

TENTATIVE AGREEMENT

BETWEEN

**CARNEGIE INSTITUTE dba
CARNEGIE MUSEUMS OF PITTSBURGH**

AND

**UNITED STEEL, PAPER AND FORESTRY, RUBBER, MANUFACTURING, ENERGY, ALLIED
INDUSTRIAL AND SERVICE WORKERS INTERNATIONAL UNION, AFL-CIO, CLC**

The following constitutes the Tentative Agreement for a collective bargaining agreement between the United Steel, Paper and Forestry, Rubber, Manufacturing, Energy, Allied Industrial and Service Workers International Union, AFL-CIO, CLC (the “Union”) and the Carnegie Institute dba Carnegie Museums of Pittsburgh (the “Employer”). This Tentative Agreement was reached on May 5, 2023 and will become final upon ratification by the Union Membership.¹

The Union Bargaining Committee recommends this Tentative Agreement for ratification by the Union membership.

¹ This document is being provided to UMW members for informational purposes as part of the Union’s ratification process.

AGREEMENT

THIS AGREEMENT, made and entered into this ___ day of _____, ____, by and between CARNEGIE INSTITUTE dba CARNEGIE MUSEUMS OF PITTSBURGH (hereinafter referred to as the “Employer”) party of the first part, and

UNITED STEEL, PAPER AND FORESTRY, RUBBER, MANUFACTURING, ENERGY, ALLIED INDUSTRIAL AND SERVICE WORKERS INTERNATIONAL UNION, AFL-CIO, CLC (“USW”), party of the second part, on behalf of its Local ___ (“Local Union;” collectively, “USW” and “Local Union” are “Union”).

WITNESSETH:

WHEREAS, the parties hereto desire to establish a standard of wages, benefits, and other conditions of employment under which employees represented by the Union shall work for the Employer during the term of this Agreement, and

WHEREAS, the parties desire to regulate mutual relations between each other with a view of securing harmonious cooperation between them and of averting disputes, and

WHEREAS, the parties are committed to ensuring the Employer’s mission to preserve and expand the resources of art and science as agents of personal growth and social advancement in Pittsburgh and beyond, and

WHEREAS, the parties seek to foster a culture based on dignity, inclusion, collaboration, and mutual respect; and

WHEREAS, through commitment and action, the parties strive to maintain a welcoming and inclusive culture, one that respects and values differences, embraces diversity, and creates a welcoming environment for all staff and visitors.

NOW, THEREFORE, in consideration of the mutual promises hereinafter set forth, it is agreed by and between the parties as follows:

ARTICLE 1
Recognition

- 1.1 The Employer recognizes the Union as the exclusive collective-bargaining representative for all bargaining-unit employees (“Employees”) as certified by the National Labor Relations Board in Case 06-RC-267871, and as otherwise agreed to by the Parties. These include all full-time, regular part-time, and occasional employees in the job classifications set forth in Exhibit “A” to this Agreement employed by the Employer at the Museums, Facilities and Offices located at 4400 Forbes Avenue, Pittsburgh, Pennsylvania 15213; 1795 Route 381, Rector, Pennsylvania 15677; One Allegheny Avenue, Pittsburgh, Pennsylvania 15212; 117 Sandusky Street, Pittsburgh, PA 15212; 5800 Baum Boulevard, Pittsburgh, Pennsylvania 15206; 450 Butler Street, Etna, Pennsylvania 15223; and Three Gateway Center, 401 Liberty Avenue, Suite 1965, Pittsburgh, Pennsylvania 15222.
- 1.2 The Union does not represent employees of the Employer represented by other labor organizations, facilities department employees, student assistants, temporary employees as defined in [Determination of Work Status Article], confidential employees, managerial employees, guards, supervisors as defined by the National Labor Relations Act, and all other employees.
- 1.3 Employee List. On a quarterly basis, the Employer will provide the Local Union with a list of the Employees, indicating new hires with component and/or department and position, and Employee departures. The Employee list shall also include Employee name, preferred name (if provided by the Employee), address, date of hire, position, and component and/or department.

ARTICLE 2
Union Security/Dues Checkoff

- 2.1 Every member of the bargaining unit shall, as a condition of employment, become and remain a member in good standing of the Union, or pay a fair share fee pursuant to this Article, beginning no later than thirty (30) days after either (a) the date of their initial hire into a position covered by this Agreement, or (b) the effective date of this Agreement, whichever is later.
- 2.2 If an Employee elects to pay a fair share fee, they must notify the International Secretary-Treasurer in writing in accordance with the Union’s procedure so that they can obtain an advance reduction of their union security obligation in order that the amount paid be commensurate with expenditures reasonably related to collective bargaining. The fair share fee shall be administered in accordance with the Union’s non-member objection procedure.

- 2.3 The Employer shall discharge any Employee covered by this Agreement who is in violation of this Article (and who has been advised in writing by the Union of the requirements of Sections 2.1 and 2.2 of this Article) within thirty (30) days after the Union has notified the Employer, in writing, of the violation.
- 2.4 For the term of this Agreement, and until a new Agreement is reached, the Employer will check off monthly dues or fair share fees, including where applicable, initiation fees, and assessments, each in amounts as designated by the Union's International Secretary-Treasurer, effective upon receipt of an Employee's individually signed voluntary check-off authorization card. The Employer shall within 30 days remit any and all amounts so deducted to the Union's International Secretary-Treasurer with a completed summary of USW Form R-115 or its equivalent. A copy of the authorization card will be forwarded at the time of signing to the Financial Secretary of the Local Union.
- 2.5 Each month, the Employer will notify the Union of the amount of dues transmitted for each Employee (including the hours and earnings used in the calculation of such amount). If no amount is transmitted, the Employer will notify the Union of the reason for non-transmission, such as in the case of transfer, layoff, discharge, resignation, leave of absence, sick leave, retirement, or insufficient earnings.
- 2.6 The Union shall indemnify the Employer and hold it harmless against any and all claims, demands, suits, and liabilities that shall arise out of or by reason of any action taken by the Employer for the purpose of complying with the foregoing provisions.

ARTICLE 3
Determination of Work Status

- 3.1 Employees included in the bargaining unit are full-time, regular part-time, and occasional Employees.
- 3.2 A "full-time Employee" is defined as an Employee who is regularly scheduled to work a full-time work schedule ranging from thirty-seven and one-half (37 ½) hours to forty (40) hours per week.
- 3.3 A "regular part-time Employee" is defined as an Employee who is regularly scheduled to work a part-time work schedule of less than thirty (30) hours per week.
- 3.4 An "occasional Employee" is defined as an Employee who is hired to work on an intermittent, fill-in, or relief basis for an indefinite period of time and who is scheduled to work less than an average of twenty-nine (29) hours per week. Occasional Employees have no expectation of regularly scheduled hours. Occasional Employees who do not work any hours within a twelve (12) month period will be automatically separated from employment.

- 3.5 Unless otherwise limited by this Agreement, the Employer has a right to hire temporary employees. A “temporary employee” is defined as an employee who is hired by the Employer in a temporary position; on a temporary basis; or to otherwise supplement the workforce, with the understanding that the temporary employment will last no longer than twelve (12) months. Once the temporary assignment ends, the temporary employee’s employment will be terminated by the Employer. If a temporary assignment lasts longer than twelve (12) months, the temporary employee will be transferred to an occasional, regular part-time, or full-time position.
- 3.6 A “temporary employee” also includes an employee hired on a temporary basis for a specific project or program whose term may last longer than twelve (12) months and who has no expectation of continued employment after the specific project or program ends.
- 3.7 Temporary employees are not bargaining unit Employees, are not covered by this Agreement, and have no rights or privileges under the terms of this Agreement.
- 3.8 This Article is definitional in character, and nothing in this Article shall be construed as a guarantee of work, hours or pay.

ARTICLE 4
Management Rights

- 4.1 Except as otherwise limited by the express terms of this Agreement, the Employer retains the exclusive right to manage its business, to direct, control and schedule its operations and work force, and to make any and all decisions affecting its business and operations, whether or not specifically mentioned herein and whether or not heretofore exercised. Such rights and prerogatives include all matters of inherent managerial policy, plus those necessitated by the unique nature of the Employer’s operations. They include, but are not limited to, the sole and exclusive rights to: hire, promote, demote, layoff, recall, assign and transfer Employees, and suspend, discharge and discipline Employees in accordance with [Discipline & Discharge Article]; select and determine the number of its Employees; direct and schedule the work force; determine the location, size, and type of operations, including the methods, procedures, materials and operations to be utilized, or to discontinue their performance by Employees of the Employer in whole or in part; subcontract and outsource work as provided in Section 4.6 of this agreement; hire or contract with temporary, agency or non-bargaining unit employees; utilize volunteers; determine and schedule when overtime shall be worked; install and remove exhibits, equipment, and other property; transfer or relocate any or all of the operations or business to any location or to discontinue such operations, by sale or otherwise, in whole or in part, at any time; establish work shifts; determine, change and modify the job duties and job classifications of Employees; establish, modify and enforce rules and regulations governing the conduct and performance of Employees; train Employees; determine qualifications; and determine work performance levels and standards of performance of the Employees.

- 4.2 The Employer shall have the right to assign any work arising from or required by new technology, equipment or processes to any component, department or location of the Employer. Prior to assigning such work, upon request of the Union, the Employer shall meet and discuss whether any of the work arising from or required by such new technology, equipment or processes may be performed by existing bargaining-unit Employees. If, in the final judgment of the Employer, such work may be performed by existing bargaining-unit Employees, the Employer will assign such work to the bargaining unit and, if it does, will meet with the Union to discuss any change in pay rate resulting therefrom. If the Employer decides to establish a new bargaining unit job classification to perform work arising from or required by new technology, equipment or processes, the Employer will meet with the Union to negotiate the pay rate for the new job classification. The Employer shall have the sole right to determine what constitutes such new technology, equipment or processes.
- 4.3 Failure by the Employer to exercise any of the functions of management, whether or not expressly stated herein, shall not constitute a waiver thereof.
- 4.4 Nothing in this Agreement prohibits the Employer from directing any person not covered by this Agreement from performing any task. The Employer has the right to select and schedule its management, supervisory and other non-bargaining unit personnel at any time. The selection and assignment of supervisory and non-bargaining unit personnel shall be the sole right of the Employer.
- 4.5 Absent unforeseeable circumstances, the Employer will provide the Union with fifteen (15) working days' advance notice of any proposed changes in its employment policies applicable to bargaining unit Employees. If requested by the Union, the Employer will meet with the Union to discuss proposed changes within this fifteen (15) working day period. Nothing herein is intended to delay implementation of the proposed changes at the expiration of this fifteen (15) working day period.
- 4.6 The Employer shall have the right to subcontract or outsource work performed by the bargaining unit in the following instances and under the following circumstances:
- a. when existing Employees do not have the skills, qualifications and abilities to perform a particular job or work;
 - b. when the Employer does not have the equipment or technology to perform a particular job or work;
 - c. when time of completion of the work is of the essence and cannot be met with existing bargaining unit Employees;
 - d. when under past practice, such work has been contracted out or outsourced; or,
 - e. when it is not economically feasible for the Employer to perform such work.
- 4.7 The circumstances to be considered in making any decision to subcontract or outsource are those existing at the time the decision to subcontract or outsource is made.

4.8 In the event the Employer decides to subcontract or outsource bargaining unit work for any of the above reasons, absent unforeseeable circumstances, the Employer will give the Union forty-eight (48) hours' advance notice of the work to be subcontracted or outsourced.

ARTICLE 5
Bargaining Unit Work

5.1 Bargaining unit Employees will perform the bulk of bargaining-unit work. Supervisory employees and other non-bargaining unit employees may perform work performed by Employees.

5.2 The Employer will not use volunteers, temporary workers, interns, or other non-bargaining unit employees for the purpose of permanently replacing or displacing bargaining unit Employees or eroding the bargaining unit.

ARTICLE 6
Hours of Work

6.1 Nothing in this Agreement shall be construed as a guarantee or commitment by the Employer to any Employee of a minimum or maximum number of hours of work per day, per week, per pay period or per year.

6.2 The normal work week is defined as a unit of time which begins at 12:00 a.m. Sunday and ends after seven (7) consecutive days at 11:59:59 p.m. Saturday.

6.3 The normal work day is defined as a unit of time beginning at 12:00 a.m. and ending after twenty-four (24) consecutive hours at 11:59:59 p.m.

6.4 The Employer has the exclusive right to establish shifts and schedule Employees to such shifts. The Employer has the right to stagger the start times of Employees on any shift.

6.5 The Employer has the right to fix work schedules. The Employer will make every effort to post regular work schedules two (2) weeks in advance. These regular work schedules are subject to change by the Employer on forty-eight (48) hours' notice, except in cases of emergency or last-minute booking or programmatic changes, in which less time may be provided.

