COLLECTIVE BARGAINING AGREEMENT

BETWEEN

NEW YORK NEW JERSEY REGIONAL JOINT BOARD, WORKERS UNITED

AND

NEWSGUILD OF GREATER PHILADELPHIA LOCAL 10/CWA LOCAL 38010

JANUARY 6, 2026

to

JANUARY 6, 2029

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AGREEMENT

This Agreement made and entered into by and between the NEW YORK NEW JERSEY REGIONAL JOINT BOARD, WORKERS UNITED ("NYNJRJB") and the NEWSGUILD OF GREATER PHILADELPHIA LOCAL 10/CWA LOCAL 38010 ("GUILD') takes effect as of January 6, 2026.

This Agreement by NYNJRJB and the application of all its terms and conditions now covered by the bargaining unit as defined herein, shall be binding on its successor in the event of any merger or consolidation by NYNJRJB with another labor organization, or upon any labor organization which seeks to merge, consolidate or affiliate with NYNJRJB.

ARTICLE I: UNION RECOGNITION

1.1 NYNJRJB agrees to recognize the Guild as the exclusive collective bargaining agent with respect to wages, hours and other terms and conditions of employment for organizers and researchers employed on the NYNJRJB's payroll. The term "Employee(s)" as used herein refers only to employees within the bargaining unit.

1.2 NYNJRJB agrees to recognize the Guild as the collective bargaining agent for any appropriate bargaining unit employed on the NYNJRJB payroll, if the Guild demonstrates that a majority of employees in that unit have authorized the Guild to be their collective bargaining agent.

ARTICLE 2: UNION SECURITY

2.1 To the extent permitted by law:

2.1.1 All present non-probationary employees shall become members of the Guild and shall maintain their membership as a condition of employment thirty (30) days after the execution or effective date of this Agreement, whichever is later.

2.1.2 All present and future probationary employees shall join the Guild not later than thirty (30) days after their first date of employment or the execution or effective date of this Agreement, whichever is later, and shall maintain their membership in the Guild as a condition of employment.

2.2 NYNJRJB agrees to deduct dues and initiation fees from the wages of each of its employees who has lawfully authorized and directed the NYNJRJB in writing to check-off their Guild dues and initiation fees. NYNJRJB shall remit the monies deducted to the Guild monthly.

ARTICLE 3: PROBATIONARY EMPLOYEES

3.1 All employees shall have a probationary period of six (6) months from date of hire. A probationary period may be extended by mutual agreement of the NYNJRJB and the Guild for up to an additional three (3) months.

NYNJRJB discipline or discharge of probationary employees shall not be subject to the arbitration provisions of this Agreement. All other terms and conditions of employment, except as expressly provided otherwise, shall apply to employees during their probationary period.

3.2 NYNJRJB shall perform a written evaluation by no later than the fourth (4th) month of an employee's probationary period. NYNJRJB shall notify the Guild in writing in the event that the performance evaluation calls into question the likelihood that the probationary employee will become a permanent employee and shall provide a copy of the evaluation to the Guild upon the consent of the employee.

3.3 The Guild shall be entitled to a reasonable period of time, on paid time, to meet with a probationary employee to conduct an orientation session with that employee.

ARTICLE 4: JOB CLASSIFICATIONS

4.1 NYNJRJB shall provide the Guild with job descriptions for each job title identified in Appendix A and a list of all employees assigned to each title. Each classification or title shall be assigned a level with a minimum starting salary and base salary. No employee's salary shall be reduced as the result of an assignment to a classification.

4.1.1 Each job title will be described in terms of skills and responsibilities. The actual duties of each job may vary according to the NYNJRJB's operational needs. All employees are required to perform a variety of tasks, and the assignment of employees shall remain solely within the control of the NYNJRJB. Employees must perform at the skill level described by their job title.

4.1.2 Employees shall receive a formal written evaluation from their supervisor each year. The main purpose of formal evaluations will be to identify employee strengths and weaknesses in order to help employees improve their job skills and performance and to encourage career development. In every case, employees will have the opportunity to review formal evaluations and respond in writing. Such responses will be attached to the evaluations in the employee's personnel file. Failure to grieve a negative performance evaluation will not constitute a waiver of the Union's right, in a subsequent grievance over discipline, to contest the findings contained therein.

4.1.3 In the event that a written performance evaluation places a member's continued employment with NYNJRJB in jeopardy, then NYNJRJB will notify the Guild of such circumstances within five (5) days following the evaluation. NYNJRJB shall provide the Guild with a copy of the evaluation upon the consent of the employee.

4.1.4 It is the policy of NYNJRJB to provide programs for the training and career development of its employees in the various skills, knowledge and abilities which will best qualify them for performance of their official duties as NYNJRJB employees and enhance their promotional opportunities. This shall include in-house training programs or upward mobility programs considered job-related. The basic objectives of this policy are to build and retain a permanent work force of efficient employees who are well qualified to maintain a high level of proficiency and to raise their own potential for advancement and to obtain improved job security. In line with the above policy, self-education, self-improvement, and self-training are encouraged and will be a factor in consideration of any promotion.

4.1.5 To the extent that seminars and/or programs are not available through the NYNJRJB, NYNJRJB shall reimburse an employee for the reasonable costs associated with the employee's attendance or participation in continuing education and/or training related to the employee's duties and responsibilities, subject to prior approval of the employer which shall not be unreasonably withheld.

