

**AGREEMENT**

**by and between**

**American University d/b/a WAMU**

**and**

**Screen Actors Guild – American  
Federation of Television and Radio  
Artists (SAG-AFTRA)**

**Effective August 15, 2022 – August 31, 2025**

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This agreement (“Agreement”) made this 15th day of August 2022 by and between Screen Actors Guild – American Federation of Television and Radio Artists, AFL-CIO, a nonstock corporation, organized and existing under the laws of the state of Delaware and having its principal offices at 5757 Wilshire Blvd., Los Angeles, CA, 90036 (hereinafter referred to as the “Union” or “SAG-AFTRA”) and American University, d/b/a WAMU, having its principal office at 4400 Massachusetts Avenue, NW, Washington, DC, 20016 (hereinafter referred to as the “Employer” or “AU”).

## **ARTICLE I RECOGNITION**

All full-time and regular part-time employees of American University who create content for audio or digital platforms for WAMU including: Associate Producer, Reporter, Staff Writer, Producer, Audience Producer, Engineer, Editor, Growth Editor, Reporter/Host, Photographer, Podcast Producer, Digital Editor, Podcast Host, Host, Producer/Editor, Digital News Producer, Digital Producer, Visuals Editor, Membership Manager, Membership Coordinator, Senior Graphic Designer, Events Coordinator, and Events Manager, but excluding all other employees, interns, student employees, managers, guards, confidential employees, and supervisors as defined under the Act (referred to herein as “Employees”).

## **ARTICLE II NON-LOCAL CONTENT CREATORS**

**A. General.** The Employer may engage individuals who live outside of the District of Columbia, Maryland, or Virginia (“Local Area”) to perform services for the Employer that would be covered by Article I, Recognition (hereinafter referred to as “Non-Local Content Creators”).

**B. Provisions of Agreement.** Such Non-Local Content Creators shall be considered members of the bargaining unit per Article I, Recognition and shall only be covered by the following provisions of this Agreement: Article XIII, Wages and Compensation, Article XV, Leaves, Article XXII, Layoffs and Severance (except paragraph A.6, Health Benefits), and Article XI, Hours of Work, paragraph C, Overtime, paragraph D, Minimum Call, paragraph E, Rest Between Staff Stretch, and paragraph F, Night Differential. Should there be a dispute as to

compliance, SAG-AFTRA may file a grievance pursuant to Article VIII, Grievance and Arbitration Procedures.

**C. Transition into Non-Local Content Creator Status.** Employees who currently live in the Local Area and request to transition to Non-Local Content Creator status shall be provided an opportunity to discuss and negotiate the terms of their transition, including compensation, taking into account possible benefit differences. The University's then-prevailing Out-of-State Staffing Policy shall apply, including, but not limited to, the request and approval process.

**D. Change to Policy.** In the event that the Employer decides to register as an employer in a state where a Non-Local Content Creator lives, the Employer agrees to promptly notify SAG-AFTRA and negotiate over the effects of such change.

### **ARTICLE III**

#### **UNION SECURITY, DUES CHECK OFF, AND NOTICE**

**A. Union Security.** During the term of this Agreement, the Employer shall employ and maintain in its employment only such Employees covered by this Agreement who are members of SAG-AFTRA in good standing, or who shall make application for membership on the thirtieth (30th) calendar day following the beginning of employment hereunder, or the date of execution of this Agreement, whichever is later; and thereafter maintain such membership in good standing as a condition of employment. Employees shall be deemed members in good standing so long as they tender initiation fees, periodic dues, and/or non-member agency fees required to maintain good standing in SAG-AFTRA and as modified in accordance with the law. The provisions of this paragraph are subject to the Labor Management Relations Act of 1947, as amended.

**B. Dues Check Off.** Upon receipt by the Employer of a Voluntary Dues Check-Off authorization ("DCO") in the form attached to this Agreement as Exhibit "A," dated and executed by an Employee, the Employer shall deduct from the wages owed such Employee each payroll period an amount certified under the authorization as the Employee's periodic membership dues, initiation fees, and/or non-member agency fees, until such check-off authorization is revoked by the Employee in accordance with the terms of the DCO. The

Employer shall forward deducted money to the Washington - Mid Atlantic Local office of SAG-AFTRA no later than thirty (30) calendar days from the last day of the month in which the deduction was made.

**C. Indemnification.** The Union shall indemnify, defend, save and hold the Employer harmless against all claims, damages, and costs, including reasonable attorneys' fees, in defending any claim brought against it arising out of or in connection with the Employer's compliance with this Article.

**D. Violations.** In the event that SAG-AFTRA believes the Employer is in violation of this Article, it shall provide notice to the Employer and the Employer shall have thirty (30) days from the date of notice to cure such alleged violation.

**E. Notice to the Union.** The Employer shall notify SAG-AFTRA of new hires and departures from the bargaining unit (i.e., those hired/transferred to position out of the unit, terminations, discharges, and/or resignations) by accurately completing and submitting to SAG-AFTRA a Status Notification Form, attached as Exhibit "B", or a report providing for the equivalent information, no later than the 15th day of the month following the day of the occurrence giving rise to the notice obligation (for example, if Employee is hired on June 30<sup>th</sup>, the Employee hire information will be included on the July 15<sup>th</sup> reporting). The Employer shall provide the last four digits of an Employee's social security number on the Status Notification Form and/or monthly reports. Delays or errors made by the Employer in connection with fulfilling its obligations under this paragraph shall not be considered a violation of this paragraph when corrected promptly upon notice from SAG-AFTRA.

#### **ARTICLE IV MANAGEMENT RIGHTS**

**A.** Except to the extent expressly abridged, delegated, granted, modified, or restricted by a specific provision of the Agreement, in order to operate its business, the Employer reserves and retains its rights to manage its business, manage its facilities, and direct its workforce, determine and direct the policies and methods of operating the business, including, but not limited to: the right to generally determine and effect American University's mission, programs, objectives, activities, resources, and priorities; the right to plan, direct, and control operations;

the right to direct the work force including the right to assign duties to bargaining unit employees and determine job content; the right to assign bargaining unit work to non-bargaining unit personnel; the right to determine the size of the work force and to recruit, hire, layoff, recall, promote and demote bargaining unit employees; the right to make decisions about workplace operations to protect the health and safety of the university community; the right to establish, modify, eliminate, and enforce compliance with all Employer policies, including but not limited to rules, regulations, and handbooks or other written work performance, training, or other standards of conduct; the right to develop, implement, and modify performance management or evaluation programs, including standards of conduct, order, performance, and safety; the right to discipline, suspend, or discharge bargaining unit employees; the right to establish or modify the university calendar, including holidays and holiday scheduling; the right to assign work locations; the right to plan, direct, control, subcontract, continue, discontinue, sell, close, reorganize, combine or relocate all or any part of any department or area of the operation; the right to determine or alter the nature of the business; the right to determine and change the method and manner of operations and the number of bargaining unit employees necessary to perform such operations; the right to expand, reduce, alter, combine, transfer, assign, or cease any job, job classification, department, or operation; the right to introduce or change technology, content delivery or publication systems, methods of operation, processes, products, and equipment; the right to determine the number and type of equipment, materials, and supplies to be used; the right to determine hours of work and establish, change or modify working shifts and schedules; and the right to require bargaining unit employees to work in any covered job classification.

