

# Collective Bargaining Agreement

Between

Good Jobs First

And

The NewsGuild of Greater Philadelphia, Local 38010,  
Communications Workers of America

Term of Agreement

May 15, 2026 to May 15, 2030

## Table of Contents

|                                                                      |           |
|----------------------------------------------------------------------|-----------|
| <b>ARTICLE 1: GUILD RECOGNITION .....</b>                            | <b>4</b>  |
| Section 1. Bargaining Unit.....                                      | 4         |
| Section 2. New Positions .....                                       | 4         |
| Section 3. Temporary Employees.....                                  | 5         |
| <b>ARTICLE 2: NO DISCRIMINATION.....</b>                             | <b>5</b>  |
| Section 1. Nondiscrimination .....                                   | 5         |
| Section 2. Promoting a Safe and Inclusive Workplace .....            | 5         |
| <b>ARTICLE 3: JURISDICTION .....</b>                                 | <b>6</b>  |
| Section 1. Coverage .....                                            | 6         |
| Section 2. Artificial Intelligence.....                              | 7         |
| <b>ARTICLE 4: GUILD AND AGENCY SHOP.....</b>                         | <b>7</b>  |
| <b>ARTICLE 5: CHECK-OFF .....</b>                                    | <b>7</b>  |
| <b>ARTICLE 6: INFORMATION TO THE GUILD.....</b>                      | <b>8</b>  |
| <b>ARTICLE 7: DISCIPLINE AND DISCHARGE.....</b>                      | <b>8</b>  |
| Section 1. Just Cause .....                                          | 8         |
| Section 2. Employee Discipline.....                                  | 9         |
| Section 3. Performance Improvement Plans (PIPs).....                 | 10        |
| <b>ARTICLE 8: JOB DESCRIPTIONS AND PERFORMANCE EVALUATIONS .....</b> | <b>10</b> |
| Section 1. Job Descriptions.....                                     | 10        |
| Section 2. Performance Evaluations .....                             | 11        |
| <b>ARTICLE 9: JOB POSTING AND BIDDING.....</b>                       | <b>12</b> |
| <b>ARTICLE 10: HEALTH AND SAFETY .....</b>                           | <b>13</b> |
| <b>ARTICLE 11: OUTSIDE WORK.....</b>                                 | <b>13</b> |
| <b>ARTICLE 12: GRIEVANCE PROCEDURE .....</b>                         | <b>14</b> |
| Section 1. Definition and Resolution.....                            | 14        |
| Section 2. Grievance Procedure.....                                  | 14        |
| <b>ARTICLE 13: ARBITRATION .....</b>                                 | <b>16</b> |
| Section 1. Request for Arbitration .....                             | 16        |
| Section 2. Remedies.....                                             | 17        |
| <b>ARTICLE 14: LABOR/MANAGEMENT MEETINGS.....</b>                    | <b>18</b> |
| <b>ARTICLE 15: SENIORITY.....</b>                                    | <b>18</b> |

|                                                      |           |
|------------------------------------------------------|-----------|
| <b>ARTICLE 16: SEPARABILITY .....</b>                | <b>19</b> |
| <b>ARTICLE 17: MANAGEMENT RIGHTS .....</b>           | <b>19</b> |
| <b>ARTICLE 18: NO STRIKE - NO LOCKOUT .....</b>      | <b>20</b> |
| <b>ARTICLE 19: HOURS OF WORK .....</b>               | <b>20</b> |
| Section 1. Hours of Work .....                       | 20        |
| Section 2. Schedule.....                             | 20        |
| Section 3. Overtime .....                            | 21        |
| Section 4. Compensatory Time.....                    | 21        |
| Section 5. Flex Time .....                           | 21        |
| Section 6. Work Location .....                       | 22        |
| Section 7. Probationary Period .....                 | 23        |
| <b>ARTICLE 20: WAGES .....</b>                       | <b>23</b> |
| Section 1. Introduction.....                         | 23        |
| Section 2. Minimum Pay .....                         | 23        |
| Section 3. Senior Employees .....                    | 24        |
| Section 4. Part-Time Employees .....                 | 25        |
| Section 5. Temporary Employees and Contractors ..... | 25        |
| Section 6. Pay Increases.....                        | 25        |
| Section 7. General Wage Provisions .....             | 26        |
| <b>ARTICLE 21: PAID TIME OFF .....</b>               | <b>26</b> |
| Section 1. Vacation .....                            | 26        |
| Section 2. Personal Days .....                       | 27        |
| Section 3. Sick and Safe Leave.....                  | 27        |
| Section 4. Holidays .....                            | 27        |
| Section 5. Bereavement Leave .....                   | 28        |
| Section 6. Jury Duty.....                            | 29        |
| Section 7. Voting Time.....                          | 29        |
| Section 8. Leave for United States Service .....     | 29        |
| Section 9. Parental Leave.....                       | 30        |
| Section 10. Family and Medical Leave (FMLA) .....    | 31        |
| Section 11. Sabbatical.....                          | 32        |
| Section 12. Guild Leave.....                         | 32        |
| Section 13. Other Personal Leaves .....              | 33        |
| <b>ARTICLE 22: EMPLOYEE BENEFITS .....</b>           | <b>33</b> |

|                                                                       |           |
|-----------------------------------------------------------------------|-----------|
| Section 1. Health Insurance Plans .....                               | 33        |
| Section 2. Retirement Benefit .....                                   | 34        |
| Section 3. Work-Related Travel Expenses .....                         | 34        |
| Section 4. Non-Travel Work Expenses .....                             | 35        |
| Section 5. Professional Development Fund.....                         | 35        |
| Section 6. Life and Accidental Death and Dismemberment Insurance..... | 36        |
| <b>ARTICLE 23: REDUCTION AND SEVERANCE .....</b>                      | <b>36</b> |
| Section 1. Employee Termination .....                                 | 36        |
| Section 2. Reduction in Force .....                                   | 37        |
| Section 3. Severance Pay .....                                        | 37        |
| <b>ARTICLE 24: DURATION .....</b>                                     | <b>38</b> |
| Section 1. Duration .....                                             | 38        |
| Section 2. Renewal .....                                              | 38        |
| <b>Appendix 1 .....</b>                                               | <b>40</b> |

This Agreement by and between Good Jobs First (hereinafter referred to as the “Employer”), and the NewsGuild of Greater Philadelphia, CWA, Local 38010 (hereinafter referred to as the “Guild”), acting for and on behalf of itself and of those members, present or future, covered by this Agreement, shall be valid and binding effective May 15, 2026 and expires on May 15, 2030.

## **ARTICLE 1: GUILD RECOGNITION**

The Employer will recognize and deal with the Guild as the exclusive collective bargaining representative for Workers United for Good Jobs First employees.

### **Section 1. Bargaining Unit**

1.1.1 The agreed upon Bargaining Unit is as follows:

Included: All full-time and regular part-time employees of the Employer, including Senior Research Analysts, Research Analysts, and Public Education Funding Defender, except for those positions defined as Excluded.

Excluded: Executive Director, Deputy Executive Director, Violation Tracker Project Director, Corporate Research Director, Project Director, Policy Director, Research Director, Digital Communications Director, Advocacy Director, Campaigns Director, Communications Director, Administrator, fellows, interns, temporary employees, contractors, supervisors, managers, program managers who supervise staff pursuant to the NLRA, clericals who perform HR functions, and confidential employees as defined in proceedings under the National Labor Relations Act.

### **Section 2. New Positions**

1.2.1 The parties agree that, from time to time, the Employer may create certain positions. If the Employer establishes a new position that performs the same work as the positions defined as Included in Section 1, it shall notify the Guild and provide a description of the position’s job duties. Upon the request, the Parties shall meet within two (2) calendar weeks to discuss whether the position should be included or excluded. If no agreement is reached, either Party may refer the question to the National Labor Relations Board or the grievance procedure. The Employer’s hiring process shall not be delayed during this process provided that if a new position is found to be included in the bargaining unit, all of the provisions of this agreement shall be applied to the new position without delay.