4.2 There will be a six (6) month trial period for a promotion to a higher level or for a transfer to a position which does not constitute a promotion and for which the job requirements are substantially different. The trial period may be extended by mutual agreement of NYNJRJB and the Guild. The trial period will be reduced to three (3) months for a promotion within the same department in substantially related work. At any time during the trial period, the employee may be returned, or elect to return, to the former lesser job title. There will be no trial period for an employee returning to a position for which he/she previously successfully completed a trial period.

4.3 A joint reclassification committee shall be appointed to hear appeals from employees who feel they are improperly classified. Such committee shall be composed of one (1) representative of NYNJRJB, one (1) representative of the Guild and one outside member to be mutually agreed and shall confer and decide, within ninety (90) days from the date the appeal was filed, via conference call or other means. The committee shall review and decide upon the individual bargaining unit employee's petitions for reclassification and/or upgrade. Decisions of the committee shall not be subject to arbitration.

4.4 Should NYNJRJB establish any new non-supervisory, non-confidential job title within the bargaining unit during the term of this Agreement, NYNJRJB shall bargain with the Guild over the level to which the title is assigned.

ARTICLE 5: ASSIGNMENTS

5.1 The work and location assignments of all employees shall be within the discretion of NYNJRJB. Among the factors to be considered in the making of assignments shall be the home of the employees and the seniority of the employees. It is understood that the NYNJRJB will not have

arbitrary or capricious assignments nor create undue hardship.

5.1.1 An employee assigned or loaned to a NYNJRJB or Affiliate organizing campaign outside of the New York City Metropolitan Area, shall be subject to the overnight per diem, time off, and return home language provisions of the collective bargaining agreement between the NYNJRJB and the Guild.

5.1.2 An employee may not be assigned or loaned to a Workers United International organizing campaign for more than forty-five (45) consecutive days, or for more than a total of ninety (90) days within a six (6) month period without the mutual agreement of the organizer and organizing director.

ARTICLE 6: WAGES AND WAGE INCREASES

6.1. Employees will have a base salary of $70,000 with the following increases:

1/5/2026 Three percent (3%)

1/5/2027 Three percent (3%)

1/5/2028 Three percent (3%)

6.2. All employees shall have the opportunity for direct deposit of payroll.

ARTICLE 7: HEALTH AND PENSION BENEFIT

7.1 NYNJRJB shall provide hospital and medical insurance, prescription drug coverage, optical coverage and dental insurance through the Staff Plan of the Amalgamated National Health Fund to all employees on the first of the month following the first month of employment at the level of benefits set forth in a summary plan description to be provided. All benefits will be provided in accordance with the rules, terms and levels of the Amalgamated National Health

Fund and their successors. Should the trustees of the fund change benefits, such changes shall be made accordingly.

7.1.1 The NYNJRJB shall provide a supplemental optical benefit to all employees of one hundred and seventy-five dollars ($175.00) once every two years. Coverage is extended to include eligible dependents, spouses and domestic partners.

7.2 All Researchers and Organizers shall be provided with Life Insurance equal to three (3) times their annual base salary through the Staff Plan of the Amalgamated National Health Fund. Retiree Life Insurance is capped at five thousand dollars ($5000.00) for all employees who have retiree life insurance coverage.

7.3 NYNJRJB will provide one (1) paid day off during the term of this agreement to attend a financial planning seminar.

7.4 Pension benefits shall be provided through the Consolidated Retirement Fund ("CRF"). All benefits will be provided in accordance with rules, terms, and levels of the CRF and their successors. Should the trustees of the fund change benefits, such changes shall be made accordingly.

ARTICLE 8: DISCIPLINE AND DISCHARGE

8.1 No employee shall be discharged or disciplined except for just cause. In the event any discipline beyond verbal warning is meted out, NYNJRJB shall provide a written reason to the employee within five days of the discipline and such notification shall be forwarded to the Guild within two days of its transmittal to the employee. NYNJRJB shall adhere to the principles of progressive discipline.

8.2 All disciplinary entries shall be removed from the employee's personnel file at the end of twelve (12) months following such notation, provided that the employee has not been disciplined during such period. In the event a disciplinary notation is not removed because of subsequent discipline, the twelve-month time limit for removal shall run from the date of the subsequent discipline.

If the New York New Jersey Regional Joint Board feels the infraction is serious enough, it may require that the warning be final and kept on file permanently. It may also determine that the infraction is subject to immediate discharge for cause. A few examples of what is considered a serious infraction include: theft, fraud, harassment and violence.

ARTICLE 9: HOLIDAYS

9.1 Paid Holidays:

9.1.1 Each calendar year, NYNJRJB shall provide to the employees covered by this Agreement, including probationary employees, thirteen (13) paid holidays. These shall include New Year's Day, Martin Luther King's Birthday, Presidents' Day, Good Friday, Memorial Day, Juneteenth, July 4th, Labor Day, Thanksgiving Day, Friday following Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.

9.1.2 A different recognized holiday may be substituted for one of the above identified holidays upon mutual agreement of the parties.

9.1.3 Holidays in the above list which are Federal Holidays will be taken on the day federally observed; otherwise, any holidays falling on a Saturday will be observed the preceding Friday, and holidays falling on a Sunday will be observed the following Monday, unless mutually agreed otherwise among the parties.

9.1.4 Employees may be required to work on a holiday by a Supervisor. Employees who work on a holiday shall be granted equal time off at a time mutually convenient and agreeable to the employee and the employee's department head. Approval will not be arbitrarily withheld.

