

# PNWSU/WGSU Bargaining Proposals

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3/26/2026 1:30 PM

Director Stutzman,

When we met earlier this week, we stated that we believe we need to work together to resolve the conflict that is before us.

This bargaining cycle has been marked by a long, drawn-out process of management attempting to bargain away from, and actively resisting, both this membership's priorities and the basic union standards found in most collective bargaining agreements.

The Writers Guild Staff Union has been on strike for over five weeks, making this one of the longest strikes of union staff in U.S. history. Because management has chosen a war path with its own employees, we are now having to picket bargaining with the AMPTP.

Enough is enough. The time to enter a fair deal with your staff and reunite is now. Attached to this letter you will find a significantly revised contract proposal, in management's desired ordering and formatting, that is intended to bring this strike to a close.

This strike-ending package proposal addresses both the concerns management has expressed and the core matters our membership is fighting for on the picket line, including;

- A measure of predictability in job transfer and promotion,
- Employment security with regard to layoff and recall,
- A legal no-strike clause that does not insist on a permissive subject of bargaining, and
- A union-standard wage and salary scale that provides regular and predictable pay progression.

**We propose the following options for resolution:**

- A. The Employer can accept the attached package proposal as proffered,
- B. The Employer can engage with this package proposal by negotiating lingering issues, or
- C. The Employer can reject the package outright, and the parties can agree to submit their latest proposals (3/11/2026) to binding interest arbitration within the next 60 days for conventional arbitration with the California State Mediation and Conciliation Service (SMCS) or, if SMCS is not available, to the American Arbitration Association.

We look forward to a response by no later than Monday, March 30, at 11:59 PM PST.

In Solidarity,

Brandon Tippy,  
PNWSU President

Dylan Holmes,  
Bargaining Committee Co-Chair

Missy Brown,  
Bargaining Committee Co-Chair



*COLLECTIVE BARGAINING AGREEMENT*

**By and between**

**PACIFIC NORTHWEST STAFF UNION**

**AND**

**WRITERS GUILD OF AMERICA WEST, INC**

EFFECTIVE

[Ratification Date], 2026 THROUGH DECEMBER 31, 2027

**WGAW**

**WRITERS GUILD  
OF AMERICA WEST**

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**[PNWSU TA 10/4/2025] ARTICLE 1. PREAMBLE**

This collective bargaining agreement (“Agreement”) is entered into between the Pacific Northwest Staff Union (“Union”) and the Writers Guild of America, West, Inc. (“Employer” or “Guild”).

The intent and purpose of this Agreement is to establish the wages, hours, and terms of conditions for bargaining unit employees and to promote a cooperative, good faith labor relationship between Employer and Union.

**[HOLD PENDING ECONOMICS] ARTICLE 2. TERM OF AGREEMENT**

This Agreement shall be effective as of **[Ratification Date through December 31, 2027]** (the period between such dates being the “Term” of said Agreement) and shall be automatically renewed from year to year unless either party serves notice, in writing, not more than ninety (90) days and at least sixty (60) days prior to the expiration date of a desire to change, modify or terminate this Agreement. In the event either party serves notice with respect to changes in or modification or termination of the Agreement, it is agreed that the parties shall begin negotiations promptly.

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

Dated this \_\_\_\_\_ day of [Month] [Year].

FOR WGAU:

\_\_\_\_\_  
Ellen Stutzman,  
Executive Director

FOR PNWSU:

\_\_\_\_\_  
Brandon Tippy,  
President

\_\_\_\_\_  
Dylan Holmes, Co-Chair

\_\_\_\_\_  
Missy Brown, Co-Chair

**[NEED TO ADD ALL THE BARGAINING TEAM MEMBERS HERE]**

### ARTICLE 3. RECOGNITION

A. [PNWSU TA as part of linked proposal 3/X/2026] Definition of Bargaining Unit

1. Employer recognizes Union as the exclusive bargaining agent for the purpose of collective bargaining for the unit ("Unit") of Employer's employees in the classifications listed in Appendix A.

2. Excluded from the Unit shall be managerial employees, confidential employees, students employed in connection with a vocation education or work study program, casual/substitute employees, temporary employees, guards, and supervisors as defined in the National Labor Relations Act, as amended ("NLRA").

B. [PNWSU TA as part of linked proposal 3/X/2026] Notice to Union of New Hires

Whenever new Unit employees are hired during the Term of this Agreement, Employer shall forward to Union within ten (10) days the names and classifications of such employees.

C. [PNWSU TA 10/4/2025 6PM] New Classifications

In the event that a new classification is created, Union and Employer shall meet within ten (10) business days to seek agreement on whether the new classification shall be included in the Unit. If agreement cannot be reached, the matter shall be resolved through the procedures of the National Labor Relations Board or any other governmental agency having authority to adjudicate matters under the National Labor Relations Act.

If the new classification is included in the Unit, Union shall be provided the opportunity to negotiate over the terms and conditions of employment for the newly created classification.

### ARTICLE 4. UNION SECURITY/DUES CHECK-OFF

A. [ER TA 10/3/2025] Union Membership

It shall be a condition of employment that all employees covered by this Agreement who are members of the Union in good standing on the effective date of this Agreement shall remain members in good standing, and those who are not members on the effective date of this Agreement shall, on or before the thirty-first (31st) day following the effective date of this Agreement, become and remain members in good standing in the Union. It shall also be a condition of employment that all employees covered by this Agreement who are hired after its effective date shall, not later than the thirty-first (31st) day following the beginning of such employment, become and remain members in good standing in the

Union. All of the foregoing provisions shall be implemented in accordance with, and consistent with, applicable federal and state laws.

B. **[PNWSU TA 10/20/2025]** Fair Share Dissenter

The parties recognize that employees have the option of declining to participate as a member in the Union yet contribute financially to the activities of the Union in representing such employee as a member of the Unit. Therefore, as an alternative to and in lieu of the membership requirements of the preceding section, an employee who declines or resigns membership in the Union shall pay to the Union each month a representation fee in an amount designated by the Union, but which shall not be higher than full membership dues and fees.

C. **[ER TA 10/3/2025]** Religious Objectors

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

D. **[PNWSU TA 10/20/2025]** Failure to Comply

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

E. **[PNWSU TA 10/20/2025]** Dues Checkoff

The Employer shall deduct dues and fees from the pay of any Unit employee who has authorized such deductions in writing. The Union shall notify the Employer of the employees who have executed such authorizations. Upon request by the Employer, the Union shall submit the signed authorization cards to the Employer for verification. The Employer will provide to the Union each month a list of employees whose dues and any fees have been so deducted. The list will include each employee's name (first, middle, and last name), employee identification number, job title, gross pay on which the dues/fees are based, and the amount of the dues/fees deducted. The Employer shall provide the remittance list in Excel format.

F. [PNWSU TA 10/20/2025] Change in Status

The Employer shall notify the Union of any change in an employee's employment status.

G. [PNWSU TA 10/20/2025] Hold Harmless/Indemnification

The Union shall indemnify and hold the Employer harmless against any and all claims, demands, suits, including attorneys' fees, arising out of or by reason of action taken or not taken by the Employer for the purpose of complying with any of the provisions of this Article.

## ARTICLE 5. UNION RIGHTS

A. [PNWSU TA 11/8/2025 9AM] Appointment of Union Representatives

The Union shall appoint the number of Union Representatives deemed necessary to handle activities of the Union. Union Representative is defined as a steward, any chapter officer or chapter representative, or any employee designated by the Union to act as an authorized representative of the Union. The Union shall provide the Employer a list of Union Representatives authorized to act on the Union's behalf.

B. [PNWSU TA 3/X/2026] Union Representative Time

Union Representatives may perform the following activities on work time without loss of pay:

1. Attendance of meetings of the Labor-Management Committee (see Article 9);
2. Participation in grievance meetings with representatives of the Employer (see Article 31), which will be limited to one (1) Union Representative (the Union's request for the participation of one (1) additional Union representative in a grievance meeting shall not be unreasonably denied by Employer);
3. Representation of an employee in an investigatory interview or a meeting in which the Employer is notifying an employee of discipline (see Article 30), which will be limited to one (1) Union Representative (the Union's request for the participation of one (1) additional Union representative in an investigatory interview or a meeting in which the Employer is notifying an employee of discipline shall not be unreasonably denied by the Employer);
4. Participation in new employee orientation (see Article 5.C).

C. [PNWSU TA 11/8/2025 9AM] New Employee Orientation

At the time of employment, the Employer shall provide a copy of this Agreement to the newly hired employee and a document listing the name(s) of the stewards and the elected leadership of the PNWSU chapter (which document will be prepared and provided to the Employer by the Union). Within the first week of employment, the newly hired employee and one (1) Union Representative, as designated by the Union, will be granted thirty (30) minutes without loss of pay during normal working hours for union orientation.

D. [PNWSU TA 11/8/2025 9AM] Union Representative Professional Development & Training

1. Each year of the Agreement, up to five (5) Union Representatives shall be released from regular work duties at their current rate of pay for two (2) days to attend PNWSU-sponsored training and development.
2. The Union shall give the Employer no less than two (2) weeks' notice of any PNWSU-sponsored training and development for which a Union Representative is entitled to paid release time pursuant to Section D.1. above.
3. The Employer will not be responsible for overtime, travel costs, hotel expenses, meeting room rental, or other expenses incurred by PNWSU or Union Representatives related to such trainings.

## ARTICLE 6. NO-STRIKE; NO-LOCKOUT

A. No Strike

1. [PNWSU Maintain 3/X/2026] During the Term of this Agreement, neither the Union, its members, nor any Unit employee will authorize nor participate in an economic or grievance strike of this bargaining unit. If such action occurs, the Union will make every reasonable effort to terminate such action.

- a. [PNWSU TA 3/X/2026] Employer shall not discipline any employee on the basis of the employee's refusal as an individual to cross a lawful picket line of another labor organization.

B. No Lockout

1. [PNWSU TA 3/X/2026] Employer shall not lock-out employees during the Term of this Agreement.

C. Full Judicial Relief

1. [PNWSU TA 3/X/2026] Employer and Union shall have the right to full judicial relief, including injunctive relief, for the violation of this Article.

## **ARTICLE 7. MANAGEMENT RIGHTS**

**[PNWSU TA 10/4/2025]** All management rights, powers, functions and authority, whether or not exercised, and regardless of the frequency of their exercise, shall be retained by Employer, except to the extent specifically modified by the express provisions of this Agreement.

## **ARTICLE 8. FULL UNDERSTANDING**

**[PNWSU TA 11/9/2025 1PM]** This Agreement sets forth the full understanding of the parties regarding the matters set forth herein, and any other prior or existing understanding or agreements regarding such matters between the parties, or of individual bargaining unit employees, whether formal or informal are hereby superseded or terminated in their entirety.

**[PNWSU TA 11/9/2025 1PM]** Past practices not in conflict with this Agreement shall remain in effect, provided the Employer shall have the right to change such past practices as long as the Employer complies with the bargaining obligation described immediately below.

**[PNWSU TA 11/9/2025 1PM]** The Employer shall notify the Union at least two (2) weeks' ten (10) workdays' prior to implementation of any proposed change to a mandatory subject of bargaining not contained in this Agreement, and will comply with any bargaining obligation under the National Labor Relations Act.

## **ARTICLE 9. LABOR-MANAGEMENT COMMITTEE**

A. **[PNWSU TA 10/29/2025]** Employer and Union agree to establish and maintain a Labor-Management Committee ("LMC") to discuss and attempt to resolve workplace issues of mutual concern. The subjects of LMC meetings shall be limited to mandatory subjects of bargaining and matters concerning administration of the Agreement.

B. **[PNWSU TA 10/29/2025]** The Union may designate up to five (5) union representatives, and Employer may designate up to (3) representatives, to attend meetings of the LMC. For the avoidance of doubt, union representatives will be paid at their regular rate of pay for attending meetings of the LMC.

C. **[PNWSU TA 10/29/2025]** The Labor Management Committee shall meet quarterly at a mutually agreed-upon date and time during regular work hours. A LMC

calendar will be determined by January 31<sup>st</sup> of each year. Ad-hoc meetings of the LMC may be scheduled by mutual agreement of the Employer and Union. At least one week in advance of the meeting, the party initiating the meeting shall provide to the other party a written agenda of matters to be discussed.

