

WASHINGTON-BALTIMORE NEWS GUILD, LOCAL 32035
OF
THE NEWSGUILD-COMMUNICATIONS WORKERS OF
AMERICA,
AFL-CIO, CLC
AGREED UPON CONTRACT WITH VOTER REGISTRATION
PROJECT

Effective: December 16, 2024

Expires: December 15, 2027

The contract outlined below represents an agreement between the staff of the Voter Registration Project and the Organization.

Article 1 Recognition Coverage

1. Voter Registration Project (Employer, VRP, "Organization") hereby recognizes the Washington Baltimore News Guild ("Guild" or "Union") as the exclusive representative of all employees in the bargaining unit in respect to rates of pay, wages, hours of employment and/or other conditions of employment.
2. Bargaining Unit: This Agreement covers all full-time and regular part-time employees of VRP, including Employees hired for work during a given election cycle ("cycle hires"), but excluding managerial employees, supervisors and confidential employees as defined by the Act.
3. Should the Organization create any future position(s) performing the kind of work normally performed within the bargaining unit, such position(s) shall be accreted into this bargaining unit, under the terms of this Agreement.

Article 2 Fair Share

1. It shall be a condition of employment that all employees covered by this Agreement who are members of the Guild in good standing on the effective date of this Agreement shall remain members in good standing and those who are not members on the effective date of this Agreement shall become and remain members in good standing in the Guild. The foregoing provisions shall be effective in accordance and consistent with applicable provisions of federal, District of Columbia and state laws. It shall also be a condition of employment that all employees covered by this Agreement and hired on or after its effective date shall, on or before the thirtieth (30th) day following the beginning of such employment, become and remain members in good standing in the Guild.
2. The Guild agrees that it will admit to and retain in membership any such employee subject to the provisions of the Constitution of The News Guild-CWA and the by-laws of the Washington Baltimore News Guild.
3. There shall be no interference or attempt to interfere with the operation of the Guild in the performance of its duties as the bargaining agent for the employees covered by this Agreement.

Article 3 Dues Deduction

1. VRP shall, in compliance with all applicable law and on the basis of individually-signed voluntary check-off authorization cards, deduct from the twice-monthly paycheck of each employee and pay to the Guild no later than the

fifteenth (15th) day of the following month membership dues. Such amount shall be deducted from the employee's earnings in accordance with the Guild's schedule of rates furnished in writing to VRP by the Guild. Such schedule may be amended in writing by the Guild at any time. An employee's voluntary written check-off authorization shall remain effective in accordance with the terms of such authorization.

2. Check-Off Authorization Form: The parties agree that the check-off authorization shall be in the following form:

**ASSIGNMENT AND AUTHORIZATION
TO DEDUCT GUILD MEMBERSHIP DUES**

To: *Voter Registration Project*

I hereby assign to the Washington-Baltimore News Guild, Local 32035 The News Guild-CWA, and authorize Voter Registration Project to deduct twice monthly from any salary earned or to be earned by me as an employee, an amount equal to Guild dues and assessments as certified by the Treasurer of the Guild starting in the first week in the month following the date of this assignment. I further authorize and request VRP to remit the amount deducted to the Guild not later than the last day of each month.

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

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

Date

Article 4 Union Rights

Union Meetings

Employees can use their lunch break and an additional hour per month during work hours to attend Guild meetings.

Guild representatives or stewards shall be granted time off from work, without loss of pay, to conduct necessary Guild business administering the Agreement and grievance handling and resolution. Provided that such duties must not unreasonably interfere with the regular performance of an employee's work for the Organization.

Joint Labor Board

A Joint Labor Board ("JLB") will be established of three (3) representatives chosen by the Organization and three (3) representatives selected by the Guild. The Committee shall meet once a month during the first 12 months of the contract, and then quarterly or by mutual agreement at a different frequency for the remaining term of the contract. Representatives from the Organization or the Guild are empowered to request and initiate a meeting outside of this regular cadence by submitting a formal request to meet. These requests must be honored regardless of who the initiating party is.

In addition to the duties described throughout this contract, the JLB will discuss and attempt to resolve issues of mutual interest to the Organization and the Guild, including, among other matters, new technology, methods of operation, and work processes. The JLB further will be used to facilitate the goals of the Organization and enable employees to be more effective and productive in accomplishing its mission.

The committee shall not receive or adjudicate any grievance.

Guild Access to Strategic and Organizational Policy

The Guild may request additional all-staff Lunch and Learn meetings to be scheduled following VRP Board meetings, at least once a quarter and for at least one hour. In these meetings the Executive team will debrief staff on the Board meeting, and staff have the opportunity to ask questions (ask-me-anything style). Questions submitted to the AMA must be made available to the Guild unless they've been marked as private by request of the anonymous submitter

Senior Directors will create opportunities for department/vertical members to join strategic meetings, and other high-level strategic/org planning rendezvous to cross-train and promote a culture of capacity and preparedness.

Article 5 Information Furnished to the Guild

1. Quarterly Information

- a. The Organization will furnish the Guild, on a quarterly basis, the following information for employees represented by the Guild:
- b. Name (Full Name and Preferred Name, if any)
- c. Hire date
- d. Job Title
- e. Rate of Pay- Hourly or Salary
- f. Work Location
- g. Home Address
- h. Date of Birth
- i. Email Address
- j. Phone Number
- k. Race and Ethnicity (if employee has voluntarily disclosed)
- l. Gender Identity and Pronouns (if employee has voluntarily disclosed)
- m. LGBTQ+ identification- yes/no (if employee has voluntarily disclosed)
- n. Disability Status (if employee has voluntarily disclosed)
- o. Military Status (if employee has voluntarily disclosed)

2. Changes to Staff

The Organization shall notify the Guild and the Union Lead Steward by email of:

1. New Guild-represented employees, including all the information required in Section 1, to the extent the Organization has it, within five business days after the employee's start date
2. Any resignations, terminations, retirements, and/or deaths of Guild-represented employees within three (3) business days of the Organization becoming aware of such an event
3. Changes in job title and salary of Guild-represented employees with effective date
4. Any interim pay or bonuses received by any Guild-represented employees within effective date

Article 6 Grievance Procedure

1. A grievance is defined as a dispute or controversy arising out of the interpretation, application, administration or alleged violation of this Agreement.
2. The Guild Grievance Committee will consist of three Guild members and one alternate.

Grievance Steps

The parties shall strive to discuss all grievances in good faith. The parties' intent is to act reasonably to attempt to expeditiously resolve all issues prior to the initiation of the formal

grievance process or, if a grievance is filed, at the lowest possible step. All of the time limits contained in this Article may be extended by mutual written agreement of the parties. The parties may mutually agree to bypass steps of the grievance procedure by written agreement.

1. Prior to filing a written grievance, a representative of the Guild – a shop steward, unit officer or Guild Representative – should meet with a designated representative of VRP, with or without the grievant(s). Initial request for discussion of the grievance shall take place within ten (10) business days, of the date on which the Employee or the Guild learned or may reasonably have been expected to learn of the issue. Management shall provide a written response within ten (10) business days of the Step 1 meeting. Failure to respond shall result in the granting of the Guild's grievance remedy.
2. If the issue is not resolved in Step 1, the Guild shall have ten (10) business days after receiving VRP's written response to Step 1 to advance the grievance to Step 2. Up to three (3) members of the Guild Grievance Committee, not including the grievant(s), and an equal number of representatives of VRP will meet within fifteen (15) business days after the Guild provides written notification to VRP of the grievance, including the remedy the Guild is seeking. Management shall respond in writing within ten (10) business days of the Step 2 meeting. Failure to respond shall result in the granting of the Guild's grievance remedy.
3. If no settlement is reached at the Step 2 meeting, the Guild shall have thirty (30) calendar days to notify management of its intent to arbitrate the grievance. If the parties cannot agree on an impartial arbitrator, then the American Arbitration Association (AAA) will be requested to designate a panel of arbitrators and the arbitrator shall be selected by the parties alternately striking names from the list until one name remains and that person shall be the arbitrator.
4. All joint costs of such arbitration 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.

Article 7 Management Rights

This Agreement shall not be interpreted as diminishing the rights of VRP to determine and prescribe the methods and means of the operation of the organization, except as provided in this Agreement.