6.6 If the Employer makes a change to the schedule on less than forty-eight (48) hours' notice in accordance with this Article, the Employer will offer the assignments on a first-come, first-served basis.

- 6.7 If the Employer is unable to fill all needed assignments, the Employer will assign the work to the least senior Employee(s) in the department based on job classification seniority, who must accept the assignment(s).
- 6.8 The Employer reserves the right to schedule Employees on all three (3) shifts and variable shifts as determined by the operational needs of the Employer.
- 6.9 Employees in the same job classification may be permitted to switch schedules within the same work week, provided that the Employees affected by the switch and Museum management mutually agree in writing.
- 6.10 The Employer will provide paid rest breaks and unpaid meal breaks to Employees, depending on the shift length as set forth in this Article. Supervisors will schedule rest breaks and the unpaid meal breaks, as applicable, to maintain efficient operations.
- a. If an Employee works five (5) hours or more but less than seven (7) hours during a work day, the Employee will receive an unpaid thirty (30) minute meal break and one (1) paid rest break of up to fifteen (15) minutes, subject to operational needs.
 - b. If an Employee works four (4) hours or more but less than five (5) hours during a work day, the Employee will receive one (1) paid rest break of up to fifteen (15) minutes, subject to operational needs.
 - c. If an Employee works seven (7) hours or more hours during a work day, the Employee will receive an unpaid thirty (30) minute meal break and two (2) paid rest breaks of up to fifteen (15) minutes, subject to operational needs.
- 6.11 An Employee who is a nursing parent may take a reasonable break time to express breast milk for their nursing child for one year after the child's birth each time the Employee has the need to express milk. The Employee shall notify their supervisor of the need to express milk in accordance with this Section. A private space (not a toilet stall or restroom) will be available for Employees to express milk. The space will have a lock, an electrical outlet, a table and a comfortable chair. Nursing parents will work with their supervisors to determine reasonable breaks and adequate spaces to express breast milk.
- 6.12 Overtime
- a. Overtime at the rate of time and one-half (1 ½) the Employee's current straight time rate shall be paid for all hours worked in excess of forty (40) in any work week.
 - b. Nothing herein shall be construed as a limitation on the Employer's right to require overtime work.
 - c. Only hours worked shall be used for computation of overtime.

- d. There shall be no duplication or pyramiding of overtime or premium pay, meaning that once time has been recognized and paid at a premium rate, such time shall not be used in determining any other overtime or premium pay.
- e. Overtime shall be assigned at the discretion of the Employer.
- f. All overtime work must be approved in advance by the assigning supervisor.

ARTICLE 7
Seniority

7.1 Definitions

- a. "Museum seniority" shall mean an Employee's length of continuous service with the Employer, beginning with their hire date into a bargaining unit position. For new Employees, their Museum seniority begins on their date of hire into a bargaining unit position.
- b. "Job classification seniority" shall mean an Employee's length of continuous service within a job classification within a component or department covered by this Agreement.
- c. When two or more Employees have the same length of continuous service with the Employer, the last four digits of each Employee's Social Security number will be added and whichever Employee has the greatest sum will have the greater seniority date. Any tie in the sum of the last four digits of the Social Security numbers will be determined by a coin toss.

7.2 For purposes of job classification seniority, the Employer will maintain three (3) separate seniority lists comprised of (1) full-time Employees; (2) regular part-time Employees; and (3) occasional Employees.

7.3 The Employer will provide a copy of both the Museum seniority list and the job classification seniority list to the Union and the Local Union President electronically on a quarterly basis.

7.4 For purposes of job classification seniority, full-time Employees shall have seniority over regular part-time Employees, and regular part-time Employees shall have seniority over occasional Employees. If a regular part-time Employee becomes a full-time Employee, they shall be placed at the bottom of the full-time Employee seniority list. If an occasional Employee becomes a regular part-time Employee, they shall be placed at the bottom of the regular part-time seniority list.

7.5 Break in Seniority

An Employee shall lose their seniority (both Museum seniority and job classification seniority) and all rights under this Agreement, and their employment with the Employer shall be terminated, when the Employee:

- a. resigns, retires or quits;
- b. is discharged for just cause and is not subsequently reinstated;
- c. is laid off for more than twelve (12) months;
- d. after a layoff of twelve (12) months or less, fails to report for work within five (5) calendar days after being notified by the Employer of their recall pursuant to [Article -- Reductions in Force] absent extenuating circumstances;
- e. fails to return on the first (1st) day following the end of an approved leave of absence or any extension thereof, absent extenuating circumstances;
- f. is absent without notifying the Employer for two (2) consecutive scheduled work days, absent extenuating circumstances;
- g. accepts other employment or works for another employer without first obtaining written approval from the Employer, while on an authorized leave of absence;
- h. is absent for any reason in excess of twelve (12) consecutive months, unless otherwise prohibited by law.

7.6 Both forms of seniority (Museum seniority and job classification seniority) of an Employee who transfers or is promoted into a non-bargaining unit position will be restored if they return to a bargaining unit position within twelve (12) months of the transfer or promotion. The Employee will not accrue either form of seniority during their absence from the bargaining unit.

7.7 If an Employee resigns, retires or quits in good standing and is re-employed by the Employer within twelve (12) months of their separation date, both forms of seniority (Museum seniority and job classification seniority) will be restored. The Employee will not accrue either form of seniority during their period from their separation date through their date of re-employment.

ARTICLE 8

Probationary Employees/Probationary Period

8.1 Newly-hired Employees shall be considered “probationary Employees” during their probationary period. A probationary Employee’s “probationary period” shall begin with the first day of actual work after hire and shall consist of a ninety (90) calendar day period. The Employer may extend the probationary period for up to an additional thirty (30) days, provided the Employer gives ten (10) days’ advance notice to the Employee and the Union prior to the expiration of the initial ninety (90) day period. Upon request by the Union and the Employee, the Employer will meet with the Union and the Employee to discuss the reason(s) for the extension.

- 8.2 Probationary Employees may be terminated at any time during the probationary period at the sole discretion of the Employer. Such termination shall not be subject to the Grievance Procedure of this Agreement.
- 8.3 Upon successful completion of the probationary period, or ninety (90) calendar days if the probation is extended beyond ninety (90) calendar days, the Employee shall be given Museum seniority and job classification seniority retroactive to their date of hire.
- 8.4 The Employer will provide an initial orientation to all newly-hired Employees. As part of this initial orientation, the Employer will provide new employees with the names and contact information of the Union stewards and Union representatives who represent them. The Employer will also permit one (1) Union steward to meet with newly-hired Employees for fifteen (15) minutes during this initial orientation to provide a copy of this Agreement and to discuss any other Union business. This fifteen (15) minute period shall be paid.

ARTICLE 9
Job Vacancies

- 9.1 When the Employer decides to fill a vacancy in any job covered by this Agreement, such job first shall be posted internally on the CMP intranet for seven (7) calendar days.
- 9.2 Each job posting shall contain the job title, a description of the job duties, shift (including full-time, part-time, or occasional status), component and/or department of the position, wage/salary and union status. After this seven (7) calendar day period, the Employer may solicit external applicants for the position.
- 9.3 The Employer will interview all qualified internal candidates who apply during the posting period. To be qualified, an internal candidate must possess all minimum qualifications for the position or have performed equivalent work to the posted position (e.g., a candidate without a teaching certificate, but has teaching experience in a relevant field of study).
- 9.4 The Employer has the right to select the best candidate for the position, provided that the candidate possesses the skill level, qualifications and ability to perform the job. In making this determination, the Employer may consider an Employee's disciplinary history for the twelve (12) month period preceding the Employee's bid. If two or more candidates for the position possess the same skill level, qualifications and ability to perform the job in the judgment of the Employer, Museum seniority shall prevail. If an external and an internal candidate possess the same skill level, qualifications and ability to perform the job in the judgment of the Employer, the Employer will offer the position to the internal candidate.
- 9.5 Upon request by the Union, the Employer will provide a list of all Employees who applied for a specific position, as well as the number of applicants from outside the bargaining unit.

- 9.6 If the Employer decides not to fill a vacancy, upon request by the Union, the Employer will explain why it decided not to fill the vacancy.
- 9.7 The Employer and the Employee may utilize a trial period of up to thirty (30) calendar days as a means of determining the Employee's ability to perform the job. If the Employer or the Employee decides during this thirty (30) calendar day trial period that either does not wish for the Employee to remain in the position, the Employer may return the Employee to their prior job, provided it is still available.
- 9.8 The Employer has the right to assign Employees to fill vacancies on a temporary basis for up to 120 calendar days without regard to seniority or any other factor. In the event that an Employee is temporarily assigned to perform the job duties of a job classification with a higher pay grade, the Employer will pay the Employee at an hourly rate that is up to twenty percent (20%) higher than the base hourly wage rate for their current position for the duration of the temporary assignment.

ARTICLE 10
Reductions in Force

- 10.1 Reductions in force, if deemed necessary by the Employer, shall be undertaken within specific job classifications within the component and/or department affected by the reduction in force. In the event of a reduction in force within a specific job classification within a component and/or department, temporary employees will be laid off or furloughed first, then occasional Employees, then probationary Employees, then regular part-time Employees, and then full-time Employees.
- 10.2 The Employer shall determine what criteria to utilize in determining who will be laid off or furloughed, but shall include job classification seniority within a component and/or department as one of its criteria. There shall be no bumping.
- 10.3 Absent unforeseeable circumstances, in which case less advance notice may be provided, the Employer shall provide the Union with ten (10) days' advance notice of a reduction in force. During this ten (10) day period, the Employer shall meet with the Union, upon the Union's request, to review the Employer's compliance with the reductions in force procedure set forth in this Article.
- 10.4 In the event of a recall, the above procedure for reductions in force shall be utilized in reverse (i.e., the last Employee laid off shall be the first Employee recalled, etc.).
- 10.5 The Employer will provide telephonic or written notice of recall to an Employee by calling the Employee's last known telephone provided to the Employer or by mailing such recall notice to the Employee's last known address provided to the Employer. A recalled Employee will have five (5) calendar days after being notified of their recall to report for work, or their seniority will be broken in accordance with [Seniority Article].

- 10.6 If a laid off full-time Employee is offered recall to a part-time position, they will not forfeit their spot on the recall list by declining the part-time position.
- 10.7 Employees on layoff are expected to provide the Employer with any updates to their contact information.

ARTICLE 11
Discipline and Discharge

- 11.1 The Employer shall have the right to discharge or otherwise discipline Employees for just cause in accordance with the Rules of Conduct set forth in Exhibit B and Employer policies and practices as promulgated from time to time. For purposes of this Article, the Parties agree that if the Employer establishes by a preponderance of the evidence that an Employee has committed any of the offenses set forth in the Rules of Conduct, the Employer has “just cause” to discipline that Employee. The Parties further agree that the appropriate disciplinary penalties for Rule of Conduct violations are set forth in Exhibit B.
- 11.2 The offenses listed as “Category II Offenses” in Exhibit B warrant progressive discipline as follows:
- a. written warning for the first Category II Offense;
 - b. up to a five (5) day unpaid suspension for the second Category II Offense; and
 - c. termination for the third Category II Offense.
- 11.3 The Employer will issue disciplinary action in writing.
- 11.4 The Employer will provide the Union, upon request, with a copy of any written warning.
- 11.5 The Employer will provide the Union with a copy of any suspension or termination.
- 11.6 An Employee is entitled, upon request, to Union representation at each step in the disciplinary process. A request for Union representation shall not unduly delay the administration of discipline by the Employer.
- 11.7 When an Employee reasonably believes an interview with management may result in a determination of discipline, the Employee may ask for a Union representative. Under such circumstance, the Employer will grant the Employee’s request. However, participation by the Union representative will not be permitted to interfere with the Employer’s investigation. No other representative of the Union may be involved in the investigatory interview.

- 11.8 A written warning will not be used as the basis for suspension twelve (12) months after its issuance, unless the Employee commits the same Rule of Conduct violation for which the written warning was issued. A suspension will not be used as the basis for discharge thirty-six (36) months after its issuance, unless the Employee commits the same Rule of Conduct violation for which the suspension was issued.

ARTICLE 12
Grievance Procedure

- 12.1 A “grievance” means a complaint by an Employee or the Union that involves the interpretation of, application of, or compliance with the provisions of this Agreement.
- 12.2 For the purposes of the Grievance Procedure, a “day” means a calendar day, excluding Saturdays, Sundays, and designated holidays on which the Employer is closed.
- 12.3 Nothing herein prevents an Employee from discussing any issue with their supervisor at any time, with or without a Union steward present, prior to initiating a formal grievance.
- 12.4 Any grievance arising under this Agreement shall be processed exclusively in the following manner:

Step 1. Within seven (7) days of the occurrence giving rise to the grievance or when the grievant should have known of the same, the grievant shall take the grievance up with their immediate supervisor and, if the grievant chooses, a Union steward, at a Step 1 meeting. The parties shall discuss the grievance and make every effort to resolve the grievance at Step 1.