## **ARTICLE 10. EMPLOYEE STATUS**

### **A. Unit Employees**

1. [PNWSU TA 12/8/2025 6PM] Full-time. An employee scheduled to work 37.5 hours or more per week.
2. [PNWSU TA 12/8/2025 6PM] Part-time. An employee scheduled to work less than 37.5 hours per week.
3. [PNWSU TA 12/8/2025 6PM] Exempt. An employee whose position is not subject to overtime requirements under federal and state law.
4. [PNWSU TA 12/8/2025 6PM] Non-exempt. An employee whose position is subject to overtime requirements under federal or state law.
5. [PNWSU TA 12/8/2025 6PM] Regular. An employee who has successfully completed the appropriate probationary period in their job classification. Regular employees may be full- or part-time.
6. [PNWSU TA 3/X/2026] Probationary. An employee who has not completed their probationary period in a job classification ~~for the exempt or non-exempt employment status.~~

## **ARTICLE 11. TEMPORARY WORKERS & INTERNS, CONTRACT EMPLOYEES, CONSULTANTS, AND SUBCONTRACTING**

### **A. Temporary Workers**

1. [PNWSU TA 3/X/2026] The Guild shall have the right to use Temporary Employees and Agency Temporary Workers on a full- or part-time basis. Temporary Employees and Agency Temporary Workers shall not be deemed part of the Unit.
2. [PNWSU TA 3/X/2026] Definition of Temporary Employees. Employees who are hired to substitute for Unit employees who are away for any reason (e.g., vacation or sick leave), to work on a limited-time project, or in the event of extraordinary business needs, such as during negotiations or strikes.
3. [PNWSU TA 3/X/2026] Definition of Agency Temporary Workers. The Guild may utilize temporary workers from outside agencies to substitute for Unit

employees who are away for any reason (e.g., vacation or sick leave), to work on a limited-time project, or in the event of extraordinary business needs, such as during negotiations or strikes.

4. **[PNWSU TA 3/X/2026]** As a general policy, the Guild will not retain Temporary Employees or Agency Temporary Workers for longer than a total of three months. The Executive Director may approve an exception to this limitation where necessary to substitute for a Unit employee who is on leave for longer than three (3) months, when work on a limited-time project extends beyond three (3) months, or to accommodate extraordinary business needs, such as during negotiations or strikes.

5. **[PNWSU TA 3/X/2026]** Employer shall notify the Union in writing of the assignment of any bargaining unit work to Temporary Employees or Agency Temporary Workers.

6. **[PNWSU TA 3/X/2026]** Every six months, and at the request of the Union, the Employer shall provide to the Union a report of the hours worked by each Temporary Employee and Agency Temporary Worker performing bargaining unit work in the preceding six months, including the job title, essential functions performed, and starting and ending dates of employment of each such Temporary Employee and Agency Temporary Worker.

B. **[PNWSU TA 3/X/2026]** Interns

1. The Guild shall have the right to host interns.
2. Interns shall not be deemed part of the Unit.
3. Intern Definition. A non-employee performing temporary services for the Guild for the primary purpose of training or obtaining academic credit.

C. Contract employees and consultants

1. Employer's use of contract employees and consultants shall not result in a reduction in bargaining unit positions.

D. **[PNWSU TA 3/X/2026]** Subcontracting

1. Subcontracting shall not result in a reduction in bargaining unit positions.

E. **[PNWSU TA 3/X/2026]** This Agreement shall not prohibit Employer from retaining or hiring outside legal counsel for the provision of legal services, including but not limited to representing Employer in collective bargaining, litigation, and grievances and arbitrations under any collective bargaining agreement.

## **[PNWSU TA 3/X/2026] ARTICLE 12. PROBATIONARY PERIOD**

### A. **[PNWSU TA 3/X/2026] Purpose**

1. The probationary period shall be used for the Employer to determine if a newly hired, promoted or voluntarily transferred employee is suited for the positions, based on: knowledge, performance, skills, abilities, and interest in the position. It is the intention of the Employer that probationary employees receive feedback during their period of probation, which may include workplans and one-on-one meetings.

### B. **[PNWSU TA 3/X/2026] Duration of Probationary Period**

1. All exempt uUnit employees shall serve a probationary period of one hundred eighty (180) days from date of hire. All exempt employees shall serve a probationary period of ninety (90) days from date of promotion or transfer.
2. All non-exempt unit employees shall serve a probationary period of ninety (90) days from date of hire. All non-exempt employees shall serve a probationary period of sixty (60) days from date of promotion or transfer.
3. By mutual written agreement between Employer and the Union, these periods can be extended up to one hundred eighty (180) days for an exempt employee and up to ninety (90) days for a non-exempt employee.
4. Notwithstanding the above, the requirement to serve a probationary period shall not apply to involuntary transfers.

### C. **[PNWSU TA 3/X/2026] Rights of Employees on Probation Employee Evaluations During Probation**

1. Unit employees serving a probationary period shall have all rights provided for in this Agreement provided that Employer's termination of a newly hired probationary employee shall not be subject to grievance or arbitration. Employees serving a probationary period because of a promotion or transfer are subject to the protections of Article 30.A., and the Employer's termination or other discipline of an employee for misconduct while such employee is serving a probationary period because of a promotion or transfer is subject to grievance and arbitration. ~~It is the intention of the Employer that probationary employees receive ongoing and regular feedback during their period of probation. Probationary employees should receive revaluations and will receive regular feedback through workplans and one-on-one meetings. This does not change the ability of the employer to release an employee during their probationary period as deemed necessary.~~
2. Employer will confirm in writing that an employee has successfully completed their probationary period.  
~~A written probationary performance review will be given before the end of the probationary period.~~

- D. **[PNWSU TA 3/X/2026]** Probationary Performance Review At-Will Status during Probation
1. The immediate supervisor shall provide informal feedback to the Unit employee on an as-needed basis during the probationary period.
  2. A written probationary performance review will be given before the end of the probationary period. If the probationary period is extended, a written probationary review will be given before the end of the extension. ~~Probationary employees shall be at-will employees for the duration of their probationary period provided the Employer complies with the feedback and evaluation provisions of Section 8.3.3 Employee Evaluations During Probation (above). Should the Employer not be in compliance, standard Just Cause provisions of this Agreement shall apply.~~

## **ARTICLE 13. JOB POSTING, TRANSFERS, AND PROMOTIONS**

### **A. **[PNWSU Counter 3/X/2026]** ~~Posting of Vacancies~~**

1. **Posting of Vacancy:** Employer shall post vacant job positions in the Unit internally to provide qualified employees the opportunity to apply, and may post such openings externally five (5) business days after posting such position internally. Such posting shall be emailed to each Unit employee.
2. **Award of Vacancy:** Employees who apply for open positions within the bargaining unit shall be awarded positions based on seniority and their ability to perform the essential functions of the position with minimal training, except by mutual agreement between the union and the employer. The Employer may consider employees within a department prior to applicants outside the department.

### **B. Definitions:**

1. **[PNWSU TA 3/X/2026]** A promotion is a change in position to a higher job classification or pay grade.
2. **[PNWSU Counter 3/X/2026]** A transfer is a reassignment to a different position within the same pay grade.

### **C. **[PNWSU Counter 3/X/2026]** Promotions and Transfers Promotional Trial Service Period**

1. Employees who are voluntarily transferred or promoted within the Unit are required to serve a probationary period in accordance with Article 12 above.
2. If a Unit employee does not pass the probationary period associated with a promotion or voluntary transfer, the employee shall revert to their prior position at the employee's prior level, grade and salary in effect immediately before the promotion or voluntary transfer to the new position, which shall result in the

displacement of the employee holding the reverting employee's prior position. The displaced employee shall also revert to their prior position at the displaced employee's prior level, grade and salary or be terminated in the event they held no prior position with the Employer. The decision to remove the employee from the new position during the probationary period, and any resulting displacement or termination of another employee, shall not be subject to grievance and arbitration.

~~Employees who are awarded a promotional position within the bargaining unit or a voluntary transfer outside of their department shall serve a trial service period exclusive of vacation and leave time in which the Employer may determine the employee is not successful in the position.~~

~~In the case of exempt employees, the length of the trial service period shall be ninety (90) calendar days. In the case of non-exempt employees, the length of the trial service period shall be sixty (60) calendar days.~~

~~Such determination shall be based on an evaluation of performance to the essential functions of the position.~~

~~If a Unit employee does not pass the promotional trial service period associated with promotion or voluntary transfer, the employee shall revert to their prior position at the employee's prior level, grade and salary in effect immediately before the promotion or voluntary transfer to the new position, which shall result in the displacement of the employee holding the reverting employee's prior position. This displaced employee shall also revert to their prior position at the displaced employee's prior level, grade and salary. Employees with no prior position will be given the option to apply for other open positions or be added to the recall list.~~

D. **[PNWSU Maintain 3/X/2026] Promotional Bypass:** An employee may be denied a transfer or promotion when there are significant and profound circumstances, relevant to the employee's success in the new position.

E. **[PNWSU Counter 3/X/2026] Involuntary Transfers.** Employer shall have the exclusive authority to transfer involuntarily Unit employees for Just Cause, provided Employer will provide Union an opportunity to bargain the effects of any such involuntary transfer.

## ~~ARTICLE 14. PROMOTIONS AND TRANSFERS~~

## ARTICLE 14. PERFORMANCE EVALUATIONS

A. **[PNWSU TA 3/X/2026]** Purpose

1. The main purpose of an annual performance evaluation is to set goals and objectives for an employee on an annual basis (inclusive of a professional development plan), as well as to identify employee strengths and weaknesses in order to help the employee improve their job skills and performance and to encourage professional development.

B. **[PNWSU TA 3/X/2026]** Process

1. Employees shall receive a written annual performance evaluation during the first quarter of the year.

2. The annual performance evaluation shall generally include an in-person meeting between the supervisor and the Unit employee.

3. Performance shall be evaluated based on observed or reported behavior and/or other criteria such as the completion of assigned work, the meeting of assigned goals, and quality of the work performed.

4. Employer encourages the professional development of Unit employees specifically as it relates to bettering their skills relevant to the performance of their jobs. A professional development plan will be set by the immediate supervisor as part of an employee's annual performance evaluation with input from the employee. Employee shall be provided an opportunity to provide their immediate supervisor with input on the Employee's annual goals and objectives (inclusive of professional development) prior to the immediate supervisor's completion of the employee's annual performance evaluation.

a. Employee requests to attend professional development activities will be reviewed and approved in the sole discretion of Employer. Any professional development activities required by Employer will be paid by Employer.

5. In the event a supervisor identifies areas for development or improvement in the annual performance evaluation, the supervisor shall provide a written action plan indicating the areas in which the Unit employee is expected to develop or improve.

6. Evaluations must be signed by both the supervisor and the employee. The employee's signature shall not constitute agreement with the evaluation. The employee shall be provided a copy of their written evaluation.

C. **[PNWSU TA 3/X/2026]** Right to File a Written Response and to Request Review

1. Employees will have the opportunity to review their performance evaluation and shall have the right to file a written response. If the employee does not request that their supervisor revise their evaluation in accordance with Section C.2. below, the employee shall have the right to file a written response to their evaluation within ten (10) business days from the date of receipt of their

evaluation or the meeting with the supervisor provided in Section B.2. above, whichever comes later. The employee's written response shall be attached to the performance evaluation in the employee's personnel file.

2. Should an employee disagree with their evaluation, the employee may request, within ten (10) business days from the date of the meeting with the supervisor provided in Section B.2. above, that their supervisor revise their evaluation, either in whole or in part. The supervisor shall respond in writing within ten (10) business days of such request. The employee may, within ten (10) business days of receiving the supervisor's written response, submit a statement of rebuttal which shall be attached to the performance evaluation in the employee's personnel file.

3. The employee's written response under Section C.1. or C.2. shall be included in their personnel file along with the annual performance evaluation.

