



2024 - 2026

COLLECTIVE BARGAINING AGREEMENT BY AND BETWEEN PACIFIC NORTHWEST STAFF UNION

AND

CWA Local 9009 AWU

EFFECTIVE JULY 1, 2024 THROUGH MAY 31, 2026



ALPHABET WORKERS UNION
CWA LOCAL 9009

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ARTICLE 1 PURPOSE/PREAMBLE

This AGREEMENT is between the CWA Local 9009 AWU, hereinafter called the Employer, and the Pacific Northwest Staff Union, hereinafter called the Union or PNWSU. The AGREEMENT shall cover all salaried and hourly non-managerial employees of the Employer. The Employer and PNWSU agree to be bound by the terms and conditions of this AGREEMENT.

The intent and purpose of this AGREEMENT is to promote a cooperative good faith labor relationship between the Employer and PNWSU represented employees and further, to set forth the wages, hours, and working conditions of represented employees. We jointly endeavor to further our shared interest and mission to organize a powerful member-led, wall-to-wall union at Alphabet, Inc. and related employers.

ARTICLE 2 RECOGNITION

Section 2.1 Union Recognition: The Employer recognizes the Pacific Northwest Staff Union as the exclusive bargaining agent for the purpose of collective bargaining with respect to rates of pay, hours of work, and working conditions for all employees of the Employer, with the exception of management, supervisory, or confidential positions, or AWU CWA Local 9009 members on short duration lost time.

Section 2.2 Temporary and Subsidized Employees: All temporary and subsidized employees hired to complete bargaining unit work shall be members of the bargaining unit beginning with their first day of employment. Should any temporary employee be employed more than a total of twelve (12) months the temporary position shall be posted as a permanent position, except in cases of leave of absence of a permanent employee (see 14.5 Temporary Leave Replacement Employees) or by mutual agreement between the Employer and the Union. Temporary employees may apply for permanent bargaining unit positions consistent with the provisions of this AGREEMENT.

Section 2.3 Successors and Assigns: This AGREEMENT shall be binding upon any successors, administrators or trustees of the Employer, for the life thereof. In the event that the entire operation is transferred to or taken over by any successors, administrator, or trustee, such operation of this AGREEMENT shall continue for the term as defined in ARTICLE 33. The Union shall be advised of the exact nature of any transaction as far in advance as possible.

Section 2.4 New Classifications: The Employer will provide any newly created job descriptions and proposed wage or salary rate to the Union for consideration. The Union shall be provided the opportunity to negotiate over the terms and conditions of employment for any newly created classification prior to the posting and filling of the position(s).

ARTICLE 3 UNION SECURITY/DUES CHECK-OFF

Section 3.1 Union Membership Status:

3.1.1 Membership: It shall be a condition of employment that all employees covered by this Agreement who are members of the Union in good standing on the effective date of this Agreement shall remain members in good standing, and those who are not members on the

effective date of this Agreement shall, on or before the thirty-first (31st) day following the effective date of this Agreement, become and remain members in good standing in the Union.

It shall also be a condition of employment that all employees covered by this Agreement who are hired after its effective date shall, not later than the thirty-first (31st) day following the beginning of such employment, become and remain members in good standing in the Union. All of the foregoing provisions shall be implemented in accordance with, and consistent with, applicable federal and state laws.

3.1.2 Fair Share Dissenter: The parties recognize that an employee will have the option of declining to participate as a member in the Union yet contribute financially to the activities of the Union in representing such employee as a member of the bargaining unit. Therefore, as an alternative to and in lieu of the membership requirements of the previous section (section 1 of this Article), an employee who declines membership in the Union shall pay to the Union each month a representation fee in an amount identified by the Union, but which shall not be higher than full membership dues. The representation fee shall be collected by the Employer in the same manner as monthly membership dues.

3.1.3 Religious Objector: A bargaining unit employee who demonstrates a bona fide religious belief or tenet as determined by the established application and determination procedures of the Union, consistent with applicable state and federal statute, rules and regulations, and such employee is prohibited from becoming a member of the Union by such belief, such employee shall pay to the Union each month an amount of money equivalent to such regular current union dues to the Union, who shall then transmit that amount to a non-religious charity of the employee's choice from a list of non-religious based charities provided by the Union. Receipt of such transmittal to the charity organization shall be provided to the employee on an annual basis.

Section 3.2 Maintenance of Membership: Employees who are required hereunder to maintain membership in the Union and pay union dues, or maintain non-member status and pay representation fees, and fail to do so shall, upon notice of such fact in writing from the Union to the Employer, be terminated thirty (30) days after receipt of said written notice to the Employer.

Section 3.3 - Deductions

3.3.1 Dues and Fees: The Employer shall deduct dues and fees from the pay of any employee who the Union notifies the Employer has authorized such deductions in writing.

3.3.2 Verification of Authorization to Deduct: Upon request for verification, payroll deduction authorization cards shall be submitted to the Employer from the Union showing the authorization for deduction and the employee's signature.

3.3.3 Remittance List: The Employer will provide each month, a list of employees whose dues and any fees have been so deducted. The list will include the first, middle, and last name, employee identification number, mailing address, cell phone number, work email address, job title, gross pay in which the dues/fees are based, and the amount of the dues/fees. The Employer shall provide the remittance list in excel format.

3.3.4 Change in Status Notification: The Employer shall notify the Union of any change in an employee's employment status; the Employer will provide the Union a copy of the Change Employment Status Form.

Section 3.4 Hold Harmless: The Union shall indemnify and hold the Employer harmless against any and all claims, demands, suits that arise out of or by reason of action taken or not taken by the Employer for the purpose of complying with any of the provisions of this Article.

ARTICLE 4 UNION RIGHTS

Section 4.1 Steward Appointment: The Union shall appoint the number of stewards deemed necessary to handle Union business to represent employees. The Union shall furnish the names of these stewards by the effective date of each new appointment, or change in the appointment of a steward.

The Union shall provide the Employer with a list of alternate stewards who shall assume the duties and rights of stewards when the regular steward is absent, or if a conflict of interest requires the regular steward to withdraw from the matter involved.

Section 4.2 Steward Activity:

Section 4.2.1 Steward Time: A Steward may utilize a reasonable amount of work time without loss of pay, to confer with an affected employee with respect to any matters for which remedial relief may be sought pursuant to the terms and conditions of this Agreement, or to interview witnesses, review documents, or prepare materials necessary to process a grievance.

Section 4.2.2 Any meeting between any Employer official and a Union Steward, PNWSU Chapter Officer, or PNWSU President concerning a matter for which remedial relief may be sought pursuant to the terms of this Agreement, may be held on work time.

Section 4.3 Union Leadership Lost-Time: Representatives of the Union shall be released from their regular assignment(s) with pay to attend bargaining sessions, labor management committee meetings, and contract enforcement related activities.

Section 4.4 Union Leave: The Employer shall grant unpaid union leave provided the employee applies for the leave three (3) days in advance. The Employer shall grant up to three (3) days each year with pay to each employee for the purpose of attending events and training endorsed or sponsored jointly by the Employer and Union, including Labor Notes Conferences (held bi-annually), Labor Notes Troublemaker workshop offerings (regionally held), and other mutually agreed-upon events. Attendance at conferences or events in which the employee is on duty representing the Employer and/or supporting the needs of AWU CWA Local 9009 members shall be considered work time and not union leave days.

ARTICLE 5 MANAGEMENT RIGHTS

Section 5.1 Right to Manage Retained: Except to the extent expressly limited in this Agreement, the Employer reserves and retains, solely and exclusively, all of its rights to manage the organization, its activities, and its operations.

Section 5.2 Obligation to Negotiate: Notwithstanding Section 5.1 above, the Employer agrees that it will give the Union at least two (2) weeks' notice prior to adopting or changing any rule, policy, or practice having an impact on the wages, hours or working conditions of one or more members of the bargaining unit. If the Union requests, the Employer will engage in good faith negotiations, to agreement or impasse, before implementing the change.

Section 5.3 Intent to Maintain the Status Quo: The Employer and the Union acknowledge that each party had the opportunity to negotiate wages, benefits, and working conditions while bargaining this Agreement. The Employer shall not seek to change any work rule, practice, or policy during the term of this Agreement that would modify the wages, benefits, or working conditions of the employees represented by this Agreement without mutual agreement with the Union.

ARTICLE 6 HOURS OF WORK

Section 6.1 General Work Week and Standards of Hours:

6.1.1 Regular Work Week: The regular work week shall be defined as 12:00AM Monday through 11:59PM Friday in the time zone where the employee is working.

6.1.2 Maximum Work Week: No employee shall be compelled to work more than six (6) consecutive days. *Refer to Section 6.4 Compensatory Time.*

6.1.3 Applicable Standards: The Employer shall comply with the federal, state, and local laws and regulations related to applicable wage and hour standards to the geographic location to which each bargaining unit employee is assigned or the standard as established in this Agreement, whichever most benefits the employee.

Section 6.2 Salaried Staff:

6.2.1 Average Hours: Salaried staff shall generally work Monday through Friday. However, the Employer and the Union recognize that due to the nature of the organization, employees may need to work long and irregular hours, including weekends and holidays. The normal workweek is generally forty (40) hours per week for overtime exempt employees.

6.2.2 Work Schedule and Flexible Scheduling: In recognition of the unusual demands of employees' work and the nature of the work as salaried employees exempt from overtime, the Employer and Union agree salaried staff shall determine their own work schedules based on their job responsibilities and subject to needs of the organization. Salaried employees will apprise their respective supervisors of their anticipated schedules and deviations from their schedules. There shall be no deductions from leave balances for partial day absences. It shall be the responsibility of the salaried employee to schedule reasonable meal and rest periods on

days unless the Employer has scheduled the work of the salaried employee (*ie: staff meetings, trainings, conferences, etc*) for that day.

