Collective Bargaining Agreement

between

The Temple Association of University Professionals
American Federation of Teachers/AFL-CIO Local 4531 (TAUP)

and

TAUP/NewsGuild Philadelphia
TNG Local 10/CWA Local
38010

October 24th, 2025

Table of Contents

Article 1	Recognition and Definitions
Article 2	The Guild's Rights
Article 3	Diversity/Non-Discrimination
Article 4	Sexual Harassment
Article 5	Equal Opportunity
Article 6	Duties and Responsibilities of Employment
Article 7	Hiring
Article 8	Performance Evaluations
Article 9	Progressive Discipline
Article 10	Grievance Procedure
Article 11	Professional Development
Article 12	Joint Labor-Management Committee
Article 13	Workplace
Article 14	Wages
Article 15	Reduction and Recall of Staff
Article 16	Expenses
Article 17	Leave Days
Article 18	Health Insurance
Article 19	Retirement Plan
Article 20	Additional Benefits
Article 21	Separation
Article 22	Validating Clause
Article 23	Complete Agreement
Article 24	Management Rights
Article 25	Duration of Agreement

ARTICLE 1 - RECOGNITION AND DEFINITIONS

A) Recognition

1. The Temple Association of University Professionals (TAUP), hereafter referred to as the Employer, recognizes the TAUP Staff Union/Philadelphia NewsGuild CWA 38010, hereinafter referred to as the Guild, as the exclusive bargaining agent for employees in the following job categories:

    a. Staff Organizer
    b. Member Organizer
    c. Office Worker
    d. Support Staff Member
    e. Contract Enforcement Staff Member
    f. Administrative Coordinator

2. All full time and part-time staff that have completed their probationary period are included and are entitled to all the conditions and benefits of this Agreement.

3. This agreement excludes all supervisors and managerial employees, as defined in the Labor Relations Act and any amendments to the Act.

B) Definitions

1. A work day shall constitute 7 hours. Days in this contract shall mean business days unless otherwise specified.

2. A full-time employee is defined as someone who works a minimum of 35 hours per week for 52 weeks of the year.

ARTICLE 2 - THE GUILD'S RIGHTS

A) Dues Deduction/Checkoff:

1. Employees covered under this Agreement must become members of the Guild/Philadelphia NewsGuild CWA 38010 upon thirty (30) days of employment. It is a continuing condition of employment with TAUP that all employees 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 TAUP 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.

B) Accepting Checkoff Deduction of Union Dues:

1. 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 an employee, the Employer shall deduct union membership dues, including initiation fee, if applicable. The Guild will give 30 days notice to TAUP in the event of a change in dues.

C) Authorization:

1. The assignments shall use the current Philadelphia NewsGuild-CWA 38010 dues authorization form, reproduced as Side Letter 3. Should the Guild alter its dues authorization form, the Labor-Management Committee shall meet to appropriately update Sideletter 3.

D) Information to Union:

1. Within five business days of hiring of a new employee or the implement of a new organizing project, the employer shall provide to the Guild the following:

    a. Name, Address, Date of Birth
    b. Date of Hire
    c. Salary
    d. Benefits Received if different from CBA minimum
    e. Current Work Location
    f. Telephone Number
    g. Email Address

2. Once annually, the employer will provide all of the above information to the Guild. The Employer shall report any resignations, deaths, promotions within or out of the bargaining unit to the Guild within ten business days of the event.

E) Monthly Guild Meeting

1. The Employer agrees to allow the Guild to meet once a month during paid regular working hours. Meetings shall be one hour in length or less.

ARTICLE 3 - DIVERSITY/NON-DISCRIMINATION

A) TAUP management is committed to the recruitment, training, and promotion of people from diverse backgrounds, including black, indigenous, and 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.

B) There shall be no discrimination against any present or future employees by reason of race, creed, color, religion, national origin, gender identity, sex, sexual orientation, age, physical or mental disability, union membership, parenting/pregnancy, or political activity.

ARTICLE 4 - SEXUAL HARASSMENT

A) TAUP management is committed to provide a safe and healthy work environment that promotes mutual respect and dignity, free of unlawful harassment, discrimination, and retaliation of any kind. Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such behavior is detrimental to a professional work environment and is not appropriate or acceptable and is strictly prohibited.

1. Should there be misconduct directed toward a staff member, TAUP shall immediately

investigate the situation and respond accordingly. The Guild may have a representative present in this meeting if they so choose. Arrangements will be made to ensure there is no interaction in the work setting between the two parties. Failure to do so will immediately give the grievant the option for remote work until the grievance is resolved.

2) Retaliation of any sort against someone who reports or participates in any investigation of harassment or discrimination is prohibited by applicable law and is against TAUP policy.

3) In the case of on the job harassment outside of the office, it is TAUP's responsibility to ensure that the worker does not need to interact with the party and TAUP should advocate for the employee and continue to ensure their health and safety. The accused party will be immediately notified.