4. The content of an annual performance evaluation is not grievable. However, violations of the procedures set forth in Article 15 are subject to the grievance and arbitration procedure.

## **ARTICLE 15. PERSONNEL FILES**

### **A. [PNWSU TA 12/8/2025] Right to Review**

1. Upon written request, a Unit employee may inspect their personnel file in the presence of a Human Resources representative within the personnel records area. At the request of the Unit employee, copies will be made and given to the employee by the Human Resources Department within two (2) business days of the request.

### **B. [PNWSU TA 10/4/2025] Information Requests and Employment References**

1. Requests for information from employee files that are received from other departments or from outside the Guild, including requests for references on former or current employees, must be directed to the Human Resources Department.

### **C. [PNWSU TA 12/12/2025] Notice**

1. No material of a disciplinary nature shall be inserted into a Unit employee's personnel file without notice to the employee.

2. There will be no material change to an employee's personnel file without notice to the employee.

## **ARTICLE 16. WORK HOURS**

### **A. Workweek and Hours of Work (Full-Time Unit Employees)**

1. **[PNWSU TA 3/X/2026]** The workweek is 37.5 hours per week, 7.5 hours per day, for five consecutive days per week, Monday through Friday. The Guild is normally open weekdays from 9:00 a.m. to 6:00 p.m. Full-time employees covered by this agreement shall be guaranteed a minimum of seven and a half (7.5) hours per day and thirty-seven and a half (37.5) hours per week, except that employees shall only be paid for hours worked in accordance with applicable state and federal law.

**[PNWSU Withdraw 3/X/2026]** ~~The workday for full-time employees will include seven and one-half (7.5) hours.~~

**[PNWSU Withdraw 3/X/2026]** ~~The regular workweek for hourly employees shall consist of five (5) seven and one-half (7.5) hour days.~~

2. **[PNWSU TA 3/X/2026]** The standard work schedules for non-exempt employees ~~begins anytime between 9:00 a.m. and 9:30 a.m. and ends anytime between 5:30 p.m. and 6:00 p.m.~~ are 9:00 a.m. to 5:30 p.m. or 9:30 a.m. to 6:00 p.m. Supervisors will assign individuals to one of these schedules, taking into account Unit employee preferences whenever possible. The Guild may consider alternative schedules when extenuating circumstances exist or as required by law. Work schedules are subject to change upon reasonable notice to the affected employees.

a. **[PNWSU TA 3/X/2026]** An employee may request to work an alternative schedule, either on a temporary basis or as a continuing alternative to the standard work schedule. An alternative schedule shall be subject to the approval of the employee's immediate supervisor and shall not result in payment of overtime.

3. **[PNWSU TA 12/12/2025 6PM]** At the discretion of their supervisor, a non-exempt employee may make up lost time by the close of the next pay period. Requests by employees to make up lost time shall not be unreasonably denied. A maximum of one hour and a minimum of 15 minutes lost time may be made up in one day. Lost time of less than 15 minutes must be made up the same day.

4. **[PNWSU Withdrawn 3/X/2026]** Call-Out/Response Pay

a. ~~Any hourly employee requested to report to work outside of their regular work hours shall be compensated at a minimum of four (4) hours up to a maximum of hours worked regardless of the amount of time needed to resolve the issue.~~

## B. Meal and Rest Periods

1. **[PNWSU TA 3/X/2026]** Full-time non-exempt employees shall take two (2) paid rest periods per day consisting of fifteen (15) minutes in the morning and fifteen (15) minutes in the afternoon. Part-time non-exempt employees shall take a paid rest period consisting of fifteen (15) minutes for every four hours of work, or major fraction thereof, in accordance with applicable law.

2. **[PNWSU TA 3/X/2026]** Full-time non-exempt employees are entitled to a ~~thirty minute~~ one-hour lunch break (unpaid). Employees should schedule their

lunch period between the hours of 12:00 p.m. and 2:00 p.m. Individual department heads may extend these hours if it helps with telephone or other coverage. Part-time non-exempt employees are entitled to a lunch break (unpaid) in accordance with applicable law.

3. **[PNWSU TA 3/X/2026]** All lunches and rest periods are to be coordinated between each employee and their immediate supervisor to ensure adequate department coverage, including telephone coverage.

**[PNWSU Withdraw 3/X/2026]** ~~Employees must take an additional paid thirty (30) minute meal period if they work more than ten (10) hours in a day and an additional fifteen (15) minute rest period for each four (4) hours of work beyond eight (8) hours.~~

### C. Overtime

**[PNWSU TA 3/X/2026]** Non-exempt employees are entitled to overtime compensation, as set forth below.

1. **[PNWSU TA 3/X/2026]** Employees shall receive time and one-half of their regular rate of pay for hours worked over forty (40) in one week or eight (8) hours in one day.

2. **[PNWSU TA 3/X/2026]** Employees shall receive two times their regular rate of pay for hours worked over twelve (12) hours in one day.

3. **[PNWSU TA 3/X/2026]** On the seventh consecutive day worked in a single work week, employees shall receive time and one-half their regular rate of pay for the first eight (8) hours worked; and double time for all hours worked in excess of eight (8).

4. **[PNWSU TA 3/X/2026]** For the purpose of overtime calculations, the workweek is Monday 12:01 a.m. through Sunday 12:00 midnight. Assistant Theater Managers have a Wednesday 12:01 a.m. through Tuesday 12:00 midnight workweek.

5. **[PNWSU TA 3/X/2026]** Only hours actually worked will be used to calculate overtime pay. Paid time-off for vacation, sick leave, holidays, bereavement leave or any other leave of absence shall not be considered "hours worked." ~~Holidays and periods of paid time-off outlined in this Agreement shall be considered time worked in this Agreement for the following purposes: benefit eligibility, overtime, holidays, sick leave, vacation, and seniority accruals.~~

6. **[PNWSU TA 3/X/2026]** Employees are permitted to work overtime only with prior authorization from their supervisors. Employees who work overtime without prior authorization are subject to discipline.

**[PNWSU Withdraw 3/X/2026]** ~~Salaried staff shall generally work Monday through Friday. However, the Employer and the Union recognize that due to the nature of the organization, employees may need to work long and irregular hours, including weekends and holidays. The normal workweek is generally thirty-seven and one-half (37.5) hours per week for overtime exempt employees.~~

**[PNWSU Withdraw 3/X/2026]** In recognition of the unusual demands of employees' work and the nature of the work as salaried employees exempt from overtime, the Employer and Union agree salaried staff shall determine their own work schedules based on their job responsibilities and subject to needs of the organization.

D. Theater Staff Schedules and Event Scheduling

1. **[PNWSU TA 11/2/2025 12:30PM]** Employer shall use best efforts to provide Assistant Theater Managers and any other bargaining unit employee assigned to work at the Writers Guild Theater the monthly work schedule no later than 3pm at least three (3) days prior to the start of the month.
2. **[PNWSU TA 11/2/2025 12:30PM]** If Employer requires additional time to prepare the work schedule due to a delay regarding the screening schedule or other bona fide operational reason, then the Director of Operations (or designee) shall immediately notify employees scheduled to work the first 2 days of the following month, and provide to employee as much information available about the anticipated start and end time for the employee's shift. Employer shall immediately notify such employees when the start and end times for their shifts are confirmed.
3. **[PNWSU TA 11/2/2025 12:30PM]** If there is any change to the work schedule once it has been released to employees, Employer will immediately notify any affected employees of the schedule change.
4. **[PNWSU TA 11/2/2025 12:30PM]** No employee will be disciplined for declining an assignment or shift at the Writers Guild Theater if the employee has received less than seven (7) days' notice of the assignment or shift.

E. **[PNWSU TA 3/X/2026]** Compensatory Days Off (Exempt Employees)

1. **[PNWSU TA 3/X/2026]** A compensatory day off ("Comp Day") is a normal work day taken off by an exempt employee without loss of salary.
2. **[PNWSU TA 3/X/2026]** An exempt employee assigned to an MBA negotiation, contract or organizing campaign, or similar Guild initiative, which demands for an extended period of time work beyond the standard work day or work week defined in Section A.1. above, shall be entitled to two one (2) Comp Days. Such Comp Days must be taken by the exempt employee within two (2) months of the conclusion of the assignment entitling the employee to a Comp Days.
3. **[PNWSU TA 3/X/2026]** An exempt employee may request one or more Comp Days for periods of exceptional workload. The request must be made to the exempt employee's immediate supervisor and must be approved in writing by the Employer before the employee may take a Comp Day. Such request shall not be arbitrarily denied by the Employer.

## ARTICLE 17. WAGES AND SALARIES

### A. **[PNWSU Counter 3/X/2026] Job Classifications and Pay Grades**

Each Unit employee shall be placed in a job classification and pay grade ranging from pay grade 7 to pay grade 14. Each pay grade shall have a pay range. Each position may be assigned a descriptive job title. Positions in the same classification and pay grade may have different descriptive job titles. Current classifications and pay grades are listed in Appendix B.

### B. **[PNWSU Counter 3/X/2026] Job Descriptions**

Each Unit position will have a job description listing its essential functions, occupational requirements, physical requirements, mental requirements, environmental conditions, and pay range. All job descriptions shall include a general position description, defining essential and non-essential job functions, preferred and required job qualifications, and pay range (see Appendix AB on the wage and salary schedule) and shall be appended to this Agreement upon their completion.

### C. **[PNWSU Counter 3/X/2026] Base Wage/Salary Schedule:**

The hourly wages and annual salary for each bargaining unit employee is contained and consistent with the Appendix A Wages and Salary Schedule attached to this Agreement, effective January 1, 2026.

### D. **[PNWSU Counter 3/X/2026] New Hire Placement on the Wage and Salary Schedule:**

Employees newly hired will be placed on the wage and salary schedule consistent with their applicable experience related to either their total experience in the labor movement and/or experience relatable to the position for which they are hired. The Employer will inform a union representative designated by the Union of the placement of any new employee.

~~An employee hired into the bargaining unit with previous relatable experience in the labor movement may be placed on the wage and salary schedule at a step higher than entry level in consultation and collaboration with the Union. The Employer and Union shall determine a step placement assessment and methodology for newly hired employees.~~

### E. **[PNWSU Counter 3/X/2026] Annual Step Increases:**

Effective January 1, 2027, employees shall increment to the next step on the wage and salary schedule on the anniversary date of their employment in a bargaining unit position, consistent with the wage and salary schedule attached to this Agreement.

**Migration to Scale:** Upon migration to the wage and salary schedule implemented with this Agreement and effective January 1, 2027, employees who have years of service greater than their initial step placement will increment up to four (4) years' worth of placement experience each year on the anniversary date of their employment in a bargaining unit position until such time as their placement on the wage and salary schedule is equal to their years of service.

- F. **[PNWSU Counter 3/X/2026] Wage and Salary Schedule Adjustments:**  
Appendix A Wages and Salary Schedule shall be adjusted as indicated below:

**Wage and Salary Schedule Adjustment 2026:** Effective January 1, 2026, the wage and salary schedule shall be modified as shown on Appendix A Wage and Salary Schedule.

Current employees will be placed on the new wage and salary schedule based on their grade and the step that provides a minimum of a five (5%) percent wage/salary increase.

**Wage and Salary Schedule Adjustment 2027:** Effective January 1, 2027, each cell on the wage and salary schedule will be adjusted by **five (5%)** percent.

~~**Wage Schedule Adjustment 2028:** Effective January 1, 2028, each cell on the wage and salary schedule will be adjusted by **four and one-half (4.5%)** percent.~~

- G. **[PNWSU TA 10/7/2025] Bi-Lingual Pay Allowance**

1. **[PNWSU TA 10/7/2025]** The Employer shall offer a language differential of \$650 per year (payable in installments each pay period) to any employee who is required by Employer to utilize a language other than English in the normal course of their daily work throughout the calendar year. Employer shall provide Union a list of employees who are required to utilize a language other than English in the normal course of their daily work throughout the calendar year and thus entitled to the language differential.

2. **[PNWSU TA 10/7/2025]** An employee shall be paid the language differential of \$25 per pay period for pay periods in which they are required by Employer to utilize a language other than English in their daily work on particular assignments, temporary projects, or campaigns.