Section 6.3 Hourly Staff:

6.3.1 Hourly Staff Work Week: The regular workweek for hourly employees shall consist of five (5) eight (8) hour days including a thirty (30) minute paid meal period and two (2) fifteen (15) minute rest periods. All employees must take an uninterrupted, off-duty, unpaid meal period of thirty (30) minutes when working more than five (5) hours in a day and one fifteen (15) minute rest period for each four (4) hours of work. Rest periods and meal breaks may not be taken at the beginning or end of the day for the purpose of starting work late or stopping work early.

Employees must take an additional unpaid thirty (30) minute meal period if they work more than ten (10) hours in a day and an additional fifteen (15) minute rest period for each four (4) hours of work beyond eight (8) hours.

6.3.2 Overtime Compensation: Any time worked beyond eight (8) hours in day or over forty (40) hours in a week shall be considered overtime and paid at a rate of one and one-half times (1.5x) the regular rate of pay. Any time worked on Saturday shall be paid at one and one-half times (1.5x) the regular rate of pay regardless of the number of worked hours in the previous work week. Any time worked on Sunday shall be paid and twice (2x) the regular rate of pay regardless of the number of worked hours in the work week.

6.3.3 Call-Out/Response Pay: Any hourly employee requested to report to work outside of their regular work hours shall be compensated at a minimum of two (2) hours up to a maximum of hours worked regardless of the amount of time needed to resolve the issue. Such response pay shall be paid at the appropriate premium pay rate (1.5x or 2.0x) for the day and time period the employee has been requested to work. The response pay shall be paid regardless of whether the employee needs to report physically to work or can respond and remediate an issue remotely.

6.3.4 Flex Time: Flex time is the ability of an employee to request to work an alternate schedule either one time or as a continuing alternate schedule in which the daily hours may fluctuate but the weekly hours are the same in order to accommodate the needs of an employee. Flex time and flexible scheduling shall be allowed with the approval of the supervisor. The ability to flex may vary according to the job function and operational needs. Approval of flextime and/or flexible scheduling shall not be unreasonably denied. Flexed schedules will not result in payment of overtime.

Section 6.4 Compensatory Time:

6.4.1 Compensatory Time Hourly Employees: Compensatory time (comp time) shall be understood to mean time off in lieu of overtime pay. Both the employee and supervisor must agree to a written comp time arrangement, including provision of documentation thereof. No employee may authorize overtime for themselves, and no employee may be required to accept comp time in lieu of overtime pay. Comp time shall be accrued at an overtime rate (one and one half (1.5x)) for the actual overtime worked. Unused comp time will not carry over to the next contract year, but shall be paid on December 31 of each year.

6.4.2 Compensatory Time Salaried Employees: Compensatory time (comp time) shall be understood to mean days off in recognition of extra days worked during periods of exceptional workload. Salaried employees shall be granted comp time in time increments equal to one (1) day of work should they work a sixth (6th) day during any work week. Additional days may be requested by an employee in recognition of periods of exceptional workload. Requests shall not be arbitrarily or capriciously denied.

Section 6.4.3 Compensatory Time Tracking and Cash-out: Unused comp time will not carryover to the next contract year, but instead shall be paid on December 31st of each year.

ARTICLE 7 WORKING CONDITIONS

Section 7.1 Non-Discrimination: Neither the Employer nor the Union shall discriminate against any employee because of race, color, religion, creed, gender, gender identity/expression, sexual orientation, national origin, union activity, political affiliation, marital status, age, genetic information, disability, or caste in accordance with application of federal, state, or local law, regulations, and/or rules.

Section 7.2 Probation

Section 7.2.1 Probation Intent: The Employer and Union agree that probationary periods exist for the mutual benefit of the employee and the Employer, to properly onboard and develop new employees, to introduce them to the values, mission and goals of the organization, and to mutually assess the compatibility of the employee with the organization.

Section 7.2.2 Duration of Probation: All new employees shall serve a six (6) month probationary period. Leave periods during this time extend the dates of the probationary period.

Section 7.2.3 Employee Evaluations During Probation: It is the intention of the Employer that probationary employees receive ongoing and regular feedback during their period of probation. Probationary employees should receive reevaluations and will receive regular feedback through workplans and one-on-one meetings. This does not change the ability of the employer to release an employee during their probationary period as deemed necessary.

Section 7.2.4 Probation after Temporary Employment: If a temporary worker who has been performing the full spectrum of work becomes probationary, the probationary period shall be shortened by the period of time worked as temporary.

Section 7.2.5 At-Will Status during Probation: Probationary employees shall be at-will employees for the duration of their probationary period.

Section 7.3 Performance Evaluation

Section 7.3.1 Evaluation Purpose: The main purpose of formal performance evaluations is to set goals and objectives for each employee on an annual basis, as well as to identify employee strengths and weaknesses in order to help employees improve their job skills and performance and to encourage professional development. The Employer and the Union shall meet through

the labor management process to develop the method and process of performance appraisal. The labor management team shall intend to complete the performance appraisal methods and processes within ninety (90) days of ratification of this Agreement.

Section 7.3.2 Process: Supervisors will complete performance evaluations in writing and will be conveyed to an employee in person (*or via a 1-1 video conference in case of geographically remote employees*). Performance shall be evaluated based on observed or reported behavior and/or other criteria such as the completion of assigned work, the meeting of assigned goals, and other evidence of the quality of the work performed. Nothing shall be included on a performance evaluation that was not previously discussed or disclosed to an employee during the evaluation period.

Section 7.3.3 Performance Improvement Plan (PIP): If an employee's performance is deemed to be unsatisfactory after completion of a performance evaluation, the immediate supervisor shall arrange a conference with the employee (*and their union representative if requested by the employee*) to discuss the performance concerns and address areas of performance where the employee needs to improve.

The Employer may place the employee on a formal performance improvement plan (PIP) which shall be progressive in nature and follow the tenets of Just Cause with appropriate evidence. Such a plan shall include expected performance expectations, how the employee is not meeting those expectations (*including examples of observed behaviors with dates/time/etc*), performance improvement goals and reasonable timelines to meet such goals, and the resources and opportunities for feedback that the Employer will provide to the employee.

Following the initial notice to the employee of performance concerns and the establishment of a PIP, an employee may not be terminated for poor job performance unless the employee has failed the required elements of the PIP. To sustain termination of an employee for poor performance the Employer must have complied with the elements of the PIP including ongoing feedback regarding success in performance consistent with the PIP feedback and resource requirements.

At the conclusion of the PIP, the Employer will communicate, in writing, the outcome of the PIP and any subsequent action that the Employer may deem appropriate.

Nothing in this Section shall be construed to prevent an employee from being disciplined or discharged for misconduct that is unrelated to the satisfactory performance of assigned duties. Consistent with Just Cause, failure to meet the requirements of the PIP may be grounds for discipline, up to and including termination, for poor job performance.

Section 7.3.3 Review and Remediation: Employees will have the opportunity to review their performance evaluation and respond in writing. Should an employee disagree with their evaluation, the employee may request their supervisor revise their evaluation, either in whole or in part. Should the supervisor refuse to modify the evaluation as requested the employee may appeal their evaluation to the next higher level of supervision. If the evaluation remains unchanged or the employee is not satisfied they may submit a statement of rebuttal which shall be attached to the performance evaluation in the employees personnel file.

Section 7.3.4 Violations of Process and Just Cause Grievable: The reasonable evaluation and assessment of an employee's performance is not subject to the grievance procedure. However, violations of performance appraisal procedures is subject to the grievance procedure.

Section 7.4 Workload: It shall be the practice for employees to bring concerns over workload issues to their immediate supervisor, and the supervisor or designee will provide direction and guidance that may include the setting of priorities and the adjustment of workload. If an informal discussion with the immediate supervisor is not successful an employee may request a formal meeting with the immediate supervisor and a union representative. The supervisor shall have ten (10) workdays to respond, in writing, to the employee and the union. If the employee is not satisfied with the immediate supervisor's response they may petition the next level of management on the issue. The Employer shall set a meeting to hear the issue. The Employer shall have ten (10) workdays to respond, in writing, to the employee and the Union.

Section 7.5 Office Closures, Acts of Nature, and Inclement Weather:

If employees are asked to perform work outside of their job description due to an environmental event or office closure, the Employer will notify the Union as soon as practicable and meet with the Union upon request.

An employee should notify their supervisor as soon as possible in case they are unable to safely work due to an act of nature, or if doing so would create an unusual hardship. An employee may request to work from home when the employee has a safety concern about their physical area of assigned work. Such requests shall not be arbitrarily or capriciously denied.

Section 7.6 Personnel Files:

7.6.1 Employee Right to Review Personnel File: An employee shall have the right upon reasonable request, to review the contents of their personnel file. There shall be only one personnel file per employee.

7.6.2 Placement of Derogatory Material in Personnel File: Any material placed in an employee's personnel file shall be dated and shown to the employee. Should an employee find material in their file to be derogatory to an employee's conduct, service, character or personality be placed in their personnel file, the employee may acknowledge in dated, executed writing that they have read such material, with the understanding that such-acknowledgement merely signifies that they have been shown the material and does not necessarily indicate agreement with its contents.

The Employer shall provide to the employee copies of their own employee record upon written request by forwarding such material to an employee's work or personal email address as designated by the employee.

7.6.3 Right of Rebuttal: An employee shall have the right to answer any derogatory material of the type indicated in subsection above, which is included in their personnel file and such answer shall be attached to the file copy.

Section 7.7 Maintenance of Standards: No employee shall suffer a reduction in wages or economic benefits as a result of the signing of this Agreement.

Section 7.8 Professional Development: It is the policy of the Employer to support the ongoing training and education of its employees in the various knowledge, skill, and abilities, which aid employees in their job performance and enhance their promotional opportunities.

