Agreement

between

United Academics of Philadelphia, AFT Local 9608

and

The NewsGuild of Greater Philadelphia, TNG-CWA Local 38010

Effective January 15th, 2025 - January 15th, 2027

# Table of Contents


| | Page |
|---|---|
| Article 1 - Recognition | 3 |
| Article 2 - Union Security | 3 |
| Article 3 - Information | 4 |
| Article 4 - Diversity & Non-Discrimination | 4 |
| Article 5 - Hiring | 5 |
| Article 6 - Duties & Responsibilities | 5 |
| Article 7 - Respect in the Workplace | 6 |
| Article 8 - Reduction & Recall | 7 |
| Article 9 - Just Cause & Progressive Discipline | 8 |
| Article 10 - Grievance Procedure | 9 |
| Article 11 - Leave | 9 |
| Article 12 - Holidays | 11 |
| Article 13 - Retirement | 12 |
| Article 14 - Health Insurance | 12 |
| Article 15 - Health & Safety | 12 |
| Article 16 - Professional Development | 13 |
| Article 17 - Salaries | 13 |
| Article 18 - Promotions | 14 |
| Article 19 - Out of Town Assignments | 14 |
| Article 20 - Expenses | 15 |
| Article 21 - Miscellaneous | 16 |
| Article 22 - Duration | 16 |
| Article 23 - Signing Bonus | 17 |
| Article 24 - Management Rights | 17 |

This Agreement by and between United Academics of Philadelphia, AFT Local 9608 and The NewsGuild of Greater Philadelphia, TNG- CWA Local 38010 acting for and on behalf of itself and of those members, present or future, covered by this Agreement, shall be valid and bonding effective January 15, 2025 and expires on January 15, 2027.

## Article 1 - Recognition

**SECTION 1**. United Academics of Philadelphia, AFT Local 9608 hereafter referred to as the "Employer", recognizes The NewsGuild of Greater Philadelphia, TNG-CWA Local 38010, hereinafter referred to as the "Guild", as the exclusive bargaining agent for all part-time and full-time bargaining unit members in the following job categories:

Part-time Organizer
Organizer
Organizing Coordinator
Lead Organizer

Excluded from the bargaining unit are supervisors and managers as defined by the Act as well as employees of other chartered AFT locals.

**SECTION 2.** The employer recognizes The NewsGuild of Greater Philadelphia, TNG-CWA Local 38010, as the official entity representing bargaining unit members in day-to-day interactions with Employer's management and immediate supervisors.

## Article 2 - Union Security

**SECTION 1.** Bargaining unit members covered under this Agreement must become members of The NewsGuild of Greater Philadelphia, TNG-CWA Local 38010 upon completion of thirty (30) days of employment. It is a continuing condition of employment with UAP that all bargaining unit members covered by this Agreement shall be and remain good standing members of the Guild. Persons losing their membership in the Guild shall not be retained in the employ of UAP after receipt by the Employer of official notice from the Guild: subject to any applicable provisions of the National Labor Relations Act of 1947, as amended.

**SECTION 2. Accepting Checkoff Deduction of Union Dues.**
The parties to this Agreement agree to cooperate in every reasonable way in carrying out the provisions hereof. During the life of this Agreement or any extension thereof, upon written assignment from a bargaining unit member, the Employer shall deduct union membership dues. Employees hired after the ratification of this CBA shall be required to pay a $10 initiation fee directly to the Guild.

SECTION 3. Authorization.
The assignments shall be in the following forms:

> I hereby authorize and direct United Academics of Philadelphia in accordance with any bargaining agreement thereof, to deduct from my pay in monthly installments union membership dues charged against me by The NewsGuild of Greater Philadelphia, TNG-CWA Local 38010.

I hereby authorize the Employer and direct the Employer to transfer and pay such sums to The NewsGuild of Greater Philadelphia, TNG-CWA Local 38010. This assignment shall be irrevocable and will be automatically renewed for each succeeding Agreement.

## Article 3 - Information

**SECTION 1.**
Within five business days of the hiring of a new bargaining unit member the employer shall provide to the Guild the following: Name, address, date of birth, date of hire, salary, benefits received, current work location, telephone number, and email address. The Employer shall report any resignations, deaths, promotions within or out of the bargaining unit to the Guild within five business days of the event.