**B.** In addition, except as modified or restricted by a specific provision of this Agreement, the Employer retains its rights to determine all content and editorial matters, including but not limited to determining what content to publish or air; determining what platforms to use for publication or dissemination of content; determining programming and programming standards; introducing new shows and modifying or ending shows; and determining coverage areas.

**ARTICLE V**  
**NON-DISCRIMINATION AND DIVERSITY**

**A. Non-Discrimination.** The Employer is an equal opportunity employer and affirmative action institution that operates in compliance with applicable laws and regulations. The Employer and SAG-AFTRA shall not discriminate on the basis of race, color, national origin, religion, sex, pregnancy or parenting age, family responsibilities, sexual orientation, disability, marital status, personal appearance, gender identity and expression, political affiliation, source of income, veteran status, an individual's genetic information, or any other characteristic protected by federal and local laws. This paragraph shall be subject to the Grievance provision, Article VIII, of this Agreement. Provided, however, that where enforcement mechanisms exist under Federal, State, or local laws, alleged violations of this Article will not be subject to the Grievance Procedures of Article VIII, but will be handled in accordance with the procedures provided for members of the University community. In addition, no dispute or grievance with respect to the interpretation or application of this paragraph shall be subject to the Arbitration provision, Article VIII of this Agreement, and rather shall be resolved through the appropriate statutory mechanisms.

Employees are subject to the University's non-discrimination, harassment and retaliation policies, including, but not limited to, the Title IX Sexual Harassment Policy and the Discrimination and Non-Title IX Sexual Misconduct Policy (available at: <https://www.american.edu/policies/au-community/>).

**B. Commitment to Diversity, Equity, and Inclusion.** The Employer, SAG-AFTRA, and the Employees share a mutual commitment to the principles of diversity, equity, and inclusion. The parties hereto reaffirm their commitment: (a) to a policy of nondiscrimination and fair employment and (b) to the active promotion of diversity, equity, and inclusion in all positions, including through Professional Development (see Article XX, Training and Professional Development), through its hiring practices, the stories it covers, and the content it provides.

**C. Diversity, Equity, and Inclusion Committee.** At least two (2) Employees shall participate in a standing committee which is part of WAMU’s Diversity, Equity, and Inclusion Committee (hereinafter, “DEI Committee”). Service on a standing committee shall not preclude Employees from also serving on another committee(s). Upon request, members of the DEI Committee shall provide updates to the Joint Labor Management Committee and respond to any inquiries of the Joint Labor Management Committee (see Article XVII, Joint Labor Management Committee).

**D. Information.** Within thirty (30) calendar days of the ratification of this Agreement and each January thereafter, the Employer shall provide SAG-AFTRA with a list of Employees in the bargaining unit, including job classification (Position/Title), job status (Full-Time or Part-Time), job assignment (Staff or Temporary), date of hire, and pay rate. If disclosed by the Employee, the Employer shall also provide to SAG-AFTRA with the above-referenced list, the race, ethnicity, and gender of Employees in the bargaining unit. As positions open up throughout the term of the Agreement, the Employer shall provide SAG-AFTRA with information as to where such job postings have been externally posted.

## **ARTICLE VI EMPLOYMENT STATUS**

**A. Initial Probation.** Employees are on initial probation during their first one hundred twenty (120) calendar days of employment with Employer. At the end of an Employee’s initial probationary period, the Employer shall have the right to extend it for up to an additional four (4) months upon written notice to the Union (only one extension is permitted) that includes the duration of the extension and the specific issues that the Employee needs to address during their extended probationary period. During their initial probationary period, an Employee may be disciplined or discharged without just cause, and discipline or discharge during the probationary period shall not be subject to the grievance and arbitration procedure of this Agreement. If an Employee is discharged before the end of their probationary period, then the Employee shall be entitled to two (2) weeks’ notice but no severance pay. An Employee will also serve the probationary period set forth above when transferred or promoted to a new



position, however Article VIII, Grievance and Arbitration Procedures and Article XXI, Discipline, shall apply to a probationary period following a transfer or promotion.

**B. Hours Worked Status.**

**1. Full-Time Employees.** Full-time Employees are those who are regularly scheduled to work at least twenty-eight (28) hours per week and have a full-time budgeted position. Full-time Employees shall receive all benefits outlined in this Agreement, unless otherwise noted.

**2. Part-Time Employees.** Part-time Employees are those who are regularly scheduled to work less than twenty-eight (28) hours per week. Part-time Employees shall receive all benefits outlined in this Agreement, unless otherwise noted.

**a. Limitations.** No Employee shall be converted from full-time to part-time status for work in the same position unless agreed upon and negotiated between the parties or by the Employee and Employer as part of a reduced work schedule. It is not the Employer's intent to use part-time Employees to avoid establishing regular full-time budgeted positions. Issues with respect to the use of part-time Employees in this regard may be referred to the Joint Labor Management Committee.

**b. Conversion.** In the event a part-time Employee works twenty-eight (28) or more hours for three (3) consecutive months or more the Employer shall either reduce their hours to part-time or, if a full-time budgeted position is available, convert the part-time Employee to a full-time Employee. A part-time Employee who is converted to a full-time position (whether subject to this paragraph or otherwise) shall receive service credit for time worked as a part-time Employee if provided for in the applicable University policy or plan document or in this Agreement.

**C. Temporary and Externally Funded Employees.**

**1. Upon Hire.** Temporary Employees and Employees who are more than fifty percent (50%) externally funded ("Externally Funded Employees") and who perform work in a covered job classification at WAMU shall be advised in writing at the time of hire and at any subsequent extension of (a) their temporary status, (b) their rate of pay, (c) applicable benefits, and (d) their last day of employment. Employer shall make reasonable efforts to provide as much notice as practicable of any extension of a temporary assignment.

**2. Status.** Temporary Employees and Externally Funded Employees are not

covered by this Agreement, provided their employment does not last for more than twelve consecutive (12) months (any Leaves taken pursuant to Article XV shall not affect this twelve (12) consecutive month period). If an Employee gets another temporary assignment in less than thirty (30) calendar days from their previous temporary assignment, then that shall not be considered a break in service with respect to the twelve (12) consecutive month period. It is not the Employer's intent to use Temporary Employees or Externally Funded Employees to avoid establishing regular full-time budgeted positions or part-time positions. Issues with respect to the use of Temporary Employees or Externally Funded Employees in this regard may be referred to the Joint Labor Management Committee.

**3. Benefits.** Any Temporary Employee or Externally Funded Employee who is covered by this Agreement pursuant to Article VI.C.2 above shall be entitled to all benefits hereunder as determined by their full-time or part-time status. Temporary Employees and Externally Funded Employees shall receive thirty (30) days' notice or pay in lieu thereof of the end of their temporary assignment. Temporary Employees and Externally Funded Employees shall not be entitled to severance pay upon the end of their temporary employment and subsequent termination of employment, nor shall the end of their temporary employment be subject to Article VIII, Grievance and Arbitration.

