employees, volunteers, or consultants;
- Extend, maintain, curtail, or terminate all or any part of the Employer's operations or facilities.

Section 2.

It is agreed that these enumerations of management rights shall not be exclusive and shall not be held to limit or restrict the Employer from exercising other rights not herein enumerated, provided that these rights do not conflict with the expressed terms of this Agreement.

Section 3.

The Employer's failure to exercise any right shall not be considered a waiver of the Employer's right or preclude it from exercising the same in some other way not in conflict with the express provisions of this Agreement.

Labor Management Committee

A joint Labor/Management Committee ("LMC") shall be established, composed of three (3) members selected by the Guild and three (3) members selected by Repair. The LMC will meet no less than once per quarter with the goal of identifying and discussing issues of mutual concern. Such meetings shall not be for the purpose of conducting negotiations or discussing pending grievances, nor shall any matters discussed or decided upon at such meetings be subject to the grievance and arbitration provisions of this Agreement merely by virtue of having been discussed or decided upon at such meetings.

Health, Safety, And Security

Repair shall make all reasonable efforts to provide for the safety and health of all employees while at work including off-site assignment and event locations. Repair will also review unsafe conditions brought to its attention by the Guild or its representatives for corrective action when necessary. Repair and the Guild recognize their obligations and rights under existing federal and state laws with respect to safety and health. Repair and the Guild will collaborate in good faith to provide a work environment that is healthy, safe and secure.

As provided by federal and/or applicable state law, employees have the right to refuse work which is hazardous and will not be retaliated against or docked in pay for such a refusal.

Employees will inform their supervisor if an off-site assignment or event location poses a risk to their health, safety or security of the employee; if the supervisor agrees the employee may decline the assignment or remove themselves from the location. In addition, employees may request such equipment as required to make an assignment safer.

Repair will make every reasonable effort to maintain a workplace where there are no employees with an airborne transmissible illness. Employees who have a probable airborne transmissible illness will not be required to work in person but may be required to use sick time if remote work is not feasible.

Hours Of Work

Common Working Hours And Flex Time

Repair supports employees and their supervisors working together to determine a weekly schedule that meets the needs of the department and team and includes the common working hours as defined below. This may include the use of flex time to adjust hours worked day to day within a work week.

Repair the World's common work hours are 9:00 a.m. to 2:00 p.m. PT / 12:00 p.m. to 5:00 p.m. ET. Full-time exempt employees have a standard work week of 40 hours, which will include these common work hours. Non-exempt employees have a standard work week with a number of hours defined in their job description, and which may be required to include these common working hours.

Overtime For Non-Exempt Employees

Employees will be required to work a reasonable amount of overtime when requested. Repair the World will compensate employees for all hours worked, including overtime hours. Non-exempt employees will be paid overtime premiums at time and a half the normal rate or the applicable federal or state wage rate, whichever is higher. Employees are required to request in advance to work paid overtime if necessary and the request will be considered. Paid holidays will be counted for hours worked for the purpose of computing overtime pay. In cases where overtime is denied, supervisors must work with employees to ensure the workload is

able to be completed in scheduled work hours, utilizing flex time if needed during the same week. All employees are required to request and receive approval before working overtime.

Pay Practices

For overtime calculations and salary administration, the fixed 7-day “work week” for Repair is the period beginning at 12:00 am, Sunday, and ending at 11:59 p.m., Saturday. All employees will be paid semi-monthly on the 15th and last day of the month. For paydays falling on a weekend or holiday, employees will be paid the prior business day.

Comp Time For Exempt Employees

Exempt employees may work schedules that are different from a typical work week to meet their responsibilities. Exempt employees are eligible for compensatory time off for situations that require them to work excessive hours for special projects or on weekends. This includes traveling and spending a night or more away from one’s home city for a work-required event. Each night away equals 2 hours of comp time. Compensatory time can be granted in 2, 4 or 8-hour increments, but is not meant to be granted for every hour worked outside of a typical schedule. Exempt employees who work on a paid holiday will receive one and a half hours of compensatory time for every hour worked. All comp time earned by exempt employees in any workweek must be taken during the two-month period following the end of the workweek during which the comp time was earned. This window may be extended in case by case situations with approval from an employee’s supervisor.