## Article 4 - Diversity & Non-Discrimination

**SECTION 1.**
UAP is committed to the recruitment, training, and promotion of people from diverse backgrounds including people of color, women, people of a variety of gender identities and sexual orientations and working-class people. We believe that our strength comes from diversity and the variety of knowledge, skills, and lived experiences that a diverse staff brings.

There shall be no discrimination against any present or future bargaining unit member by reason of race, creed, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, body size, pregnancy or reproductive history, medical history, genetic information, age, physical or mental disability, military or Veterans' status, union membership, or political belief or activity. When engaging in political activity, bargaining unit members may not represent their own beliefs and/or interests as those of the Employer.

**SECTION 2.**
In addition, bargaining unit members shall not campaign for or against, endorse or advocate for any local, state, or national AFT elected officers or candidates. Bargaining unit members shall not contribute funds or service toward the election of any candidate for any local, state or national AFT elective office. Failure to comply with the provisions of this Section shall be subject to the disciplinary procedure and may constitute gross misconduct.

**SECTION 3.**
The employer will not retaliate against an individual for filing a complaint of discrimination or for cooperating in an investigation of alleged discrimination. The non-discrimination and arbitration provisions of this Agreement are not intended to constitute a waiver of a bargaining unit member's statutory remedies.

# Article 5 - Hiring

**SECTION 1.**
Upon hiring, all bargaining unit members shall receive a hiring letter that details the nature of their appointment, including expectations of working hours per week.

# Article 6 - Duties & Responsibilities

**SECTION 1. Supervision**
All organizing staff shall work under the supervision of the President of UAP. The President of UAP or the Executive Board may hire or appoint a designee to direct the work of organizing staff. Designees may not discipline, hire, fire, or directly evaluate organizing staff. All bargaining unit members will be informed in a timely manner of any change to such a designee.

**SECTION 2.** Full-time bargaining unit members covered by this Agreement agree to work full time, in the usual sense of the word, to service on behalf of the employer. Full-time bargaining unit members recognize that they may be required to work on weekends, subject to compensatory provisions in Article 11 - Section 5.

**SECTION 3.** All bargaining unit members covered by this contract shall notify their direct supervisor that they are taking a sick or leave day by noon of the day of the absence.

**SECTION 4. Adjusting Work Schedules**
The parties agree, that except as limited by this Agreement, bargaining unit members may need to work long days and weekends. To assist bargaining unit members in balancing conflicts between work and family commitments, the Employer and the Guild recognize the value, desirability, and need for flexible work schedules and arrangements either on a regular or ad-hoc basis. The Employer reserves the right to alter flexible work schedules as needed and shall transmit any notices of such alterations in writing.

**SECTION 5.** Work from Home
All bargaining unit members may work from home with approval from their supervisor. Suitability for and scheduling of work from home is based upon the individual bargaining unit member as well as their position and the needs of the specific campaign the bargaining unit member is supporting.

**SECTION 6. Titles and Expectations**

> ***Permanent Part-Time Organizer*** is hired on an ongoing part-time basis to support one campaign and may be a member of UAP or AFTA. A Permanent Part-Time organizer may take turf and some of the responsibilities of an organizer.
>
> ***Temporary Part-Time Organizer*** is hired for a discrete period of time to assist with an urgent need on one campaign and may be a member of UAP or AFTA. A Temporary Part-Time organizer may take turf and some of the responsibilities of an organizer.
>
> ***Organizer*** is a capable organizer who may have little to some union organizing experience.
>
> ***Organizing Coordinator*** is a capable organizer with some strategic and planning responsibility who is responsible for working across campaigns and/or with a focus on a particular area of organizing (i.e., communications).

***Lead Organizer*** is an organizer with strategic and operational responsibility, with additional responsibility for planning and conducting all elements of the organizing campaigns. Lead Organizers are not supervisors and cannot direct the work of fellow bargaining unit members or make recommendations to supervisors and management concerning their performance.

**SECTION 7. Job Descriptions**
Each bargaining unit member will have a written job description. The job description will contain the principal duties of the job. Each bargaining unit member shall receive a written job description upon hire or upon assuming a new position.

A job description must be changed if job duties have been adjusted to meet the operating requirements of the unit. The revised job description must be provided to the bargaining unit member within two weeks of the changes.

## Article 7 - Respect in the Workplace

**SECTION 1.**
The Employer and the Guild agree that mutual respect between and among managers, bargaining unit members, co-workers, and supervisors is integral to the effective functioning of UAP.