ARTICLE 5 - EQUAL OPPORTUNITY

A) TAUP and the Guild believe strongly in equal employment opportunities for everyone. It is agreed that all employment decisions will be based on personal ability and qualifications, without regard to any individual's age, race, color, religion, creed, ancestry, national origin, caste, alienage or citizenship status, sex, pregnancy status, childbirth status, sexual orientation, gender (including gender identity or expression), political affiliation, political belief, personal appearance, marital status, or disability.

ARTICLE 6 - DUTIES AND RESPONSIBILITIES OF EMPLOYMENT

A) Specific Job Titles and Responsibilities. Job Descriptions for job titles below will be provided to the Guild. Changes to job titles and responsibilities shall be announced and discussed with staff 20 business days in advance.

1. Staff Organizer
2. Member Organizer
3. Office Worker
4. Support Staff Member
5. Contract Enforcement Staff Member
6. Administrative Coordinator

B) The duration of employment for short term subcontractors shall not exceed six (6) months. At that time they shall be hired for a position within the collective bargaining unit.

C) TAUP reserves the right to add additional staff or reduce the number of staff based on the needs of TAUP to execute its mission and goals.

ARTICLE 7 - HIRING

A) The Guild shall be sent the appointment letters of all new hires within fourteen (14) days of scheduled start date.

B) All employees covered by this Agreement shall have a probationary period of 6 months.
1. If an employee is initially hired into a part-time position, has completed the probationary period, and is subsequently hired into the same position on a full-time basis, they shall be

considered to have completed the probationary period for the full-time position.

2. If an employee is initially hired into a part-time position and is subsequently hired into the same position on a full-time basis before the completion of their probationary period, the probationary period for their full-time position shall be reduced by the number of days already completed in the probationary period for their part-time position.

C) Probationary employees may receive an informal preliminary evaluation at their request which will be evaluated based upon the employer's evaluation criteria.

D) A 6 month evaluation to conclude the probationary period shall be held per the employer's evaluation criteria. Copies of evaluations will be provided to the employee and union within ten (10) business days. If there is desired improvement, the Personnel Committee in consultation with a representative of the Guild will make a recommendation to the Officers. The Officers will provide the employee with a written performance improvement plan. If the employee requests, a representative from the Guild can be present in this meeting.

E) The probationary period ends at 6 months but may be extended for an additional 3 months with approval of the Guild. The employee and the Guild shall be notified in writing of the reasons for the extension and will be provided with a detailed improvement plan.

F) If there is a disagreement with a probationary employee's evaluation, the employee may respond in writing to be placed in the employee's personnel file.

G) Hiring decisions are the sole responsibility of TAUP. However, members of the Guild shall have the opportunity to meet finalists for full-time and permanent part-time positions and give feedback on the candidates.

H) The termination of an employee during the probationary period shall not be covered by the grievance provision and is not grievable by the Guild.

I) Job Offer Letters

1. TAUP shall provide a hire letter with the following information for potential new employees:
    a. Hire date, compensation, and an explanation of benefits;
    b. Job description and duties (including discussion of the probationary period and expectations for participation in events/actions/efforts);
    c. Name and contact information for their supervisor;
    d. Expectations of work (including hours, mode of work, work locations); and
    e. Contact information for the Guild representative.

J) Onboarding

1. TAUP shall provide the following information during the onboarding of a new employee:
    a. A list of colleagues, their supervisors, and their contact information;
    b. Process for reporting of hours and mechanisms for sick time and time off; and
    c. Any employee handbooks, employee policies, or logistics guides that have been adopted and enforced by TAUP.

ARTICLE 8 - PERFORMANCE EVALUATIONS

A) The TAUP Personnel Committee will be responsible to provide a yearly good faith review of each

employee based on the employee's job description and job performance. Reviews shall be provided to the TAUP Officers. Employees shall be allowed to draft a rebuttal to their review that will go into their personnel file along with the review.

B) Mandatory reviews shall occur once a year after the probationary period ends. The TAUP Personnel Committee in conjunction with a representative of the Guild shall recommend to the TAUP Officers any development plans for improvement, if necessary, that would include structure, resources, and mentorships. The improvement plan will include a timeline and steps for improvement and shall be reevaluated no later than six months.

ARTICLE 9 - PROGRESSIVE DISCIPLINE

A) No employee shall be discharged or disciplined without just cause. Probationary employees shall not have the right to enforce this provision under the grievance procedure of the Agreement.

B) Verbal warnings, written reprimands, letters of suspension, and letters of termination will be provided to the employee by the TAUP Officers in consultation with the TAUP Personnel Committee and will contain the reason for said discipline. An employee 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 union representative present. All written disciplinary notices will be sent by either registered mail, delivered in person, or sent by email within five (5) business days, and provided to the Guild in the same timeframe.

C) Disciplinary letters will be removed from an employee's file twenty-four (24) months following issuance of said warning provided that the employee has demonstrated improvement and has had no recurring disciplinary action within the same time period. Documents related to substantiated verbal or physical abuse, sexual misconduct, harassment, and discrimination shall be exempt from this policy and shall remain in the employee's file.