### **Section 3. Temporary Employees**

- 1.3.1 Notwithstanding the foregoing, any position or role that is designated as temporary or for a finite period of time less than the agreed-upon probationary period, regardless of the classification, duties, or functions, shall not be covered under the terms of this Agreement and the Guild waives its right to bargain over such positions. At the Guild's request, the Employer will meet and discuss nine (9) months into a position covered by this Section, about whether the Employer expects the position or role to continue beyond the one (1) year point, in which case the Employer will meet and discuss with the Guild whether or not the position should be covered by this Agreement.

## **ARTICLE 2: NO DISCRIMINATION**

### **Section 1. Nondiscrimination**

- 2.1.1 Both the Employer and the Guild are committed to preventing illegal discrimination of any kind, including against any employee because of their membership or activity in the Guild, or because of age, sex, race, creed, color, national origin, sexual preference, gender identity, marital or parental status, or physical or mental disability.
- 2.1.2 The Employer and the Guild strongly value the principle of diversity in the workplace and will cooperate with each other to achieve that goal. Both the Employer and the Guild are committed to the recruitment, employment, promotion, training, and career development of a diverse workforce. This includes but is not limited to women, people of color, people identifying as LGBTQIA+, those with religious affiliations, and persons who are diverse as to age and disability status.
- 2.1.3 This Article and the undertakings set forth herein are not subject to grievance and arbitration provisions of this Agreement.

### **Section 2. Promoting a Safe and Inclusive Workplace**

- 2.2.1 The Employer will not tolerate discrimination or harassment of members based on one or more protected characteristic(s) as defined by the D.C. Human Rights Act (whether by supervisors, coworkers or third parties, such as vendors or consultants). Furthermore, the Employer absolutely prohibits retaliation against any person who, in good faith, reports a possible violation of the contract or participates in an investigation into such behavior.

Examples of prohibited behaviors under this Section include, but are not limited to: (1) unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature; (2) the use of epithets, slurs, negative stereotyping, derogatory or disrespectful jokes, pranks, or comments based on any of the characteristics identified in Section 2.1.1 and Section 2.2.1; (3) abuse of authority; and (4) bullying based on any of the characteristics identified in Section 2.1.1 and Section 2.2.1.

- 2.2.2 In addition to protecting against the above, the Employer will also foster an environment where toxic behaviors are identified early and addressed effectively. This includes recognition of the complexities presented by intersectional identities and other power dynamics at play in impacted relationships. Examples include, but are not limited to: hostile written communications; being sworn at, shouted at, or humiliated; social isolation; or excessive monitoring.

## **ARTICLE 3: JURISDICTION**

### **Section 1. Coverage**

- 3.1.1 The provisions set forth in this Agreement shall apply to employees in those positions listed in Article 1: Guild Recognition.
- 3.1.2 Management and other exempt positions that are not covered by this collective bargaining agreement may perform the work done by employees to whom this contract applies, so long as the performance of such work does not:
- (a) directly result in the layoff of a bargaining unit employee;
  - (b) directly result in the elimination of a bargaining unit employee;
  - (c) directly result in the reduction of a bargaining unit employee's working hours; or

- (d) directly result in the need to transfer a bargaining unit employee to another position, unless the transfer is to a position to better fit the employee's skills, as determined by Management to avoid discipline, layoff or termination of the employee; transfers under such circumstances will be made with the consent of the employee to avoid these potential outcomes.

## **Section 2. Artificial Intelligence**

- 3.2.1 Both parties agree to discuss and reach an agreement on the use and role of Artificial Intelligence (AI) in the aid of research analysis.

## **ARTICLE 4: GUILD AND AGENCY SHOP**

- 4.1.1 The Employer agrees that it will not, without the written consent of the Guild, employ or retain as an employee, any person covered by this Agreement unless they are a member in good standing of the Guild or a fair share payer, or becomes a member or fair share payer within thirty (30) days after beginning employment and remains a member in good standing. The Guild agrees that it will admit to membership and retain in good standing any such employee who complies with the constitution and by-laws of the Guild, provided they shall not have been previously expelled or suspended upon any unit of the Newspaper Guild.

## **ARTICLE 5: CHECK-OFF**

- 5.1.1 The Employer agrees to deduct from bi-weekly pay of all employees covered by this Agreement, the dues and initiation fees, if any, of the Guild having jurisdiction over such employees and agrees to remit to the Guild all such deductions and a list of those for whom deductions are made prior to the end of the month for which the deduction is made, provided such employees furnish to the Employer a voluntary authorization for authorizing such deductions in the form required by applicable law.
- 5.1.2 The Guild shall indemnify and hold the Employer harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken or not taken by the Employer for the purposes of complying with any other provisions of this Article.

## **ARTICLE 6: INFORMATION TO THE GUILD**

- 6.1.1 The Employer agrees to notify the Guild in writing of any bargaining unit member who is discharged or resigned and will notify the Guild in writing of any person hired or transferred into any covered position within fourteen (14) days of each action. The notification will state the position and salary of the person, and whether the person is regular, part-time or temporary. The Employer also agrees to notify the Guild of merit increases for bargaining unit members, and the effective dates. The Guild will maintain the confidentiality of the information furnished by the Employer pursuant to this Article.

## **ARTICLE 7: DISCIPLINE AND DISCHARGE**

### **Section 1. Just Cause**

- 7.1.1 The Employer will not discharge any bargaining unit employee except for just cause.

If arbitration is required to determine whether there was just cause for discharge, regardless of seemingly conflicting provisions in Article 12: Grievance Procedure, arbitration must be requested within sixty (60) days of discharge. The arbitrator's decision shall be restricted solely to a finding of whether or not the discharge was for just cause. If the decision is in favor of the Employer, the award may include sustaining the discharge or modifying the penalty imposed, and if the award is in favor of the Guild, the award may include reinstatement of the employee or employees, modification of the penalty imposed, and/or at the arbitrator's discretion, pay for time lost. The award, if any, shall not exceed the amount of pay lost. Any award which includes reinstatement of a discharged employee shall take into account all relevant circumstances.

- 7.1.2 The Employer shall give to the Guild and to the employee notice in writing of an intended dismissal at least one (1) week in advance of the effective date, stating the reason for the dismissal.

Notwithstanding the provisions of this Article, the Employer may discharge an employee immediately upon giving to the Guild and to the employee written notice of the dismissal and of the reason therefore in any case in which the cause for the discharge is the employee's proven dishonesty, the employee's use of physical violence, or similarly serious offenses.

## Section 2. Employee Discipline

### 7.2.1 Information concerning Employee Discipline:

- (a) The Guild will be promptly notified in writing with the reasons for any disciplinary action.
- (b) The Guild will receive letters or memos warning of possible disciplinary action within seven (7) calendar days of placement of such materials within an employee's personnel file.
- (c) Weingarten Rights. In accordance with applicable law, employees have the right to have, upon request, a union representative present with them during any investigative interview that may lead to the discipline of that employee.

### 7.2.2 Discipline and Discharge:

- (a) It is recognized that the degree of the penalty in discipline cases should be in keeping with the seriousness of the offense. The Guild and the Employer agree to adopt a program of progressive or corrective discipline as provided for herein.
- (b) Subject to (c) below, the following procedure shall be established and followed in disciplining employees for just cause:

First offense: The employee shall receive an oral warning confirmed in writing, and clearly labeled as a first warning.

Second offense: The employee shall be given written warning, clearly labeled as a second warning;

Third offense: The employee may be suspended without pay based on the seriousness of the offense and/or may be placed on a Performance Improvement Plan; and

Fourth offense: The employee shall be subject to disciplinary action up to and including discharge.

- (c) Subject to (d) below, the Employer reserves the right to invoke any step of the progressive discipline procedure including summary discharge without prior warning. The Employer also reserves the right to invoke any step in the disciplinary process more than once. Should the Employer invoke any step of the disciplinary process more advanced than a written or oral warning without first invoking the written or oral warning, the Employer shall notify the Guild and the employee in writing.
- (d) Should the Employer invoke any step out of order of the procedure including summary discharge, the burden of proof will be on the Employer to show that the seriousness of the offense justified the penalty.