Step 2. In the event the grievance is not resolved at Step 1, the Union, if it intends to pursue the grievance further, must reduce the grievance to writing and submit it to the appropriate Employer Step 2 representative identified in Exhibit “C” to this Agreement or to that representative’s designee within seven (7) days of the Step 1 meeting. The written grievance must state the specific nature of the grievance, the specific section or sections of the Agreement involved, the specific date or dates involved, and the specific relief requested. After a grievance has been submitted to the appropriate Employer Step 2 representative or designee, a Union representative, the grievant and the appropriate Employer Step 2 representative or designee shall meet within seven (7) days in an attempt to resolve the grievance at Step 2. If the grievance is not resolved at Step 2, the appropriate Employer Step 2 representative or designee shall submit the Employer’s Step 2 answer in writing to the Union within ten (10) days of the Step 2 meeting.

Step 3. In the event that the Employer’s Step 2 answer is not satisfactory, the Union, if it intends to pursue the grievance further, must submit an

appeal in writing to the Employer's Vice President of Human Resources or designee within seven (7) days of the Union's receipt of the Step 2 answer. If a timely appeal is submitted, a Step 3 meeting between the USW Staff Representative, the grievant and the Employer's Vice President of Human Resources or designee shall take place within ten (10) days from the date the Union submits its appeal to Step 3. If the grievance is not resolved at Step 3, the Employer's Vice President of Human Resources or designee shall submit the Employer's Step 3 answer in writing to the Union within ten (10) days of the Step 3 meeting.

- 12.5 In the event no settlement is reached by the procedure outlined in Section 12.4, either party may, upon written notice to the other party, request that the matter be submitted to mediation. If the parties mutually agree to mediate, they shall jointly request that a mediator be provided through the Pittsburgh office of the Federal Mediation and Conciliation Service to mediate the dispute. Such mediation shall be non-binding, unless otherwise agreed to by both parties in writing after the mediation has concluded.
- 12.6 In the event no settlement is reached by the procedure outlined in Section 12.4 and the parties do not agree to mediation, or if the dispute is not resolved through mediation, the Union may, upon written notice to the Employer, appeal the grievance to arbitration within ten (10) days after the answer in Step 3 above.
- 12.7 If the grievance is timely appealed to arbitration, the parties shall meet within ten (10) days of the date the written appeal notice is provided in an attempt to mutually agree upon an arbitrator to hear the grievance. If the parties cannot agree upon a mutually acceptable arbitrator, an arbitrator shall be selected from a list of nine (9) submitted to the parties from the Federal Mediation and Conciliation Service, which arbitrators must be members of the National Academy of Arbitrators. The parties will alternately strike names from the panel of arbitrators, with the Union striking first, until a single name remains, and that person will be the arbitrator to decide the grievance.
- 12.8 Once an arbitrator is selected, the arbitration hearing will be scheduled on a date mutually-agreeable between the Parties and the arbitrator, with the Parties recognizing their joint interest in having the dispute promptly heard.
- 12.9 The arbitrator selected under this Article shall have jurisdiction and authority only to interpret or determine compliance with the express provisions of this Agreement. The arbitrator shall have no jurisdiction or authority, by implication or otherwise, to add to, delete from, or alter in any way the provisions of this Agreement. In disciplinary cases, the arbitrator must use the "preponderance of the evidence" standard to determine just cause.

- 12.10 The arbitrator shall render a decision, which shall be final and binding upon the Employer, the Union and the Employee(s) involved. The arbitrator shall issue their decision within thirty (30) days of the hearing, unless such time is extended by mutual agreement of the parties.
- 12.11 The arbitrator's fees, the cost of the meeting room, and any other expenses relating to the arbitration shall be borne equally by both the Employer and the Union. Each party shall be responsible for its own related arbitration costs and expenses, including the compensation of its attendees and witnesses, and its own attorney's fees and costs.
- 12.12 The above grievance procedure may, at the Employer's option, be utilized by the Employer. In the event the Employer elects to file a grievance, it shall be processed commencing at Step 3.
- 12.13 In the event the Union files a grievance over the discharge of an Employee, the grievance shall be processed commencing at Step 3.
- 12.14 The time limits specified herein have been established to provide for proper consideration, action and resolution of a grievance. If an Employee or the Union fails to comply with the established time limits, the grievance shall be considered resolved. If the Employer fails to comply with the established time limits, the grievance may proceed to the next step upon request of the Union.
- 12.15 The time limits specified in this Article may be extended only by mutual written agreement of the parties.

ARTICLE 13
No Strike/No Lockout

- 13.1 During the term of this Agreement, the Union, and its officers, agents, representatives and members shall not in any way, directly or indirectly, authorize, cause, assist, encourage, participate in, ratify or condone any strike, sympathy strike, sit-down, slow-down, cessation or stoppage of work, boycott, picketing, or other interference with or interruption of work at any of the Employer's operations. Inciting or inducing any such activity shall constitute cause for immediate discharge under this Agreement.
- 13.2 In addition to any other liability, remedy or right provided by applicable law or statute, should such a strike, sympathy strike, sit-down, slow-down, cessation or stoppage of work, boycott, picketing, or other interference with or interruption of work at any of the Employer's operations occur, the Union, within twenty-four (24) hours of a request by the Employer, shall:

- a. Publicly disavow such action by the Employees;
 - b. Advise the Employer in writing that such action by the Employees has not been called or sanctioned by the Union; and
 - c. Notify the Employees of its disapproval of such action and instruct the Employees to cease such action and return to work immediately. The Employer will provide a list of the Employees it believes are in violation of this Article to the Union.
- 13.3 No Employees will be required to cross a picket line of another union. If another union pickets the Employer, the Employer will provide an alternate entrance for Employees to enter the premises.
- 13.4 During the term of this Agreement, the Employer agrees that it will not engage in any lockout of Employees covered by this Agreement.

ARTICLE 14

Jury Duty

- 14.1 Any Employee who is called for service as a juror shall be excused from work for the days on which they serve. The Employee must notify their supervisor as soon as the Employee is informed of the summons for jury duty service. The Employer may request that an Employee be excused from jury duty if the Employee's services are deemed indispensable to the Employer's operations at that time. An Employee called for service as a juror shall present proof of service upon request from the Employer.
- 14.2 Full-time Employees performing jury duty service shall continue to receive their regular pay during such service.
- 14.3 If a regular part-time Employee or occasional Employee performs jury duty service and, as a result, is unable to work a previously scheduled shift, the regular part-time or occasional Employee will receive their regular pay for any scheduled shift the Employee misses while performing such service.

ARTICLE 15

No Discrimination

- 15.1 No Employee covered by this Agreement shall be discriminated against because of membership in or activities on behalf of the Union.
- 15.2 In the administration of this Agreement, neither the Employer nor the Union shall discriminate against any Employee because of that Employee's race, color, religion, creed, national origin, ancestry, ethnicity, sex (including pregnancy, childbirth and related medical conditions), gender identity or expression, sexual orientation, age,

marital status, citizenship status, veteran status, uniformed service member status, physical or mental disability, use of a guide or support animal because of the physical disability of any individual, status as a holder of a general educational development certificate or credential (versus a high school diploma), genetic information (including testing and characteristics) or any other characteristic protected by federal, state or local law.

- 15.3 This Agreement will use gender-neutral language (they/them/theirs).
- 15.4 In order for the Employer to comply with the requirements of the Americans With Disabilities Act of 1990 and the Pennsylvania Human Relations Act, the Union will cooperate with the Employer to make reasonable accommodations for qualified individuals with disabilities. It is recognized that in making reasonable accommodations, arrangements may have to be made that are not consistent with the provisions of this Agreement, including [Article – Seniority].

ARTICLE 16
Union Activities

- 16.1 The Employer will provide the Union with one bulletin board to be located at each Museum physical location in a non-work, non-public area. The bulletin board shall be locked at all times. All material to be posted shall be signed by an appropriate Union representative and submitted to the Vice President of Human Resources for posting approval, which approval shall not unreasonably be denied. Material for posting shall be non-derogatory in nature and shall be restricted to official Union notices, such as notices about Union meetings; elections; recreational, educational and/or social events; or other Union matters.
- 16.2 The Employer will recognize stewards and other Local Union leadership as representatives of the Local Union (“stewards”) and the USW Staff Representative as the representative of the USW. The Union will provide the Employer with a written list of stewards and all other Union Representatives.
- 16.3 Union stewards shall be permitted reasonable time off during scheduled shifts, without loss of compensation, to investigate and process grievances and to attend investigatory interviews in accordance with [Article -- Discipline and Discharge] of this Agreement. Union stewards must first secure the approval of their supervisor before leaving their workstation, which approval shall not be unreasonably withheld.
- 16.4 Union bargaining committee members shall be permitted reasonable time off during scheduled shifts to attend bargaining sessions. Union bargaining committee members must first secure the approval of their supervisor before leaving their workstation,

which approval shall not be unreasonably withheld. Union bargaining committee members will not be paid by the Employer for time spent attending bargaining sessions or for time spent otherwise relating to bargaining.

- 16.5 Subject to staffing needs, Union stewards shall be entitled to a leave without pay of one (1) day off each calendar year from the Employer to attend Union steward training. The Union must notify the Employer at least thirty (30) days in advance of such training and approval to attend such training shall not be unreasonably withheld.
- 16.6 Subject to staffing needs, one (1) Union representative from each Museum may be entitled to time off without pay of up to two (2) days each calendar year to attend Union conferences. To request such time off, the Union must seek approval in writing from the Employer at least thirty (30) days prior to the conference. Such approval shall not be unreasonably withheld.
- 16.7 No official Union meetings shall be held on the premises of the Employer without the Employer's express permission.
- 16.8 Representatives of the Union who are not employees of the Employer may not enter the non-public areas of the Employer's premises without prior written authorization from the Employer's Vice President of Human Resources or designee.

ARTICLE 17
Uniforms

- 17.1 Employees who wear uniforms designated by the Employer must be dressed in their uniforms and ready for work when their scheduled shift begins.
- 17.2 Employees shall not be paid for any time spent dressing for work and undressing from their uniforms after the end of their scheduled shift.

ARTICLE 18
Family and Medical Leave

The Employer's Family and Medical Leave policy attached as Exhibit D to this Agreement shall apply to eligible Employees covered by this Agreement.

ARTICLE 19
Military Service

- 19.1 The reemployment rights of Employees who are now or may later be in military service and the duties of the Employer in relation to them shall be governed by the applicable provisions of federal and state law.

- 19.2 In all cases where Employees are reinstated in accordance with the above provisions, the Employer shall have the right to make necessary adjustments or reductions in the operating force, consistent with the terms of this Agreement.

ARTICLE 20
Miscellaneous

20.1 All Staff Meetings

- a. When the Employer holds a meeting for all staff at a museum location (Museum-wide all-staff meeting) or across CMP (CMP-wide all-staff meeting), subject to staffing needs, Employees who are scheduled to work will be invited to attend the meeting.
- b. Employees attending an all-staff meeting shall attend the meeting at their primary museum location.
- c. The Employer will post minutes of the all-staff meeting on a bulletin board in each museum location after the meeting.

20.2 Email Accounts

- a. The Employer will provide an Employer email account to each Employee.
- b. If the Employer email account is not used by the Employee for six (6) months, the Employer will shut it off.
- c. Employees must comply with all Employer policies in using the email account.
- d. Employees shall not use their Employer email account when they are not on work time.

20.3 Employee ID Badges

- a. The Employer will issue Employees an employee ID badge upon their hire, at no cost to the Employee. The badge will include the Employee's legal last name. First names can be shortened or replaced with a chosen name on the badge.
- b. When an Employee has a legal name change, they must provide this information to Human Resources, and a badge with a new legal name will be issued. Employees will only be issued one badge at a time.
- c. If an Employee moves from one museum location to another due to a change in position, the Employee must turn in their current badge and they will be issued a new badge at no cost to the Employee. A new badge will not be issued until the current badge is turned in, unless the badge is lost.
- d. If an Employee loses their badge, they must immediately notify Human Resources and inform Human Resources of this fact. If the Employee does so, they will be issued a new badge one (1) time, free of charge. If an Employee loses their badge again, the employee will be charged the replacement cost for

the badge.

20.4 **Intranet Access**

Employees will have access to COMPASS or other Employer intranet.