D) The four stages of progressive discipline are as follows:
   1. Verbal warning
   2. Written warning with written improvement plan
   3. Final written warning including suspension without pay
   4. Termination

E) In cases of particularly serious violations, including but not limited to theft, assault, sexual assault or harassment, drug abuse which inhibits the capacity to execute responsibilities, falsification of documents, and gross insubordination, termination may be the first step of the discipline procedure.

ARTICLE 10 - GRIEVANCE PROCEDURE

A) 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.

B) Step 1. The grievant and the Guild shall bring a grievance to the immediate supervisor with the object of resolving the matter informally. This step shall be taken no later than twenty (20) business days (Monday-Friday, excluding holidays) after the date on which the action giving rise to the grievance occurred or the grievant or the 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. If the grievance involves the employee's immediate supervisor, the grievant and the Guild may take a grievance directly to Step 2.

C) Any dispute over the interpretation of any clause of this Agreement or over the carrying out of any of its terms shall be settled by negotiations between a committee representing the employer or its authorized representative and a committee chosen by the Guild. Any such grievance must be submitted in writing to the non-grieving party within thirty (30) days of the action giving rise to the dispute, or the grievance will be deemed waived.

D) Step 2. If the Guild finds the outcome of Step 1 to be unsatisfactory, the Guild shall file a written notice to the next level of management, 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 ten (10) business days of the resolution at Step 1. TAUP's representative shall meet with the grievant and representative of the Guild within ten (10) business days of receipt of the written notice. TAUP shall respond to the Guild in writing within ten (10) business days of the Step 2 meeting.

    1. A grievance which affects two (2) or more employees may initially be presented by the Guild at Step 2.

E) Step 3. If a satisfactory settlement is not reached, the Guild may, within ten (10) 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. The arbitrator shall have no power to add to, subtract from, nor modify the provisions of the agreement. The arbitrator shall confine himself/herself to the issue submitted for arbitration and shall have no authority to determine any other issues not so submitted to him/her.

F) 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 between the Employer and the Guild.

G) In the event no appeal of a grievance is taken to the succeeding step of the grievance procedure or to arbitration within the time limits set forth herein, then the response rendered in the immediately preceding step shall be final in the settlement of the grievance.

H) In the event no answer of a grievance is given at any succeeding step of the grievance procedure within the time limits set forth herein, then the grievance shall automatically proceed to the next step of the grievance procedure, including arbitration.

ARTICLE 11 - PROFESSIONAL DEVELOPMENT

A) The employer acknowledges the value of academic and professional development for staff and will make reasonable accommodations, regardless of work assignments, to support employee's pursuit of academic and professional development.

B) Each year, starting January 1st, the employer will make funds available for reimbursement of expenses for trainings, conferences, related travel and additional resources for professional development in the amount of $2,000 per full-time employee per calendar year and prorated for part-time employees per year.

1. An employee's professional development funds shall be prorated based on their date of hire in their first year.
2. If not all professional development funds are used, the employee shall be entitled to carry over up to $500 to the following year.
3. Professional development activities registered for before January 1st may be paid for either with professional development funds from the year of registration or from the year of attendance at the employee's discretion.

C) All bargaining unit members are permitted at least one national labor or professional development conference per calendar year, on working time, with the selection of conference to be consistent with, but not limited to, the employee's primary work assignment. The expense associated with the conference will count towards the $2,000 figure stated in the above paragraph. It is agreed that employees will not be required to utilize any accrued PTO for approved academic and/or professional development.

D) Employees will be permitted to travel and use their professional development funds towards the travel, food, and accommodations for the day before an approved professional development activity and without being required to use PTO for the travel day provided the activity starts prior to 12:00 pm. If the professional development activity ends at 3:00 pm or later and the activity is taking place more than 3.5 hours' travel away, employees may use their professional development funds towards the travel, food, and accommodations for a half day and work remotely for the second half of the day and return the next day without being required to use PTO for the travel day.

E) Approval to attend conferences or other professional development activities shall not be unreasonably denied.

ARTICLE 12 - JOINT LABOR-MANAGEMENT COMMITTEE

A) A joint Labor-Management Committee shall be established for the purpose of reviewing the application of this Agreement and other topics related to the working conditions of employees covered by this Agreement.

B) The Committee shall be composed of representatives of the employer and representatives of the Guild. Each party shall appoint its own representatives up to a maximum of three (3) committee members per party. Management shall include one non-officer member of the TAUP Executive Committee of their choosing. The Committee will establish a meeting schedule in advance and confirm participants.
1. It is understood by both parties that should a scheduled member of the Labor-Management Committee be unable to attend a meeting at the last minute due to extenuating circumstances, this shall not violate the CBA. In such an instance, either side may request to reschedule the meeting

C) The Labor-Management Committee shall meet once in each of the Spring and Fall semesters. Each party shall provide an agenda two (2) weeks in advance of the meeting.
1. Should both parties agree that they have no items for the semesterly meeting agenda, the meeting shall be canceled without violating this agreement.
2. In addition to regular meetings, either party may call a meeting of the Committee by submitting a written request and proposed agenda. A requested meeting shall be held within ten (10) working days of the request, unless both parties agree to an extended schedule due to extenuating circumstances.