### **Section 3. Performance Improvement Plans (PIPs)**

- 7.3.1 If the nature of the offense requiring disciplinary action is related to a performance problem, the employee's supervisor may provide the employee a Performance Improvement Plan (PIP). The PIP will set a time frame with specific goals for rectifying the performance problem. The supervisor and employee shall set regular check-ins to ensure sufficient progress is being made on the PIP, as determined by the employee's supervisor. Provided the employee has fulfilled all the obligations of the PIP within the defined time frame, the PIP shall be considered satisfied. The PIP shall remain in the employee's personnel record for twelve months.
- 7.3.2 Warning Letters: The Employer will send the Guild a copy of any warning letter or PIP issued to an employee covered by this Agreement. If the Guild or the employee submits a written answer to the warning letter or PIP, the response will be placed in the employee's personnel file. The Employer will also send to the Guild any formal letter of commendation issued to any employee covered by this Agreement.

## **ARTICLE 8: JOB DESCRIPTIONS AND PERFORMANCE EVALUATIONS**

### **Section 1. Job Descriptions**

- 8.1.1 The Employer shall develop and provide written job descriptions for all current and any new positions within ninety (90) calendar days of the agreement date or new position development. Job descriptions will be reviewed with the Guild through Labor/Management meetings prior to completion and implementation.
- (a) When a job announcement is created, management shall determine the appropriate years of experience required for the job and post a salary range that reflects the steps as outlined in Article 9: Job Posting and Bidding.
  - (b) During the term of this Agreement, either party may initiate the review and discussion of inaccurate job descriptions. Such claims may arise when significantly more burdensome duties accrue to the position or workload increases substantially for an extended period, which is defined as requiring working more than 40 hours per week (excepting travel weeks) for more than three (3) consecutive calendar weeks, or other actions raise an issue of inaccurate job description by the employee. Adjustment in compensation for the duration of the increased workload may be considered an appropriate remedy by mutual consent of the Employer and employee.
  - (c) Such claims may also arise when the Employer finds that the employee is not fulfilling the core duties of their job description. Should such a claim occur, the employee's supervisor shall initiate a meeting with the employee to discuss the matter. The employee may choose to be represented by the Guild during such discussion. A Performance Improvement Plan may be instituted pursuant to Section 7.3.1 of this agreement. A revised job description with change in compensation may be considered a remedy to an unsatisfied PIP.

Either the Guild member or Management may initiate a review of an employee's job description and if the level of experience required to perform the job duties increases, that employee may be eligible for an adjustment.

No annual performance evaluation will be conducted unless and until a written job description pursuant to Section 1 of this Article exists.

## **Section 2. Performance Evaluations**

- 8.2.1 All employees shall have an annual job performance evaluation to take place within the same month annually.

The purpose of the evaluation is to provide feedback on employee performance, identify resources or support needed to accomplish work goals, provide an opportunity for communication between the employee and their direct supervisor, and to set work goals for the coming year. Such job evaluation shall involve the affected employee and their direct supervisor. At least once a year each employee shall be allowed to view and copy his/her personnel file.

- (a) Evaluations will be conducted using evaluation forms developed by the Management and provided to the Guild at least one week prior to the start of any bargaining unit member's first evaluation. Should Management change the evaluation form in any substantial way, the Employer shall notify the Guild and provide the new evaluation form.
- (b) Starting in 2026, each unit member shall be informed in writing at the start of the evaluation year of the standards upon which they will be evaluated.

Supervisor ratings below satisfactory in any standard will be accompanied by documentation. Nothing in the evaluation process shall be used as a basis for discipline, but performance issues may be addressed through a Performance Improvement Plan if necessary. Employees will be given an opportunity to submit a rebuttal to the evaluation if requested by the employee.

All GJF employees shall be notified by the Executive Director or their direct supervisor at least fourteen (14) calendar days in advance of the scheduled review.

## **ARTICLE 9: JOB POSTING AND BIDDING**

- 9.1.1 The Employer shall take the following steps:

- (a) The Employer will notify electronically on all company platforms for a minimum of five (5) days, notices of all Guild job vacancies. Guild job vacancies that are open to external applicants shall be publicly communicated so that those postings can be accessed and viewed by members of the public. An employee desiring to apply for a vacancy shall submit a written application during the period the relevant job is posted. The Guild will be notified in writing of the Guild vacancies.
- (b) Give first consideration to current employees then on the payroll who apply for vacant Guild positions in preferable or higher paid positions.
- (c) Give first consideration for regular full-time employment to current part-time, temporary and replacement employees then on the payroll in applying for any Guild vacancies created by the departure or transfer of any regular full-time employee.
- (d) Give any bargaining unit member who applies for a posted position, and is rejected, notification of the rejection in writing. The employee may request a meeting with the Department Manager to discuss their application for the posted position.
- (e) Nothing in this article shall prevent the Employer from promoting qualified bargaining unit members to other bargaining unit positions.

## **ARTICLE 10: HEALTH AND SAFETY**

10.1.1 The Employer will not require any employee, without their consent, to work under conditions which may be injurious to the employee's health, life or limb.

## **ARTICLE 11: OUTSIDE WORK**

11.1.1 A bargaining unit employee may engage in outside work that does not interfere with their work at Good Jobs First or present a conflict of interest to their work at Good Jobs First. Prior to accepting such work, the employee shall inform their direct supervisor of any new paid outside employment that is related to economic development, public policy, or corporate accountability. The employee's disclosure of outside employment will not give rise to retaliation by the Employer.

Under no circumstances shall an employee use or exploit their connection with Good Jobs First to obtain their outside work, or use the Employer's resources, including online database subscriptions, to perform outside work. Should the Employer determine that an employee's outside work is inconsistent with the mission of Good Jobs First or presents a conflict of interest to the work or mission of Good Jobs First, the employee's direct supervisor shall initiate a meeting with the employee to discuss the matter, at which meeting the Employee may choose to have a union representative present. After discussion with the employee and union representative, if applicable, the decision of Good Jobs First regarding the appropriateness of the outside employment shall be final.

## **ARTICLE 12: GRIEVANCE PROCEDURE**

### **Section 1. Definition and Resolution**

- 12.1.1 A grievance is defined as a complaint filed by the Guild alleging that the Employer breached a specific provision of this Agreement. Any complaint that concerns matters specifically excluded from the application of this Article in this Agreement are not considered grievances and may not be processed under the Grievance and Arbitration provisions of this Agreement. This Article is the sole and exclusive procedure for the resolution of grievances under this Agreement.
- 12.1.2 An informal resolution of any dispute is desirable. The parties agree that such an informal resolution shall occur, if possible, through direct discussion between the Employer and the Guild. If the grievance is not resolved through informal discussions, either party may file a formal grievance as set forth below.

Any offers of resolution or settlement agreed upon at any stage of the grievance or arbitration procedures, or any offers of such a resolution, shall not be considered admissible at any steps in the grievance or arbitration process.

### **Section 2. Grievance Procedure**

- 12.2.1 The following steps shall be followed in the processing of grievances:

The Guild shall present a grievance to the Employer's representative or that individual's designee within fourteen (14) calendar days of its occurrence.

Each grievance must be in writing and specify the following:

- The nature of the grievance;
- The specific section(s) and provision(s) of this Agreement alleged to have been violated;
- The date of the occurrence of the alleged violations; and
- The relief request.

The Employer's representative will meet with the grieving employee and their representative to discuss the grievance within fourteen (14) calendar days following the receipt of the grievance. The Employer will issue a written response to the grievant and/or the grievant representative within fourteen (14) calendar days after the meeting is held.

If the grievance is not resolved at this step, the Employee or the Guild may appeal to the Executive Director within fourteen (14) calendar days after the Employer's first step response. The Executive Director will issue a written response to the grievant and/or the grievant representative within fourteen (14) calendar days after the appeal is filed.

If the grievance is not satisfactorily resolved, or the Employer fails to respond in writing within thirty (30) calendar days of receiving the initial grievance, the Guild may submit the matter to arbitration. Arbitration under this Agreement shall be limited to grievances that have been timely processed through the grievance procedure.

The parties agree that the responses to the steps in the grievance procedure will not be unnecessarily delayed.