UAP, as a union Employer, recognizes that it has a duty to maintain a high standard of conduct with its bargaining unit members. To that end, the Employer agrees to maintain a professional and respectful work environment consistent with union principles, and to treat its bargaining unit members fairly, professionally, and respectfully. Recognizing the diverse and multicultural makeup of UAP and its membership, the Employer commits to treating their bargaining unit members with respect, dignity, and sensitivity to their unique needs and culture.

**SECTION 2.**
The employer shall not tolerate abusive or intimidating behavior directed towards any bargaining unit members. The workplace climate shall be one of understanding and mutual respect, free from any type of harassment.

Harassment includes, but is not limited to, unconsented physical contact, verbal abuse, threats, intimidation. Harassment is behavior that creates an intimidating, hostile, offensive, or abusive employment environment. Workplace harassment can be carried out in a variety of ways including in-person verbal or physical abuse, through email, text messages, digital messaging or social media. In some cases, workplace harassment can continue outside of the workplace.

In addition to the above, the Employer takes the issue of sexual harassment very seriously and is committed to maintaining a workplace free from sexual harassment. The Employer and the Guild agree to swiftly convene a Labor-Management Committee to resolve any sexual harassment complaint.

**SECTION 3.**
Bargaining unit members have the right to be accompanied by a Guild representative at any and all steps of the formal complaint procedures regarding any complaints of any type of alleged harassment. The Employer will not retaliate against an individual for filing a complaint of harassment or for cooperating in an investigation of alleged harassment.

# Article 8 - Reduction & Recall

**SECTION 1.**
The Employer must give the Guild a written notice, at least sixty (60) days in advance, if practicable, but not less than thirty (30) days, of its intention to lay off any bargaining unit members, and shall, during the period before the layoff becomes effective, meet, and discuss with the Labor-Management Committee in addition to affected bargaining unit members, the effects of the proposed layoff, the Employer's operational needs, and projections for future operational needs. The Employer shall make every reasonable effort to retain employees. Where available, the Employer shall give the option to transfer employees with longer seniority to a position which, in the reasonable judgment of the Employer, the employee can perform as required.

In the event that the Employer determines to lay off employees, the Employer will prepare a list of employees selected for layoff and rank such affected employees in the order of their seniority of employment with the Employer, and substitute resignations by employees shall be deemed eligible employees for purposes of severance. Decisions as to who may be laid off shall be determined by the Employer in its sole discretion. A primary factor to be considered shall be length of service, in addition to performance, qualifications, and skills and abilities

**SECTION2.**
All full-time and part-time bargaining unit members on layoff status shall be placed on a recall list for thirty-six (36) months and shall be recalled, in order of seniority, provided the most senior organizer is qualified, for all restored, created or vacated positions during that period, provided those positions are substantively similar to those held previously and the organizer is qualified for the role.

**SECTION 3.**
Thirty (30) days following the announcement, the affected bargaining unit members will be relieved of assigned work.

**SECTION 4.**
The Employer shall provide laid-off full-time and part-time bargaining unit members with severance pay and benefits in the following manner:

> Full-time-and part-time bargaining unit members with less than one year of service will receive four (4) weeks' severance pay and two (2) months of benefits.
>
> Full-time and part-time bargaining unit members with one or more years of service will receive four (4) weeks' severance pay and two (2) months of benefits plus one (1) additional week of severance pay for every year of service or fraction thereof.

**SECTION 5.**
Upon recall to employment, a bargaining unit member shall retain all seniority rights and benefits prior to being laid off and shall immediately begin to accrue additional seniority for all purposes. For bargaining unit members rehired or recalled, PTO accrual will begin immediately and will be based on years of employment as a staff member preceding layoff.

# Article 9 - Just Cause & Progressive Discipline

**SECTION 1.**

No bargaining unit member shall be discharged, disciplined, reduced in rank, step, or compensation, or suspended without pay, without just cause. In the case of gross or criminal misconduct, the Employer may respond with immediate suspension or termination without prior verbal or written warning. Any suspension pending the outcome of an investigation into potential discipline shall be paid.

All bargaining unit members shall be entitled to just cause and progressive discipline as outlined in this Article starting on their first day of hire.

