CONTRACT

BETWEEN

THE DULUTH NEWS TRIBUNE

AND

THE MINNESOTA NEWSPAPER & COMMUNICATIONS GUILD, TNG-CWA LOCAL 37002

October 1, 2018 to Sept. 30, 2020
<table>
<thead>
<tr>
<th>Article</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Recognition and Coverage</td>
<td>3</td>
</tr>
<tr>
<td>2 Classification and Wages</td>
<td>4-7</td>
</tr>
<tr>
<td>3 Hours</td>
<td>7-8</td>
</tr>
<tr>
<td>4 Holidays</td>
<td>9</td>
</tr>
<tr>
<td>5 Dismissals and Severance Pay</td>
<td>9-10</td>
</tr>
<tr>
<td>6 Paid Time Off (PTO) System</td>
<td>11-13</td>
</tr>
<tr>
<td>7 Illness</td>
<td>13-14</td>
</tr>
<tr>
<td>8 Management Rights</td>
<td>14</td>
</tr>
<tr>
<td>9 Grievance Procedure</td>
<td>14</td>
</tr>
<tr>
<td>10 Part-time and Temporary</td>
<td>15</td>
</tr>
<tr>
<td>11 Use of Personal Vehicles</td>
<td>16</td>
</tr>
<tr>
<td>12 Health and Welfare</td>
<td>16-18</td>
</tr>
<tr>
<td>13 Retirement</td>
<td>18</td>
</tr>
<tr>
<td>14 Miscellaneous</td>
<td>18-20</td>
</tr>
<tr>
<td>15 Military Leave</td>
<td>20</td>
</tr>
<tr>
<td>16 Leaves of Absence</td>
<td>20-24</td>
</tr>
<tr>
<td>17 Equal Opportunity</td>
<td>24</td>
</tr>
<tr>
<td>18 Complete Agreement</td>
<td>24</td>
</tr>
<tr>
<td>19 Union Security</td>
<td>24-25</td>
</tr>
<tr>
<td>20 Death in Immediate Family</td>
<td>25</td>
</tr>
<tr>
<td>21 Jury Duty</td>
<td>25</td>
</tr>
<tr>
<td>22 Reporter’s Privilege</td>
<td>25</td>
</tr>
<tr>
<td>23 Information</td>
<td>26</td>
</tr>
<tr>
<td>24 Workers’ Comp Injury Pay</td>
<td>26</td>
</tr>
<tr>
<td>25 No Strike</td>
<td>26</td>
</tr>
<tr>
<td>26 Savings Clause</td>
<td>26</td>
</tr>
<tr>
<td>27 Duration and Renewal of Contract</td>
<td>27</td>
</tr>
<tr>
<td>Letters of Understanding</td>
<td>28-45</td>
</tr>
<tr>
<td>Appendix A- PTO Donation Program Form</td>
<td>46</td>
</tr>
</tbody>
</table>
CONTRACT BETWEEN
DULUTH NEWS TRIBUNE
AND MINNESOTA NEWSPAPER & COMMUNICATIONS GUILD

This agreement made this February 25, 2019, between the DULUTH NEWS TRIBUNE, a division of Forum Communications Company, hereinafter known as the Employer, and the MINNESOTA NEWSPAPER & COMMUNICATIONS GUILD, TNG-CWA LOCAL 37002, hereinafter known either as the Union or the Guild, shall be in effect from October 1, 2018, through September 30, 2020.

Article 1 - Recognition and Coverage

Section 1. The Employer recognizes the Union as the sole and exclusive bargaining agent for itself and in behalf of all employees in the bargaining unit certified by the National Labor Relations Board (NLRB) in Case No. 13-RC-10950, namely: All full-time and regular part-time employees employed by the Employer in its editorial, advertising, market development, new media, business office, information systems, circulation and maintenance departments, excluding managerial, supervisory, and confidential employees as defined in the Act, and all other employees.

Section 2. Positions that are considered to be exempt from the bargaining unit are listed in the attached side letter to this agreement. The list of positions shall not constitute a cap on the number of excluded positions. Additional management positions may be added pursuant to Section 4.

Section 3. In addition, all temporary employees, such as election workers, contest judges, temporary phone solicitation crews, special campaign workers, or any other employee hired with the understanding the job will last no more than three (3) months, shall be excluded from provisions of the contract, as will all editorial correspondents. If a temporary employee is hired filling a position covered under the terms of Article 2 of the contract, he/she shall be paid in accordance with the rates and practices defined in Article 2.

Section 4. New Management Positions. If the Publisher creates a new position in a department covered by this Agreement and asserts such position should be excluded from the Guild's jurisdiction, the Publisher shall give reasonable advance notice to the Guild of the creation of such a position. The Publisher shall meet at the request of the Guild to discuss the reasons for excluding the position from the Guild's jurisdiction. It is understood that the basis for excluding any such new position shall be the criteria and standards established under the National Labor Relations Act. The parties pledge their mutual cooperation in administering this section, meaning specifically that the Guild shall not challenge positions that clearly are managerial, confidential and/or supervisory, nor shall the Publisher seek to exclude positions that do not meet the criteria defined in the National Labor Relations Act.
Article 2 - Classifications and Wages

Section 1. The minimum wages to be paid to an employee covered by and during the life of this contract shall be in accordance with the following schedule. Where wages are expressed in weekly rates, the wages are the minimums to be paid for 40 hours worked in a week. Employees who work fewer than 40 hours in a week shall be paid an hourly wage prorated on the weekly scale based on hours worked. At the time of contract ratification, for all classifications, the pay scale minimums shall be as follows:

### Classification A
Reporters, Copy Editors, Page Designers, Newsroom Graphic Artists, Newsroom Web Producers, Photographers, District Managers*, Advertising Account Executives**

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/1/2016</td>
<td>$549.04</td>
<td>$585.82</td>
<td>$629.99</td>
<td>$695.82</td>
<td>$808.67</td>
<td>$949.69</td>
</tr>
<tr>
<td>Upon ratification</td>
<td>$560.02</td>
<td>$597.54</td>
<td>$642.59</td>
<td>$709.74</td>
<td>$824.84</td>
<td>$968.68</td>
</tr>
<tr>
<td>10/1/2019</td>
<td>$571.22</td>
<td>$609.49</td>
<td>$655.44</td>
<td>$723.93</td>
<td>$841.34</td>
<td>$988.05</td>
</tr>
</tbody>
</table>

*Hired before April 29, 2008.
**The company may place advertising account executives hired after April 29, 2008, in either Classification A or A-1.

### Classification A-1
Advertising Account Executives*

In addition to the base salary listed here, Classification A-1 Advertising Account Executives will receive compensation as outlined in Letter of Agreement No. 10

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/1/2016</td>
<td>$549.04</td>
<td>$585.82</td>
<td>$629.99</td>
<td>$695.82</td>
</tr>
<tr>
<td>Upon ratification</td>
<td>$560.02</td>
<td>$597.54</td>
<td>$642.59</td>
<td>$709.74</td>
</tr>
<tr>
<td>10/1/2019</td>
<td>$571.22</td>
<td>$609.49</td>
<td>$655.44</td>
<td>$723.93</td>
</tr>
</tbody>
</table>

*The company may place advertising account executives hired after April 29, 2008, in either Classification A or A-1.

### Classification B
Computer Operator

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/1/2016</td>
<td>$431.40</td>
<td>$479.33</td>
<td>$527.28</td>
<td>$580.95</td>
<td>$661.50</td>
</tr>
<tr>
<td>Upon ratification</td>
<td>$440.03</td>
<td>$488.92</td>
<td>$537.83</td>
<td>$592.57</td>
<td>$674.73</td>
</tr>
<tr>
<td>10/1/2019</td>
<td>$448.83</td>
<td>$498.70</td>
<td>$548.59</td>
<td>$604.42</td>
<td>$688.22</td>
</tr>
</tbody>
</table>

### Classification C
Reserved
**Classification D**
Advertising Coordinators, News Assistants, Prepress Technicians, Layout Specialists, Circulation Coordinators, Marketing Development Coordinators, Help Desk Coordinators, Credit Collections Coordinators.

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/1/2016</td>
<td>$486.73</td>
<td>$520.81</td>
<td>$557.95</td>
<td>$597.00</td>
<td>$610.69</td>
<td>$676.03</td>
</tr>
<tr>
<td>Upon ratification</td>
<td>$496.46</td>
<td>$531.23</td>
<td>$569.11</td>
<td>$608.94</td>
<td>$622.90</td>
<td>$689.55</td>
</tr>
<tr>
<td>10/1/2019</td>
<td>$506.39</td>
<td>$541.85</td>
<td>$580.49</td>
<td>$621.12</td>
<td>$635.36</td>
<td>$703.34</td>
</tr>
</tbody>
</table>

**Classification E**
Advertising Graphic Designers, District Managers. *
*Hired after April 29, 2008.

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/1/2016</td>
<td>$490.81</td>
<td>$543.04</td>
<td>$602.53</td>
<td>$658.67</td>
<td>$723.36</td>
<td>$845.61</td>
</tr>
<tr>
<td>Upon ratification</td>
<td>$500.63</td>
<td>$553.90</td>
<td>$614.58</td>
<td>$671.84</td>
<td>$737.83</td>
<td>$862.52</td>
</tr>
<tr>
<td>10/1/2019</td>
<td>$510.64</td>
<td>$564.98</td>
<td>$626.87</td>
<td>$685.28</td>
<td>$752.59</td>
<td>$879.77</td>
</tr>
</tbody>
</table>

**Classification F**
Cashiers, Bookkeepers, Circulation Customer Service Representatives

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/1/2016</td>
<td>$431.40</td>
<td>$479.34</td>
<td>$508.08</td>
<td>$556.03</td>
<td>$613.55</td>
</tr>
<tr>
<td>Upon ratification</td>
<td>$440.03</td>
<td>$488.93</td>
<td>$518.24</td>
<td>$567.15</td>
<td>$625.82</td>
</tr>
<tr>
<td>10/1/2019</td>
<td>$448.83</td>
<td>$498.71</td>
<td>$528.61</td>
<td>$578.49</td>
<td>$638.34</td>
</tr>
</tbody>
</table>