**4. Wages and Compensation.** Externally Funded Employees shall be covered by Article XIII, Wages and Compensation, provided the external funding provides for such conditions. Employer shall take into consideration the terms of this Agreement when applying for external funding for positions. To the extent that external funding is less than the Wages and Compensation under this Agreement, Employer will notify SAG-AFTRA.

**5. Compliance.** The Employer shall notify the Union when it engages a Temporary Employee in a covered job classification per Article III.E (Union Security, Dues Check Off, and Notice).

## **ARTICLE VII JOB POSTINGS**

The Employer shall post internally to WAMU employees all open WAMU full-time and part-time positions, including new positions and vacancies, for at least five (5) business days

before posting externally. All open bargaining unit positions will be posted for at least five (5) business days before any recommendation to hire is made. Open positions shall be posted on the Human Resources website. The posting requirement may be waived where it is proposed to hire an individual for a Staff position within the bargaining unit who is already working in that position on an interim or acting basis (whether that be in a temporary, part-time, or full-time capacity). All job postings for bargaining unit positions shall include, at a minimum, the description of the position, the minimum pay rate for the position, and that the position is a SAG-AFTRA covered position. Employees shall apply for any open position through the Human Resources website (which is currently <https://www.american.edu/hr/careers/>).

## **ARTICLE VIII GRIEVANCE AND ARBITRATION PROCEDURES**

**A. Grievance Procedure.** Any dispute arising out of the interpretation, application, or alleged breach of this Agreement or personal services contract between the Employer and the Employee (hereinafter, a “grievance”) shall be settled between the duly authorized representatives of the Employer and SAG-AFTRA. All grievances shall be reduced to writing, specify the contractual provision(s) alleged to have been violated, the issue(s) being grieved, the facts supporting the grievance, and the relief sought. Grievances must be submitted by the Union to the Employer’s Director of Labor Relations (employeerelations@american.edu) or by the Employer to the Union’s Assistant Executive Director/Senior Broadcast Counsel (or their designee), as the case may be, no later than forty-five (45) calendar days of when the grieving party knew or should have known of the facts giving rise to the grievance. The parties shall meet within fifteen (15) calendar days after the written grievance was filed in a good faith effort to resolve the dispute. Any issues related to Employees’ terms and conditions of employment that may be grieved under this Article shall not be addressed through Employer’s other complaint processes, including, though not necessarily limited to, those contained in Employer’s Staff Personnel Policies Manual.

### **B. Arbitration.**

**1. Procedure to Submit.** A grievance not resolved through the grievance process may be appealed to arbitration by either party by giving written notice to the American

Arbitration Association and the other party within thirty (30) calendar days of the parties' grievance meeting. The selection of the Arbitrator shall be from panels submitted in accordance with the rules of the American Arbitration Association unless the parties otherwise mutually agree to an Arbitrator. Arbitration will be conducted in accordance with the rules of the American Arbitration Association.

**2. Arbitrator Jurisdiction/Authority.** The Arbitrator shall have jurisdiction only over disputes arising out of grievances set forth in Article VIII.A above. The Arbitrator shall have no authority to add to, subtract from, modify or amend in any way the provisions of this Agreement. The decision of the Arbitrator shall be in writing and final and binding on the parties, although each side retains whatever rights it has under federal law to challenge the decision and award.

**3. Cost.** Each party shall bear the expense of preparing and presenting its own case. The compensation and expenses of the Arbitrator shall be borne equally by the parties.

**C. Time Deadlines.** In the event that the time deadlines set forth in Article VIII paragraphs A and B are not adhered to, then the grievance or the arbitration, as the case may be, shall be barred and the Arbitrator shall have no authority to hear or decide it. The parties may extend any of the time deadlines in this Article VIII by written, mutual agreement.

## **ARTICLE IX**

### **MINIMUM TERMS AND PERSONAL SERVICES CONTRACTS**

**A. Minimum Terms.** The minimum terms and conditions that cover the employment of any Employee are those contained in this Agreement and the Employer shall not enter into any contract with or employ any Employee under terms and conditions less favorable to the Employee than those set forth in this Agreement. Nothing in this Agreement shall be deemed to prevent any Employee from negotiating for or obtaining better terms than the minimum terms provided in this Agreement.

**B. Personal Services Contracts.** The Employer reserves the right to enter into overscale personal services contracts with Employees in its sole discretion. Such agreements shall not contain economic terms and conditions less favorable to the Employee than those set forth in this Agreement.

The expiration and subsequent non-renewal of a Host's personal services contract shall not be subject to the grievance and arbitration procedure set forth in Article VIII, Grievance and Arbitration Procedures.

**C. Non-Waiver of Rights.** Neither the Employer nor any Employee may waive any provisions of this Agreement without the written consent of SAG-AFTRA and the Employer.

## **ARTICLE X REPORTER, PRODUCER, AND AUDIO ENGINEER CLASSIFICATIONS**

**Reporter I:** Works on basic tasks with moderate supervision. Has working knowledge and experience in journalistic principles and skills (e.g. ethics, interviewing, building audience connections, storytelling, etc.). Works on advanced tasks with significant direct supervision and oversight. Approximately 1-3 years of relevant experience. Examples of work may include, but are not limited to: write news stories for web and broadcast; cover at least one breaking news shift per week; find and establish relationships with credible sources; produce web stories in WordPress; write social media posts for stories; engage audiences; and participate in events as representative of the Station.

**Reporter II:** Works on basic tasks with minimal supervision. Has advanced knowledge of reporting principles and skills (e.g. ethics, interviewing, audience development, storytelling, etc.). Works on advanced tasks proficiently with regular supervision and oversight. Approximately 3-5 years of relevant experience. Examples of work may include all examples included under the Reporter I, but may also include, but not be limited to: expand relationships with credible information source and conduct live breaking news interviews.

**Reporter III:** Works on tasks with little to no supervision. Has advanced knowledge of reporting principles (e.g. ethics, interviewing, audience development, storytelling, etc.). May have specialized knowledge of a particular subject matter/beat. Works on advanced tasks proficiently with regular to minimal supervision and oversight. Approximately 5 or more years of relevant experience. Examples of work may include all examples included under the Reporter I and Reporter II positions, but may also include, but not be limited to: produce series

individually or with a team; cover at least one breaking news shift every two weeks; and establish and manage relationships with external entities.

**Senior Reporter:** Enterprise level reporting on complex beats or significant topics. Works with little to no supervision. Gather, write and produce news, for both on-air and digital distribution, on deadline. Use initiative and source development to originate breaking news and in-depth features. Deliver substantive reports on a wide variety of subjects. Exhibits a well-developed writing and delivery style. Typically requires at least 8 years of reporting experience. Examples of work may include all examples included under the Reporter I, Reporter II and Reporter III positions, but may also include, but not be limited to: develop and oversee new projects and initiatives for News Department, including multi-part series and digital products, with a focus on journalism and storytelling that engages a new audience; participate in two-ways for broadcast or live reports; and assist other reporters with source and story development and editing.