The parties to this Agreement affirm the concept of progressive discipline. Progressive discipline is intended to be a counseling process, rather than a process that is strictly punitive. Improved performance is the desired result of the process. If prior discipline is considered in subsequent disciplinary actions, such prior discipline must be referenced in the new notice of discipline. Prior discipline that has been deemed to be removed from a bargaining unit member's record may not be used in determining the level of discipline issued in subsequent disciplinary actions.

Verbal warnings, written reprimands, letters of suspension, and letters of termination will be provided to the bargaining unit member and will contain the reason for said discipline. A bargaining unit member required to attend a disciplinary meeting with a supervisor or a manager, or an investigatory meeting that could lead to discipline, shall be notified of their right to have a Guild representative present. All written disciplinary notices will be sent by either registered mail, delivered in person, or sent by email within (5) business days, and provided to the Guild in the same timeframe.

All letters containing derogatory notations shall be removed from a bargaining unit member's file one (1) year after issuance.

The five (5) stages of progressive discipline are as follows:

1. **Verbal warning**

   The bargaining unit member's supervisor should inform them of the infraction and clearly advise the bargaining unit member both of the conduct expected and that future infractions may result in more severe discipline. The written record of the verbal warning should be placed in the employee's personnel file.

2. **Verbal warning and comprehensive counseling**

   The Employer should clearly advise the employee as to what is needed to remedy the employee's infraction and advise the employee that more severe disciplinary consequences will follow if the infraction is repeated. Written record of the verbal warning and counseling should be placed in the employee's personnel file. The written record should indicate the date and content of prior counseling.

3. **Written warning with written improvement plan**

   Written warnings should clearly state the infraction and the consequences for a repeat offense. Written warning should be addressed to the employee and a copy placed in the employee's personnel file.

4. **Final written warning including suspension without pay**

   Suspension shall be for a defined and communicated period.

5. **Termination**

# Article 10 - Grievance Procedure

It is agreed that the differences arising as to the interpretation of application for the terms of this Agreement shall be discussed by the parties and every effort will be made to settle differences in a spirit of amity and understanding.

Step 1. The grievant/Guild shall bring their grievance to the President of UAP or their Executive Board designee with the object of resolving the matter informally. This step shall be taken no later than fifteen (15) business days (Monday-Fri, excluding holidays) after the date on which the action giving rise to the grievance occurred or the grievant or Guild shall have been aware of the action. Any resolution at this level shall be in accordance with the terms and conditions of this Agreement and shall be conveyed to the grievant.

Step 2. If the grievant or Guild finds the outcome of Step 1 to be unsatisfactory, they/Guild shall file a written notice to the UAP Executive Board, setting forth the nature of the grievance and referring to the Article(s) violated and/or to the conditions from which the grievance arises. This step must be taken within four (4) weeks of the resolution at Step 1. The President of UAP or their Executive Board designee shall meet with the grievant and representative of the Guild within four (4) weeks of receipt of the written notice. The President of UAP or their Executive Board designee shall respond in writing within four (4) weeks of the Step 2 meeting.

Step 3. If a satisfactory settlement is not reached, the Guild may, within thirty (30) business days of the receipt of the Step 2 decision, notify the Employer of its intent to arbitrate the dispute. Upon such notification, the Guild will refer the case to the American Arbitration Association; and the arbitration shall be conducted according to the rules of the American Arbitration Association. All timelines throughout the entire grievance procedure may be extended upon the mutual agreement of both parties. Costs of the arbitration shall be borne equally by the Employer and the Guild.

# Article 11 - Leave

**SECTION 1. Paid Vacation**

For full-time bargaining unit members a total of eighteen (18) vacation days will be accrued annually at the combined rate of one and a half (1.5) days for each month of employment. For each subsequent year of employment, the annual accrual rate shall increase by two (2) days to a maximum of thirty (30) days. Permanent part-time bargaining unit members shall accrue one and a half (1.5) days for each month of employment, wherein a day of vacation shall be equivalent to 8 hours of work.

Current vacation accrual rates for each bargaining unit member will be updated to reflect their years of employment in relation to the above-described accrual schedule.

A bargaining unit member may draw from total vacation leave prior to the actual accrual of such time. If a bargaining unit member has accumulated unused vacation leave time at the end of the year, up to ten (10) days will be carried over into the next year. However, all other unused leave will not be carried over.

