AGREEMENT BETWEEN

TakeAction Minnesota
And
Minnesota Newspaper & Communications Guild
TNG-CWA Local 37002

July 1, 2018 – June 30, 2021
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AGREEMENT BETWEEN
TakeAction Minnesota
And
Minnesota Newspaper & Communications Guild
TNG-CWA Local 37002

This agreement is effective July 1, 2018, between TakeAction Minnesota, and the Minnesota Newspaper and Communications Guild, TNG-CWA Local 37002 (AFL-CIO), hereinafter referred to as the "Guild," for itself and on behalf of all of the employees of TakeAction Minnesota as described in Article 1.

Article 1: COVERAGE AND JURISDICTION

1. This agreement covers all full-time, part-time, temporary and grant contingent TakeAction Minnesota employees, excluding confidential employees with regular access to confidential labor relations information, supervisors and managers who have the bona fide authority to hire, discipline, or layoff employees or effectively recommend such action using their independent judgment.

2. Employment Classifications:
   a) Full-time employee. A full-time employee is defined as one who regularly works at least forty (40) or more hours per week, inclusive of a thirty (30) minute lunch break for hourly employees each day, and does not have a specific project end date or termination date.

   b) Part-Time Employee. A part-time employee is defined as one who regularly works less than forty (40) hours per week. Part-time employees shall receive prorated leave benefits. Part-time employees working twenty (20) hours a week or more are eligible for health insurance. The employment of a part-time employee shall not displace a full-time employee. A part-time employee shall be paid on an hourly basis equivalent to the weekly minimum salary provided for the employee’s classification and experience.

   c) Temporary Employee: A temporary employee is one employed for a special project or for a specified time, in either case not to exceed six (6) months. The Guild shall be notified in writing as to the nature of such project and its duration. The employment of a temporary employee shall not displace a full-time employee. If a temporary employee is retained beyond six (6) months, the employee will be reclassified as a full-time or part-time employee.

   d) Grant Contingent: Employees whose offer letter notifies them that they are grant contingent shall be deemed grant contingent employees. Grant contingent employees shall be members of the bargaining unit and subject to all terms of this agreement, with the exception of those provisions related to lay-offs and severance.
If a new position is created by TakeAction Minnesota, which is excluded from the Bargaining unit, the Guild shall be provided with a five (5) day written notice. TakeAction Minnesota will discuss the exclusion within seven (7) days after the notice is provided, upon request of the Guild. In the event there is a dispute, regarding the exclusion of the position from the bargaining unit, the Guild reserves the right to file a petition with the National Labor Relations Board to make a determination in the matter in dispute.

**Article 2: UNION SECURITY**

1. All employees covered by this contract shall be required to join the Guild within thirty (30) days of the execution of this Agreement. New employees shall be required to join the Guild within thirty (30) days of their date of hire as long as this Agreement remains in effect. All employees shall, as a condition of employment, for as long as this Agreement remains in effect, maintain their membership in good standing in the Guild.

2. TakeAction Minnesota shall provide all Unit employees, both current and new hires with the membership and dues forms provided it by the Guild. Upon an employee’s voluntary written assignment, TakeAction Minnesota shall deduct from the earnings of all Guild members all Guild membership dues, fees and assessments and pay such deductions to the Guild on a bi-weekly basis to correspond to TakeAction Minnesota’s payroll schedule, along with a wage report showing that payroll period’s earning for each bargaining unit member. Membership dues, fees and assessments shall be deducted from the employee’s earnings in accordance with the Guild’s schedule of dues rates furnished to TakeAction Minnesota by the Guild. Such schedule may be amended by the Guild at any time. An employee’s voluntary written assignment shall remain effective in accordance with the terms of such assignment.

3. Copies of Agreement. TakeAction Minnesota agrees to provide copies of the collective bargaining agreement to all new hires along with TakeAction Minnesota’s handbook or rules. The Guild shall provide copies of the agreement to TakeAction Minnesota.

4. Dues Deduction Form. The dues deduction assignment shall be made upon the following form:

**ASSIGNMENT and AUTHORIZATION TO DEDUCT GUILD MEMBERSHIP DUES**

I hereby assign to the CWA Local 37002, and authorize TakeAction Minnesota to deduct monthly from any salary earned or to be earned by me as an employee, an amount equal to Guild dues, fees and assessments as certified by the Treasurer of the Guild starting in accordance with the terms of the Agreement. I further authorize and request TakeAction Minnesota to remit the amount deducted to the Guild on a bi-weekly basis.

This assignment and authorization shall remain in effect until revoked by me, but shall be irrevocable for a period of one year from the date appearing below or until the termination of the contract between yourself and the Guild, whichever occurs sooner. I further agree and direct that this assignment and authorization shall be continued automatically and shall be irrevocable for successive periods of one year each or for the period of each succeeding applicable contract
between TakeAction Minnesota and the Guild, whichever period shall be shorter, unless written notice of its revocation is given by me to TakeAction Minnesota and to the Guild by registered mail not more than thirty (30) days and not less than fifteen (15) days prior to the expiration of each period of one year, or of each applicable contract between TakeAction Minnesota and the Guild, whichever occurs sooner. Such notice of revocation shall become effective for the calendar month following the calendar month in which TakeAction Minnesota receives it.

This assignment and authorization is in accordance with the Collective Bargaining Agreement and as a condition of my employment in order to pay my equal share of the Guild’s costs of operation and is not conditioned on my present or future membership in the Guild.

This assignment and authorization supersedes all previous assignments and authorizations heretofore given by me in relation to Guild initiation fees, dues and assessments.

__________________________ Employee’s signature

__________________________ Date

5. The Guild may use TakeAction Minnesota facilities for union business with prior approval of the employer.

Article 3: MANAGEMENT RIGHTS CLAUSE

The Guild recognizes the right and authority of the Employer to operate and manage its affairs in all respects in accordance with its management rights and all existing and future laws. All rights and authority which the Employer has not officially abridged, delegated or modified by this Agreement are retained by the Employer, including the right to hire, lay off, promote, demote, transfer, discharge or discipline for just cause, require observance of reasonable rules and procedures, direct work, and determine the materials, means and types of services provided.

ARTICLE 4: NO STRIKE, NO LOCKOUT

The Employer shall not declare or impose any lockout during the life of this Agreement, and the Guild and its members shall not call, cause or permit any strike during the life of this Agreement.