ARTICLE 10: VACATIONS

Vacation time is accrued by calendar year. Years of service is calculated by the anniversary of the employee's date of hire during the calendar year. Full-time bargaining unit members shall receive vacation according to the following schedule:

Years of Service	**Vacation Policy**
Less than 1 year (hired on or prior to August 31st)	5 days
1-4 years	15 days
5-9 years	20 days
10 years or more	25 days

For example, an employee hired on July 1, 2020 would be entitled to five (5) vacation days through 2020 and then fifteen (15) vacation days/year on January 1, 2021, since July 1, 2021 is the first anniversary of their date of hire. That employee would move to twenty (20) vacation days/year starting January 1, 2025, since July 1, 2025 is the fifth anniversary of their date of hire.

Part-time Plus bargaining members will be entitled to two (2) weeks' vacation pro-rated based on average hours worked effective January 1st following the first full year of employment.

Bargaining unit members may carry over up to five (5) days' vacation time to the following year. To schedule vacation time, bargaining unit members must submit a request to their immediate supervisor. The supervisor shall endeavor to approve it with consideration given to the operational needs of the Employer.

There shall be no payout for unused vacation time except in the case of separation of employment as defined below.

Bargaining unit members whose employment with NYNHRJB is terminated, or any employee who separates their employment for any reason, and who have not taken their accrued paid vacation preceding that termination, area entitled to vacation pay in lieu of vacation. Such bargaining unit members shall be paid their full vacation time for the year in which they separate their employment.

ARTICLE 11: SICK LEAVE FOR FIELD STAFF/PAID TIME OFF

11.1. **Sick Leave for Field Staff.** Effective January 1 of each year, all full-time field staff accrue paid sick days for use of illnesses twelve (12) calendar days or less, according to the following schedule. Sick days shall not carry over into the following calendar year. Sick leave for Part-time Plus field staff shall be pro-rated.

Newly hired employees accrue one (l) paid sick day every six (6) weeks util the January 1st following the date of hire. On the January 1st following the date of hire, bargaining unit members accrue ten (10) paid sick days for that year. Beginning on the second January 1st following the date of hire, all field staff accrue their full twelve (12) days.

Bargaining unit members may take sick days or half sick days for doctor's visits and appointments.

After three (3) days or after frequent short-term absence, the New York-New Jersey Regional Joint Board may require proof of illness from an employee seeking sick leave benefits.

Bargaining unit members may also use sick leave in order to care for family members or dependents with no restrictions, or to deal with non-illness-related emergencies, if approved by the General Manager or Secretary Treasurer.

Bargaining unit members must report in writing (via email) to the Office Manager and their supervisor when they are taking a sick day, and they must report sick day usage on their expense form, regardless of the purpose of the sick days.

11.2. **Paid Time Off**

a). Full-time Office Staff with more than one (1) year of seniority shall be entitled to eleven (11) PTO days with pay in each calendar year. After the first six (6) months of employment and up to the first year, an employee will be eligible for three (3) PTO days.

b). Part-Time Plus Office Staff with more than one (1) year of seniority shall be entitled to five (5) PTO days with pay in each calendar year. After the first six (6) months of employment and up to the first year, a Part-Time Pls employee will be eligible for three (3) PTO days.

c). Bargaining unit members, subject to the General Manager's approval, may receive PTO in recognition of time worked due to the operational demands of the organization.

d). PTO days may be taken for any reason whatsoever; advance notice may be given whenever possible. PTO may not be carried over to the next calendar year. All accrued but unused days will be compensated after the last payroll of the calendar year.

e). No benefit for unused PTO shall be given upon termination of employment.

ARTICLE 12: LEAVES OF ABSENCE

12.1 **Family Medical Leave**: In recognition of the Family Medical Leave Act, bargaining unit members can take unpaid leave of up to twelve (12) weeks per any 52-week rolling period to care for FMLA-qualified family members (including domestic partners) for medical reasons. The employer will continue current healthcare coverage for up to twelve (12) weeks while a bargaining unit member is on family medical leave.

12.2 **Prenatal Leave:** The Employer will be required to provide twenty (20) hours of paid time off for prenatal care for pregnant employees. The leave must be allowed for physical exams, medical procedures and testing, and discussions with a health provider related to the pregnancy. The leave may be taken in hourly increments and paid at the employee's regular rate of pay or a minimum wage, whichever is greater. The benefit is available once in any 52-week period byt ends if the employee leaves the job.

12.3 **Family Paid Leave**:

1). The Employer shall provide eligible bargaining unit members job-protected, paid family leave to 1). bond with a newly born, adopted, or fostered child; 2). care for a family member with a serious health condition; or 3). assist loved ones when a spouse, domestic partner, child or parent is deployed abroad on active military service.

2). The Joint Board's salary continuation benefit policy is a salary makeup benefit that covers the gap between an employee's regular salary and the insured NYS Paid Family Leave benefits for certain events covered under the NYS Paid Family Leave Policy. For the events outlined below, the salary continuation policy covers the number of weeks that the employee has been approved for under the NYS Paid family Leave Policy (Appendix C).

3). The salary continuation benefit applies to Full-Time bargaining unit members with two or more years of service at the Joint Board. Paid Family Leave benefits for bargaining unit members with less than two years of service fall under the terms of NYS Paid Family Leave. In

order to be eligible for salary continuance, the employee must file for and be approved for NYS Paid Family Leave.

12.4 **Short-Term Disability:**

1). Employees covered by this Agreement shall be entitled to short-term disability insurance coverage for illnesses lasting more than seven (7) days. During such leave, bargaining unit members may be eligible for salary continuation according to the Joint Board's policy (Appendix D).