D) Within six months of ratification of this Agreement, the Labor-Management Committee will review the employee handbook and other policies created by the Employer to confirm the employee handbook and other policies do not conflict with this Agreement.

E) In cases where there is a conflict with Employer policies that are not governed by Federal or State law, the collective bargaining agreement will supersede the employee handbook and/or other Employer policies.

ARTICLE 13 - WORKPLACE

A) The employer agrees to provide safe working areas in conformity with federal, state, and local health and safety laws and regulations.

B) Employees will only be required to transport reasonable quantities of supplies. If large quantities or heavy items need to be transported, the Employer will make arrangements for transportation and/or storage to ensure that an individual employee is not required to lift more than 50 pounds without the assistance of another employee or TAUP member. The Employer will provide a handtruck, trolley, car, wagon, or similar device for transport of supplies.

C) TAUP will endeavor to have dedicated work spaces for each full-time employee and provide a space to reserve for private use when possible.

D) Employees will be consulted before significant changes to the workspaces are made and their preferences will be taken into account, particularly in the case of changes which impact individual workspace privacy.

E) If employees are instructed to work from home, the Employer agrees to provide a monthly reimbursement of up to $100 for at-home workers for necessary expenditures, such as increased usage of utilities, paper, printer cartridges, and internet use. When appropriate, TAUP also agrees to allow access to TAUP office and resources upon request from employees during any work from home mandate.

F) Full-time employees shall be permitted to work remotely on Fridays throughout the year.
   1. During the summer (starting the first Friday in June until three weeks before the start of Fall semester classes), each full-time employee shall choose one additional day other than Friday to be a remote work day.
      a. The full-time employees will coordinate their additional designated remote work day with their supervisor, with at least two weeks' notice, to ensure the office remains open.
      b. Should there be a holiday or scheduled university closure not on a Friday, staff will not take a second remote work day that week.
      c. Employees taking 3 or more PTO days in a week shall not receive a second remote work day that week.
   2. Remote work arrangements may be suspended due to:
      a. TAUP negotiation sessions;
      b. Scheduled labor actions by TAUP or its affiliates;
      c. Temple strikes; or
      d. An employee being placed on a performance improvement plan for issues specifically related to responsiveness, attendance, and productivity on remote work days.

G) Part-time employees with a hybrid work assignment shall not be required to work in person unless a function of their job description specifically requires in-person activity or a TAUP-wide event

requires additional support. Part-time employees with a hybrid work assignment shall be provided at least two (2) weeks' notice of required in-person work if different from what is outlined in their hiring paperwork. Part-time employees with remote work assignments shall not be required to work in person.

H) Beyond the days listed in this article, TAUP employees shall be permitted to work remotely in the following circumstances:
   1. If the Philadelphia Public School System cancels classes or shifts to remote instruction district-wide;
   2. If Temple University announces classes are canceled for a full day or shifts to remote instruction; and
   3. If the building hosting TAUP's office is closed or if work cannot be performed in the building due to facilities-related issues.

I) TAUP employees may request permission for last-minute remote work for unforeseen situations. They must receive permission to do so from their supervisor or the President.

ARTICLE 14 - WAGES

A) Minimum Starting Wage Ranges:

1.	Staff Organizer	$32 per hour or $58,240 Annually
2.	Office Worker	$27.47 per hour or $50,000 Annually
3.	Contract Enforcement Staff Member	$35 per hour or $63,700 Annually
4.	Administrative Coordinator	$27.50 per hour or $50,050 Annually
5.	Member Organizer	$25 per hour
6.	Support Staff Member	$25 per hour

B) Any union member may negotiate their salary, benefits, and terms of work above the minimums in this Agreement.

C) The Officers and/or the Executive Committee can request the employee to work additional hours with compensated time and/or monetary compensation. Full-time employees who work over 35 hours, shall be compensated at their hourly rate up to 40 hours. Overtime beyond 40 hours will be paid at one and a half (1 ½) times the employee's regular rate of pay for all hours worked in a work week. All overtime must be approved in advance by the TAUP President or a designated officer. Employees will make every effort to get overtime approved in advance by the TAUP President or their designated supervisor. If short-notice work emergencies require work over 35 hours, employees will be allowed to flex their schedule within a week without advance approval. No employee shall be permitted to flex five (5) or more hours each week under this provision.

D) Employees' pay periods will be semi-monthly. Employees are required to receive their pay via direct deposit.

