Collective Bargaining Agreement Between

Street Roots

&

Street Roots Workers Guild
(Communications Workers of America 7901)

September 30, 2026 - September 29, 2028

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between Street Roots and Street Roots Workers Guild (CWA 7901)

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ARTICLE 1 - RECOGNITION

The Employer hereby recognizes CWA Local 7901 as the sole and exclusive representative for the purposes of collective bargaining with respect to conditions of employment for all full-time and regular part-time staff employees covered by this Agreement, excluding supervisory, managerial, confidential employees, and contractors.

ARTICLE 2 - DURATION

2.1 All provisions of this Agreement will become effective upon ratification and will remain in full force and effect for two (2) years.

2.2 Should either party wish to modify or terminate this Agreement, it shall serve written notice no sooner than 90 days before the expiration date of the Agreement and no later than 60 days before the expiration date of the Agreement. Negotiations will begin at a time agreed upon by the parties.

ARTICLE 3 - UNION SECURITY

3.1 All employees covered by this Agreement must, by the thirtieth (30) day of employment, become and remain members in good standing of the Union. It is understood that an employee who has tendered the full dues and initiation fees uniformly required of Union members for representation shall be deemed a member for purposes of this Article.

3.2 The Employer shall deduct from each employee's wage the amount of Union dues, as specified by the Union, for all employees covered by this Agreement. Once signed, the authorization cannot be canceled for a period of one (1) year from the date appearing on such written assignment or within a fifteen (15) day period prior to the termination date of this Agreement, whichever occurs sooner. Such dues shall be remitted monthly to the Union, along with an electronic list of current bargaining unit members with hire dates, address updates, wage rates, dues and COPE (Committee on Political Education) amounts paid per person.

ARTICLE 4 - UNION RIGHTS

4.1 Rights/Obligations.

4.1.1 The Union and the Employer agree that there must be mutual respect for the rights and obligations of the Union and the Employer and the representatives of each.

4.1.2 Employees covered by the Agreement are at all times entitled to act through a Union representative in taking any grievance action under this Agreement.

4.1.3 Once a bargaining unit member files a grievance, the employee shall not be required to discuss the subject matter of the grievance without the presence of the Union representative if the employee elects to be represented by the Union.

4.2 Union Representative Visitations. Union representatives, with 24-hour notice in the form of an email to the Executive Director or Acting Director, shall be allowed reasonable contact with bargaining unit members on Employer facilities. The purpose of these visits will be to meet with Union Stewards, employees, or management regarding any actions or procedures under this Contract, including but not limited to employee grievances. The Union representative will have the right to contact any represented employee in their workplace as long as it does not interfere with the normal flow of work (e.g., lunch hour, break, before and after work shifts; any contact during work time will be minimal). The Union agrees to provide the Employer with a list of authorized representatives.

4.3 Building Use. Employer facilities may be used for Union activities so long as the facility is available, advance approval has been obtained from the Executive Director and proper scheduling has been arranged. This use cannot result in disruption of work or damage to the Employer's property or premises. Union activities covered by this section include meetings related to negotiations, grievance handling, and routine Union functions but do not include activities related to organizing unrepresented employees or to economic self-help efforts such as a strike, picketing, or boycott of the Employer.

4.4 Union Bulletin Board and Digital Space.

4.4.1 The employer will provide a physical bulletin board for posting Union information that the union will own and maintain in the Employer’s main office located in Portland, Oregon. The employer will provide and install the board, which must be no less than thirty-six (36) by twenty-four (24) inches. Location of the board shall be mutually decided upon by the Union and the Employer, in an area that is kept accessible to employees. Management cannot remove materials from the Union bulletin board that otherwise comply with the Employer’s policies. Members of management will not add materials to the Union bulletin board.

4.4.2 The Employer will not unreasonably restrict the Union’s ability to join digital

meeting spaces where its representatives are invited for Union business purposes.

4.4.3 The Employer will provide a folder in the Street Roots online file management system as a virtual bulletin board for Union information posting. Up to two (2) designated Union Stewards will be provided with permissions to the virtual bulletin board solely for the purpose of managing the Union Bulletin Board. Non-employees of the union will not be provided access to the online file management system. The Union will notify the Employer who the designated Union Stewards will be by email. The designated Union Stewards will be responsible for adding bargaining unit members access to the virtual bulletin board, including all new hires. Street Roots maintains ownership over all files and all use of the online file management system is subject to Street Roots policies then in effect, and as allowed under the National Labor Relations Act.

4.5 Union Steward Representation. The Employer agrees that a Union Steward system exists for employee representation available to all employees covered by this Agreement and also agrees to respect that when the employee is acting in their role of Steward, the relationship is different from that of supervisor and employee.

4.6 Union Stewards.

4.6.1 Union Stewards will be allowed to wear Union Steward identification during working hours as long as it is not disruptive. Union stewards shall be free to conduct their duties with the understanding that such duties will be conducted and will not interfere with the normal operations or conduct of business at Street Roots. Stewards will be paid when they perform their duties during their working hours. The time given to perform their duties will be scheduled with the permission of their supervisor. In no event shall stewards be paid to conduct their duties for more than two (2) hours in their work week. Time spent in Labor Management Committee meetings and other meetings with management shall not be deducted from these two (2) hours.

4.6.2 Appearances before the National Labor Relations Board or at arbitrations shall not cause the Steward to be eligible for overtime or penalty payments. The Steward shall not be eligible for travel expenses as a result of this Section. Union Stewards representing bargaining unit employees in investigatory interviews conducted by the Employer will be in regular pay status, and the time spent in these meetings will not be counted towards the hour limit set in this Section.

4.7 New Employee Orientation.

4.7.1 The Union will be permitted to make a thirty (30) minute presentation to new employees during a new hire orientation or other similar onboarding event that involves bargaining unit employees. This presentation shall be for the purpose of introducing attendees to the leadership of the Union, the local representative, and for making the

Union available to answer any questions attendees may have, and explaining the role the Union plays in representing employees. One (1) Union designated representative may be released to attend orientation for up to thirty (30) minutes of paid time.

4.7.2 The Employer shall furnish the Local Union President with an updated list of employees after hiring new bargaining unit members within 14 days. The list shall contain the name, classification, date of employment, and work sites of the new employees and will be provided with the monthly dues and dues report.

4.8 List of Union Representatives. The Union shall provide the Employer with a list of the names of authorized Union Stewards and a list of authorized staff representatives and shall update those lists as necessary.

4.9 The Employer agrees that there shall be no reprisal, coercion, intimidation or discrimination against any employee for protected Union activities. It is recognized that only certain protected activities are permitted during work hours.

4.10 Consistent with operational needs, employees may take accrued personal leave, vacation leave, or unpaid leave of absence to attend Union meetings.

4.11 List of Bargaining Unit Employees.

4.11.1 Upon timely request, the Employer shall make available to the Union the latest copy of any bargaining unit employee statistical and expenditure reports relative to employment and benefits currently produced by the Employer which do not require manual or machine editing to remove confidential data or non-bargaining unit employee data. The Employer may charge the Union the reasonable copying cost.

4.11.2 At the request of the Union, the Employer will provide the Local Union President and officers a list of all vacancies in the bargaining unit and whether those positions have been posted.

ARTICLE 5 - MANAGEMENT RIGHTS

5.1 Street Roots management shall retain the exclusive right to exercise the customary functions of management including, but not limited to, directing the activities of agency programming and departments, determining the levels and location of service and methods of operation and; the right to hire, layoff, transfer and promote; to discipline or discharge for cause, the exclusive right to determine staffing, to establish work schedules and to assign work, and any other such rights not specifically referred to in the Agreement. Management rights, except where abridged by specific provisions of this Agreement or general law, are not subject to the grievance procedure.

ARTICLE 6 – UNION LEAVE

6.1 A bank of sixteen (16) hours of paid leave time per bargaining unit worker per fiscal year and a total of forty (40) hours of unpaid time off per fiscal year shall be set aside for use by all bargaining unit workers to attend Union conferences, conventions and meetings. Such paid or unpaid time off shall be granted if requested at least ten (10) working days in advance of the event, provided that the worker's absence will not create a critical staffing problem, as determined by the supervisor. This is intended for access by bargaining unit workers for attendance of Union conferences, conventions and Union meetings independent of the Employer.