20.5 **Job Descriptions and Job Duties**

- a. The Employer shall maintain job descriptions for all positions covered by this Agreement. Job descriptions shall be accessible via the Employer's HRIS system.
- b. Job descriptions are intended to summarize the essential duties of the position; they are not intended to be all inclusive.
- c. The Employer may revise a job description as it deems necessary. When the Employer revises a job description, it will provide the Union with ten (10) days' advance notice and, upon request, will meet and discuss the revisions with the Union.
- d. Notwithstanding the job description, an Employee shall perform all duties assigned by their supervisor.
- e. If an Employee is regularly assigned duties beyond the scope of the position, the Union may request a meeting to discuss.

20.6 **Performance Evaluations**

- a. The Employer may conduct an annual performance evaluation of all non-probationary full-time and regular part-time Employees covered by this Agreement.
- b. If conducted, the annual performance evaluation shall be conducted within a time window determined by the Employer.
- c. The annual performance evaluation is intended to evaluate the Employee's job performance over the last year, set goals and expectations for the upcoming year, and discuss opportunities for professional development and advancement.
- d. Upon receipt of the annual performance evaluation, an Employee may submit written comments responding to the review. Both the annual performance evaluation and Employee comments will be included in the Employee's personnel file.
- e. The annual performance evaluation may not be challenged through the Grievance Procedure.

20.7 **Personnel Files**

The Employer's Personnel File Records Policy attached as Exhibit E to this Agreement shall apply to the Employees.

ARTICLE 21
Health and Safety

- 21.1 The Employer will provide a safe and healthful workplace in accordance with applicable local, state, and federal laws or regulations.
- 21.2 The Employer will provide training to Employees so that they may safely perform their jobs. The Employer shall determine the content and frequency of the training. The training shall be conducted during work time and Employees will be paid for attending the training.
- 21.3 The Employer will provide Employees with the equipment necessary to safely perform their jobs. This includes maintaining such equipment in good working order and, when required for the position, personal protective equipment. If an Employee has a concern about any equipment provided by the Employer, the Employee shall raise the issue with their supervisor, the Director of Safety or designee, and/or Human Resources. The Employer retains final discretion to determine the equipment to be utilized and if it is in good working order and whether personal protective equipment is required for a position.
- 21.4 The Local Union will have a seat on the CMP Safety Committee and on any health and safety or crisis management committee at any component.
- 21.5 The Employer will not take disciplinary action against an Employee who has reported a legitimate health and safety concern because of that report. A legitimate health and safety concern includes a report of suspected defects in equipment or unsafe conditions, including security concerns. The Parties recognize that Employees are expected to work now, grieve later. Nevertheless, an Employee will not be required to work if an abnormally dangerous condition exists in their workplace.
- 21.6 If an Employee reasonably believes that an abnormally dangerous condition exists, they must immediately notify their supervisor, the Director of Safety or designee, and/or Human Resources before withholding work. In such event, the supervisor, the Director of Safety or designee, and/or Human Resources will promptly investigate and determine if an abnormally dangerous condition exists. If it does, the Employee will not be required to perform work until the condition is remedied.
- 21.7 The Employer will endeavor to provide affected Employees with at least 24 hours' advance notice of any painting, carpeting, or construction in their offices, break areas,

or highly trafficked areas. This provision is not intended to provide notice of painting, carpeting, or construction in gallery or exhibition spaces.

21.8 The Employer will provide first aid supplies at each Museum.

ARTICLE 22

Joint Labor-Management Committee

22.1 Within three (3) months of the effective date of this Agreement, the parties will establish a joint labor-management committee. The purpose of the committee is to discuss issues affecting labor-management relations in a sincere attempt to find solutions to common problems.

22.2 The joint labor-management committee shall meet at least semi-annually for up to two (2) hours, but may meet more often by mutual agreement.

22.3 The committee will be comprised of no more than five (5) representatives designated by the Union and five (5) representatives designated by the Employer.

22.4 Each party shall designate a co-chairperson of the committee.

22.5 Agenda items for the committee meetings will be established at the prior meeting. Additional items for the agenda must be submitted no later than one (1) week prior to the meeting. Matters to be discussed in these meetings shall be confined to those included in the agenda unless additional items are agreed upon by both parties.

22.6 Neither party shall have the right to arbitrate any matter addressed in the meetings of the joint labor-management committee, unless addressed by another provision of this Agreement.

ARTICLE 23

Sick Time

23.1 The Employer's Paid Sick Time policy, as may be amended from time to time, shall apply to the Employees covered by this Agreement.

23.2 Accrued, unused paid sick for regular part-time and occasional Employees carries over from year-to-year up to a maximum of 80 hours.

ARTICLE 24
Vacations

- 24.1 Full-time Employees are entitled to paid vacation in accordance with this Article. Paid vacation for such Employees is accrued for each full calendar month of full-time employment from January 1 through December 31 of each year. If a full-time Employee does not work a full calendar month, they will not accrue paid vacation for that month unless their absence from work is due to paid time off under the provisions of this Agreement.
- 24.2 Vacation benefits will not accrue while a full-time Employee is on an unpaid leave of absence, unless the leave of absence is covered under the Employer's Family and Medical Leave Act policy.
- 24.3 Vacation Categories.
- a. Category I: Each full-time Employee hired prior to [the start date of the Agreement] who was designated as a Category I Employee under the Employer's Vacation policy shall earn vacation at the rate of ten (10) days per year for the first five (5) years of continuous full-time employment. Category I Employees who have worked continuously for five (5) years but less than ten (10) years shall earn vacation at the rate of fifteen (15) days per year. Category I Employees who have worked continuously for ten (10) years but less than twenty (20) years shall earn vacation at the rate of twenty (20) days per year. Category I Employees with twenty (20) years or more of continuous service shall earn vacation at the rate of twenty-five (25) days per year.
 - b. Category II: Each full-time Employee hired prior to [the start date of the Agreement] who was designated as a Category II Employee under the Employer's Vacation policy shall earn vacation at the rate of fifteen (15) days per year for the first ten (10) years of continuous full-time employment. Category II Employees who have worked continuously for ten (10) years but less than twenty (20) years shall earn vacation at the rate of twenty (20) days per year. Category II Employees with twenty (20) years or more of continuous service shall earn vacation at the rate of twenty-five (25) days per year.
 - c. Category III: Each full-time Employee hired prior to [the start date of the Agreement] who was designated as a Category III Employee under the Employer's Vacation policy shall earn vacation at the rate of twenty (20) days per year for the first twenty (20) years of continuous full-time employment. Category III Employees with twenty (20) years or more of continuous service shall earn vacation at the rate of twenty-five (25) days per year.
- 24.4 Full-time Employees hired on or after [the start date of the Agreement], shall earn vacation at the rate of ten (10) days per year for the first five (5) years of continuous full-time employment.

- 24.5 Full-time Employees hired on or after [the start date of the Agreement] who have worked continuously for five (5) years but less than ten (10) years shall earn vacation at the rate of fifteen (15) days per year.
- 24.6 Full-time Employees hired on or after [the start date of the Agreement] who have worked continuously for ten (10) years but less than twenty (20) years shall earn vacation at the rate of twenty (20) days per year.
- 24.7 Full-time Employees hired on or after [the start date of the Agreement] with twenty (20) years or more of continuous service shall earn vacation at the rate of twenty-five (25) days per year.
- 24.8 The following tables set forth the vacation allotment for partial years and transition years:

TABLE A – PARTIAL YEARS

Full Months Completed from January 1 through December 31	Annual Vacation Allotment				
	<u>10</u>	15	20	25	
					days per year
1 month	1	1.5	1.5	2	days per year
2 months	1.5	2.5	3.5	4	days per year
3 months	2.5	3.5	5	6	days per year
4 months	3.5	5	6.5	8	days per year
5 months	4	6	8.5	10	days per year
6 months	5	7.5	10	12	days per year
7 months	6	8.5	11.5	14	days per year
8 months	6.5	10	13.5	16	days per year
9 months	7.5	11	15	18	days per year
10 months	8.5	12.5	16.5	20	days per year
11 months	9	13.5	18.5	22	days per year
12 months	10	15	20	25	days per year

TABLE B – TRANSITION YEARS

When Service Date Falls Within the Period	10 to 15 Days	15 to 20 Days	20 to 25 Days
1/2 to 2/1	14.5	19.5	24.5
2/2 to 3/1	14	19	24
3/2 to 4/1	14	19	24
4/2 to 5/1	13.5	18.5	23.5

5/2 to 6/1	13	18	23
6/2 to 7/1	12.5	17.5	22.5
7/2 to 8/1	12	17	22
8/2 to 9/1	11.5	16.5	21.5
9/2 to 10/1	11	16.5	21.5
10/2 to 11/1	11	16	21
11/2 to 12/1	10.5	15.5	20.5
12/2 to 1/1	10	15	20

- 24.9 The vacation period shall be from January 1 through December 31 of each year.
- 24.10 Vacation eligibility shall be determined by the Employee's anniversary date of full-time employment.
- 24.11 All vacation time must be scheduled in advance and have prior supervisory approval, in writing.
- 24.12 Employees taking vacation prior to it being earned do so with the understanding that payment will be recovered at the time of termination for vacation days which have been taken which are in excess of the number of vacation days earned.
- 24.13 Vacation pay for each day of vacation shall be equivalent to the hours the full-time Employee is regularly scheduled to work (*i.e.*, seven and one-half (7 ½) hours for a full-time Employee regularly scheduled to work a 7 ½ hour work day; or eight (8) hours for a full-time Employee regularly scheduled to work an 8 hour work day), at the Employee's regular straight-time hourly wage rate that is in effect at the time the vacation is taken.
- 24.14 When a paid holiday occurs while a full-time Employee is on paid vacation, the Employee will be given an alternate day of vacation. This alternate day must be scheduled in advance and approved, in writing, by the Employee's supervisor.
- 24.15 In the event a full-time Employee is hospitalized while on paid vacation, the time in the hospital will, with the supervisor's written approval, be charged against any available paid sick time instead of against paid vacation.
- 24.16 In the event of the death of a relative identified in the [Bereavement Article] occurring while a full-time Employee is on paid vacation, the time off may, with the supervisor's written approval, be charged against bereavement leave instead of against paid vacation.
- 24.17 Unused vacation may not be carried over into the following calendar year unless due to unforeseeable circumstances, and must be approved in advance and in writing by the applicable Vice President.

- 24.18 Employees will not be paid for any vacation time not used during the vacation period.
- 24.19 An Employee providing the Employer with notice of their resignation may not utilize vacation time or floating holidays in the notice period prior to the resignation date. Employees are expected to give a minimum of two (2) weeks' notice in advance of resignation.
- 24.20 If a full-time Employee converts to part-time status, the Employer will pay out any accrued but unused vacation time to the Employee in the next payroll period after the conversion.
- 24.21 If a full-time Employee terminates employment with the Employer, the Employer will pay out any accrued but unused vacation time in the Employee's final paycheck.

ARTICLE 25
Holidays

- 25.1 The following eight (8) holidays shall be paid to full-time Employees at their regular straight-time hourly wage rate for the hours the full-time Employee is regularly scheduled to work (*i.e.*, seven and one-half (7 ½) hours for a full-time Employee regularly scheduled to work a 7 ½ hour work day; or eight (8) hours for a full-time Employee regularly scheduled to work an 8-hour work day):

New Year's Day
Martin Luther King, Jr. Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Thanksgiving
Christmas Day

- 25.2 If a full-time Employee works any of the above-designated holidays, the Employee will be provided an alternate day off. This alternate day off must be scheduled and used within the same calendar year that the holiday is observed.
- 25.3 When one of the above-designated holidays falls on a Saturday, it will be observed on the preceding Friday. When one of the above-designated holidays falls on a Sunday, it will be observed on the following Monday.