Travel Time Policy For Non-Exempt Employees

Non-exempt employees are eligible for compensation for the time they spend traveling. The compensation an employee receives depends on the kind of travel and whether the travel time occurs within normal work hours.

Commute Time

The time that employees spend commuting from home to their place of work (their office or initial worksite) and from work (their office or last worksite) back home is not time worked and is not time for which employees are paid.

Travel to a Worksite

If a non-exempt employee who regularly reports to work at the same location (e.g., office or initial worksite) is required to report instead to a different location (e.g.,

different office or worksite), the employee will be paid for all travel time in excess of their normal commute time between home and their regular work location. This time in excess of the normal commute should be reported as time worked.

Employees with No Regular Worksite

For non-exempt employees who do not have an assigned or regular worksite or who report to an assigned worksite infrequently (e.g., less than one time per week), Repair will deem their reasonable commute time to be 45 minutes one way. If an employee travels more than 45 minutes to reach a worksite, Repair will pay the employee for any time in excess of that reasonable commute time.

Travel From One Worksite to Another

If a non-exempt employee is required to travel during the workday from one worksite to another, this travel time is considered paid work time. Once an employee has reported to the first worksite for the day, the employee's travel time to other work locations (whether as a driver or passenger) should be recorded as time worked.

Same-Day Travel

If a non-exempt employee is required to travel for a one-day assignment, all travel time, regardless of if outside the employee's normal work hours, is counted as time worked and should be recorded along with all time that the employee spends working while at the assignment. If the employee is driving, time spent driving to/from the assignment, less the employee's normal commute time, is paid. If the employee is traveling by plane or train, time spent driving to/from the airport/ train station, less the employee's normal commute time, is paid. All time spent traveling or waiting to travel and all time spent traveling between the airport/train station and the assignment is also paid.

Overnight Travel

When non-exempt employees are required to travel overnight, travel time will be counted as time worked and will be paid, regardless of whether the travel occurs on a weekday or a weekend.

If the employee is traveling as a passenger or as the driver, travel time that occurs during the employee's normal work hours, less the employee's normal commute time, is paid.

If the employee is traveling by plane or train, time spent driving to/from the airport/train station, less the employee's normal commute time, is paid. All time spent traveling or waiting to travel and all time spent traveling between the airport/train station and the assignment is also paid.

Time after arrival at a hotel does not count as time worked unless the employee actually performs work after arrival. While out of town, employees should record all time worked (less unpaid meals during which no work is performed).

Travel Expenses

Employees will be reimbursed for travel expenses pursuant to the guidelines outlined in the staff handbook. Employees using personal vehicles for business travel will be reimbursed at the current IRS allowable rate per mile. This rate is inclusive of fuel, and separate additional reimbursement for fuel is not covered when using a personal car.

Travel Safety

Repair the World will not require employees to travel if it compromises their health or safety. Employees who believe that travel may compromise their health or safety can request an exemption. Requests should be submitted to the People & Culture team, outlining the specific concerns and any supporting documentation (e.g., medical certificates, travel advisories.) Decisions are at the sole discretion of the Employer. However, they will be made based on the validity of the concerns and the feasibility of alternate arrangements such as virtual meetings, rescheduling the travel or assigning the travel to another employee.

Repair recognizes the varied needs of employees with marginalized identities. Repair allows employees to request a travel exemption due to concerns about COVID or general safety. This may include, but not be limited to, concerns around:

- Traveling as a disabled person with concern for exposure to biological contaminants that may cause issue to existing disability and/or chronic illness; and,
- State-based legislation that may cause severe consequences or severe mental health issues for employees traveling to said state, such as, but not limited to, anti-transgender legislation preventing employees from using adequate public restrooms or other public spaces, lack of access needs for disabled and/or chronically ill employees that prevents them from entering common public spaces, etc.

Actual Working Time

All time spent actually performing work-related tasks (regardless of the day of the week, time of day, or location) must be recorded accurately and is paid whether or not the work occurs during employees' regularly scheduled work hours.

Lactation Break

Repair will provide a reasonable amount of paid break time, or the amount required by state law, to accommodate an employee's need to express milk for the employee's infant child for up to two years following the child's birth or as required by law. Repair will also make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area, other than a restroom, where the employee may express milk in private.