E) All full-time employees who have completed their probationary period will receive the following wage increases:

   1. January 1, 2026: $3,500
   2. January 1, 2027: 4.0%
   3. January 1, 2028: 4.0%
   4. January 1, 2029: 4.0%

F) Part-time employees who have completed their probationary period will receive a $1 per hour wage increase on January 1st of each year of this agreement.

G) Annual bonuses may be provided at the sole discretion of the employer.

ARTICLE 15 - REDUCTION AND RECALL OF STAFF

A) In the event that a layoff cannot be avoided, the employer shall inform all affected employees and the Guild, in writing, thirty (30) days prior to reduction of staff. If staff must be laid off, the Employer has the right to reduce staff based on operational needs of TAUP.

B) Employees on layoff status shall be placed on a recall list for one (1) year. Employees on the recall list will be prioritized to be hired back prior to Employer hiring any new employees if they have the skills required for the position.

C) The employer shall provide laid off employees with severance pay and benefits in the following manner based on their date of initial hire:

1. Employees who have completed their probationary period and with less than one year of service will receive one weeks' severance pay and one month of benefits.

2. Employees with one (1) to four (4) years of service will receive a minimum of three (3) weeks' severance and (2) month of benefits.

3. Employees with over five (5) years of service will receive a one (1) week of severance for every year employed by TAUP up to 10 weeks total. Benefits will continue for three (3) months.

4. COBRA coverage for 90 days for all employees.

ARTICLE 16 - EXPENSES

A) Parking
The employer agrees to provide parking to employees for work-related meetings and special events beyond daily commuting with prior approval.

B) Personal Car Expenses
All employees covered under this Agreement will be reimbursed for all miles driven on TAUP business at the mileage reimbursement rate established and published by the IRS. Prior approval is required by an Executive Officer. Commuter and personal miles will not be reimbursed.

C) Phone
If cell phones or an equivalent service are not provided by the Employer to individuals who must use their cell phones for work purposes, $80.00 per month will be provided to those individuals to defray the cost of a personal cell phone.

D) Mass Transit and Ride-Share Services
TAUP will provide for or reimburse employees for transit expenses for work-related meetings and special events beyond commuting with prior approval.

ARTICLE 17 - LEAVE DAYS

A) TAUP acknowledges the importance of maintaining a healthy work-life balance for all staff. Employees will be strongly encouraged to regularly use all of their PTO throughout the year. TAUP will inform employees about their remaining PTO and encourage employees to take time off. TAUP will endeavor to approve requested PTO and will work with employees to ensure that PTO schedules do not interfere with the operational requirements of the organization. Employees are granted the following leave days:
   1. Holidays:
      a. All employees, both full-time and part-time, shall have federally recognized holidays off. Consult the OPM.gov policy on the observance of federal holidays.
      b. All employees, both full-time and part-time, shall have the dates the University is closed for business (including winter break - which usually runs from Dec 22 to Dec 31 and the day after Thanksgiving) off.
   2. In addition to Holidays, Full-Time Employees shall also be entitled to the following:
      a. Paid Time Off (this includes vacation, birthdays, etc)
         i. 20 days after the probationary period
            a) An employee's PTO for their first year will be prorated based on their date of hire, rounded to the nearest half day.
         ii. 25 days after 4 years of employment
            a) An employee's 5 additional PTO days at completion of their fourth year of employment will be prorated based on their anniversary date, rounded to the nearest half day.
      b. Sick Days
         i. 10 sick days
         ii. An employee's sick days for their first year will be prorated based on their date of hire.
      c. Bereavement
         i. Up to 3 days
      d. Parental Leave
         i. Full-time employees who have completed their probationary period shall be eligible for 12 weeks' paid parental leave, to be used within one year of the birth, adoption, or assumption of legal guardianship of a child. In addition to the paid parental leave, a bargaining unit member may use accumulated paid time off and sick days. The Employer will continue paid health benefits while a bargaining unit member is on parental leave. Paid parental leave need not be taken on consecutive days, but the employee must notify the President and their direct supervisor of their plans to take parental leave 30 days in advance of its planned use, including nonconsecutive days.
            a) Leave may begin up to four (4) weeks prior to the birth/adoption/guardianship of the child.
            b) Leave may begin prior to the birth/adoption/guardianship without 30 days' advance notice for extenuating circumstances.
         ii. 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.
            a) To accommodate parental leave, it is understood that employees will, within reason, help cover the work responsibilities of the employee on parental leave.
            b) Upon notification of planned parental leave, a Labor-Management conference will

be held to discuss and assign coverage for upcoming parental leave. In addition, plans for employee and/or TAUP leader trainings to aid in coverage will be scheduled at that meeting.

3. In addition to Holidays, Part-Time Employees shall also be entitled to the following:
    a. Part time employees shall receive seven (7) hours of paid time off per year for every seven (7) hours they are contracted to work each week which shall be prorated depending on the hours the employee is contracted to work. Paid time off for part-time employees shall be available to them after the first quarter they are employed.
    b. PT employees who need to work less than their contracted hours due to sickness, bereavement, other work obligations, or other personal issues should notify the VP of Operations of their need for time off and include a timeline for when they anticipate returning to regular work. TAUP will make accommodations for reasonable requests. Should PT employees take an extended leave without permission/notice, they may be eligible for discipline.