If for any reason the bargaining unit member terminates their employment prior to one year, any vacation leave expended beyond the actual accrued time shall be deducted from their final paycheck at the rate of one-day's wages for each day. In the event the permanent part-time full-time bargaining

unit member terminates their employment with unused vacation days, they will receive cash payment of the remaining days up to one-year's entitlement plus carry-over from the previous year.

**SECTION 2. Personal Days**
Full-time bargaining unit members will be granted a total of five (5) paid personal days on their date of hire and on their anniversary date thereafter. Permanent part-time bargaining unit members will be granted a total of three (3) paid personal days on their date of hire and on their anniversary date thereafter, wherein a personal day shall be equivalent to eight (8) hours of work. Personal days may be used at any time regardless of any period of restriction on vacation time.

**SECTION 3. Vacation Requests**
Any vacation time must be requested in writing to the immediate supervisor in advance. Vacation time approval shall not be restricted for more than a period of four (4) weeks at a time. Vacation time restricted periods shall be communicated to bargaining unit members in writing with at least four (4) weeks' notice. Any vacation time approved prior to an announced restricted period may not be revoked.

**SECTION 4. Paid Cultural Holidays**
Each full-time bargaining unit member shall be entitled to two (2) cultural holidays each year. Each permanent part-time bargaining unit member shall receive (1) cultural holiday per six-month contract.

**SECTION 5. Compensatory Days**
For any portion of a required weekend day worked one (1) compensatory day shall be accrued, except when a bargaining unit member is required to work fourteen (14) consecutive days, the bargaining unit member shall receive two (2) compensatory days for every weekend day worked. Compensatory days must be used within one (1) year of accrual. If the demands of the project do not allow for the timely use of these days, the time period for their use shall be extended. Compensatory days shall also apply to weekends worked on travel-related assignments.

**SECTION 6. Sick Leave**
For full-time bargaining unit members sick leave shall be accrued at the rate of one-and-one-quarter (1.25) days per month of employment for a total of fifteen (15) days per year. At the end of two years, each bargaining unit member shall accrue sick days at the rate of one-and-seven- tenths (1.70) days per month for a total of twenty (20) days per year. Part-time bargaining unit members shall accrue sick days at (1.25) days per month worked, wherein a day of sick leave shall be equivalent to eight (8) hours of work. Bargaining unit members may use available sick leave to care for parents, spouses, children, pets, or significant other persons. Sick leave may be used at any time regardless of any period of restriction on vacation time. In the event of a layoff, bargaining unit members shall be paid for unused sick leave for up to a rate of one-half of their total accrual.

**SECTION 7. Bereavement Leave**
All full-time and permanent part-time bargaining unit members covered by this Agreement shall be granted no less than seven (7) days' leave with pay in case of death of a loved one, including family, friends and associates, or the loss of a pregnancy by the employee or their partner. Consideration will also be given for special circumstances and the travel time needed. Bargaining unit members may additionally use personal and/or sick leave to fulfill bereavement commitments.

**SECTION 8. Parental Leave**
All UAP and AFTA bargaining unit members are eligible for twenty (20) weeks off with pay, to be used within one year of the birth or adoption of a child. In addition to the paid parental leave, a bargaining unit member may use accumulated vacation, sick, personal, cultural, compensatory time, rescheduled

holidays and unpaid leave, and may utilize the sick leave bank for up to one year after the birth or adoption. The Employer will continue paid health benefits for up to one (1) year while a bargaining unit member is on parental leave. Paid parental leave need not be taken on consecutive days. Upon return from such leave, the bargaining unit member shall be returned to their same position. Such leaves shall not constitute a break in service, and bargaining unit members on leave shall continue to accrue all benefits under this agreement. Permanent part-time bargaining unit members are eligible for ten (10) weeks of paid parental leave and are guaranteed to be returned to their same position when their leave is completed.

**SECTION 9. Jury Duty**
In the event a bargaining unit member is called to serve on jury duty, the employer shall pay the bargaining unit member their regular salary.

**SECTION 10. Unpaid Leave**
Unpaid leaves of absence may be granted to a bargaining unit member who requests such leave for a period of up to twelve (12) months. Upon return from such leave, the bargaining unit member shall be returned to their same job. Bargaining unit members shall retain access to their health benefits for up to twelve (12) months.

**SECTION 11. Family Medical Leave**
In recognition of the Family Medical Leave Act, bargaining unit members are eligible to take unpaid leave of up to at least twelve (12) weeks per calendar year to care for FMLA qualified family members (including domestic partners) and medical reasons. The employer will continue current healthcare coverage for up to six (6) months while a bargaining unit member is on a family medical leave.