2). The Joint Board's salary continuation benefit policy is a salary makeup benefit to cover the gap between an employee's regular salary and the insured disability benefits. To be eligible for salary continuation, you must file for and be approved for NYS Disability Insurance. The Joint Board will provide all Full-Time bargaining unit members with salary continuation for extended periods of medically certified illness or injury that are not work related. Benefits will begin on the eighth day; the first seven (7) days are an unpaid waiting period.

3). During the disability leave, bargaining unit members may opt to use any available paid benefit time.

4). The maximum benefit period under the salary continuance policy is thirteen (13) weeks in any rolling twelve (12) month period. All periods of extended, medically certified illness or injury within the rolling 12-month period will be applied toward the thirteen (13) weeks maximum.

12.5 **Military Leave:**

Employees inducted into the armed forces shall be granted leaves as required by law.

12.6 **Compassionate/Bereavement Leave:**

12.6.1 In the event of the death of a member of the immediate family of an employee, absence with full pay for up to five (5) days will be permitted. Use of accrued vacation or personal days for any additional days of bereavement leave beyond the five days will be permitted with supervisor's consent which shall ne be unreasonably withheld.

12.6.2 Immediate family for purposes of this Paragraph 12.6 is defined as parents, parents of spouse or domestic partner, grandparents, grandparents of spouse or domestic partner, spouse, domestic partner, children, children of spouse or domestic partner, brothers, sisters and brothers and sisters or spouse of domestic partner.

12.6.3 In the event of death of a niece, nephew, aunt or uncle absence with pay for three (3) days shall be permitted. Use of accrued vacation or personal days for any additional days of

bereavement leave beyond the three days will be permitted with supervisor's consent, which shall not be unreasonably withheld.

12.6.4 In the event of the death of a relative or close friend of an employee, the NYNJRJB will allow, with due regard for NYNJRJB's operational needs, use of accrued vacation or PTO to attend the funeral with the express consent of the employee's supervisor.

12.7 **Jury Duty:**

When an employee is called for jury duty, he/she will be paid full pay for the time he/she services, provided that proof of jury duty service is satisfactory to NYNJRJB is furnished to NYNJRJB and the money received for service on jury duty is paid over to NYNJRJB.

12.**8 Return from Leave**:

An employee returning from an authorized leave of absence will experience no loss of seniority and shall normally be permitted to return to the same or equivalent position; including entitlement to his or her same pay plus any across-the-board increases given during the first six (6) months of the leave.

12.9 **Notification of Return from Leave of Absence:**

Any employee, who wishes to return from an approved leave of absence earlier than anticipated, shall provide reasonable advance notice to their supervisor of the intended date of return.

12.8 **Leave for Union Activities:**

The Employer agrees to grant the necessary and reasonable time off without discrimination or loss of seniority rights and without pay to any employee designed by the Union to attend the Union's convention or serve in any capacity on official Union business, providing sufficient advance notice is given to the Employer in writing. Leave under this provision shall not exceed five (5) consecutive days. Consideration for approval shall be given to the number of bargaining unit members affected so there shall be no disruption of the Employer's operations.

ARTICLE 13: CONTRACT ADMINISTRATION

13.1 NYNJRJB shall recognize and deal with the appropriate unit representative the Guild may appoint or elect for the purpose of investigating and processing complaints or grievances arising between the parties to this Agreement.

13.2 NYNJRJB shall make available to the Guild any information, record or records whatsoever that are necessary to the Guild's performance of its duties as the collective bargaining agent without undue delay.

13.3 NYNJRJB shall furnish the Guild, within ten (10) working days, written notice of each new hire (including name, home address, telephone number, social security number, date of hire, classification, working address and starting salary), and each termination, layoff, discharge or discipline and the reason, therefore. NYNJRJB shall supply copies to the Executive Director of the Guild and to the appropriate Guild unit representative.

ARTICLE 14: NO DISCRIMINATION

14.1 There shall be no discrimination against any current or prospective employee, or perpetuation of the effects of past discrimination, if any, on the basis of sex, age, race, color, religion, national origin, marital or parental status, sexual orientation, gender identity, gender expression, personal political beliefs or associations, disability as defined by the Americans With Disabilities Act, partnership status, membership in the Union or participation in protected concerted activity.

14.2 The parties are committed to opposing sexual harassment and endorse the Workers United policy against sexual harassment. NYNJRJB and the Guild promote the principal of affirmative action in hiring, employment, training and promotion practices. To that end, the NYNJRJB shall endeavor to hire employees that reflect the make-up of its membership. Management and employees shall treat each other with dignity and respect.

14.3 The use of masculine pronouns shall be deemed to include the feminine and vice versa.

ARTICLE 15: SENIORITY

15.1 Upon the completion of the probationary period specified in Article 3.1, seniority shall be established as of the last date of hire, or in the case of employees transferring directly from the Workers United/Unite Here International payroll or another Workers United/Unite Here affiliate's payroll to the NYNJRJB's payroll, as of the most recent date of hire on the International's or affiliate's payroll, for all purposes except pension service.

15.2 Seniority shall be established by job classification as set forth herein.

15.3 Employees transferred into a bargaining unit represented by the Guild from any other assignment, whether or not represented by the Guild, shall regain their previously accumulated

seniority for all purposes upon completion of six (6) months of service in the new unit. Employees who become part of a "new" bargaining unit as the result of the merger of two or more bargaining units shall retain their seniority and shall not be subject to the six (6) month wait.