Except as limited by this Agreement, VRP will retain whatever rights and authority are necessary for it to operate and direct the affairs of the organization, including but not limited to the right to operate and manage all personnel, facilities and equipment; to establish or discontinue functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to schedule working hours and assign overtime; to select, direct and determine the number of personnel; to hire, promote,

suspend, discipline or discharge personnel for just cause; to lay off, redeploy, or relieve Employees due to lack of work or other reasons; to enforce reasonable rules and regulations; to contract with vendors or others for goods and/or services and to assign duties, tasks, and Jobs.

The parties recognize that all Employees covered by this Agreement will perform the services and duties prescribed by VRP and shall be governed by VRP rules, policies, regulations, directives, and orders, provided that such rules, regulations, and orders are not inconsistent with the provisions of this Agreement or with applicable local, state, or federal laws.

VRP will notify the Union of any changes to existing policies or new policies that include mandatory subjects of bargaining prior to implementation, and upon request, bargain over the proposed changed policies or proposed new policies.

Article 8 Diversity, Inclusion, and Equity

The provisions of this Agreement will be administered to ensure that discrimination does not occur based on an individual's race, ethnicity, religion, color, gender (including gender expression and identity), sexual orientation, age, national origin, citizenship, disability, pregnancy, veteran status, political affiliation, union activity, marital or relationship status, caregiver status, or any other basis prohibited by law or based on the employee's protected activity under applicable anti-discrimination statutes.

Mutual Trust and Respect

As members of VRP we are committed to the following values:

- Lead by example, treating each other with fairness, dignity, and respect.
- Display courtesy and tolerance.
- Recognize that everyone is entitled to work in an environment free from bullying, discrimination, and harassment.
- Be inclusive, supportive and listen actively to others; be a team player; practice and encourage collegiality.
- Promote a positive and safe working environment.
- Follow the policies and procedures of VRP and its related organizations.

In practicing these things, we can foster mutual trust, promote better teamwork, facilitate improved communication with each other, and deliver the best that we can to achieve our mission.

Equal Employment Opportunity and Nondiscrimination

Per the VRP Employee Handbook:

VRP values a diverse workforce at all levels of the organization, and diversity in experience and perspectives. VRP is committed to taking full advantage of the rich backgrounds and abilities of all employees and to promoting greater diversity in positions of influence.

VRP complies with applicable federal and state laws governing nondiscrimination in employment. VRP provides equal employment opportunities to all employees regardless of their protected status and does not discriminate in any terms or conditions of employment based on race, color, sex, religion, age, national origin, disability, sexual orientation, actual or perceived gender identity or expression, genetic information, family responsibilities, personal appearance, veteran status or any other status, trait, or characteristic protected by applicable federal, state or local law. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, demotion, involuntary separation of employment, layoffs, recall, transfer, leaves of absence, compensation, and training. Everyone has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices.

People with Disability Inclusivity

VRP commits to proactively creating a workspace that is inclusive of all employees, regardless of ability. VRP commits to proactively identifying the accessibility needs of staff, and utilizing tools, technology, meeting spaces, schedules, and business practices which allow all of its employees to fully participate and have success in the workplace.

Reasonable accommodations:

The employee shall make a verbal or written request for a specific reasonable accommodation to their immediate supervisor or if the immediate supervisor is not available, a representative of the VRP Operations team or contracted support serving in this capacity. Examples of reasonable accommodations may include: restructuring a job; modifying a work schedule; reassignment to another position for which the employee is qualified; or acquiring and/or modifying software/equipment. The Organization will respond to all requests for reasonable accommodation within 10 business days, and must approve reasonable accommodations whenever doing so would not put an undue hardship on the Organization. If a reasonable accommodation is an undue hardship, that employee's supervisor must work with them to attempt to find an alternative reasonable accommodation. If an employee feels their request for reasonable accommodation is not an undue hardship, they may utilize the grievance procedure set forth in Article 6.

The Organization shall provide notice to the Union of a reasonable accommodation requested by an employee. The Employer shall notify the Union when the reasonable accommodation is provided.

Religious Inclusivity

The Organization is committed to ensuring that it is inclusive of all employees, regardless of their religion or lack thereof, and recognizes that more work must be done to ensure employees are able to safely and freely participate in their religious practices. The Organization is committed to offering reasonable accommodations for employees' religious beliefs and/or practices. Religious accommodations may include flexible scheduling, provision of time/space for prayer, modifications to workplace policies or practices, and ensuring dietary restrictions are respected. Additionally, when applicable, the Organization will make reasonable efforts to ensure additional options for culturally and religiously inclusive provisions of food, beverage, and social events. This may include offering halal and kosher food choices and non-alcoholic beverages, as well as Organization sponsored social events that do not center around alcohol or bars.

LGBTQ+ Inclusivity

The Organization is committed to building and furthering a more inclusive workplace for LGBTQ+ staff, in which LGBTQ+ staff feel centered and can thrive and bring their full selves.

The Organization commits to using employee's chosen names in all documentation, email, and communications, wherever possible. The Organization will provide a formal process for employees who choose a new name to request that their former name be removed from office materials and publications to the extent practicable.

In searching for conference spaces and retreat spaces, the Organization will prioritize spaces that offer (or provide the option for) private gender-neutral restrooms and/or private stalls that provide greater degrees of privacy. The Organization recognizes the inherent challenge of conducting work in states where LGBTQ+ individuals' rights are not appropriately recognized and are under threat from local governments. Staff will not be compelled to attend any in-person events, programming, or other work functions where they reasonably fear they may be subject to discrimination or danger due to their identity, if they submit to their supervisor a request to be relieved of the obligation to attend such an event, program or function, at least 14 days before it is scheduled to take place. In the event that a VRP employee should be asked to attend a location that they feel may be unsafe, they are to indicate as such in writing to the Guild and their supervisor, and other accommodations (e.g. teleconferencing in) will be made.

As part of the Organization's commitment to being an inclusive space for trans and gender non-conforming employees, the Organization commits to not implement any dress code or any other expectations of professional attire which are not gender neutral, and to do so with concern for the impact for dress codes to limit the gender expression of its employees.

Reproductive Rights Travel Requirements

VRP recognizes the legal challenges to abortion at the federal and state level present a distinct challenge to both the country at large and VRP staff in particular, as we often need to travel as part of our work. In recognition of this, VRP will not mandate travel by a pregnant employee to any location where the employee will not be guaranteed the legal right and practical ability to receive immediate emergency reproductive healthcare. Staff wishing to be relieved of the obligation for such travel should submit a request, with an appropriate explanation, to the Director of People and Business Operations, at least 14 days before any such travel is scheduled to take place.

Immigrant Rights

Section 1: Union Notification

In the event the Organization becomes aware of a question of whether an employee currently holds authorization to work in the United States, the Organization shall notify the employee within two (2) business days. The Organization shall not notify the Guild without an employee's written permission, and shall notify the Guild within two (2) business days of receiving such written permission from the employee. To the extent consistent with the Organization's legal obligations, the affected employee shall be given a reasonable opportunity to remedy the identified problem before any action is taken, which may include reasonable paid time off to attend relevant proceedings or to visit pertinent agencies, for the purpose of correcting the

identified problem. Upon return from leave after remediation of the identified problem, the employee shall return to their former position without loss of seniority.

Section 2: Absence For Immigration Proceedings

Upon notice, an employee shall be allowed any time needed during the term of this Agreement to attend immigration proceedings related to the employee and/or the employee's family.

Section 3: Updating Information

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

Section 4: Social Security No Match

The Organization will notify the Guild upon receipt of a "no match" letter from the Social Security

Administration and will provide a copy of the notice to all employees listed on the notice and to the Guild. A “no match” letter from the Social Security Administration shall not itself constitute a basis for taking adverse employment action against an employee, including firing, laying off, suspending, retaliating, or discriminating against any such employee. The Organization will not require that employees listed on the notice bring in a copy of their Social Security card for the Organization’s review, complete a new Form I-9, or provide a new or additional proof of work authorization of immigration status.

Section 5: Expiration Of Documents

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

Section 6: Law Enforcement Cooperation

Unless otherwise required by applicable law, the Organization’s practice will be to require a valid, signed warrant prior to allowing any Law Enforcement including but not limited to, the police, the FBI, and ICE, to enter any facility owned or leased by the Organization where staff, contractors, or volunteers of the Organization work; provided that the Organization may authorize entry by the police or the FBI in emergency circumstances (i.e. medical emergency or a physical safety issue).