**Producer I:** Essential Responsibilities: Works with hosts, reporters, and editors and prepare material for local segments in shows. Edit audio stories. Generate guest ideas, ensuring a diversity of topics and perspectives. Research topics, pre-interview guests and competently prepare notes and questions for the host. Post stories to web and to social media. Edit audio for the program and assemble the daily podcast as required. Assist with special projects, including special programming and interviews. Deal efficiently with breaking news. Qualifications: Typically requires 1-4 years of reporting or show production experience with excellent writing skills and a record of producing stories with accuracy and a balance of views. Demonstrated ability to conduct interviews and research and understand social media best practices.

**Producer II:** Essential Responsibilities: Generate a wide range of show and guest ideas, ensuring diversity of topics and perspectives. Research topics, pre-interview guests and prepare notes and questions for the host with skill and ingenuity. Produce shows in several major topic areas. Write and produce all elements of the show, including scripts, promos and digital content at a high level of proficiency. Direct live show and help with call screening and other duties. Edit audio for the program. Assemble the daily podcast and on demand audio and publish as required. Author post-show write-ups. Plan and execute promotion before and after the show to maximize

audience and work with newsroom on coverage plans at a high level of proficiency. Coordinate special projects, including debates and candidate interviews. May assist other producers with research, guest sourcing and editing. Deal efficiently with breaking news. Qualifications: Typically requires 4-6 years of reporting or show production experience with excellent writing skills and a record of producing stories with accuracy and a balance of views. Demonstrated ability to conduct interviews and research and understand social media best practices.

**Senior Producer:** Essential responsibilities: Inclusive of Producer I/II responsibilities. In addition, advise other producers on research, guest sourcing and show development. Regularly edit work of other producers. Initiate and lead planning and execution of special projects and events, including special series, debates and interviews with major news makers. Contribute to developing and implementing the long-term strategy of the show. Targeted work to build on and expand digital and on-demand audiences. Qualifications: Typically requires 6-10 years of experience in production of news programming, preferably in public broadcasting, with outstanding writing skills and a record of producing stories with accuracy and a balance of views. Excellent editorial judgment and reporting/editing skills for radio and digital content.

**Audio Engineer I** Works on basic tasks with moderate supervision. Has working knowledge and experience in engineering principles and skills (e.g. editing, producing, etc.). Works on advanced tasks with significant direct supervision and oversight. Approximately 1-5 years of relevant experience.

**Audio Engineer II** Works on basic tasks with minimal to no supervision. Has advanced knowledge of engineering principles and skills (e.g. editing, producing, podcasts, etc.). Has multi-console experience. Works on advanced tasks proficiently with regular supervision and oversight. 5+ years of relevant experience.

## **ARTICLE XI HOURS OF WORK**

**A. Definition.** The work week of full-time Employees shall consist of thirty-five (35) hours in five (5) consecutive days, with each work day to consist of seven (7) hours of work and a one (1) hour unpaid meal break, and each week shall provide two (2) consecutive days off.

**B. Schedules.** The Employer shall have the right to determine the work schedules for employees. In addition, each department shall have a method for making the work schedule available to its employees. Work schedules may be modified for unexpected circumstances, including breaking news, unanticipated leaves, and other emergencies that can affect regular work schedules.

**C. Overtime.**

**1. Non-Exempt Employees.** Non-exempt Employees shall be paid straight-time for all hours between thirty-five (35) and forty (40) in a work week. Non-exempt Employees shall receive the overtime rate of one and one-half (1½x) times their straight time rate in quarter (¼) hour increments for all hours worked in excess of forty (40) hours work in a work week (excluding paid leave time). All hours worked in excess of thirty-five (35) hours shall be approved in advance by an employee's supervisor.

**2. Exempt Employees.** Exempt Employees do not receive overtime under applicable federal and local laws if they work in excess of forty (40) hours in a work week. Exempt employees may, however, request alternative time off from their managers following major projects, events, predictable or recurrent peak periods, or emergencies which require additional effort beyond their regular schedules. Such requests will be evaluated based on Station need, the operational requirements of the department or unit, and job functions. The Station agrees that it will not unreasonably deny such requests. Exempt Employees shall not accrue or bank time pursuant to this paragraph and there shall be no carryover or payout (upon separation from employment or leaving the bargaining unit) of alternative time off.

**3. No Pyramiding of Overtime.** There shall be no pyramiding of overtime or any other premium rate of pay. In the event there is one or more premium rates of pay that would apply to an hour of work, only the highest rate of pay will be paid. In no event, however,



will a temporary salary increase (stipend) received for taking on substantial additional responsibilities be considered a premium rate under this provision.

**D. Minimum Call.** The minimum daily call for an assignment on a full-time or part-time Employee's day off or on a holiday as set forth in Article XV.E.2 shall be four (4) hours.

**E. Rest Between Staff Stretch.** Employees shall receive no less than eight (8) hours rest between shifts. When an Employee is required to begin a new shift within less than eight (8) hours of the end of the Employee's prior shift, the Employee shall be compensated at the straight-time hourly rate for every one (1) hour that invades the eight (8) hour rest period in addition to their regular rate of pay for working those hours. The short turnaround penalty does not apply if the schedule is requested by the Employee.

**F. Night Differential.** Employees working in a substitute or fill-in capacity between midnight and 7:00 a.m. will receive a premium of five percent (5%) of their straight time rates of pay for all hours worked during this period.

## **ARTICLE XII PERFORMANCE MANAGEMENT**

**A. Performance Management Program.** After ratification of this Agreement and thereafter, the following shall apply to the Performance Management Program:

**1. Expectation Setting.** Employees shall be notified in writing of the WAMU goals that cascade from AU goals prior to being required to set their own goals. Each Employee shall have (a) individual goals that are aligned with their job duties and/or WAMU's goals; and (b) competencies that set expectations about the skills and behaviors required of the Employee. An Employee shall meet with their direct supervisor to set their goals for the Performance Management Program year (August 1 through July 31). During that meeting, the Employee and their supervisor shall discuss the rating system and what successful outcomes look like. At the conclusion of the meeting, Employee shall document the agreed-upon goals and how to track progress in the Performance Management system, no later than September 30 or within ninety (90) days of a promotion or job transfer. (Part-time Employees shall submit their goals in writing to their supervisor and WAMU's Human Resources department within the timelines set forth above.). The Employer shall be permitted to change the timelines in this paragraph during

the term of this Agreement on written notice to Employees and the Union, provided the Performance Management Program year is a twelve (12) month period and the timeframe for documenting the agreed-upon goals is no less than two (2) months.

**2. Ongoing Conversations.** An Employee and their supervisor shall meet regularly, but no less than three (3) times per Performance Management year, to check in on the progress of the Employee's goals. An Employee's goals may be modified during these meetings, and, if modified, shall be documented in writing and entered into the Performance Management system (or for part-time Employees emailed to their supervisor and WAMU's Human Resources department) promptly following the meeting.