6.2 Unpaid Leaves for Work with CWA, Local 7901

6.2.1 Subject to the operational requirements of, and at the discretion of, Street Roots, special agreements between the parties may be reached to allow workers in the bargaining unit a leave of absence without pay to work for their Union (CWA 7901). Such requests shall be made by CWA Local 7901, and the provisions of these leaves, when entered into by the parties, shall not result in net increased costs to Street Roots. A leave of absence under this Article shall not constitute a break in service. The Employer recognizes the importance to the parties of allowing members of CWA 7901 leave to work for their local, and will work with CWA to resolve obstacles to these leaves in a balanced way.

6.2.2 All leave requests under this Section shall be made directly to the worker's direct supervisor. Agreements entered into under this Section shall include that the worker shall be returned to the same class, department, and work location as held when the leave was approved and may provide similar assurances for assignments.

ARTICLE 7 - EMPLOYMENT CLASSIFICATIONS

7.1 New Employees. New employees are workers who have been employed at Street Roots for less than six (6) months, wherein they are not covered under 'Just-Cause,' but may use the first two (2) steps of the grievance procedure defined in Article 20 (Grievance). Any worker who has been employed at Street Roots for more than six (6) months shall not be disciplined or discharged without 'Just-Cause'.

7.2 Exempt employees. Exempt employees are those employees who are classified as exempt from the minimum wage and overtime provisions of the federal Fair Labor Standards Act and applicable state wage and hour laws. Such employees who are qualified as exempt include supervisory (executive), administrative, or professional, and who are generally paid on a salary basis, and as such are not entitled to overtime pay. Exempt employees may be full-time or part-time.

7.3 Nonexempt employees. Nonexempt employees include hourly wage employees and those who do not meet the duties tests for exempt status under the above-referenced laws. Employees in this category are entitled to overtime compensation, for work in excess of 40 hours in a seven-day workweek and as otherwise required by applicable law. Nonexempt employees must accurately record and report their daily and weekly work hours so that the employer can provide all earned overtime pay. Nonexempt employees may be full-time or part-time.

7.4 Full-time employees. Full-time employees are those who are regularly scheduled to work 36 hours or more per week year-round.

7.5 Part-time employees. Part-time employees are those who are regularly scheduled to work less than 36 hours per week. Part-time employees receive all legally mandated benefits, such as workers' compensation insurance and Social Security. Part-time employees are eligible for benefits as explained in the rest of this Agreement.

7.6 On-call employees. On-call employees are those who are not regularly scheduled to work but may work on an intermittent basis. On-call employees receive all legally mandated benefits, such as workers' compensation insurance and Social Security.

7.7 Interim or Temporary Employees. Interim employees are those who are hired to temporarily supplement the workforce, or to assist in the completion of a specific project. These employees may be full-time or part-time, but employment assignments in this category are of a limited duration and are based on a specific need or for a particular time of the year. Qualifying interim employees will be in the bargaining unit.

7.8 Street Roots Vendors. Street Roots vendors are independent contractors. Vendors purchase copies of Street Roots' newspaper wholesale then sell the product to

customers, keeping the profit and tips as their own income. Street Roots vendors are eligible for paid
opportunities at Street Roots. In cases where vendors and staff do the same work, the principle of “equal pay for equal work” is followed and Street Roots will also follow Oregon Pay Equity Law.

7.9 Volunteers. Volunteers are those who, at their own initiative, provide work without the expectation of hourly or salary pay from the Employer. This can include fellows and interns receiving a stipend or other pay directly or indirectly from their schools or other external sources.

7.10 Job Classifications. Job classifications group workers together based on similar duties and/or levels of responsibility. If new positions are created, job titles and duties will reflect these categories. Existing classifications are:

A. Producer
B. Reporter
C. Art Director
D. Specialist
E. Assistant
F. Coordinator
G. Manager

ARTICLE 8 - JUSTICE AND EQUITY

8.1 This Article is not subject to the grievance procedure.

8.2 Street Roots is an organization created and operated according to principles of justice and equity. These include the understanding that:

> 8.2.1 Homelessness and poverty do not impact communities equally. Capitalism and its auxiliary systems of enforced hierarchy (such as racism, white supremacy, colonialism, ableism, sexism, and paternalism) have sacrificed Black, Indigenous, and other communities of color as well as low-income, queer, and other marginalized communities in the US and around the world for the benefit of the few;
> 8.2.2 The communities most impacted by homelessness and poverty continue to be disadvantaged and excluded from opportunities to change the systems oppressing them.

8.3 Management and SRWG commit to collaboratively drafting and implementing necessary policies to ensure Street Roots: takes active steps to focus Street Roots' work on addressing these root causes; strategically and actively counters these systems of oppression; and follows the lead of, actively works to be in right relationship with, and elevates the voices of those most impacted by homelessness and poverty

8.4 Management and SRWG are committed to building a workplace free from discrimination or harassment. In keeping with this commitment none of the parties to this Agreement shall unlawfully discriminate against any employee in hiring, promotion, wages, terminations or other terms and conditions of employment because of such employee's race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, age, disability, genetic information, marital status, national origin, veteran status, union membership status, or any other unlawful consideration. This is in accordance with federal laws under Title VII of the Civil Rights Act, the Americans with Disabilities Act, Age Discrimination in Employment Act, Genetic Information Nondiscrimination Act, as well as any applicable state and local laws. No unlawful harassment or discriminatory behavior based on any of these categories by or toward anyone, including management, staff members, vendors, volunteers, community members, and community partners will be tolerated.

8.5 Nothing in this Agreement prevents an employee from filing a complaint with Oregon's Bureau of Labor and Industries, Civil Rights Division, or the Equal Employment Opportunities Commission.

8.6 The parties are committed to a work and service environment in which all individuals are treated with respect and dignity. The parties are committed to collectively supporting anti-racism and supporting the work of greater inclusion and awareness of the principles of diversity, equity, and inclusion in working environments. Management will provide staff with an annual equity

training. The Employer will be responsible for enforcing the standards articulated above and, in solidarity, the Union will similarly encourage its members to uphold these standards.

8.7 Workplace Access to Immigration Officials: Street Roots is committed to ensuring that Street Roots remains a safe place for vendors and staff members alike, to the extent lawfully possible. To that end, Street Roots management will train all staff and provide tools that support preventing immigration officials to access employer-controlled worksites or access staff or vendor information in their professional capacity without a warrant or subpoena signed by a judge or magistrate and confirmed by a member of management, or as otherwise required by law or other agreement.

8.8 Street Roots will create an collaborative equity committee who will steward Street Roots' Equity & Inclusion efforts with an eye towards the following two purposes:

8.8.1. Facilitate organization-wide discussions on applying principles of equity, inclusion, social justice, and anti-racism in the organization's work and;
8.8.2 Make recommendations about how to advance these principles in the workplace.

ARTICLE 9 - EQUAL OPPORTUNITY EMPLOYMENT AND NON-DISCRIMINATION

9.1 Street Roots is an equal employment opportunity employer. Street Roots' objectives can best be achieved by utilizing to the fullest extent all of the human resources available, without the consideration of characteristics unrelated to performance.

9.2 All employees and applicants for employment are extended equal employment opportunities without discrimination on the basis of race, color, ethnicity, gender, sexual orientation, gender identity or expression, religion, age, national origin, citizenship, marital status, physical or mental disability, genetic information, application for employees' compensation benefits, use of statutory protected leave, veteran or military status, criminal record and/or incarcerated status; or because of participation or lack of participation in union activities, or any other status or characteristic protected by applicable federal, state, or local laws.

9.3 Street Roots agrees to make reasonable accommodations for employees' disabilities and sincerely held religious beliefs consistent with applicable laws.

9.4 All employment decisions will be made and administered in a non-discriminatory manner. Street Roots requires all employees and affiliated persons to strictly follow the anti-discrimination laws. This policy against discrimination applies to recruitment and placement, promotion, training, transfer, retention, participation in Employer-sponsored programs, compensation, layoff, recall, leaves of absence, and all other terms, conditions, and privileges of employment.

9.5 The parties agree that unlawful discrimination by any employee, including management, supervisors, and co-workers are strictly prohibited.