3. **[PNWSU TA 10/7/2025]** Any requirement to utilize a language other than English that entitles an employee to the language differential must be confirmed to the employee in writing by the immediate supervisor.

- H. **[PNWSU Maintain 3/X/2026] Temporary Higher Classification Pay**

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

I. **[PNWSU Maintain 3/X/2026]** Reclassification Process

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

J. **[PNWSU Withdraw 3/X/2026]** ~~An employee who separates from employment will be eligible for a continuation of pay status on a prorated basis in lieu of vacation cash-out so long as the employee has worked for the Employer for at least twelve (12) months and has provided the Employer with written notice to separate employment at least two (2) weeks in advance. Such employee may elect vacation cash-out in lieu of continuation pay.~~

## ARTICLE 18. BENEFITS

A. **[PNWSU TA 3/X/2026]** Pension Plan and Health Fund

1. **[PNWSU TA 3/X/2026]** ~~The Employer agrees to provide and pay the full cost of the Producer-Writers Guild of America (PWGA) Pension Plan. Full-time Unit employees shall participate in the Producer – Writers Guild of America Pension Plan (“Pension Plan”) and the Writers’ Guild – Industry Health Fund (“Health Fund”), subject to the rules of the Pension Plan and Health Fund. Regular part-time employees are eligible to participate in the Pension Plan, subject to the rules of the Pension Plan.~~

2. **[PNWSU TA 3/X/2026]** The WGAW shall be responsible for the Employer portion of contributions to the Pension Plan and Health Fund.

B. **[PNWSU TA 3/X/2026]** 401(k) Investment Plan

1. **[PNWSU TA 3/X/2026]** ~~The Employer shall provide employees with a 401(k) plan. Employees will be notified about this plan upon hire. Employees may choose to contribute to this program through payroll deduction or assign a different deduction amount at any time. The maximum contribution rate shall be determined by Internal Revenue Service (IRS) regulation. The Employer will contribute on behalf of each employee a matching contribution of one hundred (100%) percent of an employee's first five (5%) percent of the employee's annual~~

~~salary into the 401(k) plan in twenty four (24) deposits each deposited within two (2) days after the payroll date. Contributions made by either the Employer or the employee shall be immediately vested. Employer shall offer a 401(k) investment plan to Unit employees and to maintain the level of benefits in effect on the effective date of this agreement, in accordance with the applicable plan document and subject to legal requirements for staff participation.~~

2. [PNWSU TA 3/X/2026] Participation in the 401(k) investment plan by a Unit employee shall be voluntary.

C. [PNWSU TA 3/X/2026] Cafeteria Plan

1. [PNWSU TA 3/X/2026] The WGAW shall offer full-time Unit employees a cafeteria plan, which offers flexible spending accounts for medical expenses and dependent care expenses.

2. [PNWSU TA 3/X/2026] Participation in the cafeteria plan by a bargaining unit employee shall be voluntary.

~~Employer will make available to employees a Dependent Care Flexible Spending Account to allow for payment of qualified dependent care costs on a pre-tax basis. The maximum employee contribution level shall be the maximum allowable under the Internal Revenue Code (IRS) per year.~~

~~The Employer will make available to employees a Medical Cost Flexible Spending Account to allow for payment of qualified out-of-pocket medical costs on a pre-tax basis at a maximum employee contribution level equal to the maximum allowable under the Internal Revenue Code (IRS) per year.~~

D. [PNWSU TA 3/X/2026] Life Insurance/Accidental Death & Dismemberment Insurance

1. [PNWSU TA 3/X/2026] Employer shall provide to each full-time Unit employee life insurance and AD&D insurance in the amount of the employee's annualized salary, subject to the limitations of the policy. The Employer agrees to maintain life insurance and accidental death and dismemberment insurance under the same terms as those in place at the time of ratification.

E. [PNWSU TA 3/X/2026] Disability

1. [PNWSU TA 3/X/2026] Employer shall provide to each full-time Unit employee a long-term disability plan to provide supplemental income in the event a full-time employee becomes disabled. The Employer agrees to maintain long-term disability insurance under the same terms as those in place at the time of ratification.

## **ARTICLE 19. HOLIDAYS**

A. Holiday Observance

1. [PNWSU TA 3/X/2026] The following days are recognized as Guild paid holidays for which full-time Unit employees will receive paid leave. Part-time

employees shall receive pro rata holiday pay only if the holiday falls on a regular work day. Paid holidays that fall on a Saturday will be observed on the preceding Friday; paid holidays that fall on a Sunday will be observed on the following Monday.

**[PNWSU Counter 3/X/2026]**

HOLIDAY	DATE OBSERVED
New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
Presidents Day	Third Monday in February
<b>Farmworkers</b> Cesar Chavez Day	March 31
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
<u>Thanksgiving</u>	Fourth Thursday and Friday in November
Winter <u>Holiday</u> Closure	<u>December 24 and 25, and Employer shall select either December 23 or December 26 as a paid holiday each year December 23 through December 31</u>

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

2. **[PNWSU TA 3/X/2026]** For all Guild holidays, Unit employees will receive holiday pay equivalent to their regular rate of pay for seven and one-half (7.5) hours or one (1) day. Holiday pay is not considered compensation for hours worked.
3. **[PNWSU TA 3/X/2026]** If a paid holiday falls during an employee's scheduled vacation, the holiday will not be counted against vacation leave.
4. **[PNWSU TA 3/X/2026]** An employee will not receive holiday pay if they are on an unpaid leave of absence.
5. **[PNWSU TA 3/X/2026]** Non-exempt employees who work on a holiday will shall be compensated at one and one-half (1.5x) times their regular rate of pay for all hours worked in addition to their holiday pay. up to eight (8) hours, in addition to receiving holiday pay. After eight (8) hours of work on a holiday, non-exempt employees will be compensated at two (2x) times their regular rate of pay. After eight (8) hours of work on a holiday, non-exempt employees will be compensated at 1.5 times their regular rate of pay for all hours worked. After

twelve (12) hours of work on a holiday, non-exempt employees will be compensated at two times their regular rate of pay.

6. **[PNWSU TA 12/13/2025]** Exempt employees who are required by their immediate supervisor to work on a Guild holiday will be granted compensatory time-off at mutually agreed-upon time, in addition to receiving holiday pay.

B. **[PNWSU TA 3/X/2026]** Closing Early

1. **[PNWSU TA 3/X/2026]** On the business day before an observed holiday the WGAW will close at 4:00 p.m., instead of 6:00 p.m.

2. **[PNWSU TA 3/X/2026]** On those days when the WGAW closes early, full-time Unit employees will receive five and one-half (5.5) hours of regular pay for hours worked and two hours of holiday pay. On the work day before an observed holiday employees will work five (5) hours and receive two and one-half (2.5) hours of holiday pay.

**ARTICLE 20. VACATIONS**

1. **[PNWSU TA 3/X/2026]** All regular and probationary full-time Unit employees shall accrue vacation leave on a bi-weekly basis in accordance with the following schedule:

<b>Years of Service (Based on Anniversary Date)</b>	<b>Annual Vacation (Based on Anniversary Date)</b>	<b><u>Accrual Cap Rate (Per Pay Period)</u></b>
Less than a year	<u>12 days</u> <del>14 days</del> (4.039 hours per pay period)	<u>3.47 hours</u> <del>45 days</del>
1 year	<u>13 days</u> <del>15 days</del> (4.327 hours per pay period)	<u>3.75 hours</u> <del>45 days</del>
2 years	<u>14 days</u> <del>16 days</del> (4.615 hours per pay period)	<u>4.04 hours</u> <del>45 days</del>
3 years	<u>15 days</u> <del>17 days</del> (4.904 hours per pay period)	<u>4.33 hours</u> <del>45 days</del>
4 years	<u>16 days</u> <del>18 days</del> (5.193 hours per pay period)	<u>4.62 hours</u> <del>45 days</del>
<u>5 to 13 years</u>	20 days	<u>5.77 hours</u> <del>45 days</del>
<del>15</del> <u>14</u> or more years	25 days (7.212 hours per pay period)	<u>7.21 hours</u> <del>45 days</del>

2. **[PNWSU TA 3/X/2026]** Calculation of a Unit employee's vacation leave is from the employee's first date of hire, provided, however, if the employee has a break-in-service, the time not spent as a Guild employee shall not be counted for purposes of determining years of service for vacation accrual. Vacation leave is

not earned during an unpaid leave of absence excluding Military Leave and Paid Family Leave.

B. **[PNWSU TA 3/X/2026]** Maximum Accrual

1. **[PNWSU TA 3/X/2026]** An employee shall not earn vacation leave in any pay period in which the employee has forty-five (45) days of earned but unused vacation leave.

2. **[PNWSU TA 3/X/2026]** Earned but unused vacation leave may be carried over from year-to-year in an amount not to exceed forty-five (45) days. Once this maximum accrual is reached, no additional vacation leave will accrue until the employee's total of earned but unused vacation leave is less than forty-five (45) days.

C. **[PNWSU TA 3/X/2026]** Usage and Cash Out

1. **[PNWSU TA 3/X/2026]** New full-time Unit employees will earn vacation leave from their first date of hire, but may not use it until they have completed at least six calendar months of continuous Guild service their initial probationary period.

2. **[PNWSU TA 3/X/2026]** Once per year, Unit employees shall have the right may request to cash out up to five (5) earned but unused vacation days, providing they have taken a minimum of fifteen (15) vacation days within the last year.

D. **[PNWSU TA 3/X/2026]** Work during Vacation

1. **[PNWSU TA 3/X/2026]** A non-exempt bargaining unit employee who is on an approved vacation leave and is required by the WGAW to work on Guild business during the leave will be credited with one hour of vacation time for each hour worked.

E. **[PNWSU TA 3/X/2026]** Scheduling Vacations

1. **[PNWSU TA 3/X/2026]** Vacations may be taken in weekly, daily (7.5 hours), or half-day (3.75 hours) increments for non-exempt employees, and must be taken in daily increments for exempt employees.

2. **[PNWSU TA 3/X/2026]** A Unit employee is not eligible to use paid vacation leave without the prior approval of the vacation schedule by the employee's immediate supervisor. Employees are required to give their supervisors prior notice of at least one calendar week for vacations of three or more consecutive days. A supervisor may approve requests for three or more consecutive days of vacation without the one-week notice, but is under no obligation to do so. Prior notice of at least one business day must be given to the employee's immediate supervisor for vacation requests of a half-day up to two consecutive days. Supervisors may deny any vacation based on the operational requirements of the department. Should a vacation request be denied, a reason will be included with the denial.

3. **[PNWSU TA 3/X/2026]** An employee may only take vacation days if they have accrued them. It is the employee's responsibility to know whether they have sufficient accrued time before requesting time off.
  4. **[PNWSU TA 3/X/2026]** Vacation usage and accrual information will be maintained by the Finance Department and provided to employees electronically.
- F. **[PNWSU TA 3/X/2026]** Payment Upon Separation
1. **[PNWSU TA 3/X/2026]** Earned but unused vacation will be paid to Unit employees upon separation.
- G. **[PNWSU Withdrawn 3/X/2026]** Sick Leave Conversion
1. ~~If an Employee becomes ill or injured during an approved vacation and provides documentation from a licensed medical professional, the affected days may be converted to sick leave, if available, and by the Employee's sole discretion.~~

## ARTICLE 21. SICK LEAVE

- A. **[PNWSU TA 2/22/2026 6PM]** Accrual
1. **[PNWSU TA 2/22/2026 6PM]** Full-time employees shall earn sick leave at the rate of one (1) day of leave for each calendar month of employment (calculated at a rate of 3.47 hours per bi-weekly pay period). Part-time employees earn five (5) hours of sick leave for each calendar month of employment.
  2. **[PNWSU TA 2/22/2026 6PM]** Accrual of sick leave will be limited to 130 days (975 hours). Once the maximum accrual is reached, no additional sick leave will accrue until the Unit employee's total of earned but unused sick leave is less than 130 days (975 hours).
- B. Usage
1. **[PNWSU TA 3/X/2026]** An eligible employee's wage or salary will be continued for the amount of time accrued in the employee's sick leave account during absence from work caused by the following:
    - a. mental/physical illness, injury, or health condition of the Unit employee or Family Member, including treatment thereof;
    - b. preventative medical care of the unit Employee or Family Member;
    - c. accident;
    - d. closure of Employer by order of a public official for any health-related reason;
    - e. closure of Employee's child's school or place of care by order of a public official for any health-related reason;
    - f. any basis for which an employee is entitled to take sick leave under federal, state, or local law.