25.4 Floating Holidays

- a. Full-time Employees are eligible for up to four (4) floating holidays per calendar year. Full-time Employees utilizing a floating holiday shall be paid at their regular straight-time hourly wage rate for the hours the full-time Employee is regularly scheduled to work (*i.e.*, seven and one-half (7 ½) hours for a full-time Employee regularly scheduled to work a 7 ½ hour work day; or eight (8) hours for a full-time Employee regularly scheduled to work an 8-hour work day).
 - b. Regular part-time Employees are eligible for two (2) floating holiday per calendar year after one (1) year of employment with the Employer. Regular part-time Employees utilizing a floating holiday shall be paid their regular straight-time hourly wage rate for seven and one half (7 ½) hours.
 - c. Floating holidays are available at the beginning of each calendar year.
 1. For new hires, full-time Employees hired between January 1 and June 30 of any calendar year receive four (4) floating holidays in their first year of employment; full-time Employees hired after June 30 receive two (2) floating holidays in their first year of employment.
 2. Floating holidays must be scheduled in advance and approved, in writing, by the Employee's supervisor.
- 25.5 To be eligible for holiday pay, a full-time Employee must work their last scheduled workday immediately preceding the holiday and their first scheduled work day immediately following the holiday, unless the failure to work is supported by a physician's excuse provided to the Employer. If absent on either of these days without an approved excuse, the Employee will not be paid for the holiday, nor will they be provided an alternate day off.
- 25.6 Any holiday occurring while an Employee is on unpaid leave of absence, other than FMLA, will not be paid.
- 25.7 Any holiday occurring during a period of disciplinary suspension will not be paid. The Employee also will not be provided an alternate day off. However, the holiday will count as a day of the suspension.
- 25.8 When a paid holiday falls on a full-time Employee's scheduled day off, the Employee will be given an alternate day off. This alternate day off must be scheduled in advance, and approved, in writing, by the Employee's supervisor.
- 25.9 When a paid holiday occurs when a regular full-time Employee is on a paid vacation day, the Employee will be given an alternate day for the holiday. This alternate day off must be scheduled in advance, and approved, in writing, by the Employee's supervisor.
- 25.10 Holidays and floating holidays cannot be carried over into the following calendar year unless due to unforeseeable circumstances, and must be approved in advance and in writing by the applicable Vice President.

ARTICLE 26
WAGES

- 26.1 The new minimum wage rates for the classifications covered by this Agreement are set forth in Exhibit F [New Minimum Wage Rates].
- 26.2 Effective on the first pay begin date following [the start date of this Agreement], Employees will receive either the new minimum wage rate for their classification or 5.0%, whichever is greater.
- 26.3 The Employer may pay a newly-hired Employee above the minimum wage rate for the newly-hired Employee's job classification, given the newly-hired Employee's skill level, qualifications, ability, and experience. This determination shall not be subject to the grievance procedure.
- 26.4 Employees shall receive the following annual increases after the first year of this Agreement:
- a. Effective on the first pay begin date following [1 year after the start date of the Agreement]: 2.75% increase.
 - b. Effective on the first pay begin date following [2 years after the start date of the Agreement]: 2.75% increase.
 - c. Effective on the first pay begin date following [3 years after the start date of the Agreement]: 2.75% increase.
- 26.5 The Employer shall make available a direct deposit option whereby the Employee's pay will be deposited in a bank account of the Employee's choice, provided the Employee signs a written authorization form to this effect.

ARTICLE 27
Insurance Benefits

- 27.1 Employees covered by this Agreement who are regularly scheduled to work thirty (30) or more hours per week will receive, for the term of this Agreement, the same insurance benefits that are provided to the Employer's non-bargaining unit employees who are regularly scheduled to work 30 or more hours per week.
- 27.2 Those current insurance benefits are medical coverage, dental coverage, vision coverage, basic life and accidental death & dismemberment coverage, and long-term disability coverage.

- 27.3 To receive such benefits, Employees covered by this Agreement who are regularly scheduled to work 30 or more hours per week must satisfy all eligibility requirements of the Employer's insurance plans and must make all contributions required for such plans as determined by the Employer.
- 27.4 For medical insurance coverage, the Employee contributions shall be the same contributions required of the Employer's non-bargaining unit employees for such coverage.
- 27.5 The Employer has the right to change the insurance benefits of Employees covered by this Agreement who are regularly scheduled to work 30 or more hours per week, including, but not limited to, the right to change eligibility requirements, coverage and/or benefit levels, employee premiums and/or contributions, co-pays and/or other costs, carriers and/or plan providers, and/or the insurance themselves, to the same extent that changes are made to the insurance benefits provided to non-bargaining unit employees who are regularly scheduled to work 30 or more hours per week.
- 27.6 Changes to the insurance benefits of Employees covered by this Agreement who are regularly scheduled to work 30 or more hours per week will occur at the same time as changes to the insurance benefits of non-bargaining unit employees who are regularly scheduled to work 30 or more hours per week. The Employer will notify the Union of any material changes to insurance benefits 30 days prior to any such changes.

ARTICLE 28
Retirement Benefits

- 28.1 All Employees are eligible to participate in the Employer's 403(b) plan ("Plan") on the same basis as the Employer's non-bargaining unit employees, and subject to the terms of the Plan.
- 28.2 The Employer has the right to change the Plan, including, but not limited to, the right to change eligibility and participation requirements, investment options, employee contribution levels, Employer matching levels, plan providers and consultants, and/or the Plan itself, to the same extent that changes are made to the Plan benefits provided to non-bargaining unit employees.
- 28.3 Changes to the retirement benefits of Employees covered by this Agreement will occur at the same time as changes to the retirement benefits of non-bargaining unit employees. The Employer will notify the Union of any material changes to the retirement benefits up to 45 days prior to any such changes.

ARTICLE 29
Employee Assistance Program

All Employees are eligible to participate in the Employer's Employee Assistance Program, as may be amended from time to time, at no cost to the Employee.

ARTICLE 30
Supplemental Insurance

Full-time and regular part-time Employees are eligible to participate in the Employer's supplemental insurance benefits (currently AFLAC), as may be amended from time to time, subject to the terms of the supplemental insurance benefit plan. To participate, full-time and regular part-time Employees must pay the full monthly premium for elected coverage. The monthly premium will be withheld via payroll deduction from the Employee's paycheck.

ARTICLE 31
Credit Union

Employees will be eligible to participate in the Employer's credit union (currently the Greater Pittsburgh Federal Credit Union) as may be amended from time to time, subject to all terms of participation.

ARTICLE 32
Discount Programs

- 32.1 Employees will be eligible for various discount programs that the Employer offers to Carnegie Museums of Pittsburgh employees. Current discount programs, which may be amended from time to time, include:
- a. BenefitHub, a discount program where Employees can purchase discounted insurance, services, rewards, memberships and other perks at a reduced price. Information on BenefitHub is available on the COMPASS page.
 - b. TicketsatWork and TicketMonster offer exclusive discounts, special offers and access to preferred seating and tickets to top attractions, theme parks, shows, sporting events, movie tickets, hotels and much more.
 - c. Discounts at any of the Carnegie Museums locations. These discounts include free general admission for Employees and up to six (6) accompanying guests to any of the museums. Employees also receive a 20% discount at the café's, on regularly priced merchandise at any of the Carnegie Museums stores, on personal or gift memberships (up to the \$250 level), and on classes and programs at the museums. Employees also receive a 10% discount on rental fees through Special Events.

Article 33

Safety Shoes

If the Employer determines that an Employee covered by this Agreement must wear steel-toe safety shoes in order to safely perform their job, the Employer will reimburse such Employee for the cost of steel-toe safety shoes in an amount not to exceed one hundred dollars (\$100.00) per calendar year. The Employee must provide the Employer with the receipt(s) showing the cost of the safety shoes in order to receive reimbursement.

ARTICLE 34

Parking

Where the Employer has on-site parking available, the Employer agrees to provide on-site parking for Employees in areas designated by the Employer. Such Employees must pay the going rate for parking that all employees pay in order to take advantage of the parking the parking benefit.

ARTICLE 35

Bereavement

- 35.1 In the event of the death of the spouse (legal or common law), domestic partner, parent, step-parent, child, step-child, brother, sister, step-brother, step-sister, grandparent, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, or son-in-law of any full-time Employee covered by this Agreement, the full-time Employee shall be paid their regular straight time hourly wage rate for any work time lost (7.5 hours or 8 hours, depending on the hours the Employee is regularly scheduled to work), up to but not to exceed three (3) days for bereavement leave.
- 35.2 In the event of the death of the aunt, uncle, niece, or nephew of any full-time Employee covered by this Agreement, the full-time Employee shall be paid their regular straight time hourly wage rate for any work time lost (7.5 hours or 8 hours, depending on the hours the Employee is regularly scheduled to work), up to but not to exceed one (1) day for bereavement leave.
- 35.3 In the event of the death of the spouse (legal or common law), domestic partner, parent, step-parent, child, step-child, brother, sister, step-brother, step-sister, grandparent, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, or son-in-law, aunt, uncle, niece, or nephew of any regular part-time Employee covered by this Agreement, the regular part-time Employee shall be paid their regular straight-time hourly wage rate for seven and one half (7 ½) hours for one (1) day for bereavement leave.
- 35.4 If an Employee needs additional time off as a result of a death covered by this Article, the Employee may use accumulated vacation or floating holidays, if applicable, or may

ask permission from their supervisor to take time off without pay. Reasonable requests by employees for additional time off under this Section will be granted.

- 35.5 An Employee seeking to utilize bereavement leave under this Article may be requested to submit evidence of the authenticity of any such absence.

ARTICLE 36
Educational Reimbursement

When an Employee, with the written approval of their supervisor, undertakes an education or training program that will improve their skills in relation to their job, the Employer will reimburse the Employee upon successful completion of the course for the cost of the course or training.

ARTICLE 37
Savings Clause

- 37.1 This Agreement is subject to all applicable existing and future laws, rules, regulations and standards of the United States of America, the Commonwealth of Pennsylvania, the City of Pittsburgh, and any other agency with jurisdiction over the Employer.
- 37.2 If any provision of this Agreement should be held invalid by operation of law, rule, regulation, standard or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any provision should be restrained by such tribunal pending a final determination by such tribunal as to its validity, the remainder of the Agreement shall not be affected thereby and shall remain in full force and effect.

ARTICLE 38
Scope Of Bargaining

The Employer and the Union acknowledge that during the negotiations that resulted in this Agreement, each party had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Any other agreements, policies, practices or arrangements established prior to this Agreement are hereby superseded and deemed null and void unless explicitly mentioned herein.

ARTICLE 39
Duration

This Agreement shall become effective as of [ratification date] , unless otherwise provided for herein, and shall continue in full force and effect until [date 4 years later], and

thereafter from year to year unless either party shall give at least sixty (60) days' prior written notice before any expiration date of this Agreement to the other party of its desire to terminate, modify or change this Agreement.

EXHIBIT A

All full-time, regular part-time and occasional (unless excluded below) employees in the following classifications: Advancement Writer, Advancement Writer and Grant Specialist, Administrative Assistant, Animal & Habitat Specialist, Archive Assistant, Archivist, Art Preparator, Artist Educator, Assistant, Assistant Network Administrator, Assistant Curator, Assistant Registrar, Assistant to the Registrar, Associate, Associate Conservator of Paintings, Associate Curator, Associate Curator Education Creative Engagement, Associate Director of Learning, Associate Editor, Associate Preparator, Associate Registrar, Associate Registrar–Exhibitions & Loans, Associate Registrar for Collections, Associate Registrar, Loans & Offsite Storage, AV Technician, AWM Gallery Associate, Budget & Data Analyst, Call Center Reservation Registrar, Camp Education Program Specialist, Cataloger, Chief Conservator, CMNH Exhibition Designer, CMNH Project Coordinator, CMNH Web Developer, CMOA Gallery Associate, CMOA Museum Educator I, CMOA Museum Educator II, CMOA Museum Educator III, Collection Assistant, Collection Assistant-Invertebrate Paleontology, Collections Associate, Collections Associate–Mammals, Collections Database Administrator, Communications Manager, Community Artist, Computer Programming Instructor, Content Copywriter, Content Developer, Creative Manager, CSC Audiovisual System Technician, Curatorial Assistant, Curatorial Assistant-Botany, Curatorial Assistant–Fine Arts, Database Analyst, Departmental Assistant-Exhibitions, Departmental Coordinator, Department Coordinator, Education, Departmental Coordinator-Visitor & Museum Services, Design Services Coordinator, Design Services Manager, Digital Accessibility & User Experience Specialist, Digital Collections Assistant, Digital Marketing Manager, Membership & Annual Fund, Director of Evaluation & Planning, Director of Film and Video, Division Coordinator and Collections Technician, Docent II, Early Childhood Education Coordinator, Education Coordinator-PRSEF, Education Program Specialist, Environmental Educator & Naturalist, Events Marketing Communications Manager, Exhibit Designer Mechatronics, Exhibit Tech Specialist II, Exhibitions Project Manager, Exhibits Maintenance Technician, Exhibits Maintenance Technician II, Exhibits Operations Manager, Fab Lab Community Programs Coordinator, Fab Lab Education Facilitator, Fab Lab Education Lead, Field Assistant I, Film Projectionist, Finance Cashier & Data Entry Clerk, Financial Analyst, Financial Analyst II, Financial Assistant, Gallery & Printing Technician, Gallery Ambassador, Gallery Ambassador-Education, Gallery Attendant, Gallery Attendant Lead, Gallery Educator, Gallery Experiences Coordinator, Gallery Expert Presenter II, Gallery Experiences Presenter, Gallery Technician, Gift Processing & Customer Service Associate, Gift Processor, Graphic Design Manager, Graphic Designer, Information & Program Manager/Entomologist, Group Visits & Program Registration Coordinator-Visitor & Museum Services, Herbarium Assistant, Inclusion Programs Coordinator, Instructor I, Instructor I STEM, Instructor I STEM STARS, Laboratory Assistant, Lead Exhibition Designer, Maintenance Assistant PNR, Maintenance Manager PNR, Manager–Budget, Manager–Government Grants, Manager Digital Engagement, Manager of Operations, Manager of Programs and Communications, Manager of Web Development & Experience, Managing Editor, Marketing Manager, Merchandising Associate, Mobile Fab Lab Coordinator, Multimedia Producer, Museum Education Writer, Museum Educator Assistant, Museum Educator I, Museum Educator II, Museum Library Clerk, Natural History Interpreter I, Natural History Interpreter II, Objects Conservator, Operations Supervisor, Outreach Coordinator, Photographer, Planetarium