Shabbat

Work on Shabbat may be necessary and required based on the needs of the position. When possible, Repair will accommodate an employee's Shabbat observance by adjusting their schedule, such as a compressed work week or flex time for exempt employees. Non-exempt employees should track their hours and work with their managers to adjust their schedules during the week in order to observe Shabbat.

Remote Work Policy

Working remotely entails a work-at-home arrangement for at least part of the workweek on a regular basis. In certain cases, remote work may be a requirement of the position and employees will be notified at the time of hire or during their employment. Any employee may request a remote work arrangement. Permission to engage in remote work is subject to management approval and pursuant to the guidelines in the employee handbook.

Employees will be provided functional equipment necessary to complete their work. Employees are able to access up to \$125 a year for remote work supplies.

Paid Holidays

Repair the World's offices are closed on the following days:

Jewish Holidays

- Passover (days 1, 2, 7, and 8, plus the day before)
- Shavuot (days 1 and 2)
- Rosh Hashanah (2 days)
- Yom Kippur
- Sukkot (days 1 and 2)
- Shemini Atzeret
- Simchat Torah

(No in-lieu-of days off will be granted for Jewish holidays that fall on weekends)

Secular Holidays

- Presidents Day
- Memorial Day
- Juneteenth (or the national designated holiday)
- Independence Day (or the national designated holiday)
- Labor Day
- Thanksgiving Day, and the following Friday
- Week between Christmas and New Years Day inclusive

On the eve of Jewish holidays, work activities stop at 4:00 p.m. or 2 hours before sundown, whichever is earlier. The exceptions are Rosh Hashanah, Yom Kippur, when work activities stop at 1:00 p.m. The day before a federal or secular holiday, work activity will stop at 1:00 p.m. Other holiday closures may be added at the discretion of Repair. The annual holiday calendar will be shared by August 1 of each year for the following fiscal year.

Vacation

All Regular Employees earn and accrue monthly vacation time based on their years of service starting on their date of hire.

The amount of vacation an employee is entitled to is:

Full-time Employees

First year	15 days (120 hours)
2nd and 3rd Years	18 days (144 hours)
Over 3 years	20 days (160 hours)

Part-time Employees

First year	7.5 days (60 hours)
2nd and 3rd Years	9 days (72 hours)
Over 3 years	10 days (80 hours)

Employees may not take paid time off until the completion of their first month of employment unless approved by the supervisor.

Upon termination, an employee will be paid for unused vacation time earned up to 80 vacation hours through the last day of work. Vacation pay is computed according to the employee's base salary rate at the time of employment.

Employees will be able to carry over 80 hours from one fiscal year to the next. Employees may not receive additional pay in lieu of vacation.

Vacation requests will not be unreasonably denied.

Vacation time can be used in hourly increments. If a paid holiday falls during a vacation period, that is not considered vacation time.

Personal Days

Full-time Regular Employees will be entitled to two paid personal days (16 hours) per fiscal year. Personal days may not be carried over from one year to the next and no payments will be made

for accrued but unused personal days at the end of the fiscal year or in the event of termination. Requests for use of personal days must be approved in advance and may be taken in hourly increments. Part-time regular employees are eligible for one paid personal day (8 hours) per fiscal year. New full-time regular employees hired between August 1 and January 31 are entitled to the full two (2) personal days in their first year. Full-time regular employees hired between February 1 and July 31 are entitled to one (1) personal day that year.

Leaves

Time Off To Vote

Employees may take up to 2 hours of paid time off to vote. Employees can use service hours to volunteer in any capacity on election day.

Military Leave Of Absence

A leave of absence without pay for military or reserve duty or National Guard training will be granted to employees. The employee may use any accrued but unused vacation time or paid time off. Exempt employees who perform any work in a week in which they also have military duty will be paid their full salary minus an offset for the military pay for the week. Employees will be eligible for reinstatement following a military leave of absence.

Paid Time Off For Service

All full-time regular employees are eligible for 48 hours of paid time off for service. Part-time regular employees are eligible for 24 hours of paid time off for service. Employees may carry over up to 16 service hours from one fiscal year to the next. Service hours may be used for Jury Duty or Witness Leave if your paid Jury Duty or Witness Leave has been exhausted.