2. **[PNWSU TA 3/X/2026]** Sick Leave Usage related to Domestic Violence, Sexual Offense, Stalking, or Human Trafficking

a. An eligible employee's wage or salary will be continued for the amount of time accrued in the employee's sick leave account during absence from work for the following purposes when the employee or Family Member has been the victim of domestic violence, sexual offense, stalking, or human trafficking:

- i. To obtain services from a domestic violence shelter, rape crisis center, or other services program;
- ii. To participate in safety planning, temporarily or permanently relocate, or take other actions to ensure the safety of the employee or Family Member;
- iii. To meet with an attorney or other social services provider;
- iv. To file a complaint or domestic incident report with law enforcement;
- v. To meet with a district attorney's office;
- vi. To enroll children in a new school; or
- vii. To take any other actions necessary to ensure the health or safety of the employee or Family Member or to protect those who associate or work with the employee

3. **[PNWSU TA 2/22/2026 6PM]** Definition of Family Member. The definition of "Family Member" shall include any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

4. **[PNWSU TA 3/X/2026]** An employee is eligible to use sick leave as soon as they have an accrued leave balance.

5. **[PNWSU Counter 3/X/2026]** Medical verification may be required by the Employer for the use of sick leave after five (5) consecutive days of absence. The Employer may request medical verification for an employee's need to be away from work utilizing accrued paid sick leave consistent with California law.

C. **[PNWSU TA 3/X/2026]** Increments

1. **[PNWSU TA 3/X/2026]** Non-exempt Unit employees may take sick leave in increments of one half hour or more per occasion.

2. **[PNWSU TA 3/X/2026]** Exempt Unit employees must take sick leave in daily increments.

D. **[PNWSU TA 3/X/2026]** Notification

1. [PNWSU TA 2/22/2026 6PM] Unit employees shall make every reasonable effort to contact their immediate supervisor or designee to report an illness-related absence prior to their start time.
  2. [PNWSU TA 3/X/2026] During any sick leave, an employee must maintain sufficient contact with their supervisor or make other suitable arrangements to inform the supervisor of employee's anticipated day of return to work.
- E. [PNWSU TA 2/22/2026 6PM] Physician's Release Upon Return
1. [PNWSU TA 2/22/2026 6PM] Depending on the length and circumstances of an employee's sick leave, the Guild may require a physician's written release before the employee may return to work.
- F. [PNWSU TA 2/22/2026 6PM] Exhaustion of Benefits
1. [PNWSU TA 2/22/2026 6PM] If an employee exhausts their accrued sick leave, the employee may be placed on medical leave of absence without pay. At the employee's request and with the approval of the head of the Human Resources Department and department head, earned but unused vacation leave may be used before placing the employee on unpaid leave.
- G. [PNWSU TA 2/22/2026 6PM] Payment Upon Separation
1. [PNWSU TA 2/22/2026 6PM] Accrued unused sick leave may not be cashed out upon termination of employment.

## ARTICLE 22. LEAVES OF ABSENCE

### A. [PNWSU TA 3/X/2026] Family Care and Medical Leave

Employer shall comply with the Family Medical Leave Act ("FMLA") and California Family Rights Act ("CFRA"). In the event any portion of this Article does not meet the requirements of FMLA or CFRA, FMLA and CFRA shall govern.

1. [PNWSU TA 3/X/2026] Use of Paid Leave for Family Care and Medical Leave
  - a. [PNWSU TA 3/X/2026] While leaves of absence are without pay, employees may elect to use accrued time off in the following manner: employees may first use accrued sick leave for their own medical leaves or to care for an eligible family member under FMLA or CFRA. Once their sick leave is exhausted, employees may elect to use accrued vacation leave.
  - b. [PNWSU TA 3/X/2026] Employees on leave to bond with a newborn baby or a child placed in their home for foster care or adoption, or during a leave for a qualifying exigency, may use accrued vacation leave.

2. **[PNWSU TA 3/X/2026]** Duration of Leave
  - a. **[PNWSU TA 3/X/2026]** The use of paid leave for family care or medical leave does not extend the total period for family care and medical leave beyond the maximum duration specified in Article 23.E.
  - b. **[PNWSU TA 3/X/2026]** An employee eligible for family care and medical leave who misses three or more consecutive days of work due to an occurrence covered by this provision will be deemed to have used such days toward the total available benefit.
  - c. **[PNWSU TA 3/X/2026]** Extensions of an initial period of family care or medical leave may be granted if the total amount of leave does not exceed the maximum duration specified in Article 23.E. and re-certification requirements are met.
  - d. **[PNWSU TA 3/X/2026]** If leave is taken intermittently or in conjunction with a reduced work schedule, the Guild has the right to transfer the employee temporarily to an alternate position with the equivalent pay and benefits, but which better accommodates the employee's leave schedule.
3. **[PNWSU TA 3/X/2026]** Effect of Leave on Benefits
  - a. **[PNWSU TA 3/X/2026]** During an employee's family care or medical leave, the Guild shall continue to pay for the employee's participation in group health plans, life insurance and disability insurance benefit plans, to the same extent and under the same terms as would apply had the employee not taken leave, so long as the employee has been employed for at least 1,250 hours in the 12 months preceding commencement of the leave. The cost of dependent health coverage and all other elective payroll deductions usually borne by the employee will remain the responsibility of the employee.
  - b. **[PNWSU TA 3/X/2026]** Employees on family care and medical leave accrue employment benefits, such as sick leave, vacation leave, or seniority, only when paid leave is being substituted for unpaid leave and only if the employee would otherwise be entitled to such accrual.
- B. **[PNWSU TA 3/X/2026]** Pregnancy Disability Leave
  1. **[PNWSU TA 3/X/2026]** Employer shall comply with the Pregnancy Disability Leave ("PDL") provisions of the California Fair Employment and Housing Act ("FEHA"). In the event any portion of this Article does not meet the requirements of FEHA, the FEHA shall control.
  2. **[PNWSU TA 3/X/2026]** An employee taking pregnancy disability leave must first use accrued sick leave and may elect to use accrued vacation leave for all or a portion of the leave. The substitution of paid leave for unpaid pregnancy disability leave does not extend the total duration of the leave to which an employee is entitled.
- C. **[PNWSU TA 3/X/2026]** Paid Parental Leave Policy

1. **[PNWSU TA 3/X/2026]** Employer will provide eligible full-time employees with up to 12 weeks of paid parental leave (“PPL”) at their full regular (i.e., straight time) rate of pay. PPL will be available for (a) pregnancy disability; (b) bonding with a baby, newly adopted child or new foster placement; or (c) a combination of the two. PPL will not be available for other types of family leave (e.g., for the employee’s own illness or care of a family member).
  2. **[PNWSU TA 3/X/2026]** PPL will only be available to Unit employees who are entitled to job protected leave under one or more of the applicable statutes. In other words, an employee who wanted to take PPL for baby bonding will be required to meet the hours requirement under CFRA/FMLA. There will be no additional time-in-service requirement for PPL.
  3. **[PNWSU TA 3/X/2026]** Where the employee seeking to take PPL is entitled to one or both forms of statutory income replacement (SDI or PFL), PPL will be paid as a supplement to the statutory benefit so that the employee receives their full salary for the week in question, provided that an employee who is eligible for both SDI and PFL can elect to take the entire 12 weeks of PPL as family leave, after the birth or adoption of the baby or new foster placement of a child. The employee shall be required to apply for any income replacement benefit for which they are entitled.
  4. **[PNWSU TA 3/X/2026]** The rules for utilizing sick and vacation leave benefits for pregnancy and parenting leaves shall exist in addition to PPL. For the avoidance of doubt, an employee taking PPL may not concurrently use other accrued paid leave such as vacation or sick leave such that the employee receives more than an amount equal to 100% of their salary.
- D. **[PNWSU TA 3/X/2026]** Coordination of Benefits
1. **[PNWSU TA 3/X/2026]** Employees receiving State Disability Insurance (SDI) benefits, workers’ compensation benefits or Paid Family Leave (PFL) benefits through the State of California during a leave of absence may elect to use sick time, vacation time, or the Employer Paid Parental Leave (PPL) benefit in addition to the state benefit as long as they do not receive more than an amount equal to 100% of their salary from a combination of paid time, PPL, SDI, workers’ compensation and PFL benefits. The use of paid leave time or the receipt of PPL, SDI, workers’ compensation or PFL benefits does not extend the maximum leave entitlement under the PDL, FMLA or CFRA.
- E. **[PNWSU TA 3/X/2026]** Limitation on Leaves of Absence
1. **[PNWSU TA 3/X/2026]** No leave of absence shall exceed 26 weeks subject to the following exceptions: (a) certain pregnancy leaves which, as required by statute, may exceed 26 weeks; (b) workers’ compensation leaves; and (c) a leave required to accommodate a qualified disabled worker. Employees who do not return to work at the end of an authorized leave (including any extensions) will be deemed to have resigned. Employees who have been deemed to have resigned for exceeding a period of authorized leave are eligible to apply for reemployment with the Guild.

- F. [ER TA 12/7/2025] Military Leave  
Leaves of absence for the performance of duty with the United States Armed Forces or with a reserve component thereof shall be granted when required by law.
- G. [PNWSU Withdrawn 3/X/2026] Unpaid Leave

### ARTICLE 23. JURY DUTY

- A. [PNWSU TA 3/X/2026] This Section policy applies to all regular full-time employees.
- B. [PNWSU TA 3/X/2026] Exempt employees will receive full salary for any week in which they serve on jury duty in which they also perform work for the Guild, up to a maximum of two (2) weeks.
- C. [PNWSU TA 3/X/2026] Non-exempt employees will receive their regular hourly wage for time taken off while serving on jury duty up to a maximum of ~~seventy-five (75)~~ hours.
- D. [PNWSU TA 3/X/2026] An employee who has exhausted jury duty pay provided in ~~section 14.5.2 Exempt Employees and 14.5.3 Non-exempt Employees~~ Sections B. or C. above may elect to utilize accrued sick leave or vacation pay for the remainder of their service on a jury instead of taking unpaid leave.
- E. [PNWSU TA 3/X/2026] Employees summoned to jury duty must give their supervisors reasonable notice of the need for time off. ~~The Employer~~ may also require an employee to provide written verification of having served on jury duty from the court clerk.
- F. [PNWSU TA 3/X/2026] Employees serving on jury duty must report to work when ~~reasonably~~ able to do so. Employees on juror “call-in” status must report to work at all times when they are not required to be present in the courthouse. Employees released from jury duty during the course of the work day are expected to contact their supervisors to determine whether they should report to work that day.

### ARTICLE 24. BEREAVEMENT LEAVE

- A. [PNWSU TA 12/7/2025] Employer grants up to five days of bereavement leave to all full-time and part-time Unit employees, consistent with California Government Code section 12945.7.
- B. [PNWSU TA 12/7/2025] In the event of death of a Family Member or a reproductive loss event as defined in California Government Code section 12945.6, the Guild shall grant employee up to five working days with pay for bereavement leave. It shall be a violation of this Article for Employer to deny a request by an employee to take

up to five days of bereavement leave in the event of death of a Family Member or a reproductive loss event as defined in California Government Code section 12945.6. The definition of "Family Member" shall include any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

C. [PNWSU TA 12/7/2025] Employees will continue to be covered under all insured benefit plans while they are on bereavement leave.

## ARTICLE 25. SENIORITY

A. [PNWSU TA 12/8/2025 6PM] Definition

1. [PNWSU TA 12/8/2025 6PM] For the purposes of this Agreement, seniority is total length of continuous service under employment to Employer. Should two employees have the same seniority, they shall flip a coin or pull 'high card' with a deck of cards to determine seniority order within the bargaining unit.