**3. Review and Assessment.** Each Employee shall complete a self-review at the end of the Performance Management year. The Employee's supervisor shall review the Employee's self-review and add an assessment and a rating for each of the goals and competencies in the Performance Management system. The Employee shall have an opportunity to add their own comments in the Performance Management system and shall sign the form. Thereafter, the Employee's supervisor shall sign the evaluation and add any closing comments. The results of the Performance Management process shall not be subject to Article VIII, Grievance and Arbitration.

**4. Notice of Change.** The Employer shall provide at least thirty (30) calendar days' notice, or as much notice as practicable, of any change to the Performance Management Program. Upon request of the Union, the Employer and Union shall meet to discuss the effects of any such change to Employees.

**B. Performance Improvement Plans.** The Employer is committed to providing all staff with the opportunity to improve their performance in order to continue successful employment at WAMU. In the event an Employee fails to consistently demonstrate core competencies established for all staff, fails to meet performance expectations, or fails to demonstrate the skills and functions required by their position, a manager may elect to place that Employee on a performance improvement plan ("PIP"). The PIP shall be provided to the Employee and SAG-AFTRA in writing and shall define clear milestones for improvement of work performance within a four (4) week period. The Employer shall have the right to extend the PIP for up to an additional four (4) weeks (for a total of eight (8) weeks) upon written notice to the Union (only one extension is permitted), unless otherwise mutually agreed between the

Employer, Employee, and SAG-AFTRA. The PIP shall also include regular feedback meetings during the PIP between the Employee and their manager. The Employee and/or SAG-AFTRA may request a meeting with management to discuss the details and expectations of the PIP and to provide any additional information concerning the events that gave rise to the PIP, which the Employee may provide in writing to be included with their personnel record. At the end of the PIP period, if the Employee fails to meet the milestones established under the PIP and maintain acceptable performance, the Employer may terminate the Employee's employment. The Employer will provide truthful responses to and comply with any governmental inquiries regarding an Employee's unemployment claim.

### ARTICLE XIII WAGES AND COMPENSATION

**A. Minimum Wage Scale.** Employees shall be paid at no less than the following minimum pay rates for their positions. Hourly rates shall be computed as the salary amount listed below for the position divided by 1,820 hours. The Employer retains the right to pay rates higher than that which are set forth in this paragraph. In the event the Employer hires an individual into a new WAMU Job Title in the bargaining unit, it shall notify SAG-AFTRA of the new Job Title and proposed minimum salary for such new Job Title. The Union shall have thirty (30) calendar days from the date of the notice to request to bargain over the proposed minimum salary.

Tier	Recognition Clause	WAMU Job Title	Minimum	Minimum	Minimum
	Job Classifications		Salary	Salary	Salary
			9/1/2022	9/1/2023	9/1/2024
1	Membership Coordinator	Membership Coordinator	\$51,148	\$53,194	\$54,790
	Production Assistant	Production Assistant			
2	Associate Producer	Associate Producer	\$56,293	\$58,545	\$60,302
3	Audience Producer	Audience Producer	\$61,907	\$64,383	\$66,315
	Engineer	Audio Engineer I			
	Events Coordinator	Events Coordinator			
	Photographer	Photojournalist			
	Podcast Producer	Podcast Producer I			

	Producer	Engagement Producer			
	Producer	Producer I			
4	Digital Editor	Digital Editor	\$68,067	\$70,790	\$72,913
	Editor	Strategic Partnerships Editor			
	Editor	Strategic Planning Editor			
	Engineer	Audio Engineer II			
	Engineer	Broadcast & Live Sound Engineer			
	Events Manager	Events Manager			
	Host	News Anchor/Host I			
	Host	Host/Producer			
	Membership Manager	Membership Manager			
	Podcast Producer	Podcast Producer II			
	Producer	Producer II			
	Reporter	Reporter I			
	Senior Graphic Designer	Senior Graphic Designer			
5	Editor	Special Projects Editor	\$74,850	\$77,844	\$80,179
	Reporter	Reporter II			
	Visuals Editor	Visuals Editor			
6	Growth Editor	Growth Editor	\$82,257	\$85,547	\$88,114
	Host	News Anchor/Host II			
	Podcast Producer	Senior Podcast Producer			
	Producer	Senior Producer			
	Reporter	Reporter III			
7	Host	Announcer & Audio Specialist	\$90,600	\$94,224	\$97,051
	Host	News Anchor/Host III			
	Reporter	Senior Reporter			
8	Host	Senior News Anchor/Host	\$100,000	\$104,000	\$107,120
9	Host	Senior Talk Host	\$130,208	\$135,416	\$139,478

In addition, if the University determines that the effective date of the minimum salary increases shall be earlier than September 1<sup>st</sup> in FY23, FY24 or FY25, such increases shall be effective on the same date such increases are effective for non-bargaining unit employees and/or AU's faculty and staff. Part-time Employees shall be graduated onto the minimum pay scale at no less than fifty percent (50%) of the scale rate as of September 1, 2022, seventy-five percent (75%) of the scale rate as of September 1, 2023, and shall be at one hundred percent (100%) of the scale rate as of September 1, 2024.

**B. Pay Increases.** Per the effective dates set forth below, each Employee shall receive the minimum pay increase set forth below or a pay rate adjustment to the minimum salary set forth in Article XIII.A, whichever is greater. Nothing herein shall prevent the Employer from providing increases based on performance, so long as the Employee's general pay increase hereunder is no less than the annual percentage increase set forth herein. An Employee who averages a Performance Management Program score equivalent to "occasionally exceeding" or "exceeding" the job responsibilities and goals of their position shall be provided an increase based on performance in that calendar year with such percentage amount being solely determined by the Employer provided non-bargaining unit employees at AU are also receiving merit increases in that calendar year.

<b>Effective Date</b>	<b>Annual Increase</b>
July 1, 2022	2.0%
September 1, 2023	2.25%
September 1, 2024	2.25%

In the event the University determines that the effective date of annual increases shall be earlier than September 1<sup>st</sup> in FY24 or FY25, the annual increases set forth herein shall be effective on the same date such annual increases are effective for non-bargaining unit employees and/or AU's faculty and staff. The foregoing annual increases shall not apply to any Employee employed pursuant to a personal services contract which provides for greater annual increases than set forth herein or any Employee who was hired, promoted, transferred or otherwise received another pay

increase on or after May 1, 2023 or May 1, 2024 that is greater than the annual increase of the year in which the increase is to be granted.

**C. Promotions.**

**1. Position Promotion.** A position promotion results when a person moves to a position that is in a higher salary band/tier and assumes increased scope and responsibility. When an employee is promoted to a new position, the compensation will be reviewed, and consideration will be given to a promotional increase based on factors such as duties, years of experience, prior performance, and qualifications for the new position. The new salary for the promoted employee shall be no less than the minimum salary for the position set forth in Article XIII.A.