Sabbatical

An employee is eligible for a sabbatical following the completion of five consecutive years of employment and, after receiving a sabbatical, upon completion of every five years of consecutive service thereafter. A sabbatical shall be up to four weeks at full pay. Employees will not be able to use other vacation leave consecutively with the sabbatical.

Floating Holidays

All full-time employees receive two religious/cultural floating holidays per year in addition to Repair's regular paid holidays. These two religious/cultural floating holidays may be used for religious or cultural holidays within and outside of the Jewish faith/culture and that are personally celebrated by the staff member or their family.

Floating holidays are available at the beginning of each fiscal year for all current employees. Part-time employees will receive one floating holiday per year.

Employees must specify the event for which they are requesting to use a floating holiday. The request must be scheduled and approved by the employee's immediate supervisor.

Religious Observance And Accommodation

Repair will respect the religious beliefs and practices of all employees and will provide, upon written request to the People and Culture Team, accommodation for these observances when an accommodation request is reasonable and does not create an undue hardship on the organization's business.

Jury Duty And Witness Leave

If you are summoned to jury duty or to appear in court as a witness, Repair will continue your pay in accordance with FLSA and applicable law. If you are summoned to jury duty, Repair will continue your pay for ten (10) days of jury service per fiscal year. If you are required to serve more than ten (10) working days of jury service in a fiscal year, you may use service hours or will be allowed additional time off without pay to complete jury service. Repair will continue to pay for this extended period of service in accordance with FLSA and applicable law. You must notify your supervisor as soon as it is known your jury duty will be extended.

To qualify for either jury duty or witness leave, you must submit a copy of the summons to your supervisor and Director of Operations within a reasonable time after it is received. In addition, you must also submit to your supervisor a related proof of service when the period of jury or witness duty is completed. No adverse employment action will be taken against employees due to their service as either a juror or witness in state or federal courts.

Bereavement Leave

Full time employees may take up to 80 paid hours for the death of a close family member or similar relationship (e.g., parent, stepparent, in-law, sibling, child, partner, roommate) and up to 40 paid hours for the death of an extended family member or someone you have a close personal relationship with. Part-time employees will receive paid hours off prorated according to their number of hours worked per week (ex: an employee who works 2 hours/day will receive a total of 20 hours). Bereavement leave may be taken consecutively or intermittently within ninety (90) calendar days of the notification of a death. Contact your supervisor as soon as reasonable to request time off for bereavement leave. Please discuss with your supervisor and/or the People and Culture team any need for additional time.

Pregnancy Accommodation Policy

Repair will provide reasonable accommodations to address the needs of an employee for their pregnancy, childbirth, or related medical condition and allow the employee to perform the essential requisites of the job unless the accommodation would impose an undue hardship on the operation of Repair's business. Upon learning that an employee requires accommodation under this policy, Repair will engage in a cooperative dialogue with the employee to determine the type of accommodation(s) that may be appropriate and reasonable, depending on the individualized needs of the employee as well as the nature of the employee's essential duties and responsibilities. Such accommodations may include but are not limited to, such things as additional water, bathroom, or rest breaks; physical modifications to a workstation (such as modified seating or a footrest); limits on heavy lifting; modifications in work schedule or the manner in which work is performed; or unpaid leave of absence.

Repair may request medical documentation from an employee's treating healthcare provider if the accommodation being requested involves: (i) time away from work, other than during the 8-week period following childbirth for recovery from childbirth; or (ii) involves a request to work from home, either on an intermittent or longer-term basis. Repair will provide clear parameters for what type of documentation is needed. Repair shall provide written determination identifying any accommodation that is granted or any requested documentation that has been denied.

Repair will not discriminate in any way against an employee who requests a reasonable accommodation due to pregnancy, childbirth, or related medical condition and strictly prohibits any form of retaliation or harassment based on requesting or receiving such an accommodation.

Parental Leave

Repair grants eligible employees paid parental leave for the birth (including surrogacy), adoption, or foster care placement of a child in the employee's home.

Eligibility:

Repair grants eligible employees 16 weeks of paid parental leave. All full-time and part-time employees who are employed with Repair for six months are eligible for paid parental leave pursuant to this policy. For employees under six months of service, they receive 2.5 weeks per month of employment. Parental leave must be taken within eighteen months of the birth, adoption, or placement of a foster child. It may be taken on an intermittent basis over this time. An employee must make a request for leave in writing at least 30 days prior to the start of the leave or, if 30 days' notice is not possible due to emergent circumstances, as soon as practicable.