B. Continuous Service

1. [PNWSU TA 3/X/2026] Continuous service shall be calculated from the Unit employee's date of hire, or date of reemployment if following a break in continuous service.

2. [PNWSU TA 3/X/2026] ~~Seniority shall continue under the following circumstances. There shall be no break in continuous service in the event a Unit employee:~~

- a. voluntarily resigns from their position and then returns within thirty (30) days of their resignation to the same or a different job position;
- b. takes an approved unpaid leave of absence of one (1) year or less;  
or
- c. was laid off from their job position and subsequently recalled; ~~or~~
- d. ~~cases of workplace injury and otherwise where legal compliance requires seniority accrual to continue.~~

3. [PNWSU TA 3/X/2026] Except as provided above, sSeniority shall terminate upon separation of employment.

C. [PNWSU TA 12/8/2025 6PM] Seniority List

1. [PNWSU TA 12/8/2025 6PM] Employer shall maintain an accurate Seniority List and the Union shall be provided with an updated copy of the list at the beginning of each calendar year or upon reasonable request.

## ARTICLE 26. LAYOFF AND RECALL

A. Layoff

1. **[PNWSU TA 3/X/2026]** Employer shall have the right to determine the necessity of staff reductions through layoffs. Before laying off any Unit employee, Employer will give the Union at least 30 calendar days' notice of the layoff and an opportunity to bargain about its effects, including consideration of opportunities for reassignment of the affected employee(s), or alternatives to reducing staff, within the Guild.

B. Layoff Process

1. **[PNWSU TA 3/X/2026]** Prior to implementing a layoff of any Unit employee in the department(s) undergoing layoff, Employer shall first:
  - a. separate temporary employees performing work that is the same as, or comparable to, the work performed by a Unit employee in the department(s) undergoing layoff; or
  - b. employees in that job classification/department(s) may volunteer for the reduction or layoff by seniority, with the understanding that the voluntary employee will have recall rights, and that approval will be based upon the remaining employees being qualified.
2. **[PNWSU Maintain 3/X/2026]** If no employee volunteers for the layoff, then the Employer shall identify for reduction/layoff the least senior employee in that classification within the department.
3. **[PNWSU Maintain 3/X/2026]** Employees will enjoy displacement rights by seniority within job classification, and then by pay grade, if able and qualified to do the job. Employees identified for reduction in hours or layoff may bump a permanent employee with the less seniority holding a position for which the bumping employee is qualified and does not result in a promotion. The employee shall have ten (10) workdays from the date of the reduction/layoff notice to decide whether to exercise their bumping option, if one exists.
4. **[PNWSU TA 3/X/2026]** Unit employees subject to the layoff shall be given 30 days' written notice or 30 days' payment in lieu of notice in addition to severance payable under Paragraph D.1. of this Policy. ~~Employees subject to the layoff shall be given at least thirty (30) calendar days' notice in writing, which may include thirty (30) days on paid administrative leave commencing at time of notification.~~

C. Recall of Laid-Off Employees

1. **[PNWSU TA 3/X/2026]** An employee who is laid off shall be placed on a recall list. The employee shall remain on the recall list for up to 12 months (~~4 year~~) after the date of layoff.
2. **[PNWSU Maintain 3/X/2026]** Before hiring new employees from outside the Guild, vacant positions will be filled by recalling qualified employees from the

recall list on a seniority basis. If an employee refuses a recall to a position for which they are qualified, the employee will be maintained on the recall list.

3. **[PNWSU TA 3/X/2026]** When selecting among multiple employees qualified for reemployment under this section, the seniority of the employee shall govern. Recalled employees will not be required to serve new probationary periods if recalled within 12 months of layoff.

4. **[PNWSU TA 3/X/2026]** The Union will be regularly informed of changes or updates to the recall list.

5. **[PNWSU TA 3/X/2026]** The Human Resources Department will notify a laid-off employee of an offer of recall by certified mail, telephone and email using the most recent contact information provided by the employee.

6. **[PNWSU Maintain 3/X/2026]** If an employee does not contact the Human Resources Department within ~~ten~~ (10) calendar days of the mailing date of the notice of recall to make satisfactory arrangements to return to work, the employee will no longer be considered for that recall.

D. Severance Pay for Laid-Off Employees

~~The Employer shall provide employees laid-off through reduction in force severance pay and benefits as follows:~~

1. **[PNWSU TA 3/X/2026]** ~~Severance pay shall be granted based on the following table.~~ An employee permanently laid off in accordance with this section shall receive severance pay, calculated at the employee's rate of pay at the time of layoff, in accordance with the following schedule:

<del>Less than</del> <u>Up to 1 year</u>	One week salary
<del>Completed</del> 1 year	Two weeks' salary
<del>Completed</del> 2-3 years	Four weeks' salary
<del>Completed</del> 4-9 years	Six weeks' salary plus an additional three days for each year worked over four years
<del>Completed</del> 10 years+	<del>Ten</del> 10 weeks' salary plus an additional three days for each full year worked over 10 years, up to a maximum of 95 days of pay

2. **[PNWSU TA 3/X/2026]** Employees who resign or are discharged are not entitled to severance pay.

3. **[PNWSU Withdrawn 3/X/2026]** ~~Laid-off~~ Such employees shall be covered for full health and welfare benefits (through payment of COBRA premiums) for a period of one (1) month per year of employment, but in no event less than three (3) months and no more than eighteen (18) months from the date of layoff.

4. **[PNWSU Withdrawn 3/X/2026]** ~~In addition to severance pay, affected employees will, at the discretion of the employee, be paid at the time of layoff for accrued vacation and compensatory time in a lump sum payment or taken as paid leave for the purpose of postponing the formal date of layoff. If the employee elects to take the paid time off as leave rather than a lump sum all other terms and conditions of this Agreement will apply in regard to accrual of benefits.~~

## ARTICLE 27. WORKING CONDITIONS

### A. **[PNWSU TA 3/X/2026]** No Discrimination

1. **[PNWSU TA 12/7/2025 5:30PM]** Employer's policy is to provide equal employment opportunity for all applicants and employees. Employer will not unlawfully discriminate on account of race, sex, color, religion, creed, age, mental or physical disability, medical condition, military or veteran status, marital status, gender identity, gender expression, sexual orientation, ancestry, national origin, citizenship status, genetic information, AIDS/HIV, status as a victim of domestic violence, caste, political affiliation, union activity, concerted activity or any other ground prohibited by law. Employer strictly prohibits the harassment of any individual on any of the bases listed above.

2. **[PNWSU TA 12/7/2025 5:30PM]** Employer shall notify Union of the outcome of any investigation of discrimination against or harassment of a bargaining unit employee.

3. **[PNWSU TA 12/7/2025 5:30PM]** Employer shall not retaliate against any employee who makes a complaint of harassment or discrimination.

### B. **[PNWSU TA 3/X/2026]** Safety

1. **[PNWSU TA 3/X/2026]** ~~The Employer agrees to make all reasonable provisions for the safety and health of employees during the hours of employment consistent with federal, state and local laws, regulations, and rules. The Guild will maintain working conditions in compliance with applicable state, federal, and local laws and regulations.~~

2. **[PNWSU TA 3/X/2026]** ~~If an employee reports a safety, discrimination, or harassment related issue, an investigation must be conducted and disciplinary procedures implemented in accordance with the results of the investigation. Employer shall notify Union of the outcome of any investigation of any workplace safety issue affecting a bargaining unit employee or employees.~~

3. **[PNWSU TA 3/X/2026]** Employer shall not retaliate against any employee who makes a complaint about workplace safety.

### C. **[PNWSU TA 11/2/2025 12:30PM]** Nursing at Work

1. [PNWSU TA 11/2/2025 12:30PM] Nursing employees shall be entitled to reasonable paid break time and private space to pump/nurse at work after their child's birth, and Employer shall provide employees with space other than a bathroom that is functional for pumping/nursing, shielded from view, free from intrusion, and available as needed.
- D. [PNWSU TA 10/4/2025] **Spiritual/Cultural Practices at Work**
1. [PNWSU TA 10/4/2025] Employer shall respect the spiritual and cultural practices of employees whose spiritual or cultural practices require observance and/or prayer during scheduled work time.
- E. [PNWSU Withdrawn 3/X/2026] ~~**Workload Boundaries and Evaluation Protocols**~~

## ARTICLE 28. EXPENSES

- A. [PNWSU TA 3/X/2026] Employer shall comply with California Labor Code Section 2802.
- B. [PNWSU TA 3/X/2026] Bar Dues
1. [PNWSU TA 3/X/2026] Employer shall pay the California state bar dues for any Unit employee whose position Employer has determined requires the practice of law in California.
  2. [PNWSU TA 3/X/2026] Upon the approval of the Director of Legal Services and the Human Resources Department, Employer may pay for one or more California state bar sections.
- C. [PNWSU TA 3/X/2026] When an employee is arrested at the direction of the Employer, the Employer shall pay all expenses related to the arrest, including, but not limited to, bail, attorney fees and fines, and shall assume all judgments and awards against such employee related to the arrest. The employee shall be compensated for time spent away from work due to such arrest at their regular rate of pay.
- D. [PNWSU TA 12/13/2025 10AM] Employer shall make available to employee Employer-paid accounts to any third-party services the Employer determines the employee needs to use in the performance of the employee's job duties, such as IMDB Pro or subscription streaming services. Such accounts shall not be used for non-work purposes.
- E. [PNWSU TA 3/X/2026] Employer shall not require an employee to use a personal credit or debit card in the performance of the employee's job duties.

## ARTICLE 29. DISCIPLINE (JUST CAUSE)

### A. Discipline

1. [PNWSU TA 12/12/2025 6PM] No bargaining unit employee shall be disciplined except for Just Cause.
2. [PNWSU Counter 3/X/2026] The Employer shall apply principles of progressive discipline. The purpose of employee discipline is to correct the employee's actions, not to punish the employee. The Employer will not skip steps of progressive discipline except with regard to offenses that meet the definition of gross misconduct (below) based on their nature and degree of seriousness.

The progression of progressive discipline for misconduct shall adhere to the following ~~four~~ five steps:

- a. Documented verbal warning
- b. Written Warning
- c. Suspension
- d. Longer suspension/Demotion/Involuntary Transfer
- e. Discharge

### B. [PNWSU Counter 3/X/2026] Disciplinary Steps in Job Performance Cases

1. In cases involving unsatisfactory job performance, Employer agrees to follow the following disciplinary steps:
  - a. Step 1: Documented verbal warning.
  - b. Step 2: Written Warning.
  - c. Step 3: Performance Improvement Plan ("PIP").
    - i. [PNWSU TA 3/X/2026] Employer may place employee on a PIP if Employee has received a Written Warning for unsatisfactory job performance within the preceding 12 months.
    - ii. [PNWSU TA 3/X/2026] The PIP shall state performance expectations; identify how the employee is not meeting those expectations; establish reasonable timelines to meet such goals; and identify the resources and opportunities for feedback that the Employer will provide to the employee.
    - iii. [PNWSU Counter 3/X/2026] The employee shall be provided a copy of the PIP. A copy of the PIP shall be provided to the Union in accordance with ~~Section 12.3 Representation and Disciplinary Notices~~ Section E. of this Article.

iv. [PNWSU TA 3/X/2026] The employee's supervisor shall provide feedback to employee regarding employee's performance during the term of the PIP.

v. [PNWSU TA 3/X/2026] At the conclusion of the PIP, Employer will communicate, in writing, the outcome of the PIP, to the Unit employee and Union.

d. Step 4: Discharge.

C. [PNWSU TA 3/X/2026] Employer and Union agree that performance evaluations, counseling, and training shall not constitute disciplinary action.

D. [PNWSU Counter 3/X/2026] It is understood that in cases of gross misconduct (false statements, theft, insubordination, malicious destruction of employer property, acts or threats of workplace violence, etc.) the Employer may impose a higher level of discipline. The type of discipline imposed depends upon the nature and severity of the misconduct.