Article 5: INFORMATION

1. TakeAction Minnesota shall furnish to the Guild on an annual basis a list containing the following information for all employees covered by this Agreement:
   (a) Name and address.
   (b) Social Security number
   (c) Date of hire
   (d) Work Classification
   (e) Salary

2. TakeAction Minnesota shall notify the Guild every six months in writing of:
(a) Merit increases granted by name of the employee, individual amount, resulting new
salary and effective date.
(b) Changes in classifications, salary changes by reason thereof, and effective date.
(c) Resignations, retirements, deaths, and other revisions in the data listed in Section 1, and
effective dates.

3. Within one week after the start date of a new employee covered by this bargaining
Agreement, TakeAction Minnesota shall furnish the Guild in writing with the data
specified in Section 1 for each new employee.

4. At the request of the Guild, TakeAction Minnesota will provide the underlying data from
its annual demographic review of staff.

Article 6: LABOR MANAGEMENT COMMITTEE

The purpose of the Labor Management Committee (LMC) is to promote communication,
diversity and increased effectiveness of TakeAction Minnesota staff as a whole. Both staff and
management of TakeAction Minnesota are committed to building a more effective, powerful,
member led, democratic organization. There are many places in the organization where we all
work to fulfill these commitments. The LMC is a space where employees offer generative pre-
decisional input to organizational decisions that may affect relations between employees and
TakeAction Minnesota. The LMC is a space for the organization’s staff and management to
discuss, debate and propose solutions around staff concerns and challenges beyond those
addressed explicitly by this agreement, including but not limited to: TakeAction Minnesota
hiring practices, program development, Greater Minnesota organizing issues, creation of a
people of color caucus, the application of comp time, work life balance, employment related
policies and procedures and staff professional development.

The LMC cannot change the language of the collective bargaining agreement.

The Guild and management shall designate up to five (5) representatives each for membership on
the LMC. A representative of the Guild may attend LMC meetings at the bargaining unit
members' discretion. The LMC will meet within sixty (60) days of the execution of this
Agreement. Meetings shall be convened at least quarterly thereafter at mutually agreed upon
dates and times.

The position of Chair of the LMC shall alternate, meeting by meeting, between the Guild Unit
Chair and a TakeAction Minnesota management representative. The Chair is responsible for
assuring the meetings are scheduled, confirmed and do take place. In addition, the Chair is
responsible for co-creating an agenda with a member of the opposite party, the agenda should
include mutually agreed upon standing agenda items and be delivered to all committee members
at least one day prior to the meeting.

Pay Equity
The LMC shall form a working group, governed by the process and rules of the LMC, which
every two years will analyze pay data within the organization and make recommendations via the
LMC to the leadership team for reconciling any pay disparities uncovered, particularly across race, gender, and other protected classes.

**Article 7: JOB EVALUATIONS**

**New Positions- Job Postings**
When TakeAction Minnesota is adding a new position, a job posting will be created in the following manner:

1. TakeAction Minnesota management creates a draft job posting for the position.
2. TakeAction Minnesota management shares the draft job posting with the Guild Unit Chair and gives five (5) business days for feedback.
3. The final job posting will be posted for ten (10) days and will be sent via email to the full TakeAction Minnesota staff including the field and phone outreach specialists.
4. Providing opportunities for employees to advance their careers within TakeAction Minnesota is a priority of the organization. Current employees who have shown interest in a vacancy shall be given the opportunity to interview for the position.
5. TakeAction Minnesota will inform the Bargaining Unit Chair when a hiring committee is formed, and who those committee members are, for positions within the bargaining unit.

**Work Review**
The work of each employee is reviewed on an ongoing basis with the supervisor to provide a systematic means of evaluating performance. A formal review of each full-time employee’s performance (excluding outreach specialists) will be conducted on or within 30 days (prior or post) of their 6-month hiring date anniversary and upon a mutually agreed date each year thereafter.

**Job Descriptions**
Written job descriptions are required for all employment positions. Each job description must detail the position’s job functions and tasks.

**Article 8: PROBATIONARY PERIOD**

Each new employee will be required to complete a probationary period, during which time the Employer shall have the unqualified right to dismiss any such employee. Such dismissal shall not be subject to the grievance and arbitration procedure of the Agreement. The length of the probationary period shall be six (6) calendar months. The parties may mutually agree upon the extension of the probationary period of up to three (3) additional months.

**Article 9: PROFESSIONAL DEVELOPMENT**

Professional development is the continuous process of acquiring new knowledge and skills that relate to one’s professional job responsibilities, or work environment. It plays a key role in maintaining trained, informed, and motivated employees, regardless of job classification and in accordance with the non-discrimination statement of Article 9 of this agreement.
At least once a year, during an employee’s annual review, every employee and their supervisor will have the opportunity to prepare a professional development plan, including identifying and sharing training opportunities.

Within the first month on the job, newly hired phone and field outreach specialists will receive information about opportunities to attend trainings and learn skills needed to qualify for internal vacancies within TakeAction Minnesota. Training opportunities will be posted in advance to afford outreach staff the opportunity to adjust their schedules accordingly.

Meetings and Conferences
An employee may be given limited time off at the sole discretion of the Director of Finance and Operations or their designee with pay to participate in educational opportunities related to the employee’s current or anticipated work with TakeAction Minnesota. An employee serving as an official representative of TakeAction Minnesota at a conference or meeting is considered on official business and not on unpaid leave.

Process
An employee desiring to enhance skills, knowledge and/or ability to perform tasks relevant to their existing position or another position at TakeAction Minnesota may request specific training. Such requests shall be evaluated on the basis of organizational goals and resources (both costs and time away from work), as well as ensuring that employees have the opportunity to enhance their skills. TakeAction Minnesota retains sole discretion to approve training requests. Should the request for professional development be denied, employees may request a meeting with their supervisor and upper management to discuss why the proposal was denied.

Hourly employees shall receive time credits that may be used as paid time to participate in approved internal and/or external training opportunities, including shadowing salaried staff. Hourly employees shall earn sixteen (16) hours of training credit immediately after their first three (3) calendar months of employment. Every year thereafter, on January 1st, sixteen (16) hours is given and no previously accrued hours are rolled over or capped. Hourly employees may attend trainings utilizing earned paid time off in combination with earned training credits.

Transparency
Budgets for professional development are set at the sole discretion of TakeAction Minnesota. The parties recognize the need for transparency in the spending of professional development dollars. TakeAction Minnesota agrees to share with the bargaining unit, upon request, the budgeted amounts and expenditures for professional development broken down by individual employee.

Article 10: DISCIPLINE

1. TakeAction Minnesota shall not discharge or discipline any employee without just and sufficient cause. All discipline will be progressive, absent circumstances warranting accelerated disciplinary penalty.