**Classification G**
Classified Telephone Sales Representatives

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/1/2016</td>
<td>$416.06</td>
<td>$435.25</td>
<td>$460.10</td>
<td>$498.48</td>
<td>$575.19</td>
</tr>
<tr>
<td>Upon ratification</td>
<td>$424.38</td>
<td>$443.96</td>
<td>$469.30</td>
<td>$508.45</td>
<td>$586.69</td>
</tr>
<tr>
<td>10/1/2019</td>
<td>$432.87</td>
<td>$452.84</td>
<td>$478.69</td>
<td>$518.62</td>
<td>$598.42</td>
</tr>
</tbody>
</table>

**Classification H**
Maintenance Personnel (nightside)

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/1/2016</td>
<td>$424.34</td>
<td>$452.43</td>
<td>$482.31</td>
<td>$561.82</td>
</tr>
<tr>
<td>Upon ratification</td>
<td>$432.83</td>
<td>$461.48</td>
<td>$491.96</td>
<td>$573.06</td>
</tr>
<tr>
<td>10/1/2019</td>
<td>$441.49</td>
<td>$470.71</td>
<td>$501.80</td>
<td>$584.52</td>
</tr>
</tbody>
</table>
Classification H-1
Maintenance Personnel (dayside)

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/1/2016</td>
<td>$576.94</td>
<td>$622.79</td>
<td>$678.49</td>
<td>$705.47</td>
</tr>
<tr>
<td>Upon ratification</td>
<td>$588.48</td>
<td>$635.25</td>
<td>$692.06</td>
<td>$719.58</td>
</tr>
<tr>
<td>10/1/2019</td>
<td>$600.25</td>
<td>$647.96</td>
<td>$705.90</td>
<td>$733.97</td>
</tr>
</tbody>
</table>

Classification J
Reserved

Classification K
Customer Service Field Representatives

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/1/2016</td>
<td>$389.61</td>
<td>$408.16</td>
<td>$426.72</td>
</tr>
<tr>
<td>Upon ratification</td>
<td>$397.40</td>
<td>$416.32</td>
<td>$435.25</td>
</tr>
<tr>
<td>10/1/2019</td>
<td>$405.35</td>
<td>$424.65</td>
<td>$443.96</td>
</tr>
</tbody>
</table>

Effective the first full pay period following ratification of the Agreement, all employees will receive a two (2) percent across the board wage increase (ranges and steps increased by 2%). Effective October 1, 2019, all employees will receive a two (2) percent across the board wage increase (ranges and steps increased by 2%).

Section 2. Classification A-1 Advertising Account Executives: In addition to the base salary outlined above, Class A-1 Advertising Account Executives compensation as outlined in Letter of Agreement No. 10. Advertising Account hired after April 29, 2008, may be hired at either the new plan as outlined in Letter of Agreement No. 10 or under the Classification A level. This will be done at management discretion.

Section 3. Experience Definition: Experience credit shall be mutually determined between the Employer and the individual employee at time of employment. Such mutual agreement shall be reached on the basis of proven experience in a comparable field of work.

Section 4. Salary Reductions: It is understood that during the life of this agreement there shall be no reduction in salaries except in the case of a voluntary transfer or a transfer from night to day shifts. The determination of over-scale premiums shall rest solely with the Employer. However, if on an individual basis an advertising salesperson or district manager opts to take part
in any incentive program offered by the Employer, he/she will voluntarily give up his/her merit pay for the remainder of the Agreement. By the same token a person who opts to take the incentive program will remain in the program for the remainder of the Agreement. The determination of the existence of an incentive program and terms of the same shall rest solely with the Employer.

Section 5. Pay Period: payment of wages shall be made biweekly.

Section 6. Night Differential: Effective upon ratification of this Agreement, full-time employees who work the major portion of their working day between the hours of 3 p.m. and 5 a.m. shall receive a night differential of twenty-seven (27) dollars per week.

Section 7. Nothing in this contract shall prohibit the Employer from subcontracting work. If subcontracting will have a significant impact on Guild jobs, the Employer will provide sixty (60) days’ notice to the Guild. The Employer will only be required to bargain over such subcontracting to the extent required by law.

Section 8. The Employer will provide to the Guild a payroll form containing the information specified in ARTICLE 23 – INFORMATION for each new hire in the Guild’s jurisdiction within one week of his or her start date.

Section 9. If an employee is required to do the work and maintain the responsibilities above their classification of work the employee will be paid the salary for that higher classification for each such shift worked.

Article 3 - Hours

Section 1. Work Week: The normal work week shall consist of 40 hours. The five-day, 40-hour week (eight hours within nine) shall obtain in all classifications, except that news gatherers, copy editors, photographers, district circulation managers, and customer service representatives may, by mutual agreement with the Employer, work more or less than an eight-hour shift or a split shift so long as the total straight-time hours do not exceed 40 in any given five-day work week. A split shift shall not qualify for a callback. Advertising salespeople shall be exempted from all provisions of this section.

Section 2. Overtime: Overtime shall be worked only when authorized by the Employer, and only when required by the Employer, or when an emergency or the nature of the work assigned reasonably requires said overtime. Payment for any authorized overtime shall be at the rate of time and one-half basic scale. Mutually agreed upon arrangements between Employer and employee may be worked out for compensating time off for overtime worked, but said compensating time must be taken within the pay period. Part-time employees will not be eligible for time-and-a-half pay for days in which they work more than 8 hours. For purposes of this section, overtime will only be paid when an employee has actually worked 40 hours in a given workweek, and not when an employee has been paid for 40 hours in a given workweek, so that
vacations, sick time, and holiday pay (including personal holidays) shall not count in the calculation of hours worked. Provided, however, that nothing herein shall be interpreted to allow the Employer to require an employee to work on a day when such employee is not otherwise scheduled to work.

Section 3. Notwithstanding the provisions of Article 3, Section (1) above, the Employer may require an employee to work an additional two hours in a work day (for a total of 10 hours) with those additional hours to be taken off at some other time during the week through compensatory time at the rate of one hour off for each hour over 8 worked.

The Employer shall make every effort to give at least 48 hours' notice when a work day of more than 8 hours is required. If 48 hours' notice is not given, the provisions of Section (2) of this article shall control. The 48-hour notice may be waived by mutual agreement.

It also is recognized that overtime may be required by the Employer.

Section 4. Vouchers: Each employee who is required to work overtime shall prepare and sign a voucher showing the day and number of overtime hours worked and the supervisor who authorized it. Said voucher shall be filed with the employee's immediate supervisor prior to the next pay period.

Section 5. Days Off: Days off shall be regular and consecutive except in unusual circumstances, or unless by mutual agreement between the Employer and employee. Unless prevented by reasons beyond its control, including but not limited to a major mechanical failure, a fire or an act of nature, employees shall be given at least seven days' notice of a change in days off.

If, during the first four hours of a shift, the Employer is forced, by reasons beyond its control, to halt operations in any department, employees who have begun their shift will be paid for a full four hours. If, during the second four hours of a shift, the Employer is forced by reasons beyond its control, to halt operations in any department, employees who have begun their shift will be paid for a full eight hours.

If the Employer is forced, by reasons beyond its control, to halt operations in a department for more than one business day, employees shall be notified to not report for work at least twelve hours before their next scheduled shift. If such notification is made, employees will not report to work and will not be paid for that day. If such notification is not made and employees report for work, they will be paid for a full eight hour shift.

Section 6. Schedule: Under normal circumstances, the Employer shall post work schedules fourteen days in advance.

Section 7. Callback: An employee called back to work after having left the building at the close of a shift shall receive a minimum of three (3) hours pay at the rate of one and one-half
times the regular straight-time rate.

Section 8. Employees who work the majority of any shift at a keyboard or VDT shall be eligible for 15 minutes of break time for each four hours of work, to be taken as one break or in increments as needed by the employee with the approval of his or her supervisor.

Article 4 - Holidays

Section 1. Holidays: Recognized holidays shall be New Years, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas, or days celebrated as such. An employee may substitute for Christmas an alternate recognized religious holiday such as Rosh Hashanah. In addition, each employee will be given one personal leave day during the calendar year but such day will be taken only with approval of the supervisor after one week's notice.

Section 2. Payment: Payment for employees working the recognized holidays will be twice the regular pay for actual hours worked; or, at the option of the employee, eight hours straight time and a compensatory day off. The compensatory day off is to be approved by the department head and to be taken within 30 days after the holiday. A minimum of 48 hours' notice will be required from an employee for scheduling of a compensatory day to be considered. However, if actual hours worked are fewer than eight the employee who elects to take double time shall be paid the difference between hours worked and eight hours at straight time.

Section 3. Employees scheduled to work on a holiday, or day celebrated as such, who are not required to work, shall receive a regular day's pay at straight time.

Section 4. Employees whose day off falls on a holiday, or day celebrated as such, shall be granted a compensatory day off with pay, such day to be designated by the department head and to fall within 30 days after the holiday. A minimum of 48 hours' notice will be required from an employee for scheduling a compensatory day to be considered.

Article 5 - Dismissals and Severance Pay

Section 1. There shall be no dismissals except for just and sufficient cause. In the event of any contemplated dismissal, for the reduction of force and no other reason, the Employer shall give the employee four weeks' notice or shall give the employee four weeks' pay in lieu thereof.

During the first three months of employment, an employee may be terminated without just cause. Said employee shall not have recourse to the grievance and arbitration procedure regarding such a termination. The three-month competency period may be extended by mutual agreement between the Guild and the Employer.

Section 2. (a) When an employee is discharged after one (1) year of continuous employment, he or she shall be entitled to severance in cash, and in a lump sum, not to exceed a
maximum of twenty-six (26) weeks, according to the following formula: one week's pay for each of year of regular, full-time continuous employment with the Employer. Such severance pay shall not be applicable when an employee is discharged for just cause. Severance shall not accrue for any year in which an employee works fewer than 1040 hours. Severance pay shall be based on the employee's rate of pay at time of discharge.