Combination with federal, state or local paid parental leave benefits:

Parental leave runs concurrently with any benefits provided through applicable state, federal, or local law, and the employee must file for all statutory benefits (i.e. state-mandated disability coverage, short term disability benefits, and/or paid family leave benefits) to which they are entitled. Repair will supplement any statutory benefits available to the employee up to 100% of the employee's regular rate of pay and default hours during the approved leave period. Employees must track the statutory parental and short-term disability payments and work closely with Repair to complete payroll deductions.

During a parental leave, employee insurance benefits remain in effect, and the employee continues to be responsible to make any required contributions.

Return to Work:

Upon return from leave, the employee will be reinstated to the position held under the leave or to an equivalent position. When returning from parental leave, an employee may use either paid time off days or accrued and scheduled vacation time to allow for a gradual return to work. The opportunity for a gradual return to work remains even once the initial sixteen-week period has passed.

Repair may not consider an employee's request or use of Parental leave as a factor in performance evaluations or as grounds to disqualify an employee for promotion or pay increase.

Personal Leave Of Absence

A personal leave of absence may be granted upon request to regular full- and part-time employees for important pressing personal or family needs. Requests for a leave of absence or any extension of leave should be submitted at least 30 days prior to the commencement of the leave period or as soon as is practicable. An employee may use accrued paid time off while on leave before going on unpaid leave. Unpaid leave may be used to create a short-term reduction of hours in a work week.

Benefits that accrue according to length of service, such as paid time off, holiday, and sick days do not accrue during periods of leave. An employee on a personal leave of absence will not be unreasonably denied a return to work. Repair may not consider an employee's request or use of a personal leave of absence as a factor in performance evaluations or as grounds to disqualify an employee for promotion or pay increase.

If a personal leave lasts for 30 days or less, then upon return from leave, the employee will be reinstated to the position held under the leave or to an equivalent position. If a personal leave lasts more than 30 days, Repair will make all efforts to reinstate an employee to the same or similar position upon their return, however a personal leave of absence may not provide a guarantee of reinstatement to the same or similar position.

Continuation Of Benefits

All active, full-time employees will continue their health coverage for up to 16 weeks during an approved leave of absence, or for any longer period, as required by law. While on unpaid leave, an employee will continue to pay any required contribution for health coverage, as well as make payments for any other applicable benefits which would otherwise be automatically deducted from your wages.

If an employee does not return to work upon expiration of the applicable 16-week period (or such longer period as required by law), coverage will terminate, and the employee will have the opportunity to continue coverage for a period under COBRA in accordance with applicable law.

Sick Time

Full-time and part-time regular employees are eligible to receive paid sick time:

- Full-time employees will accrue 6.6 hours of sick leave a month, equal to ten days a year. Employees will be able to use sick time in hourly increments if necessary. They will be able to carry over up to 160 unused sick hours to the following years.

- Part-time employees will accrue 4 hours of sick leave a month, equal to six days a year. Employees will be able to use sick time in hourly increments if necessary. They will be able to carry over up to 40 unused sick hours to the following years.

Paid sick leave shall be limited to time away from work due to any of the following reasons:

- The employee's illness, disability, or injury precludes them from working. An employee can also take sick time for mental health reasons or appointments. Employees should make their supervisor aware that they will be absent due to illness and let them know when they expect to return to work. If their return-to-work date changes, the employee should update their supervisor.
- Medical or Mental Health appointments that can only be scheduled during work hours.
- The illness of a member of the employee's family, including a person with whom the employee shares a residence and maintains a committed relationship or a person for whom the employee has caretaking responsibility, requiring the employee's presence at home or a healthcare facility.
- Gender Affirming Care
- Reproductive health care including fertility treatments and pregnancy loss.

Sick days are not to be considered as guaranteed time off but as a benefit to be used in the event of illness or injury. They may not be used to extend vacations or weekends, as they are not considered holidays, nor are sick days to be used as personal days. Repair may require an employee to provide medical documentation of illness or injury.