Producer, Preparator, Preparator/Lighting Technician, Preparator/Paper, Print Shop Manager, Program Assistant, Program Assistant II, Program Development Coordinator II, Program Presenter I, Program Presenter II, Program Production Assistant, Programs Coordinator, Project Cataloger, Project Manager, Prospect Management and Analytics, Strategic Initiatives, Rangos Assistant Theater Manager, Receiving Associate, Research Assistant, Sales Associate, School Programs Instructor, Science Communicator, Scientific Illustrator, Scientific Preparator, Scientific Preparator–IZ, Senior Development Writer, Senior Exhibits AV Technician, Senior Manager of Marketing Public Relations & Social Media, Senior Sales Associate, SOR Digital Program Coordinator, SOR Digital Program Facilitator, SOR In-Person Program Coordinator, SOR In-Person Program Facilitator, Special Events Assistant, Special Events Associate, Special Events Associate-Birthday Parties & Internal Events, Special Events Sales Manager, Special Events Technician, Staff Educator, Staff Educator I, Staff Educator-Buhl Planetarium, STEM Competitions Coordinator, STEM Content Developer (Early Learner/Elementary), STEM Content Developer (Middle School/High School), STEM Events External Coordinator, Summer Camp Instructor, Summer Camp Program Assistant, Summer Camp Teaching Assistant, TAC Senior Teaching Artist, The Art Connection Teaching Assistant, Technical Project Manager–STEM, Team and Engagement Coordinator, Team and Program Development Coordinator, Technology Support Specialist, Theater Technician, User Security & Storage Administrator, Visitor & Museum Services Team Leader, Visitor & Museum Services Volunteer Program Coordinator, Visitor Services Assistant Manager, Visitor Services Associate, Visitor Services Rangos Representative, Visitor Services Representative, Visitor Services Senior Representative, Volunteer and Internship Programs Assistant Coordinator, Web Developer, and Workforce and Community Readiness Program Coordinator employed by the Employer at the Museums, Facilities and Offices located at 4400 Forbes Avenue, Pittsburgh, Pennsylvania 15213; 1795 Route 381, Rector, Pennsylvania 15677; One Allegheny Avenue, Pittsburgh, Pennsylvania 15212; 117 Sandusky Street, Pittsburgh, PA 15212; 5800 Baum Boulevard, Pittsburgh, Pennsylvania 15206; 450 Butler Street, Etna, Pennsylvania 15223; and Three Gateway Center, 401 Liberty Avenue, Suite 1965, Pittsburgh, Pennsylvania 15222.

EXHIBIT B
RULES OF CONDUCT

The Employer and the Union agree that, pursuant to its management rights, the Employer has the right to promulgate from time-to-time policies and rules regarding the conduct of its employees. The parties further agree that the Employer has the right to add to, delete from or modify any policies or rules governing employee conduct at any time. The Employer will notify the Union of any change in policy or these rules in advance of the change, and will give the Union, upon request, the opportunity to meet and discuss the change prior to implementation. The Union does not need to agree to the change but only needs to be given the opportunity to meet and discuss the change prior to implementation.

Although the parties recognize that it is not possible to list examples of all types of inappropriate conduct for which the Employer may take disciplinary action, up to and including discharge, examples of such conduct, and the appropriate disciplinary penalties for such conduct, are set forth in this Exhibit.

The Employer and the Union agree that the offenses listed as “Category I Offenses” warrant termination for a first offense. The Employer and the Union agree that the offenses listed as “Category II Offenses” warrant progressive discipline as described in Article XI, Section 11.2.

Category I Offenses

- Threatening or abusing any person by word or act.
- Possession, or being under the influence of, alcohol or controlled substances during working time or while on the Employer’s property unless the employee has a valid prescription for the controlled substance.
- Insubordination, including refusal to perform work assigned by a supervisor or to follow instructions, or encouraging or advising others to do so.

- Falsifying or causing the falsification of any time, personnel, or other records of the Employer.
- Recording anyone's time but your own.
- Misrepresenting facts in obtaining employment with the Employer.
- Possession of explosives, firearms or other dangerous weapons on the Employer's property.
- Unauthorized possession, or removal from the premises, of any property belonging to the Employer or another person.
- Intentional destruction, damage or waste of the Employer's property or the property of others.
- Knowingly permitting another person to use your I.D. badge.
- Smoking, eating or drinking in areas where such activities are not permitted.
- Intentional or grossly negligent behavior which jeopardizes or threatens the safety or health of the Employer's visitors or employees.
- Theft.
- Fighting or provoking a fight on the premises.
- Sexual harassment.
- Harassment based on age, color, disability, national origin, ancestry, religion, creed, gender, sexual orientation or any other protected classification.
- Illegal, immoral or indecent conduct.
- Gambling or engaging in any non-CMP business enterprise during working time.
- Sleeping during your work hours.
- Second offense of No Call/No Show.

Category II Offenses

- Excessive absenteeism, tardiness, or leaving your work area without permission.
- Failing to report any work-related injury as soon as possible to your supervisor or to Human Resources.
- Violating safety rules or regulations or engaging in any unsafe conduct.

- Careless destruction, damage or waste of the Employer's property or the property of others.
- Engaging in, instigating or causing any interruption or impeding of work. (This offense is separate from a violation of the No Strike/No Lockout Article, where termination for a first offense is the appropriate disciplinary penalty.)
- Engaging in sports activities on the premises without permission.
- Engaging in activities that make use of the Employer's materials, equipment or facilities for non-work-related projects.
- First Offense of No Call/No Show.
- Engaging in offensive conduct or using profanity during working time or on the Employer's property.
- Unreasonably interfering with the work of another.

EXHIBIT C

Employer Step 2 Representatives:

CMOA – Chief of Staff

CMNH – Finance Director

CSC – Chief of Staff

AWM – Deputy Director

IT – VP of Technology

Stores – Director of Retail Store Operations

Special Events – Director of Special Events and Retail Food Service

Finance – Assistant Controller

ACE – VP of Advancement and Community Engagement

Visitor and Museum Services – Director of Visitor and Museum Services

EXHIBIT D

Carnegie Museums of Pittsburgh (CMP) provides leave according to the Family and Medical Leave Act of 1993 (FMLA), which provides for unpaid, job-protected leave to covered employees in certain circumstances.

Eligibility

To qualify for FMLA leave, you must: (1) have worked for CMP for at least 12 months (or 52 weeks), though it need not be consecutive; (2) have worked at least 1,250 hours in the last 12 months; and (3) work at a location where CMP employs at least 50 employees within 75 miles of that worksite. If you have any questions about your eligibility for FMLA leave, please contact Human Resources.

Leave Policy

If eligible, you may take up to 12 or 26 weeks of family or medical leave, whichever is applicable (as explained below), within the relevant 12-month period defined below. While you are on FMLA leave, CMP will maintain your group health insurance coverage and certain other benefits at the same level and under the same circumstances as when you were actively working, as explained more fully under the section titled *Medical and Other Benefits*. Upon returning from approved FMLA leave, you have the right to be restored to the same job or an equivalent position, subject to the terms, limitations and exceptions provided by law.

Leave Entitlement

You may take up to 12 weeks of job-protected unpaid FMLA leave in a 12-month period, which uses a “rolling” method that is measured backward from the date you use any FMLA leave (as explained more fully under the section titled *Definition of Key Terms*) for any of the following reasons:

- the birth of a child and to care for such child (leave to be completed within one year of the child’s birth);
- the placement of a child with you for adoption or foster care and to care for the newly placed child (leave to be completed within one year of the child’s placement);
- to care for a spouse, child, or parent with a serious health condition (as explained more fully under the section titled *Definition of Key Terms*);
- to care for your own serious health condition, which renders you unable to perform any of the essential functions of your position; or
- a qualifying exigency of a spouse, child, or parent who is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty).

You may take up to 26 weeks of unpaid FMLA leave in a single 12-month period, beginning on the first day that you take FMLA leave to care for a spouse, child, or next of kin who is a covered service member and who has a serious injury or illness related to active duty service, as defined by the FMLA's regulations (known as military caregiver leave).

Both Spouses Employed

Spouses who are both employed by CMP and eligible for FMLA leave may be limited to a:

- Combined total of 12 weeks of leave during the 12-month period if leave is requested:
 - for the birth of a child and to care for such child;
 - for the placement of a child with the employee for adoption or foster care and to care for the newly placed child; or
 - to care for an employee's parent with a serious health condition.
- Combined total of 26 weeks in a single 12-month period if the leave is either for:
 - military caregiver leave; or
 - a combination of military caregiver leave and leave for other FMLA-qualifying reasons.

Notice of Leave

If your need for FMLA leave is foreseeable, you must give CMP at least 30 days' prior written notice. If this is not possible, you must at least give notice as soon as practicable (within one to two business days of learning of your need for leave). Failure to provide such notice may be grounds for delaying FMLA-protected leave, depending on the particular facts and circumstances.

Additionally, if you are planning a medical treatment or a series of treatments or you are taking military caregiver leave, you must coordinate as possible with CMP regarding the dates of such and as far in advance as possible.

Where the need for leave is not foreseeable, you are expected to notify CMP within one to two business days of learning of your need for leave, except in extraordinary circumstances. Please submit a written request when requesting leave to the component Director/Vice President, your supervisor, or Human Resources.

Certification of Need for Leave

You will need to work with the relevant health provider to complete a certification documenting your need for the leave.

- If the leave is because of **your own serious health condition**, you and the relevant health care provider must supply appropriate Employee Medical Certification.
- If the leave is because of a **covered relative's serious health condition**, you and the relevant health care provider must supply appropriate Family Member Medical Certification.

When you request leave, Human Resources will send you leave information including certification forms and notify you of the requirement for medical certification and when it is due (at least 15 days after you request leave). If you provide at least 30 days' notice of medical leave, you should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of FMLA-covered leave until it is provided.

CMP, at its expense, may require an examination by a second health care provider designated by CMP. If the second health care provider's opinion conflicts with the original medical certification, CMP, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. CMP may require subsequent medical recertification. Failure to provide requested certification within 15 days may result in delay of further leave until it is provided.

CMP also reserves the right to require certification from a covered military member's health care provider if you are requesting military caregiver leave and certification in connection with military exigency leave.

Reporting While on Leave

If you take leave because of your own serious health condition or to care for a covered relative, you must be in contact with Human Resources and your direct supervisor during the leave regarding the status of the condition, your intention to return to work, and your use of any paid time off. In addition, you must give notice as soon as practicable (within two business days if feasible) if the dates of leave change or are extended or initially were unknown.

Leave Is Unpaid

FMLA leave is unpaid.

You **may, at your option**, substitute any accrued and unused paid time off (including sick time, vacation, holiday, floating holiday and/or banked public holiday worked time). See Paid Sick Time Policy. This paid time off will run concurrently with your approved FMLA leave.

You will need to inform your supervisor of your desire to use paid time off. This time must be entered into the human resources management system for payment in accordance with the CMP payroll schedule.

The substitution of paid leave time for unpaid FMLA leave time does not extend the 12 or 26 weeks (whichever is applicable) of the FMLA leave period. In no case can the substitution of

paid leave time for unpaid leave time result in your receipt of more than 100% of your salary. Your FMLA leave runs concurrently with other types of leave, for example, accrued vacation time that is substituted for unpaid FMLA leave and any state family leave laws, to the extent allowed by state law.

Medical and Other Benefits

During approved FMLA leave, CMP will maintain your benefits as if you continued to be actively employed. If paid leave is substituted for unpaid FMLA leave, CMP will deduct your portion of the benefits premium(s) as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium(s) through check made payable to CMP via mail or in person to Human Resources. If your payment is more than 15 days late, we will send you a letter to this effect. If we do not receive your premium payment within 15 days after the date of this letter, your coverage may cease. If you are unable to return to work for at least 30 calendar days at the end of the approved leave period, are not covered under other applicable law, and are not in direct consultation with Human Resources regarding additional options, you may 1.) no longer be under job-protected leave 2.) be separated from employment and 3.) be required to reimburse CMP for the cost of the benefit premium(s) paid by CMP for maintaining coverage during your unpaid leave, unless you cannot return to work because of a serious health condition or other qualifying circumstances.