15.4 Seniority shall be applied as set forth in Article 15.2 for any application of seniority required by this Agreement, except as specifically modified in Article 16.

15.5 If an employee leaves the bargaining unit in order to take a supervisory position and at a later date returns to the bargaining unit, he/she shall retain all of his/her seniority as accrued as an employee of NYNJRJB. However, any seniority accrued while in supervisory positions cannot be used for purposes of layoff and recall.

ARTICLE 16: LAYOFF, RECALL, AND VACANCIES

16.1 Employees in their probationary period shall be laid off first.

16.2 Among employees who have completed their probationary period, layoff and recall shall be by job classification in accordance with seniority.

16.3 NYNJRJB shall inform the Guild and the affected employee two (2) weeks prior to any layoff and discuss the layoff with the Guild prior to implementing the layoff.

16.4 Should a vacancy occur for which there is no previously qualified, laid off employee, then any employee laid off from the bargaining unit shall be given equal consideration for the vacancy should they apply. The laid off employee has the burden of proving his/her qualifications for work other than that which he/she was performing at the time of his/her layoff unless the employee held the position within the last thirty-six (36) months. NYNJRJB shall provide to the Guild, in writing, the reason for disqualifying a laid off employee for an open position. NYNJRJB may require an employee recalled for work of a kind other than that which he/she was performing at the time of his/her lay off or within 36 months prior thereto, to have a probationary period of up to ninety (90) days (which may be extended an additional ninety (90) days by mutual agreement) in which to qualify. In the event an employee with established seniority is unable to satisfactorily complete the foregoing trial period, such employee may be laid off by NYNJRJB without recourse to arbitration under Article 23 but shall retain recall rights in accordance with seniority and qualifications as provided above in this Article.

16.5 In the event an employee is laid off, such employee shall receive severance pay in the amount of one (1) week of pay for every year of service up to a maximum of seventeen (17) weeks' pay provided, however, that an employee who is discharged for just cause, retires under the staff retirement plan or quits is not entitled to severance pay. Any employee receiving

severance pay shall be deemed terminated. To be eligible for severance, an employee must execute a General Release provided by NYNJRJB.

16.6 Any employee shall be deemed terminated if he/she is laid off for a period of more than twelve (12) months or if he/ she has executed a severance pay agreement. If NYNJRJB should rehire that employee, the following provision would apply. An employee shall be eligible for severance pay only once during their employment with NYNJRJB provided that any employee who, upon rehire reimburses the Employer for the full amount of severance pay received shall have eligibility for severance pay restored.

16.7 NYNJRJB shall continue to provide health insurance to laid off employees for a period of six (6) months following their lay off.

16.8 NYNJRJB shall notify the Guild of each job vacancy for a two (2) week period before filling such vacancy and simultaneously notify any employees on a rehiring list created due to a reduction in force. Such notices shall include a brief description of the job and the classification or grade. Additional details as to job duties, responsibilities, qualifications, and salary, in accordance with past practice, shall be made available to the Guild and upon request to any interested employee. Any such vacancies shall be filled by the most senior employee, if any, making the application, who is fully qualified to perform the job. Employees who are promoted or transferred shall be given a trial period of six (6) months, which may be extended by mutual agreement with the Guild. Any time during the trial period, the employee may be returned, or elect to return, to the former job.

16.9 There shall be no layoff in the organizing department if a vacancy exists or a temporary employee is currently employed.

16.10 Any employee with ten (10) or more years of service that takes a lower paying position in lieu of layoff shall be grandfathered to his/her higher wage.

ARTICLE 17: EXPENSES AND EQUIPMENT

17.1 Necessary expenses incurred by employees while performing assigned duties shall be paid by NYNJRJB. NYNJRJB will provide reasonable advances for pre-approved extraordinary expenses.

17.2 Necessary working equipment shall be supplied to all employees by NYNJRJB. Employees will provide their own cell phone and be reimbursed up to $100 per month toward the actual cost of a staff person's individual coverage.

17.2.1 Each employee who is required to drive as a regular part of their duties shall be reimbursed each January up to $35 for purchase of a cell phone hands-free device upon

submission of a bona fide receipt. Newly hired employees may be reimbursed immediately once during the calendar year of their hiring.

17.3 Per Diem:

17.3.1 Employees whose assignment takes them out of town overnight shall receive a food allowance in accordance with the amount paid by NYNJRJB, per day, including the day of return, in addition to reasonable reimbursement for hotel room and transportation costs. The overnight per diem shall include tips and incidentals, when all meals are provided at a meeting or conference, per diem shall be reduced to $5 a day. The overnight per diem shall be increased to the IRS Meals and Incidental Expenses (M&IE) rate for low-cost areas within thirty (30) days following the publication of the IRS yearly report.

17.4 NYNJRJB will maintain an expense reimbursement system which will provide reimbursement of employee business expenses within ten (10) days of receipt of required expense forms. Employees are required to submit expenses for reimbursement within thirty (30) days of incurring them.

17.5 Automobile log: NYNJRJB shall not require any more automobile mileage documentation than is required, at any particular time, by the Internal Revenue Service rules, regulations and guidelines.

ARTICLE 18: SCHEDULING AND TIME OFF

18.1 While working on NYNJRJB assignments, regularly scheduled work for organizers will be based on a one (1) month calendar schedule.