ARTICLE 10 - EDITORIAL INDEPENDENCE

10.1 The contents and scope of coverage of the Street Roots newspaper lies solely with the Editor in Chief, who may consult with their editorial colleagues and receive feedback from vendors and other stakeholders. However, in no circumstance should the editorial scope and direction of the newspaper be dictated by the Executive Director or Board of Directors.

10.2 Funding and Editorial Independence. To maintain both our integrity as a news outlet and our financial transparency, Street Roots upholds a firewall between news coverage decisions and sources of revenue. Funders and advertisers of Street Roots will have no control over Street Roots' editorial decisions. Likewise, members of the Board of Directors, as a fiduciary body, do not have any authority to direct editorial content.

ARTICLE 11 - TRAININGS

11.1 The Employer will offer training for employees to improve their knowledge, skills, and abilities to perform their job. Training needs will be determined in collaboration by the Employer and Employee and on a program-by-program basis.

11.2 Onboarding. Training opportunities will be offered or presented for employees at the time of onboarding, and periodically thereafter when deemed appropriate.

> 11.2.1 Within the first fourteen (14) days, the Employer agrees to orient all new employees to elements like basic office procedures, an overview of the agency and its departments, enrollment for benefits as well as job-specific training. An incoming employee shall be given on-the-job training by the departing employee whenever possible.

11.3 When job requirements and job skills are added or changed — including when knowledge of a new system, program, or procedure becomes necessary — the Employer will review the requirements and job skills on a case-by-case basis to determine whether and/or how training should be provided for the new requirements or skills.

> 11.3.1 When new training is required for the employee to perform job-related duties, employees will be trained as soon as possible after decisions to change or revise systems, etc.
>
> 11.3.2 Supervisors will establish a training timeline and a monitoring schedule to ensure employees receive the appropriate training and support.
>
> 11.3.3 All employees are expected to complete training within the established timeline unless there are extenuating circumstances, as determined by the supervisor.
>
> 11.3.4 No employee shall be disciplined for work performance related to a new system or program until after the employee has completed the training related to the new system, program or procedure.

11.4 Scheduling Training. Training required by the Employer for employees shall be conducted during their regularly scheduled hours if possible. Employees will be offered an opportunity to make up required training whenever possible.

11.5 Training Costs

> 11.5.1 The Employer will pay for the cost of any required training and pay the employees the regular rate of pay during the required training.

11.5.2 Additionally, the Employer is responsible for fees associated with external training. Staff shall either be reimbursed or Street Roots will pay for such fees. Staff should inquire for then-current reimbursement procedures with their supervisor in advance of booking any training or related travel.

11.5.3 Employees who attend external training relevant to their work must receive prior approval from their supervisor. Employees shall be paid their regular rate of pay for the travel time to and from the training and the training itself, as well as mileage at the current IRS rate. Employees must work with their supervisor for any schedule changes and work coverage in advance of attending the training. Employees shall follow then-current policies and practices related to travel and reimbursement.

11.6 Other training. From time to time, the Employer and/or working committees of staff may determine that additional training will benefit employees, including, but not limited to, equity, health and safety, and conflict resolution.

ARTICLE 12 - ARTIFICIAL INTELLIGENCE

12.1 Generative Artificial Intelligence (GAI). The Employer and the Union recognize that GAI tools, programs, services, and technologies are developing rapidly and may offer both opportunities and challenges within the workplace. Both parties share a commitment to maintaining transparency and shared learning as these GAI tools continue to develop and will work together collaboratively to preserve the ingenuity and integrity of bargaining unit work. Both parties agree that, if utilized, GAI tools or technology will be used to augment, not replace, the work done by the bargaining unit workers.

12.2 Definition. Generative Artificial Intelligence ("GAI") includes open-source or proprietary generative systems of technology that create original content, in whole or in part, through the utilization of machine learning techniques.

12.3 Notice. To the greatest extent practical, the Employer shall give at least thirty (30) days advance notice to the union of the actual GAI use by Street Roots or the required use by bargaining unit employees of any new GAI system that it anticipates will have a meaningful impact on terms and conditions of employment covered by this Agreement.

12.4 Journalistic Ethics. GAI shall not be used to perform work that is editorial in nature such as generation of news content or illustrations. A GAI policy will be established by the editorial team and revisited annually by the editorial staff.

12.5 Job Security. Should Street Roots decide to adopt new GAI technology it must not result in any staff reduction of bargaining unit employees, reduce working hours or base salaries of bargaining unit employees, or eliminate existing or future bargaining unit positions.

ARTICLE 13 - HEALTH AND SAFETY

13.1 Occupational health and safety is the mutual concern of Street Roots, the Union, and employees. Employees or the Union shall report significant safety and health hazards of which they are aware to a supervisor and to the Labor Management Committee. Street Roots shall comply with applicable federal, state, and local safety laws, rules, and regulations. Nothing in this Agreement shall imply that the Union has assumed legal responsibility for the health and safety of employees.

13.2 Unsafe Conditions. The work that Street Roots does includes managing and responding to behaviors and situations that may be unpredictable. Employees who work at Street Roots understand that they may need to engage in de-escalation or support individuals in crisis, and management will provide relevant training within an employee's first thirty (30) days as stated in Article 11 - Trainings.

An employee acting in good faith has the right to refuse to work under conditions that the employee reasonably believes present an imminent danger of death or serious harm to the employee in accordance with applicable federal, state, and local laws. Bringing up concerns about workplace safety will not be cause for discipline.

13.3 Ergonomic and Personal Protective Equipment. Personal protective clothing and equipment shall be furnished and maintained by Street Roots without cost to employees whenever such equipment is required by the Employer in accordance with best practices and government advisement to perform their job duties. The Employer agrees to furnish a clean, sufficiently ventilated, heated and lighted work environment free from hazards, including ergonomic hazards. Employees may request updates to their workstations that reduce physical strain on their body.

13.4 Labor Management Committee Safety Purview. The Labor Management Committee will prioritize safety in accordance with Oregon OSHA regulations. As it pertains to workplace safety, the general responsibility of the committee will be to promote a safe and healthful workplace by recognizing hazards and recommending abatement of hazards and education programs. The committee will meet or participate in inspections or safety-related events as needed, and no less than annually.

13.5 Safe Staffing. If employees in a program or team have raised concerns with management over staffing and/or vacancies causing them to feel unsafe or unable to meet the mission of Street Roots, and the issues have not been remedied, they may call for a meeting with the Street Roots Leadership Team (Executive Director, Editor-in-Chief, Vendor Program Director, Development Director, Operations Manager). The meeting will be scheduled within ten (10) days of the request. To the extent possible, the meeting will be scheduled so impacted employees can attend during their shift. A Union Steward/Representative may also

attend the meeting.

13.6 Workplace Violence Mitigation and Response. Employer will identify measures that will reduce the risks for active threat or violence, including training for employees in de-escalation and addressing active threat and violent acts; identify procedures for responding to active threats or violence if it occurs; and provide support to staff that have experienced violence in the workplace, including support accessing counseling. This could include bringing in an outside provider to the workplace after a critical incident.

ARTICLE 14 – HIRING

14.1 Hiring Committee. A unique Hiring Committee will be created for each open staff position at Street Roots and will serve until the position is filled.

14.1.1. Purpose: To be charged with posting hiring announcements widely, reviewing, evaluating, and scoring applications, conducting interviews, and evaluating the need to repost, if necessary, to expand the applicant search until a candidate accepts a job offer.

14.2 Composition of each Hiring Committee will include but is not limited to: A. Position supervisor

B. One (1) or more Bargaining Unit worker(s)

C. When possible and if applicable, One (1) or more active Street Roots vendor(s) invited are selected by mutual agreement between the Vendor Program Director and the Bargaining Unit worker(s) for vendor team hiring or positions that work closely or directly with the vendors.

14.3 As soon as it is determined that a position is to be filled or created at the organization, the position's supervisor will send the announcement to all Bargaining Unit staff, the Street Roots Board of Directors, and Vendors when applicable. The position's supervisor will also announce the opportunity to serve on the Hiring Committee.

14.4 In the event multiple workers reply with interest to participate on the Hiring Committee, the position's supervisor will select one or more, while considering the interested workers' availability, how closely they would work with the position being hired, and whether they have had the opportunity to serve on Hiring Committees.

14.5 Hiring Committees shall be provided resources on how to avoid leading questions and create consistency between interviews.