Section 7: Training

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

Section 8: Travel

The Organization must not require an employee to conduct any kind of work or travel across state lines and/or be required to fly or drive anywhere that they reasonably feel may be unsafe for them given their immigration status. Staff wishing to be relieved of the obligation for such travel should submit a request, with an appropriate explanation, to the Director of People and Business Operations, at least 14 days before any such travel is scheduled to take place. Additionally, the Organization cannot require access to a personal vehicle as a condition of employment, but may require that an employee have access to a reliable form of transportation as necessary to perform their job functions. The Organization will not require that an employee possess a valid driver’s license unless it believes that a valid driver’s license is necessary to a position’s job functions. The Joint Labor Board will provide general input and recommendations

to the Organization on the circumstances in which a valid driver's license is required as a condition of employment for positions at the Organization. If the Organization chooses to require a valid driver's license for a position, the Organization must submit to the JLB a written explanation for why a valid driver's license is necessary to the position's job functions.

Section 9: Support For Employees Seeking To Change Their Immigration And/Or Citizenship Status

VRP will pay filing fees for employees who seek to renew Temporary Protected Status (i.e., Form I-821D), including for purposes of renewing their Deferred Action for Childhood Arrival (DACA), employment authorization (i.e., Form I-765), or who seek to adjust their immigration status/register for permanent residence (i.e., Form I-485), N-400 certificate of naturalization and N-600 certificate of citizenship, along with associated biometric fees. In the case that listed forms are updated, replaced, or altered by USCIS, VRP will cover the cost of filing fees for these forms. In the event that an employee believes they will suffer significant hardship because of expenses necessitated by the process of changing immigration or citizenship status, the employee may seek advance approval by VRP for reimbursement of such expenses, up to a maximum of \$2,000. If VRP approves the request, employees should seek reimbursement for such expenses as provided in Article 27: Out of Pocket Expenses. If an employee is in the 90 day period described in Section E, the Organization will use best efforts to supply these funds as quickly as possible. Requests will not be unreasonably denied.

Section 10: Employee Benefits Regardless Of Status

All bargaining unit members, regardless of their immigration status are entitled to the benefits listed in this contract to the maximum degree permitted by applicable law. The Organization will use reasonable efforts to ensure that benefits provided through vendors to the organization do not exclude individuals on the basis of immigration status to the maximum degree permitted by applicable law. If any employee is unable to access a benefit due to their immigration status, the Labor Management Committee will convene a collaborative discussion with the employee to identify an appropriate and equitable remedy to the situation.

Article 9 Anti-Harassment Policy

Sexual Harassment

Sexual harassment is defined as:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
 - Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting them; or

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment includes harassment on the basis of sex (including pregnancy, childbirth, or medical condition related to pregnancy or childbirth), racial identity, sexual orientation, gender identity or expression, and the status of being transgender. Sexual harassment can occur between individuals of any gender.

Employees should refrain from activities such as:

- Physical conduct that is sexual in nature such as touching, groping, assault, blocking movements, or other physical contact;
- Sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience, or graphic comments about someone's body;
- Repeated unwelcome requests for a romantic relationship;
- Displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials or other materials that are sexually suggestive, sexually demeaning, or pornographic;
- Offering employment benefits in exchange for sexual favors or making or threatening an employment detriment after receiving a negative response to sexual advances .
- Verbal, physical, or electronic abuse concerning an individual's gender, pregnancy, gender identity or gender expression; and
- Other similar conduct or behavior.

Anti-Bullying

VRP defines bullying as "conduct or behavior directed towards a person that demeans, intimidates, humiliates, abuses, or sabotages their work at the place of work or in the course of employment."

The Organization does not tolerate bullying behavior. Furthermore, the Organization absolutely prohibits retaliation against any person who, in good faith, reports a possible violation of the anti-harassment section of this contract or participates in an investigation into such behavior.

Bullying may be intentional or unintentional. The Organization considers the following types of behavior examples of bullying:

- Verbal bullying: Slandering, ridiculing, belittling, or maligning a person or their family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Physical bullying: Pushing, shoving, kicking, poking, tripping; damage to a person's work area or property.
- Gesture bullying: Nonverbal threatening gestures or glances that convey threatening messages.
- Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

- Electronic bullying: Slandering, ridiculing, belittling, or maligning a person or their family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks on both VRP-related written communication platforms (email, text message, Slack, Zoom, Monday.com, etc) as well as personal social media platforms and text messages

Procedure for Harassment, Bullying, and Discrimination Complaints

Internal issues

In the event of an incident of harassment, bullying or discrimination, the affected employee will provide a written report to their direct manager and head of HR at VRP. If this incident involves the manager, the staff member will report the matter to their manager's supervisor. Should an incident involve HR, the staff member should address the report to the Chief of Staff.

The organization is required to provide acknowledgement of an employee's complaint within 3 business days.

Per the VRP handbook:

All reports will be promptly investigated with due regard for the privacy of everyone involved, though absolute confidentiality cannot be guaranteed. Complaints will be handled with appropriate confidentiality, except as necessary for investigation and resolution and in accordance with applicable legal obligations. Complaints will be investigated by impartial and qualified internal or external personnel in as timely a manner as possible. The process will be documented and tracked for reasonable progress, and all investigations will be completed in a timely manner. The investigation will provide an opportunity, based on the circumstances, for those concerned to explain, understand, and respond to the complaint allegations consistent with due process. The investigation will reach reasonable conclusions based on the information collected.

Employees determined, after an investigation, to have engaged in discrimination or harassment in violation of this policy shall be subject to discipline, up to and including suspension and/or termination. VRP will not retaliate against any employee for making a complaint about discrimination or harassment in good faith or for participating in good faith in an investigation of a complaint. Claims of retaliation should be raised with the Executive Director or a member of the Personnel Committee. Any member of the staff who is proven to have retaliated against another employee for making a claim or participating in the investigation will be subject to disciplinary action up to and including termination.

If the resolution is not satisfactory or doesn't adhere to requirements (including but not limited to turnaround time and confidentiality), Unit members have the right to refer matters to the Joint Labor Management Committee for consideration.

Regardless of the outcome of an investigation – satisfactory or not – the Organization

will provide this report to the JLB.

Unwelcome conduct by third parties

In the event of an incident of harassment, bullying, and discrimination defined above by a third party, including and not limited to JEA partners, tables, contractors, vendors, the affected employee will submit a written report detailing their complaint to relevant leadership – including direct manager, Department head, and Chief of Staff.

Leadership will be required to provide formal acknowledgement of a complaint within 3 business days and provide a determination about whether communications support is needed while the issue is being investigated. Investigations into complaints will be conducted within the course of a week, unless the situation demands an expedited timeline.

All contracts with third parties, that are drafted by VRP, must include boilerplate language reflecting the Organization's anti-harassment policies. In the event that an investigation concludes that this anti-harassment policy has been violated, a determination must be made in concert with the Union and the Organization about next steps. Consequences for such violations may include termination of contracts.

If staff experiences harassment, discrimination, or other disrespectful conduct from non-contracted third parties, management will put no pressure and make no directive on that staff member to interact with the offending organization.