7.8.1 Staff Development Allowance: Upon request, each bargaining unit employee shall be entitled to a minimum of one thousand (\$1,000) dollars each year for the purpose of attending workshops, conferences, or classes in support of the professional development of the employee. The use of this allowance shall align with the professional development plan co-created between employees and their supervisor during the annual performance appraisal process. An employee may request, or a supervisor may recommend development opportunities which subsequently arise. If the educational institution or event facilitator is not directly paid by the Employer, employees shall be reimbursed for actual professional development expenses upon approval. There shall be no deduction of pay to attend professional development opportunities. Requests to attend professional development activities shall not be unreasonably denied but must be approved by the Employer. Nothing in this section shall limit the Employer from funding professional development opportunities above one thousand (\$1,000) dollars annually nor to direct staff into professional development opportunities outside of the one thousand (\$1,000) dollars.

Section 7.9 Meetings via Video Conferencing: The Employer acknowledges that meetings via video conferencing for too long can be counterproductive. Therefore, Employer sponsored meetings of staff will generally be no more than one hundred twenty (120) minutes in length or if longer will include a minimum of a twenty (20) minute break between one hundred twenty (120) minute sessions.

Section 7.10 Reclassification Process: An employee or supervisor who believes a position's workload, duties or responsibilities have changed significantly may by written request review and evaluation of salary placement on Schedule A of this Agreement. The employee or supervisor requesting such review shall send their request to both a designated management representative and a designated union representative. If the management and union representatives agree that the appropriate classification/pay level does not exist, the Employer and the Union shall bargain a new classification and wage/salary rate. Any such change in salary placement shall be effective retroactive to the first date of request.

Section 7.11 Job Descriptions: All job descriptions shall include a general position description, defining essential and non-essential job functions, preferred and required job qualifications, and pay range (pointing to Appendix A on the wage and salary schedule) and shall be appended to this Agreement upon their completion.

ARTICLE 8 SENIORITY

Section 8.1 Seniority Definition: Seniority shall start on the first day of continuous permanent employment as a bargaining unit employee, or as specified in 8.2 (Seniority for Temporary Employees). Should two employees start on the same day they shall flip a coin or pull 'high card' with a deck of cards to determine seniority order within the bargaining unit.

Section 8.2 Seniority for Temporary Employees: Temporary employees shall be granted seniority during the term of their employment. Should a temporary employee be hired into a permanent position before they suffer a break in service their permanent seniority date shall be maintained as the first day of continuous service in their temporary position.

Section 8.3 Seniority Application: Seniority shall prevail and be used in all matters that impact awarding of vacant positions, job promotion, paid time off, and reduction in force/layoff, except by mutual agreement between the Union and the Employer.

Section 8.4 Suspension & Termination of Seniority:

8.3.1 Seniority Suspension: Seniority will not be reduced but will not continue to accrue when an employee is on an unpaid leave of absence beyond one (1) year, except in cases of workplace injury and otherwise where legal compliance requires seniority accrual to continue.

8.3.2 Seniority Termination: Seniority shall terminate upon separation of employment.

ARTICLE 9 JOB VACANCIES AND APPLICATION PROCEDURES

Section 9.1 Open Positions: The Employer shall post all open positions covered by this Agreement internally to the bargaining unit ten (10) workdays prior to posting outside of the bargaining unit. Such posting shall be minimally emailed to each bargaining unit employee.

Section 9.2 Selection for Open Positions: Employees who apply for open positions within the bargaining unit shall be awarded positions based on seniority and their ability to perform the essential functions of the position with minimal training, except by mutual agreement between the union and the employer.

Section 9.3 Promotional Trial Service Period: Employees who are awarded a promotional position within the bargaining unit shall serve a forty (40) workday trial service period exclusive of vacation and leave time in which the Employer may determine the employee is not successful in the position. Such determination shall be based on an evaluation of performance to the essential functions of the position. Should an employee be deemed unsuccessful they shall revert to their previous position.

Section 9.4 Promotional Bypass: An employee may be denied a transfer or promotion when there are significant and profound circumstances, relevant to the employee's success in the new position, in the employee's work history such as documented performance concerns.

Section 9.5 Non-Bargaining Unit Applicants and Hiring Panel: If there are no qualified internal applicants, the Employer shall request the Union provide at least one union representative from within the bargaining unit to participate on the hiring panel and provide input and evaluation of external candidates for open positions.

ARTICLE 10 REDUCTION IN FORCE/LAYOFF/RECALL PROCEDURES

Section 10.1 Notification:

Section 10.1.1 Union Notification: In the event the Employer anticipates that a reduction in force may be necessary, the Employer shall inform the Union at least sixty (60) calendar days in advance. The Employer and Union will meet at the written request of the Union to discuss the proposed reductions in staffing and potential alternatives to the staffing reduction.

Section 10.1.2 Employee Notification: Any permanent employee whose position is impacted by reduction or layoff shall be given at least sixty (60) calendar days' notice. Any temporary employee to be laid off prior to the end of their fixed duration assignment shall be given ten (10) workdays notice or ten (10) days' pay, or any combination equaling ten (10) workdays.

Section 10.2 Reduction & Layoff Procedure: Should the Employer reduce the number of hours and/or employees in a job classification, the employees in that job classification at that work location may volunteer for the reduction or layoff by seniority, with the understanding that the voluntary employee will have recall rights, and that approval will be based upon the remaining employees being qualified. If no employee volunteers for the layoff, then the Employer shall identify for reduction/ layoff the least senior employee in that classification.

Section 10.3 Bumping Rights: Employees will enjoy displacement rights by seniority within job classification, and then by pay grade, if able and qualified to do the job. Employees identified for reduction in hours or layoff may bump a permanent employee with the less seniority holding a position for which the bumping employee is qualified and does not result in a promotion. The employee shall have ten (10) workdays from the date of the reduction/layoff notice to decide whether to exercise their bumping option, if one exists.

Section 10.4 Recall Rights: Employees who are reduced or laid off shall be maintained on a recall list for one (1) year from layoff date. Whenever job openings occur, such employees will be recalled to any position for which they are able and qualified on a seniority basis. If an employee refuses a recall to a position for which they are qualified, the employee will be maintained on the recall list.

Section 10.5 Recall to Different Job Classification: If the recall is to a different job classification, there will be a trial period of forty (40) workdays, during which either the employee or the Employer may choose to return the employee to the previous reduced position or layoff status.

Section 10.6 Recall to Different Work Location: If the position offered is at a different work location from which the employee was laid off, they do not have to accept it in order to remain on the recall list. The recall offer shall remain in effect for ten (10) workdays. It is agreed that qualifications may vary depending upon the remaining work at the work location.

Section 10.7 Layoff During Leave of Absence: No employee may be laid off while on approved unpaid leave of absence. However, notice may be given to an employee while they are on leave. Upon the employee's return to work, the remaining notice time shall be served out or pay plus severance (if applicable) given pro rata in accordance with the provision of this Agreement.

Section 10.8 Severance Pay: The Employer shall provide employees laid-off through reduction in force severance pay and benefits as follows:

10.8.1: Eight (8) weeks of pay or two (2) weeks pay per year (or fraction thereof) for each year of the employee's employment, whichever is greater, but in no event more than sixteen (16) weeks pay.

10.8.2: Such employees shall be covered for full health and welfare benefits (through payment of COBRA premiums) for a period of one (1) month per year of employment, but in no event less than three (3) months and no more than eighteen (18) months from the date of layoff.

10.8.3: In addition to severance pay, affected employees will, at the discretion of the employee, be paid at the time of layoff for accrued vacation and compensatory time in a lump sum payment or taken as paid leave for the purpose of postponing the formal date of layoff. If the employee elects to take the paid time off as leave rather than a lump sum all other terms and conditions of this Agreement will apply in regard to accrual of benefits.

ARTICLE 11 DISCIPLINE AND DISCHARGE (JUST CAUSE)

Section 11.1 Just Cause: Employees may be disciplined up to and including discharge for Just Cause.

Section 11.2 Progressive Discipline: The Employer agrees to the concept of progressive discipline when appropriate. Progressive discipline will be considered appropriate when an employee has failed to improve or correct a problem with regard to performance issues after being given a reasonable opportunity to do so with counseling and/or training, except with regard to offenses that meet the definition of gross misconduct (below) based on their nature and degree of seriousness. The Employer and Union agree that performance evaluations, counseling, and training shall not constitute disciplinary action. Prior to discipline the employee will receive non-disciplinary counseling, excluding cases of gross misconduct.

The regular progression of progressive discipline includes:

1. Documented verbal warning
2. Written Warning
3. Written warning, with or without suspension of up to five (5) days without pay
4. Written warning and may be suspended up to ten (10) days without pay or terminated

Gross Misconduct: It is understood that in cases of gross misconduct (false statements, theft, insubordination, malicious destruction of employer property, acts or threats of workplace violence, etc.) the Employer may impose a higher level of discipline. The type of discipline imposed depends upon the nature and severity of the misconduct.

Performance Improvement Plan (*see Section 7.3 Performance Evaluation*).

Section 11.3 Representation: The Employer will notify the employee of their right to union representation. Employees may request and will be granted Union representation during investigatory or disciplinary meetings. Employees shall be granted a reasonable amount of time to

consult with their steward in conjunction with such meetings. The Employer will notify the Union of any disciplinary action no later than the workday following notice to the employee. The Union shall designate a union representative to be notified of all disciplinary actions.

Section 11.4 Timeliness of Discipline: The Employer will impose disciplinary action or provide notice of an investigation no later than ten (10) workdays from the date of an offense or when they became aware of such offense. Following a notice of investigation, the Employer will impose disciplinary action no later than five (5) workdays from the date of conclusion of the investigation. The Employer will attempt to complete most investigations within fifteen (15) workdays. Timelines will be extended to exclude any time off by the affected employee.