(b) In the event the Employer is acquired by a new company and the new company honors the terms and conditions of this Agreement, severance will not be paid to any employee as a result of the transaction.

(c) In the event that the Employer is acquired by a new company and the new company does not honor the terms and conditions of this agreement and requires employees covered by this agreement to apply for employment, severance, based on the above formula, shall be paid to an employee who applies for work with the new company and:
   (1) is not offered employment; or
   (2) is offered employment that is not comparable to his or her position with the Employer; or
   (3) accepts employment with the new company and is dismissed within six months of his or her date of hire either for economic reasons or for a reason other than just cause.

(d) Employees who do not apply for a position with the new employer shall receive severance based on the above formula. An employee who receives severance, then goes to work for the acquiring company within six months, must repay the total amount of severance to the previous employer.

Section 3. Employees resigning from the Employer's service shall be expected to give two weeks' advance notice of such resignation.

Section 4. In the case of economic discharges or layoffs, these will be made, by classifications within a department, in reverse order of seniority. The same will apply to establishment of a rehiring list. An individual will be on the rehire list for a period of one year from his/her date of layoff or until offered a position in the same or a higher classification, whichever occurs first.

Section 5. When new equipment or technology is introduced that substantially impacts how employees within the Guild bargaining unit perform their work or that might result in layoffs, the Employer shall provide 45 days' notice to the Guild.
Article 6 – Paid Time Off (PTO) System

Effective January 1, 2015, a Paid Time Off (PTO) system replaced the vacation and sick leave system in effect, and any accrued but unused vacation was converted to PTO.

Section 1. The PTO period shall be from January 1 to December 31.

Section 2. Full-time employees and benefitted employees working 32 hours per week shall begin to earn PTO from their date of hire. Changes in accrual rates shall be effective on an employee’s anniversary date in accordance with the PTO schedule. PTO hours are accrued and earned on each pay period based on regularly scheduled work hours, excluding overtime hours.

Section 3. Once earned, PTO shall be available for use.

Section 4. Rates for earning PTO shall be based on years of service. Employees shall begin to earn PTO at a rate of 15 days per year (120 hours) in their first year of employment, up to a cap of 120 hours. Employees hired to work 32 hours per week shall begin to earn PTO at a rate of 96 hours per year, up to a cap of 160 hours.

When an employee reaches one year and one day of service, the employee shall begin to earn PTO at a rate of 20 days (160 hours) per year, up to a cap of 160 hours. Employees hired to work 32 hours per week shall begin to earn PTO at a rate of 128 hours per year, up to a cap of 160 hours.

When an employee reaches five years and one day of service, the employee shall begin to earn PTO at a rate of 25 days (200 hours) per year, up to a cap of 220 hours. Employees hired to work 32 hours per week shall begin to earn PTO at a rate of 160 hours per year, up to a cap of 220 hours.

When an employee reaches ten years and one day of service, the employee shall begin to earn PTO at a rate of 30 days (240 hours) per year, up to a cap of 280 hours. Employees hired to work 32 hours per week shall begin to earn PTO at a rate of 192 hours per year, up to a cap of 280 hours.

Employees working or recording less than 50 percent of their normal work schedule will not accrue PTO. Accruals will be turned off once an employee is no longer being paid at least half time hours. If an employee’s PTO balance reaches the accrual cap, future accruals will cease and the employee will not accrue PTO time until the employee’s PTO balance falls below the cap.

Section 5. With advance approval of the Publisher, an employee may use PTO before it is earned. PTO shall not be considered earned until the requisite amount of time has been worked.

Section 6. Upon termination of employment, an employee shall be paid for any earned
but unused PTO. An employee who has used PTO before it is earned shall have the amount deducted from his or her final paycheck. PTO may not be used to meet the service commitment of an employee’s resignation nor can it be used to extend the employee’s termination date.

Section 7. PTO schedules shall be posted by management within each department by March 1 of each year and, once posted, shall not be changed except in emergencies. The number of employees of a department or a section thereof to be on PTO at any one time may be subject to reasonable limits by the Employer. Every effort shall be made, however, to allow employees to take PTO when requested.

Section 8. PTO scheduling shall be done by seniority. In case of a conflict between employees over scheduling, the selection by the employee who has the longest full-time employment in the department by job classification shall prevail. Initial PTO scheduling by an employee may be for no more than two weeks. After all employees of a department or section thereof have made their initial selections, the balance of the employee’s PTO may be scheduled.

Section 9. An employee whose PTO includes a holiday (or day celebrated as such) shall record it as such on his or her time card, and shall receive holiday pay for that day.

Section 10. Employees shall be notified on each paycheck of the amount of PTO available for use.

Section 11. PTO may be used for scheduled and unscheduled absences upon proper notification of the employee’s supervisor. Once an employee gives notice of their resignation, use of PTO must have prior approval from the Publisher and/or Human Resources. PTO cannot be used to satisfy the employee’s notice period.

Section 12. **PTO Donation Program:** The purpose of a Paid Time Off (PTO) Donation program is to replace lost pay when an employee or immediate family member suffers a medical emergency and they have exhausted all of their own PTO and/or sick bank. The immediate family includes spouse, child or parent of the employee who has a serious health condition. A child means a biological, adopted, stepchild, foster or legal ward, or a person standing in loco parentis, who is either under 18 or older and incapable of self-care because of a mental or physical disability, or a serious health condition requiring care.

Serious health condition is defined as an illness, injury impairment, or physical or mental condition involving either inpatient care or continuing treatment by a healthcare provider. Another situation which employees may be eligible for this program is in the case of a presidentially declared major disaster specifically affecting the employee. Donated PTO will be centralized and managed by the Human Resources Director.

**Eligibility:** All full-time and 32 Benefitted employees in good standing, that have exhausted all paid leave including PTO and/or sick bank. Employees receiving other benefits: including
worker’s compensation and short or long term disability payments are not eligible.

Employees voluntarily donate a portion of their unused PTO hours, not cash, to the “PTO Donation Bank” to be used as outlined. The donated time may not be considered a charitable gift for income tax purposes.

Donations of PTO are always voluntary and once made cannot be rescinded.

Employees who donate PTO will not realize any income from the donation. Donated PTO is treated as taxable wage income for the recipient and paid at their regular rate of pay. Donated PTO may not be used to exceed the recipient’s normally scheduled work hours per pay week. Employees requesting hours from the PTO Donation Program must exhaust all of their own paid leave balances before receiving donated PTO leave. Recipients will also be required to complete and have appropriate approval on the PTO Donation Leave Request Form prior to donations being accepted. It will be up to the Publish/General Manager to notify employees within their division that an employee is in need of donated leave. The request sent to employees asking for PTO donation hours should not contain any medical information, only that the employee is in need of donated PTO hours.

A recipient will be eligible to receive a maximum of four (4) weeks (128 got 32 Benefitted or 160 for full time hours) of donated PTO per rolling twelve month period, based on their regularly scheduled hours of work per week.

An employee will not accrue PTO while receiving donated PTO. Employees must work at least 50% of their regular schedule or be using a combination of their own PTO and/or working in order to accrue PTO.

(See Appendix- PTO Donation Form).

**Article 7 – Illness**

Effective January 1, 2015, a Paid Time Off (PTO) system, as described in Article 6, replaced the vacation and sick leave system in effect; any banked sick leave for each employee effective January 1, 2015, was frozen at that level but shall continue to be available for use for each employee until the bank is exhausted or until termination.

Section 1. PTO may be used for absences that have not been approved in advance by supervisors, such as illnesses and family emergencies. Employees will be required to notify their supervisor before the start of their scheduled shift if they are unable to report to work. The supervisor should be contacted by an employee each additional day if unable to report to work. For reasonable cause, the Employer may require an employee to provide a doctor’s certificate
stating the nature of the illness requiring an absence from work.

Section 2. Banked sick leave, if any, may be used after three consecutive days of PTO for an employee’s personal sick time, provided that the leave qualifies under Family Medical Leave Act (FMLA) requirements. In order for employees to access this banked sick leave, the proper FMLA paperwork must be completed by a physician and given to the human resources manager for approval.

Section 3. An employee’s sick bank, if any, will be forfeited upon termination.

Section 4. Upon retirement, the employee shall receive payment for unused sick leave in the bank at the rate of one day of pay for each two days’ leave banked, up to a maximum of 15 days.

**Article 8 - Management Rights**

Except as limited by other provisions of this Agreement, the Company shall retain and have the traditional rights to decide and act with respect to the managing of the business and the direction of the working force, including but not limited to, the right to determine the methods of operation, the assignment of work and scheduling of hours, the number of persons to be employed, and the right to discharge or discipline for cause and to make and enforce reasonable department rules. The exercise of such management rights shall be subject to the grievance procedure.

**Article 9 - Grievance Procedure**

Section 1. A grievance committee comprised of an equal number appointed by the Union and by the Employer, maximum of four from each side, shall consider any matter arising from the application of this Agreement and pertaining to any employee covered by this contract.

Section 2. The committee will meet within 10 days, exclusive of Saturdays, Sundays and holidays, of filing of written grievance by either party.

Section 3. If satisfactory agreement is not reached by the grievance committee within 30 days of the committee reaching a decision that they cannot agree, the matter shall be referred to a mutually agreeable arbitrator whose decision shall be binding to both parties. The moving party shall notify the other in writing of this referral to arbitration within 120 days after the aforementioned 30-day period. Lack of this written notice indicates waiver of the grievance.

Section 4. If for any reason an arbitrator cannot be selected by mutual agreement, the arbitrator shall be selected through the facilities and in accordance with the rules of the Federal Mediation and Conciliation Service. The cost of an arbitration shall be borne equally by the parties except that no party shall be obligated to pay for any part of the cost of a stenographic transcript unless said party received a copy of said transcript. Any party refusing to pay an equal
share of a transcript cost will not be privy to copy of said transcript.