- 12.2.2 Grievances received after 5:00 pm EST will be deemed to have been received on the next business day. If grievance is not appealed to the subsequent step of the procedure within the applicable time limits, and/or an extension has not been agreed to in advance, in writing, by the parties, the grievance will be considered settled on the basis of the Employer's last written response. The aggrieved employee, Guild, and the Employer are all expected to attend a scheduled grievance meeting, except in the event of an unforeseeable emergency. If the aggrieved employee fails to attend a scheduled grievance meeting, then the grievance will be deemed waived and there will be no further processing of the grievance or any arbitration thereon.

## **ARTICLE 13: ARBITRATION**

### **Section 1. Request for Arbitration**

- 13.1.1 A request for arbitration may be made by the Guild only after exhaustion of the grievance and appeal procedure described by this agreement.

The Guild's appeal to arbitration must be made within thirty (30) calendar days after the date of the Employer's answer to the grievance, or if no answer was provided, within thirty (30) calendar days from the date the Employer's response was due. The Guild shall request arbitration by giving notice to that effect to the American Arbitration Association with a copy to the Employer. The request must identify the specific Section(s) and Article(s) allegedly violated. The issue(s) to be heard by the arbitrator shall solely be restricted to the Article(s) set forth in the filed grievance. Issues or allegations which were known or should have been known to the Guild but not introduced during the grievance procedure are waived and shall not be introduced by the Guild at arbitration or heard by the Arbitrator in any manner.

Failure to submit the appeal within the above time limits will render the grievance ineligible for arbitration and the last preceding Employer response, if any, will be deemed final and not appealable in any forum. The time limits contained herein may be extended by mutual agreement of the parties.

- 13.1.2 The issue of arbitrability shall be resolved in a hearing (or telephone conference with the arbitrator) prior to and separate from the hearing (if any) regarding the substantive facts and/or allegations in the dispute. If the

arbitrator finds the grievance to be not arbitrable, the substantive facts of the case shall not be heard, and the grievance shall be denied. If the arbitrator finds in favor of arbitrability, the hearing shall proceed on the substantive issue(s) raised.

- 13.1.3 The arbitrator shall have the authority only to resolve grievances arising under this Agreement as defined by this Agreement. The arbitrator shall have no power to add to, subtract from, modify, amend or supplement this Agreement in any way, nor shall the arbitrator substitute their judgement for that of the Employer. The arbitrator shall have no jurisdiction or authority to hear any arbitration involving, nor issue any award changing, modifying, or restricting any action taken by the Employer on matters committed to the Employer's discretion under this Agreement, unless such action independently violates the specific terms of this Agreement, in which case the arbitrator may only have jurisdiction or authority to resolve the alleged independent violation, not the matter committed to the Employer's discretion.
- 13.1.4 Only one grievance may be referred to and decided during a particular arbitration, unless otherwise agreed by the parties, in writing, and all hearings shall be closed to the public.

## **Section 2. Remedies**

- 13.2.1 If a grievance is sustained in whole or in part, and subject to the limitations set forth in the paragraph below or in Paragraph 7.1, the remedy shall not exceed restoring to the employee the pay, benefits, or rights lost as a result of a violation of the Agreement, less any compensation and/or benefits received from any source, including, but not limited to Workers' Compensation and/or unemployment benefits, etc.
- 13.2.2 The decision of the arbitrator shall be final and binding, subject to applicable laws permitting judicial review of the decision. The decision shall be distributed to the parties within thirty (30) calendar days of the closure of the record of the arbitration, unless the arbitrator notifies the parties that the timeframe cannot be met.
- 13.2.3 The arbitrator shall have no authority to award back wages or other monetary reimbursement, nor shall the Employer be liable on a grievance claiming back wages or other monetary reimbursements for:

- Any period of time during which an extension of time limits has been granted by the Employer at the request of the Guild; or
- Any period of time between the first date the arbitrator is available for an arbitration hearing and the date of the hearing, when the first date is rejected by the Guild; or
- Any period of time greater than thirty (30) calendar days prior to the date of the initial filing at Step 1 of the grievance procedure.
- The arbitrator shall have no authority to award attorneys fees and the Parties agree not to seek awards of attorneys fees.
- The arbitrator shall have no authority to award consequential, incidental, or punitive damages and the Parties agree not the seek awards of such damages.

13.3.3 The costs of fees of the arbitrator shall be borne equally by the Employer and the Guild. If the arbitrator desires a transcript, the parties shall equally divide the costs of the transcript. Each party will pay their own attorney's fees, if any.

## **ARTICLE 14: LABOR/MANAGEMENT MEETINGS**

14.1.1 The parties agree to meet as needed upon the request of either party to discuss any issues that may arise under the contract. Meetings shall consist of representatives from each of Management and the Guild.

Labor/Management meetings requested by either party shall not be unduly denied.

Matters under formal active grievances and issues normally considered part of the established bargaining process are precluded from discussion at the labor/management meetings. Both the Guild and the Employer will submit a list of items to be placed on the agenda one week prior to the meeting date.

## **ARTICLE 15: SENIORITY**

15.1.1 Seniority means length of continuous employment with the Employer. Employment shall be deemed continuous unless interrupted by (a) dismissal for good and reasonable cause, (b) resignation, (c) refusal to accept an offer of rehire into a position in which an employee worked when dismissed, (d) or where the language provisions elsewhere in the Agreement would be in conflict with this Section. Employees who

experience an interruption in employment with the Employer as a result of an extended medical and/or family leave, national guard or reserves service, or other similar circumstances shall be considered to have continuous employment notwithstanding the gap in employment.

## **ARTICLE 16: SEPARABILITY**

- 16.1.1 If any term or provision of this Agreement is adjudged by a court or administrative body of competent jurisdiction to be in conflict with any law, such term or provision shall become invalid. All other provisions of this Agreement that are not affected by the illegal provision, will remain in full force and effect during the term of this Agreement.

## **ARTICLE 17: MANAGEMENT RIGHTS**

- 17.1.1 Except as limited by a specific term of this Agreement, Management reserves and retains in its discretion the right: to manage and operate its business, finances, facilities and locations; to direct, plan and control all operations; to direct its employees; to determine, what work will be performed by employees covered by this Agreement and the number of employees needed to perform such work; to create new jobs and job classifications and to discontinue job classifications; to assign, reassign, and rearrange duties for jobs and job classifications, to determine the qualifications and responsibilities of employees; to develop and implement transparent and uniform performance evaluation standards; to establish and administer workplace policies and standards of conduct, consistent with this Agreement; to select and hire employees, consistent with this Agreement; to discipline and discharge employees for just cause as defined by this agreement, in accordance with the processes laid out by this agreement; to subcontract work; to lay off employees, and restructure and reorganize its operations after providing notice to the Union; to make final decisions involving the scope and direction of the organization, its programs and the management of its programs.
- 17.1.2 This enumeration of management rights is not exhaustive and does not exclude other management rights not specified herein, including any rights that existed prior to entering into this Agreement. The non-exercise of any management rights shall not constitute a waiver of its rights.

## **ARTICLE 18: NO STRIKE - NO LOCKOUT**

- 18.1.1 The Guild agrees for itself and its members that there shall be no strikes, walkouts, slowdowns, picketing, or work stoppages of any type, and the Employer agrees that there shall be no lockouts during the term of the Agreement. In the event of a general strike called by organized labor, employees shall be permitted to participate.

## **ARTICLE 19: HOURS OF WORK**

### **Section 1. Hours of Work**

- 19.1.1 Except as noted hereinafter, the regular work week for full-time employees shall be five consecutive days of eight (8) hours. Every employee shall have the right to take a one (1) hour unpaid lunch or 30 minute paid lunch each day. Employees are expected to be available to meet between 10 AM and 4 PM EST.

### **Section 2. Schedule**

- 19.2.1 The default schedule shall be Monday through Friday.

The parties recognize that employees in this unit are generally expected to work forty hours per week. In the event employees work excess hours per week, they should discuss their work schedule with their manager, including flexibility in future weeks to account for the change in hours.

Employees shall be available for regularly scheduled internal meetings. Supervisors and managers shall make every possible effort to ensure that standing meetings are set at times that fall between 10 AM and 4 PM EST.