14.6 Decisions by the hiring committee shall be achieved by consensus where practicable, and otherwise by simple majority vote.

14.7 Vacancy announcements. All vacancy announcements will include the following:

A. title of open position;
B. pay range;
C. description of duties and work to be performed;
D. desired qualifications and experience for employment;
E. provision for a remote work option unless impracticable;
F. a statement encouraging applicants to apply even if they do not meet all

the qualifications;

G. a statement that Street Roots values lived experience as equal to professional experience;

H. the benefits associated with the position;

I. a statement that the position is a member of the bargaining unit represented by CWA Local 7901;

J. gender neutral language;

K. instructions on how to submit;

L. deadline for applications;

14.8 Posting. Staff and the Board of Directors will actively seek diversity in the workforce. The Hiring Committee shall distribute job postings widely to increase potential for hiring diverse employees. Positions that are publicly posted will be posted on a range of platforms, including commonly-used regional and national job seeking websites (such as Idealist, Indeed, LinkedIn), appropriate professional and alumni listservs that staff and the Board of Directors are members of; Street Roots' social media pages, and the social media pages of Street Roots Board members and employees, to ensure a broad candidate pool is reached. Once publicly posted, the position will remain posted for a minimum of 14 days.

14.9 Application Process. All applicants for a particular position shall be required to submit the same application materials. If the screening process is to be phased, the Hiring Committee shall inform all invited applications of phased screening process at the earliest possible opportunity.

14.10 Interviews. The Hiring Committee will ensure the following occurs during an applicant's interview process:

A. All candidates considered for a position shall undergo the same initial screening process where the applications are anonymized to all the members of the hiring committee. The Operations Manager or other manager/director will sort through initial applications to remove names before forwarding to the committee.

B. All candidates that advance to the interview phase shall receive the same interview process.

C. The interview panel will consist of three (3) members of the hiring committee.

D. All candidate interviews shall be scored using the same scoring template.

E. Candidates will receive the same initial interview questions, and the same interview panel, unless extenuating circumstances such as staff illness or potential conflicts of interest due to pre-existing personal relationships to the candidate make it impossible to use the same interview panel. Interviewers may ask a reasonable number of follow-up questions during the initial interview if those questions would facilitate evaluation of the candidate.

F. Interviews shall run for no more than 60 minutes.

14.11 Offers of Employment. Upon the hiring committee deciding to offer employment to a candidate,

the position's supervisor will, in addition to any other form of contact, email the candidate an offer letter containing:

A. The title and start date of the position being offered;
B. The salary or hourly wage offered;
C. A description of the additional benefits (vacation, health insurance, etc.) associated with the position; and
D. The job description of the position being offered.

14.11.1 The hiring committee shall also offer the candidate the opportunity to review this Agreement, and any future collective bargaining agreements as shall come into existence from time to time.

ARTICLE 15 - POSITION DESCRIPTIONS

15.1 Position descriptions. Individual positions shall be in writing. A dated copy of the position description shall be given to the employee upon assuming the position and each time the position description is amended. The individual position description shall be reviewed with the employee upon request.

15.2 Amendments to position descriptions. If Street Roots amends a position in such a material way that the Union believes it is effectively a new position, the Union shall have fourteen (14) calendar days from learning of the amendment to present, in writing, its revised wage proposal and justification, and, if applicable, revised remote work availability. If Street Roots accepts the Union's proposal, the wage change shall be retroactive to the day the employee was notified of the position amendment. If Street Roots disagrees, it shall provide a written response to the Union no more than fourteen (14) calendar days after receipt of the Union's proposal. Street Roots is not obligated to make a counter wage proposal, but if it does, and the Union accepts it, the Employer's counter offer will be retroactive to the day Street Roots notified the employee of the amended job description. If the Union is still dissatisfied, it may request bargaining, but any newly negotiated wage increase will not be retroactive.

15.3 Timelines. Timelines in this Article can be waived by mutual agreement.

ARTICLE 16 - TRIAL SERVICE

16.1 New Hire Trial Service. Newly hired employees shall serve a six (6) month trial service. Upon completion of satisfactory service in trial service, an employee shall become a permanent employee. Interim and temporary employees who are hired into a permanent position shall serve a six (6) month trial service period.

16.2 Successful Completion of Trial Service. Except in cases of insubordination, misconduct or absence without leave, if an employee is not satisfactorily meeting the requirements of a position during trial service, the Employer must no later than thirty (30) calendar days prior to the end of the employee's trial service period inform them of this fact and reasons therefor and provide a reasonable opportunity for improvement; however, the Employer retains the right to decide whether an employee has successfully completed trial service based on the employee's performance and work record during the full term of the trial service.

16.3 Promotional Trial Service. Trial service shall apply to promotions to a higher paid job classification within the bargaining unit. In the event an employee who is promoted does not pass promotional trial service, the employee shall have the right to return to a vacant position in their previous classification. If there are no vacant positions, the employee will have right to first refusal for any positions in that classification that become available within six (6) months of the conclusion of their trial service.

16.4 Parental or Medical Leave During Trial Service. If a worker takes Parental or Medical Leave during Trial Service, their Trial Service will be extended by the same number of days the worker was on Parental or Medical Leave.

16.5 This Agreement shall not limit in any way the Employer's right to make decisions affecting a trial period employee's employment status. Any employees in their introductory period may be disciplined or discharged during their trial period within the sole discretion of the Employer and shall not be subject to the grievance provisions of this Agreement.

ARTICLE 17 - HOURS OF WORK

17.1 Work Schedule. For full-time non-exempt employees, the regular work week will be thirty-six (36) to forty (40) hours. Employees shall have a consistent schedule with regular days off and start/stop times that are consistent from week to week. Any non-exempt employee designated to work fewer than thirty-six (36) hours per week shall be considered a Part-Time employee and will be scheduled to work no more than five (5) consecutive days a week. All employees are expected to be at work every day they are scheduled and to be at work on time. If you know you are going to arrive at the office after your usual beginning time, notify your supervisor in advance via text or phone call. If the employee does not hear back from their supervisor, employees should also use the Staff Announcements channel in G-Chat to notify others of their absence.

17.2 Time Keeping. Non-exempt employees must track their start and stop times on timesheets by the end of the day each day. Time must accurately reflect actual hours worked. Inadvertent errors in the timesheet must be reported to the employee's supervisor as soon as the employee realizes the error and any changes made to an employees' timesheet by the supervisor will be communicated to the employee in writing.

17.3 Travel Time. All travel time will be handled in accordance with applicable wage and hour laws. If an employee travels for job duties or to attend a conference or work gathering, they will be paid according to Article 25 Stipends and Reimbursements.

17.4 Exempt Employee Work Schedule. Exempt employees are expected to be generally available during their program's operating hours, unless the supervisor has outlined a specific schedule due to the nature of their duties. Exempt employees may request to work fewer hours than scheduled on a day in a work week and make up for those hours by working an equivalent number of hours on another day or days in the same pay period. Such scheduling is subject to supervisor approval and, regardless of any other provisions of this Agreement will not result in over-time pay. An exempt employee and their supervisor must mutually agree on a flexible work week without restriction to hours worked in a week.

17.5 Breaks and Meal Periods. Non-exempt employees shall have uninterrupted fifteen (15) minute paid break periods and an uninterrupted thirty (30) minute unpaid lunch as follows:

Shift	**Break**	**Meal**
2 hours or less	0	0
2 hours 1 minute – 4 hours	1	0
4 hours 1 minute – 6 hours	2	0
6 hours 1 minute – 10 hours	2	1

17.6 Overtime. Any non-exempt employees will be paid at the rate of time and one-half for work over forty (40) hours in a week. The workweek starts on Sunday at 12:00 AM and ends the following Saturday at 11:59 PM. Exempt employees do not receive overtime pay.

ARTICLE 18 - INCLEMENT CONDITIONS

18.1 When in the judgment of the Employer, weather, hazardous conditions, and/or loss of power require the closing or curtailing of the Street Roots office after the worker reports to work, the worker shall be paid for the remainder of the worker's shift.