2. An employee shall not be dismissed or discriminated against because of membership or activity in the Guild, because of the employee’s perceived or actual race, color, creed,
religion, national origin, sex, gender identity, age, marital status, sexual orientation, disability, public assistance status, veteran status, family responsibilities, matriculation or any other characteristic protected under federal, state or local law.

3. TakeAction Minnesota shall furnish upon request from an employee, a copy of the employee’s personnel file and with permission from the employee, will provide a copy of the same to the Guild. The employee and/or the Guild shall be allowed to place in such a file a response to anything contained therein which such employee and/or the Guild deems to be adverse.

4. The aim of discipline is to be corrective, not punitive, and may be required for substandard job performance, safety violations, excessive absenteeism, apparent inability to work under employer direction, or other problems that may arise

Employees shall have the right to have a union representative(s) present at any discussion with the employer that is of an investigatory nature that may lead to discipline, where formal discipline will be administered, and in all grievance meetings. An employee shall be given five (5) working days advance notice when such discussion or meeting is scheduled, and the employee shall be informed of the nature of the complaint against the employee. The discussion or meeting shall not proceed until the union representative(s) are given a reasonable opportunity to be present.

**Corrective Action.** There are four forms of corrective action:

a. **Verbal Warning.** TakeAction Minnesota may select to counsel an employee following a minor offense, or a first offense, in an effort to eliminate any possible misunderstanding and to clarify performance criteria. If TakeAction Minnesota selects this option, it shall help the employee develop a solution and/or improve performance to the appropriate level. Supervisors are to inform the employee of the seriousness of the meeting, and to follow up with an email that states the conversation was a verbal warning. If an employee does not have a TakeAction Minnesota-issued email address, a written copy of the verbal warning will be given to the employee.

b. **Written Warning.** TakeAction Minnesota may meet with an employee and present the employee with a written notice of corrective action. A written warning is designed to ensure the employee is fully aware of the seriousness of the misconduct and/or performance problem, and the consequences if the problem is not corrected. TakeAction Minnesota and the employee shall set a time frame and a check-in program, during which the improvement must be made and maintained in accordance with the terms of the warning and/or any plan for improvement. A record of the written warning and improvement plan shall be kept in the employee's personnel file.

c. **Suspension.** TakeAction Minnesota may suspend an employee with or without pay for an instance of significant or repeated misconduct or performance problem. TakeAction Minnesota will set the timeframe for the suspension and provide it to the employee in writing.
d. **Discharge.** TakeAction Minnesota may discharge an employee for an instance of serious, or repeated misconduct or performance problem. The Guild shall be notified in writing within three (3) business days if a bargaining unit employee is terminated involuntarily.

**Article 11: GRIEVANCE PROCEDURE**

A grievance is defined as any dispute or disagreement that may arise between the parties as to the application, meaning or interpretation of this Agreement. The purpose of this procedure is to secure, in the easiest and most efficient manner, resolution of grievances.

**Step 1.** Informal: An effort shall be made to resolve the grievance between the employee and the immediate supervisor. An aggrieved employee may have a Union Representative’s assistance with Step 1 upon request from the employee.

**Step 2.** If a settlement is not reached in Step 1, and the employee and/or the authorized Guild representative wishes to initiate a formal grievance, it shall be set forth in writing, setting forth the nature of the grievance, the facts upon which it is based, the section(s) of the Agreement allegedly violated, and the relief requested, and filed with the Director of Finance and Operations or their designee. No grievance shall be accepted, which has been filed more than twenty (20) calendar days after the occurrence of the event giving rise to the grievance or twenty (20) calendar days after the grievant or Guild, through the use of reasonable diligence, should have had knowledge of the event. Within fourteen (14) calendar days after receiving the written grievance, the Director of Finance and Operations or their designee and the Guild Representative(s) shall arrange a meeting with or without the grievant, and attempt to resolve the grievance. The Director of Finance and Operations or their designee shall give management’s written answer to the designated Guild Representative(s) within ten (10) calendar days of the meeting.

**Step 3.** If as a result of the written response in Step 2, the grievance remains unresolved, TakeAction Minnesota or the Guild may request in writing the mediation services of Federal Mediation and Conciliation Service within twenty (20) calendar days after TakeAction Minnesota’s written answer is due. If mediation is requested, such mediation shall be conducted and completed before either party submits a grievance to arbitration. Either party can submit the dispute in writing to final and binding arbitration within thirty (30) calendar days following the conclusion of unsuccessful mediation (unless both parties mutually agree to extend the time limit).

**Step 4.** If the grievance cannot be satisfactorily settled by the above steps of the grievance procedure, either of the Parties may request Arbitration by giving the other Party written notice of its desire to arbitrate. The decision of the arbitrator shall be final and binding on all parties. If the parties are unable to agree on one arbitrator, either party may request a list of seven (7) prospective arbitrators from the Federal Mediation and Conciliation Service. Each party, shall in turn, strike one name until one name remains which identifies the selected arbitrator. The parties shall decide who strikes the name first by a coin flip. Either Party may request additional lists if those supplied are not satisfactory; to a maximum of three (3) lists. All expenses of the arbitration proceeding shall be shared equally between the two parties, however, neither party
shall be obligated to pay any portion of the cost of a stenographic transcript without prior consent. Additionally, each party shall be responsible for compensation of its own representatives and witnesses.

**Article 12: GEOGRAPHIC CONCERNS**

Because TakeAction Minnesota is a statewide organization committed to supporting staff across the state we will be taking the following steps to make sure staff in greater Minnesota are fully supported in the work they are doing.

**Meeting Accessibility:**
Management will have a designated point person for tech assistance, training, and in person problem solving. A meeting protocol will be added to the Employee Handbook outlining meeting accessibility standards. This will include clear guidelines concerning notification, material sharing, scheduling, and technology.

Because technology can sometimes create a barrier for staff in greater Minnesota, there will be no discipline if a technology malfunction is responsible for an apparent performance issue.

**Travel:**
Travel time is considered work time and should be accounted in reported hours and staff schedules. Staff that are unable to attend in person because of travel or accessibility concerns will not be disciplined.

**Article 13: HOURS, WORKLOAD AND SCHEDULE FLEXIBILITY**

TakeAction Minnesota recognizes that working for a membership based organization means that most employees have to work nonstandard hours, including evenings and weekends, and employees carry significant workloads that can vary considerably through the course of the year. TakeAction Minnesota is committed to supporting employees in balancing the demands of their work and non-work lives.

**Overtime:** Any employee properly classified as non-exempt from overtime under the Fair Labor Standards Act (FLSA) who performs authorized work in excess of 40 hours in any one week shall be compensated at one and one half (1.5) times the employee’s straight hourly rate of pay.