Article 10 Recruitment & Hiring

VRP and the Guild are committed to advancing diversity and equity in our employment and hiring practices. As such, VRP commits to utilize the following best practices in job posting and hiring:

1. Postings for open bargaining unit positions shall:
 - Use gender-neutral language;
 - State the position, type of work performed, and hours;
 - Include a hiring salary range and other details about compensation;
 - Include VRP's standard commitment to equal employment opportunity in hiring;
 - Affirmatively state that the position falls within the Union Bargaining Unit;
 - Include projected start date.
2. Recruiting: Acknowledging that recruiting has the potential to reinforce structural racism and classism, VRP commits to antiracist recruitment practices. This includes, but is not limited to:
 - A budget line to support ongoing recruitment as well as training (anti-bias, etc.) for People and Culture staff members and any employee involved in recruitment or hiring
 - Keeping up to date with hiring best practices including from other movement organizations

- Ongoing evaluation of recruitment data and adjustment of practices in response to data (e.g. changing the platforms where jobs are posted)
3. Hiring: VRP is committed to diversity and inclusion in hiring and employment. Toward that goal, the following provisions will apply in hiring and recruitment for bargaining unit positions:
- VRP will not ask applicants to report their salaries from previous employment.
 - All applicants (and all employees hired) will be given the option to voluntarily self-identify their race, ethnicity, gender/gender identity, sexual orientation, and/or other EEO demographic questions. Based on such information, VRP will provide the Guild quarterly aggregate demographic reports for live and closed postings from that preceding quarter.
 - VRP will utilize best practices and tools that support bringing in the most diverse applicant pool possible, including but not limited to: removing unnecessary degree requirements, posting a salary range, including all benefits in the job posting, doing direct outreach, asking staff to circulate postings within their networks and using a broad range of job posting sites; mitigating bias in screening by having more than one person review resumes whenever possible and attend interviews as set forth below
 - In the interviewing and hiring process, all applicants' professional and lived experiences will be considered, including race, class, ability, gender, and other identities.
 - VRP will use quarterly demographic reports and candidate surveys to explore policies and procedures that allow us to further our diversity and equity goals and evaluate the effectiveness of these and any other practices we adopt.

Eligible new hires will also have at least one hour scheduled with a Guild Steward within their first two weeks of employment so the steward may inform them of their rights. Guild stewards will be responsible for scheduling of this initial meeting.

4. Preferential Treatment of Internal Candidates

Notice of all vacancies for full-time positions shall be clearly posted with the position's job description and made available to all VRP staff for 48 hours before posting externally.

If an Employee in good standing (not on a PIP and with no disciplinary notices in the previous three months—see “Discipline” below) is interested in a vacant job, the employee must notify their supervisor and the hiring manager within the 48-hour window. Once both parties have been notified, the Employee will be required to complete a skills assessment. If that assessment ranks within the top three skill assessments submitted by all candidates, the Employee will be guaranteed a panel interview before any hiring decision is made.

Access to HR Employee Files

VRP will not add any notes, disciplinary or otherwise, (other than documentation of a regularly scheduled performance review) to an employee's personnel file without notification of that staff member and the Guild. All VRP employees are able to access and review their HR and personnel files at any time during their tenure; VRP must provide these files and documents to employees within two business days of receiving such a request (not counting days on which the Director of People & Culture is out of office and not counting Flex Fridays).

Article 11 Wages

Section 1: Pay

1. During the term of this Agreement, all Unit employees shall receive an annual increase effective January 1 of each calendar year, beginning with January 1, 2024:
 - a. Employees earning less than \$100,000 annually shall receive an increase in their current salary equal to the greater of (i) three and one-quarter percent (3.25%) or (ii) the percentage cost of living adjustment calculated by the Social Security Administration applicable to benefits paid in such calendar year.
 - b. Employees earning between \$100,000 and \$120,000 annually shall receive an increase in their current salary of the greater of (i) two and one-quarter percent (2.25%) or (ii) the percentage cost of living adjustment calculated by the Social Security Administration applicable to benefits paid in such calendar year.
 - c. Employees earning greater than \$120,000 annually shall receive an increase in their current salary of the greater of (i) two percent (2%) or (ii) the percentage cost of living adjustment calculated by the Social Security Administration applicable to benefits paid in such calendar year.

The Social Security COLA applicable to each calendar year is the percentage change in the CPI-W for the 12 months ending September 30 of the preceding year.
2. In addition to the increases above, employees who have been employed since June 1 of the preceding calendar year and who have been found to meet job expectations in the Annual Development Review will be eligible for an additional merit increase of up to five percent (5%), based on the results of the Annual Development Review. This merit increase will be effective as of January 1 of each calendar year following such review.
3. Upon execution of this contract, VRP will immediately adjust the maximum amount in each salary band to reflect the COLA given to staff on Jan 1, 2023. The maximum amount for each salary band will increase each January 1 to reflect the automatic increases described in section 1(1). The minimum amount for each salary band will be reviewed every two years during the non-federal election year of the cycle by an outside consultant to ensure market alignment and internal equity. On or before April 1 of each non-federal election year, the Joint Labor Board will recommend this consultant to the executive director. If necessary, an additional committee from VRP staff and management will be formed to address the consultant's recommendations. The

maximum of each salary band is the maximum that an employee will reach via merit increases while they remain at their job level, but cost of living adjustments will still be applied.

Section 2: Promotions and Internal Transfers

1. As a part of this contract, the Employer and the Guild agree upon:
 - a. A list of core competencies for each job level in each department (Appendix 1) and
 - b. A list of proposed titles for each job level (Appendix 1).
2. Employees are eligible for a promotion to a higher job level during their annual review, after one year of employment, and again every year during the term of their employment, based on the standard below. Eligible employees must be fairly offered that promotion unless in VRP's reasonable judgment there is a specific business reason why the employee cannot be promoted, which may include, without limitation, that the position into which the employee would be promoted is not vacant; or that VRP has altered or plans to alter operations in a particular state such that there would not be a long term need for the position into which the employee would be promoted. In such cases, supervisors must provide a reasonable path for professional development including promotions/title changes.

Eligibility for promotion is established by meeting at least 2 of the following criteria:

- a. A significant increase in "people management," or direct reports as required by the Employer
 - b. A significant increase in the scope of work requested or required by the Employer
 - c. An organizational business need for a higher-level role capable of managing more nuanced and complex problems with competing deadlines
 - d. An urgent organizational business need to fill turnover gaps in staffing
 - e. Consistently exceeding expectations in at least half of the documented dimensions (individual goals and core competencies) of performance as documented by at least 2 years of downward manager reviews in the annual development review cycle.
3. Each Annual Development Review must result in at least one of the following:
 - a. A promotion* to a higher job level;
 - b. A merit increase as described in section 1(2) of this Article;
 - c. A change in title to another title at the same job level following the agreed-upon job titles referenced in Section 2(1); or
 - d. An explanation of why none of (a) through (d) was conferred together with benchmarks for achieving one of (a) through (c) during the next Annual Development Review.

* If an employee receives a promotion to a higher job level, their pay will increase to either:

- Tier 2 salary of their new job level
- Their current salary + 5% merit-based raise for that ADR cycle

Employees who receive a pay raise to Tier 2 of their new job level per the above raise framework will not be eligible for a merit-based raise for that ADR cycle.

Section 3: Temporary Work in a Higher Job Classification

Occasionally, VRP employees may be asked to perform the work of a vacant job at a higher job classification. In these instances, employees will be granted the title of “Interim [role being performed]”. They will receive the level 2 salary of that role’s job level compensation band for the duration they perform it. Suppose the employee performs this interim position for six months and is still not filled. In that case, the manager must conduct a development review to assess the employee's performance using the hiring rubric for the vacant position. If the employee rubric meets or exceeds expectations, the employee will automatically be promoted to the vacant position if they wish, at the same salary as while they were interim. The position they are being promoted from will then be considered vacant and the promoted employee will begin the recruitment process to backfill that role.

Section 4: Spot Bonus

Spot Bonuses will be awarded monthly with budgets rolling over from one month to the next. Rollover will be limited to a maximum of 30 days. There will be an annual budget for the suggested bonuses of \$120,000 which will increase by \$5,000 for every increase of five (5) staff headcount from November 1st, 2023. Unused Spot Bonus funds at the end of the calendar year will not rollover.

Article 12 Discipline

1. There shall be no discipline or discharge except for just cause.
2. Progressive discipline will generally be represented by the following:
 - a. Oral Warning
 - b. Written Warning
 - c. Final Written Warning and/or Performance Improvement Plan and/or suspension
 - d. Discharge

VRP reserves the right, on a case by case basis, to repeat or skip one or more levels of discipline and or move to immediate discharge based on the severity of the infraction. All discipline is subject to the just cause standard and the grievance and arbitration process set forth in this Agreement. The reason for any discipline shall be made in writing to the employee

and the Guild at the time of the discipline. Warnings and suspensions are null and void after 12 months and won't be used as basis for further disciplinary action.

At the time of signing this contract, VRP will give the Guild and the associated employee notice of all written discipline that has been given to current Bargaining Unit employees. VRP will give the Guild concurrent written notice when it administers discipline (oral or written) to a Bargaining Unit employee. Steps and actions taken will be documented, and the documentation will be included in the employee's personnel file along with any responses the employee wishes to be included in their file.