Section 11.5 Disciplinary Notices: During a disciplinary meeting, the Employer shall furnish a copy of the disciplinary notice to the employee and Shop Steward. The employee shall indicate by witness of the Employer and Shop Steward that they have received such copy and understands the charge; however, in so-acknowledging, no implication of admission to facts of the offense or guilt may be drawn.

Section 11.6 Removal of Disciplinary Notices: Disciplinary notices shall remain active in an employee's record (file) for twelve (12) months from the date of issuance, barring a related occurrence during the twelve (12) month period. Any disciplinary notices older than twelve (12) months, where there has been no such occurrence, shall be removed from the employee's file and shall not be used in future progressive disciplinary actions, or grievance or arbitration proceedings.

ARTICLE 12 GRIEVANCE PROCEDURE

Section 12.1 Definition: A grievance is defined as any dispute concerning the interpretation or application of the express terms of this Agreement.

Section 12.2 Responsibilities and Rights:

12.2.1 No employee shall lose their right to process their grievance because of the Employer imposed limitations in scheduling meetings.

12.2.2: Prior to filing a grievance the employee is encouraged to discuss their grievance informally with their immediate supervisor. The immediate supervisor will, upon the request of the employee, discuss the grievance with them within seven (7) working days of the request, at a mutually satisfactory time.

12.2.3: The time between steps of the grievance procedure provided herein may be extended by mutual agreement. By mutual agreement, the parties may waive any of the levels of review in the grievance procedure.

12.2.4: The Employer shall notify the Union of any formal grievance filed that involves the interpretation, and/or application of the provisions of this contract, and a Union Representative shall have the right to be present at any grievance meeting concerning such a grievance.

Section 12.3 Procedure: The grievance procedure for employees covered by this contract shall be as follows:

12.3.1 Step 1 - First Level of Review: If the informal discussion between the employee and their immediate supervisor has concluded without resolution, or if the supervisor fails to respond to the request for discussion within the allotted time, the Union (shop steward or the Union designee) and grievant(s) will present the grievance in writing either in person or by email to the appropriate supervisor. Any grievance will be timely only if presented to the appropriate supervisor within fifteen (15) working days after the conclusion of the informal process above (12.2.2). Failure of the Union to serve such written notice shall constitute a waiver of the grievance. If such written notice is served, the respective supervisor or designee shall meet with the Union and a written decision or statement of the facts and issues shall be furnished to the Union within (10) working days from the date of service. Failure of the Employer designee to respond within such time limits shall entitle the Union to process their grievance to Step 2.

12.3.2 Step 2 - Second level of Review: If the grievance is not resolved at Step 1, the Union may appeal to the Local Union President (Employer) within ten (10) working days of receipt of the Step 1 response or within ten (10) working days of expiration of the Employer's ten (10) day period to respond, whichever is sooner. Failure of the Union to serve such written appeal shall constitute a waiver of the grievance.

If such written appeal is timely served, the Local Union President (Employer) shall confer with the Union and a written decision or statement of the facts and issues shall be furnished to the Union within ten (10) working days. This meeting may be waived by mutual agreement of the parties. Failure of the Employer to respond within such time limit shall entitle the Union to process the grievance at the next Step.

12.3.3 Step 3 – Mediation (Optional): If the grievance is not resolved at Step 2, the Union may, within 10 (ten) working days following receipt of the Employer's response at Step 2, request that the grievance be submitted to mediation prior to proceeding to arbitration. This step is optional and requires the concurrence of the Employer and the Union. The fees for mediation shall be shared equally by the Union and the Employer.

A request for mediation must be in writing and must be submitted to the Employer designee. After submission of the written request, the Employer shall attempt to obtain the services of a mediator from the Federal Mediation and Conciliation Services (FMCS).

The Mediation procedure shall be informal. The primary effort will be to assist the parties in settling the grievance. Court reporters shall not be used, the rules of evidence will not apply, and no record shall be made. The mediator will determine whether witnesses are necessary.

If the grievance is resolved through mediation, the parties may agree to accept the results of the mediation as binding.

If the grievance is not resolved in mediation, the mediator may be requested to provide an immediate oral opinion as to how the grievance would be decided if it went to arbitration. Such opinion shall be advisory only. However upon mutual agreement of the parties, the mediator may be requested to furnish such opinion in writing, including a brief statement of the reasons for the opinion. Such opinion, as well as confidential discussions by the parties in mediation, shall not be used during any subsequent arbitration.

12.3.4 Step 4 – Arbitration: If the written decision at Step 3 does not settle the grievance; or if no written decision is rendered within the time limits set forth at Step 3 and if mediation, as provided in Step 4, is not requested; or if mediation is not agreed to; or if mediation does not

resolve the grievance; the aggrieved party may serve upon the other parties designee a request for arbitration. The request for arbitration must be filed within ten (10) working days following the date of any of the above qualifying events. Failure of the aggrieved party to serve such written request within said period shall constitute a waiver of the grievance.

12.3.4.1 Arbitration Panel: If such written notice is served, the parties agree to use the Federal Mediation and Conciliation Service (FMCS) for a panel of no fewer than seven (7), ideally up to eleven (11), arbitrators for consideration. The selection shall be made by each Party alternately striking from the list until one name remains. The striking shall occur within ten (10) working days of receipt.

12.3.4.2 Arbitration Scope of Grievance: Arbitration of a grievance hereunder shall be limited to the formal grievance as originally filed by the employee to the extent that said grievance has not been satisfactorily resolved.

12.3.4.3 Arbitration Fees and Expenses: The fees and expenses of the arbitrator shall be borne equally by both parties, it being mutually agreed that all other expenses including, but not limited to, fees for witnesses, transcripts, and similar costs incurred during such arbitration will be borne by the party incurring them. The decision of an arbitrator resulting from any arbitration of a grievance hereunder shall be final and binding upon the parties.

12.3.4.4 Arbitration Scope of Arbitrator: The decision of an arbitrator resulting from any arbitration of grievance hereunder shall not add to, subtract from, or otherwise modify the terms and conditions of this contract.

ARTICLE 13 PAID LEAVE

13.1 Injury, Illness, & Emergency Leave:

13.1.1 Injury, Illness, & Emergency Leave Allotment (sick leave): Bargaining Unit employees, including probationary and temporary employees, shall be granted paid sick leave on November 1st of each contract year an amount equal to fifteen (15) days. Employees who are employed after November 1st shall have their leave balance established on a prorated basis.

13.1.2 Additional Accrual: If the law in which the employee resides entitles the employee to additional paid sick leave, such paid leave shall be granted only to the extent and under the circumstances as required by such law. Such leave shall not be available for use until accrued.

13.1.3 No Maximum Accumulation: There shall be no maximum accumulation of sick leave.

13.1.4 Permitted Uses: In addition to use for emergencies, an employee may use accrued sick leave for the following purposes:

- 1) Mental/Physical Illness, Injury, or Health Condition for themselves or family member,
- 2) Treatment of Mental/Physical Illness, Injury, or Health Condition for themselves or family member,

- 3) Preventative Medical Care for themselves or family member,
- 4) Employer is closed by order of a public official for any health-related reason,
- 5) Employee's child's school or place of care is closed by order of a public official for any health-related reason,
- 6) An absence from work when the employee or employee's family member has been the victim of domestic violence, a family offense, sexual offense, stalking, or human trafficking due to any of the following as it relates to the domestic violence, family offense, sexual offense, stalking, or human trafficking:
 - to obtain services from a domestic violence shelter, rape crisis center, or other services program;
 - to participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members;
 - to meet with an attorney or other social services provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding;
 - to file a complaint or domestic incident report with law enforcement;
 - to meet with a district attorney's office;
 - to enroll children in a new school; or
 - to take any other actions necessary to ensure the health or safety of the employee or the employee's family member or to protect those who associate or work with the employee

Note: An emergency for the purposes of this section is an incident of an emergent nature in which the employee needs to respond and has little to no opportunity to pre-plan such response without impacting the normal workday.

13.1.5 Illness, Injury, & Emergency Regular Pay Periods: Employees on paid leave will continue to be paid on the regular payroll cycle consistent with the bargaining unit.

13.1.6 Integration and Payment: Paid sick leave shall be integrated with the employee's state disability insurance, family leave, and medical leave (as applicable). The employer shall pay an amount which, added to the state disability benefits, will equal the employee's regular wages, and such amount shall be paid on the regular payroll cycle consistent with the bargaining unit. Only that amount of paid sick leave that is paid by the employer shall be charged against the employee's accrued paid sick leave and shall be paid on the employee's regular payroll cycle.

13.1.7 Disability Insurance Benefits: Employees who apply for disability insurance benefits due to illness or injury shall provide the employer with written notice of their disability, including a healthcare provider's certificate indicating the existence of a disability and the expected date of return to work.

13.1.8 Definition of Family Member: The definition of ‘Family Member’ shall include Parent, Child, Spouse, Domestic Partner(s), Sibling, Grandchild, Grandparent. Child and Parent shall include biological, adopted/adoptive, foster, de facto, step, in loco parentis, legal guardian, or designated person. Note: For the purposes of this Section, a “designated person” means any individual related by blood or whose association with the employee is the equivalent of a family relationship.

13.2 Holidays

13.2.1 Paid Holidays: The following are recognized paid holidays.

New Year’s Day	Labor Day	One Personal Holiday
Martin Luther King, Jr Day	Veterans Day	
President’s Day	Thanksgiving Day	
Cesar Chavez Day	Native American Heritage Day	
Memorial Day	Christmas Eve	
Juneteenth	Holiday Closure - Christmas Day through New Years Eve	
Independence Day		

The employer, with notice provided to the union, may designate additional paid holidays on a calendar year basis.

13.2.2 Holiday Observance: In the event a holiday falls on a Saturday, the preceding Friday shall be observed. In the event a holiday falls on a Sunday, the following Monday shall be observed.