If a non-exempt employee is required to work on a Saturday or Sunday after working each day of a full regular work week (defined as Monday to Friday, except on holidays), the employee shall be guaranteed a minimum of four hours’ overtime pay for each weekend day worked regardless the total hours worked that week.

A non-exempt employee scheduled to work a minimum of four (4) consecutive hours or more will be provided a minimum fifteen (15) minute paid rest period. Employees are not required to take their paid rest period.
TakeAction Minnesota expects that all full-time FLSA exempt employees will regularly work at least forty (40) hours a week. All supervisors will work with their employees to determine a work schedule that meets the needs of their positions.

An employee may request an adjustment to the employee’s work schedule to accommodate personal responsibilities, provided the scheduled request would not negatively impact the employee’s ability to perform the employee’s job duties or the employee’s availability for regular program-wide or organization-wide meetings or activities. Requests are subject to approval by the supervisor and the Director of Finance and Operations or their designee.

TakeAction Minnesota is committed to avoiding excessive workloads for staff. Employees will regularly meet with the employee’s individual supervisor to discuss the employee’s workload, and the employee’s supervisor will work with the employee to make adjustments to the employee’s workload as needed to mitigate excessive workloads. TakeAction Minnesota, in its discretion, may give employees a shorter workload or a shortened work week after periods of intense workload. An employee may also request scheduling accommodations, including a shortened workday, or a later start time, after a period of intense workload.

TakeAction Minnesota FLSA exempt employees are eligible for compensatory time (comp time) as follows:

If in the same calendar month, an employee has written approval from the employee’s supervisor to work more than two (2) weekend days, a minimum of five (5) hours on a Saturday or Sunday, the employee shall accrue one (1) comp day after working on the third (? weekend day (a minimum of five (5) hours) in the same calendar month, and an additional comp day for working a minimum of five (5) hours on each additional weekend day the employee has written approval from the employee’s supervisor to work in that calendar month.

All employees will track accrual and usage of comp time on a standard form provided by TakeAction Minnesota. Comp time must be scheduled by mutual agreement with the employee’s supervisor.

Comp time must be used within three months of the date it is accrued, and may not be carried over beyond this time period, unless an extension is approved by an employee’s supervisor. Accrued comp time that has not been used at the time of an employee’s separation of employment at TakeAction Minnesota will be paid out on the employee’s final paycheck.

No employee will be eligible to accrue or utilize comp time in the period ten (10) days before the November election through Election Day each year.

**Article 14: PAID TIME OFF**

To be eligible for vacation, an employee must maintain continuous employment with TakeAction Minnesota for sixty (60) days. During the first sixty (60) days of employment full and part-time employees will accrue vacation benefits but are not eligible to use them.
Employees who work at least twenty (20) hours per week are eligible for leave benefits. Leave benefits are pro-rated accordingly for part-time employees working at least 20 hours per week.

**Holidays**
The following days shall be recognized and observed as paid holidays:

- Martin Luther King, Jr. Birthday
- Labor Day
- Memorial Day
- Thanksgiving Day
- Independence Day
- The day after Thanksgiving Day

In consultation with their supervisor, TakeAction Minnesota employees may substitute different holidays for the holidays listed above.

All non-hourly employees shall have time off with pay from December 24 through New Year’s Day. All hourly employees will be paid for that week, a prorated rate based on average hours compensated in the preceding sixty (60) calendar days.

Full-time employees will receive one (1) paid day off for each holiday. Holiday benefits for part-time employees will be pro-rated in accordance with the hours regularly worked by the employee. For those paid holidays that fall on a Saturday, the Friday before will be observed. For those paid holidays that fall on a Sunday, the Monday after will be observed.

In a week in which one or more of these holidays fall on a weekday, each paid holiday shall count as 8 hours worked for the purposes of overtime for non-exempt employees.

An employee has the right to request to not work on a holiday, and this request will be granted. If an employee works a full day on a holiday, the employee will work with the employee’s supervisor to select another day off.

Employees are eligible for paid holidays immediately upon hire.

**Vacation**
All full-time employees will earn vacation benefits at the following rate:

- 0 - 2 years = 120 hours per year
- 2 - 5 years = 160 hours per year
- 6 + years = 200 hours per year

Part-time employees will accrue vacation time based on the number of hours each employee works consistent with the schedule above. Part-time employees who work twenty (20) hours per week or more shall accrue vacation on a pro-rated basis based on 40 hours per week assumption in the schedule above.

An employee may utilize up to forty (40) hours of vacation before it has been accrued, but if the employee leaves employment at TakeAction Minnesota before accruing the paid time off on the pro-rated vacation schedule above, the employer will deduct the cash amount of the outstanding vacation balance from the employee’s final paycheck.
Use of vacation is subject to approval by the employee’s supervisor, and must be requested in hourly increments, using the appropriate leave request form.

Employees are expected to use Vacation benefits in the fiscal year in which Vacation is earned. Employees may carry over a maximum of sixty (60) hours of unused Vacation from one year to the next.

Accrued Vacation that is unused at the time of an employee’s separation from TakeAction Minnesota will be paid on the employee’s final paycheck.

Personal Days
TakeAction Minnesota provides two (2) days of personal leave per calendar year to all full-time employees. Personal leave benefits are prorated accordingly for part-time employees. Personal leave may be used immediately after employment begins for non-Outreach staff. Outreach staff shall accrue personal leave at the same rate as other part time employees. Personal leave cannot be carried into the next year. All personal leave is subject to approval by an employee’s supervisor and must be requested in hourly increments.

Personal leave that is unused at the time of an employee’s separation from TakeAction Minnesota will be paid on the employee’s final paycheck.

Article 15: LEAVE

Sick & Safety Leave
Sick & safety leave benefits are earned on a prorated basis of ten (10) days per year for full-time employees beginning the first day of employment. Part-time employees receive prorated sick leave benefits. Use of sick leave is subject to approval by the supervisor and must be requested in hourly increments.

Unused sick leave can accumulate from year to year up to a maximum of thirty (30) days/two hundred forty (240) hours for full-time employees. This limitation on accrual of sick leave benefits is prorated accordingly for part-time employees. If an employee’s illness or injury requires a consecutive absence of five (5) days or more, physician documentation may be required.

Employees are allowed to use sick & safety leave to care for themselves, immediate family members, and in instances of domestic violence, sexual assault, and/or stalking.