- 19.2.2 Good Jobs First is a remote work environment. As a remote organization, we recognize that in-person gatherings are essential to building strong relationships, fostering collaboration, and advancing our shared mission. Periodic in-person meetings, staff retreats, conferences, and trainings provide valuable opportunities for staff to connect and strengthen organizational culture.
- 19.2.3 Annual Travel Expectations: Staff may be expected to attend events as part of their role. Travel expectations will be communicated at the time of hire

and vary by position. Some years may have more travel than others (i.e. some conferences are held only every other year).

Employees are expected to make a good-faith effort to meet the travel expectations associated with their role. At a minimum this includes in-person staff retreats and a fall conference of state budget groups. However, an employee's inability to travel for other than the minimum requirements, such as inability or unwillingness to incur personal costs that are necessary in order for the travel to occur, shall not, on its own, be grounds for discipline or adverse action.

As set forth in Article 22.3.3, the Employer will provide an annual reimbursement for care-related expenses incurred in regard to mandatory work travel, up to a maximum of \$500 per year.

### **Section 3. Overtime**

- 19.3.1 Non-exempt (hourly-paid) employees required to work overtime will receive overtime pay in the amount of one and a half (1.5) times their regular hourly rate for each hour or fraction of an hour in excess of eight (8) hours in a day. All overtime hours must be approved in advance by a manager. The Employer shall keep a record of all overtime worked. Copies of overtime records will be given to the Guild upon reasonable request.

### **Section 4. Compensatory Time**

- 19.4.1 Employees assigned or approved to work on a weekend or a holiday shall earn one (1) hour of compensatory leave for each weekend hour or holiday hour worked. At a minimum, employees shall earn two (2) hours of compensatory leave for any time assigned or approved to work on a weekend or holiday. Travel for GJF business that occurs on a weekend or holiday shall count towards comp time accrual. Employees are encouraged to use the compensatory time off within ten (10) business days of accrual and it shall be taken within sixty (60) days of accrual with appropriate notice and advanced approval of the employee's supervisor. Approval shall not be unreasonably denied.

### **Section 5. Flex Time**

- 19.5.1 It is understood that employees must, from time to time, work long hours beyond the 40-hour workweek and provided they have advance

supervisory approval, shall be permitted to adjust their schedules to account for the additional hours worked beyond the 8-hour workday. It is also understood that employees may from time to time, work fewer than 40 hours per week, and provided they have advance supervisory approval, shall be permitted to adjust their schedules to make up for the shortfall in hours worked under the 8-hour workday. If such make-up work is performed on a weekend or holiday, it shall not count toward compensatory time. Employees will mark the hours they intend to flex in their calendars and will notify their supervisor.

- 19.5.2 The Employer's general expectation is that employees shall be available to work during typical work hours and shall use only non-work hours, leave time, lunch, and breaks to conduct personal business. Should an employee require ongoing flexible scheduling to accommodate personal needs, that employee will discuss schedule adjustments with their supervisor to ensure that all expected hours are worked, all required meetings are attended, and all duties and deliverables are completed in a timely and satisfactory manner. The employee must note their schedule changes on their work calendar.

Although an individual employee's schedule may be modified with supervisory approval to accommodate dependent care needs, remote work is not a replacement for appropriate dependent care.

## **Section 6. Work Location**

- 19.6.1 With recognition that this is a remote work environment, employees who are based in the United States may be allowed to conduct regular work from any location in the United States and up to three (3) weeks per year outside of the United States. Approval of these requests is entirely at managerial discretion. Approval shall not be unreasonably denied. Workplace guidelines outlined under this Article continue to apply and employees will be expected to continue to participate in standing meetings to which they are assigned. Employees must ensure that they have reliable internet and are reachable during GJF's core work hours.
- 19.6.2 Management may consider multiple factors in determining whether a request can be approved including timing, ability to complete tasks remotely, nature of responsibilities and other factors.

## **Section 7. Probationary Period**

- 19.7.1 The first six months of employment are considered a probationary period for each employee. The probationary period is considered a period of mutual evaluation during which GJF will provide feedback if areas of concern arise about work performance or responsibilities and the employee will share any concerns they may have with the employer.

During the probationary period the employment relationship is terminable at will.

Terminations during the probationary period will entail two weeks' notice or two weeks of pay in lieu of notice.

During the probationary period, unit employees will be entitled to all the rights and privileges of this Agreement, except with respect to discipline and discharge, for which there shall be no right to contractual recourse.

- 19.7.2 An employee, having successfully completed an initial probationary period in the bargaining unit and whose bargaining unit service is continuous, shall not serve an additional probationary period when changing jobs within the bargaining unit.

## **ARTICLE 20: WAGES**

### **Section 1. Introduction**

- 20.1.1 Employees hired after the signing of this agreement shall be placed on the steps based on their comparable work experience and post-secondary education, not to exceed the top step.

Hourly rates shall be determined by dividing the annual salary by 2,080 based on a 40-hour work week.

### **Section 2. Minimum Pay**

- 20.2.1 The minimum base salary any bargaining unit employee may be paid is \$60,000 per year as of January 1, 2026.
- 20.2.2 At the time of ratification, current employees will be paid the rate outlined in the table in Appendix 1 for Year 1 of this contract, retroactive to April 1,

2026. Appendix 1 reflects the placement of current bargaining unit members. Employees hired after the ratification of this agreement shall be placed on a step appropriate with their education level and years of relevant experience, with the minimum step placement as follows:

**STEP 1**

- Four-year degree and less than two (2) years relevant experience (with starting pay at \$65,000)

**STEP 2**

- Four-year degree and less than five (5) years relevant experience; or
- Masters degree or equivalent and less than two (2) years experience (with starting pay at \$68,000)

**STEP 3**

- Four-year degree and five (5) or more years relevant experience; or
- Masters degree or equivalent and less than five (5) years relevant experience (with starting pay at \$71,000)

**STEP 4**

- PhD and less than five (5) years relevant experience; or
- Masters degree or equivalent and five (5) to nine (9) years relevant experience (with starting pay at \$74,000)

**STEP 5**

- PhD and less than five (5) years relevant experience; or
- Masters degree or equivalent with ten (10) to fifteen (15) years of relevant experience (with starting pay at \$77,000)

**STEP 6**

- PhD and more than five (5) years of relevant experience or Masters degree and fifteen (15) or more years of relevant experience (with starting pay at \$80,000)

Management will discuss the step placement with employees at the time of hire, but Management's decision will be final and not subject to the grievance procedure.

### **Section 3. Senior Employees**

20.3.1 Management may designate an employee as "Senior" after the employee completes five years of employment and/or has demonstrated a high proficiency for completing complex assignments with high accuracy and efficiency and/or an ability to complete complex projects involving two or more employees. Bargaining unit members may request consideration for a

“Senior” title and associated pay increase beginning at 4.5 years of continuous service at Good Jobs First.

Should Management reject a unit member’s request for Senior consideration, written documentation to that effect shall be provided to the member, and a firm set of performance goals for that member to achieve “Senior” designation must be developed and shared with the member.

#### **Section 4. Part-Time Employees**

20.4.1 Part-time employees whose positions fall within the classifications described in Article 1 are subject to all terms of this Agreement. Their wages and benefits shall be computed on a pro-rata basis in proportion to time worked.

#### **Section 5. Temporary Employees and Contractors**

20.5.1 Persons may be hired temporarily to do work done by employees on vacation or on paid or unpaid leave, and such individuals are not subject to the terms of this Agreement. Determination of their wages and benefits shall be made at the sole discretion of the Employer. The Employer has the sole discretion to hire contractors for any duration of time as needed to conduct its business operations.

#### **Section 6. Pay Increases**

20.6.1 Longevity increase: Each employee with five (5) years or more of continuous employment shall receive a longevity increase of \$1,000 added to their annual pay on their hiring anniversary. This longevity increase shall be applied every fifth year of additional employment.

Employees who currently qualify for a Longevity increase shall receive a one-time increase of \$1,000 added to the pay scale outlined in Appendix 1 and shall be considered to have this increase satisfied for all years of service prior to ratification of this contract. Employees who have satisfied the longevity period prior to ratification shall have their five year period start again upon ratification.