Section 5. The arbitrator shall have no power to add to, subtract from, alter or in any way vary the express terms of this Agreement.

Section 6. A grievance must be filed in writing within 30 days of the date of the incident that gave rise to the grievance or of the date the union received notice of the incident, whichever is later, but in any case no longer than 90 days of the date of the incident. Pay and benefit issues are exempt from these time restrictions. The parties by mutual consent may extend any of the time limits set forth in this Article 9.

Article 10 - Part-time and Temporary

Section 1. A part-time employee is one who is regularly hired to work fewer than 32 hours a week.

Section 2. A temporary employee is one employed for a special project or specified time, in either case usually for three (3) months or less. However, this period may be extended by mutual agreement between the Employer and the Guild. The Employer shall notify the Guild, in writing, when a temporary employee is hired, what work that person shall do, and their expected time of service.

Section 3. Employees who consistently work 32 hours or more per week but fewer than 40 hours per week shall receive prorated holiday, vacation, and sick pay (actual hours scheduled), and shall be eligible for the benefits identified in Article 12.

Section 4. Any individual employee who is regularly scheduled to work and does, in fact, consistently work 40 or more hours per week for a period of six consecutive months, shall then have a normal work week of 40 hours per week.

Section 5. With respect to employees who regularly work fewer than 40 hours per week, the number of hours to be worked during any week shall be determined by the Employer. The Employer shall determine the scheduling of such hours.

Section 6. Part-time employees shall receive time and a half for actual hours worked on holidays.

Section 7. Management may not have more than six interns in a calendar year without the advance agreement of the Guild. Interns shall not be used to displace regular full- or part-time employees or replace work normally performed by regular full- or part-time employees. Interns will be paid a minimum of 90 percent of the minimum pay rate for the position they hold, unless they are taking the internship for credit from an accredited college or university and cannot
accept pay. Internships shall not exceed three months, except by mutual agreement between the Publisher and the Guild. If an intern subsequently is hired to work for the News Tribune immediately following the internship, the hire date, for purposes of seniority and benefits coverage, shall be backdated to reflect time worked during the internship.

The Employer shall notify the Guild, in writing, when an intern is hired, what work that person shall do, and their expected time of service.

**Article 11 - Use of Personal Vehicles**

Section 1. Authorized and legitimate expenses reasonably incurred by the employee while engaged in the service of the Employer shall be paid by the Employer.

Section 2. Use of an employee's personal vehicle when required by the Employer as essential to the operation of the newspaper shall be a condition of employment for employees whose work assignments include vehicle travel.

Section 3. **Mileage reimbursement:** Where an employee is regularly required and/or authorized to use his or her personal vehicle in the service of the Employer, reimbursement shall be paid to the employee by the Employer under the same conditions and at the same rate as non-bargaining unit employees of Forum Communications Company.

Section 4. Employees who must drive as part of their work assignment must possess a valid driver’s license along with a driving record that is insurable by the Company. Employees must carry the minimum coverages required by the Company. Additional requirements for insurance coverage may be required for employees who cannot be insured under the Company’s insurance policy. Employees are required to report any violations they receive on their driving record immediately to their supervisor or human resources. Random reviews of driver’s motor vehicle records may be conducted as required. If an employee’s driving record is not insurable, and such employee is required to drive as part of his or her job duties, then such employee may be discharged.

**Article 12 - Health and Welfare**

Section 1. The Employer shall provide medical, dental, vision, life and long-term disability insurance, pursuant to the options outlined below.

(a) **Medical:** The Employer shall make available health insurance plans, on a premium cost-sharing basis, to eligible employees. The Employer shall be free to select the carriers/administrators. The plans and coverage options shall be the same as those offered to management employees. The Employer shall pay the same percentage of the total premium cost for any coverage option for each employee who has chosen to participate in the plan as it pays for management employees; the employee shall pay all other costs. In no event shall the employee be required to pay more than 30% percent of the total
premium cost for employee-only coverage, more than 40% percent of the total premium cost for employee plus dependent, or more than 50% percent of the total premium cost for family coverage.

(b) Dental: The Employer shall make available a dental insurance plan to eligible employees. The Employer shall be free to select the carriers/administrators. The plan(s) premium, cost-sharing basis (if any) and coverage options shall be the same as those offered of management employees, which may require employees to pay 100% of the cost.

(c) Vision: The Employer shall make available a vision insurance plan to eligible employees. The Employer shall be free to select the carriers/administrators. The plan(s) premium, cost-sharing basis (if any) and coverage options shall be the same as those offered of management employees, which may require employees to pay 100% of the cost.

(d) Life:

(1) The Employer shall make available a life insurance plan to full-time employees with at least three months of regular full-time continuous service. The Employer shall be free to select the carriers/administrators. The plan(s) and coverage options available shall be the same as those offered to management employees. Employees who elect to purchase life insurance shall pay all applicable premium costs.

(2) The Employer will provide life insurance to all eligible employees in the amount of one-times their salary or $50,000, whichever is greater. The Employee may purchase additional and/or supplemental coverage at his or her option.

(e) Disability: The Employer shall make available a short-term and a long-term disability plan to eligible employees. The Employer shall be free to select the carriers/administrators. The plan(s) premium, cost-sharing basis (if any) and coverage options shall be the same as those offered of management employees, which may require employees to pay 100% of the cost.

(f) Flexible Spending Accounts (FSAs): The Employer shall make available to all bargaining unit employees flexible spending accounts so they can use pre-tax wages to pay for eligible medical expenses and dependent care expenses.

Section 2. Eligibility/Other terms

(a) All full-time employees hired to work 32 or more hours per week or who consistently work 32 or more hours per week during any six-month period shall be considered full-time and, therefore, eligible for the insurance coverages described above.

(b) Insurance coverage shall become effective on the first of the month following 30 days
of continuous employment with the Employer, as defined above.

(c) For purposes of this Article, a domestic partner of an employee shall be deemed a spouse, and therefore eligible for the coverage described herein. The Employer may require reasonable proof of a domestic partnership.

(d) The Guild shall be given advance notice of any change in insurance carriers for the insurance coverage described in this Article

**Article 13 - Retirement**

Section 1. The Employer shall offer to employees the same 401(k) plan it offers to managers. Eligible members covered by the is agreement shall receive the same match, if any, granted to managers and non-represented employees.

Section 2. The matching 401(k), agreed to on Jan. 3, 2007, replaced the Knight Ridder Single Employer Non-Negotiated (SENN) pension plan that was frozen when Knight Ridder was sold. The agreement creating the matching 401(k) does not affect benefits employees and former employees who are vested in the former Knight Ridder SENN pension plan will receive from that plan.

Section 3. The Jan. 3, 2007, agreement also does not affect previous agreements covering the benefits of the former Printer 2s assigned to work within the Guild’s jurisdiction.

**Article 14 - Miscellaneous**

Section 1. **Outside Activities:** Employees shall be free to engage in any activities outside working hours which do not consist of services performed for publications or communications media in direct competition with the Employer.

Employees may not perform, without prior written consent of the employer, services for publications, radio, television or other media, including on-line publications, which are in direct competition with the Employer.

Direct competition shall be defined to include any media based within the 14-county circulation area of the Duluth News-Tribune. The Employer shall have the right, within reason, to identify other direct competitors.

Editorial employees shall have the responsibility to recognize and not engage in activities that would result in a conflict of interest or that would compromise the integrity of the newspaper.

Editorial employees shall not perform salaried work for political candidates or political organizations, nor shall they serve on any governmental policy-making boards, without the
prior written consent of the Employer.

Section 2. Bylines indicating authorship by an employee shall not be attached to any material published if the employee objects in writing thereto. The employee must object to a byline on each specific story where an objection is applicable and cannot make a blanket objection to all bylines.

Section 3. No employee hired as a reporter shall be discharged for incompetency as a photographer; and no employee hired as a photographer shall be discharged for incompetency as a reporter.

Section 4. The Employer agrees not to have or enter into any agreement with any other publisher, binding such other publisher not to offer to give employment to the employees of the Employer, and further agrees that no such agreement shall exist between individual newspapers of the Employer.

Section 5. The Guild shall have the right to maintain two bulletin boards for its own exclusive use, for posting notices to employees relating to Guild affairs and similar matters. One bulletin board shall be located in the hallway of the first floor and the second bulletin board shall be located in the editorial department at the location of the present bulletin board. All material must be posted by a Guild officer and the board must be encased and locked.

Section 6. Employees shall have a right at any time to discuss with the Human Resources Director the contents of their personnel files and to make copies of any documents contained in these files. They also shall have the right to file responses to any disciplinary material in these files, as long as they also file a copy of the response with the supervisor who originated the disciplinary material. All this shall be done without reprisal or threat of any reprisal to the employee.

Section 7. Multi Media Work- Internal and External
(a) Participation by a journalist in on-air television appearance or radio work shall be voluntary. An employee's refusal to do such work or inability to perform such work shall not be used against him or her in any manner. No employee will be disciplined or discharged for incompetence for on-air appearance work broadcast by a media partner. Employees hired with the explicit understanding that the majority of their work will be multi media related (i.e. on air, script writing, etc) are not covered by this section. The Employer reserves the right to require employee participation in all other multi media work.

(b) Reasonable training will be made available to any employee who performs multimedia work. With prior approval, Employer will pay for any outside education and training costs related to learning skills related to an employee's job duties and responsibilities.
(c) Journalists will not be required to directly share sources or notes with a media partner.

(d) Journalists will be able to review for accuracy any of their material adapted for use on television or radio before it is aired.

(e) Journalists will take their assignments from their supervisors at the Duluth News Tribune.

(f) Photojournalists may be required to carry video cameras after training has been provided. In no event shall still pictures, taken by a multimedia partner, lead to a reduction in the Duluth News Tribune photojournalist force. No employee will be discharged for incompetence for work broadcast by a media partner.

Section 8. Job posting: The Employer shall post any internal job openings on bulletin boards in common areas at the same time or prior to advertising the opening outside the building. First consideration shall be given to internal employees for all job vacancies for which they are qualified.