18.1.1 During the one (1) month, employees will have seven (7) days off total. During a month with nine (9) or more weekend days, employees will have eight (8) days off total. During a month with ten (10) or more weekend days, employees with have nine (9) days off.

18.1.2 No more than five (5) weekend days may be taken total and no more than three (3) days total may be taken together. In months with nine (9) or more weekend days, no more than six (6) weekend days may be taken total.

18.1.3 Leadership and field staff recognize that the success of our campaigns is the heart of our work as a team. Organizing work consists of long and irregular workweeks because member availability often directly determines organizing schedules. These are the maximum number of weekend days off that a member of the organizing staff may take and should not be interpreted as a guarantee of weekend days off. A coaching conversation may result if a pattern emerges of an employee taking regular Saturdays and Sundays off.

18.2 For researchers, the normal workweek is Monday through Friday unless weekend work is required.

18.2.1. When a researcher's schedule requires evening or weekend work on a regular basis, that employee may request a flex-time schedule. Approval shall not be unreasonably denied.

18.2.2. The regular workweek for researchers may be adjusted by mutual agreement

18.2.3. In emergency situations where researchers are asked to work extended hours in order to complete a project or assignment by deadline, the NYNJRJB will provide comp time according to the following schedule:

a. One (1) hour earned for each one (1) hour worked after ten (10) hours in a day or forty-five (45) hours in a week.
b. One half (1/2) day earned for each weekend day worked.

18.2.4. Researchers shall not accrue comp time for excess weekday hours worked while on out-of-town assignments.

18.3 The NYNJRJB will provide transportation to enable employees who are assigned away from home beyond normal driving distance to return home for time off described in 18.1. Employee travel arrangements shall follow NYNJRJB travel policy unless mutually agreed between the employee and the supervisor. The time required to travel will not be included in the time off, but NYNJRJB may provide alternate transportation to reduce the required travel time. On travel days, the time worked plus the time spent traveling must add up to a full day's work.

18.4 Employees will not be required to work more than two (2) consecutive weekends except under extraordinary circumstances. Such extraordinary circumstances are not subject to the grievance/ arbitration procedure. In such extraordinary circumstances, the employee's supervisor will notify the employee of the need to work a third consecutive weekend in writing in advance. Each weekend day on a third consecutive weekend worked as a result of extraordinary circumstances where the employee has been notified in writing, shall be compensated with two (2) compensatory days off. No compensatory days will be given where work on the third consecutive weekend is voluntary. Under no circumstances may a supervisor require an employee to work a fourth consecutive weekend.

18.5 To encourage employees to take comp days as soon as possible, accumulation of comp days shall not exceed ten days.

ARTICLE 19: VOLUNTEER ORGANIZERS, TEMPORARY EMPLOYEES, ORGANIZERS IN TRAINING

19.1 Volunteer Organizers shall not be employed for more than twelve (12) months in any consecutive eighteen (18) month period. By mutual agreement of the Guild and NYNJRJB, the employment of the Volunteer Organizer may be extended beyond the twelve (12) months.

19.2 In the event that NYNJRJB elects to hire a Volunteer Organizer for a permanent position, and the Volunteer Organizer had performed services for NYNJRJB or UNITE HERE for a period of twelve (12) months, then the Volunteer Organizers shall be subject to a probationary period of four (4) months, which will be subject to a two (2) month extension upon mutual consent of the Guild and NYNJRJB.

19.3 No temporary employee or consultant shall replace bargaining unit employees. No temporary employee or consultant shall be utilized to fill bargaining unit positions by NYNJRJB in excess of three (3) months unless agreed to by the parties.

19.4 No intern or apprentice may be utilized by the NYNJRJB in excess of six (6) months unless agreed to by the parties.

19.5 NYNJRJB shall provide the Guild with a list of Volunteer Organizers on a quarterly basis.

ARTICLE 20: AUTOMOBILES

20.1 Employees who are required to travel regularly on NYNJRJB business as determined by the General Manager, may be provided a leased automobile, an automobile allowance or mileage reimbursement at the discretion of the General Manager, pursuant to the NYNJRJB Automobile Policy attached hereto as Appendix B.

20.2 NYNJRJB shall pay to employees who are required to use their own automobiles on NYNJRJB business on a regular basis ("full-time drivers") a weekly car allowance of $155.00 plus reimbursement for parking, tolls and gasoline related to work assignments as documented by receipts.

20.3 Employees who are required to use their personal automobile for NYNJRJB business on an occasional basis ("part-time drivers") shall receive reimbursement for parking, tolls and gasoline related to work assignments as documented by receipts and shall receive the IRS established rate per business mile driven as documented by mileage logs. Weekly mileage logs must be attached to expense reimbursement form. Such rate shall be adjusted annually to reflect the current IRS established rate per mile. NYNJRJB shall not require any more automobile

mileage documentation than is required, at any particular time, by the Internal Revenue Service rules, regulations and guidelines.

20.4 Employees who use their own automobiles either on a regular basis or an occasional basis shall be required to maintain adequate insurance. For full time drivers receiving a weekly car allowance, the coverage must be $500,000.00/$1,000,000.00. For part-time drivers the coverage must be $150,000.00/$300,000.00. A copy of the insurance policy showing the staff person as the insured with the proper limits and a signed copy of the NYNJRJB Auto Insurance Policy and Agreement must be submitted to NYNJRJB.

20.5 All staff must submit a copy of their driver's license and motor vehicle registration to NYNJRJB.

20.6 NYNJRJB will reimburse employees who have a leased car from Workers United or full-time drivers receiving a weekly car allowance up to $10 twice a month for the cost of a car wash documented by a receipt.