20.6.2 Senior premium: Employees who have been designated Senior in their job title shall receive an increase of 5% or more of their annual pay at the time they are designated a “Senior.” This premium shall be provided in addition to the annual cost of living increase.

- 20.6.3 Cost of living increase: Employees shall receive an annual cost of living increase of no less than 4% on April 1 of each calendar year, beginning with April 1, 2026.
- 20.6.4 Ratification Bonuses: The Employer agrees to pay a one-time ratification bonus of \$1,000 in the first full pay period following ratification.
- 20.6.5 Other Bonuses: At GJF's discretion, GJF may award bonus pay, for example if an employee has been temporarily taking on additional duties beyond the scope of the employee's job description for an extended period of time.

The Employer may exercise its discretion to grant promotions and/or salary increases to qualified unit employees.

## **Section 7. General Wage Provisions**

- 20.6.1 The Employer will pay all salaries or wages bi-weekly. At the employee's option and where the arrangement can be made with the employee's financial institution, the Employer will provide for a direct deposit of the employee's pay checks.

## **ARTICLE 21: PAID TIME OFF**

Authorized leave under this Article shall not constitute a break in continuity of service and shall be considered as service time for all rights under this Agreement, except as noted in this Article.

### **Section 1. Vacation**

- 21.1.1 Earned time: All regular full-time employees will be eligible for ten (10) workdays of vacation after completing their probationary period with GJF. In the second year, all regular or full-time employees shall receive fifteen (15) days of vacation, and in the third and subsequent years, twenty (20) days.
- 21.1.2 Carryover: Vacation may be carried over from year to year for two (2) consecutive years only, up to a rollover maximum of 40 days, and is then forfeited. Accumulated vacation pay shall be paid upon termination of employment, up to the rollover cap. Vacation days and pay shall be accrued based on months of service.

- 21.1.3 Unused vacation time: Employees may transfer any portion of their earned vacation time to another employee. Any vacation days that are transferred under this provision shall be based on days, rather than dollars.

## **Section 2. Personal Days**

- 21.2.1 Earned time: Full-time employees and part-time employees who are regularly scheduled to work at least twenty (20) hours per week, on the payroll as of January 1 of any year will receive two (2) paid personal days for that year. The dates on which these personal days are taken must be mutually agreed upon between the employee and their manager.
- 21.2.2 Carryover and unused time: Unused personal days may not be carried over to the following calendar year.

## **Section 3. Sick and Safe Leave**

- 21.3.1 Earned time: Full-time employees, after their probationary period, shall accumulate one day every two months for paid sick leave. Sick leave applies to the illness of the employee and close family or persons significant to the employee. At the discretion of the Executive Director, an employee may be requested to provide a statement from a physician upon return to work from an illness. The Employer follows the D.C. Sick and Safe Leave laws, and sick and safe leave may be taken for any purpose identified in the D.C. law.
- 21.3.2 Carryover: Up to 2 weeks of sick leave may be carried over from year to year.
- 21.3.3 Unused time: Employees will not receive compensation for accrued, unused sick leave upon termination of employment. Employees may choose to donate or transfer any portion of their accrued, unused sick leave days to another employee.

## **Section 4. Holidays**

- 21.4.1 The following holidays will be official GJF holidays, and the office will be closed:
- New Year's Day
  - Martin Luther King's Birthday

- President's Day
- Memorial Day
- Juneteenth National Independence Day
- Fourth of July
- Labor Day
- Friday before Labor Day
- Veterans Day
- Wednesday before Thanksgiving Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Eve if it falls on a workday
- Christmas Day

Should a GJF-designated holiday fall on a weekend, the holiday will be observed on the workday closest to the holiday. Each employee may choose to substitute up to three days appropriate to his/her beliefs as holidays in place of any of the official GJF holidays.

21.4.2 Winter break: Employees shall receive off the week between Christmas Day and New Year's Day.

21.4.3 July break: Employees shall receive off the week that spans the Fourth of July. Should July 4th fall on a Saturday, employees shall receive the preceding week off. Should July 4<sup>th</sup> fall on a Sunday, employees will receive the following week off.

## **Section 5. Bereavement Leave**

21.5.1 Earned time: In the event of the death of an employee's immediate family member or the loss of a pregnancy by the employee or partner, the employee will be permitted bereavement leave of up to three (3) work days off with pay, though employees may return sooner if they so choose.

21.5.2 Eligibility: For purposes of this Article, "immediate family" shall be defined consistent with the terms of the Employer's policy applicable to all other employees in effect at the time, but in all situations shall include parents, children, siblings, spouse, declared domestic partner, mother in law, father in law, daughter in law, son in law, grandparents, grandchildren, guardians, stepparents, stepchildren, stepbrothers, stepsisters, brothers in law, sisters in law, foster parents, foster children, and relatives residing in the employee's household.

21.5.3 Additional time: The Employer may consider additional leave or providing leave for individuals beyond the scope of this Article, at the Employer's sole discretion. Any such decision shall not be subject to the grievance and arbitration provisions of this Agreement.

21.5.4 In addition to the above, sick leave may be applied to bereavement of close family or persons significant to the employee.

## **Section 6. Jury Duty**

21.6.1 Leave with full pay shall be granted for jury service for those days on duty. Leave with full pay for being a subpoenaed witness in a state or federal court or agency case or hearing shall be granted for time the witness testified or was required to prepare for such testimony.

## **Section 7. Voting Time**

21.7.1 Any eligible employee shall receive up to two (2) hours off with pay to enable them to vote on Election Day.

## **Section 8. Leave for United States Service**

21.8.1 Employees inducted into the Armed Services of the United States or recalled to active duty with the Armed Services shall accumulate seniority and retain all other rights under this agreement while in such service. On return from such service, bargaining unit employees are entitled to claim their original job, or, if that job no longer exists, a comparable job with a salary no less than what they would have received had their service with GJF been continuous, provided that they apply for reinstatement within 90 days after release from the Armed Services.

Employees on United States Service leave shall not accrue vacation or sick leave. At the Employer's discretion, the Employer may require documentation of such service.

## **Section 9. Parental Leave**

21.9.1 Earned time: The Employer will offer full- and part-time bargaining unit employees who have completed their probationary period up to sixteen (16) weeks of paid parental leave for the birth, adoption, or placement of a child, or to bond with a new child.

- 21.9.2 Partial Parental Leave: Employees qualifying for Paid Parental Leave shall receive an additional four (4) weeks of pay at half-time for half-time work to be used either prior to birth, adoption, or placement of a child or at the termination of the paid parental leave period.
- 21.9.3 Use of time: Parental leave can be used intermittently and must be completed within twenty-four (24) months of the birth or placement date of the adopted or foster child. On mutual agreement of the employee and employer, paid parental leave may be used to allow a part-time schedule for a portion or all of the entitled weeks.
- 21.9.4 Use of time for Partial Parental Leave: The additional four (4) weeks of partial leave must be used for no less than half-time work (for example, an employee who typically works 8 hours per day and 40 hours per week must work at least 4 hours per day and 20 hours per week for the duration of the extended partial leave time). On mutual agreement between the employee and their supervisor, Partial Parental Leave may be taken in part before and after the Paid Parental Leave period (for example, one week of Partial Parental Leave before birth and the remainder at the end of the Paid Parental Leave period).
- 21.9.5 Accrued vacation time and/or unpaid D.C. Family and Medical Leave time may be used to extend parental leave for up to twelve (12) weeks beyond the sixteen (16) week entitlement.
- 21.9.6 Unused time: Any unused paid parental leave for the foregoing reasons will be forfeited at the end of the twenty-four (24) month timeframe.
- 21.9.7 Employees who are using full-time or part-time paid Parental Leave will continue to receive Employer-paid health insurance benefits.

## **Section 10. Family and Medical Leave (FMLA)**

The Employer will grant periods of unpaid leave to eligible employees who request time off for family or medical reasons, in accordance with the D.C. Family Medical Leave Act (FMLA) and applicable state law. The Employer agrees to abide by the terms of the D.C. Family Medical Leave Act regardless of current or future obligation per D.C. law.