Section 9. 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.

(a) The Employer shall equip all entrances within the building with controlled access locking systems compliant with all relevant fire codes.

**Article 15 - Military Leave**

The Employer agrees to abide by all state and federal statutes currently in effect or which becomes law during the term of this agreement with regard to the employment or re-employment of a person serving military obligations, whether such people are serving military obligations on a voluntary or involuntary basis, including obligations arising in the regular or reserve service of the United States or any state, territory or federal district.

**Article 16 - Leaves of Absence**

Section 1. Leaves of absence for personal or family illness, birth or adoption of a child, school conferences or classroom activities shall be granted in accordance with the Family Medical Leave Act, the Minnesota Parental Leave Act and Duluth News Tribune policy, with the understanding that the policy shall apply from date of hire.

Section 2. Parental Leave Policy: Forum Communications Company will provide paid Parental Leave to employees following the birth of an employee’s child or the placement of a
child with an employee in connection with adoption or foster care. The purpose of paid Parental Leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. This policy will be in effect for births, adoptions or placements of foster children occurring on or after January 15, 2019.

**Eligibility:** Eligible employees must meet the following criteria:

- Have been employed with the company for at least 12 months.
- Have worked at least 1250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
- Be in 32 benefited or full time status as of the first day of leave.

In addition, employees must meet one of the following criteria:

- Be a spouse or committed partner of a woman who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger).

**Amount, Time Frame, and Duration of Paid Parental Leave:** Employees who meet the eligibility criteria above will receive a maximum of two (2) weeks paid Parental Leave following the birth of a child.

Employees who have a child placed with them for adoption or foster care where the child is under the age of one year are eligible to receive four (4) weeks of Paid Parental Leave following placement.

Employees who have a child placed with them for adoption or foster care where the child is over the age of one year are eligible to receive two (2) weeks of paid Parental Leave following placement.

If an employee has sick bank hours, they must use those hours towards the two or four weeks paid Parental Leave until those hours are exhausted.

Paid Parental Leave must be used in minimum increments of full days, equal to the employee’s regularly scheduled hours and is available only after a one week waiting period. Each week of Parental Leave is compensated at the employee’s regular straight time weekly or hourly pay. Payments will be made in accordance with FCC’s regular pay period.

Approved paid Parental Leave may be taken at any time during the six-month period immediately following the birth, adoption or placement of a child with the employee. Paid Parental Leave may not be used or extended beyond this six-month time frame.

Employees must take paid Parental Leave in one continuous period of leave and must use all paid Parental Leave during the six-month time frame indicated above. Any unused paid Parental Leave will be forfeited at the end of the six-month time frame.
Coordination with other Policies: Paid leave taken under this policy will run concurrently with leave under the FMLA and must meet the qualification for leave due to the birth or adoption of a child, or placement of foster child. The leave will count towards the 12 weeks of available FMLA leave per rolling 12 month lookback period.

Employees on an approved Parental Leave will maintain benefits coverage as if the employee continued to work. When required, arrangements will be made for employees to pay their share of insurance premiums.

If a paid holiday occurs while the employee is on a paid Parental Leave, such day will be recorded as a paid holiday, and will be included in the paid Parental Leave allotment.

Once Parental Leave is exhausted, employees may use PTO, if available, or take the remaining time as provided for under FMLA as unpaid leave.

Request for Paid Parental Leave: The employee must provide the Human Resources department with notice of the request for leave at least 30 days prior to the proposed start date, if possible.

The employee must complete the necessary HR forms and provide all medical documentation as required by the HR department to substantiate the request. Upon receiving completed forms, HR will provide notification to the employee of approval/denial of the leave.

As with all policies, the company has the exclusive right to interpret and amend this policy. To the extent that this policy conflicts with any applicable law or collective bargaining agreement, FCC will follow the applicable law or collective bargaining agreement.

Section 3. Leaves for other purposes may be granted as determined by the Employer.

Section 4. No benefits shall accrue during the unpaid portion of any leave period. Unpaid leaves of less than three months shall not constitute a break in the continuity of service. For unpaid leaves of more than three months, employees shall receive full credit for service prior to the date of the commencement of the leave, plus the first three months of their leave.

Section 5. Pregnancy Disability Leave: Forum Communications Company will provide up to eight (8) weeks of paid leave to 32 benefitted and full time employees who are medically disabled due to pregnancy. Employees may be asked to provide appropriate verification and documentation in connection with any application for benefits under this pregnancy disability leave policy.

Eligibility: Eligible employees must meet the following criteria:
- Have been employed with the company for at least 12 months.
- Have worked at least 1250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
- Be in 32 benefitted or full time status as of the first day of leave.
Amount and Time Frame: Eligible employees will receive a maximum of eight (8) weeks of paid Pregnancy Disability Leave following the birth of a child.

If an employee has sick bank hours they must use those hours as part of the 8 weeks of paid Pregnancy Disability Leave until those hours are exhausted.

Paid Pregnancy Disability Leave must be used in minimum increments of full days, equal to the employee’s regularly scheduled hours and is available after a one week waiting period. Each week of Pregnancy Disability Leave is compensated at the employee’s regular straight time weekly or hourly pay. Payments will be made in accordance with FCC’s regular pay period.

Approved Pregnancy Disability Leave must be taken concurrently with Family Medical Leave Act (FMLA) and/or Short Term Disability and is available only for that period of time during which the employee is medically disabled, whether prior to or immediately following the birth of a child. Any period of paid Pregnancy Disability Leave taken prior to the birth of a child will be paid only when medically necessary and will reduce the available eight-week paid allotment.

Coordination with other Policies: Paid leave taken under this policy will run concurrently with leave under the Family Medical Leave Act (FMLA) and must meet the qualification for leave due to the birth of a child. The leave will count towards the 12 weeks of available FMLA leave per rolling 12 month lookback period.

If the employee is receiving Short Term Disability benefits they may supplement with Pregnancy Disability Leave to make their weekly pay whole. No employee may, however, receive more than 100% of the employee’s regular weekly pay under all paid leave policies. In addition, this policy runs concurrently with Short Term Disability and will not extend the amount of paid time off by more than 8 weeks total.

Employees on approved Pregnancy Disability leave will maintain group health insurance coverage as if the employee continued to work. When required, arrangements will be made for employees to pay their share of insurance premiums.

If a holiday occurs while the employee is on paid Pregnancy Disability Leave, such day will be recorded as a holiday. Holiday pay will be substituted for paid Pregnancy Disability Leave for the paid holiday.

Once the Pregnancy Disability Leave is exhausted, employees may use PTO, if available, or take the remaining time as provided for under FMLA as unpaid leave.

Request for Paid Pregnancy Disability Leave: The employee will provide the supervisor and/or the Human Resources department with notice of the request for leave at least 30 days prior to the proposed start date, if possible.
The employee must complete the necessary HR forms and provide all medical documentation as required by the HR department to substantiate the request.

**Article 17 - Equal Opportunity**

There shall be no unlawful discrimination during the term of this Agreement on the basis of race, color, religion, age, gender, national origin, sexual orientation, marital status, disability or public assistance status. This includes harassment, sexual harassment and retaliation for pursuing equal employment opportunity.

**Article 18 - Complete Agreement**

This agreement (together with any letters of agreement executed concurrently herewith) is the complete agreement between the parties and supersedes all prior agreements and practices. It is also acknowledged that during negotiations which resulted in this Agreement the Union and the Company had the full right and opportunity to make demands and proposals with respect to all proper subjects of collective bargaining and that both parties agree, for the life of this agreement, that neither shall be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Agreement.

**Article 19 - Union Security**

Section 1. All employees who are members of the Union in good standing 30 days after the effective date of this Agreement, and all employees who become members thereafter during the life of this contract, shall, as a condition of employment, maintain their membership in the Union in good standing during the term of this Agreement, to the extent of payment of dues and initiation fees as provided by law. For purposes of this section, the term "member" shall be meant to include satisfying the financial obligations associated with representation in accordance with the National Labor Relations Act.

Section 2. Not earlier than 30 days prior to the stated termination of this Agreement, nor later than the last day prior to such termination date, an employee may withdraw from the Union by sending a certified letter to the Union stating he or she is withdrawing membership in the Union. Such withdrawal shall become effective as of the last day of the stated term of this Agreement.

Section 3. There shall be no interference or attempt to interfere with the operations of the Guild.

Section 4. Upon an employee's voluntary written assignment, the Publisher shall deduct monthly from the earnings of the employee and pay to the Guild not later than the 10th day of each month an amount equal to Guild membership dues or, alternatively, a reduced representation fee. Such amounts shall be deducted from the employee's earnings in accordance with the Guild's schedule of rates furnished the Publisher 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.

Section 5. The dues deduction assignment shall be made upon the form specified in the side letter attached to this Agreement.

**Article 20 - Death in Immediate Family**

In the event of a death in the immediate family (spouse, spousal equivalent, parent/guardian, child, brother, sister, mother-in-law, father-in-law, grandparent, grandchild) of an employee, he or she shall be allowed an absence from work of up to three (3) days. For each regularly scheduled workday so absent, exclusive of days off or vacation days, the employee shall receive regular pay to a maximum of three (3) days' pay. The employer may grant an extension of such leave, without pay, if the particular situation warrants additional time away from work due to funeral arrangements.

**Article 21 - Jury Duty**

All employees who are summoned to a jury panel shall notify their supervisor in advance and will be excused from daytime work in order to report for jury duty in the morning and if required for jury duty in the afternoon, they shall be excused from work in the afternoon. If not selected as a juror, the employee shall return to work without delay, if the employee is selected as a juror, he or she shall call their supervisor as soon as possible and so inform him or her.

When working, the employee shall be paid his or her regular straight-time hourly rate. When absent for shifts or part of shifts because of the requirements of jury duty, employees with at least six months of continuous service for the company shall be compensated at their regular straight-time hourly rate by the Employer. Employees may request up to two (2) weeks paid Jury Duty leave over any one year period. Upon receiving his/her check from court as payment for jury duty, an employee shall endorse it over to the employer promptly, in any case within two (2) business days after receiving it. Depending upon the circumstances, an employee may be asked to modify his/her scheduling during the time that they are asked to serve on a jury depending upon the length of the trial and the nature of the employee’s work assignment.