18.2 In the event of inclement or hazardous conditions which require the closure of the office before the work shift begins, the Employer may direct workers not to report to work and notify workers of the closure by phone, email, GChat, and/or text message no less than sixty (60) minutes prior to the start of their workday, or in the case of workers who live more than forty (40) miles from their assigned office, no less than ninety (90) minutes prior to the start of their workday. In such cases, the worker shall be on paid time during the period in which the worker's work is curtailed due to inclement weather or hazardous conditions. To the extent possible, the worker will be expected to carry out their regular duties, provided they have access to the necessary systems and equipment and their ability to carry out those duties is not impacted by the weather or conditions. If the worker is unable to perform their regular duties or will be unavailable to work for all or part of the day, they will notify their supervisor. Staff whose duties require them to be in-person, such as Vendor Program staff, will not suffer loss of pay due to office closures caused by inclement weather.

18.3 If weather conditions change and become hazardous, a worker may determine it is necessary for them to go home prior to the end of the work shift. In such cases, the worker shall have the option of utilizing accrued vacation, floating holiday, and/or leave without pay.

ARTICLE 19 - LABOR MANAGEMENT COMMITTEE

19.1 Street Roots recognizes that it is in the best interest of the organization to create a Labor Management Committee to discuss solutions and improvements of mutual interest that are outside of the scope of this contract or the grievance and arbitration procedures (see further under X.10). The LMC shall be established as the primary body through which SRWG members and Management work together constructively on issues of mutual interest. Management recognizes and affirms the importance of this body for good working relations, and for accommodating SRWG input in decision-making. SRWG and Management mutually affirm that the LMC is established with the goal to promote harmonious relations between SRWG and Management, and to ensure good-faith, constructive, efficient, and pragmatic cooperation between Management and SRWG. The LMC will serve to structure and improve internal communications, and to provide a space for the effective expression of SRWG preferences and feedback on issues, policies and procedures not specified or stipulated in this contract. LMC meetings are not bargaining sessions or grievance procedures, and have no authority to change the terms of this collective bargaining agreement.

19.2 All members of the LMC have the right of initiative to suggest modifications, changes or updates to policies and procedures, as well as the right to suggest new policies and procedures not covered by this agreement, and that do not contradict the agreements in this contract.

19.3 Composition. The LMC will have six members. Three of the members will be selected from the bargaining unit. Three of the members will represent, and be selected by Management. Management's members will include the Executive Director and at least one member of the Board of Directors.

19.4 Both parties shall use their best efforts to ensure that their representatives are representative of the organization in terms of position(s) and teams.

19.5 The power to draft and approve the Street Roots annual budget is the exclusive prerogative and fiduciary responsibility of the Street Roots Board of Directors and management. Nothing in this article or agreement may be interpreted as limiting, altering, or compromising that prerogative or the responsibilities of Management and the Board of Directors under applicable Federal and State law governing 501(c)(3) Non-Profits. The LMC is in no way authorized to draft or edit the budget. Within these parameters, the LMC will function as a body that ensures timely and meaningful input from SRWG on the annual budget. As such, the draft budget for each new fiscal year will be sent to the LMC no less than three weeks before the Street Roots Board of Directors is set to vote on the adoption of the budget. The LMC will discuss and provide feedback on the draft budget no less than ten (10) working days before the Street Roots Board of Directors is set to vote on the adoption of the budget.

19.6 The LMC or management may ask a staff member or other person with specialized knowledge to join its meetings as a non-participating observer, or to provide relevant information for the LMC's discussion.

19.7 Meetings. The Committee shall establish a bi-monthly meeting date. A simple majority of LMC members may agree not to hold a particular meeting for lack of agenda items. Both Management and SRWG may request an additional meeting, to discuss an issue that reasonably cannot wait until the next regularly scheduled meeting date. The other party will make a good-faith effort to accommodate such requests, but is not obliged to agree to additional meetings.

19.8 Agenda Items. Each member shall submit a written list of issues it wishes to discuss to the other members at least 24-hours prior to any meeting.

19.9 The LMC will meet for a maximum of one and a half (1.5) hours at each meeting for the purpose of working collaboratively toward solutions to current workplace issues, including safety concerns, improved efficiency and productivity, and for effective, two-way communication and respectful working relationships.

19.10 The LMC will have no authority to modify the collective bargaining agreement, discuss active grievances, or engage in bargaining. While the prerogative and responsibility for day-to-day decision making belongs to Management, Management will make a good faith effort, within reason and within the limitations dictated by time, urgency and necessity, to discuss workplace issues of mutual interest and changes to policies and procedures not explicitly covered by this Agreement in the LMC.

ARTICLE 20 - GRIEVANCE PROCEDURE

20.1 Both the Union and the Employer agree that it is in the best interest of all parties to resolve grievances, disputes, and other complaints at the earliest opportunity and at the lowest level. The Union and the Employer encourage workers to proactively seek informal resolution of problems and/or miscommunications. Both parties will extend efforts to establish a working relationship between the Stewards and Supervisors. In the event a dispute is not resolved in an informal manner, this Article provides a formal process for problem resolution.

20.2 Grievance Definition. Grievances are disputes which arise between bargaining unit member(s) and the Employer. Grievances are therefore defined as an allegation brought forth by a bargaining unit member or group of bargaining unit members that there has been a violation, misapplication, or misinterpretation of this Agreement. If a grievance arises for any reason, it shall be submitted under the following grievance procedure described below.

20.3 Computation of time. The time limits in this Article must be strictly adhered to unless mutually modified in writing. As used in this Article, “days” means calendar days and will be counted by excluding the first day and including the last day of timelines. When the last day falls on a Saturday, Sunday, or holiday, the last day will be the next day which is not a Saturday, Sunday, or holiday. Transmittal of grievances, appeals, and responses will be in writing, including email. Timelines will apply to the date of notice. At any point in the following grievance steps, either party may request an extension in regards to any specified time limit. Such requests will be considered in good faith, and if mutually agreed to, memorialized in writing.

20.4 Filing a grievance. Grievances may be filed by the Union on behalf of an employee or on behalf of a group of employees. If the Union does so, it will set forth the name of the employee or the names of the group of employees.

20.5 Union Representation. The Employer recognizes a grievant’s right to have Union representation in the handling of a grievance, and once a grievance is filed by the Union, the Employer will not deal directly with the grievant(s) about the grievance without providing notice to the Union.

20.6 Resolution. If the Employer provides the requested remedy or a mutually agreed-upon alternative, the grievance will be considered resolved and may not be moved to the next step.

20.7 Withdrawal. A grievance may be withdrawn at any time.

20.8 Pay. Stewards will be provided a reasonable amount of time during their normal working hours to investigate and process grievances provided it does not impact internal or external deadlines for work product, up to four (4) hours per pay period. Grievants and Stewards will not lose pay for attending informal dispute resolution meetings, grievance meetings, alternative dispute resolution sessions, and arbitration hearings held during their scheduled work time.

20.9 Bypass. Any of the steps in this procedure may be bypassed with mutual written consent of the parties involved at the time the bypass is sought.

20.10 Non-disciplinary grievances and termination. Grievances unrelated to discipline and grievances involving termination shall begin at Step 2 (see below). Before filing a grievance related to a nondisciplinary matter the parties shall attempt to resolve it informally.

20.11 Grievance files. Written grievances and responses will be maintained separately from the personnel files of the employees, by the Employer, and by the local.

20.12 Filing and processing. Grievances shall be processed in accordance with the following procedures:

Step 1:

i. Unless the matter has been resolved informally, a written grievance must be presented to the Executive Director within thirty (30) days of the occurrence giving rise to the grievance, or the date the grievant knew or reasonably could have known of the occurrence.
    1. The Union will develop a form for the submission of grievances. That form shall at a minimum include the following:
        a. A list of grievants (all known impacted employees or group of employees);
        b. The Article and section of this agreement that the employee(s) or Union believes to have been violated;
        c. The date of the alleged violation;
        d. A list of known bargaining unit or non-bargaining unit witnesses or employees alleged to be involved;
        e. The specific remedy requested;
        f. The Union Steward or other Union representative handling the grievance.

ii. A Union Representative (Steward or Local officer), will submit the grievance in writing to the Executive Director and request a formal meeting to resolve the grievance.

iii. The Executive Director will respond to the request by scheduling a meeting with the grievant and/or their Union Representative. This meeting shall occur within fourteen (14) calendar days of receipt of the written grievance.

iv. The Executive Director shall give their decision in writing to the Union within fourteen (14) calendar days following the conclusion of the Step 1 meeting(s). It shall be the objective of both the Employer and the Union to settle grievances

at the first step to the greatest extent possible.