Exemption for Key Employees

Key employees, defined as salaried and FMLA-eligible employees who are among the highest paid 10% of all employees at a worksite or within 75 miles of that worksite, may not be returned to their former or an equivalent position following FMLA leave if restoration of employment will cause substantial and serious economic injury to the operations of CMP. This fact-specific determination will be made by CMP on a case-by-case basis. CMP will notify you if you qualify as a key employee, if CMP intends to deny reinstatement and of your rights in such instances.

Intermittent and Reduced Schedule Leave

If medically necessary, FMLA leave occasioned by a serious health condition may be taken intermittently (*i.e.*, in separate blocks of time due to a serious health condition) or on a reduced leave schedule (*i.e.*, reducing the usual number of hours you work per workweek or workday). FMLA leave may also be taken intermittently or on a reduced leave schedule for a qualifying exigency relating to covered military service.

If leave is unpaid, CMP will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave, CMP may temporarily transfer you to an available alternative position that better accommodates your leave schedule and has equivalent pay and benefits.

Returning From Leave

If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required, as are all employees returning from other types of medical

leave, to provide medical certification that you are fit to resume work. Otherwise, you will not be permitted to resume work until it is provided.

Other Leave Requests

All other leave requests not covered under the Family Medical Leave Act will be considered and granted on a case-by-case basis. Non-FMLA leaves of absence will not provide job protection and will be unpaid unless accrued sick, vacation, floating holiday and/or banked public holiday worked time is used. Any holiday occurring while an employee is on a non-FMLA leave of absence is forfeited and will not be paid. This type of requested leave will be subject to approval from the component Director/Vice President and Human Resources. Please contact Human Resources regarding non-FMLA leave requests.

Definition of Key Terms

“Rolling” 12 Month Period is a 12-month period measured backwards from the date an employee uses any FMLA leave. Under the “rolling” 12-month period, each time an employee takes FMLA leave the remaining leave entitlement would be the balance of the 12 weeks which has not been used during the immediately preceding 12 months.

“Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves:

- an overnight stay in a hospital, hospice, or residential medical care facility or any subsequent treatment connected with inpatient care;
- any period of incapacity, including an inability to perform regular daily activities, for more than three consecutive full calendar days and any later treatment or incapacity required or caused by the same condition that also involves either:
 - two treatments, with a treatment defined as an in-person visit to a health care provider (the first treatment must occur within seven days of the first day of incapacity); or
 - one treatment by a health care provider who prescribes continuing treatment.
- periodic of incapacity due to pregnancy, or for prenatal care;
- a chronic condition (e.g., asthma, diabetes, epilepsy, etc.), under certain conditions;
- permanent or long-term incapacity due to a condition for which treatment may not be effective (e.g., Alzheimer’s, stroke, terminal diseases, etc.);
- conditions that require absence to receive multiple treatments for:
 - restorative surgery after an accident or injury; or
 - a condition that, without medical intervention or treatment, would cause most likely a period of incapacity of more than three consecutive calendar days, such as cancer.

EXHIBIT E

A confidential personnel file is maintained in Human Resources for each active employee. Carnegie Museums of Pittsburgh grants employees access to review their personnel file records maintained in Human Resources to facilitate open and equitable communication with employees and comply with the institution's responsibilities under the Pennsylvania Personnel Records Act of 1978. With legitimate business need, Carnegie Museums of Pittsburgh may also permit other authorized individuals access to designated employee personnel record documents, under specified circumstances.

EMPLOYEES WITH ACCESS TO REVIEW PERSONNEL RECORDS

- Current employees may have access to review their own personnel records.
- Individuals who make requests to review their personnel record contemporaneously with separation or within reasonable time immediately following separation from Carnegie Museums of Pittsburgh may be granted access to review their personnel files.

Request & Review of Personnel Records

Individuals may contact Human Resources and schedule an appointment for personnel file review. Appointments will be scheduled at reasonable times and for reasonable intervals. Review of employee personnel records will take place in Human Resources in the presence of a representative of Human Resources to maintain the integrity and protect the files from loss, damage, or alteration.

The reviewer may make handwritten notes from the file's information, but may not remove the record or portion thereof. A copy of any material in the file that initially had been provided, but which the individual no longer has in his/her possession, will be provided to the individual upon request within a reasonable period of time.

Documents Accessible for Review by Employees

Employees will generally have access to the following types of documents maintained in their own personnel record:

Records used to determine an individual's qualifications for employment, promotion, additional compensation, separation, or disciplinary action, including: job applications; wage or salary information; notices of commendations, warning, or discipline; leave records; fringe benefit information; and employment history, including salary information, job title, dates of changes, retirement record, and performance evaluations.

The organization retains human resources documents in accordance with record retention requirements under federal and state law. Consequently, certain historical documents may not be available for review.

OTHER INDIVIDUALS WITH ACCESS TO REVIEW PERSONNEL RECORDS

- Human Resources staff, who are responsible for establishing and maintaining personnel files, have access to employee personnel records.
- Authorized supervisory staff that have a need-to-know or a legitimate business need (i.e. considering an employee for promotion, transfer, reassignment, demotion, dismissal, or other human resources action) may have access to review employee personnel files. The information available for review by supervisory staff will be strictly limited to job-related personnel information and will exclude any medical, personal, or benefits information.
- An employee's designated agent has the same right of access to review employee personnel files as is granted to an employee, provided the employee submits a signed notification to Human Resources designating the individual and specifying dates and purpose for which the inspection is authorized.

- The institution's legal counsel and/or auditors, on a need-to-know basis, may be granted access to inspect various documents contained in personnel records.
- Other authorized individuals may have access to personnel files in circumstances where the organization is required by law to release information, pursuant to a subpoena, etc.

MAINTENANCE OF PERSONNEL FILE INFORMATION

Updating Information

Employees should advise Human Resources when a change or update occurs with their personal information such as name, address, telephone number, emergency contact, marital status, beneficiary, or number of dependents. All personal information is treated confidentially, unless otherwise required by law. All health and medical related information is kept separate from the confidential file.

Supervisors are responsible for obtaining proper authorization and submitting all appropriate forms and documentation to Human Resources with regard to employees' job information, including hiring, changes, separations, performance appraisals, disciplinary actions, etc.

Negative Information

Employees are informed by their supervisor when any information of a negative or disciplinary character is placed in their personnel file. In such an event, employees have the right to place in the file a comment or counter-statement in response to the negative entry.

With the approval of the appropriate component director/vice-president, a supervisor may remove a negative entry from an employee's file when, in the opinion of the supervisor, sufficient time has elapsed since the incident occurred, and when the cause for the negative entry has been corrected.

EXHIBIT F

New Minimum Wage Rates		
Divison	Job Name	Proposed New Base Pay Rate
Division 02 - Finance	Accountant I 8118	\$ 21.98
Division 02 - Finance	Accountant II 8117	\$ 23.00
Division 02 - Finance	Accounts Payable Clerk 8141	\$ 20.40
Division 02 - Finance	Administrative Assistant 2201	\$ 23.60
Division 01 - Advancement & Community Engagement	Advancement Writer & Grants Specialist 1009	\$ 30.23
Division 06 - Carnegie Science Center	Animal & Habitat Specialist 6810	\$ 16.00
Division 07 - Andy Warhol Museum	Archive Assistant 3126	\$ 16.00
Division 07 - Andy Warhol Museum	Art Preparator 7111	\$ 17.49
Division 07 - Andy Warhol Museum	Artist & Community Programs Coordinator 7032	\$ 17.77
Division 07 - Andy Warhol Museum	Arts Educator I 7034	\$ 16.00
Division 07 - Andy Warhol Museum	Arts Educator II 7035	\$ 17.00
Division 07 - Andy Warhol Museum	Arts Educator III 7036	\$ 18.00
Division 01 - Advancement & Community Engagement	Assistant 1014	\$ 16.50
Division 01 - Advancement & Community Engagement	Assistant Manager 1039	\$ 21.69
Division 12 - Information Technology	Assistant Network Administrator 2223	\$ 29.49
Division 07 - Andy Warhol Museum	Assistant Registrar - 7522	\$ 18.82
Division 01 - Advancement & Community Engagement	Associate 1167	\$ 17.77
Division 07 - Andy Warhol Museum	Associate Conservator of Paintings 7003	\$ 26.93
Division 07 - Andy Warhol Museum	Associate Director of Learning 7530	\$ 25.00
Division 03 - Carnegie Museum of Art	Associate Editor 3121	\$ 28.30
Division 03 - Carnegie Museum of Art	Associate Preparator 3820	\$ 24.00
Division 07 - Andy Warhol Museum	Associate Registrar for Collections 7009	\$ 22.19
Division 03 - Carnegie Museum of Art	Associate Registrar, General 3056	\$ 25.50
Division 06 - Carnegie Science Center	Audio Visual Systems Technician 6061	\$ 17.50
Division 04 - Carnegie Museum of Natural History	Botany Departmental Assistant-Exhibitions	\$ 16.00
Division 06 - Carnegie Science Center	Budget & Data Analyst 6005	\$ 25.77
Division 06 - Carnegie Science Center	Call Center Reservation Registrar 6228	\$ 17.00
Division 03 - Carnegie Museum of Art	Camp Education Program Specialist	\$ 17.27
Division 04 - Carnegie Museum of Natural History	Cataloger 4444	\$ 16.00
Division 04 - Carnegie Museum of Natural History	Collection Assistant 4418	\$ 16.00
Division 04 - Carnegie Museum of Natural History	Collection Assistant-Invertebrate Paleontology 4019	\$ 16.00
Division 04 - Carnegie Museum of Natural History	Collections Associate - Mammals 4557	\$ 18.61
Division 07 - Andy Warhol Museum	Communications Manager 7316	\$ 23.86
Division 04 - Carnegie Museum of Natural History	Content Copywriter 4549	\$ 18.00
Division 04 - Carnegie Museum of Natural History	Content Developer 4590	\$ 18.00
Division 06 - Carnegie Science Center	Coordinator of Team & Community Programming 6044	\$ 17.95
Division 06 - Carnegie Science Center	Creative Manager 6312	\$ 20.50
Division 04 - Carnegie Museum of Natural History	Creative Media Manager 4070	\$ 26.81
Division 04 - Carnegie Museum of Natural History	Curatorial Assistant - Section of Vertebrate Paleontology 4564	\$ 18.00
Division 03 - Carnegie Museum of Art	Curatorial Assistant 3007	\$ 19.00
Division 03 - Carnegie Museum of Art	Curatorial Assistant 3406	\$ 19.00
Division 04 - Carnegie Museum of Natural History	Curatorial Assistant 4410	\$ 17.00
Division 04 - Carnegie Museum of Natural History	Curatorial Assistant, Botany 4566	\$ 18.00
Division 03 - Carnegie Museum of Art	Curatorial Assistant, Fine Arts 3874	\$ 19.00
Division 12 - Information Technology	Database Analyst 2226	\$ 23.00
Division 03 - Carnegie Museum of Art	Departmental Coordinator, Visitor & Museum Services 3859	\$ 17.50
Division 04 - Carnegie Museum of Natural History	Design Services Coordinator 4024	\$ 20.74
Division 01 - Advancement & Community Engagement	Design Services Manager 3304	\$ 26.81
Division 01 - Advancement & Community Engagement	Development Assistant, Membership Programs & Processing 1069	\$ 16.50
Division 12 - Information Technology	Digital Accessibility & User Experience Specialist 8157	\$ 23.27
Division 07 - Andy Warhol Museum	Digital Collections Assistant 7552	\$ 19.83
Division 03 - Carnegie Museum of Art	Digital Content Producer 3054	\$ 23.00
Division 01 - Advancement & Community Engagement	Digital Marketing Manager, Membership & Annual Fund 1017	\$ 27.48
Division 07 - Andy Warhol Museum	Digital Media Technical Assistant 7025	\$ 18.85
Division 07 - Andy Warhol Museum	Director of Film & Video 7007	\$ 30.80
Division 03 - Carnegie Museum of Art	Division Coordinator & Collections Technician 3030	\$ 19.00
Division 04 - Carnegie Museum of Natural History	Docent II 4244	\$ 16.00
Division 03 - Carnegie Museum of Art	Docent & Group Tour Coordinator 3062	\$ 16.91
Division 06 - Carnegie Science Center	Early Childhood Education Coordinator 6827	\$ 18.00
Division 03 - Carnegie Museum of Art	Education & Public Programs Coordinator 3058	\$ 19.34
Division 03 - Carnegie Museum of Art	Education Program Specialist - 3201	\$ 17.27
Division 04 - Carnegie Museum of Natural History	Environmental Educator – GIS Resources 4042	\$ 16.00
Division 04 - Carnegie Museum of Natural History	Environmental Educator & Naturalist 4604	\$ 16.00
Division 06 - Carnegie Science Center	Events Marketing Communications Manager 6850	\$ 20.00
Division 03 - Carnegie Museum of Art	Executive Assistant 3873	\$ 18.58
Division 06 - Carnegie Science Center	Exhibit Designer Mechatronics 6831	\$ 25.00
Division 06 - Carnegie Science Center	Exhibit Tech Specialist II 6622	\$ 22.50
Division 03 - Carnegie Museum of Art	Exhibition Designer 3614	\$ 27.50