Paid Extended Leave
Sometimes life circumstances arise where staff need to take a leave of absence from work – and Paid Extended Leave time is a way for TakeAction Minnesota to live its values and care for one another during these times. This policy is meant to allow eligible staff to take a paid leave of absence of up to six (6) weeks, (240 hours) from performing the duties and responsibilities of their job, due to personal health or family health circumstances or to deal with the consequences of violence.
The amount of leave an employee is eligible for is pro-rated based on the number of hours the employee has worked in the past six (6) months. (For example, if an employee has worked an average of twenty (20) hours a week for the past six (6) months, the employee is eligible for up to three (3) weeks (120 hours) paid leave. If an employee worked forty (40) hours a week for the past six (6) months, the employee is eligible for up to six (6) weeks (240 hours) paid leave.) Paid Extended Leave is meant to respond to a staff member’s personal health or family health circumstances or to allow an employee to deal with the consequences of violence. Examples:

- Birth of a child (for both partners)
- Adoption of foster care placement of a child (for both partners)
- Employee’s serious health condition
- Serious condition of an employee’s child, spouse, parent, or other close family member.

To be eligible for paid extended leave under this policy, the employee must have worked for TakeAction Minnesota for at least six (6) months and a minimum of five hundred twenty (520) hours in those six (6) months. Eligible staff may take paid Extended Leave once in a twelve (12) month period. The twelve (12) month period during which paid Extended Leave is available will be calculated on a rolling-year basis, measured backwards from the date the employee takes any paid Extended Leave. Any leave approved under this policy will run concurrent with any Minnesota Pregnancy and New Parenting Leave or other unpaid leave to which the employee is entitled under Minnesota law.

To be considered for a paid extended leave of absence under this policy, the employee’s request must be supported by valid reasons and approved by the employee’s supervisor and the Director of Finance and Operations or their designee. All requests for paid extended leave under this policy must be made in writing and should be submitted to an employee’s supervisor or the Director of Finance and Operations or their designee as far in advance as possible and should include the following information:

1. Anticipated length of absence;
2. Dates of when the leave is expected to begin and end; and
3. A general statement of the reason(s) for requesting the leave of absence.

Requests for paid leave due to domestic violence must be supported by a court record or documentation signed by an employee or volunteer working for a victims services organization, an attorney, a police officer, or other anti-violence counselor.

Documentation will be required for leaves taken due to a serious health condition for an employee or a family member.

In all cases when the leave is granted, it is expected that the employee intends to return to TakeAction Minnesota at the conclusion of the leave of absence.

No interruption to health care coverage or any other employer paid benefits will be caused by an employee utilizing paid extended leave.

**Sabbaticals**
Because TakeAction is committed to the investment of our staff and supporting the development of organizers, we offer sabbatical which can be used for long term professional development,
research and training. The intent is to offer more space for long term professional development which will be brought back to the organization with the intent of incorporating it into the general work the organizer and Take Action as a whole are doing.

After five (5) years employees in the bargaining unit will have the opportunity to request a paid sabbatical of up to six (6) weeks.

Sabbatical will be contingent on the approval from their supervisors. If an employee would like to use this time they will have to create a proposal. If an employee leaves within one year of a sabbatical staff members would forfeit their payout of paid time off. Should the request for sabbatical be denied, employees may request a meeting with their supervisor and upper management to discuss why the proposal was denied. All benefits and their accrual including but not limited to health insurance, vacation, and paid time off will continue as normal.

If at any time in their tenure at Take Action Minnesota an employee has a special professional development opportunity that requires an extended period of time away from the organization, they may request an extended paid leave from their supervisor and Director of Operations and Finance.

Parental Leave
Parents of school-aged children shall be provided unpaid leave of up to sixteen (16) hours during any twelve (12) month period to attend school conferences, classroom, or pre-school activities related to an employee’s child if the conferences, classroom or pre-school activities cannot be rescheduled during non-work hours. If the employee’s child receives child care services or attends a pre-kindergarten program, the employee may use the leave to observe and monitor the services or program, provided the activity cannot be scheduled during non-work hours.

An employee may use personal or vacation time, if available, for parental leave.

The employee shall provide reasonable advance notice to their immediate supervisor when time off is needed, so as not to disrupt the operations of the organization.

Bereavement Leave
Employees shall be allowed three (3) days bereavement leave without loss of pay in the event of a death of a family member or other person with whom the employee has a close relationship. Take Action Minnesota recognizes the diversity of staff, and the definition of family members and others is purposely broad because today’s families do not necessarily reflect the traditional family structure. Approval of bereavement leave will be granted unless unusual operating requirements require the employee to work. An employee may use, with the immediate supervisor’s approval, available paid leave for additional time off as necessary and in accordance with operation needs.

Civic Responsibility
Take Action Minnesota believes in and encourages the civic responsibility of its employees.

Jury Duty
For time served on jury duty, Take Action Minnesota will pay employees the difference between the employee’s salary and any amount paid by the government, unless prohibited by law, up to a
maximum of ten (10) days. If an employee is required to serve more than ten (10) days of jury duty, TakeAction Minnesota will provide the employee with unpaid leave. Employees must provide TakeAction Minnesota a copy of proof of service received by court in which they serve.

Voting
On officially designated Election Days, TakeAction Minnesota’s employees will be allowed reasonable paid time off to vote. However, because of the nature of the work may require employees to be outside the employee’s precinct on Election Day, employees are encouraged to utilize absentee voting opportunities before Election Day.

Military Leave
Employees who are inducted into the Armed Forces of the United States or are called to duty as a member of a reserve unit may take an unpaid leave in accordance with applicable law. The employee must provide advance notice of the employee’s need for a military leave and TakeAction Minnesota will request a copy of the employee’s orders, which will be kept on record by TakeAction Minnesota.

Time spent in such service shall be considered service time with the Employer in computing severance pay, experience rating, length of vacations, and all other benefits which depend in whole or in part upon the length of service with the Employer. Upon release of such service, the employee shall resume the same position or a comparable one with a salary no less than what the employee would have received if employment with the Employer had been continuous.

For military leaves extending 30 days or less, TakeAction Minnesota will continue to pay the portion of the premium on health insurance that it was paying before military leave began. In order to continue such health insurance, the employee must continue to pay the employee’s portion of premiums during this period. For military leaves extending beyond 30 days, the employee will have the option to continue insurance coverage at the employee’s cost.

Unpaid Leave
An employee may request an unpaid leave. Requests will be granted at the discretion of the employee’s immediate supervisor and the Director of Finance and Operations or their designee and in accordance with applicable law, including the Americans with Disabilities Act.