Step 2:

v. If the grievance is not resolved at Step 1 to the satisfaction of the grievant(s) and Union, the Union may appeal the grievance by written notice to a member of the Board Executive Committee within fourteen (14) calendar days following the receipt of the Executive Director's Step 1 written decision.

vi. A meeting shall occur between a minimum of two members of the Board Executive Committee or designee, Union Steward or other Union Representative, and the grievant(s) at their option, in good faith at a mutually scheduled time, and not later than ten (10) days of the receipt of the appeal of Step 2 unless mutually agreed upon in writing to resolve the grievance.

vii. The Board Executive Committee must provide a written response to the grievance no later than seven (7) days after the Step 2 meeting.

Step 3: Appeal

viii. If the grievant is not satisfied with the Executive Committee's decision at Step 2, they may appeal the grievance with written notice to the Board of Directors within fourteen (14) calendar days following the Union's receipt of the Board Executive Committee's Step 2 written decision. The Board of Directors will create an ad-hoc committee to address the appeal. The authorized Union representative and the Board of Directors ad-hoc committee shall meet within fourteen (14) calendar days of such appeal. Both parties shall attempt to resolve the matter, and the Board of Directors, upon recommendation from their ad-hoc committee, shall give its written decision to the Union within fourteen (14) calendar days following the Step 3 meeting(s).

Step 4: Arbitration

ix. If the grievance is not settled on the basis of the foregoing procedures, either the Employer or the Union may notify the other party, in writing, of their intent to submit the issue for arbitration fourteen (14) days after the reply of the Employer.

1. During the fourteen (14) calendar days that the Union has to provide written notice of its intent to arbitrate the dispute, the parties can agree to attempt to resolve the matter through any mutually agreed upon alternative procedure. Pursuing that process will suspend the time limit the Union has to pursue arbitration until fourteen (14) days after the alternative agreed upon method is completed.

x. The Employer and the Union agree that any decision of the arbitrator which is within the scope of this Agreement shall be final and binding upon them.

xi. The Union and Employer agree to select an arbitrator from a provided list of

seven (7) names of regional arbitrators with offices in Oregon after such a list is requested from Federal Mediation Conciliation Services.

xii. Each party shall, in turn, strike one arbitrator at a time from the list until one name remains to proceed with as an arbitrator.

xiii. The arbitrator whose name remains shall act as the arbitrator of the dispute. The arbitrator shall have the authority to interpret and apply applicable provisions of this Agreement, but may not modify the Agreement, or establish new benefits not meant to be granted by this Agreement. The arbitrator shall exercise all power relating to admissibility of evidence, conduct of the hearing, and arbitration procedures, provided that in doing so they shall not contravene any provisions of this Agreement.

xiv. The Parties agree to limit Mediation to no more than three (3) sessions.

xv. The expenses of the arbitrator and all other expenses of the arbitration, other than those incurred by each party in the presentation of its own case, shall be borne equally by the parties involved.

ARTICLE 21 - PROGRESSIVE CORRECTIVE ACTION

21.1 Progressive Corrective Action. The principles of progressive corrective action shall be used and imposed only for just cause except in cases of significant misconduct, which is defined in 12.7 in this Article. Any time an employee is meeting with their supervisor to discuss corrective action, the employee has the right to request a union representative be present. Corrective action must be taken within a reasonable period of time of the event or action, or of the Employer's knowledge of the event or action, on which the corrective action is based.

21.2 The ordinary progression shall be as follows:

A. Verbal warning, with follow-up written documentation via email.
B. Performance improvement plan.
C. Final written warning.
D. Discharge.

21.3 For any corrective action issued during steps A-C, corrective action shall be in private and in writing, and a copy of any documentation shall be provided to the employee at the time of meeting as well as to the Union. In the absence of Union Representation in a corrective action meeting, the Employer shall notify the Union within four (4) calendar days of the date and the person who received corrective action.

21.4 The Employer may repeat a step of discipline or skip one or more steps, depending on factors including the severity of the issue or conduct, and the presence of mitigating or aggravating circumstances. In such instances, the Employer shall notify a Union Steward or other union representative of the variance in disciplinary procedure.

21.5 Employee Response. Employees shall be allowed to provide a written response to any corrective action they are given within fourteen (14) days of the discipline. The written response shall be attached to the documentation placed in the employee's personnel file.

21.6 The provisions of this Article shall apply only to employees who have completed their trial period. The Employer may discharge or discipline any employee who has not completed their probationary period based on the principles of at-will employment, and without reference to just cause principles. Trial employees shall not have recourse through the grievance and arbitration processes, and an arbitrator shall have no jurisdiction to consider the propriety of any discharge or other discipline in respect of any trial employee.

21.7 Significant misconduct is defined as violence, verbal abuse, theft, fraud, harassment, breaches of safety or confidentiality, or repeatedly arriving at work while significantly intoxicated.

21.8 Each step of corrective action expires one (1) year from the date of discipline. Significant misconduct may be used for the purpose of progressive corrective action for up to two (2) years.

21.9 Documented corrective action shall remain part of the personnel file.

ARTICLE 22 - PERFORMANCE REVIEWS

22.1 Performance reviews give both the employee and the supervisor an opportunity to discuss job duties, recognize progress, identify any opportunities for improvement, and promote professional growth. The contents of the performance evaluation are considered to be a professional development tool and will not be considered disciplinary.

22.2 Annual Performance Evaluation. All employees will receive an annual performance evaluation as soon as reasonably possible at or near sixty (60) calendar days of their date of hire anniversary.

22.3 The supervisor will initiate the review and will give the employee notice at least 14 calendar days before the intended review date. In the event that an employee or their direct supervisor is on leave for all or a portion of the review period, the performance evaluation may be delivered upon return to work from leave. Employees will be given a copy, will have the opportunity to review their finalized performance evaluation, and may provide a written response that will be maintained with the performance review in the employee's personnel file.

22.4 Evaluation. Each employee shall receive a performance evaluation based on the expectations of the role and job description. Initial performance evaluations shall occur during the last two weeks of an employee's 6-month trial period and again at the anniversary of their date of hire. No evaluation shall be entered into an employee's file until the employee has had an opportunity to read, comment on, and sign it.

22.5 Employees can request a check-in with their direct supervisor at any time and will meet with their direct supervisor for a check-in no less than once every three month~~s~~.

22.6 Evaluation Process. The supervisor shall give a copy in advance and then discuss the performance evaluation with the employee. The employee shall sign the evaluation, and that signature shall only indicate that the employee has read the evaluation. A copy of the evaluation shall be provided to the employee at this time. The employee shall have the opportunity to provide written comment within thirty (30) days. Such written comments shall not be used as a basis for disciplinary action, layoff, or any other reprisal so long as the comments comply with this Agreement and the Street Roots handbook.

ARTICLE 23 - REDUCTION IN FORCE

23.1 Reduction in Force Definition. For purposes of this Article, a Reduction in Force is defined as:

A. A bargaining unit employee's position is eliminated for economic or other involuntary reasons not reflecting discredit on an employee, and the employee is not offered a transfer; or the employee's bargaining position is eliminated on either a temporary or permanent basis; and

B. The employee is not offered a transfer to a position which the employee is able to perform effectively and efficiently upon assumption of the job classification; or C. The employee's FTE is reduced.

23.2 Reduction in Force Process. Where a Reduction in Force is required, such Reduction in Force shall be by job title within the organization and program. The Employer will determine the staffing level (number of employees based on job classification) and the job title(s) required to perform the remaining work. Employees in the affected job title(s) shall be:

A. Offered the opportunity, in seniority order, to volunteer to accept a layoff starting with the most senior employee in affected job title(s). Employees will be given seven (7) calendar days to volunteer to accept a layoff.

B. In the event the Employer initiates a layoff and a position exists within a job title that requires special skills, knowledge, and competencies which cannot be performed by other more senior employees in that job title, the Employer may go out of seniority order.