**2. Job Growth Increase.** At least once every three (3) years while occupying the same position (as noted in Article XIII.A as a “WAMU Job Title”), or sooner in the discretion of the Employer, an Employee shall be reviewed for a job growth increase. This process shall be overseen by the individual assigned from AU’s Human Resources Department who is assigned to WAMU matters (“WAMU HR Rep”). During the course of this process, the Employee, their supervisor, and the WAMU HR Rep shall review such things as the Employee’s duties, prior performance, job description, market and industry data related to position salaries the then-current status of the station, and the Employee’s salary history in the position to evaluate whether the Employee has grown within their job such that they are performing at a higher level of responsibility and complexity in their current role. Based on the results of the review, the WAMU HR Rep and the Employee’s supervisor shall make a recommendation for a job growth increase if the results of the review so warrant it, which shall include a pay adjustment. Such pay adjustment may be offset by the annual increase set forth in Article XIII.B and any merit increase received by the Employee. The Employer shall promptly notify the Employee whether a recommendation for a job growth increase was submitted, the basis for determining whether or not to make a recommendation, the recommended pay increase (or other benefits) associated with any recommendation, and when the recommendation was submitted for processing. The WAMU HR Rep shall provide status updates to the Employee once a recommendation is made. In order to analyze the success of this process during the term of this Agreement, the Employer shall provide an annual report to SAG-AFTRA which includes the name and title of the Employees who received a job growth review, the date of the review,

whether the Employee was recommended for a job growth increase, the rationale behind why an individual was or was not recommended for a job growth increase, and the ultimate result of the recommendation. This job growth review may take place as part of an Employee's annual performance review. Job growth increases shall apply to Externally-Funded Employees provided the external funding provides for such conditions, but shall not apply to any Employee employed pursuant to a personal services contract which provides for greater annual increases than the Employee would receive pursuant to this paragraph.

**D. Compensation for Additional Responsibilities (Additional Duties' Stipends).**

**1. Process.** Prior to assigning substantial additional duties to an Employee, the supervisor and Employee shall meet to discuss the new duties, the Employee's current responsibilities, stipend amount, and for nonexempt employees, whether additional hours of work will be required. If an Additional Duties Stipend is approved for such work, the Employee shall receive notice when the e-action form is submitted to HR and receive notice (e.g., a wage notice) when it is processed by HR.

**2. Compensation.**

**a. Non-Exempt Employees.**

**i. Same or Similar Classification.** If a non-exempt Employee assumes substantial additional responsibilities in the same or a similar classification and the additional responsibilities require additional hours to be worked in excess of their standard work schedule, the Employee must report any additional hours worked on their timesheet and will be compensated at their regular hourly rate and will be eligible for overtime pay in accordance with applicable law and/or this Agreement. Temporary assignments of this nature may not exceed one (1) year.

**ii. Higher Classification.** If a non-exempt Employee assumes the duties of a position in a higher level classification for a period that exceeds thirty (30) days they shall receive a stipend up to ten percent (10%) of their base salary in addition to their base salary, which shall be retroactive to the first day of the assignment. Temporary assignments of this nature may not exceed one (1) year.

**b. Exempt Employees.** If an exempt Employee assumes a temporary assignment of substantial additional responsibilities or the duties of a higher paid position that exceeds thirty (30) days they shall receive a stipend up to ten percent (10%) of their base salary

in addition to their base salary, which shall be retroactive to the first day of the assignment. Temporary assignments of this nature may not exceed one (1) year.

## **ARTICLE XIV BENEFITS**

**A. Health Insurance.** The Employer will provide all the same AU-sponsored and/or provided health insurance benefit plans (including, but not limited to, medical, mental health, prescription, dental, vision, and any other health insurance benefit that may be added during the term of this Agreement) to all eligible Employees of the bargaining unit on the same basis as they are offered to AU's faculty and staff.

**B. Retirement Plan.**

**1. General.** Eligible Employees may participate in the American University Defined Contribution Retirement Plan (403(b)) ("Retirement Plan"), as well as including any other retirement benefits that may be added during the term of this Agreement. As of August 15, 2022, eligible Employees (provided they meet the other eligibility requirements) shall include those who work twenty (20) or more hours per week, or at least one thousand (1,000) hours during their first year of employment or any subsequent Retirement Plan year, may participate in the Retirement Plan and receive the Employer's matching contribution as set forth herein. Employee eligibility and benefit levels are based on the provisions outlined in the summary plan description of the Retirement Plan.

**2. Matching Contribution.** AU shall match Employee contributions up to a maximum of five percent (5%) at a rate of two (2) to one (1) after Employee meets the eligibility requirements.

**C. Other Benefits.** Except as otherwise modified by this Agreement, Employees of WAMU shall be covered by all of the benefits of AU, including those that may be added during the term of this Agreement. Employees shall participate on the same basis as the other AU faculty and staff. Part-time Employees shall participate in such benefit plans/policies if such benefit plan/policy provides for their participation, unless this Agreement specifies otherwise. As of August 15, 2022, those plans/policies include:

- Basic Life Insurance



- Basic Accidental Death and Dismemberment (“AD&D”) Benefits
- Optional Life Insurance
- Accelerated Death Benefit
- Personal Accident Insurance
- Death While in Active Service
- Short Term Medical Leave
- Long Term Disability
- Flexible Spending Accounts (health and dependent care)
- Tuition Reimbursement and Benefits
- Group Legal Plan
- Pre-Tax Parking and MetroCheck
- Pet Insurance
- Group Auto and Home Insurance
- Vision Discount Plan
- Membership in the William I Jacobs Fitness Center
- United Buying Service access
- Engraving and Printing Federal Credit Union access
- Wellness Program
- Child Development Center access
- Dependent Care and Family Services and Resources (Bright Horizons)
- Schedule and Work Modality Policy

**D. Right to Amend and Notice.** Nothing herein shall prevent the Employer from changing, amending, modifying or discontinuing the benefit plans and policies set forth in this Article XIV without any further obligation to bargain with the Union, provided the Employer has changed, amended, modified or discontinued such benefit plans or policies for non-bargaining unit employees and/or AU’s faculty and staff. The Employer shall provide at least thirty (30) calendar days’ notice, or as much notice as practicable, of any change, amendment, modification or discontinuance of any such benefit plans and/or policies. Upon the request of the Union, the Employer and Union shall meet to discuss the effects of any such change, amendment, modification or discontinuation to Employees.

**ARTICLE XV**  
**LEAVES**

**A.** Except as otherwise modified by this Agreement, Employees of WAMU shall be covered by all of the Leave Policies of AU, including those that may be added during the term of this Agreement. Employees shall participate on the same basis as the other AU faculty and staff. Part-time Employees shall participate in such leave policies if such leave policy provides for their participation, unless this Agreement specifies otherwise or their participation is required by law. As of August 15, 2022, those policies include:

- Annual Leave (Vacation)
- Sick Leave
- Employee Transfer: Leave Status
- Leave Policies for Research and Special Projects
- Maternity Leave
- Workplace Assistance for Nursing Mothers
- Bereavement Leave
- Jury Duty
- Military Leave
- Leave Without Pay
- Other Leave
- Holiday Leave
- Leave Share
- Privileges for Former Employees
- Family and Medical Leave
- District of Columbia Universal Paid Family Leave
- Parental Leave Policy

**B. Public Health Emergency Leaves.** Leaves established by the Employer due to a public health emergency shall apply to all Employees covered by this Agreement, regardless of employment classification or assignment.