13.2.3 Holidays on Leave Days: If a paid holiday falls during an employee's leave, that day shall be a paid holiday and shall not count against the employee’s leave.

13.2.4 Personal Holiday: Employees will notify their supervisor in advance of scheduling a floating holiday day.

13.2.3 Working on Holidays: When work assignments require that an employee work on a holiday, the employee shall arrange with the immediate supervisor to take an alternative day off scheduled within thirty (30) calendar days of the arranged day.

Section 13.3 Vacation

13.3.1 Vacation Accrual: Employees shall be granted vacation on the anniversary date of their employment as follows:

Years of Service	Days/Hours of Accrual	Accrual Cap
Beginning Year 1 – 3	15 days (120 hours)	30 days (240 hours)
Beginning Year 4+	20 days (160 hours)	35 days (280 hours)

13.3.2 Vacation Scheduling: Employees may submit vacation requests at any time and shall generally be approved, provided operational needs can be met. Seniority shall be the first consideration in the event multiple requests cannot be accommodated due to operational requirements. Conflicting requests may be subject to labor management discussion. Otherwise, vacation requests shall be approved on a first come, first served basis.

Employees may submit requests for unpaid time off in lieu of vacation in order to allow vacation arrangements to be made in advance of projected accruals. Unpaid time off requested for this purpose will be converted to paid vacation, provided it is accrued prior to its intended use.

If an employee is expected to work on a weekend day either immediately preceding or following vacation, they will be so informed at the time the vacation request is approved. Otherwise, the weekend before or after vacation will be considered time off.

Employees may submit vacation requests any time but are encouraged to submit requests as soon as possible. The supervisor shall respond to any vacation requests as soon as possible, but not longer than ten (10) workdays. Should a vacation request be denied, a reason will be included with the denial.

13.3.3 Separation of Employment: Notwithstanding other provisions of this Agreement, an employee who separates employment shall have the full portion of their unused vacation leave cashed-out and paid at the appropriate rate on their last paycheck.

13.5 Jury Duty: Employees who are compelled to serve on a jury shall be entitled to receive their regular rate of pay while the court where jury service is completed is in session. The employee will provide documentation of their Jury Duty requirements.

13.6 Military Leave: Leaves of absence for the performance of duty with the United States Armed Forces or with a reserve component thereof shall be granted when required by law.

13.6 Family Medical Leave: The Employer shall be considered an eligible employer for the purposes of eligibility for employees to utilize Family Medical Leave under both the federal Family Medical Leave Act and the laws regulations of the political subdivisions in which the employee resides.

13.7 Bereavement Leave: Employees shall be allowed at least five (5) days of bereavement leave per event without loss of pay in the event of the death of a family member including anyone whose close association with the employee is the equivalent of a family relationship. The definition of family for the purposes of this section shall be consistent with 13.1.11 *Definition of Family Member*. The Employer may grant additional days beyond the minimum upon employee's request.

13.8 Paid Family & Parental Leave: Should an employee take leave for family medical or parental leave purposes and should the political subdivision (federal, state, local municipality) provide for paid leave under such circumstances, the employee shall apply for such paid leave.

Employees shall be allowed to take Employer paid leave for family medical and parental leave purposes to the extent provided by federal, state, and local laws and regulations in the geographic area in which

they reside or up to fifteen (15) weeks, whichever is more generous. Parental leave shall include both parents and/or non-biological parents (*including adoptive parents*).

Employees use of paid leave for family medical and parental leave purposes may be intermittent, run concurrently, or any combination of the two, provided the employee provides as much advance notice as to the planned use of leave as practicable.

ARTICLE 14 UNPAID LEAVE

Section 14.1 Unpaid Leave of Absence: The Employer and the Union agree that Leaves of Absence (“LOAs”) of up to six (6) months can be useful in promoting employees’ health, well-being, life experience, productivity and education. In keeping with that philosophy, leaves of absence up to six (6) months without pay may be granted at the Employer’s sole discretion. Employees shall not accumulate vacation, compensatory time, seniority, or sick leave during such leaves of absence. While on unpaid status, employees shall not be eligible for allowances or other reimbursements.

Section 14.2 Notification of Early Return: An 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.

Section 14.3 Return from Leave: An employee returning from an authorized leave of absence shall be guaranteed return to the same position in the same geographic location.

Section 14.4 Injured Worker Leave (Workers Compensation): At the discretion of the employee, the Employer agrees to prorate an employee’s sick leave to supplement industrial insurance compensation so that when both are combined, they equal the employee’s regular salary.

Section 14.5 Temporary Leave Replacement Employee: Should an employee be approved for a leave of absence (LOA) and the Employer intend to supplement the staffing for the position vacated due to the LOA, a temporary leave replacement employee may be hired for the position with all rights and privileges conferred by this Agreement with the exception of the right to continuing employment beyond the pre-determined fixed duration of the assignment.

ARTICLE 15 WAGES AND COMPENSATION

Section 15.1 Base Wage/Salary Schedule: The hourly wages and annual salary for each bargaining unit employee is contained and consistent with the Appendix A Wages and Salary Schedule attached to this Agreement, effective July 1, 2024.

15.1.1 New Hire Placement on the Wage and Salary Schedule: An employee hired into the bargaining unit with previous relatable experience in the labor movement may be placed on the wage and salary scheduled at a step higher than entry level in consultation and collaboration with the Union. The Employer and Union shall determine a step placement assessment and methodology for newly hired employees.

15.1.2 High-Cost Areas: The Employer and the Union acknowledge that the cost of living in certain areas is significantly higher than in others where employees reside. Accordingly, a locality premium shall be paid to an employee on the following basis, as calculated from the date of hire:

Step One: Calculate the Index. The index shall be the average of all county two-bedroom FMR data reflected on the annual HUD FMR table.

Step Two: Compare with the Index. Calculate the percentage difference between the Index and the two-bedroom FMR in the Employee's locality.

Step Three: Calculate the Locality Premium. The Employee is eligible for the locality premium as follows:

- 30% above FMR = 5% of Base Wage
- 65% above FMR = 10% of Base Wage
- 105% above FMR = 15% of Base Wage

If an employee relocates to another locality post-hire, the employee shall receive an updated locality premium upon the completion of the move if: (1) the relocation was pursuant to the Employer's request; or (2) the relocation was not pursuant to the Employer's request, but it nevertheless fulfills an operational objective of the Employer, as determined by the Employer.

15.1.3 Annual Step Increases: Employees shall increment on the wage and salary schedule on the anniversary date of their employment in a bargaining unit position, consistent with the wage and salary schedule attached to this Agreement.

Section 15.2 Wage and Salary Adjustments: Appendix A Wages and Salary Schedule shall be adjusted as indicated below:

15.2.1 Cost of Living Adjustment: Each January 1, all cells on the wage and salary schedule shall be improved by two and one-half (2.5%) percent.

15.2.2 Labor-Management Committee: The Employer and the Union both recognize that there may be periods of high inflation. Accordingly, the parties may meet and confer as a labor-management committee to address the impact of high inflation on the parties.

Section 15.3 Bi-Lingual Pay Allowance: Employees working in a position in which the job description includes preferred or required language fluency in a language other than English and demonstrate fluency in the alternative language(s) shall be paid a multilingual language premium of one (1%) percent in addition to their regular pay. Such employees will be expected to use their language fluency in the normal course of their work.

Section 15.4 Temporary Higher Class Pay: When an employee is assigned to work out of their classification the employee will receive a five percent (5%) pay increase or move to Step 1 of the new pay range, whichever is higher, effective upon the assumption of the higher duties for the duration of such assignment.

Section 15.5 Expenses:

15.5.1 Regular Expenses: Employees are expected to use their employer-issued credit card for all business expenses including, but not limited to, meeting expenses, meals with members and office expenses. Employees must submit receipts and an explanation through the employer provided receipt system for all expenditures. In the case where an employee is unable to use their employer-issued credit card to pay for an approved business expense and thus pays out of pocket, the employee may submit a request for reimbursement through the employer provided receipt system. All requests for reimbursements must include a detailed receipt and explanation. The Employer recognizes its responsibility to reimburse expenses in a timely manner.

15.5.2 Overnight or Out-of-Town Per Diem Expenses:

15.5.2.1 Employer-mandated or sponsored overnight travel will always include lodging at the expense of the Employer. Lodging will be single occupancy unless unworkable.

15.5.2.2 Staff are allowed up to \$74 (or the current IRS per diem rate, whichever is higher) per day for meals and incidentals when traveling for work and should use their employer-issued credit card to pay for these expenses whenever possible and must submit receipts and an explanation through the employer provided receipt system for all expenditures.

15.5.3 Transportation Related Expenses:

15.5.3.1 Transportation Related Costs: Employees shall be reimbursed at the Internal Revenue Service rate per mile for each mile driven on their personal car when used for business purposes.

When employees are authorized to rent an automobile, the Employer will either arrange for direct billing or reimburse an employee for such rental.

Employees shall be responsible for strict accounting of all business mileage utilized. The Employer shall provide a form for employees to utilize in accounting for business mileage.

The Employer shall, in addition to the above, reimburse employees for tolls and parking fees incurred during business usage.

15.5.4 Technology Allowances:

15.5.4.1 General Technology Allowance: The Employer shall offer all employees who use technology at work an annual allowance equal to one hundred fifty dollars (\$150) for the purpose of personal technology devices to support the work of the employee (*ie: hands-free Bluetooth devices*).

15.5.4.2 Home Office Internet Allowance: The Employer shall offer all employees who do not also have a workspace or office at a location operated by the Employer, but instead maintain an office at their personal residence a monthly internet access allowance of seventy-five (\$75) dollars payable each month during the regular pay period.