Division 04 - Carnegie Museum of Natural History	Exhibition Designer 4047	\$ 27.50
Division 06 - Carnegie Science Center	Exhibits Maintenance Technician 6662	\$ 17.50
Division 06 - Carnegie Science Center	Exhibits Maintenance Technician II 6663	\$ 20.50
Division 06 - Carnegie Science Center	Exhibits Operations Manager 6868	\$ 25.00
Division 03 - Carnegie Museum of Art	Film Projectionist 3856	\$ 16.00
Division 02 - Finance	Finance Cashier & Data Entry Clerk 8056	\$ 18.31
Division 02 - Finance	Financial Analyst I 8002	\$ 30.33
Division 02 - Finance	Financial Analyst II 8001	\$ 31.33
Division 03 - Carnegie Museum of Art	Financial Assistant 3884	\$ 19.24
Division 04 - Carnegie Museum of Natural History	Financial Assistant 4105	\$ 19.24
Division 06 - Carnegie Science Center	Financial Assistant 6102	\$ 19.24
Division 04 - Carnegie Museum of Natural History	Gallery & Printing Technician 4277	\$ 20.38
Division 03 - Carnegie Museum of Art	Gallery Ambassador 3019	\$ 16.00
Division 07 - Andy Warhol Museum	Gallery Associate 7012	\$ 16.00
Division 04 - Carnegie Museum of Natural History	Gallery Experiences Coordinator 4281	\$ 19.00
Division 04 - Carnegie Museum of Natural History	Gallery Experiences Presenter 4282	\$ 16.00
Division 04 - Carnegie Museum of Natural History	Gallery Experiences Presenter II 4544	\$ 17.00
Division 06 - Carnegie Science Center	Gallery Experiences Program Presenter I 6036	\$ 16.00
Division 06 - Carnegie Science Center	Gallery Experiences Program Presenter II 6037	\$ 17.00
Division 04 - Carnegie Museum of Natural History	Gallery Technician 4563	\$ 18.75
Division 04 - Carnegie Museum of Natural History	General Maintenance Technician 4077	\$ 18.82
Division 01 - Advancement & Community Engagement	Gift Processor 1125	\$ 18.00
Division 01 - Advancement & Community Engagement	Gift Processor I 1052	\$ 18.00
Division 01 - Advancement & Community Engagement	Gift Processor II 1031	\$ 19.00
Division 01 - Advancement & Community Engagement	Gift Processor III 1033	\$ 20.00
Division 04 - Carnegie Museum of Natural History	Graphic Designer 4087	\$ 21.54
Division 06 - Carnegie Science Center	Graphic Design Manager 6301	\$ 19.00
Division 03 - Carnegie Museum of Art	Group Visits & Program Registration Coordinator, Visitor & Museum Services 2261	\$ 17.50
Division 12 - Information Technology	Hardware Administrator 2222	\$ 25.98
Division 04 - Carnegie Museum of Natural History	Herbarium Assistant 4425	\$ 16.00
Division 07 - Andy Warhol Museum	Inclusion Programs Coordinator 7001	\$ 21.43
Division 06 - Carnegie Science Center	Instructor I 6223	\$ 16.00
Division 06 - Carnegie Science Center	Instructor I STEM 6840	\$ 16.00
Division 04 - Carnegie Museum of Natural History	Laboratory Assistant 4424	\$ 16.78
Division 06 - Carnegie Science Center	Lead Exhibition Designer 6841	\$ 24.00
Division 07 - Andy Warhol Museum	Learning & Public Engagement Department Coordinator 7028	\$ 17.25
Division 04 - Carnegie Museum of Natural History	Maintenance Assistant PNR 4510	\$ 17.25
Division 04 - Carnegie Museum of Natural History	Managing Editor 4401	\$ 24.00
Division 01 - Advancement & Community Engagement	Manager 1155	\$ 25.91
Division 07 - Andy Warhol Museum	Manager of Digital Engagement 7318	\$ 23.00
Division 09 - Art Education Collaborative	Manager of Operations 1401	\$ 22.00
Division 06 - Carnegie Science Center	Manager of Web Development & Experience 6305	\$ 26.00
Division 01 - Advancement & Community Engagement	Manager, Donor Services 1049	\$ 23.58
Division 06 - Carnegie Science Center	Marketing Communications Manager I 6310	\$ 21.00
Division 11 - Chief Operating Officer	Merchandising Associate 2240	\$ 18.00
Division 06 - Carnegie Science Center	Mobile Fab Lab Coordinator 6821	\$ 19.00
Division 04 - Carnegie Museum of Natural History	Museum Education Writer 4004	\$ 21.31
Division 04 - Carnegie Museum of Natural History	Museum Educator Assistant 4229	\$ 16.00
Division 03 - Carnegie Museum of Art	Museum Educator I 3038	\$ 16.00
Division 03 - Carnegie Museum of Art	Museum Educator II 3039	\$ 17.00
Division 03 - Carnegie Museum of Art	Museum Educator III 3040	\$ 18.00
Division 04 - Carnegie Museum of Natural History	Museum Educator I 4235	\$ 16.00
Division 04 - Carnegie Museum of Natural History	Museum Educator II 4237	\$ 17.00
Division 04 - Carnegie Museum of Natural History	Museum Educator III	\$ 18.00
Division 04 - Carnegie Museum of Natural History	Museum Library Clerk 4446	\$ 16.00
Division 04 - Carnegie Museum of Natural History	Natural History Interpreter I 4599	\$ 16.00
Division 04 - Carnegie Museum of Natural History	Natural History Interpreter II 4600	\$ 17.00
Division 03 - Carnegie Museum of Art	Objects Conservator 3510	\$ 36.97
Division 03 - Carnegie Museum of Art	Occasional Art Handler 3824	\$ 17.49
Division 01 - Advancement & Community Engagement	Operations Coordinator 1091	\$ 17.95
Division 03 - Carnegie Museum of Art	Paintings Conservator	\$ 30.20
Division 03 - Carnegie Museum of Art	Photography Manager 3048	\$ 26.81
Division 06 - Carnegie Science Center	Planetarium Producer 6505	\$ 16.00
Division 03 - Carnegie Museum of Art	Preparator 3825	\$ 17.49
Division 03 - Carnegie Museum of Art	Preparator/Lighting Technician 3822	\$ 22.74
Division 03 - Carnegie Museum of Art	Preparator/Paper 3821	\$ 22.74
Division 04 - Carnegie Museum of Natural History	Print Service Manager 4080	\$ 22.52
Division 06 - Carnegie Science Center	Program Assistant II 6231	\$ 17.00
Division 04 - Carnegie Museum of Natural History	Program Coordinator 4046	\$ 19.00
Division 06 - Carnegie Science Center	Program Presenter I 6226	\$ 16.00
Division 06 - Carnegie Science Center	Program Presenter II 6227	\$ 17.00
Division 06 - Carnegie Science Center	Program Production Assistant 6511	\$ 17.00
Division 09 - Art Education Collaborative	Programs Coordinator 3046	\$ 19.86
Division 07 - Andy Warhol Museum	Project Cataloguer 7508	\$ 17.68
Division 04 - Carnegie Museum of Natural History	Project Coordinator - 4560	\$ 20.36

Division 01 - Advancement & Community Engagement	Prospect Researcher 1080	\$ 21.93
Division 11 - Chief Operating Officer	Receiving Associate 8162	\$ 16.00
Division 04 - Carnegie Museum of Natural History	Research Assistant 4426	\$ 16.00
Division 11 - Chief Operating Officer	Sales Associate - 2242	\$ 16.00
Division 06 - Carnegie Science Center	Science on the Road In-Person Program Coordinator 6056	\$ 18.00
Division 06 - Carnegie Science Center	Science on the Road Digital Program Coordinator 6058	\$ 18.00
Division 04 - Carnegie Museum of Natural History	Scientific Illustrator 4409	\$ 21.00
Division 04 - Carnegie Museum of Natural History	Scientific Preparator 4412	\$ 20.00
Division 04 - Carnegie Museum of Natural History	Scientific Preparator, IZ 4586	\$ 21.78
Division 01 - Advancement & Community Engagement	Senior Development Writer 1032	\$ 54.12
Division 01 - Advancement & Community Engagement	Senior Manager Institutional Partnerships 1084	\$ 29.10
Division 06 - Carnegie Science Center	Senior Manager, Marketing Public Relations & Social Media 6829	\$ 25.00
Division 01 - Advancement & Community Engagement	Senior Prospect Researcher 1082	\$ 21.79
Division 11 - Chief Operating Officer	Senior Sales Associate - 2241	\$ 18.00
Division 12 - Information Technology	Senior Technology Support Specialist 2217	\$ 26.12
Division 06 - Carnegie Science Center	Service & Operations Associate 6077	\$ 18.00
Division 11 - Chief Operating Officer	Spec Events Associate 2256	\$ 18.00
Division 11 - Chief Operating Officer	Special Events Assistant 2258	\$ 16.00
Division 11 - Chief Operating Officer	Special Events Assistant/Usher 2207	\$ 16.00
Division 11 - Chief Operating Officer	Special Events Sales & Events Manager Weddings/Social Events 8111	\$ 24.61
Division 11 - Chief Operating Officer	Special Events Sales & Events Manager Birthday Parties & Internal Events	\$ 20.51
Division 11 - Chief Operating Officer	Special Events Sales & Events Manager -Internal Events	\$ 20.51
Division 11 - Chief Operating Officer	Special Events Sales Manager 8163	\$ 22.50
Division 11 - Chief Operating Officer	Special Events Technician 6867	\$ 18.00
Division 06 - Carnegie Science Center	Staff Educator I 6216	\$ 16.00
Division 06 - Carnegie Science Center	STEM Competitions Coordinator 6054	\$ 18.00
Division 06 - Carnegie Science Center	STEM Education Coordinator 6074	\$ 18.00
Division 06 - Carnegie Science Center	Team & Community Engagement Presenter 6090	\$ 16.00
Division 06 - Carnegie Science Center	Team & Program Development Coordinator, Team & Community Engagement 6053	\$ 17.95
Division 06 - Carnegie Science Center	Technical Project Manager-STEM 6041	\$ 23.00
Division 12 - Information Technology	Technology Support Specialist 2218	\$ 21.58
Division 03 - Carnegie Museum of Art	Teenie Harris Community Archivist 3031	\$ 25.72
Division 07 - Andy Warhol Museum	Theater Technician 7342	\$ 20.77
Division 12 - Information Technology	User Security & Storage Administrator 2219	\$ 30.92
Division 03 - Carnegie Museum of Art	Visitor & Museum Services Gallery Associate 3029	\$ 16.00
Division 03 - Carnegie Museum of Art	Visitor & Museum Services Team Lead 2264	\$ 16.50
Division 03 - Carnegie Museum of Art	Visitor & Museum Services Volunteer Program Coordinator 2266	\$ 17.50
Division 07 - Andy Warhol Museum	Visitor Services Assistant Manager 7335	\$ 16.00
Division 03 - Carnegie Museum of Art	Visitor Services Associate 3866	\$ 16.00
Division 06 - Carnegie Science Center	Visitor Services Rangos Representative 6854	\$ 16.00
Division 06 - Carnegie Science Center	Visitor Services Representative 6722	\$ 16.00
Division 06 - Carnegie Science Center	Visitor Svcs Sr Rep 6878	\$ 17.00
Division 06 - Carnegie Science Center	Volunteer & Internship Program Assistant Coordinator 6072	\$ 17.00
Division 04 - Carnegie Museum of Natural History	Web Developer 4053	\$ 21.44
Division 12 - Information Technology	Web Developer 8103	\$ 34.65
Division 06 - Carnegie Science Center	Workforce & Community Readiness Program Coordinator 6069	\$ 18.00
Division 07 - Andy Warhol Museum	Youth Programs Coordinator 7033	\$ 17.77