Other Termination

With respect to an employee hired for positions advertised as limited in duration, specific visa category, or other restricted basis for employment, termination of employment at the expiration of the relevant term (or due to cessation of the relevant status or basis for employment) is not disciplinary action subject to the requirements outlined above.

Article 13 Working Hours

1. VRP's business is usually done during typical business hours, e.g. from 9:30 am - 5:30 PM. However, the remote and widespread nature of our staff means that there is considerable variation in local time. Also, employees may need or prefer for personal reasons to work less traditional hours. As such, VRP employees are trusted to work the hours best for their role, team, location, and life, but to be available for meetings during organization-wide "core" hours of 11:00 am and 5:00 pm Eastern (8:00 am-2:00 pm Pacific), Monday through Thursday. Furthermore, full-time employees are expected to work a minimum of 32 hours per calendar week (Sunday through Saturday). In practice, this should result in all departmental and organization-wide meetings being scheduled on Mondays through Thursdays, and all employees having a "flex" day each Friday where they are not expected to be available for meetings, emails, or other communications and, unless they need to work on a particular Friday in order to complete work that is past due or to meet an imminent deadline, are free to use their day as they see fit. In the case of trainings, external meetings or work-related travel days that are already scheduled for Fridays, staff should work with their supervisor to choose an alternative no-meeting day.

2. For the sake of scheduling check-ins and conversations outside of team- or organization-wide meetings, VRP employees will mark their Google Calendars with their flex days, normal working hours, and any scheduled periods of unavailability (internal and external meetings, doctor appointments or other obligations, etc) at least 14 days prior to the earliest such event, except when unforeseen or emergency circumstances make it impracticable to update the calendar that far in advance of an event.

3. To ensure clear expectations across the organization, employees will respond to one another within the timelines listed below (excluding Flex Fridays and comp flex days). Responses do not need to be complete answers (i.e. a completed deliverable upon initial request), but should acknowledge receipt and, in the case where further follow-up is needed, provide an estimated timeline for delivery.

- a. Email: Within two business days
- b. Slack: Within one business day
- c. Signal or Text: Within the next 4 hours the employee is working
- d. Phone calls: Within the next 2 hours the employee is working

Note: Alternatively, when making a request via email, signal, slack, text or call, staff is expected to articulate the level of urgency associated with the request, desired response time, and any relevant deadlines associated with the request. This ensures staff on the receiving end of the request can also plan their work accordingly. Requests that are high priority, deadline driven and urgent should be reserved for slack, phone call, text or signal, with email follow-up as appropriate. Requests made via email should be structured to provide the context of the request, the desired outcome of the requester, and any potential deadlines to be considered.

Article 14 Remote Workers

1. VRP may require an employee hired after November 1, 2023 to reside in a state where most of their duties are to be performed if VRP reasonably deems such a residence requirement to be in the organization's best interests. If VRP makes that determination as to a particular new position, or an existing position that is vacant, VRP may include such residency requirement in the job description for that position in VRP's sole and absolute discretion, and VRP shall not be required to bargain with the Guild with respect to the inclusion of such residency requirement for that position.
 - a. If an employee hired prior to November 1, 2023 is promoted to a higher position or title but is not filling a new or vacant position, they will not be required to relocate to assume that higher position or title.
 - b. If an employee hired prior to November 1, 2023 applies to fill a new or vacant position, for which VRP has imposed a residency requirement, that employee may be required to relocate to be appointed to fill that new or vacant position.
2. Except as provided in section 1 of this Article, VRP will not require any employee hired prior to November 1, 2023 to relocate to a particular state, regardless of position and department.
3. Employees of VRP may be required to travel:
 - a. Up to 60% of working days during an even-numbered year.
 - b. Up to 40% of working days during an odd-numbered year.

If an employee hired after ratification of this Agreement for a position including a residency requirement needs to relocate in order to meet that requirement, VRP will not be obligated to pay any relocation expenses.

4. Each employee will be entitled to receive either:

- a. A pass for unlimited use of a nearby organization-designated Coworking space or
 - b. A stipend for actual cost of remote work including internet and home office maintenance, up to a maximum of \$192 per month. Employees who select the stipend option and are traveling on behalf of VRP will have access to use Coworking space credits for daily use of a Coworking facility close to their travel destination up to 7 times per month. Employees who exceed this number will be automatically reclassified as a “high end” Coworking space user in accordance with VRP’s policy and will instead receive an All Access pass and will no longer be eligible for the stipend as defined. Employees who select the stipend option but would like to have one-day access due to travel will work with the Operations team to ensure they have the necessary Coworking space credentials in place at least 5 business days prior to desired use of a Coworking space.
5. New employees at VRP may expense using their business expense cards or will be reimbursed for the actual costs of setting up a remote office, including office furniture (desks, lamps, chairs, standing desk adapters, etc.), computer accessories (laptop stands, monitors, mice, keyboards, bluetooth headsets, chargers, etc.), or other equipment to support a productive and ergonomic home environment., up to a maximum of \$700. New remote employee funds will expire after 6 months of the employees start dates or at the end of the calendar year of their start date – whichever comes first. Upon each anniversary of employment, every VRP employee will be granted an additional \$300 (including equipment and office supplies) to spend on their remote offices All purchases are subject to the documentation requirements outlined in the Business Expense Policy.

Article 15 Time Off

1. Full-time VRP employees receive unlimited paid time off (PTO). All requests for PTO in excess of four hours must be submitted through the HR platform for approval. Whenever possible, employees shall request a PTO at least two weeks in advance, and supervisors will approve or reject all requests that fall within the next 90 days within one week of submission. Any rejection of such a request must be explained in writing in an email to the employee and guild representative. Reasons for rejection may include but are not limited to: coverage during out of office periods for critical work and peak capacity needs during program, and need for timely achievement of departmental and/or individual goals (unless due to extenuating circumstances beyond the employee’s control). All VRP employees shall take a minimum of 10 vacation days per year (sick days not included). The existence of this minimum, however, in no way implies or suggests an upper limit to the amount of PTO that can be requested and granted. Unlimited PTO is intended to provide work-life balance and flexibility to employees and is not a form of additional compensation for services performed.

Any PTO requests of greater than 10 business days within a four week period must be approved by both an individual designated by management and department head and the Chief of Staff or Chief Program Officer. The Executive Director will serve as the third approver in

cases where the Chief of Staff or Chief Program Officer are unavailable. This includes Sabbatical leave. Any PTO requests made more than 90 days in advance may be approved prior to that 90 day period if they are approved by both the employee's supervisor, department head, and the Chief of Staff or Chief Program Officer. The Executive Director will serve as the third approver in cases where the Chief of Staff or Chief Program Officer are unavailable.

2. Sick leave:

Full time employees are entitled to unlimited sick leave, but use of consecutive sick days is subject to the provisions of this section. If after 5 consecutive days or 10 days in a four-week period, an employee needs to take additional sick leave, they will need to provide a doctor's note to VRP to demonstrate the need for such additional sick leave. After sick leave is taken for 15 consecutive business days or 20 days in a four-week period, any additional leave will be treated as Family/Parental/ Medical Leave under section 6 of this Article.

3. No show/no contact:

Except where an emergency medical condition renders an employee unable to communicate with their supervisor or another management representative, failure to appear for work or contact anyone in VRP management for three consecutive business days will be grounds for termination, without regard to the provisions of Article 12. VRP will attempt at least three times to contact the employee, and if and when a third attempt is made, VRP will also attempt to contact the employee's emergency contact. If VRP is unable to communicate with the employee after these three attempts, or is able to contact the employee but no satisfactory explanation is given for the failure to appear for work or contact anyone in VRP management, the employee will be terminated.

4. Holidays

Full-time and part-time employees are eligible for paid holidays immediately upon hire. VRP observes the following holidays during the year:

- New Year's Day
- Martin Luther King's Day
- Presidents' Day
- International Women's Day
- DC Emancipation Day
- Memorial Day
- Juneteenth
- Independence Day during even years and the full week of Independence day during odd years
- Labor Day
- Indigenous People's Day (during even years this is observed in the month prior to the day, or after the close of program, which will be determined by January 31)
- Veteran's Day
- Week of Thanksgiving/Fall Break

- Final two weeks of the calendar year or the final week of December and the first week of January, depending on business needs, which will be determined by January 31. If one of the above holidays falls on a Saturday or Sunday, it is observed on the following Monday.