15.5.4.3 Employer Provided Cell Phone or Monthly Allowance: The Employer will provide each employee a work specific cell phone at the cost of the Employer, or if the Employer deems such arrangement unserviceable or impracticable, then the Employer shall provide to the employee a monthly allowance of one-hundred dollars (\$100) to cover phone costs. Cell phones provided by the Employer shall be returned to the Employer by the end of the employee’s employment.

15.5.5 Home Office Expenses: Employees who are not assigned a base office and so must work out of their homes shall be provided a reimbursement for the items/supplies necessary to set up their home office up to the maximum reimbursements as itemized in the following table:

Headset	\$50
Monitor	\$300
Chair	\$500
Desk	\$800
Webcam	\$50
Keyboard	\$60
Mouse	\$50

The Employer may approve further reimbursement(s) of office material or hardware as it may deem necessary or supportive of an employee’s needs.

Purchases of these supplies shall be handled centrally whenever possible. All submissions for expense reimbursement must be accompanied by proper documentation. Documentation must include itemized receipts and purpose of the expense.

Computers shall be provided by the Employer.

15.5.6 Care Expense Reimbursement: Employees shall be eligible to request reimbursement for dependent care expenses (*childcare, eldercare, or pet care*) incurred due to working outside the normal workday up to a maximum reimbursement of eight hundred fifty (\$850) dollars per year.

Section 15.6 Continuation Pay at Separation: An employee who separates from employment will be eligible for a continuation of pay status on a prorated basis in lieu of vacation cash-out so long as the employee has worked for the Employer for at least twelve (12) months and has provided the Employer with written notice to separate employment at least two (2) weeks in advance. Such employee may elect vacation cash-out in lieu of continuation pay.

ARTICLE 16 HEALTH AND WELFARE

Section 16.1 Health Benefits: The Employer will continue to provide health insurance, dental insurance and vision coverage for each eligible employee and their dependent, spouse/domestic partner to any employee who elects such coverage as agreed between the Employer and the Union.

16.1.1 Life Insurance: The Employer shall pay one hundred percent (100%) of the premium costs to provide life insurance at a minimum of an employees' annual gross income.

16.1.2 Long Term Disability: The Employer shall provide long term disability at a minimum of sixty percent (60%) of monthly gross wages.

16.1.3 Optional Insurance: Employees have the option to purchase additional life insurance and accidental death and dismemberment insurance.

16.1.4 Eligibility for Coverage: All bargaining unit employees hired to work at least eighty (80) hours per month shall be eligible for coverage upon their first date of hire, or at the least amount of time allowed consistent the agreed medical, dental, and vision plans, but in no case more than thirty (30) days after employment in a bargaining unit position.

Section 16.2 Health Reimbursement Arrangement: The Employer shall maintain the Health Reimbursement Arrangement, which shall reimburse employees for out-of-pocket medical, dental, or vision expenses up to a maximum arrangement of up to five thousand (\$5,000) dollars annually.

Section 16.3 Health Plan Revocation and Renegotiation: If, during the term of this Agreement, any medical, dental, vision, or other health care related plan, including any supplemental plan, no longer be available due to loss of plan, lack of legal compliance, or for some other reason not contemplated by the parties during negotiation of this Agreement, the parties shall meet, discuss, and negotiate an equitable replacement plan(s).

ARTICLE 17 RETIREMENT SECURITY

17.1 401(k) Plan: The Employer shall provide employees with the CWA Local 9009 401(k) Plan (herein Plan).

17.1.1 Notification of Plan Benefits: Employees will be notified about the Plan upon hire, and provided with the Plan summary of benefits, and the enrollment form to the Plan, as well as any other disclosure required by federal law.

17.1.2 Election of Participation: Employees may choose to contribute to the Plan up to the legal maximum through payroll deduction or assign a different deduction amount at any time.

17.1.2.1 Automatic Deferral Upon Failure to Elect: The Employer will automatically deduct an amount equal to three (3%) percent of an employee's annual compensation each month who fails to enroll in the plan unless otherwise required by federal law. Such amount shall increase each year by one (1%) percent up to a maximum of ten (10%) percent.

17.1.3 Profit-Sharing Contribution: The Employer and the Union acknowledge that the Plan permits discretionary contributions by the Employer (i.e., "profit-sharing" contributions under the Internal Revenue Code).

The Employer and the Union further acknowledge that such contributions are based on the financial health, stability, and organizational goals of the Employer.

For the Term of this Agreement only, the Employer agrees to provide a profit-sharing contribution equal to 12% of each employee's compensation, distributed and vested on a per-paycheck basis.

17.1.4 Qualified Matching Contribution: The Employer shall match up to 3% of an employee's contributions, as provided by the Plan.

17.1.5 Vesting Schedule: Contributions made by either the Employer or the employee shall be immediately vested, as provided by the Plan.

17.1.6 Deposits to the Plan: Deferrals made by the employee and contributions made by the Employer pursuant to the Plan shall be deposited to the plan within two (2) days after the payroll date.

17.1.6 Deposits to the Plan: Deferrals made by the employee and contributions made by the Employer pursuant to the plan shall be deposited to the plan within seven (7) days, as required by law, after the payroll date.

17.1.7 Prospective Plan Design: The Employer and the Union acknowledge that a Profit-Sharing Defined-Contribution Plan must meet unique requirements to maintain its qualified status, and that the Employer is required by federal law to administer a plan in accordance with its written terms.

To the extent both Parties desire to allow some measure of non-elective contributions to employees' individual 401(k) plan accounts, the Parties acknowledge that replacing the Plan with a new defined-contribution plan is a more efficient, predictable, and collaborative alternative to amending the current Plan toward that end.

Accordingly, the Parties agree to meet and confer from time to time as a joint labor-management committee to examine the risks, benefits, plan design, and viability of a replacement defined contribution plan that would permit qualified non-elective contributions in addition to qualified matching contributions.

Upon the adoption, if any, of a replacement defined-contribution plan, the Plan shall be thereafter terminated consistent with federal law, with the objective of rolling over individual accounts to the replacement defined-contribution plan.

ARTICLE 18 NO SUBCONTRACTING

Section 18.1 Job Protection: A goal of the Employer is to increase internal staff capacity and to minimize the use of contract employees and consultants.

Accordingly, no member of management, any other employee, or non-bargaining unit employee shall take the place of, nor substitute for, an employee within the classifications covered by this Agreement, thus depriving a person of a job or hours of employment within this bargaining unit, except in the case of emergency or organizational necessity.

"Organizational necessity" means a case where the Employer determines that work must be contracted out based on a consideration of the Employer's capacity to supervise or hire, the required skillset for, the cost of, and duration of such work. The Union and the Employer shall periodically review organizational capacity for the purpose of transitioning contracted work into the bargaining unit. Consideration by the Employer and the Union shall include the Employer's financial capacity to hire.

As a new organization, it is understood by the Employer and Union that some work in which the Union has jurisdiction needs be contracted to professional consultants.

Section 18.2 No Subcontracting: The Employer agrees not to increase the number of subcontractors except by mutual agreement with the Union or to sub-contract out the work normally performed by the employees, except by mutual agreement. Work functions currently contracted out of the bargaining unit may continue to be contracted outside of the bargaining unit due to organizational necessity consistent with section 18.1 Job Protection (above).

ARTICLE 19 NO-STRIKE/NO-LOCK-OUT

Section 19.1 No Lock-out: The Employer shall not lock-out employees during the term of this Agreement.

Section 19.2 No Strike: The Union shall not authorize an economic strike during the term of this Agreement related to subject matter negotiated in this Agreement.

Section 19.3 Strike Picket Line Observance: The Employer shall respect the right of employees to honor the picket lines of striking workers and it shall not be a violation of this Agreement and shall not be cause for disciplinary action or discharge should an employee refuse to cross or work behind the primary picket line of any group of workers sanctioned by their labor organization.

ARTICLE 20 SAVINGS CLAUSE

Section 20.1 Continuation of Agreement: In the event that any provision of this Agreement is finally held, or determined to be, illegal or void as being in contravention of any law, ruling, or regulation of any governmental authority or agency having jurisdiction of the subject matter of this Agreement, the remainder of the Agreement shall remain in full force and effect.

Section 20.2 Renegotiation of Issue: If any provision of this Agreement is held invalid, the Union and Employer further agree that they shall promptly enter into negotiations for the sole purpose of attempting to achieve a mutually satisfactory replacement for such provision.

ARTICLE 21 WHOLE AGREEMENT

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understanding and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.

Therefore, the Employer and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with

respect to any subject or matter referred to, or covered in this Agreement, or with respect to any subject or matter not specifically referred to or covered by this Agreement even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

ARTICLE 22 TERM OF AGREEMENT

This Agreement shall be effective as of July 1, 2024 (the "Effective Date") and shall continue in full force and effect through May 31, 2026 (the period between such dates being the "Term" of said Agreement) and shall be automatically renewed from year to year unless either party serves notice, in writing, not more than ninety (90) days and at least sixty (60) days prior to the expiration date of a desire to change, modify or terminate this Agreement. In the event either party serves notice with respect to changes in or modification or termination of the Agreement, it is agreed that the parties shall begin negotiations promptly.

Upon execution of this Agreement the following shall be implemented in such fashion:

1. All employees shall be placed on the new wage schedule as determined by the parties during negotiation of this Agreement and consistent with Appendix A Base Wage and Salary Schedule.
2. All employees who meet the minimum threshold for High-Cost Area Locality premium pay shall be paid at the appropriate premium starting on the effective date of this Agreement.
3. The Employer and Union shall agree on the prior services dates, consistent with Appendix B Recognition of Prior Service Credit for Existing Employees which shall be the basis of establishing seniority in the bargaining unit and completing their probationary period contained within this Agreement. Vacation accrual shall be granted to employees on the effective date of this Agreement.
4. Employees shall be granted a vacation accrual upon ratification of this Agreement equal to the difference between their current vacation accrual and the applicable cap consistent with this Agreement.
5. Employees shall be granted the value of the difference between their current salary (*previous the effective date of this Agreement*) and that salary in which they are placed as a result of this Agreement (*including any HCA Locality premium pay if eligible during such time period*) back dated to January 1, 2024 to the effective date of this Agreement.
6. Such provisions (above) shall include Emily Chang. The Parties shall continue to discuss onboarding Emily Chang into a permanent position within the bargaining unit.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement:

8/29/2024

Dated this _____ day of [Month] [Year].