Afternoon and night shift employees who are summoned to a jury panel and who are required to physically report for jury duty shall not be required to report to work. However, should they be excused from jury duty before serving a full day, they shall report to their supervisor for assignment. They shall be required to work the equivalent of a full shift, including time already spent at jury duty.

**Article 22 - Reporter's Privilege**

The Publisher and the Guild agree that:
(a) When a requirement for disclosure or authentication of information, notes, documents,
films or other material or the source thereof is made upon an employee by a federal, state
or municipal court, grand jury, agency, department, commission or legislative body, such
employee shall notify the Publisher or, if such requirement is made upon the Publisher,
the Publisher shall notify the employee.

(b) Following such notification, Publisher's counsel will be consulted and, if the advice of
the Publisher and Publisher's counsel is followed, the employee shall not suffer any loss
of pay or other benefits and shall be made whole to the extent permitted by law against
fines or damages by any final judgment or decision in the action.

Article 23 - Information

Once every three months, the Employer shall supply the Union in writing with the
following information for all employees in Guild jurisdiction:
   a) Name and address
   b) Date of employment
   c) Position
   d) Salary

The Employer shall notify the Union in writing within one week of all terminations of
employees.

Article 24 - Workers' Comp Injury Pay

The Duluth News Tribune shall follow and adhere to Minnesota Workers’ Compensation
laws.

An employee may supplement Workers Comp Injury pay with banked sick leave, if any,
up to the amount of their regular pay. If the employee has no banked sick leave, the employee
can elect to supplement Workers Comp Injury Pay with PTO, up to the amount of their regular
pay.

During any period of continued absence after 90 days, so long as the individual remains
an employee, it will be the employee’s responsibility to pay to the Employer his or her portion of
all insurance premiums.

Article 25 - No Strike

During the term of this agreement, the union and employees agree that there will be no
strikes, sympathy strikes or slowdowns, and the company agrees that there shall be no lockouts.

Article 26 – 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 27 - Duration and Renewal of Contract

This agreement shall commence October 1, 2018 and terminate September 30, 2020. The
terms and conditions of this Agreement shall remain in effect so long as negotiations continue or
until such negotiations are lawfully terminated or agreement is reached on a new contract.
Should either party desire to change the terms of this contract, or terminate the Agreement in its
entirety, written notice shall be provided to the other party sixty (60) days prior to September 30,
2020.
February 25, 2019

In conjunction with the negotiations for a new collective bargaining agreement effective October 1, 2018, between the Duluth News Tribune and the Minnesota Newspaper and Communications Guild, TNG-CWA Local 37002, it was agreed by the parties that the following letters of agreement are in effect:

1. Article 1- Recognition and Coverage
2. Article 16- Leaves of Absence
3. Article 19- Dues Deduction Form
4. Seniority List for H, H-1 Classifications
5. Use of Personal Vehicles
6. Employees Assigned to Work in Guild’s Jurisdiction
7. News Assistants
8. Wages, hours and other terms of former Printer 2s
9. Help Desk Coordinator
10. Classification A-1 Advertising Account Executive
11. Removal of certain positions and/or classifications
12. Advertising graphic artist work transfer
13. Recruitment classified call center work transfer
14. Dental coverage grievance
15. PTO system transition
16. Page designers
17. Community papers transition
18. Superior Telegram transition
19. Duluth Media Group magazines transition
20. Layout Specialist

Accepted and agreed upon this 25th day of February 2019

For the Guild: 
Candace Lund  
Executive Officer

For the Employer: 
Neal Ronquist  
Publisher
LETTER OF AGREEMENT #1
ARTICLE 1 – RECOGNITION AND COVERAGE

In the negotiations that resulted in the collective bargaining agreement dated July 8, 2011, the Publisher and the Guild agreed that the following positions are considered to be exempt from the bargaining unit described in Article 1:

Administration
Publisher
Employee Relations and Development Director
Employee Relations and Development Manager
Employee Relations and Development Generalist
Employee Relations and Development Assistant
Administrative Assistant to Publisher
Operations Director
Production Manager

Editorial
Editor
Managing Editor
Editorial Page Editor
Assistant Managing Editor - Local News
City Editors
Assistant Managing Editor: News & Presentation
News Editor
Sports Editor
Visuals Editor
Administrative Assistant to the Editor
Multi Media Editor
Features Editor
Assistant Features Editor

Advertising
Advertising Director
Retail Advertising Manager
Sales Development Manager
Classified Advertising Manager
Classified Telephone Room Supervisor
Design Manager
Advertising Administrative Assistant

Information Systems
Director of Technology & Strategy
IS Technology Manager
Publishing Systems & Training Manager
Network System/Analyst
Pre-Press Systems Manager

**Circulation**
Circulation Director
Area Supervisor
Home Delivery Manager
Operations Supervisor
Customer Service Manager
Circulation & Sales Manager
Circulation Administrative Assistant

**Business Office**
Director of Finance
Assistant Controller
Senior Staff Accountant Finance Manager
Budget and Credit Manager
Circulation and Cash Accounting Manager
Human Resources/Payroll Coordinator
Advertising Accounting Manager
Accounting Administrative Assistant

**Maintenance Building**
Building Superintendent/Environmental Manager

**Market Development**
Market Development Director
Advertising Market Development Manager
Consumer Market Development Manager
Marketing and Special Events Coordinator/Marketing Administrative Assistant
Consumer Retail Sales Manager

The parties also agreed that Kathy Berndt shall receive a personal exemption from the bargaining unit so long as she is employed as a bookkeeper. When she vacates that position, that position shall become a Guild-covered position.

Any employee identified herein who held a formerly excluded position that has been moved into the bargaining unit shall maintain a personal exemption for as long as he or she holds the position; however, any such employee who transfers to a different position covered by the collective bargaining agreement shall become a member of the bargaining unit, and his or her personal exemption shall terminate. No such employee shall be required to maintain a personal exemption; those employees identified as holding personal exemptions may elect to become part of the bargaining unit.

The current Maintenance Foreman, Paul Heckman, has a personal exemption from the Guild.
When he vacates his current position, that position shall become a Guild-covered position.

The current Editorial Page Associated, Chuck Frederick, has a personal exemption from the Guild. When he vacates his current position, that position shall become a Guild-covered position.

Neither Mr. Heckman nor Mr. Frederick shall be required to maintain a personal exemption in their current positions; either may elected to become part of the bargaining unit. If either transfers to a different position covered by the CBA, he shall become a member of the bargaining unit, and his personal exemption shall terminate.

The parties agree that the combined position of Marketing and Special Events Coordinator/Marketing Secretary is an excluded position. Should the duties of the position expand to require that a second position be created, the parties have agreed that the position of Marketing and Special Events Coordinator shall be considered a bargaining unit position, and the Marketing Secretary shall be an excluded position.

LETTER OF AGREEMENT #2
ARTICLE 16 - LEAVES OF ABSENCE

June 18, 1999

Karen Rylander-Davis
Human Resources Director
Duluth News-Tribune
424 W. First Street
Duluth, MN 55801

Dear Karen:

In the negotiations that resulted in the collective bargaining agreement dated January 1, 1999, the parties discussed union-related leaves of absence and reached the following agreement:

Upon 30 days' advance notice to the Employer, up to two employees shall be granted leaves of absence to attend the annual convention(s) of The Newspaper Guild/CWA; however, such a leave may be denied by the Employer for compelling business reasons. Upon request, the Employer shall make a reasonable effort to accommodate an officer's request for unpaid leave for other union-related duties. Time off for negotiations shall be handled according to the current practice of the parties.

Sincerely,

John Myers
President
LETTER OF AGREEMENT #3  
ARTICLE 19 - DUES DEDUCTION FORM 

June 18, 1999 
Karen Rylander-Davis 
Human Resources Director 
Duluth News-Tribune 
424 W. First Street 
Duluth, MN 55801 

Dear Karen: 
In the negotiations that resulted in the collective bargaining agreement dated January 1, 1999, the parties agreed to use the following form for those employees who elect, pursuant to Article 19, to have the Employer deduct dues from their paychecks:  

Assignment and Authorization to 
Deduct Guild Membership Dues 

To: Duluth News-Tribune 
I hereby assign to the Lake Superior Newspaper Guild, and authorize the employer to deduct monthly from any salary earned or to be earned by me as an employee, an amount equal to Guild dues or, alternatively, Guild representation fees, as certified by the Treasurer of the Guild starting the first week of the month following the date of this assignment. I further authorize and request the employer to remit the amount deducted to the Lake Superior Newspaper Guild not later than the 10th day of each month. 
This assignment and authorization shall remain in effect until revoked by me. I further agree and direct that this assignment and authorization shall be continued automatically unless written notice of its revocation is given by me to the employer and to the Guild. Such notice of revocation shall become effective the pay period following the calendar week in which the employer receives it. 
This assignment and authorization is voluntarily made 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 supercedes all previous assignments and authorizations heretofore given by me in relation to Guild dues or representation fees. 
Employee’s signature: 
Date: 

Sincerely, 
John Myers 
President 

*all references to Lake Superior Newspaper Guild changed to Minnesota Newspaper & Communications Guild, TNG-CWA Local 37002, in 2016-2018 CBA
SIDELETTER #4
SENIORITY LIST FOR H, H-1 CLASSIFICATIONS

June 18, 1999

Karen Rylander-Davis
Human Resources Director
Duluth News-Tribune
424 W. First St.
Duluth, MN 55816

Dear Karen,

In the negotiations leading to the collective bargaining agreement dated January 1, 1999, the Guild and the News-Tribune reached the following understanding with regard to the creation of a new classification H-1 in the maintenance department:

For the purpose of determining seniority in the case of a reduction in force, it is agreed that Classifications H and H-1 shall be considered as one list.