B) When an employee leaves the organization, they will be paid for any of their unused PTO days for the year, prorated to the date they leave the organization. No employees will be paid for their unused PTO days at the end of the year.

ARTICLE 18 - HEALTH INSURANCE

A) It is agreed that the Employer will continue current health plan coverage. For full time employees, TAUP will cover up to $3,000 per month for health insurance.

B) Voluntary long term disability insurance is available at a charge of 50% to the employee.

C) Life insurance is provided at full cost to the employer.

D) Dental insurance is provided at full cost to the employer.

E) Part-time employees contracted to work 15-20 hours a week on average will receive a monthly $250 health insurance reimbursement. Part-time employees contracted to work 21-34 hours a week on average will receive a monthly $400 health insurance reimbursement.

F) Upon reaching the age of Medicare eligibility, the employee will be unenrolled from TAUP health and dental insurance, and the employee will be eligible for up to $2,000 monthly reimbursement for Medicare Supplement Insurance, which would include coverage for vision, dental, and Medicare Prescription Drug Plan (Part D) coverage. The employee must provide monthly statements for reimbursement in a timely fashion.

G) Upon retirement at a Medicare eligible age, the Employer will reimburse the employee for the cost of six (6) months of Medicare Supplement Insurance, which would include coverage for vision, dental and Medicare Prescription Drug Plan (Part D) coverage.

ARTICLE 19 - RETIREMENT PLAN

A) TAUP shall maintain a 403(b) account.

1. All employees may contribute up to the IRS defined limit per year.
2. TAUP shall contribute 10% of the gross salary per annum for full-time employees.

B) TAUP contributions shall begin at the conclusion of the probationary period.

ARTICLE 20 - ADDITIONAL BENEFITS

A) TAUP shall enroll all eligible employees in the SEPTA Key Advantage program at no cost to the employee.
   1. Should the cost of SEPTA Key Advantage per person increase to $100 or more per month, the parties agree to negotiate over a cost-sharing mechanism. Should the parties fail to reach an agreement, the Employer reserves the right to withdraw from the program.
   2. Should the SEPTA Key Advantage program change name or a comparable benefit become available to TAUP, the Employer reserves the right to make that substitution. They shall notify the Guild of such a change as soon as practicable.
   3. Should the SEPTA Key Advantage program sunset, TAUP becomes ineligible for participation in the program, or TAUP chooses to withdraw from the program as per Article 20.A.1, the parties agree that TAUP shall provide a $50 per person per month transit subsidy.

ARTICLE 21 - SEPARATION

A) Upon separation from the organization, employees shall return all TAUP property including but not limited to computers, tablets, phones, printers, megaphones, documents, keys, access cards, debit cards, Temple ID (if provided a physical copy), and the like. They will also provide to the President and their supervisor (if not the President) all passwords and bank access information. They shall also turn off any 2-step verifications in place for TAUP accounts and devices. Should the employee have any TAUP records/files not stored on the TAUP domain, they must move files to the shared drive.

ARTICLE 22 - VALIDATING CLAUSE

A) The parties hereto agree that should any Article, part or paragraph of this Agreement be declared by a Federal or State Court of competent and final jurisdiction to be unlawful, invalid, ineffective or unenforceable, said Article, part or paragraph shall not affect the validity and enforceability of any other Article, part or paragraph hereof, and the remainder of this Agreement shall continue in full force and effect.

ARTICLE 23 - COMPLETE AGREEMENT

A) All matters within the scope of bargaining have been negotiated and agreed upon. The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the Parties. Any past practice of the parties which has not been incorporated into this Agreement is hereby null and void and deemed not to exist. Changes to this Agreement, whether by addition, waiver, deletion, amendment, or modification, must be reduced to writing and executed by both Parties.

B) The terms of this Agreement shall be construed according to their plain and ordinary meanings and neither for, nor against either party. Past practices and course of dealings shall not be a basis

for creating a right or benefit that is not clearly and expressly provided for or created by the provisions of this Agreement and shall not alter the plain, ordinary meaning of the terms of this Agreement.

ARTICLE 24 - MANAGEMENT RIGHTS

A) Unless specifically limited by the written provisions of this Agreement, TAUP shall continue to have the exclusive right to take any action it deems appropriate in the management of TAUP offices and direction of the workforce in accordance with its judgment. All management rights, functions, powers, privileges and authority which TAUP did not specifically modify or restrict by a written provision of this Agreement are retained and vested exclusively with TAUP and are not subject to arbitration under this Agreement.

ARTICLE 25 - DURATION OF AGREEMENT

A) This Agreement shall be effective on the date ratified by both parties and shall remain in effect until October 31, 2029. The Agreement will continue on a year to year basis thereafter, unless either party services notice in writing within sixty (60) days of an intent to negotiate a successor agreement.
   1. At the Spring 2029 Labor-Management Committee meeting, both parties will agree to the week when negotiations will start or be in discussion about a possible contract extension.