5. Jury Duty

Bargaining unit employees who are required to serve on a jury or who are required by subpoena to serve as a witness in a court of law shall be paid the employee's regular base salary while serving. An employee absent for these purposes should to the extent practicable spend as much time within regular working hours work for VRP as is not required for jury or witness duty. Employees must promptly after receipt of the summons or subpoena provide a copy to their direct manager or People & Culture.

6. Parental, Family, and Medical Leave Policy

Regular, full-time, and part-time employees who have been employed by VRP for at least ninety (90) consecutive calendar days and have actually worked for at least 384 hours shall be entitled to up to 18 weeks of family, medical, and parental leave within a 12-month period. VRP will provide 18 weeks of paid leave. VRP will reevaluate leave policy every two years or every time the organization is notified of a significant FMLA requirement update. If state law provides for more total unpaid leave and an employee is eligible for it under state law, that additional leave will be granted, unpaid.

This leave can be used in connection with birth, adoption, reproductive care procedures, gender affirming care procedures or foster care placement of a child, for the employee's own medical illness, to perform caregiving responsibilities for an immediate family member who has a serious health condition, or for certain purposes associated with members of the armed forces or service members. This leave runs concurrently with any leave required to be provided under applicable state law for similar purposes. Members of the immediate family include spouses, domestic partners, parents, siblings, children, children of domestic partners, grandchildren, foster children, grandparents, parents-in-law, parents of domestic partners, and other persons related to the employee by affinity.

An employee may also allocate a portion of their leave to create a four-week "ramp up" period with a reduced work schedule when returning to work. I.e. the employee may return to work part time after ten weeks of leave, extending their leave for another four. During this on-ramp period the staff member will not be required to attend meetings, barring a 1:1 with their supervisor as designated by management, and contact with the People & Culture team. Employees may also break up their paid leave, e.g. taking four weeks at one point and eight at a later time.

In addition to the aforementioned, recognizing the transformational nature of recent parenthood, VRP will ensure reasonable accommodation for pregnancy, childbirth, pregnancy-related medical conditions, pregnancy loss, and for nursing parents (even after conclusion of paid/unpaid parental leave) to facilitate their participation in the workplace.

The leave may also be used for:

- A "qualifying exigency," arising from an immediate family member's covered active duty as a member of the military reserves, National Guard or Armed Forces (Military Emergency Leave); or
- To care for an immediate family member who is a "Covered Service member," (Military Caregiver Leave).

Eligible full-time, regular employees are able to apply to use up to 18 weeks of leave in a 12-month period for the above purposes. The 12-month period is calculated using the rolling look-back method, measured backward from the date an employee uses any parental, family, or medical leave. Employees will retain their benefit package while on leave.

Notice and Certification

Employees will provide:

- 30 days' advance notice or such notice as is both possible and practical if the leave must begin in fewer than 30 days (i.e. within two business days of becoming aware of the need);
- When the need for leave is not foreseeable, notice as soon as is otherwise possible and practical;
- When the leave relates to medical issues, a completed Certification of Health Care Provider form within 15 calendar days (for Military Caregiver Leave, an invitational travel order or invitational travel authorization may be submitted in lieu of a Certification of Health Care Provider form); Certification forms are available from Operations/People & Culture.

Job Reinstatement

Employees shall be reinstated to the same position they held at the time of the leave or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. If an employee fails to return to work at the leave's expiration and has not obtained an extension of the leave VRP may presume that the employee does not plan to return to work and has voluntarily terminated their employment.

In cases of fraudulent use of medical leave or bereavement policy, job reinstatement will be denied.

Public Family and Medical Leave Benefits and Leave

Employees who reside in some states may be eligible for additional paid leave benefits. When employees are eligible for such paid public benefits through these programs, they may pursue those paid benefits in addition to the 18 weeks VRP covers. VRP paid leave benefit will be prorated to ensure that employee does not receive more than 100% of their annual compensation per state requirements.

Within seven business days of submission of a request for leave, Operations/People & Culture will provide notices and information about benefits plan coverage available in an employee's

state of residence. All requests for leaves should be submitted using a People & Culture provided form.

Bereavement Leave

Employees may take two weeks of leave to grieve the loss of a person related to the employee by affinity or a pet. This additionally includes miscarriage leave and/or reproductive loss. Bereavement leave must be taken within three months of the reported instance. Official documentation certifying reason for bereavement should be provided upon return of leave for all cases of bereavement.

In cases where medical issues are certified by a doctor to potentially lead up to sudden death of a loved one or family member, access to medical leave policy will be provided to the staff member to use prior to the bereavement leave. At the moment of death, the bereavement leave will start and the medical leave will end.

To help the bereaved, supervisors and team members will design a coverage plan that clearly delegates key functional areas to team members within the department. An on-ramp period of 2 weeks will be attached to the backend of bereavement leave. During this on-ramp period the staff member will not be required to attend meetings, barring a 1:1 with their supervisor as designated by management, and contact with the People & Culture team.

Article 16 Health and Retirement Welfare Benefits

Section 1: 401k Qualified Retirement Plan

Full-time regular employees are eligible to enroll in the organization's 401(k) plan on the first of the month following their hire date. VRP will contribute 4% of an employee's annual salary regardless of the employee's individual contribution. VRP and the Guild will collaborate on all changes to 401k benefits; discussion of such changes can be initiated by VRP or the Guild. VRP and the Guild (via the JLB) must agree on all changes to 401(k) benefits before they are enacted.

Section 2: Medical, Dental, and Vision Benefits

The Medical, Dental and Vision insurance plans in effect as of the signing of this agreement shall be unchanged for the length of this agreement, unless it becomes necessary for VRP to change insurance carriers or the existing insurance carrier is unwilling to continue to offer the existing plan; in which case, VRP will bargain with the Union with the goal of agreeing on a substitute plan at an affordable premium, the benefits of which are as comparable as feasible with those of the existing plan. Eligible full-time regular employees may enroll in a single, a single plus one, or a family contract on the first of the month following their date of hire. VRP pays 100% of insurance premiums for employees and 80% of added dependent premiums. Employees pay the balance of any dependent coverage through payroll deduction.

In addition to the coverage listed throughout this section, VRP will contribute \$1,000 annually to each employee's HRA account.

VRP will provide an employed-sponsored FSA to which VRP staff may choose to contribute during each yearly enrollment period. Each of these plans is subject to further negotiation by the JLB should it be found through unit poll or management observation these plans do not serve the best interest of VRP and the unit.

VRP will budget \$5,000 for the rest of 2024 and \$20,000 annually for mental health services. Within three months of ratification of this Agreement, the Joint Labor Board will identify alternatives to Better Help that are within the mental healthcare budget and recommend alternatives to management and the Guild, which will discuss and agree on an alternative. Guild members of the JLB may reopen bargaining over this annual budget in the case of increased headcount, staff demand, or an alternative service that significantly benefits staff.

VRP staff will receive a \$125 health and wellness stipend monthly to offset the cost of gym memberships, exercise equipment, and healthcare.

Gender Affirming Care

In the case of a gender affirming care coverage change initiated by the medical insurance vendor, the Organization commits to using its best efforts to select benefits packages (including, but not limited to, healthcare, retirement plans, and other policies) which reflect the fact that not all employee's families are limited to legal/biological definitions, and allow familial benefits to all persons related to the employee by affinity; and to use its best efforts to identify and select a health insurance plan which includes coverage for gender affirming care. To the extent that the healthcare plan does not cover the full cost of such care, and provided that the employee has used their best efforts to obtain all required certifications and meet all pre-conditions for such coverage, the Organization will pay up to \$5,000 every year of full-time employment to help defray the out-of-pocket cost of such care to the Employee.

Section 3: Travel for Healthcare

If an employee lives in a state or local jurisdiction in which it is difficult or impractical to obtain needed reproductive, abortion, gender affirming or other healthcare, because of prohibitions or restrictions imposed by state or local law, the Organization will reimburse them for the costs of travel up to \$1000 to the closest state geographically in which the employee or dependent can access such care without legal restriction, following the Organization's standard travel policies. The Organization recognizes that this travel will require additional time off and will approve PTO accordingly.