**SECTION 12. Longevity PTO Bonus**
An employee shall be entitled to a one-time PTO Bonus of 10 paid days upon completion of each six years of cumulative employment, either part-time or full-time.

Employees hired after January 1, 2018, shall be entitled to this PTO Bonus, to be used within twelve months upon reaching their sixth year of cumulative employment.

# Article 12 - Holidays

**SECTION 1.**
Bargaining unit members shall receive the following paid Holidays:

Employee's Birthday
Dr. Martin Luther King, Jr.'s Birthday
Presidents' Day
Memorial Day
Juneteenth (June 19)
Halloween
July 4
May Day
Labor Day
Indigenous People's Day (second Monday of October)
Election Day
Veterans' Day
Thanksgiving Day (Thursday)
Day after Thanksgiving Day (Friday)
December 22nd through January 3rd

**SECTION 2.**
If holidays fall on a Tuesday or Thursday, bargaining unit members shall also be granted the interceding Monday or Friday as a paid holiday, with the exception of Election Day.

If holidays fall on a Saturday or Sunday, bargaining unit members may elect the preceding Friday or following Monday as a paid holiday.

**SECTION 3.**
If a bargaining unit member agrees to work upon request of the employer on any of the above days, the bargaining unit member shall receive two (2) compensatory days.

## Article 13 - Retirement

**SECTION 1.**
All full-time and permanent part-time bargaining unit members covered by the Agreement shall have a bargaining unit member-contributable 401(k) plan. The Employer shall contribute for eligible bargaining unit members a non-matching amount of two percent (2%) of the bargaining unit member's salary. For eligible bargaining unit members who elect to participate in and contribute to the 401(k) plan, the Employer shall contribute an additional matching amount up to a total of six percent (6%) of each bargaining unit member's salary. All Employer contributions shall be made monthly to each eligible bargaining unit member covered under this Agreement. The bargaining unit member shall have ownership of their plan upon termination for any reason at any time.

## Article 14 - Health Insurance

**SECTION 1.**
The Employer agrees to provide to all permanent part-time and full-time bargaining unit members and their dependents, including domestic partners, Personal Choice PPO Platinum Preferred Medical Insurance and Preferred Family PPO Dental insurance or equivalent, and Vision insurance coverage with the employer paying 100% of bargaining unit member and dependent premiums. The open enrollment period will be announced to bargaining unit members no less than thirty (30) days before its start.

**SECTION 2.**
Each bargaining unit member shall be eligible for group coverage with a life insurance policy subject to the limitations of the applicable coverage provider.

## Article 15 - Health & Safety

**SECTION 1.**
The Employer agrees to work in partnership with an ad-hoc Health and Safety Committee established by bargaining unit members and tasked with creating basic practices for the well-being of bargaining unit members. The Health and Safety Committee will consist of at least one bargaining unit member, and one part-time bargaining unit member if there are currently part-time bargaining unit members.

**SECTION 2.**
UAP recognizes that bargaining unit members regularly face the potential for physical violence and is dedicated to establishing an implementation of best practices for conflict resolution in the field.

**SECTION 3.**
Both part-time and full-time bargaining unit members have the right to contest working conditions / assignments they feel to be unsafe and bring these concerns to the Committee for evaluation. If the Committee finds validity to the bargaining unit member's claims, they have the authority to temporarily suspend or change the assignment or task. The Committee and the Employer will then review the bargaining unit member's claims and come to agreement on the appropriate course of action. The

Employer retains the sole right to direct bargaining unit member work. If a bargaining unit member feels that they are in an unsafe situation they are empowered to remove themselves immediately and without consequence until the assignment can be reviewed by the Committee.

# Article 16 - Professional Development

Management acknowledges the value of academic and professional development for its organizers and will make reasonable accommodations, regardless of work assignments, to support bargaining unit members' pursuit of academic and professional development.

**SECTION 1. Professional Development**
Each year the Employer will make funds available through a grant of any expenses for approved academic and professional development in the amount of $1,000.00 per bargaining unit member per year. Travel, housing, and any registration expenses must be paid by the Employer and are not eligible for reimbursement.

Advanced notification and approval by the Employer must be obtained by the bargaining unit member. No request relating to organizing work shall be unreasonably denied.