Union Leave
Upon request, up to two (2) days of leave will be granted to an employee elected or appointed delegate to conventions of The NewsGuild-CWA, AFL-CIO, or any organization with which the Guild is affiliated, or to attend to union business as an elected or appointed representative of the Guild.

An employee designated by the Guild to attend a negotiating meeting, all-staff meeting, or other meeting between TakeAction Minnesota and the Guild during regular work hours, shall be released for that purpose without loss of pay, except in circumstances addressed in the grievance procedure section.
Article 16: ECONOMIC BENEFITS AND INSURANCE

Health Insurance
TakeAction Minnesota will provide individual medical and dental insurance benefits for full-time and part-time employees who work twenty (20) hours per week or more, except those who are insured through their spouse, retired military, or covered on other plans. Eligible employees may begin participating in medical and dental insurance on the first of the month, following thirty (30) days of employment. Eligible employees may elect to participate in available medical plan(s) offered by TakeAction Minnesota and to add eligible dependents (i.e. spouses, domestic partners, and children) to their plans.

TakeAction Minnesota shall maintain the existing or substantially similar medical and dental plans in place at the time of execution of this Agreement to the extent they are available from the insurance provider.

Guild members shall pay no more than five percent (5%) of the monthly cost of the premium for medical and dental insurance coverage for single or family coverage, except in a situation of significant premium increases to the employer. A significant increase shall be defined as an increase of over ten percent (10%).

Life, AD&D, and Long Term Disability Insurance
TakeAction Minnesota shall provide group life, accidental death and dismemberment, and long term disability insurance to full-time and part-time employees. Eligible employees are automatically enrolled in these plans on the first of the month following thirty (30) days of employment.

Retirement Plan
TakeAction Minnesota shall offer employees the option to open and contribute to a SIMPLE IRA. Employees are eligible to participate in the plan after they have received $5000 in compensation from TakeAction Minnesota. With this optional retirement plan, employees choose a dollar amount or percentage of their salary to be deducted (pre-tax) from each paycheck and invested in a SIMPLE IRA. TakeAction Minnesota shall match a participating employee’s contributions up to three percent (3%) of the employee’s salary. Employees can change the amount of their deduction on a quarterly basis, by filling out a new SIMPLE IRA Salary Reduction Agreement, available from the Operations Manager. Plan participants may terminate their salary reduction election at any time. Application information shall be provided to all new staff members when they become eligible.

Legal Assistance
To the extent permitted by law, TakeAction Minnesota shall assume any personal financial liability against an employee (including fines, posting of bail or bond, and reasonable attorney fees, if counsel is not provided by the Employer) arising out of any claim, suit, criminal prosecution or judgment against the employee because of any act the employee performs as directed and within the scope of employment in either of the following two scenarios:
An act of civil disobedience within the scope of employment that has been previously discussed and authorized by the employee’s supervisor; or
In fulfillment of an assigned role within the scope of employment that has been discussed and pre-approved by the employee’s supervisor, if the employee has taken reasonable steps to avoid legal action, as determined by a conversation between the employee and the employee’s supervisor.

Children at Work
Children at Work policy in the Employee Handbook will be implemented as written. Any changes to that policy will be brought first to the LMC for discussion and generative pre-decisional input of the union.

Article 17: SALARY AND REIMBURSEMENT

Effective the first full pay period after contract ratification a 7% pay increase to all staff in the bargaining unit with the exception of where more than a 7% increase is required to reach the minimum of whatever category the employee is placed at the time of ratification.

Salaries listed are a minimum for each category:
Category 1  $39,500
Category 2  $42,000
Category 3  $50,000
Category 4  $60,000

Annual raises
Upon an employee’s anniversary date of hire they will receive an annual 3% pay increase. This is separate and distinct from merit raises.

Position Classes. Category Descriptions:
All TakeAction MN program staff are expected to participate in membership fundraising.

Organizer Category 1:

- No experience required.
- Requires a high degree of support, supervision and direction from supervisor and others at the organization.
- Requires a high degree of initial training of technical skills.
- Operationalizes processes and strategies decided upon by their supervisor or other lead staff.

Organizer Category 2:

- Two (2) years or more of relevant experience.
- Primarily responsible for prioritizing their own work.
- Brings moderate level of understanding of organizationally-important technical skills/expertise and relationships and has practiced those skills.
- Portions of work responsibilities are designed/delegated by others; some are self-designed in line with team and organizational strategy.
- Handles a wide range of responsibilities and a meaningful body of work.
- Requires a moderate degree of support, supervision, and direction from supervisor and others.
- Identifies issues and works with supervisor and lead staff to recommend and implement solutions.
- Exhibits leadership by setting a good example of organizational culture.

Organizer Category 3:

- Two (2) years or more of relevant experience.
- Primarily responsible for prioritizing their own work.
- Brings a working knowledge of the field or organizationally-important technical skills/expertise and relationships and has practiced those skills.
- Anchors a strategic issue or electoral campaign in line with organizational strategy and with a high level of independence.
- Contributes to but not responsible for bottom line fundraising to support employees work.
- Portions of work responsibilities are designed/delegated by others; some are self designed in line with team and organizational strategy.
- Requires a moderate degree of support, supervision, and direction from supervisor and others.
- Identifies issues and works with supervisor and lead staff to recommend and implement solutions.
- Exhibits leadership by setting a good example of organizational culture.
- Acts as a resource for supervisors and lead staff during times of extenuating circumstances.

Organizer Category 4:

- Four (4) years or more of relevant experience.
- Anchors a long-term program in line with organizational strategy and with a high level of independence.
- Significant fundraising responsibilities to support employees work.
- Manages cross-network, cross-movement work and/or relationships in sustained fashion.
- Requires a low degree of support, supervision, and direction from supervisor and others.
- Identifies issues and works with supervisor and lead staff to recommend and implement solutions.
- Leads a team in planning and executing campaign goals.
- Exhibits leadership by setting a good example of organizational culture.
- Leads during times of extenuating circumstances.

Coordinator Category 1:

- Less than two (2) years relevant experience.
- Requires a high degree of support, supervision, and direction from supervisor and others.
- Follows explicit processes decided upon by their supervisor or other lead staff.
Coordinator Category 2:

- Two (2) or more years of relevant experience
- Requires a moderate degree of support, supervision, and direction from supervisor and others.
- Operationalizes processes and strategies, decided upon by their supervisor or other lead staff.
- If this position is a confidential employee, this employee cannot be a member of the bargaining unit.
- Primarily responsible for prioritizing their own work.
- Brings moderate level of understanding of organizationally-important technical skills/expertise and relationships and has practiced those skills.
- Portions of work responsibilities are designed/delegated by others; some are self-designed in line with team and organizational strategy.
- Handles a wide range of responsibilities.
- Identifies issues and works with supervisor and lead staff to recommend and implement solutions.
- Exhibits leadership by setting a good example of organizational culture.