Employees may borrow against their bank in the amount of 12 hours for full time staff and 6 for part time staff in case of an illness or qualified need to use sick time. Any accrued but unused sick hours will be forfeited upon the employee's termination of employment.

Employees who are utilizing sick time must notify their immediate supervisor as far in advance as possible and provide a phone number in case further contact is necessary. If the supervisor cannot be reached directly, employees should email their supervisor and copy their department head.

Sick leave in excess of three consecutive workdays must be reported to the employee's immediate supervisor and the department head, and Repair the World reserves the right to require satisfactory evidence (such as a doctor's statement) of the reason(s) for such an absence.

Sick pay is based on the employee's base wage rate in effect when the absence begins.

Layoffs

Section 1. Layoffs

- A. Repair at its sole discretion shall determine the activities, operations, or duties to be discontinued or curtailed and the number and classification of employees to be laid off because of lack of work, economic reasons, operational change, or change in programmatic priorities. Repair must give 60 days' notice to the Guild of any planned layoffs, except in the event of unforeseeable business circumstances or natural disasters, in which case Repair shall give at least 14 days' notice.
- B. No layoffs shall be permitted under this agreement for any reason other than the reasons listed above.
- C. If the reason for the layoff is due to a lack of work, operational change, or change in programmatic priorities, the Guild will be notified of any vacancies in the bargaining unit. Provided that an application is submitted within the first seven (7) days of notification to the Guild, individuals in the terminated positions will be guaranteed a first-round interview. Qualified internal candidates with no discipline in their file will be accepted over outside candidates and in order of seniority.
- D. The decision of Repair with respect to which employees will be retained or laid off shall be based on location, role, department, programmatic priorities, and operational needs. All other factors being equal, priority will be given by seniority.
- E. Seniority means length of continuous employment.
- F. Upon notification of planned layoffs, the Guild will have the opportunity to propose alternatives to mitigate the number of dismissals. Any alternatives from the Guild must be provided within 21 days after notification.
- G. Prior to any layoff Repair shall accept voluntary resignations from employees in the positions involved after the layoffs are announced up until 7 days before the effective date of the layoff. Employees who voluntarily resign shall be paid the amount of severance pay as provided in this Agreement.
- H. A dismissed employee shall be placed on a hiring list for up to two years. Repair will notify laid off employees of any job opening in the bargaining unit. Provided that an application is submitted within the first seven (7) days of notification, individuals on the hiring list will be guaranteed a first-round interview. Qualified candidates on the hiring list with no discipline in their file at the time of termination will be accepted over outside candidates and in order of seniority. The notification of open positions shall be transmitted by email to the employee's last known email address, with a copy to the Guild.

Section 2. Severance

As set forth in Section 1 of this Article, Repair shall provide the following benefits to individuals who sign a separation agreement (substantially similar to the one previously used by the organization): ten (10) days of severance pay per year of continuous employment, prorated for partial year of employment with a minimum of ten (10) days of pay; keep current laptop; outplacement services; and, if they are a participant in Repair's health insurance benefit, reimbursement of one month of health benefits (grossed up). Severance only applies to layoffs under this article. It does not apply for any other terminations of employment such as for just cause or for the end of short-term/time-bound positions.

Vacancies

The Guild will be notified when there is a vacancy in the bargaining unit. The vacancy will be posted on-line. Provided that an application is submitted within the first seven (7) days of posting, individuals in the bargaining unit will be guaranteed a first round interview. Repair recognizes a bias towards internal candidates for vacant bargaining unit positions. Qualified internal candidates with no discipline in their file will be accepted over outside candidates and in order of seniority. Seniority is defined as the time of employment at Repair. Any employees who are in positions that are scheduled to be eliminated, will be given priority in filling open positions for which they are qualified.

Grievance and Arbitration Procedure

A Grievance is defined as a dispute or controversy arising out of or involving the interpretation, application, administration, or alleged violation of this Agreement.

Step One: Within fourteen (14) days after Repair notifies the Guild of any discipline, the Guild may file a grievance in writing to the Senior Director of People and Culture, setting forth the reasons why the Guild believes that the discipline or discharge is unwarranted. Within fourteen (14) days of when the Guild learns, or should have known, about any other event giving rise to a grievance, the Guild may file a grievance in writing to the Senior Director of People and Culture. Within fourteen (14) days of receipt of the grievance, the Senior Director of People and Culture will respond by either granting the grievance or denying the grievance and providing an explanation in writing.