Section 4: Disability Insurance

Eligible employees working 30 hours per week, or more are automatically enrolled in VRP's short-term and long-term disability insurance program on the first of the month following their

hire date. The organization will fully pay the cost of short-term and long-term disability insurance coverage. Short-term disability insurance provides eligible employees with a continuing source of income for up to 13 weeks at a rate of 60% of your weekly income, up to a maximum benefit of \$1,200. Long term disability insurance provides eligible employees with a continuing source of income after ninety days of disability at a rate of 60% of your monthly income, up to a maximum payment of \$6,000.

Section 5: Life/AD&D Insurance

Eligible employees working 30 hours per week, or more are automatically enrolled in VRP's life and accidental death and dismemberment insurance program on the first of the month following their hire date. The organization will fully pay the cost of Life/AD&D insurance coverage. You can receive one times your earnings of life insurance up to a maximum of \$100,000 and one times your earnings of AD&D coverage up to a maximum of \$100,000.

Section 6: Professional Development

Employees will work with their supervisors to establish professional development objectives , including agreed benchmarks. The annual development review will include review of the employee's progress towards meeting those objectives; but any lack of progress will not be considered in determining whether the employee is entitled to a merit increase in salary pursuant to Article 11, section 1(2).

In addition to the existing \$1,000 stipend per employee, the Organization will facilitate the following optional professional development opportunities per year:

1. P&C organized training on any of the organizational values or competencies.

VRP staff may also participate in:

1. Shadowing or externship in another department/team within the Organization for one (1) week. Participating staff will attend meetings with and shadow the work of the member(s) of the department. Shadowing of confidential functions (payroll, fundraising, protective strategies, etc.) will be subject to approval by department head.

During the week(s) listed above, participating staff will be expected to work at 50% capacity in their normal roles.

All professional development opportunities require a written proposal from staff that includes details, desired outcomes, and a proposed timeline. Managers must approve or reject proposals within ten (10) business days of submission (excluding days on which the manager is out of office and Flex Fridays). In the case of rejected proposals, the manager or department head must provide a written explanation for not approving the proposal. Managers may make a counter-proposal for the timing of the professional development opportunities based on expected workload.

Section 7: Education Benefit

After a full-time employee has been employed by VRP for one year, VRP will match that employee's student loan payments up to \$150 per month per Employee, for a total period not to exceed 60 months, and subject to such reimbursement/verification policies and procedures that VRP may adopt from time-to-time. After any current student has been employed by VRP for one year, that student will receive up to \$150 per month for tuition reimbursement, for a period not to exceed 60 months, and subject to such reimbursement/verification policies and procedures that VRP may adopt from time-to-time. The education benefit is intended to help current and former students cover the cost of pursuing a formal certificate, undergraduate or graduate degree.

Article 17 Leaving VRP

Section 1. Voluntary Separation

- (1) Employees may voluntarily leave VRP at any time, for any reason. Whenever possible, employees should try to provide as much notice as they can, but such notice is not required except as a condition of receiving voluntary separation pay as set forth in section 1(2) below. VRP will provide employees with packaging and shipping labels to return all VRP-owned equipment (laptops, phones, etc), and employees will return all such equipment within two weeks of their departure.
 - a. If an employee's computer model is over three years old and the employee has worked full time for at least one year, they may keep their computer after wiping and resetting it with the assistance of VRP's IT vendor.
- (2) An employee voluntarily leaving VRP will receive two weeks pay if they have worked at least a full year for VRP and an additional week of pay for each additional year employed at VRP for up to a maximum of six weeks separation pay, provided that the employee:
 - (a) Has provided at least four working weeks' prior notice of their departure, such working weeks not to include any paid time off, holidays, leave or office closures;
 - (b) Has, at least a week prior to their departure date, submitted to their supervisor a detailed exit memo in a format specified by VRP;
 - (c) Has submitted to their supervisor, at least two weeks prior to their departure date, a detailed transition plan documenting tasks in progress, ongoing and recurring tasks, who will be assuming responsibility for each task, and otherwise in a format to be specified by VRP; and
 - (d) Has complied with the requirement for return of VRP-owned equipment as set forth in section 1(1).

Section 2. Involuntary Separation for Cause

Procedures for termination for problems involving or not involving an employee's performance are outlined in Article 12 of this Agreement.

Section 3. Layoffs and Recall

1. Organization shall notify the Guild and the affected employee(s) at least sixty (60) days in advance of any planned reduction in force or layoff unless a greater notice period is required by applicable law. VRP will provide the Guild in writing the reasons for the reduction in force and the job title/position(s), estimated number of employee(s) under consideration for layoff.
2. During this 60 day period, VRP and the Guild will meet to discuss the rationale for the reduction in force, and possible alternatives to layoff. At the end of the 60-day period should VRP deem it appropriate to proceed with a reduction in force, such reduction shall be made, in inverse order of seniority (length of service) within each functional vertical unit in each department (e.g., Training, Data Products, Data Infrastructure, Research, Program, Operations, Finance, etc.) except in situations where a state-specific position is being eliminated. In that situation, a more senior employee may be laid off instead of a less senior employee in a different state.

Laid off employees shall remain on a recall list for twelve months. During the twelve month recall period, laid-off employees shall be recalled to their former position if it becomes open (and becomes open in the same state if the former position was state-specific) and will be rehired in any other Bargaining Unit job openings for which they are qualified. Where two or more laid off employee candidates are eligible for recall, the more senior employee(s) shall be recalled.

3. Laid off employees will receive severance pay of three weeks' pay plus an additional one week for every full year of employment with VRP, up to a maximum of ten weeks.

Section 4. Cessation of Operations

1. Should the Organization cease operations during the term of this Agreement, VRP will provide all employees with the following:
 - a. Two months' salary;
 - b. Extension of coverage of health insurance for two months through VRP payment of COBRA premiums;
 - c. Outplacement services and support from VRP.

Section 5. Unused Paid Time Off

As employees are given unlimited paid time off in accordance with Article 15, and as such unlimited PTO is not a form of compensation and does not accrue, there will be no payment with reference to paid time off, upon separation from VRP for any reason.

Article 18 Sabbatical

All Bargaining Unit employees qualify for a three-month sabbatical after every four years of seniority. For the purposes of the sabbatical policy, seniority will be defined as the amount of time spent working as an employee of VRP. At the time of the signing of this agreement, time already spent on VRP staff will retroactively count towards employees' seniority for the purposes of the sabbatical policy. To count towards seniority, service with VRP must be continuous except that two periods of service will be combined and treated as continuous if the break between the two periods is less than 360 days. During a sabbatical, employees will be paid their full current salary. Staff must propose their sabbatical with 90 days notice to their manager and department head. The manager or department head must provide written explanation for not approving the proposal, with a counter-proposal for alternative timing. If multiple staff members on the same team request sabbaticals during an overlapping time period, the requests will be approved based on seniority. An employee approved for a sabbatical must submit to their direct manager, at least 14 days prior to the scheduled first date of the sabbatical, a proposed coverage plan.

Employees returning from sabbatical will be reinstated into their same roles. Employees will work at least 90 days upon returning from a sabbatical before submitting a resignation letter.

Article 19 Severability

If any term or provision of this Agreement is at any time declared to be invalid by a court of competent jurisdiction, such decision shall not invalidate the entire Agreement. All other terms and provisions of this Agreement not declared invalid shall remain in full force and effect.

Article 20 Duration And Renewal

1. This agreement shall commence on December 16, 2024 and will expire on December 15, 2027
2. Within 180 days prior to the date above, the Employer or the Guild may initiate negotiations for a new agreement. The terms and conditions of this Agreement shall remain in effect until a new agreement is reached and ratified.