In Witness Thereof, the parties hereto set their hands:

Temple Association of University Professionals - TAUP Local 4531

Jeffrey Doshna, President — Jeffrey Doshna (Feb 9, 2026 13:45:37 EST) — Feb 9, 2026

Danielle K. Scherer, VP of Operations — Danielle K. Scherer (Feb 9, 2026 13:56:53 EST) — Feb 9, 2026

TAUP NewsGuild Philadelphia - TNG Local 10/CWA Local 38010

Jenna Siegel — Jenna Siegel (Feb 9, 2026 17:18:58 EST) — Feb 9, 2026

Ben Serber — Benjamin Serber (Feb 9, 2026 16:43:44 EST) — Feb 9, 2026

William Ross

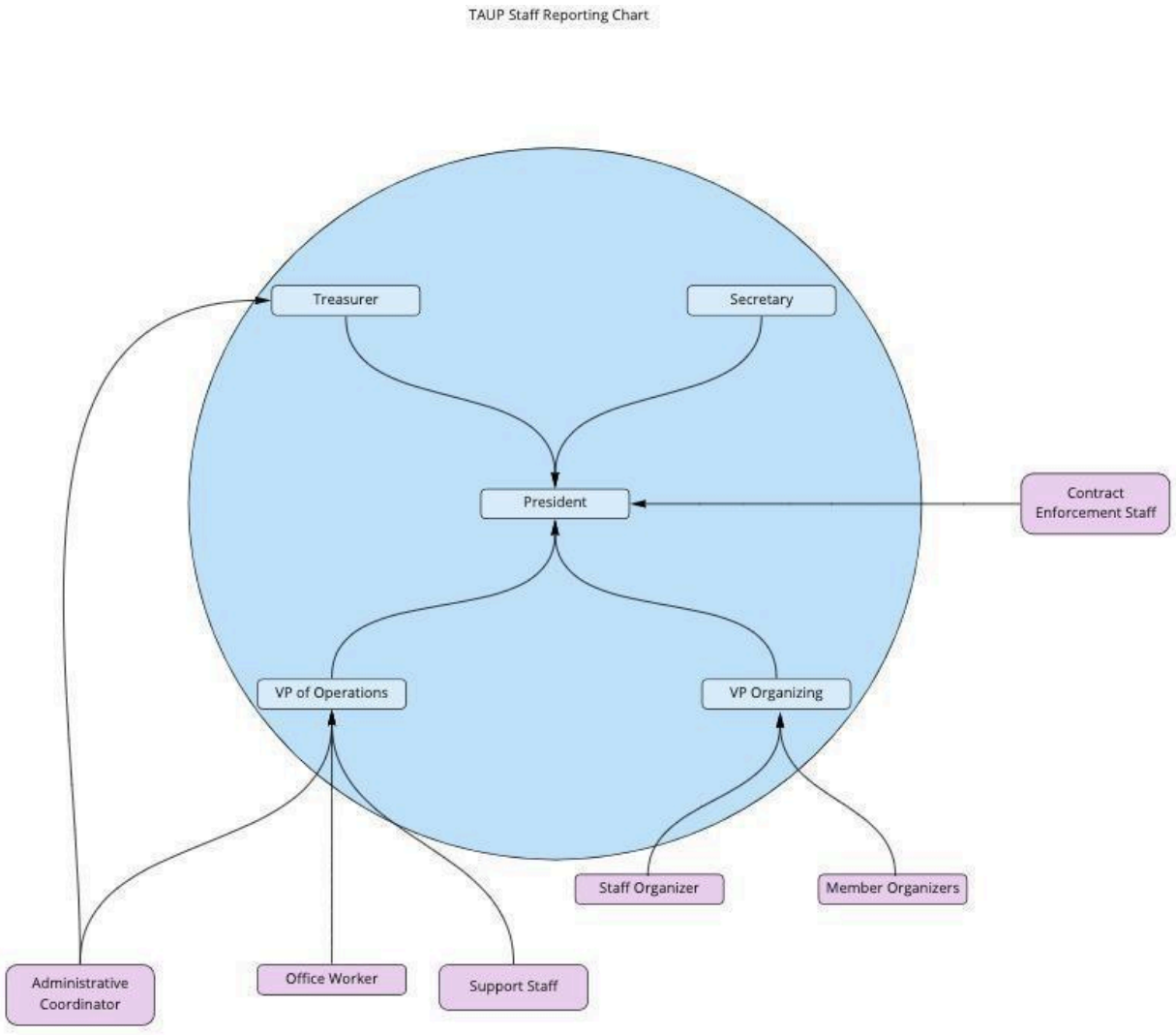
William Ross (Feb 9, 2026 17:26:54 EST)

Feb 9, 2026

Sideletter 1

All TAUP employees work for the President. This document lays out reporting structures for day-to-day operations of the union. Different employees may work with different officers on projects throughout their tenure, but their supervisor responsible for allocating tasks, overseeing work, and providing formal performance reviews is outlined below.