Sincerely,

John Myers
President

SIDELETTER #5
USE OF PERSONAL VEHICLES

June 18, 1999

Karen Rylander-Davis
Human Resources Director
Duluth News-Tribune
424 W. First St.
Duluth, MN 55816

Dear Karen,

In the negotiations leading to the collective bargaining agreement dated January 1, 1999, the Guild and the News-Tribune reached the following understanding with regard to new language in Article 11, Section 1, governing the requirement to own a vehicle as a condition of employment:

No employee hired before the effective date of this Agreement with the understanding that a car would not be required for work shall be required by the Employer to make a car
available, unless the employee accepts a new position which requires vehicle travel.
The purpose of this agreement is to ensure that modified language in Article 11, Section 1,
 isn't interpreted to require current employees to purchase a vehicle if they weren't required to
 have such a vehicle when they were hired by the News-Tribune.

Sincerely,

John Myers
President

SIDELETTER #6
EMPLOYEES ASSIGNED TO WORK IN
GUILD'S JURISDICTION

June 18, 1999

Karen Rylander-Davis
Human Resources Director
Duluth News-Tribune
424 W. First St.
Duluth, MN 55816

Dear Karen,

This letter shall constitute the agreement between the parties regarding former Printer 2s who
have been assigned to work in departments covered by the Newspaper Guild.

The parties have agreed to meet promptly after the conclusion of negotiations now under way
for a new collective bargaining agreement to negotiate the wages, hours, and other terms and
conditions of former composing room employees who have been assigned to work within the
Guild's jurisdiction.

The parties have agreed that, pursuant to any agreement reached in the above-referenced
negotiations, former composing room employees assigned to work within the Guild's jurisdiction
shall maintain benefits, such as their matching 401(k) plan, that they possessed while working in
the composing room.

The parties also have agreed that, pursuant to any agreement reached in the above-referenced
negotiations, all service with the News-Tribune shall be used in the computation of any
service-based benefits in the Guild contract, such as sick leave and vacation.

Sincerely,

John Myers
President
SIDELETTER #7
NEWS ASSISTANTS

June 18, 1999

Karen Rylander-Davis
Human Resources Director
Duluth News-Tribune
424 W. First St.
Duluth, MN 55816

Dear Karen,

In an effort to provide opportunities for News Assistants to develop new skills, the Lake Superior Newspaper Guild and management agree:

- To allow each News Assistant, if he or she so desires, to write one news story per month.
- To amend this limit for the purpose of increased development opportunities upon discussion and agreement by both parties.
- News Assistants may choose not to participate in such developmental writing assignments without negative consequences.
- Because we view these assignments as truly developmental and optional in nature, performance in them will not impact a News Assistant's overall performance appraisal.
- To continue to pay an hourly differential to News Assistants for actual hours spent on developmental writing assignments. The hourly differential will be calculated by taking:
  - the average hourly rate for reporters (hourly rates for Steps 1 through 6, divided by 6),
  - the average hourly rate for news assistants (hourly rate for Steps 1 through 6, divided by 6), and
  - determining the difference between the average hourly rates for these two classifications.
- News assistants will keep a separate time card for time spent on a story writing assignment. For these hours they will be paid at an hourly rate which reflects their regular hourly rate plus the differential.

Sincerely,

John Myers, President
SIDE LETTER #8
LETTER OF AGREEMENT BETWEEN
DULUTH NEWS-TRIBUNE AND
LAKE SUPERIOR NEWSPAPER GUILD

August 9, 1999

John P. Myers
President
Lake Superior Newspaper Guild
P.O. Box 441
Duluth, MN 55801-0441

Dear John:

This letter shall constitute the agreement between the parties regarding the wages, hours and other terms of former Printer 2s who have been assigned to work in departments covered by the Newspaper Guild.

The parties have agreed that current Printer 2s will be assigned to one of two positions represented by the Newspaper Guild:

- Artist -- Classification E
- PrePress Technician -- Classification D

Agreements regarding individual employees' wages, step level and hours are reflected on payroll change forms found in each employee's personnel file.

The parties have also agreed that former Printer 2s assigned to work within the Guild's jurisdiction shall maintain benefits, such as their matching 401(k) plan, that they possessed while working in the composing room.

The parties have further agreed that all service with the News-Tribune, as indicated by individual employees' hire dates below, shall be used in the computation of any service-based benefits in the Guild contract, such as sick leave, vacation and pension service credit.

Sincerely,

Karen L. Rylander-Davis
Human Resource Director

cc: Personnel Files Hire Dates of Former Printer 2s
Cindy Aebli April 13, 1993
Tracy Colclough June 8, 1995
Greg Culver December 18, 1990
Julie Frederick August 16, 1993
Cliff Gagner April 28, 1994
Kris Johnson December 15, 1994
Nancy Norvell February 20, 1996
Jerry Thoreson December 10, 1996
Michelle Williams August 7, 1995

LETTER OF AGREEMENT #9

Dec. 16, 2003

Jerome Ferson
Employee Relations and Development Director
Duluth News Tribune
424 W. First St.
Duluth, MN 55816

Dear Jerome,

In the negotiations leading to the collective bargaining agreement dated Jan. 1, 2003, the Guild and the News Tribune agreed that the position of help desk coordinator would be removed from the list of positions considered to be exempt from the bargaining unit and placed under Guild coverage. Both sides further agreed that the position’s incumbent, Judy Muehlberger, will not lose pay or benefits, such as her matching 401(k) plan, as a result of the change.

Sincerely,

Steve Kuchera
President

LETTER OF AGREEMENT #10

July 23, 2008

Steve McLister, Publisher
Duluth News Tribune
424 W. First St.
Duluth, MN 55816

Dear Steve,

In the negotiations leading to the collective bargaining agreement of April 29, 2008, the Guild and the News Tribune agreed to create a position of Classification A-1 Advertising Account Executive. In addition to the position’s base salary, listed in Art. 2 of the CBA, Classification A-1 Advertising Account Executives will receive the following compensation:
### Monthly Revenue Incentive

<table>
<thead>
<tr>
<th>Percent of goal</th>
<th>Minimum incentive</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 to 100.99</td>
<td>$500</td>
</tr>
<tr>
<td>101 to 102.99</td>
<td>$750</td>
</tr>
<tr>
<td>103 to 104.99</td>
<td>$1,000</td>
</tr>
<tr>
<td>105 and above</td>
<td>$1,500</td>
</tr>
</tbody>
</table>

### Quarterly Revenue Incentive

<table>
<thead>
<tr>
<th>Percent of goal</th>
<th>Minimum incentive</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 to 100.99</td>
<td>$300</td>
</tr>
<tr>
<td>101 to 102.99</td>
<td>$600</td>
</tr>
<tr>
<td>103 to 104.99</td>
<td>$900</td>
</tr>
<tr>
<td>105 and above</td>
<td>$1,200</td>
</tr>
</tbody>
</table>

### Annual Revenue Incentive

<table>
<thead>
<tr>
<th>Percent of goal</th>
<th>Minimum incentive</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 to 109.99</td>
<td>$1,000</td>
</tr>
<tr>
<td>110 to 119.99</td>
<td>$2,000</td>
</tr>
<tr>
<td>120 to 124.99</td>
<td>$3,000</td>
</tr>
<tr>
<td>125 and above</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

### Compensation Plan Guidelines

1. The revenue goal for each sales representative will be determined by last year’s actual performance, this year’s budget, and prevailing market conditions.
2. Revenue, will be considered the amount billed at the end of each month, reconciled by the Business Office.
3. Commissions will be paid monthly on the first paycheck of the following month in which the commission was earned.
4. Management reserves the right to change, assign, reassign accounts/territories among the advertising sales staff members and the right to modify individual quarterly and annual revenue incentives.
5. Adjustments resulting in revenue loss will be deducted from total sales in the event of a rep controlled error due to scheduling, errors or make-goods.
6. Credits due to bad debt will be charged back in the month deemed uncollectable.
7. Quarterly incentives will be pro-rated on hires starting after the beginning of a quarter. An employee hired after July 1 will not be eligible for an annual bonus.
8. The fiscal year is October through September. The quarters are defined as October-December, January-March, April-June, July-September.
9. In the event of voluntary resignation or termination only the commission earned during the current month will be paid. Commissions on ads scheduled into the future will not be paid.

Sincerely,

Peter Passi, President
LETTER OF AGREEMENT #11

July 8, 2011

Peter Passi, President
Lake Superior Newspaper Guild
P.O. Box 441
Duluth, MN 55801-0441

Dear Mr. Passi,

In the negotiations that led to the collective bargaining agreement of June __, 2011, the Guild and the News Tribune agreed to remove certain positions and/or classifications in which there were then no employees, as follows:

Classification C-NIE Coordinator, Promotion Copy Writers
Classification I-Advertising Copy Couriers
Classification J- Circulation Verification Clerks and Telemarketers
Classification B- Librarian

The parties agreed that, in the event such positions are filled in the future, they will be placed into the classifications as they existed immediately prior to the ratification of the above-referenced collective bargaining agreement.

Sincerely

Ken Browall, Publisher

LETTER OF AGREEMENT #12

July 8, 2011

Peter Passi, President
Lake Superior Newspaper Guild
P.O. Box 441
Duluth, MN 55801-0441

Dear Mr. Passi,

In the negotiations that led to the collective bargaining agreement of July 8, 2011, the Guild and the News Tribune ("Company") agreed as follows with respect to the transfer of advertising graphic artist work from Duluth:

1. No involuntary layoffs will occur prior to September 1, 2011.
2. The Company will seek volunteers for layoffs prior to making layoffs on a seniority
basis.
3. The Company will make layoffs after the first day of the month and during the first week of the month, rather than at then the end of the prior month.
4. Graphic artists laid off will receive:
   a. Full contractual severance;
   b. The opportunity to apply for any job within the Forum Communications Company network for which they are qualified or could be retrained; and
   c. A letter of recommendation for prospective employers.
5. The Company will also coordinate with non-employer funded outplacement assistance, including the reasonable use of this facilities for that purpose.
6. The Company will not challenge the unemployment claim of any graphic artist who is laid off.
7. The Guild will not challenge, through grievance or other means, the transfer of advertising graphic artist work from Duluth.