C. Any remaining positions identified for reduction will be laid off in inverse seniority.

23.3 Union Notice. In the event it becomes necessary to reduce forces under this Article, the Employer shall give written notice of all pending layoffs to the Union as soon as reasonably possible, whenever able, providing at least thirty (30) calendar days before the effective date, stating the reasons for the layoff.

The notice will include the job title(s), the names of the employee(s) in those job title(s) who have been tentatively selected for layoff, the category of employment classification of those employee(s), and a seniority list by name, job title, and category of employment classification. If the Union desires to discuss possible alternatives to the pending layoff or question the selection of the employee(s) tentatively selected for layoff, it shall notify the Employer to schedule a meeting within five (5) calendar days of the Union's receipt of notice of layoff and the parties shall meet within five (5) calendar days of the Union's receipt of the notice of layoff.

23.4 Employee Notice. Regular employees who have completed their probationary period will have a minimum of thirty (30) ~~c~~alendar days' notice of an impending layoff. In the event that such an employee is provided notice of less than thirty (30) calendar days.

23.5 Recall. Employees who have been laid off shall be placed on a recall list for twelve

(12) months.

23.5.1 If the Employer is hiring for a job title that was subject to layoff during the effective layoff time period, employees from the corresponding job title shall be recalled in seniority order, starting with the employee with the most seniority.

23.5.2 Employees shall be on the recall list for up to twelve (12) months from the date of layoff. Laid-off employees shall receive an offer letter at their last known email address, if on file. It is the responsibility of the laid-off employee to provide the Employer with any changes in address, email, or other contact information. The employee has seven (7) calendar days from the date the offer letter was sent to respond via email to the email address provided by the employee to the offer letter with their acceptance of recall. It shall be solely the employee's responsibility to provide revisions to their email notice on file should the employee's email address change during employment. The Employer shall have no liability of any kind if the Employer sends the recall notice to the email address on file and the email is returned as undeliverable or there is no response from the employee. An employee accepting a recall will be available to work within twenty-one (21) calendar days of notice to the employer of acceptance of the recall offer. Laid-off probationary employees have no recall privileges.

23.5.3 Employees who decline a recall shall be removed from the recall list even the period of twelve (12) months has not expired.

23.6 Vacancies. Laid-off employees will have access to posted positions and will be treated as internal candidates for purposes of filling ~~of v~~acancies and may apply for any vacant position covered by this agreement, provided the employee meets the minimum qualifications for the position. Employees who exercise this option and who take a lower paid position within the organization will continue to remain on the recall list for the job title from which they were laid off.

23.7 The Employer will not contest any unemployment claim filed by an employee after layoff as allowed under relevant law and regulation.

ARTICLE 24 - WAGES

24.1 Upon ratification, all bargaining unit employees will receive a seven percent (7%)

raise. **24.2 Starting wages.** All new hires must make at least $25 an hour.

24.3 Effective July 1, 2027 and every 1st of July for every year following, wages for all employees will increase by the SSI cost of living adjustment from the previous year if revenue is sufficient and that said increase will not trigger reduction in hours or force.

ARTICLE 25 - STIPENDS & REIMBURSEMENTS

25.1 Professional development reimbursement. Employees are eligible to receive up to $750 for professional development annually toward work-related education as approved by their supervisor and as funds are available.

25.2 Professional dues reimbursement. Employees are eligible for reimbursement for dues paid in connection with professional memberships, licenses, and/or credentials relevant to their Street Roots job description as approved by their supervisor. This reimbursement will go into effect on July 1, 2026.

25.3 Travel expenses. All pre-approved employee travel expenses will be reimbursed. These expenses include but are not limited to mileage (federal), parking, and bus/train/taxi/airfare where applicable. Mileage will be reimbursed at the current federal (IRS) rate. Employees who are on pre-approved work-related travel will receive a per diem meal (General Services Administration M&IE), lodging and incidental stipend at the relevant rate set by the U.S. General Services Administration.

ARTICLE 26 - RETIREMENT

26.1 Oregon Saves. Management will keep an employee roster up-to-date, add new employees and submit employee contributions through Oregon Saves.

ARTICLE 27 - HEALTH, DENTAL, AND VISION BENEFITS

27.1 Benefits in this article require employees to be regularly scheduled to work twenty-five (25) hours or more per work week.

27.2 Individual Health Insurance. The Employer will offer medical, dental, and vision insurance to all regular full-time and part-time employees. The Employer will offer insurance options that remain equivalent to or better than the coverage offered on the execution date of this Agreement. If by third party requirement (for example local, state, or federal requirements, or discontinuation of benefits by the insurance provider themselves), the benefits must substantially be changed the Union and Employer shall enter into good faith bargaining to negotiate a successor benefit.

27.3 The coverage effective date is the first day of the month following the employee's date of hire. The Employer will pay the monthly cost of the employee-only base health premium for the duration of this Agreement. An employee may elect to add their spouse, domestic partner and/or dependents, at the employee's expense. Any premium cost incurred by the employee will be paid through a pre-tax deduction from the employee's regular paycheck.

27.4 Insurance options will be reviewed annually during the open enrollment period and every effort will be made to maintain benefits at current levels. Should options change by an increase of more than five percent (5%) in costs, a committee will be created to review benefit options. The union may appoint two (2) members of the bargaining unit to the committee, who will have the responsibility to review the plan options and provide input and make recommendations to management, who will have ultimate responsibility for making the final decision.

27.5 Flexible Spending Accounts (FSA). The Employer offers an FSA benefit to all eligible employees. Employees may elect to contribute up to the maximum allowance to their FSA on a pre-tax basis via paycheck deduction. If an employee does not use their FSA funds by the deadline and it is returned back to the Employer, Street Roots will add that amount to the employee's subsequent paycheck. The medical reimbursement option shall be offered on a year-to-year basis.

ARTICLE 28 - PAID TIME OFF

28.1 Full-time employees working full time (36+ hours per week), will receive PTO according to the following table. Part-time employees will receive a pro-rated amount of PTO hours according to their FTE. PTO will be distributed at the beginning of each fiscal year (July 1st). New hires will receive a pro-rated amount of their PTO in accordance with their hire date.

28.2 PTO Scale.

Time at Organization	PTO per year
Year One + Year Two	40 days/320 hours
Year Three + Year Four	45 days/360 hours
Year Five and Beyond	50 days/400 hours

28.3 PTO hours can be used upon hire, but employees may not go into a negative amount unless approved by the Executive Director, with consultation from the direct supervisor. All employees may roll over a maximum of 80 accrued PTO hours at the end of each fiscal year (June 30th). Accrued PTO hours in excess of 80 hours shall be forfeited.

28.4 During the course of employment, employees may not receive cash compensation for unused paid time off hours. At the point of termination (voluntary or otherwise), employees will receive the cash value of up to 40 hours of unused PTO hours unless terminated for just cause related to significant misconduct (as defined in Article 21.7).

28.5 Upon voluntary termination and involuntary not due to cause (i.e., layoff), employees may take PTO during their final work weeks if approved by their direct supervisor.

28.6 Whenever possible, requests for PTO shall be turned into an employee's direct supervisor two weeks ahead of time. All employees are encouraged to turn in requests earlier if at all possible. Vendor Program staff will work with the Vendor Program Director to ensure that their shifts are covered before PTO is taken.

28.7 The Employer will allow workers to transfer accumulated Paid Time Off (PTO) in blocks of

two (2) hours or more. The Employer will allow workers to donate PTO provided that the donating worker maintains a minimum of eighty (80) hours of PTO. Donations may be made to a co-worker who has exhausted accumulated PTO, in situations of hardship, demonstrated need, and/or as an extension of parental leave. A worker who has applied for and/or is receiving Paid Leave Oregon benefits is eligible to seek hardship leave donations. The process to obtain donated PTO is as follows: staff may file a written request for PTO donations through an anonymous process, administered by management. Management will determine eligibility based on applicable policy set by management. The request for PTO-donations may be made in advance of beginning the parental leave, or after parental leave has started.

ARTICLE 29 - BEREAVEMENT LEAVE

29.1 Paid Bereavement Leave. In the event of a death in a worker's family (as defined by the worker), which may include vendors, a worker shall, upon request, be granted leave of absence with pay. Paid bereavement leave shall not exceed seven (7) workdays per fiscal year and may be used intermittently. The Executive Director or designee may grant leave under the terms of this Section for relations other than those set forth where exceptional circumstances exist. Street Roots strives to honor workers' cultural practices related to grieving.