**C. Sick Leave.** Full-time and part-time Employees shall receive paid sick leave in accordance with, subject to, and as made available by the Employer's Sick and Safe Leave

Policy. The requirements of the Washington D.C. Paid Safe and Sick Leave Act are waived pursuant to DC Code § 32-531.06(b) because at least three (3) paid leave days are provided herein.

**D. Annual Leave/Vacation.**

**1. Full-time Employee Accrual.** Except as specifically modified by this Agreement, the Employer will provide paid vacation to full-time Employees in accordance with AU policy. Full-time Employees earn vacation per the schedule below according to the length of time they have been employed by Employer.

<b>Years of Service</b>	<b>Vacation Accrual</b>
0 - 1 Year	12 Days
1 - 2 Years	12 Days
2 - 3 Years	15 Days
3 - 4 Years	15 Days
4 or More Years	21 Days

For the purposes of this Article XV, in addition to time worked in bargaining unit positions, years of continuous service shall include periods worked in non-bargaining unit positions (whether full-time or part-time). Full-time Employees who leave AU voluntarily or as a result of layoff due to reorganization, restructuring, or reduction-in-force and return within three (3) years continue to accrue annual leave at their prior rate.

**2. Vacation Leave Requests.** Requests for leave shall be submitted in the written or electronic process required by the Employer. Employees who give at least thirty (30) calendar days' notice of leave requests will receive a response to their requests within seven (7) calendar days. Employees who give less than thirty (30) calendar days' notice will be responded to promptly. The Employer has the discretion to deny leave requests if they cannot be accommodated based on operational and staffing needs.

**3. Vacation Leave Carryover.** No more than fifteen (15) days of earned annual leave may be carried forward beyond the end of the fiscal year.

**4. Vacation Leave Buyout.** In the event of a resignation or termination of employment, the Employee shall receive pay for any accrued, but unused vacation leave. In the event that an Employee leaves the employ of the Employer for any reason, and the Employee has used more vacation days than they have earned for that leave year, the Employer may reduce the Employee's last paycheck by the amount of used, but unearned leave. The Employer shall supply the Employee with an accounting of such deduction with the Employee's last paycheck.

**5. Restoration of Cancelled Vacation.** The Employer will make every effort to avoid cancelling an Employee's scheduled vacation due to breaking news or exigent operational circumstances. If Employer contacts an Employee to cancel vacation (*i.e.*, the Employee is unable to take scheduled vacation) and requires an Employee to report to work, the Employee shall immediately inform the Employer of any financial costs associated with such cancellation, whereby Employer may either rescind the cancellation or assume responsibility for the cost to the Employee for lodging and travel provided Employee provides documentation of such costs. Employees who are required to cancel vacations for such purposes shall be given every opportunity to re-schedule that vacation without risk of forfeiting the vacation time.

**E. Holiday Leave.**

**1. Paid Holidays.** Upon hire, full-time Employees covered by this Agreement shall receive paid holidays in accordance with AU policy, except as modified by this Article XV or elsewhere in this Agreement. Those paid holidays shall include (and shall be no less than): New Year's Day, Martin Luther King, Jr. Day, U.S. Presidential Inauguration Day (every four years), Memorial Day, Juneteenth, July 4th, Labor Day, U.S. Presidential Election Day (every four years), Thanksgiving Day, Day after Thanksgiving, Christmas Day, workdays between Christmas Day and New Year's Day. The specific dates on which the holidays will be observed shall be published each year in AU's official Holiday schedule and released by Human Resources. However, should the Employer add a holiday or additional paid day off during the course of the year, Employees covered by this Agreement shall receive the benefit of that holiday or paid day off.

**2. Work on Holidays.** Non-exempt full-time Employees who are required to work on a designated holiday shall be paid at the Employee's regular straight-time pay for that day. In addition, they shall receive straight-time pay for all hours actually worked on the designated holiday (*i.e.*, a total of two times (2x) their straight-time pay for that day). Exempt

employees who are required to work on a designated holiday shall receive an alternate leave day off to be used within two (2) pay periods of the designated holiday, but by mutual written agreement between the Employee and their supervisor, such time may be extended for an additional pay period to take the alternative leave day off if the Employee is unable to take the time within two (2) pay periods. Alternative leave days shall not be carried over from year-to-year and shall not be payable upon separation from employment.

**3. Holidays Falling on a Day Off.** When a designated holiday falls on a non-exempt full-time Employee's regular day off, the Employee shall receive a day of pay at their straight-time rate (i.e., the Employee is paid for a sixth (6<sup>th</sup>) day in the workweek). If a designated holiday falls on an exempt full-time Employee's regular day off, the Employee will schedule a different day off (subject to supervisory approval) for that holiday.

**4. Holidays Falling During Vacation.** If a designated holiday falls during a full-time Employee's scheduled vacation period, such day shall be treated as a holiday and shall not be charged as a vacation day.

**F. Bereavement Leave.** In the event of the death of a full-time Employee's immediate family member, with their supervisor's prior approval, a full-time Employee will be permitted to be absent with pay for up to ten (10) working days without drawing upon annual leave or sick leave. For the purposes of bereavement leave, "immediate family" is defined as the Employee's parent, spouse, domestic partner, or child. In the event of the death of a full-time Employee's extended family member, with their supervisor's prior approval, a full-time Employee will be permitted to be absent with pay for up to three (3) working days without drawing upon annual leave or sick leave. For purposes of this bereavement plan, "extended family" is defined as the Employee's grandparent, sibling, or parent, grandparent, or sibling of the Employee's spouse or domestic partner. An Employee may request special consideration for paid bereavement leave to attend a funeral/memorial service of an individual of personal significance to the Employee that would not otherwise fall within the aforementioned definitions of immediate or extended family.

**G. Alternative Paid Leave and Work on a Named Holiday (Part-Time Employees).** In the event the Employer establishes a policy (or policies) for part-time employees to receive alternative paid leave and/or holiday pay, it shall make such policy (or policies) available to part-time Employees.

**H. Right to Amend and Notice.** Nothing herein shall prevent the Employer from changing, amending, modifying or discontinuing the leave policies set forth in Article XV paragraphs A, B, C, D.1 – 4, and E above without any further obligation to bargain with the Union, provided the Employer has changed, amended, modified or discontinued such policies for non-bargaining unit employees and/or AU's faculty and staff. The Employer shall provide at least thirty (30) calendar days' notice, or as much notice as practicable, of any change, amendment, modification or discontinuance of any such benefit plans and/or policies. Upon the request of the Union, the Employer and Union shall meet to discuss the effects of any such change, amendment, modification or discontinuation on Employees.