~~In case of persistent performance issues refer to Performance Improvement Plan (see Section 8.4 Performance Evaluation).~~

E. [PNWSU TA 12/8/2025 6PM] Employer will notify the employee of their right to union representation during investigatory interviews that could lead to discipline or disciplinary meetings. "Disciplinary meeting" shall mean a meeting in which Employer's decision to discipline the employee is communicated to the employee. Upon request, Employees shall be granted union representation during investigatory interviews that could lead to discipline or disciplinary meetings. During a disciplinary meeting, Employer shall furnish a copy of the disciplinary notice to the employee and union representative if the employee has requested union representation; if the employee has not requested union representation, a copy shall be provided to the Union within one (1) business day of the disciplinary meeting. The employee shall execute an acknowledgement of receipt of the disciplinary notice; however, such acknowledgement shall not be deemed an admission of any facts upon which the discipline is based or guilt.

F. [PNWSU TA 12/8/2025 6PM] The Union shall designate a union representative to be notified of all disciplinary actions.

G. [PNWSU Maintain 3/X/2026] The Employer will impose disciplinary action within a reasonable period of time upon completion of an investigation, but not later than twenty (20) workdays after completion.

H. [PNWSU TA 3/X/2026] Documented verbal warnings are grievable through Step 1 of the grievance and arbitration procedure, but are not arbitrable under Article 30.D.

I. [PNWSU Counter 3/X/2026] Documented verbal warnings, written warnings, and Performance Improvement Plans (PIPs) shall expire after twenty-four (24) months

from the date of issuance and shall be removed from the employee's personnel file, unless there has been, within such 24-month period, a related discipline warning was based. Expired documented warnings and PIPs shall not be used by the Employer in future progressive disciplinary actions, or grievance or arbitration proceedings.

## ARTICLE 30. GRIEVANCE AND ARBITRATION

A. **[PNWSU TA 3/X/2026]** The following grievance and arbitration procedure shall be the exclusive means of resolving disputes concerning the interpretation, application, or alleged breach of any of the terms of this Agreement. A grievance ("Grievance") is defined as (1) any dispute over concerning the interpretation or application of the express terms of this Agreement; or (2) an alleged breach or violation of this Agreement.

B. **[PNWSU TA 3/X/2026]** Prior to Union initiating filing a gGrievance under C.1, the employee is encouraged to discuss their gGrievance with their immediate supervisor. Upon request of the employee, tThe immediate supervisor (or designee) will, upon the request of the employee, discuss the gGrievance with them employee within five (5) business working days of the request, at a mutually satisfactory time. For avoidance of doubt, efforts to resolve the Grievance with the immediate supervisor shall not toll the Union's deadline for initiating a grievance under Article 31.C.

C. ~~The grievance procedure for employees covered by this contract shall be as follows:~~ Step 1: Grievance First level of Review

1. **[PNWSU TA 3/X/2026]** The Union may initiate a Grievance within fifteen (15) business days from the first date the Union became aware of the issue or reasonably should have been aware of the issue, whichever is later, but no later than 12 months after the occurrence of the facts upon which the Grievance is based. A grievance may be filed at step 1 of the grievance process with the Executive Director or designee (Employer) within fifteen (15) workdays from the first date the Union became aware of the issue or reasonably should have been aware of the issue, whichever is later, but not longer than one (1) year from the occurrence except in cases of a continuing violation.

2. **[PNWSU TA 3/X/2026]** A Grievance is initiated by Union's submission of a written statement of the dispute and the remedy sought to Employer's Executive Director or their designee.

3. **[PNWSU TA 3/X/2026]** Grievances not timely initiated by Union are waived. Failure of the Union to serve such written appeal shall constitute a waiver of the grievance.

4. **[PNWSU TA 3/X/2026]** Union shall present the Grievance at a Step 1 meeting with the Executive Director or their designee. The meeting will be

scheduled for a date within ten (10) business days of Union's initiation of the Grievance. If Employer fails to schedule a Step 1 meeting within ten (10) business days of Union's initiation of the Grievance, Union may advance the Grievance to Step 2.

5. **[PNWSU TA 3/X/2026]** Employer's Executive Director or their designee shall respond in writing to the Grievance within ten (10) business days of the Step 1 meeting. Employer's failure to respond to the Grievance within such time period shall be treated as a denial of the Grievance, and Union may submit the Grievance to arbitration in accordance with Section D. below.

6. **[PNWSU TA 3/X/2026]** By mutual agreement, the parties may waive Step 1 of the grievance procedure and proceed directly to Step 2.

D. Step 2: Arbitration

1. **[PNWSU TA 3/X/2026]** Union may submit the Grievance to arbitration by serving a written demand to Employer's Executive Director or their designee within ten (10) business days of receipt of the *Step 1* written response. Grievances not timely submitted to arbitration by Union are waived.

a. Before selecting an arbitrator, the parties may mutually agree to mediation.

b. If the parties mutually agree to mediation:

i. The parties shall attempt to obtain the services of a mediator from the Federal Mediation and Conciliation Service ("FMCS") or California State Mediation and Conciliation Service ("CSMCS").

ii. The mediation fees shall be shared equally by Union and Employer.

iii. If the Grievance is not resolved through mediation, the Union may arbitrate the Grievance in accordance with this Section D.

2. **[PNWSU TA 3/X/2026]** The arbitrator shall be selected from a jointly requested Los Angeles region list of nine (9) impartial arbitrators from the Federal Mediation and Conciliation Service ("FMCS"). If Union and Employer cannot mutually agree to an arbitrator, the parties shall take turns striking the names of arbitrators until one name remains, who shall be selected as the arbitrator. The first strike shall be determined by lot. The striking shall commence within ten (10) working days of receipt of the FMCS list.

3. **[PNWSU TA 3/X/2026]** The arbitrator shall have the power to rule on their own jurisdiction, including any questions of procedural arbitrability and any objections with respect to the existence, scope, or validity of the arbitration agreement.

4. [PNWSU TA 3/X/2026] The arbitrator shall be requested to render a decision within thirty (30) days following the later of the submission of post-hearing briefs or the close of the hearing if the parties have waived the right to submit post-hearing briefs. Post-hearing briefs shall be due thirty (30) days after the close of the hearing, unless the arbitrator orders, or the parties mutually agree to, a different briefing schedule.

5. [PNWSU Counter 3/X/2026] ~~The decision of an arbitrator resulting from any arbitration of grievance hereunder~~ arbitrator's decision shall be final and binding and shall not add to, subtract from, or otherwise modify the terms and conditions of this contract, provided, however, that the award of the arbitrator shall not in any way alter, modify, or amend this Agreement or any Guild policy.

6. [PNWSU TA 3/X/2026] The arbitrator's fee and the costs of the arbitration shall be shared equally by Employer and Union, it being mutually agreed that all other expenses including, but not limited to, fees for witnesses, transcripts, and similar costs incurred during such arbitration will be borne by the party incurring them.

E. [PNWSU TA 3/X/2026] The timelines set forth herein may be extended by mutual agreement.

## [PNWSU TA 3/X/2026] ARTICLE 31. GENERATIVE ARTIFICIAL INTELLIGENCE

A. The parties acknowledge that definitions of generative artificial intelligence ("GAI") vary, but agree that the term generally refers to a subset of artificial intelligence that learns patterns from data and produces content, including written material, based on those patterns, and may employ algorithmic methods (e.g., ChatGPT, Llama, MidJourney, Dall-E). Agentic Artificial Intelligence ("Agentic AI") is defined as an autonomous AI system that mimics human decision-making to solve problems and take action independently of a human. Neither GAI nor Agentic AI includes "traditional AI" technologies and those programmed to perform operational and analytical functions, nor shall GAI or Agentic AI include any technology or substantially similar technology currently used by Employer.

B. Employer presently has no intent to use GAI or Agentic AI, and has no intent to use GAI or Agentic AI in a manner that would result in a reduction in bargaining unit positions.

C. Employer agrees it will engage the Union concerning the potential uses of GAI and Agentic AI through the Labor-Management Committee.

D. If Employer intends to use GAI or Agentic AI and such use will have an impact on a mandatory subject of bargaining, Employer agrees that it will provide the Union at least 60 days' notice and will comply with any bargaining obligation under the National

Labor Relations Act. If Employer uses GAI or Agentive AI, Employer will provide paid training during work hours for any employee who is required to use GAI or Agentive AI.

E. Employer's use of GAI or Agentive AI shall not result in a reduction in bargaining unit positions.

F. Any data collected and/or processed by GAI or Agentive AI systems must comply with applicable privacy laws, and shall not be used to undermine collective bargaining rights.

G. Any violation of this Article will be subject to grievance and arbitration procedures outlined in this Agreement.

### **ARTICLE 32. SAVINGS CLAUSE**

A. [PNWSU TA 10/4/2025] Should any portion of this Agreement be rendered or declared invalid by reason of law or court decree with competent jurisdiction, such invalidation shall not invalidate the remaining portions of this Agreement, which shall remain in full force and effect.

B. [PNWSU TA 10/4/2025] If any provision of this Agreement is held invalid, the Union and Employer agree that they shall promptly enter into negotiations for the sole purpose of attempting to achieve a mutually satisfactory replacement for such provision.

## APPENDIX A [PNWSU Maintain 3/X/2026]

Grades and Job Titles		
Grade	Grade	
PNWSU	WGAW	Job Title
1	7	
		Assistant Theater Manager
		Assistant II
		Data Management Assistant II
		Residuals Processing Assistant
2	8	
		Coordinator I
		Member Support Coordinator
		Residuals Processing Coordinator
		Credits Assistant
		Help Desk Support
3	9	
		TV/New Media Data Tracking Coordinator
		Financial Assurances Coordinator
		Credits Coordinator
		Residuals Intake Coordinator
		Legal Assistant
		Payroll Accountant
		Coordinator II
		Membership Coordinator II
		Operations Coordinator II
		Signatories Coordinator II
4	10	
		Coordinator III
		Signatories Coordinator III
		Estates, Claims & Records Specialist
		Legal Residuals Coordinator
		Excerpts & Residuals Claims Representative
		Assistant Administrator
		Junior Systems Administrator
		Senior Epicor Accountant
		Compliance & Collections Coordinator
		Credits Project Coordinator

5	11	
		Specialist I
		Agency Specialist I
		Coordinator IV
		Residuals Claims Representative
		Senior Screen Credits Compliance Coordinator
		Database Developer II
		Arbitration Coordinator
		Residuals Business Rep
		Contracts Business Rep
		Enforcement Specialist
		Multimedia Specialist
		Business Representative
		Data Compliance Analyst
6	12	
		Assistant Controller
		Senior Residuals Claims Representative
		Representative/Organizer
		Contracts & Information Analyst
		Senior Quality Assurance/Prod Sys Analyst
		Enforcement Specialist/Organizer
		Research & Policy Analyst
		Software Engineer
		Communications Specialist
		AP Manager
		Senior Website Editor
		Arbitration Administrator
		Contracts Information Specialist
		Senior Business Representative
7	13	
		Business Analyst/Project Manager
		Senior Representative/Organizer
		Communications Specialist
		Senior Database Administrator
		Business Analyst/Project Manager
		Senior Research & Policy Analyst
8	14	
		Credits Arbitration Counsel
		Counsel
		Contracts Counsel