Sincerely

Ken Browall, Publisher

**LETTER OF AGREEMENT #13**

July 8, 2011

Peter Passi, President
Lake Superior Newspaper Guild
P.O. Box 441
Duluth, MN 55801-0441

Dear Mr. Passi,

In the negotiations that led to the collective bargaining agreement of July 8, 2011, the Guild and the News Tribune (“Company”) agreed as follows with respect to the transfer of recruitment classified call center work from Duluth:

1. The Guild will not challenge, through grievance or other means, the transfer of recruitment classified call center work from Duluth.
2. The parties anticipate that no layoffs will occur as a result of this transfer based on projected attrition through retirement.

Sincerely

Ken Browall, Publisher
LETTER OF AGREEMENT #14

July 8, 2011

Peter Passi, President
Lake Superior Newspaper Guild
P.O. Box 441
Duluth, MN 55801-0441

Dear Mr. Passi,

In the negotiations that led to the collective bargaining agreement of June __, 2011, the Guild agreed that, as part of the overall agreement, it would drop the then-pending grievance related to dental coverage.

Sincerely

Ken Browall, Publisher

LETTER OF AGREEMENT #15

June 19, 2014

Peter Passi, President
Lake Superior Newspaper Guild
PO Box 441
Duluth, MN 55801-0441

Dear Mr. Passi

In negotiations leading to the Agreement dated January 1, 2014, the Guild agreed to transition to a new PTO system that would replace the existing vacation and sick leave benefits. As an inducement to make that Agreement, the Employer agreed to allow employees to retain all banked sick leave effective January 1, 2015, the date of the transition to the new system; further, the Employer agreed that any remaining banked sick leave for each employee shall survive each successor contract and shall not be subject to further negotiation or reduction. Effective January 1, 2015, the amount of banked sick leave shall be recorded on each employee’s pay stub, and a complete list showing the correct amount of each employee’s sick leave shall be provided to the Guild and incorporated into this Agreement.

Sincerely

Ken Browall, Publisher
LETTER OF AGREEMENT #16

December 6, 2016

This letter shall constitute the agreement between the parties regarding the transfer of work and positions from the Duluth News Tribune to Forum Communications Company. These employees will remain members of the Minnesota Newspaper & Communications Guild, TNG-CWA Local 37002. Their job titles and job description may change from Copy Editor to Page Designer, reporting to Forum Communications Company, Fargo, ND (FCC). The job title Page Designer will be added to the list of newsroom titles in Classification A in the Collective Bargaining Agreement Article 2-Classification and Wages.

As part of this restructuring, Page Designers will be part of FCC’s Page Design Hub, responsible for the design of newspapers with Forum Communications Company which may include the Duluth News Tribune, and any related tasks associated with FCC papers.

The following employees are affected by this change:
Hanson, Linda
Bergstrom, Adelie
Morford, Katie
Nevanen, David
Veale, Brandon
Beamish, Mary
Ruble, David

The Guild will not challenge, through grievance or other means, the transfer of these positions to Forum Communications Company.

The parties anticipate that no layoff will occur as a result of this transfer.

For the Company: For the Guild:
Neal Ronquist, Publisher Peter Passi, Guild bargaining chair
Candace Lund, Guild Executive Officer

LETTER OF AGREEMENT #17

October 10, 2017

This letter shall constitute the agreement between the parties regarding the merger of the Duluth News Tribune Community Newspapers into the Duluth News Tribune a division of Forum Communications Company as an entity. Employees/positions affected by this merger that are full-time and regular part-time employees employed by the Employer in its editorial and advertising departments, excluding managerial, supervisory or confidential employees as defined in the act, will become members of the Minnesota Newspaper & Communications Guild, TNG-CWA Local 37002, as the sole and exclusive bargaining agent, effective October 1, 2017.
The parties have agreed that all employment service with the Duluth News Tribune/Forum Communications Company, as indicated by the hire dates below, shall be used in the computation of any service based benefits as outline in the Collective Bargaining Agreement.

The following employees with dates of employment, and job title will be affected by this change:

<table>
<thead>
<tr>
<th>Name</th>
<th>Job Title</th>
<th>Hire Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melinda Levine</td>
<td>Reporter</td>
<td>8-9-06</td>
</tr>
<tr>
<td>Jamie Lund</td>
<td>Reporter</td>
<td>3-16-15</td>
</tr>
<tr>
<td>Jana Peterson</td>
<td>Reporter</td>
<td>10-30-06</td>
</tr>
<tr>
<td>James Malcomb</td>
<td>Reporter</td>
<td>10-1-13</td>
</tr>
<tr>
<td>Adelle Whitefoot</td>
<td>Reporter</td>
<td>9-2-14</td>
</tr>
<tr>
<td>Theresa Cadeau</td>
<td>Reporter</td>
<td>10-8-13</td>
</tr>
<tr>
<td>Scott Blatchford</td>
<td>Sales Rep</td>
<td>11-1-95</td>
</tr>
<tr>
<td>Barb Into</td>
<td>Sales Rep</td>
<td>8-20-07</td>
</tr>
<tr>
<td>James Erickson</td>
<td>Cust Ser Rep</td>
<td>4-7-14</td>
</tr>
</tbody>
</table>

For the Company:
Kate Freimanis, Human Resource Director

For TNG-CWA Local 37002:
Candace Lund, Executive Director

**LETTER OF AGREEMENT #18**

July 1, 2018

This letter shall constitute the agreement between the parties regarding the additional non-union employees from the Superior Telegram into the Duluth News Tribune a division of Forum Communications Company. Employees that are being transitioned into the Guild are regular full-time employees that have been employed by the Superior Telegram a division of Forum Communications Company.

The parties have agreed that the following employees service with the Superior Telegram a division of Forum Communications Company, as indicated by employee's hire dates below, shall be used in the computation of any service based benefits as outline in the Collective Bargaining Agreement between the Duluth News Tribune and the Minnesota Newspaper & Communications Guild, TNG-CWA Local 37002.

The following employees have accepted a position with the Duluth News Tribune and will therefore become members of the TNG-CWA Local 37002. They will have the following dates of employment, and job title affected by this change:

<table>
<thead>
<tr>
<th>Name</th>
<th>Job Title</th>
<th>Hire Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Julie Schultz</td>
<td>Ad Coordinator</td>
<td>8-2-98</td>
</tr>
<tr>
<td>Stephanie Pearson</td>
<td>Ad Coordinator</td>
<td>11-2-05</td>
</tr>
</tbody>
</table>
The above employees will become members of the Duluth News Tribune and the Minnesota Newspaper & Communications Guild, TNG-CWA Local 37002, effective July 1, 2018.

For the Company:
Kate Freimanis, Human Resources Director

For the TNG-CWA Local 37002
Candace Lund, Executive Director

LETTER OF AGREEMENT #19

October 17, 2018

This letter shall constitute the agreement between the parties regarding the merger of the Duluth Media Group’s magazines, including The Woman Today, Moms & Dads Today and Duluth.com into the Duluth News Tribune a division of Forum Communications Company as an entity. Employees/positions affected by this merger that are full-time and regular part-time employees employed by the Employer in its advertising department, excluding managerial, supervisory or confidential employees as defined in the act, will become members of the Minnesota Newspaper & Communications Guild, TNG-CWA Local 37002, as the sole and exclusive bargaining agent, effective October 15, 2018.

The parties have agreed that all employment service with the magazines/Forum Communications Company, as indicated by the hire dates below, shall be used in the computation of any service based benefits as outline in the Collective Bargaining Agreement..

The following employees with dates of employment, and job title will be affected by this change:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexandra Comnick</td>
<td>Sales Rep</td>
<td>4-15-2014</td>
</tr>
<tr>
<td>Michelle Truax</td>
<td>Web Producer</td>
<td>3-6-2017</td>
</tr>
</tbody>
</table>

For the Company:
Deb Williams, Human Resources Coordinator

For the TNG-CWA Local 37002
Candace Lund, Executive Director
LETTER OF AGREEMENT #20

November 19, 2018

This letter shall constitute the agreement between the parties regarding the transfer of work and position from Forum Communications Printing to Forum Communications Company. The employee will remain a member of the Minnesota Newspaper & Communications Guild, TNG-CWA Local 37002. The job title and job description will change from Pre-Press Technician to Layout Specialist, reporting to Forum Communications Company, Fargo, ND (FCC). The job title Layout Specialist will be added to the list of pre-press titles in Classification D in the Collective Bargaining Agreement Article 2-Classification and Wages.

As part of this restructuring, Layout Specialists will be part of FCC’s Layout Team, responsible for the layout of newspapers with Forum Communications Company, which may include the Duluth News Tribune, and any related tasks associated with other FCC papers.

The following employee is affected by this change:
Frederick, Julie

The Guild will not challenge, through grievance or other means, the transfer of these positions to Forum Communications Company.

The parties anticipate that no layoff will occur as a result of this transfer.

For the Company:  
Neal Ronquist, Publisher

For the Guild:  
Peter Passi, Guild bargaining chair
Candace Lund, Guild Executive Officer
APPENDIX A:
PTO DONATION PROGRAM FORM

How to donate

Employees will be able to voluntarily donate their unused and accrued Paid Time Off (PTO) in increments of four (4) hour minimums. Employees that donate must maintain a minimum balance of 80 hours in their PTO account after donating.

If you want to donate your PTO hours complete the following information.

Name and employee#________________________________________

Division/Department/Location_____________________________________

Number of hours from my PTO Bank I am donating (minimum 4 hours)________________________

Employee’s name and location you are donating hour’s to____________________________________

APPROVAL and DATE

Supervisor_____________________________________________________

Publisher/General Manager_______________________________________

Human Resource Director________________________________________

Date transaction is completed____________________________________

By submitting this form I acknowledge I fully understand the PTO Donation Program and its effects on my own PTO hours.

Employee Signature & Date_______________________________________