Step Two: If the Guild is dissatisfied with the response from Repair, within fourteen (14) days of receiving the Senior Director of People and Culture's response, the Guild may request a meeting with a representative from Repair and the steward. The grievant may attend the meeting unless by mutual agreement it is decided that the grievant should not attend. At that meeting, the parties may agree to resolve the grievance or take additional steps. If the grievance is not resolved at the meeting, Repair will provide a written response within fourteen (14) days of the meeting.

Step Three - Arbitration: If the Guild is dissatisfied with the response from Repair, within fourteen (14) days of receipt of the response, the Guild may submit the dispute to arbitration by requesting a 7-member panel from the American Arbitration Association who are members of the National Academy of Arbitrators. If the parties cannot agree to the selection of an arbitrator, they will use the traditional striking method of selection. The decision of the arbitrator shall be final and binding, except that the arbitrator shall have no authority to add to, subtract, from, modify, change, or disregard any of the provisions of this Agreement or, except in the case of disciplinary grievances, make awards retroactive beyond the date of the grievance. The parties will be responsible for all their own costs of arbitration. The cost of the arbitration will be split equally between the parties.

All days set forth in this provision are calendar days, inclusive of holidays and weekends, unless the parties mutually agree in writing to extend the deadlines. All notices must be hand-delivered or sent by email. If the Guild fails to meet a deadline, the grievance will be understood to be withdrawn. If Repair fails to meet a deadline, the Guild is free to move the grievance to the next step unilaterally.

It is agreed that the time limit for filing at Steps Two and Three shall begin on the date of Repair's written response, at the earliest, or if Repair has not responded, the Guild's time starts to run at the time the response was due. Any grievance not carried to the next step by the Guild within the prescribed time limits, or such written extension which may have been agreed to, shall be automatically closed upon the basis of the last disposition.

Repair shall have the right to utilize the grievance and arbitration procedure with respect to any grievance which Repair may have against the Guild or any of its members. Such an action shall be initiated by a letter from Repair to the Guild. The Guild and Repair will meet to discuss the grievance. If there is no resolution, Repair may move to Arbitration as described in Step Three.

Discipline

No bargaining unit employee will be disciplined or discharged without just cause. No bargaining unit employee will be disciplined, discharged, or retaliated against for exercising statutory rights. Except in the case of gross misconduct, discipline, including any discipline for performance related matters, will be based on progressive penalties.

Before a Performance Improvement Plan (“PIP”) is given to an employee, the following steps will be taken:

1. An employee will be given a verbal warning.
2. An employee will be given a formal written warning.

A Performance Improvement Plan will be no less than twenty (20) business days (not including holidays and previously scheduled personal or vacation days) and employees will be told at the halfway point whether they are meeting the goals of the Plan. If an employee disagrees with what is included in the PIP, the employee can request a meeting with the manager and their supervisor to discuss the PIP.

An employee who is suspended pending a disciplinary investigation will be entitled to full pay and benefits until a decision has been rendered by Repair.

An employee and/or the Guild shall have the right to review the employee’s personnel file. The employee and/or the Guild shall be allowed to place in an employee’s file a response to anything contained therein which such employee and/or the Guild deems to be adverse.

Any documents related to a discipline shall not be taken into consideration after one year.

Strikes and Lockouts

Neither the Guild nor any employee shall induce, engage in, or condone any strike of Repair Employees (including but not limited to economic strikes, unfair labor practice strikes and sympathy strikes), slowdown or work stoppage during the term of this Agreement. Repair shall not lock out its employees during the term of this Agreement.