- 21.10.1 Eligibility: Bargaining unit employees who have completed their probationary period shall be considered eligible to use family and medical

leave under the provisions of this Section. Unpaid D.C. FMLA leave may be used to care for one's self or a close family member with a serious health condition as defined herein.

21.10.2 Definition: A serious health condition is defined as (i) an illness, injury, impairment, or physical or mental condition that involves in-patient care in a hospital, hospice, or residential medical care facility and related periods of incapacity or (ii) continuing treatment by a health care provider.

21.10.3 Use: The length of unpaid D.C. FMLA leave shall be up to a total of sixteen (16) weeks in a twenty-four (24) month period. Employees may elect to use other paid time off to which they are entitled pursuant to this Article prior to engaging unpaid FMLA leave. Extension: On request of the employee and at the Employer's sole discretion, unpaid FMLA leave may be extended beyond sixteen (16) weeks in the twenty-four (24) month period. Any such decision shall not be subject to the grievance and arbitration provisions of this Agreement.

21.10.4 Benefits received while on unpaid D.C. FMLA leave: An employee who is on unpaid leave is not eligible to accrue PTO, vacation, or sick leave. Employees who are on unpaid FMLA leave shall not receive Employer-paid health insurance benefits, but they may reimburse the Employer for their health insurance coverage to remain on the Employer plan.

21.10.5 An employee absent from work due to a qualifying work injury or their own serious, unexpected health condition may receive benefits under workers' compensation, provided the employee qualifies for those benefits.

21.10.6 Employees must use any accrued paid time off (PTO or vacation and personal days) to cover any unpaid leave under this policy.

21.10.7 All paid leave, including workers' compensation, parental leave, and use of PTO or vacation and personal days, runs concurrently with an employee's entitlement to unpaid leave under this policy.

## **Section 11. Sabbatical**

21.11.1 After five (5) years of full-time paid employment at Good Jobs First and every five (5) years thereafter, employees have the opportunity to request a paid sabbatical of up to six (6) weeks, covered by Good Jobs First. Sabbatical leave is contingent upon the approval of their supervisor and the

Executive Director. If an employee wishes to make use of this policy, they should request this leave with at least six (6) months' notice. In general, Good Jobs First will not approve more than one (1) person on sabbatical at a time, although exceptions may be granted at the discretion of the employee's supervisor and the Executive Director.

Employees returning from sabbatical leave are expected to remain on staff for at least a year after their sabbatical.

- 21.11.2 Sabbatical may not occur unless there has been at least a six (6) month period prior to or after parental leave, FMLA leave, or other extended leave.

Vacation days may not be added before or after the sabbatical to extend time away. There should be a minimum buffer of four (4) working weeks between sabbatical and vacation leave.

- 21.11.3 Under this provision, current unit employees shall be entitled to only one sabbatical period for their employment to date, provided their employment as of the date of contract ratification has exceeded five (5) years. An employee's entitlement to sabbatical resets after they return to work from the sabbatical.

## **Section 12. Guild Leave**

- 21.12.1 Leave for union business: In the event an employee is elected or appointed to any office or position in The News Guild or Communications Workers of America or another labor position (for instance, AFL-CIO), this shall be considered good and sufficient cause for an unpaid leave of absence to conduct business related to their office or position.

- 21.12.2 Leave for government business: An employee who is elected or appointed to any other labor position or a government position may be granted an unpaid leave of absence by the Employer to conduct business related to their position.

- 21.12.3 Benefits accrual during Guild leave: Employees on Guild leave shall not accrue any benefits from GJF, including health care, retirement contributions, vacation or sick leave or any other fringe benefits.

## **Section 13. Other Personal Leaves**

21.13.1 Personal leaves without pay for limited periods may be granted if employees need to be absent from work for longer than standard leave policies allow. A personal leave may be taken for up to 30 calendar days, provided that:

- The employee has been employed in a benefits-eligible position for at least 12 months;
- The absence will not interfere with the Employer's operations;
- The employee's supervisor and the Executive Director have granted approval.

All such requests must be made in writing, in advance, and approved by the Employer. Denial of any such requests shall not be subject to the grievance procedure.

## **ARTICLE 22: EMPLOYEE BENEFITS**

The Guild provides certain benefits to its members free of charge. Bargaining unit employees will make every effort to exhaust any Guild-sponsored benefits in order to reduce overall costs of the benefits included in this Article.

### **Section 1. Health Insurance Plans**

22.1.1 GJF shall provide and cover 100% of the premiums for a Paid Provider Organization healthcare policy to each employee, effective upon hiring, and to his or her immediate family members as needed. Employees working less than 40 hours a week will be offered the same coverage, with GJF paying a share of the premium prorated to the employee's work time, with the employee to pay the balance.

22.1.2 If health insurance costs increase by more than 9%, Management and the Union agree to reopen this provision, and meet and discuss alternative coverage options and possible cost-sharing alternatives.

22.1.3 Employer-provided health insurance shall include comprehensive vision and dental benefits as well as medical benefits.

## **Section 2. Retirement Benefit**

- 22.2.1 Employees shall receive a retirement benefit paid into a tax-deferred retirement account equal to at least eight percent (8%) of salary, paid quarterly. This percentage may be increased at the Employer's discretion.
- 22.2.2 If permitted by law, at the employee's request, the Employer may pay any offered bonus(es) into the employee's tax-deferred retirement account in lieu of receiving the bonus(es) in cash.

## **Section 3. Work-Related Travel Expenses**

Employees shall be entitled to all proper and reasonable expenses incurred in the course of their duties as authorized and approved in advance by the Employer. The employee shall use the lowest cost, most reasonable form of transportation.

- 22.3.1 The Employer will reimburse employees for such approved expenses within ten (10) business days of the date the employee's reimbursement is properly submitted in accordance with the Employer's policies and practices.
- 22.3.2 Per diem pay: Employees travelling on official business for the Employer shall be provided meals and incidentals per diem equal to the current rate for the travel destination city set by the U.S. General Services Administration. An employee may request such funds in advance. Should an employee be away for less than one full day, the per diem maximum will be pro-rated to the relevant meal. However, meals provided at conferences will not be eligible for the per diem. Meals and incidentals do not require receipts if they are covered by the per diem.
- 22.3.3 As set forth in Article 19, Section 2.3, the Employer will provide an annual reimbursement for care-related expenses incurred in regard to mandatory travel, up to \$500 per year.
- 22.3.4 Employees will be compensated for the use of a personal automobile in the service of the Employer, as approved by the Employer, at the standard mileage rate issued by the Internal Revenue Service (IRS), plus parking and toll charges. The IRS mileage rate includes any changes, increases, or decreases, issued by the IRS during the term of this Agreement. Transportation costs, including parking, to a work-related event and/or while traveling for work will be reimbursed at actual cost.

## **Section 4. Non-Travel Work Expenses**

Work equipment that the Employer deems necessary shall be provided to employees at the Employer's expense. Efforts shall be made by the Employer to pay directly for required work equipment. When this is not possible, the Employer shall reimburse the employee for these reasonable and pre-approved expenses without unreasonable delay.

- 22.4.1 Remote Work Stipend: Employees will receive a monthly stipend of \$50 towards their home internet expenses, use of personal cell phones, and other expenses associated with working remotely.

## **Section 5. Professional Development Fund**

- 22.5.1 GJF shall make available each calendar year for each full-time bargaining unit employee funding of up to \$1,500 to pay for professional development coursework, seminars and/or conference attendance (hereafter, Professional Development Opportunity). The Fund may be used by any employee who has completed their probationary period.
- 22.5.2 Eligibility: To qualify for coverage by the Fund, the Professional Development Opportunity's content must be relevant to the staff person's job description at GJF. Employees intending to use this benefit shall submit a request to their direct supervisor. The Executive Director and/or the employee's supervisor shall determine if the Professional Development Opportunity is relevant and appropriate for the employee's job. In such a case, the request will not be unreasonably delayed or denied.
- 22.5.3 Time spent traveling and in attendance at the Professional Development Opportunity shall be considered work time pursuant to this Agreement. The Fund shall be used to cover travel and related expenses.
- 22.5.4 If travel is necessary to attend a Professional Development Opportunity, such travel shall be considered exempt from the expectations outlined in Article 19, Section 2.3.
- 22.5.5 Unused benefit: If a staff person does not use her or his Professional Development Fund benefit in a given calendar year, it shall expire and GJF will carry no Professional Development Fund liabilities on its balance sheet into the following calendar year.