29.2 Bereavement Leave may be taken up to one year following the death of the worker's ~~fa~~mily member. Other Paid Time Off may be used for additional bereavement leave. Whenever possible, Bereavement Leave will be requested in writing via email to the worker's direct supervisor or the Executive Director and shall include an anticipated date of return. Such requests will not be arbitrarily denied.

29.3 Bereavement Leave benefits cannot be reduced as part of performance evaluation/disciplinary/accountability measures.

29.4 Employees may request additional unpaid time-off with HR or the Executive Director.

ARTICLE 30 - OTHER LEAVE

30.1 Crime victims leave and domestic violence leave. An Oregon employee who is a crime victim or a victim of domestic violence, harassment, sexual assault, or stalking is eligible for crime victims leave or domestic violence leave. Such employees may take an unpaid leave of absence to attend criminal proceedings if they or an immediate family member have suffered financial, social, psychological or physical harm as a result of a personal felony. An “immediate family member”, as defined by Oregon law for purposes of this type of leave includes a spouse, domestic partner, father, mother, sibling, child, stepchild or grandparent. Employer will consider on a case-by-case basis whether to provide similar leave to attend criminal proceedings for family members not protected by Oregon law. An employee who is the victim of domestic violence, harassment, sexual assault or stalking – or is the parent or guardian of a minor child or dependent who is a victim of domestic violence, harassment, sexual assault, or stalking – is eligible to take unpaid leave to seek legal or law enforcement assistance to ensure the health and safety of the employee or the employee’s minor children. This includes leave to prepare and participate in legal proceedings (criminal or civil); to seek medical treatment; or to obtain counseling from a licensed mental health care professional.

The employer will make reasonable safety accommodations that may be requested by an employee related to domestic violence, harassment, sexual assault or stalking. Such accommodations may include transfer, reassignment, modified schedule, leave from employment, changed work telephone number, changed work station, installed lock, implemented safety procedure or any other adjustment to a job structure, workplace facility or work requirement in response to actual or threatened domestic violence, sexual assault or stalking.

Employees are required to give their supervisor reasonable advance notice of the employee’s need for leave. Employees may be required to provide written documentation verifying their need for leave. The Employer will keep the reason for the employee’s absence confidential.

Employees using leave under this policy may use their PTO while on leave or take the leave as an unpaid leave of absence, if they wish.

30.2 Paid Leave Oregon. Oregon law provides for paid leave for eligible employees for qualifying reasons as defined in relevant statute(s) and regulations. Eligibility is determined by Paid Leave Oregon and is not set by Street Roots.

30.2.1 Eligible Employee. All employees who have earned at least one thousand dollars ($1,000) for any employer in the state of Oregon in the year prior to the leave request.

30.2.2 Family member defined. Employees may apply for Paid Leave Oregon through the state of Oregon for care of self or a family member, as defined by Oregon Law,

including the following categories:

A. Spouse;
B. Domestic partner;
C. Custodial, biological, adoptive, foster, or step parent;
D. Parent-in-law;
E. Parent of domestic partner;
F. Grandparent or grandchild of the employee;
G. Sibling;
H. Any individual related by blood or affinity whose close association with a covered individual who is the equivalent of a family relationship;
I. A person with whom the employee is or was in a relationship of in loco parentis;
J. Biological, adoptive, foster, or stepchild of an employee;
K. Child of domestic partner.

30.2.3 Qualifying Reasons. Paid Leave Oregon may be used for any reason identified in the statutory language, and at the time of ratification is based on any of the following reasons:

A. Birth of a child
B. Bonding with a child, only during the first year after birth, adoption, or placement through foster care
C. Care for a family member with a serious illness or injury
D. Care for self for a serious illness or injury
E. When the need for leave is in relation to a survivor (employee or family member) of sexual assault, domestic violence, harassment, or stalking

30.2.4 Employees anticipating any need for leave under Paid Leave Oregon should confer with their supervisor or the Executive Director for procedural instructions or with any questions.

30.3 Jury duty and witness leave. The Employer supports employees in fulfilling their civic responsibilities by serving jury duty when required. Should the employee be called to serve as a juror, the employee will be excused from work for the days served. Nonexempt employees will receive up to five (5) paid days off per year for jury duty, and may use accrued vacation days to cover any additional jury duty related absence if desired. Exempt employees who work during a workweek when they also serve on jury duty will receive their full salary for that week, and if jury duty prevents an exempt employee from working for an entire workweek, the employer shall compensate them for one (1) such week. The employee should notify their supervisor of the need for time off for jury duty as soon as a summons or notice from the court is received. Documentation may be required, and the employee is expected to report to work during scheduled hours when the jury is not meeting.

30.4 Military leave. The employer complies with all applicable state and federal military leave laws. Employer grants military leaves of absence to employees who are absent from work because they are serving in the U.S. armed services or National Guard, in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and related state

laws. Employees are required to give their supervisor advance notice of upcoming military service or training, unless military necessity prevents advance notice, or it is otherwise impossible or unreasonable. The military leave will be unpaid. However, the employee may use any available accrued vacation for the absence.
Benefit accruals, such as health coverage and PTO, will be suspended during a military leave and will resume when the employee returns to active employment.

Employees who are on military leave for up to thirty (30) days must return to work on the first regularly scheduled work period after service ends (allowing for reasonable travel time). Employees who are on military leave beyond thirty (30) days must apply for reinstatement in accordance with USERRA and all applicable state laws.

When an employee returns from military leave (depending on the length of military service in accordance with USERRA), the employee will be placed either in the position previously attained if the employee had remained continuously employed or in a comparable position. For the purpose of determining benefits that are based on length of service, the employee will be treated as if they had been continuously employed.

30.5 Personal leave. A personal leave of absence is authorized time off from work without pay. Such a personal leave may or may not be granted at Employer's sole discretion. Employees with more than one year of service are eligible to request a personal leave of absence. Requests should be made in writing to the employee's immediate supervisor as soon as possible, but at least thirty (30) days prior to the desired departure date and should state the reason for the leave, the last day the employee will work, and the date the employee expects to return. All personal leaves of absence must be pre-approved by the Employer's direct supervisor or Executive Director. Personal leaves of absence generally will not be granted for more than three (3) months.

Employees approved for personal leave are required to use available accrued paid time off (e.g., vacation, floating holidays) before taking unpaid leave. The use of paid sick leave shall be subject to applicable state and local laws and may not be required for non-qualifying purposes.

Employees who are on unpaid personal leave shall be responsible for the full cost of their medical, dental, and FSA insurance premiums for the duration of the unpaid leave, unless otherwise required by law or agreed to by the Employer. The Employer will provide the following payment options: pre-payment, paying the entire premium amount upfront before the leave begins; monthly payments, making regular payments during the leave period; catch-up payments, agreeing to pay the premiums upon returning to work.

Reemployment in the same position is not guaranteed following a personal leave of absence. When an employee is on a personal leave of absence, benefit accruals will be suspended and will resume upon return to active employment.

If the employee does not report to work promptly at the end of a personal leave of absence, the employer may deem the employee to have voluntarily resigned.

30.6 Paid Restorative Leave.

30.6.1 Eligibility. All Employees with five (5) years of consecutive service (beginning on the fifth anniversary of their start date and not including any leaves of absence) will be eligible to take paid restorative leave. Employees are eligible for additional restorative leaves after five (5), ten (10) years of service, and every five years thereafter (e.g. 15 years, 20 years, 25 years etc.)

30.6.2 Length. After five (5) years, Employees can take an eight (8) week restorative leave. After ten (10) years and every five years after, employees can take a ten (10) week restorative leave.

30.6.3 Scheduling and Planning. All Employees must plan the restorative leave in consultation with their supervisor and leave must be approved by their supervisor and the Executive Director with a minimum of 90 days' notice. Restorative leave is to be taken in a single block, and is in addition to other leave.

30.6.4 Compensation. The employment relationship and all related agreements remain in effect. Health, welfare, and retirement benefits will continue as elected, and deductions will continue as usual. Holidays and other time off will be available during the balance of the year.

30.6.5 Employees should not work during the restorative period. The Employer will disengage the individual from receiving emails, phone calls, and work assignments during the restorative period.

For Street Roots

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