Appendix 1: **Job Leveling Matrix: Individual Contributor (IC), Confidential Employees (IC-C), and People Manager (M) Tracks**

Level	Track	Core Competency	Titles	Sublevels (I-IV)
IC1	Individual Contributor	<p>Goal Orientation: Demonstrates enthusiasm for achieving assigned goals and objectives, consistently meeting deadlines and maintaining high standards of quality.</p> <p>Cultural Competency: Shows respect and openness towards diverse perspectives, contributing positively to team dynamics and effectively collaborating with colleagues from different backgrounds.</p> <p>Growth Mindset: Receptive to feedback, using it as an opportunity for learning and improvement, and demonstrates resilience in adapting to new challenges.</p> <p>Focus on Problem Solving: Maintains focus on resolving issues, prioritizing tasks effectively, and managing time well despite evolving circumstances.</p> <p>Interpersonal Savvy: Develops and maintains strong working relationships</p>	Assistant, Coordinator, Generalist	<p>I. Ramp: Core competency development.</p> <p>II. Proficient: Growing responsibility.</p> <p>III. Advanced: Mentoring others.</p> <p>IV. Leadership: Strategic influence.</p>

		<p>with direct reports, managers, and peers</p> <p>Integrity: Builds trust through authenticity, honesty, and strong moral principles</p> <p>Composure and Patience: Remains calm and poised in the face of setbacks, delays, high stress</p> <p>Work/Life Balance: Effectively manages work within a set schedule.</p>		
IC2	Individual Contributor	<p>Goal Orientation: Sets and achieves ambitious project goals, demonstrating a track record of managing and completing tasks efficiently.</p> <p>Cultural Competency: Proactively builds relationships with diverse team members and stakeholders, fostering an inclusive work environment.</p> <p>Growth Mindset: Accepts and integrates feedback from various sources to improve performance and processes, showing continuous professional development.</p> <p>Focus on Problem Solving: Balances multiple priorities, developing effective</p>	<p>Lead Coordinator, Manager, Engineer, Analyst, Lead Assistant, Accountant, Specialist, Data Scientist, Designer</p>	<p>I. Ramp: Core competency development.</p> <p>II. Proficient: Growing responsibility.</p> <p>III. Advanced: Mentoring others.</p> <p>IV. Leadership: Strategic influence.</p>

		<p>solutions in a dynamic and changing environment.</p> <p>Conflict Management: Identifies and handles disagreement and friction sensibly, fairly, and efficiently</p> <p>Understanding Others: Has sympathetic awareness of other people's feelings; is tolerant and forgiving</p> <p>Personal Learning: Actively seeks self understanding and improvement</p> <p>Self-awareness: Understands one's strengths, weaknesses and opportunities</p>		
IC3, M1	Individual Contributor & Manager	<p>Goal Orientation: Leads teams in setting and achieving strategic goals, overcoming obstacles to ensure project success.</p> <p>Cultural Competency: Demonstrates advanced skills in collaborating across cultural and identity differences, effectively managing diverse teams.</p> <p>Growth Mindset: Encourages and models a culture of continuous</p>	<p>Senior Manager, Senior Engineer, Senior Analyst, Senior Data Scientist, Senior Accountant, Senior Specialist, Senior Designer</p>	<p>I. Ramp: Mastery of role.</p> <p>II. Proficient: Increasing leadership.</p> <p>III. Advanced: Mentoring.</p> <p>IV. Leadership: Strategic influence.</p>

		<p>improvement, regularly seeking and providing constructive feedback.</p> <p>Focus on Problem Solving: Skillfully manages complex projects and priorities, using strategic thinking to navigate and resolve issues in a politically evolving environment.</p> <p>Motivating others: Challenges, inspires and celebrates others' commitment to their work</p>		
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Sublevel Breakdown (I-IV):

- I. Ramp: Core competency development. Required to use professional funds for at least 1 course OR attend 1 conference OR take on a new innovative project.
- II. Proficient: Growing responsibility. Required to complete 1 course AND attend either 1 conference OR take on a new innovative project.
- III. Advanced: Key contributor, mentor. Required to obtain a professional/skills-based certification and use professional funds. Can also include facilitating mentorship for team members, which imparts a particular skill set, Helping or Consulting on a strategic initiative that results in a strategic shift in the organization.
- IV. Leadership: Strategic influence. Required to produce a course for internal or external stakeholders or required to Manage or Own a strategic initiative reflecting further professional development, expertise and resulting in strategic organizational shifts.

Key Details:

- IC Track: Regular individual contributors focusing on project execution and skill growth.
- IC-C Track (Confidential Employee): Individual contributors who handle sensitive, confidential information and are not union-eligible due to the nature of their

responsibilities. They follow the same sub-levels for professional growth but are distinguished by their access to sensitive information.

- M Track: People managers responsible for leading teams and aligning their work with organizational strategies (not necessarily indicative of supervisory status, unless the role is considered supervisory by the NLRB).
- Compensation Bands: Salary ranges remain tied to the job level, while sublevels reflect professional growth without changing compensation directly.

Professional Development Opportunities

At Everybody Votes Campaign, we provide a variety of professional development opportunities designed to help employees grow in alignment with both their personal goals and organizational needs. While participation in these opportunities is not a requirement, they serve as a valuable resource for enhancing skills and advancing in one's career.

Examples of available professional development include:

1. P&C-organized training: Sessions focused on organizational values or core competencies.
2. External courses and conferences: Employees are encouraged to use their annual \$1,000 stipend to attend external training that aligns with their career goals.
3. Shadowing or externship: Staff may participate in a one-week shadowing opportunity within another department to gain cross-functional experience (subject to department approval for confidential areas).

These opportunities are flexible and tailored to the employee's development needs, guided by Article 16, where employees work with their supervisors to set professional development objectives and agreed-upon benchmarks. Progress is reviewed during the Annual Development Review, though lack of progress does not affect merit increases.

Matrix of Levels and Professional Growth

The job leveling system at Everybody Votes Campaign operates on two concurrent tracks: job levels and sublevels. Eligibility for progression up the vertical job levels (IC1, IC2, IC3, etc.) are determined by the criteria listed in Article 11, Section 2 and is assumed as the basis for promotion unless business needs (such as EVC no longer operating in a specific core or expansion state) and the alignment of an employee's skills with the organization's objectives are at odds, in which case, the supervising manager will be responsible for detailing their reasoning and providing a reasonable path for professional development including promotions/title changes.

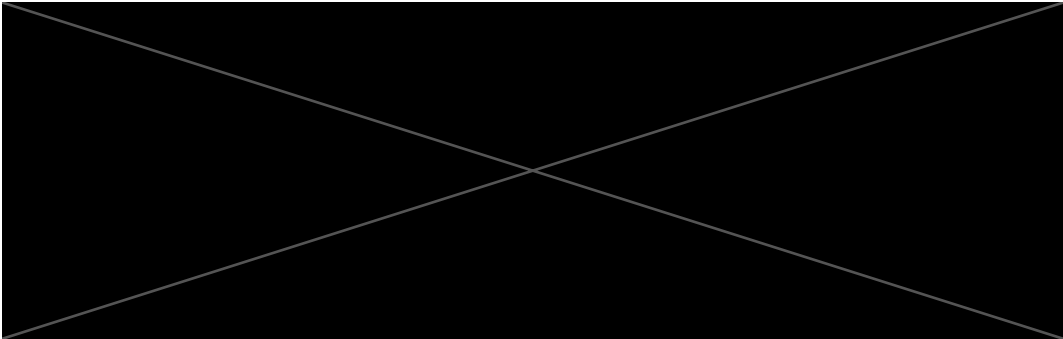
In contrast, sublevels (I-IV) reflect an operationalized reference point to describe an employee's tenure and professional development achievements. Sublevels are to be instructive and exemplify a metric of development concepts that people managers will be responsible for tracking through ADR and annual goal design sessions facilitated as facilitated by VRP and collaborating with their team to ensure that opportunity and support are materially offered. People and Culture will poll staff on their progress in personnel development and foster an accommodating growth culture.

It's important to note that job levels and sublevels do not directly impact each other. Advancement in sublevels is based on time and completion of professional development goals, while changes in job levels are based on guidelines listed in Article 11, Section 2(2). Internal training and development, including any optional opportunities outlined in the professional development framework, contribute to progress in sublevels but do not automatically trigger changes in job levels. Employees at any sublevel can be promoted to a higher job level without necessarily moving through all sublevels in their current role.

Employees are encouraged to take advantage of both internal and external resources to continuously grow within their current roles, with guidance and support from their supervisors.


EVC Compensation Framework Levels

*To serve as a frame of reference to Article 11

Job Level	Minimum Hiring Level 1	Hiring Level 2	Hiring Level 3	Midpoint Hiring Level 4	Max
Level 1					
Level 2					
Level 3					


*The maximum on the table above will be adjusted per Article 11 Section 1(3) of this CBA.

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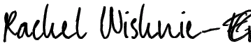


1/23/2025

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