ARTICLE 21: HEALTH AND SAFETY

21.1 NYNJRJB shall make reasonable provisions to assure the safety and health of staff during their hours of work.

21.2 A joint Health and Safety Advisory Committee shall be established, for the purpose of periodically reviewing working conditions and ergonomic issues as they relate to or affect employees' health and safety. NYNJRJB shall act upon the recommendations made by the Joint Health and Safety Advisory Committee and shall bear the costs for any training, upgrading, and/ or modifications implemented.

21.3 NYNJRJB shall make reasonable efforts to provide for safety features on leased automobiles provided to employees under the terms of Article 20.1 of this Agreement, as they become commonly available.

21.4 Any employee working on a computer monitor shall be permitted to work away from the computer workstation for fifteen (15) minutes during every four (4) hour period, or more if recommended by the joint Safety and Health Committee and approved by the Department Head.

21.5 Every reasonable effort shall be made to allow pregnant computer monitor operators to transfer to other work upon request without loss of pay, seniority, benefits or rights to return to the position held prior to pregnancy.

21.6 If an organizer is assigned to perform duties which he/she perceives to be dangerous to perform alone, his/her request to be accompanied by an additional person shall not be unreasonably denied.

21.7 Organizers shall be provided with adequate personal protective equipment (e.g. coveralls, gloves) in the event their job duties require them.

21.8 Employees who spend at least four (4) hours daily (or at least twenty (20) hours per week at a computer shall be entitled to receive the same ergonomic training and equipment supplied to researchers at the Workers United International on the recommendation of the joint health and safety committee. Examples include ergonomic mice, chairs, and keyboards.

ARTICLE 22: JOINT COUNCIL

22.1 The parties shall establish a Joint Council to discuss areas of mutual concern. The Joint Council shall consist of one (1) person selected by NYNJRJB and one (1) person selected by the Guild and shall meet at least quarterly. The Committee shall have the authority to establish other committees to work on specific areas of mutual concern.

22.2 Respect and Dignity:
NYNJRJB and the members of the Guild agree to act at all times in such a manner as to treat all employees of the Joint Board with dignity and respect.

ARTICLE 23: GRIEVANCE AND ARBITRATION PROCEDURE

23.1 Step 1: Any dispute concerning the interpretation or application of this Agreement or affecting the relations of employees and NYNJRJB shall be taken up in the first instance in writing between the employee (and the Guild representative, if requested) and his/her supervisor within 14 calendar days of its occurrence or reasonable knowledge of such.

23.2 Step 2: If the dispute is not resolved at Step 1 or within ten (10) days following presentation of the written grievance, the Guild shall have fourteen (14) calendar days after submission of the written grievance, to submit the grievance to the Director of the Department of NYNJRJB. If the immediate supervisor is the Director of the Department, then the grievance may proceed directly to Step 3. The Director or his/her designated representative and the Guil representative shall meet in person or by any other means available and the grievant shall have the right to be present for the meeting. NYNJRJB representative shall provide the Guild and the grievant with a written response to the Step 2 meeting, stating the grounds for the action and the basis for the denial of the grievance, within fourteen (14) calendar days of the conclusion of the meeting.

23.3 Step 3: If the dispute is not settled, it shall then be taken up by the Guild with the Manager of NYNJRJB. The Guild has fourteen (14) calendar days from the receipt of the written response to the Step 2 meeting to refer the grievance to NYNJRJB Manager. The Joint Board Manager and the Guild representative shall meet in person or by any other means available and the grievant shall have the right to be present for the meeting. The Joint Board Manager shall provide the Guild and the grievant with a written response to the Step 3 meeting stating the grounds for the action and the basis for the denial of the grievance, within fourteen (14) days of the conclusion of the meeting. A grievance between the Guild and NYNJRJB concerning an issue that affects a majority of the bargaining unit or a job classification in its entirety may be brought to an immediate third step without resorting to any earlier step.

23.4 Step 4: Any dispute not resolved at the third step may be taken to arbitration. In any event, no matter may be submitted to arbitration beyond twenty-one (21) calendar days after the third step answer has been provided to the Guild unless extended by mutual agreement of the parties. Notwithstanding the above steps of the grievance procedure, grievances shall be handled at the level at which they arose.

23.5 Grievance subject to arbitration shall be submitted to the Federal Mediation and Conciliation Service (“FMCS”) under the rules of that body.

23.6 The arbitrator shall have no power to add to or subtract from this Agreement but shall rule only on interpretation of the existing Agreement. Back pay awards are not limited to wages only and may include expenses and allowances or any other benefit the arbitrator deems necessary to ensure the grievant is made whole.

23.7 The procedures set forth in this Article 23 shall be the sole means of resolving differences, if any, between the parties.

23.8 The fees and expenses of the arbitrator and the cost of the hearing room, if any, shall be shared equally by the parties.

23.9 The food allowance and expenses of employees during participation in grievance and arbitration procedures, contract negotiations, and conferences with NYNJRJB shall be paid by the Guild.

ARTICLE 24: MISCELLANEOUS

24.1 As allowed by law, NYNJRJB shall offer to employees in the New York City area the opportunity to participate in the MTA's Transit-Chek program which allows employees to pay for Metro-Cards and other transit with pre-tax deductions from salary.