Health Benefits

1. Repair will provide all eligible employees (30+hours per week) health insurance benefits under the following terms:
 - a. Repair will offer at least two health plans under which Repair will cover 100% of the employee-only premiums and 50% of the premium for the coverage of dependents, including at least one option that is not a high deductible plan. This includes dental and vision coverage. Additional buy-up plans may be made available to employees.
 - b. Repair will notify the Guild within 14 days of receiving the health plan renewal from our PEO to share details of any changes, including premium rates and plan offerings. If Repair decides to offer a health plan in addition to the plans discussed in this Article, the amount an employee pays for premiums will be brought to the union for negotiation.
2. Repair will offer 100% employer paid short- and long-term disability coverage.
3. Repair will offer 100% employer paid life & AD&D insurance at 1 times annual-covered earnings up to \$50,000
4. Repair will offer to employees pre-tax savings accounts including:
 - a. Flex Spending (medical, dependent care)
 - b. Health Savings Accounts (for eligible employees enrolled in a high deductible plan per Federal regulations)
 - c. Transit

Compensation and Job Classification

Pay Tiers and Reopener

Repair commits to engage in a comprehensive review of the organization's compensation structure including tiers and bands to be concluded by the end of FY2025. After this process is concluded, but no later than May 1, 2025, the results will be presented to the Guild and the Guild will have the right to reopen the Collective Bargaining Agreement within 30 days of receiving the study on compensation issues and wage reopeners for 8/1/25 and 8/1/26. Negotiations must be concluded within 45 days of Repair receiving the re-opener request and no later June 30, 2025.

Ratification Bonus

If the collective bargaining agreement is ratified by July 17, 2024, each member of the bargaining unit that is employed as of that date will be entitled to a ratification bonus of \$1000 payable on July 31, 2024.

Pay Increases

- All employees will receive raises of:
 - 3% increase on 8/1/24
 - Wage reopener 8/1/25
 - Wage reopener 8/1/25 for 8/1/26
- Repair will agree to increase the top of the band by 2%.

Promotional Raises

- Employees will be eligible for an additional 0.5 to 1.5% increase in their base salary based on excelling or exemplary performance and no discipline within the prior fiscal year.
- Promotional Raise: An employee who is promoted to a position in another salary band will receive an increase into the new salary band for their location tier no less than a 5% increase.

Other Compensation

- Communications Allowance: Employees will receive a \$20 communications allowance with each paycheck.
- Repair will provide each employee access to \$300 a year for professional development.
- For FY25, employees will have access to the Jewish Learning Collaborative.
- Employees who are economically impacted by injustice may apply for up to \$1,000 per year from the Economic Access Fund if funds are available.

Job Classifications.

- Scopes of work will be reviewed and, if necessary, updated during the year-end review and annual goal-setting processes. The employee will have the right to provide suggestions that may be incorporated into the new scope of work.

Bonuses

- Repair will grant bonuses for the following reasons:
 - There is a leadership transition for an employee's direct supervisor that causes an employee to take on additional work during the transition.
 - An employee's direct supervisor takes an extended leave of absence (1+ month) that causes the employee to take on additional work during their absence; or
 - An employee fulfills all normal job duties in addition to performing added time intensive and time bound duties to accomplish a special project or achieve a certain goal.
- For exempt employees, the amount of the bonus is determined by the employee's regular rate of pay and a good faith estimate of the number of hours the employee will be putting into the project beyond their regular scope of work.
- Bonuses may be paid in a lump sum or over a period of time depending on the circumstances and duration of the added work and contingent upon the completion of the additional work.

Retirement Contribution

- Repair will agree to pay any additional administrative cost to set up a custom retirement plan that enables employees covered by a CBA to participate and is consistent with the current retirement plan offering.
- Repair will match retirement savings 1:1 for the first 3% for all employees, then 1:2 for the next 2%. (Contributions at 5% or more of salary are matched at 4%).
- There is no waiting period for this benefit.
- Both full-time and part-time staff may enroll, and the fund is vested immediately.

Length of Contract

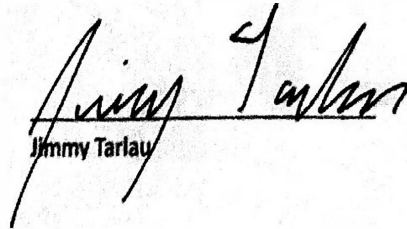
This agreement will take effect on August 1, 2024, and will remain in effect until July 31, 2027.

For Repair the World:

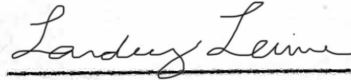


Cindy Greenberg

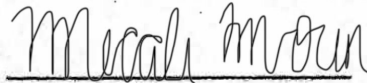
**For Washington-Baltimore
News Guild, TNG-CWA
Local 32035**



Jimmy Tarlau



Landry Levine



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