If the Employer requires the bargaining unit member to attend training, it shall be considered working time.

**SECTION 2. Conferences**
All bargaining-unit members are entitled to attend at least one national labor conference per calendar year, on working time, with the selection of conference to be consistent with, but not limited to, the bargaining unit member's primary work assignment. If campaign demands and conference schedules prevent a bargaining unit member from being able to attend their entitlement of national labor conference in a given year, the bargaining unit member's conference attendance shall be prioritized in a following year. The Employer will be responsible for travel and housing expenses not to exceed $1,000.00.

**SECTION 3. Guild meeting**
The Guild will hold a full-day retreat meeting twice per year on a regular workday. The meeting will be scheduled with the Employer at least thirty (30) calendar days in advance of work release.-Attendance at all Guild meetings, including bargaining sessions, shall be considered paid work time.

# Article 17 - Salaries

**SECTION 1.**
Previous organizing experience will be a determining factor in a new bargaining unit member's placement on the pay scale. Once placed upon the scale, bargaining unit members shall advance between steps on the anniversary of their hire. Anyone promoted to a new position will receive at minimum the salary scheduled for the lowest step for that position and shall progress to the next step on the anniversary of their promotion date, etc., until they reach the final salary step. The Employer recognizes the value of recruiting and retaining talented experienced organizers.

**SECTION 2.**
The salary schedule of bargaining unit members covered by this Agreement shall be as follows:

| | | 2024/2025 | 2025/2026 | 2026/2027 |
|---|---|---|---|---|
| Step 1 | Organizer Base | $65,000 | $66,300 | $67,626 |
| Step 2 | | $66,300 | $67,626 | $68,979 |
| Step 3 | | $67,626 | $68,979 | $70,358 |
| Step 4 | | $68,979 | $70,358 | $71,765 |
| Step 5 | Organizing Coordinator Base | $70,358 | $71,765 | $73,201 |
| Step 6 | | $71,765 | $73,201 | $74,665 |
| Step 7 | | $73,201 | $74,665 | $76,158 |
| Step 8 | | $74,665 | $76,158 | $77,681 |
| Step 9 | | $76,158 | $77,681 | $79,235 |
| Step 10 | | $77,681 | $79,235 | $80,819 |
| Step 11 | | $79,235 | $80,819 | $82,436 |
| Step 12 | Lead Organizer Base | $80,819 | $82,436 | $84,084 |
| Step 13 | | $82,436 | $84,084 | $85,766 |
| Step 14 | | $84,084 | $85,766 | $87,481 |
| Step 15 | | $85,766 | $87,481 | $89,231 |

Part-time organizers are hired at a percent FTE rather than an hourly rate. Salaries for part-time organizers are set at the level of the full-time equivalent step multiplied by their percent FTE.

## Article 18 - Promotions

**SECTION 1.**
The promotion to and/or hiring of Lead Organizer and Coordinator positions will be at the sole discretion of the Executive Board. Existing bargaining unit members applying for such positions shall automatically advance into the final round of any hiring process with other qualified candidates.

## Article 19 - Out of Town Assignments

**SECTION 1.**
For overnight assignments or out-of-town assignments with a distance of more than forty (40) miles, the selection for travel will be conducted on an equitable basis and take into account, in order, the following factors: current campaign needs, personal hardship to the bargaining unit member, preferences of the bargaining unit member, and prior out-of- town assignments.

Bargaining unit members may be assigned to out-of-town assignments no more than 180 days a year, with no more than 60 days per academic term. A week at home will be granted after every four consecutive weeks of travel.

Reasonable accommodations will be made for travel home for personal needs and regular assignment campaign needs.

During a first 4 week period on an out of town assignment, bargaining unit members may travel home every weekend. During any additional extension to the out-of-town assignment, bargaining unit members may continue to travel home every weekend.

The 180-day annual limitation on out-of-town assignments refers to organizing campaigns. This limitation is not meant to include short trips for conferences, other training, professional development.

When a bargaining unit member exceeds 90 days of out-of-town travel in a calendar year, the per diem will either be $100.00, or $20.00 additional to the regular IRS per-diem rate for the location, whichever is higher.