## **Section 6. Life and Accidental Death and Dismemberment Insurance**

- 22.6.1 The Employer will provide comprehensive Term Life insurance and Accidental Death and Dismemberment Insurance for all benefits-eligible employees valued at no less than \$15,000.
- 22.6.2 The Employer will agree to review the current Term Life and Accidental Death and Dismemberment Insurance policy during the next upcoming enrollment period, and will meet with the Guild to discuss plans that provide higher value benefits.

## **ARTICLE 23: REDUCTION AND SEVERANCE**

Pursuant to Article 7 (Discipline and Discharge), the Employer will not discharge any employee except for just cause.

### **Section 1. Employee Termination**

- 23.1.1 If arbitration is required to determine whether there was just cause for discharge, the Guild and the Employer shall follow the procedure outlined in Article 13 (Arbitration) of this Agreement.
- 23.1.2 The Employer will give the Guild notice of employee terminations.
- 23.1.3 Notwithstanding any other provision to the contrary, during the employee's probationary period, the employee may be dismissed immediately. The Employer's decision regarding the dismissal of an employee during their probationary period shall be final and not subject to the grievance and arbitration provisions of this Agreement.

### **Section 2. Reduction in Force**

- 23.2.1 Notice: The Employer must give the Guild a written notice, at least thirty (30) calendar days in advance, if practicable, but not less than fifteen (15) calendar days, of its intention to transfer longer seniority employees to lower pay positions in an attempt to avoid layoffs or its intention to lay off employees, and shall, during the period before the transfer or layoff becomes effective, meet and discuss with the Guild the effects of the proposed transfer or layoff.

- 23.2.2 The Employer shall make every reasonable effort to retain employees. The Employer shall attempt to transfer employees with longer seniority to a position which the employee previously held where, in the reasonable judgment of the Employer, the employee can perform as required. Such a transfer may result in a reduction in pay.
- 23.2.3 The Employer shall attempt to fill any vacant positions with employees who have been displaced within the preceding six (6) months, provided they are qualified for the position.
- 23.2.4 In the event that the Employer determines to lay off employees, the Employer will consider conducting layoffs in the order of reverse seniority. Substitute resignations by longer-term employees in the affected area may be approved by the Employer in lieu of employees otherwise slated for layoff and substitute employees who are approved for voluntary resignation 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. Primary factors to be considered shall be length of service, performance, qualifications, and skills and abilities.
- 23.2.5 Before the Employer lays off any employee it shall first offer a Voluntary Separation Package (VSP) with Separation Benefit as set forth in Section 3 of this Article.

### **Section 3. Severance Pay**

- 23.3.1 Employees shall be eligible for severance from the Employer only in the event of an involuntary layoff or termination without cause. If an employee is discharged for cause or involuntarily resigns, they are not eligible to receive severance pay.
- 23.3.2 Pay: Eligible employees shall be entitled to receive severance pay from the Employer, in the amount of one (1) week of their regular rate of pay at termination for every one (1) year of service, up to a maximum of twenty (20) weeks.
- 23.3.3 For employees with less than five years of service, the Employer shall pay one month of the cash equivalent of their COBRA premium costs (if the employee currently has health care benefits with the Employer). For employees with more than five years of service, the Employer shall pay

two months of the cash equivalent of their COBRA premium (if the employee currently has health care benefits with the Employer) costs.

## **ARTICLE 24: DURATION**

### **Section 1. Duration**

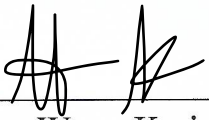
24.1.1 This Agreement shall commence on ratification (May 15, 2026) and expire on the same date four years after ratification (May 15, 2030).

### **Section 2. Renewal**

24.2.1 The Employer or the Guild may initiate negotiations for a new Agreement by notifying the other Party in writing at least ninety (90) days before expiration of this Agreement. In the event such notice is not given by either Party, this Agreement shall continue in effect until ninety (90) days written notice of termination is given by either Party. Upon giving of such notice, the Parties shall enter into negotiations as soon as possible.

Agreed to on this day, May 15, 2026.

**For The Guild**

  
\_\_\_\_\_  
Kristan Wong Karinen  
Bargaining Committee

*Siobhan Standaert*  
\_\_\_\_\_  
Siobhan Standaert  
Bargaining Committee

  
\_\_\_\_\_  
Anthony Elmo  
Bargaining Committee

*Bill Ross*  
\_\_\_\_\_  
Bill Ross  
TNG-CWA Local 38010

**For Good Jobs First**

*Allan Freyer*  
\_\_\_\_\_  
Allan Freyer  
Executive Director

## Appendix 1

|        | <b>Starting salaries for new hires as of ratification date</b>                                                                                                                        | <b>Year 1 for current staff with 4% COLA retroactive to 4/1/26</b> | <b>Year 2 (with 4% COLA, effective 4/1/27)</b> | <b>Year 3 (with 4% COLA effective 4/1/28)</b>    | <b>Year 4 (with 4% COLA effective 4/1/29)</b> |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|------------------------------------------------|--------------------------------------------------|-----------------------------------------------|
| Step 1 | Four-year degree and less than two (2) years relevant experience (with starting pay at \$65,000)                                                                                      |                                                                    |                                                |                                                  |                                               |
| Step 2 | Four-year degree and less than five (5) years relevant experience<br><br>Masters degree; or equivalent and less than two (2) years experience (with starting pay at \$68,000)         |                                                                    |                                                |                                                  |                                               |
| Step 3 | Four-year degree and five (5) or more years relevant experience<br><br>Masters degree; or equivalent and less than five (5) years relevant experience (with starting pay at \$71,000) |                                                                    |                                                |                                                  |                                               |
| Step 4 | PhD and less than five (5) years relevant experience<br><br>Masters degree; or equivalent and five                                                                                    | Siobhan Standaert:<br><br>salary would increase from \$70,614 to   | Siobhan Standaert:<br><br>\$80,038             | Siobhan Standaert:<br><br>\$84,240 (with \$1,000 | Siobhan Standaert:<br><br>\$87,610            |

|        | <b>Starting salaries for new hires as of ratification date</b>                                                                                                                      | <b>Year 1 for current staff with 4% COLA retroactive to 4/1/26</b>                                                      | <b>Year 2 (with 4% COLA, effective 4/1/27)</b> | <b>Year 3 (with 4% COLA effective 4/1/28)</b>    | <b>Year 4 (with 4% COLA effective 4/1/29)</b>                  |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|--------------------------------------------------|----------------------------------------------------------------|
|        | (5) to nine (9) years relevant experience (with starting pay at \$74,000)                                                                                                           | 74,000+4% COLA = \$76,960<br><br>Kristan Wong Karinen - salary would increase from \$68,604 to \$74,000 + 4% = \$76,960 | Kristan Wong Karinen: \$80,038                 | longevity)<br><br>Kristan Wong Karinen: \$83,240 | Kristan Wong Karinen: \$87,570<br><br>(with \$1,000 longevity) |
| Step 5 | PhD and less than five (5) years relevant experience, or<br><br>Masters degree or equivalent and ten (10) to fifteen (15) years relevant experience (with starting pay at \$77,000) | Anthony Elmo- would increase from \$72,000 to \$77,000 + 4% = \$80,080                                                  | Anthony Elmo: \$83,283                         | Anthony Elmo: \$86,615                           | Anthony Elmo: \$90,079                                         |
| Step 6 | PhD and five (5) or more years relevant experience or<br><br>Masters and fifteen (15) or more years of relevant experience (with starting pay at \$80,000)                          | Kasia Tarczynska - would increase from \$89,116 plus \$1,000 longevity = \$90,116 + 4% = \$93,721                       | Kasia Tarczynska: \$97,469                     | Kasia Tarczynska : \$101,368                     | Kasia Tarczynska : \$105,423                                   |