FOR AWU CWA Local 9009: 9/4/2024

Signed by
Parul Koul
7898FF894F714A2...

Parul Koul, President

Signed by
Olivia Asemota
4BF486C1D79045F...

Olivia Asemota, Vice President

Signed by
Tahmid Rahman
BE4C420E92D7407...

Tahmid Rahman, Treasurer

Signed by
Toni Allen
8023DA69099B47E...

Toni Allen, Secretary

Signed by
Alan McAvinney
D628BAA04523421...

Alan McAvinney, Organizing Chair

Signed by
Stephen McMurtry
864ECA61008E473...

Stephen McMurtry, Communications Chair

FOR PNWSU: 8/29/2024

Signed by
Brandon D. Tippy
09E0E2751AED461...

Brandon Tippy, President

Signed by
Alexis Villalobos
8FE2CF8C4D61437...

Alexis Villalobos, Chapter President

Signed by
Lauren Shiel
AC4B03AA7F444EB...

Lauren Shiel, Bargaining Team

Signed by
Hailey Hugot
94CB50C2BE194DC...

Hailey Hugot, Bargaining Team

Signed by
Sarah Koshar
F93562EE13984D6...

Sarah Koshar, Bargaining Team

**APPENDIX A
WAGE AND SALARY SCHEDULE**

2024	Grade	A	B	C	D	E
Step	1	69,750	76,000	81,723	89,046	96,386
Step	2 (2%)	71,145	77,520	83,358	90,827	98,314
Step	3 (2%)	72,568	79,070	85,025	92,644	100,280
Step	4 (2%)	74,019	80,652	86,725	94,496	102,286
Step	5 (2%)	75,500	82,265	88,460	96,386	104,332
Step	6 (2%)	77,010	83,910	90,229	98,314	106,418
Step	7 (2%)	78,550	85,588	92,034	100,280	108,547
Step	8 (2%)	80,121	87,300	93,874	102,286	110,718
Step	9 (2%)	81,723	89,046	95,752	104,332	112,932
Step	10 (2%)	83,358	90,827	97,667	106,418	115,191
Step	11 (2%)	85,025	92,644	99,620	108,547	117,494
		Admin 1	Field 1	Admin 2	Field 2	Field Lead
		Admin Coordinator 1	Organizer	Admin Coordinator 2	Senior Organizer IT Coordinator	Lead Organizer
Locality Premium	2024 AVG (2BD FMR)	\$1,208		Method		
	5% 30%+ above national avg			(1) Download annual HUD FMR table, (2) Average all county 2 bedroom FMR data to determine nationwide average, (3) Compare 2 bedroom FMR of employee to nationwide average. Locality Premium based on comparison to national average.		
	10% 65%+ above national avg					
	15% 105%+ above national avg					
				Example		
				Employee based in Seattle, WA (King County).		
				2024 National FMR Average =	\$1,208.37	
				King County FMR =	\$2,645	
				Abv/Blw Nat AVG	118.89%	
				Result		15% Premium

APPENDIX B
RECOGNITION OF PRIOR SERVICE CREDIT FOR EXISTING EMPLOYEES

The purpose of this side letter is to provide direction and guidance for the placement and treatment of employees who have transitioned from the CWA International Union to the CWA Local 9009 AWU in advance of this Agreement and any employees hired subsequent to the transition, but prior to the execution of this Agreement.

TRANSITIONED EMPLOYEES

Section 1 Prior Service Credit: Transitioned employees shall be provided with their prior service credit for purposes of establishing seniority order within the bargaining unit.

Section 2 Probationary Period: All employees shall be credited with their time worked with CWA International and time worked with the Employer for purposes of completing their probationary period contained within this Agreement.

APPENDIX C
JOB DESCRIPTIONS



**Administrative Coordinator II
CWA Local 9009, Alphabet Workers Union
(Remote)**

Summary:

Alphabet Workers Union (CWA Local 9009) is a growing organization building power through worker solidarity. We are looking for a creative and flexible individual to provide remote administrative support, including but not limited to: database management; membership processing, member and staff administrative support, outreach to membership, monitoring correspondence, scheduling and meeting coordination, logistics planning, and other tasks as assigned.

Qualifications and Skills:

- ✓ Computer/technical skills: Strong competency with email, word editors, spreadsheet software, calendar schedulers, CRM databases, expense software, chat/email/text messaging software. Experience with these or similar platforms: Dropbox, AirTable, Google software applications, Calendly, Zoom, Signal, Discord, Hustle, MS Office.
- ✓ Excellent verbal and written communication skills
- ✓ Strong organizational and time-management skills
- ✓ Ability to work independently and as part of a team
- ✓ Ability to maintain confidentiality and follow data privacy practices
- ✓ Project management skills
- ✓ Familiarity/experience with unions and social justice work

Responsibilities and Scope

- ✓ Support the maintenance of membership databases, monitor/audit/process membership changes, produce membership reports/lists and reach out to members and staff as necessary
- ✓ Coordinate scheduling for internal and external meetings
- ✓ Event planning and coordination
- ✓ Travel planning and coordination
- ✓ Review and action some expense reports and requests
- ✓ Triage incoming message requests
- ✓ General administrative, operations and other duties, as assigned.

Salary and Benefits: The salary for this position is based on the Collective Bargaining Agreement between AWU CWA Local 9009 and the Pacific Northwest Staff Union.

Position type: Full time - 40 hours/week

CWA Local 9009 provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.



I.T. Coordinator
CWA Local 9009, Alphabet Workers Union
(Remote)

About AWU-CWA: We are a growing, wall-to-wall organizing union of workers at Alphabet, Google's parent company. Our Union membership is comprised of full-time workers, temporary workers, vendors and contractors employed by Alphabet, its subsidiaries, and all Alphabet vendors and contractors.

Summary: The role of the IT Coordinator is to lead, advise on and implement the technical and digital infrastructure of the Union, support staff and members in the use of Union platforms, manage Union I.T. assets and collaborate with the Operations staff to identify and plan implementation, use and security of the Union I.T. infrastructure under the direction of the Operations Director.

Experience and Education:

5+ years relevant professional I.T. experience. I.T. experience in a labor union setting is highly desirable.

Commitment:

- ✓ A strong commitment to economic and social justice.
- ✓ A strong commitment to support a democratic, member-led union.
- ✓ A growth mindset and a commitment to building a cohesive, unified team.
- ✓ Recognizable interest in the work and the membership with a desire to advance the priorities of the Union. **Dedication to comprehension of Alphabet workers' work life, training, terminology, and their role within Alphabet operations.**

Requirements:

- ✓ Must possess a valid driver's license.
- ✓ Willingness to work irregular and long hours, including weekends and holidays, to attend required evening and weekend events/meetings.
- ✓ Some travel may be required.

Salary and Benefits:

The salary for this position is based on the Collective Bargaining Agreement between AWU CWA Local 9009 and the Pacific Northwest Staff Union.

CWA Local 9009 offers a competitive and comprehensive benefits package including Medical, Dental, Vision, Short and Long-Term Disability Insurance, Life Insurance, and 401(k) retirement benefits.

This position is represented by a staff Union.

Job Responsibilities:

- ✓ While using existing technologies to meet the enterprise database needs of a membership organization, the I.T. Coordinator will be a key player in shaping the Union's future data systems and IT infrastructure. Tracking and use of membership data is critical to the multiple campaigns of the Union.
- ✓ An in-depth understanding of Union databases, Excel, I.T. security and Microsoft products are essential requirements for this position
- ✓ An understanding of relational database principles, data dependencies and normalization of data are needed
- ✓ The I.T. Coordinator will also be responsible for remotely training staff on various platforms, including Microsoft Office 365, CiviCRM, Microsoft, Google similar products
- ✓ Ability to diagnose and troubleshoot hardware and software problems and facilitate (or guide users to facilitate) the escalation of issues to external support resources
- ✓ Works independently and able to manage multiple deadlines
- ✓ Works closely with the Executive Board and all Staff
- ✓ Good interpersonal skills, able to communicate with people at all levels of IT comprehension
- ✓ Attention to detail and ability to handle sensitive information discreetly
- ✓ Ability to plan and analyze I.T. processes and procedures and document workflow
- ✓ Resourceful and solution-based critical thinker

Skills and Competencies:

- ✓ Experience with modern integration API standards such as web hooks, and understanding of HTTP mechanics
- ✓ Microsoft Power BI Desktop
- ✓ Comprehension of SQL Servers
- ✓ Microsoft Office 365
- ✓ Skilled at the implementation, use and training for various operations and Union platforms and/or ability to adapt to new platforms and identify training to improve in the use of new technology
- ✓ Superior understanding of data structures and elements; queries and mechanics of a typical database
- ✓ Excellent data analysis skills
- ✓ Ability to train and support end users with all aspects of platforms, data retrieval, formatting and basic data manipulation in Excel and Word

Preferred Experience:

Prior work experience with labor organization is highly desirable.
Exposure to non-profit and organized labor-specific CRM products is preferred.
Experience with union membership database systems.

CWA Local 9009 is an affirmative action employer and encourages applications from all qualified candidates regardless of race, ethnicity, age, sex, sexual orientation, marital status, religion, or disability. CWA Local 9009 works to ensure fair treatment of applicants and employees and actively enforces policies against discrimination and sexual harassment.