Coordinator Category 3:

- Two (2) or more years of relevant experience.
- Handles a wide range of responsibilities.
- Requires a low degree of support, supervision, and direction from supervisor and others.
- Identifies issues and works with supervisor and lead staff to recommend and implement solutions.
- Exhibits leadership by setting a good example of organizational culture.
- Acts as a resource for supervisors and lead staff during extenuating circumstances.
- If this position is a confidential employee, this employee cannot be a member of the bargaining unit.
- Primarily responsible for prioritizing their own work.
- Brings a working knowledge of the field or organizationally-important technical skills/expertise and relationships and has practiced those skills.
- Anchors a strategic project in line with organizational strategy and with a high level of independence.
- Contributes to but not responsible for bottom line fundraising to support employees work.
- Portions of work responsibilities are designed/delegated by others; some are self-designed in line with team and organizational strategy.
- Exhibits leadership by setting a good example of organizational culture.

Coordinator Category 4:

- Four (4) years or more of relevant experience.
• Handles a wide range of responsibilities.
• Requires a low degree of support, supervision, and direction from supervisor and others.
• Identifies issues and works with supervisor and lead staff to recommend and implement solutions.
• Anchors a long-term program in line with organizational strategy and with a high level of independence.
• Manages cross-network, cross-movement work and/or relationships in sustained fashion.
• Leads a team in planning and executing campaign goals.
• Significant fundraising responsibilities to support employees work.
• Exhibits leadership by setting a good example of organizational culture.
• Leads during times of extenuating circumstances.
• If this position is a confidential employee, this employee cannot be a member of the bargaining unit.

Outreach Specialist positions.
Minimum training pay as of July 1, 2015: $10.00 per hour.
Minimum “on staff” pay as of July 1, 2015: $15.00 per hour.
Trainers are paid $1.00 an hour more during training. Field manager gets $3.00 more an hour.
Drivers get $5.00 more per shift.
All other hourly paid employees will be paid $15.00 per hour. Starting July 1, 2015, hourly paid employees shall receive a minimum $0.50 per hour increase per year for each full year of service.
Within the pay period that includes the date of ratification, hourly employees on staff will receive retroactive pay based on the amounts above.

Merit Increases
The wage rates set forth in the collective bargaining agreement are minimum rates. TakeAction Minnesota may, in its sole discretion, provide a higher wage to an individual employee without having to pay the same amount to every employee in the same classification. If TakeAction Minnesota provides an employee a higher rate TakeAction Minnesota will notify the Union in writing.

Reimbursement of Expenses
TakeAction Minnesota shall reimburse reasonable and necessary expenses incurred in carrying out job responsibilities.

One on Ones. When meeting with someone other than another staff member, employees will be reimbursed up to five (5) dollars per meeting for food and drink. The program budget associated with the employee may cover the cost of that meeting beyond five (5) dollars. Outreach staff night out or other meals outside of business related travel will not be reimbursed without prior approval of the employee’s supervisor.

Mileage. An employee shall be paid forty-eight cents ($.48) per mile for the use of his/her automobile for any services authorized by TakeAction Minnesota.
Business expenses. All small business expenses incurred by the employee including, but not limited to, meeting expenses, business calls charged to the employee and postage shall be submitted for reimbursement under the reimbursement procedures established by TakeAction Minnesota. All large business expenses including, but not limited to air fare, lodging, and car rental shall be paid directly by TakeAction Minnesota or charged to TakeAction Minnesota unless otherwise impracticable.

Travel. When an employee is spending at least one night away from home, or traveling more than 150 miles in one day, the employee shall be reimbursed for meals upon presenting receipts. Maximum reimbursement amounts are reflected in the Employee Handbook. Upon the employee’s request, TakeAction Minnesota shall make reasonable efforts to ensure employees can cover expenses for assignments which require travel away from home.

Where practicable, an employee will be given a two weeks’ notice ahead of any required travel.

Mobile devices. Full-time employees who are required to use their personal mobile devices for work related communications shall be reimbursed for adequate voice and data services required to perform the job up to a maximum of $50.00 per month. Employees are required to submit a reimbursement form.

Article 18: SENIORITY AND REDUCTION IN FORCE

Seniority
a. Seniority shall be calculated from the employee’s hire date with TakeAction Minnesota. Seniority shall prevail in cases of paid time off priority.

b. Any authorized leave shall not constitute a break in service, and any time spent on leave shall count as service time in the computation of length of service benefits.

c. Seniority shall terminate if the employee quits or is discharged for just cause; fails to return to work at the expiration of an employer approved leave of absence; retires; has a break in service of more than 60 calendar days.

Layoffs
a. Notice. Any permanent employee to be laid-off shall be given a minimum of four (4) weeks’ notice in writing. At that time, a copy of the layoff notice shall be submitted to the Guild. TakeAction Minnesota will meet with the Guild, at the Guild’s request, to provide a rationale for the layoff, which may include reduction in funds, changing the organizational mission, or programmatic work coming to a close.

b. Laid off employees who have worked at TakeAction Minnesota between nine (9) months and twenty-four (24) months shall receive one week’s pay as severance. Laid off employees who have worked at TakeAction Minnesota for more than twenty-four (24) months shall receive one week’s pay for each year of service up to a maximum of twelve (12) weeks of severance.
c. There will be no layoffs when a temporary employee is performing work that a Guild-covered employee subject to a layoff could perform or could be trained to perform within forty-five (45) days.

d. After a period of sixty (60) consecutive days of employment at TakeAction Minnesota, an employee who is laid off from TakeAction Minnesota employment, and returns as an employee of the organization within two (2) years of their termination, shall receive credit for past service in the computation of pay and benefits.

Article 19: OUTREACH SPECIALISTS
(see also Letter #1 in back of the contract)

Scheduling:
TakeAction MN provides flexible scheduling. Outreach employees shall turn in a schedule by the end of their last shift of the current week for the next week. Outreach employees may drop one shift per two week pay period without penalty. Outreach Specialists must work at least two shifts per week.

Quota:
Daily quotas for field and phone outreach specialists are specified in the Employee handbook. Weekly quota is calculated based on the number of shifts worked in a given week.

Within ninety (90) days of ratification of the Agreement, the daily quota for field and phone outreach specialists shall not be raised more than twenty percent (20%) beyond the current quotas: Field: $120; Phone: $135.