## APPENDIX B

### Wage and Salary Schedule [PNWSU Maintain 3/X/2026]

Minimum % Increase		1.05									
Grade	Grade		2025	2024	2023	2022	2021	2016	2011	2006	2001
PNWSU	WGAW		1	2	3	4	5	10	15	20	25
1	7	Annual	\$59,737.60	\$62,724.48	\$65,860.70	\$69,153.74	\$72,611.43	\$76,242.00	\$80,054.10	\$84,056.80	\$88,259.64
		Hourly	\$30.63	\$32.17	\$33.77	\$35.46	\$37.24	\$39.10	\$41.05	\$43.11	\$45.26
PNWSU	WGAW		1	2	3	4	5	10	15	20	25
2	8	Annual	\$62,724.48	\$65,860.70	\$69,153.74	\$72,611.43	\$76,242.00	\$80,054.10	\$84,056.80	\$88,259.64	\$92,672.62
		Hourly	\$32.17	\$33.77	\$35.46	\$37.24	\$39.10	\$41.05	\$43.11	\$45.26	\$47.52
PNWSU	WGAW		1	2	3	4	5	10	15	20	25
3	9	Annual	\$65,860.70	\$69,153.74	\$72,611.43	\$76,242.00	\$80,054.10	\$84,056.80	\$88,259.64	\$92,672.62	\$97,306.26
		Hourly	\$33.77	\$35.46	\$37.24	\$39.10	\$41.05	\$43.11	\$45.26	\$47.52	\$49.90
PNWSU	WGAW		1	2	3	4	5	10	15	20	25
4	10	Annual	\$75,739.81	\$79,526.80	\$83,503.14	\$87,678.30	\$92,062.21	\$96,665.32	\$101,498.59	\$106,573.52	\$111,902.19
		Hourly	\$38.84	\$40.78	\$42.82	\$44.96	\$47.21	\$49.57	\$52.05	\$54.65	\$57.39
PNWSU	WGAW		1	2	3	4	5	10	15	20	25
5	11	Annual	\$87,100.78	\$91,455.82	\$96,028.61	\$100,830.04	\$105,871.54	\$111,165.12	\$116,723.38	\$122,559.55	\$128,687.52
		Hourly	\$44.67	\$46.90	\$49.25	\$51.71	\$54.29	\$57.01	\$59.86	\$62.85	\$65.99
PNWSU	WGAW		1	2	3	4	5	10	15	20	25
6	12	Annual	\$100,165.90	\$105,174.19	\$110,432.90	\$115,954.55	\$121,752.28	\$127,839.89	\$134,231.88	\$140,943.48	\$147,990.65
		Hourly	\$51.37	\$53.94	\$56.63	\$59.46	\$62.44	\$65.56	\$68.84	\$72.28	\$75.89
PNWSU	WGAW		1	2	3	4	5	10	15	20	25
7	13	Annual	\$115,190.78	\$120,950.32	\$126,997.84	\$133,347.73	\$140,015.12	\$147,015.87	\$154,366.67	\$162,085.00	\$170,189.25
		Hourly	\$59.07	\$62.03	\$65.13	\$68.38	\$71.80	\$75.39	\$79.16	\$83.12	\$87.28
PNWSU	WGAW		1	2	3	4	5	10	15	20	25
8	14	Annual	\$132,469.40	\$139,092.87	\$146,047.51	\$153,349.89	\$161,017.38	\$169,068.25	\$177,521.67	\$186,397.75	\$195,717.64
		Hourly	\$67.93	\$71.33	\$74.90	\$78.64	\$82.57	\$86.70	\$91.04	\$95.59	\$100.37

**Notes:**

- Grade 1 Step 1 at \$59,737.60
- Steps at beginning years 1, 2, 3, 4, 5, 10, 15, 20, & 25
- Each step on the wage schedule 5% higher than the previous step
- Employees migrate to scale a step that provides a minimum 5% increase

## **SIDELETTER—IMMIGRATION, CITIZENSHIP, AND WORK AUTHORIZATION**

**[PNWSU TA 10/22/2025]**

Pacific Northwest Staff Union (“Union”) and Writers Guild of America, West, Inc. (“Employer”) enter into this Sideletter to the Agreement to address issues related to immigration, citizenship, and work authorization. Accordingly, to the extent not addressed by the parties’ Agreement (including this Sideletter), the parties will negotiate over issues related to compliance with the Immigration Reform and Control Act (“IRCA”) and any other current or future legislation, government rules or policies related to immigration that impact the terms and conditions of employment of Unit employees.

### **A. Protection of Rights During Workplace Immigration Enforcement**

1. The Employer will promptly notify the Union if the Employer is contacted by the Department of Homeland Security (“DHS”) or Immigration and Customs Enforcement (“ICE”) for any purpose or if a search and/or arrest warrant, administrative subpoena or other request for documents is presented so the Union can take steps to protect the rights of Unit employees.
2. Further, the Employer will:
  - a. Refuse admittance of any agents of DHS or ICE who do not possess a valid warrant signed by a federal judge or magistrate.
  - b. Not reveal to the DHS names, addresses or immigration status of any Unit employee, except pursuant to a valid warrant or subpoena signed by a federal judge, or magistrate ~~or immigration officer designated by the DHS.~~
  - c. Permit inspection of I-9 forms by DHS or DOL only after a minimum of three (3) written days’ notice from DHS or DOL. The Employer shall provide no documents other than the I-9 forms to the DHS for inspection in the absence of a valid DHS administrative subpoena, or a search warrant or subpoenas signed by a federal judge or magistrate. Absent notice from DHS, ICE or any other federal state or local enforcement agency, the Employer will not conduct an audit or any other type of inspection of its I-9 forms or personnel records, and will not allow any other private or public entity to conduct such an audit or inspection.
  - d. Where DHS notifies the Employer that certain employees do not appear to be authorized for continued employment, the Employer will provide the employees with a reasonable opportunity of not less than two (2) weeks to present other documents as listed on Form I-9 to establish their employment authorization.
  - e. Nothing in this provision shall be interpreted to limit the employee’s rights to continued employment under the “receipt rule,” which grants

employees ninety (90) days after notice from the Employer to present a replacement document of a previously issued but expired employment authorization.

B. Reverification of Work Authorization

1. The Employer will not require that an employee reverify their authorization to work unless the employer obtains actual or constructive knowledge that the employee is not authorized to work in the United States. "Actual or constructive knowledge" means such knowledge that would subject the employer to liability under the employer sanctions provisions of the immigration laws, 8 U.S.C. 1324a. "Reverification" means requesting that an employee show documents that purport to prove their authorization to work in the United States, and includes a request to provide proof of a valid Social Security number. In the event that the employer determines it has the requisite "actual or constructive knowledge" that requires it reverify an employee's authorization to work, the Employer will:

a. Prior to notifying the employee, notify the Union and provide the Union with the factual basis for that determination.

b. The Employer agrees to treat an employee's period of removal from employment due to the expiration of the employee's work authorization document or inability to provide documentation of proper work authorization as an unpaid leave of absence and reinstate the employee to the job without loss of seniority if the employee provides appropriate documentation of proper work authorization within a reasonable period of time, taking into account Employer's operational needs. Benefits shall not accrue during such period of unpaid leave.

c. Employer will not terminate the employee unless the Employer has complied with sections (a) and (b) above.

C. Social Security "No-Match" Letters

1. In the event that the Employer receives notice from the Social Security Administration ("SSA") indicating that an employee's name and Social Security number ("SSN") that the Employer reported on the Wage and Tax Statements (Form W-2) for the previous tax year do not agree with SSA's records, the Employer agrees to the following:

a. The Employer will notify the Union upon receipt of any such notice and will provide a copy of the notice to all employees listed on the notice and to the Union.

b. The Employer will not take any adverse action against any employee listed on the notice, including firing, laying off, suspending,

retaliating or discriminating against any such employee, on account of the employee being identified in a social security no-match letter.

c. The Employer will not require that employees listed on the notice bring in a copy of their Social Security card for Employer to review, complete a new I-9 form, or provide new or additional proof of work authorization or immigration status.

d. The Employer will not contact any governmental agency about the work authorization status of any Unit employee on account of receiving a no-match letter from the SSA.

e. The Employer will not interrogate any employee about their Social Security number.

D. Corrections to Records

1. An employee may notify the Employer of a change in name or Social Security number, and the Employer will modify its records to reflect such changes. Such employees shall not have their seniority or employment status affected or suffer any loss of benefits as a result of notifying the Employer of such changes. The Employer may not discharge or in any manner discriminate, retaliate or take any adverse action against an employee because the employee updates or attempts to update their personnel records to reflect change to their lawful name or valid Social Security number.

E. Leaves of Absence for Citizenship and Immigration-Related Issues

1. Employer may grant Employee unpaid leave for dealing with issues related to citizenship or other immigration protections/proceedings for themselves or their immediate family, including but not limited to applications, appointments, detention, denial of reentry to the United States, or other travel restrictions.

F. Work Assignments

1. An employee who reasonably believes a work assignment puts their personal safety at risk due to their citizenship or immigration status should immediately raise the matter with their immediate supervisor. Employer will consider a reasonable accommodation to address such concern with the work assignment. An employee will not be disciplined for refusing a work assignment due to a reasonable fear for their personal safety based on the employee's citizenship or immigration status.

G. It is acknowledged that this MOU shall not be interpreted to cause the Employer to knowingly hire or continue the employment of any person not authorized to work in the United States as prohibited by IRCA 8 U.S.C. 1324a(a)(1), or to otherwise violate the law. Employer shall comply with the non-discrimination provisions of IRCA, and any

state or local law providing protections to employees based on national origin or immigration status.

## SIDELETTER—REMOTE WORK

- A. [PNWSU TA 3/X/2026] Both parties recognize the value and necessity of regular in-person collaboration for the effective representation of writers and for the advancement of the labor movement generally. Both parties recognize that remote work is a benefit to employees and can have a positive impact on employee productivity. Remote work is permitted to the extent employees are able to fully perform their job duties and further the mission of the Guild.
- B. [PNWSU TA 3/X/2026] Full-time Employees are permitted to work remotely two (2) days per week. The foregoing shall not apply to any employee whose job duties require the employee to work on-site more than three days per week as determined by the Employer. Work on-site for 7.5 hours per day is required on Tuesday and Wednesday of each workweek. Subject to approval of the employee's immediate supervisor (which shall not be unreasonably withheld), employees may select the third workday that the employee regularly will work on-site for 7.5 hours per day.
- C. [PNWSU TA 3/X/2026] An employee required by Employer to work on-site on a day the employee is scheduled to work remotely may be allowed, with the advance written approval of the Employer, to work remotely on one of the following seven (7) days the employee is scheduled to work on-site.
- D. [PNWSU TA 3/X/2026] The parties recognize the importance of employees adhering to the schedule of on-site work days. An employee may request to work a day remotely on a scheduled on-site work day. Such request must be approved in writing by the Employer before the employee is authorized to work remotely on a scheduled on-site day. If the request is approved, the employee shall be required to work on-site on one of the following five (5) days the employee is scheduled to work remotely.
- E. [PNWSU TA 3/X/2026] Both parties recognize that operational needs of a labor union may require the suspension of remote work. Employer has the right to suspend the remote work policy for some or all employees based on operational needs, such as a strike, negotiations, contract or organizing campaign, or similar Guild initiative.
- F. [PNWSU TA 3/X/2026] The parties agree that the administration of this Sideletter is an appropriate subject for discussion at the Labor-Management Committee.
- G. [PNWSU TA 3/X/2026] This Sideletter shall not be construed to limit Employer's obligation to provide reasonable accommodations to employees as required by applicable law.
- H. [PNWSU Counter for CBA expiration date 3/X/2026] The parties recognize that the remote work policy may need to change due to Employer's operational needs. Accordingly, this Sideletter shall expire on the same date of the Collective Bargaining Agreement in which this Sideletter is attached.

**[PNWSU Counter 3/X/2026]**

**SIDELETTER**  
**WRITERS GUILD OF AMERICA WEST**  
**AND**  
**PACIFIC NORTHWEST STAFF UNION**

**PERSONNEL ISSUES RESOLUTION**

The Writers Guild of America West, Inc. and the Pacific Northwest Staff Union agree the discipline of three former employees identified in charges filed before the National Labor Relations Board (“NLRB”), Case Numbers 31-CA-370832 and 31-CA-381687, are subject to binding arbitration to determine whether such discipline met the Just Cause standard. For the avoidance of doubt, the parties agree that as to the discipline of these three former employees, the Employer shall have had no requirement to first issue such employee a documented verbal warning.

For each discipline, the Union shall have ten (10) business days from the date of ratification of this Agreement to serve a written demand for arbitration to Employer’s Executive Director or their designee. The arbitrator shall be selected pursuant to Article 30.D.2. of this Agreement. Articles 30.D.3 through 30.D.6 of the Agreement shall guide any arbitral proceeding under this Sideletter.

This Sideletter is not, nor is it intended to be, an admission by either party as to the merits of any claim or charge related to the discipline of any current or former employee.