CWA9009/ITCoord/asl v.8/7/2023



Organizer I

CWA Local 9009, Alphabet Workers Union

About AWU-CWA: We are a growing, wall-to-wall organizing union of workers at Alphabet, Google's parent company. Our Union membership is comprised of full-time workers, temporary workers, vendors and contractors employed by Alphabet, its subsidiaries, and all Alphabet vendors and contractors.

Summary: The Organizer I role is to help workers form, build, and grow our union; mobilize workers around worksite issues, politics, public policy, and other matters affecting the lives of workers; develop leadership among workers; and carry out all other programs of the Union in the field.

Experience and Education:

0-3 years relevant professional organizing experience. Organizing in a labor union setting is highly desirable. Dual-language skills are highly valued.

Commitment

- ✓ A strong commitment to economic and social justice.
- ✓ A strong commitment to an organizing model and supporting a democratic member-led union.
- ✓ A growth mindset and a commitment to building a cohesive, unified team.
- ✓ Recognizable interest in the work and the membership with a desire to advance the priorities of the Union. Dedication to comprehension of Alphabet workers' work life, training, terminology, and their role within Alphabet operations.

CWA Local 9009 Organizers may be assigned to work on a variety of campaigns working with and on behalf of workers who are interested in joining the union, members who are in the process of expanding membership, supporting members in their quest for recognition; and, in the future, working with and on behalf of members who have won recognition and have a contract or are in the process of bargaining a contract.

Requirements:

Must possess a valid driver's license.

Salary and Benefits:

The salary for this position is based on the Collective Bargaining Agreement between AWU CWA Local 9009 and the Pacific Northwest Staff Union.

CWA Local 9009 offers a competitive and comprehensive benefits package including Medical, Dental, Vision, Short and Long-Term Disability Insurance, Life Insurance, and 401(k) retirement benefits.

This position is represented by a staff Union.

Job Responsibilities:

- ✓ Actively build and practice skills to gain experience required to be a successful Organizer
- ✓ Assess, identify, and recruit workers to join the Union
- ✓ Actively participate and advance in the development of their own leadership skills led by the Organizing Director or a designee
- ✓ Identify leaders and work with the Organizing Director or a designee to develop new leaders
- ✓ Actively participate and advance in the development of members' leadership skills led by the Organizing Director or a designee.
- ✓ Assist workers to form, build, and grow their Union
- ✓ Organize and mobilize around worksite, social justice, political and legislative issues.
- ✓ Identify and develop membership leadership potential
- ✓ Conduct basic member training and facilitate committee and chapter meetings. Support and collaborate with other organizing staff to co-facilitate training.
- ✓ Implement and evaluate daily, weekly, and monthly work plans based on assigned strategic goals and objectives for the worker units overall Union organizing plan.
- ✓ Collaborate with the Organizing Director and Organizers to develop plans and goals including membership, leader recruitment, mobilizing and organizing members for key union activities.
- ✓ Support the work of staff to engage with strategic Union and community allies
- ✓ Travel to support union activities and campaigns
- ✓ Work with the Organizing Director and Organizers to identify needs and utilize campaign tools to move campaigns effectively and efficiently
- ✓ Manage conflict and effective communication within the campaign environment.
- ✓ Facilitate meetings effectively, under the direction of the Organizing Director or a designee
- ✓ Centralize campaign notes and content so the information is accessible to the organization
- ✓ Extensive travel within the United States and Canada to support union activities and campaigns.
- ✓ This role may require long and irregular hours
- ✓ Build positive, cohesive organizing team culture among staff and members
- ✓ Give and receive professional and constructive feedback with a commitment to solution-based communication.
- ✓ Utilize effective and appropriate communication with members, staff and community allies.
- ✓ Actively build skills and experience required to grow as an organizer
- ✓ Other tasks and duties as assigned

Skills and Competencies

- ✓ Adapt to changing environments and work under pressure.
- ✓ Strategic thinker
- ✓ Active listener and ability to engage in self-reflection.
- ✓ Ability to work independently and demonstrate self-motivation.
- ✓ Ability to work collaboratively with staff, members and community allies.
- ✓ Give insightful feedback to staff organizers within the context of a co-created development plan.
- ✓ Strong oral and written communication skills with an emphasis on professional communication.
- ✓ Strong interpersonal skills; experience and ability to work with people from diverse backgrounds.
- ✓ Ability to hold oneself accountable to goals and commitments; willingness to collaborate with one's lead to identify areas of improvement and support needed.
- ✓ Ability to manage multiple responsibilities and projects with varying deadlines in a fast-paced environment.
- ✓ Strong technical computer and platform literacy with a commitment to learn and develop one's skillset as the organization implements technology.
- ✓ Proficiency in Microsoft Office and similar platforms.

CWA Local 9009 is an affirmative action employer and encourages applications from all qualified candidates regardless of race, ethnicity, age, sex, sexual orientation, marital status, religion, or disability. CWA Local 9009 works to ensure fair treatment of applicants and employees and actively enforces policies against discrimination and sexual harassment.

HOW TO APPLY:

Please complete this form: {link to AirTable specific to this job posting}

For questions, please reach out to hire@alphabetworkersunion.org



Senior Organizer CWA Local 9009, Alphabet Workers Union

About AWU-CWA: We are a growing wall to wall organizing union of workers at Alphabet, Google's parent company. We are both directly employed by Alphabet (FTEs) as well as Temps Vendors and Contractor.

Summary: The Organizer II (Lead Organizer) role is to help workers form, build, and grow our union; mobilize workers around worksite issues, politics, public policy, and other matters affecting the lives of workers; develop leadership among workers; and carry out all other programs of the union in the field.

Experience and Education:

3+ years relevant professional organizing experience. Organizing in a labor union setting is highly desirable. Dual-language skills are highly-valued.

Commitment

- A strong commitment to economic and social justice
- A strong commitment to an organizing model, and supporting a democratic member led union.
- A growth mindset and a commitment to building a cohesive unified team
- Recognizable interest in the work and the membership with a desire to advance the priorities of the Union. Dedication to comprehension of Alphabet workers' work life, training, terminology, and their role within Alphabet operations

CWA Local 9009 Organizers may be assigned to work on a variety of campaigns working with and on behalf of workers who are interested in joining the union, members who are in the process of expanding membership, supporting members in their quest for recognition; and, in the future, working with and on behalf of members who have won recognition and have a contract or are in the process of bargaining a contract.

Requirements:

Must possess a valid driver's license.

Salary and Benefits:

The salary for this position is based on the Collective Bargaining Agreement between AWU CWA Local 9009 and the Pacific Northwest Staff Union.

CWA Local 9009 offers a competitive and comprehensive benefits package including, Medical, Dental, Vision, Short and Long-Term Disability Insurance, Life Insurance, and 401(k) retirement benefits.

Job Responsibilities

- Assist workers to form, build, and grow their union; build relationships with existing members.
- Organize and mobilize around work sites, social justice, political and legislative issues.
- Identify and develop members' leadership potential
- Assess, identify, and recruit workers to join the union, and provide foundational training to develop worker-leaders.
- Develop and implement campaign plans with the goals, strategies and tactics necessary to execute the plan, including effective management of staff, volunteer, and administrative resources. Provide clear status reports to stakeholders. Accept and incorporate feedback on plans.
- Conduct basic member training and facilitating committee and chapter meetings. Support and collaborate with other organizing staff to co-facilitate training.
- Develop, implement and evaluate daily, weekly, and monthly work plans based on assigned strategic goals and objectives for the worker units overall union organizing plan.
- Lead coalition-building efforts with other unions and allies to support varying campaign goals.
- Lead actions including pickets and rallies, and train staff to do the same.
- Identify needs and utilize campaign tools to move campaigns effectively and efficiently. Manage conflict and effective communication within the campaign environment.
- Facilitate meetings effectively.
- Develop plans around various goals including membership, leader recruitment and mobilizing and organizing members for key union activities.
- Identify and partner with strategic union and community allies.
- Keep centralized training material and content current and accessible to the organization. Develop potential new chapters; identify and recruit leaders to an organizing committee. Worksite mapping, list building and turf planning.
- Extensive travel within the United States and Canada to support union activities and campaigns.
- This role may require long and irregular hours
- Mentor staff and members with varying experiences and proficiencies. Lead Member Organizers. Train and support new staff.
- Builds positive, cohesive organizing team culture among staff and members.
 - Takes direction
 - Provide professional and constructive feedback with a commitment to solution-based communication.
 - Utilize effective and appropriate communication with members, staff and community allies.
 - Actively builds skills and experience required to continue to grow as an organizer
- Other tasks and duties as assigned.

Skills and Competencies

- Adapt to changing environments and work under pressure.
- Give and receive constructive feedback founded on solution-based communication.
- Strategic thinker.
- Active listener and ability to engage in self-reflection.
- Ability to work independently and demonstrate self-motivation.
- Ability to work collaboratively with staff, members and community allies.
- Give insightful feedback to staff organizers within the context of a co-created development plan.
- Strong oral and written communication skills with an emphasis on professional communication.
- Strong interpersonal skills; experience and ability to work with people from diverse backgrounds.
- Ability to hold oneself accountable to goals and commitments; willingness to collaborate with one's lead to identify areas of improvement and support needed.
- Ability to manage multiple responsibilities and projects with varying deadlines in a fast-paced environment.
- Strong technical computer and platform literacy with a commitment to learn and develop one's skillset as the organization implements technology.
- An understanding of labor law specifically related to regulations governing union recognition.
- Proficiency in Microsoft Office and similar platforms.

This position is represented by a union.

CWA Local 9009 is an affirmative action employer and encourages applications from all qualified candidates regardless of race, ethnicity, age, sex, sexual orientation, marital status, religion, or disability. CWA Local 9009 works to ensure fair treatment of applicants and employees and actively enforces policies against discrimination and sexual harassment.