Effective ninety (90) days after ratification of the Agreement, the daily quota shall not be raised more than ten percent (10%) in any twelve month period through the term of the Agreement. TakeAction Minnesota will provide an intentional training plan to the Labor Management Committee (LMC) for approval for achieving an increased quota.

After an increased quota is implemented, each outreach specialists will have one (1) month to attain the new quota without penalty as long as the outreach specialist is at or above the previous quota.

During training shifts: the quota will be 4/5 the current quota for both the trainer and the trainee on Day 1 of training, and the quota will be 9/10 of the current quota on days 2 and 3 of training for both the trainer and the trainee.
If a outreach specialist fails to make the weekly quota even after exhausting the buffer, that outreach specialist will be paid either $10.00/ hour or the Minnesota state minimum wage, whichever is higher, for that week.

If a outreach specialist fails to make the weekly quota three (3) weeks out of any six (6) month period, that employee’s status will enter a retraining period, and the employee will be required to make one daily quota in four days, and two weekly quotas within a three week period in order to
regain full outreach specialist status. If an outreach specialist fails to make the weekly quota two weeks out of the following six (6) month period, that employee may be terminated.

**Buffer and Bonus:**
The money an outreach specialist raises above the weekly quota can either be taken as bonus pay at a rate of 30% or saved in a fundraising buffer. An outreach specialist can keep up to an amount equal to five (5) days of an employee’s quota in their fundraising buffer. If an outreach specialist misses quota in a given week, the outreach specialist must use any dollars that are in their buffer to offset the shortfall. If the amount in an outreach specialist’s buffer is insufficient to offset the shortfall the buffer balance will be $0 (and will never be negative). Upon termination, any amount in an outreach specialist’s buffer will be paid out at the bonus rate of 30%.

**Field Outreach Weather Policy**

**Optional Days:**
When the forecasted wind chill is -1 degrees or colder, or the heat index is forecasted to be 100 degrees or higher, field outreach specialists can drop a shift without penalty. The inability to work a shift due to weather conditions does not prevent an outreach specialists from achieving the number of shifts needed for benefits eligibility, and does not count as a “dropped” shift as described above under “Scheduling”.

**Outreach Cancellations:**
Field outreach shifts will be cancelled if the forecasted wind chill is -10 degrees or colder. Field outreach specialists will have the option of working a four hour phone outreach shift when the field outreach is cancelled due to weather conditions.

**Office Closings:**
When the TakeAction Minnesota office is closed due to weather conditions, outreach specialists will be paid for their entire shift if they were scheduled that day.

**Article 20: SAFETY AND EQUIPMENT**

Necessary working equipment shall be provided to an employee and paid for by the Employer, including equipment needed to reasonably accommodate a disabled employee in the performance of his or her job. All such equipment shall be safe and well maintained.

**Article 21: SAVINGS CLAUSE**

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.
Article 22: DURATION

This Agreement shall be effective as of July 1, 2018 and shall remain in effect until the last day of June 2021 except as provided below.

This Agreement shall be automatically renewed, on a yearly basis, thereafter unless either party shall notify the other at least sixty (60) days prior to the expiration date that it desires to initiate negotiations for a new contract to take effect on the first day of July 2021. In the event such a notice is provided, the Agreement shall remain in effect during the period of negotiations.

In witness whereof, the parties have entered their signatures on this Agreement on this July 20, 2018.

For the Guild:

For the Employer

[Signatures]

[Signatures]
Letter of Understanding #1
Contract Reopener Agreement October 31, 2017

As a result of a mutual agreement by TakeAction MN and the MN Newspaper & Communications Guild, TNG-CWA Local 37002, to a limited reopener of Article 18: Canvass of the CBA, the parties have agreed to the following changes through the life of the Agreement:

Deletions of current contract language in Article 18: Canvass:

Delete drop down language. If a canvasser fails to make the weekly quota even after exhausting the buffer, that canvasser will be paid either $10.00 per hour or the Minnesota state minimum wage, whichever is higher, for that week.

Delete bonus and buffer language. Buffer and Bonus:
The money a canvasser raises above the weekly quota can either be taken as bonus pay at a rate of 30% or saved in a fundraising buffer. A canvasser can keep up to an amount equal to five (5) days of an employee's quota in their fundraising buffer. If a canvasser misses quota in a given week, the canvasser must use any dollars that are in their buffer to offset the shortfall. If the amount in a canvasser's buffer is insufficient to offset the shortfall the buffer balance will be $0 (and will never be negative). Upon termination, any amount in a canvasser's buffer will be paid out at the bonus rate of 30%.

Bonus and Buffer policy will be added to the TakeAction MN Employee Handbook.

The bonus pay rate will be lowered from 30% to 25%.

The ongoing policy will read as follows:
Buffer and Bonus:
The money a canvasser raises above the weekly quota can either be taken as bonus pay at a rate of 25% or saved in a fundraising buffer. A canvasser can keep up to an amount equal to $725 in their fundraising buffer. If a canvasser misses quota in a given week, the canvasser must use any dollars that are in their buffer to offset the shortfall. If the amount in a canvasser’s buffer is insufficient to offset the shortfall the buffer balance will be $0 (and will never be negative). Upon termination, any amount in a canvasser’s buffer will be paid out at the bonus rate of 25%.

Future changes to the Bonus and Buffer policy will be accomplished by the Outreach/Management Working Group following the protocol outlined below:

Outreach / Management Working Group

Purpose: To identify, discuss, notify, air, and brainstorm solutions to the challenges faced by the Outreach Team and Management, including Buffer & Bonus. Outreach Team Union Representatives/TNG may request a meeting at any time.
1) Employer will schedule a meeting with the Outreach team at least one week in advance.
   i. This meeting will be announced through email and on the bulletin board in the Outreach team work area.
   ii. This meeting will be scheduled to take place during regular crew time.

2) The meeting will include the Executive Director, the supervisor of the Outreach Director, the Membership & Advancement Director and the Outreach Director. All members of the Outreach team are invited to join the conversation.

3) Any changes will go into effect at least two weeks after the meeting.

4) A written notice of changes will be posted on the bulletin board in the Outreach team work area the next work day after the meeting.

5) Employer will schedule a follow-up meeting for a conversation with the Outreach team six weeks after any changes go into effect to evaluate the results and potentially make additional changes.
   a. The follow-up meeting will follow the same process as listed above.

Agreed to October 31, 2017

By:

For the Guild:         For TakeAction MN:
Candace Lund          Dan McGrath

Renewed July 20, 2018

For the Guild:         For TakeAction MN:
Candace Lund          Dan McGrath