24.2 The parties agree that education and training are vital to work quality and efficiency and overall staff morale. NYNJRJB shall make every effort to provide in-house education and training to all employees. NYNJRJB shall reimburse tuition for work-related studies and for course which would facilitate the employees' ability to perform his or her job duties or advance within the NYNJRJB. Such reimbursement will be subject to the NYNJRJB's approval. Request for education and training will be responded to in a timely manner not to exceed two (2) weeks and will not be unreasonably denied.

24.3 The parties agree to share the costs of translating this document. The parties further agree that if this Agreement is translated into a language other than English and if the translated version is different than the English version, the English version will control, unless otherwise prescribed by Applicable Law.

ARTICLE 25: SEVERABILITY

Should any part or provision of this Agreement be invalid for any reason, such invalidation of any part or provision of this Agreement shall not invalidate the remaining portions thereof and they shall remain in full force and effect.

ARTICLE 26: TERM

This Agreement shall be in full force and effect from January 6, 2026 through and including January 6, 2029 and shall run for successive periods of one (1) year thereafter, unless written notice of desire to terminate or modify this Agreement is given by either party to the other by electronic mail during the period between sixty (60) days to ninety (90) days preceding any expiration date, in which event the Agreement shall expire at 11:59 p.m. of the expiration date.

IN WITNESS WHEREOF, the parties hereto executed and signed this Agreement as of:

The NewsGuild of Greater Philadelphia

BY: _____

Judy Luo, Vice Chair, April 29, 2026

Workers United New York New Jersey Regional Joint Board

BY: _____

Clara Wheatley-Schaller, Staff Director, May 4, 2026

APPENDIX A – HEALTH BENEFITS FOR DOMESTIC PARTNERS

Where an employee's Domestic Partner is covered for benefits based on the rules of the Amalgamated National Health Fund or its successors, NYNJRJB will "gross up" the employee's salary to cover the tax cost of the Domestic Partner's health coverage assessed to the employee as income.

APPENDIX B: - AUTOMOBILE POLICY

Staff may be required to have a car based on the needs of their work. Such determination shall be made by the General Manager of the Joint Board and shall not be subject to review.
Staff members who are required to maintain an automobile full-time shall receive a weekly car allowance of $165.00.

Staff members who purchase or lease a new car for work purposes as a result of this policy and who show proof of such, shall be eligible for an advance of car allowance of up to $2000.00. Such advance shall only be available once every three years with appropriate proof. A repayment agreement shall be in writing and shall also comply with the "Auto Allowance Repayment Agreement".

Staff members shall receive reimbursement for work related tolls, parking and gas with appropriate receipts submitted on the staff expense form.

Staff members shall be required to provide proof of car insurance of at least $500,000/$1,000,000 annually for liability. Staff will be reimbursed up to a maximum of $2500 per calendar year for both liability and physical damage (collision and comprehensive coverage). Proof of coverage must be provided every calendar year. If coverage is for more than one car, only the portion of the cost to cover the car used for work purposes shall be reimbursed. Such coverage must be uninterrupted.

Staff must sign the "Automobile Policy" and the "Auto Allowance Advance Repayment Agreement" prior to receiving the car allowance advance. Staff must sign the "Request for Reimbursement for Auto Insurance" and the "Auto Insurance Repayment Agreement" prior to receiving reimbursement for insurance.

Staff members shall be required to provide proof of drivers' licenses. Licenses must remain in good standing. Staff must notify the Joint Board if s/he is in an accident, is cited for unsafe operation or driving under the influence.

Staff are strongly encouraged to lease or buy a(n) American, Canadian or union made car.
Cars must be suitable to transportation of members and workers.

Staff are required to maintain cars in safe and working order. Failure to do so may result in the reduction or elimination of the car allowance.

This policy shall only apply to cars. Trucks shall not be covered.

APPENDIX C – PAID FAMILY LEAVE CONTINUATION SALARY

CATEGORY EVENT	NYS PAID FAMIL LEAVE POLICY	JOINT BOARD SALARY CONTINATION BENEFIT
Bond with a newly born, adopted or fostered child	Up to 12 weeks during the first 12 months at 67 percent of your pay, up to a cap	- 100% salary continuation for up to 12 weeks covered under NYS policy - Paid parental leave for two additional weeks during the first 12 months - Bargaining unit members may also use benefit time and or unpaid time for an additional 12 weeks, for a maximum of 26 weeks
Care for a family member with a serious health condition	Up to 12 weeks at 67 percent of your pay, up to a cap	- For spouse, domestic partner, child under 18 (at the start of the leave): 100% salary continuation for up to 12 weeks covered under NYS policy - For other family members, bargaining unit members may use paid benefit time to supplement Paid Family Leave benefit payment

Assist loved ones when a spouse, domestic partner, child or parent is deployed abroad on active military service	Up to 12 weeks at 67 percent of your pay, up to a cap	Bargaining unit members may use paid benefit time to supplement Paid Family Leave benefit payment

APPENDIX D – SHORT TERM DISABILITY CONTINUATION SALARY

YEARS OF SERVICE	JOINT BOARD SALARY CONTINUTION BENEFIT
3 – 5 Years	The Joint Board will pay 50% of the difference between the New York State short-term disability payment and the employee's regular salary for the first thirteen (13) weeks of disability
5 – 10 Years	The Joint Board will pay 75% of the difference between the New York State short-term disability payment and the employee's regular salary for the first thirteen (13) weeks of disability
10 Years or More	The Joint Board will pay 100% of the difference between the New ork State short-term disability payments and the employee's regular salary for the first thirteen (13) weeks of disability