**SECTION 2.**
Bargaining unit members shall be given no less than 10 days' notice of an out-of-town assignment. In the event that this is not possible, bargaining unit members shall be given one (1) compensatory day, and two (2) compensatory days for less than 48-hour notice. This compensatory structure also applies to travel extensions. Any extension that occurs less than one (1) week prior to the initially-agreed-upon end date of the travel assignment shall warrant the bargaining unit member one (1) compensatory day, and any extension that occurs less than 48 hours prior to the initially-agreed-upon end date of the travel assignment shall warrant the bargaining unit member two (2) compensatory days.

**SECTION 3.**
Travel arrangements shall be made by the Employer or their designee for bargaining unit members on out-of-town assignments to return home every weekend. Travel to and from out-of-town assignments shall not be scheduled during bargaining unit members' days off. In the event that campaign needs prevent a bargaining unit member from returning home every weekend and they must stay, they shall receive two (2) compensatory days.

# Article 20 - Expenses

**SECTION 1. Mileage Reimbursement**
All bargaining unit members covered under this Agreement will be reimbursed for all miles driven on work related business at the mileage reimbursement rate established and published by the IRS. Mileage reimbursement will be calculated based on the distance traveled. Mileage reimbursement shall apply to all work-related miles driven, with the exception of travel to and from a regular worksite.

**SECTION 2. Overnight Travel**
When it is necessary for the bargaining unit member to remain overnight and the employer has not previously made arrangements for accommodation, the bargaining unit member shall be reimbursed at a preapproved hotel for the full cost of the room and tax. Except in emergency situations, prior approval must be obtained from the direct supervisor.

**SECTION 3. Per diem**
Travel per diem: Bargaining team members who travel a distance of forty (40) miles or require any overnight stay shall receive a daily stipend in line with the General Services Administration's then-current rates for the given location.

**SECTION 4. Telephone Allowance**
The Employer will reimburse bargaining unit members 80% of their individual phone plan with a cap of $110.00/month if their phone is used for UAP business. If an employee is on a family plan, the basic monthly charge and applicable taxes will be divided by the number of family members on the plan and the employee will be reimbursed at 80%. A copy of the entire bill will be submitted to the Employer on July 1 and January 1 of each year and whenever the plan changes during the term of the contract. If copies are not submitted by those dates, phone reimbursement will not be made until the bill is received and retro pay will be granted for missed months. The Employer maintains the right to request a copy of a monthly bill throughout the year should questions arise.

**SECTION 5: Home Office Allowance**
All bargaining unit members shall receive an annual stipend of $800.00 for the use of maintaining a working home office for remote work. Disbursements of these funds shall be made by February 15th each year.

**SECTION 6: Activity and Expense Forms**
All bargaining unit members covered by this contract may submit expense reports for work-related expenses incurred that are not included in any of the above sections to their immediate supervisor for reimbursement within (14) fourteen days. All receipts must be itemized to be reimbursed.

**SECTION 7: Laptop Provision**
All bargaining unit members shall receive, if requested, a technologically proficient, Employer-provided laptop within one month of hire. This device shall be the property of UAP and returned upon the employee's departure from the Employer. Bargaining unit members may request an updated laptop at any time during their employment and no request shall be unreasonably denied.

## Article 21 - Miscellaneous

**SECTION 1. Labor-Management Committee**
A Labor-Management Committee will be established to examine the UAP and AFTA budget to identify areas where savings can be achieved.

**SECTION 2. Negotiations**
The Guild shall be responsible for travel/lodging expenses for Guild bargaining team members and have the possibility of virtual bargaining sessions.

## Article 22 - Duration

This Agreement shall take effect on January 15th, 2025, and continue in force until January 15th, 2027. Within ninety (90) days prior to the expiration date of this agreement, the Employer or the Guild may initiate negotiations for a new Agreement.

## Article 23 - Signing Bonus

Upon signing of this Agreement, each bargaining unit member will receive a $2,500.00 payment as a signing bonus.

## Article 24 - Management Rights

**SECTION 1.**
Any of the rights, powers, or authority that the Employer has prior to the signing of this Agreement are retained by the Employer, except those specifically abridged, delegated, granted to others, or modified by this Agreement or by any supplementary agreements that may be hereafter made.

**IN WITNESS WHEREOF**, the Parties have hereunto set their hands this 6th day of January 2025.

**EMPLOYER:**
United Academics of Philadelphia, AFT Local 9608

January 6, 2025
Daniel Pieczkolon, UAP President

**GUILD:**
The NewsGuild of Greater Philadelphia, TNG/CWA 38010

January 6, 2025
William Ross, Executive Director