Reporting Structure



Job Descriptions

Administrative Coordinator

The AC is responsible for administrative duties for the daily operations and performance of the TAUP office including but not limited to maintaining the membership database, paying bills, updating quickbooks, answering the phones, assessing member questions, maintaining the TAUP website and social media platforms, coordinating travel, note taking, purchasing, maintaining the daily accounting and finances of the union. In addition, the AC is responsible for providing professional and prompt service to TAUP CBU members, officers, EC, staff, and activists as well as University personnel. The AC shall also contribute to the administration of other projects as deemed necessary by the officers. The AC reports directly to the VP of Operations and the Treasurer

Office Worker

The OW contributes to the daily functioning of the TAUP office, including but not limited to checking the union's mail, answering phone calls, connecting members with TAUP activists, clerical work, distribution of union contracts and materials to CBU members, ensuring privacy as well as accuracy of data entry, and providing professional, prompt, and courteous service to all clients which include TAUP CBU members, TAUP officers, executive committee, staff, and activists, and various levels of Temple University personnel. The OW shall also assist with other projects as deemed necessary by the officers. The OW reports directly to the VP of Operations

Staff Organizer

The SO is responsible for membership and organizing efforts in the union. This includes building relationships with workers, developing issue-based organizing plans for significant areas, recruiting activists, sustaining activists in the organization, and recruiting new members to the union. The SO is also responsible for making site visits, spearheading member engagement initiatives, and planning as well as carrying out and assessing organizing campaigns. The SO reports directly to the VP of Organizing.

Member Organizer

The MO is responsible for supporting the work for the SO and the VP of Organizing through engaging in member engagement activities, recruiting new members, supporting TAUP campaigns, and helping maintain records of interaction with members. The MO reports directly to the VP of Organizing.

Support Staff Member

The Support Staff Members shall be project based employees who do work supporting the organization This work may include research for particular projects, communication/press work, and the like as deemed necessary by the officers. The SSM reports directly to the VP of Operations.

Contract Enforcement Staff Member

The CESM's primary work focuses on consulting and advising on concerns related to the contract. They will serve as the grievance chair as well as the primary contact for the union in grievance cases and ULPs, working with the VP of Operations to establish and maintain a grievance database, and serving as the liaison between TAUP and the University on member concerns. The CESM will advise TAUP leadership on issues related to collective bargaining and contract negotiations, as well as updates to TAUP's Constitution and Bylaws. They will also consult with TAUP's counsel, as needed, to keep up to date with relevant state rules/laws that may impact members. The CESM shall also work on other projects as deemed necessary by the officers. The CESM reports directly to the President of TAUP.

Sideletter 2

Current Staff Recognition

A) In recognition of her long-standing service to TAUP, the Employer agrees to honor Molly Burt-Westvig with:
   1. A $400 per month health insurance reimbursement; and
   2. an increased pay rate to $32 per hour starting on January 1, 2026. This includes the $1 per hour increase in Article 14.
   3. This side letter shall remain in effect for the duration of her contract working 15 or more hours for TAUP.

B) In recognition of her contributions to TAUP, the Employer agrees to increase Shannon Baudoin-Rea's base pay on January 1, 2026, by $2,500 in addition to the increase outlined in Article 14 for full-time employees.

Sideletter 3

Dues Authorization Form

The Newspaper Guild

Communications Workers of America Local 38010 AFL-CIO

I designate The Newspaper Guild-CWA Local 38010 as my collective bargaining representative, and to represent me before any Board, Court, Committee or other tribunal in any matter involving collective bargaining. I authorize The Newspaper Guild-CWA and its Local to represent me in adjusting any grievances I may have in connection with my employment. I pledge to abide by the Constitution of the Communications Workers of America and The Newspaper Guild-CWA, and by the By-laws of the Local Guild.

Name _____
(please print) (Date of Birth) (Sex) (Social Security Number)

Home Address _____
(Street) (City) (State/Prov.) (Postal Code)

_____
(Employer) (Date of Hire) (Cell Phone)

_____
(Department in which employed) (Job Title) (Home Phone)

Email Address: (work) _____ (personal) _____

Prior membership in Guild or CWA ☐ Yes or ☐ No If yes, what Local and year _____

Date _____ Signature _____

I hereby authorize the employer to deduct my Guild membership dues from any salary earned. Dues, assessments, contributions or gifts to The Newspaper Guild-CWA Local 38010 are not deductible as charitable contributions. Dues paid to The Newspaper Guild-CWA Local 38010, however, may qualify as business expenses, and may be deductible in limited circumstances subject to various restrictions imposed by the Internal Revenue Code (TNG-CWA Constitution requires that, when turned into the Guild, this form be accompanied by an initiation fee.)

© GOCAPS 808-M