## **ARTICLE XVI REPRESENTATION**

**A. Reasonable Access.** Two (2) duly authorized representatives of SAG-AFTRA staff shall be admitted to the Employer's premises when necessary, for the purpose of administering and monitoring compliance with this Agreement, provided that such representatives provide twenty-four (24) hours' advance notice (or as much notice as practicable) to the General Manager (or their designee) of the visit, comply with all visitation rules, and do not interfere with the work to be performed by the Employees.

**B. Union Stewards.** The Union may designate Employees who shall be recognized by the Employer as SAG-AFTRA shop stewards. Once designated, the Union shall provide written notice to the Employer of the names of the shop stewards.

**C. Release Time for Union Activities.** The Employer shall provide paid time off for attendance at Joint Labor-Management Committee meetings (appointed Employees only), attendance at contract negotiations (limited to three (3) Employees), grievance meetings (grievant and shop steward), arbitration proceedings (grievant and those called as witnesses by either the Employer or SAG-AFTRA) and *Weingarten* meetings (interviewee and shop steward). Additional members of the Union's bargaining committee shall be permitted to use paid time off to attend contract negotiations provided they submit such requests in accordance with the Employer's policy for requesting paid time off and receive supervisor approval in advance of the date of contract negotiations.

**D. Use of Facilities.** Upon request of the Union and/or the Union shop stewards, and approval by the Employer, the Union may request the use of station conference/meeting rooms and/or reserve private event space on AU's premises on the same basis and cost as is provided to other outside business entities. Any Union event or meeting on AU's premises shall not disrupt Station or University operations.

## **ARTICLE XVII**

### **JOINT LABOR-MANAGEMENT COMMITTEE**

**A. Purpose.** Joint Labor-Management Committee meetings shall be conducted in a non-adversarial manner and in good faith in an effort to address issues in the workplace.

**B. Meetings.** The Joint Labor-Management Committee shall meet at least quarterly each calendar year, or upon the request of either party, to discuss working conditions as they arise, including but not limited to issues of diversity, equity, and inclusion. Matters subject to the grievance procedure set forth in Article VIII, Grievance and Arbitration Procedures, shall not be subjects of discussion by the Joint Labor-Management Committee. The parties shall exchange written agendas at least one (1) week in advance of each meeting.

**C. Members.** The parties may each appoint up to five (5) individuals to serve on the Joint Labor-Management Committee. For at least two (2) Joint Labor Management Committee meetings per year, the Employer shall appoint at least one (1) individual from AU's Human Resources Department who is assigned to WAMU matters.

**D. Issues for Joint Labor-Management Committee.** During the course of the negotiations for this Agreement, the parties referred specific issues for consideration by the Joint Labor-Management Committee. Those issues include the following:

**1. Apprenticeship Program.** During the term of this Agreement, the Joint Labor-Management Committee shall explore establishing an Apprenticeship Program to train, educate, and provide mentorship to individuals who are new to the broadcast business or a particular position within content creation that is covered by this Agreement. The objective is to provide a foundation for those who may be interested in the business and to provide WAMU with a mechanism to develop content creators while adhering to the principles of diversity, equity, and inclusion. To the extent that any Joint Labor Management Committee proposed

Apprenticeship Program may require modification to the Agreement, the Parties will meet to negotiate over such modifications.

**2. Other Issues.**

- a.** Use of part-time Employees in lieu of establishing full-time budgeted positions per Employment Status, Article VI.B.2.a.
- b.** Use of temporary and externally funded Employees in lieu of establishing full-time budgeted positions per Employment Status, Article VI.C.2.
- c.** Third party use of work content per Ownership and Use of Content, Article XXIV.B.3.
- d.** Safety and protective gear in the field per Safety and Health, Article XIX.B.2.
- e.** Industry specific training per Training and Professional Development, Article XX.B.
- f.** Health benefits continuation after layoff per Layoffs and Severance, Article XXII.A.6.
- g.** DEI Committee reports per Non-Discrimination and Diversity, Article V.C.
- h.** Provide advance feedback to the Director of Labor Relations regarding changes to the University's Benefits and Leaves programs.
- i.** Discuss issues related to staff assigned to Full Presence work modality. (For purposes of these discussions, the parties can meet more frequently than set forth in Article XVII.B and more individuals may participate in such discussions than set forth in Article XVII.C.)

**ARTICLE XVIII**

**TRAVEL, EQUIPMENT, AND EXPENSES**

**A. General.** Except as otherwise modified by this Agreement, Employees shall participate in AU travel, equipment, and expense policies on the same basis as other AU faculty and staff, subject to the Employer's right to amend the policies for all employees, including but not limited to: Domestic and International Travel Policy, Accounts Payable procedures,



International Travel and Safety Procedures, International Travel and Insurance Approval procedures, Relocation Reimbursement Policy, Corporate Card Policy, and Cell Phone Allowance Policy (which includes a current monthly cell phone allowance of \$55). A list of current policies is available at: <https://www.american.edu/policies/>.

**B. Travel Insurance.** Consistent with AU's Domestic and International Travel Policy and International Travel and Insurance Approval procedures, the Employer will provide travel and hazard insurance for Employees on international assignments.

**C. Equipment Inventory.** WAMU shall maintain an inventory of equipment and supplies. Employees shall have access to the inventory list upon request.

**D. Remote Work Support.** To ensure Employees' productivity and performance while working in a remote work capacity pursuant to the AU Schedule and Work Modality Policy, Employer shall make reasonable efforts to support such work modality. Such efforts may include, but are not limited to, considering requests for remote work equipment (*e.g.* monitors, keyboards, mice, software) and maintaining software for remote work. Employees shall submit such requests to [WAMUtechsupport@wamu.org](mailto:WAMUtechsupport@wamu.org) and may consult on such requests with their supervisors. Such requests shall not be unreasonably denied.

## **ARTICLE XIX SAFETY AND HEALTH**

**A. Safe, Healthy, and Secure Workspace.** In compliance with AU's health and safety policies and procedures as well as applicable federal and local laws, the Employer shall maintain a safe, healthy, and secure working environment for all Employees, including providing training related to health and safety policies as well as security measures (including run, hide, fight/active shooter training) specific to WAMU at least twice a year. Employer will make reasonable efforts to ensure that all Employees have the opportunity to attend such training sessions, which may include relief from an Employee's regular duties to be able to attend. Employer shall conduct regular safety and security checks of the WAMU facilities, including the garage/parking area. In addition to the aforementioned, Employer shall take into consideration matters related to public health emergencies, public emergencies, and/or inclement weather when scheduling Employees.

**B. Security in the Field.** The Employer shall provide safety and security measures, including training for Employees working in the field or on assignment.

**1. Employee's Professional Judgment.** Employees working in the field should exercise their professional judgment as to matters of safety and security, including, but not limited to, the right to refuse an assignment or the right to decide not to complete an assignment should they reasonably believe it creates a risk to their personal safety. Should any Employee have a concern related to an assignment, they should make every effort to contact their immediate supervisor and/or their designee regarding their concern prior to refusing or failing to complete an assignment absent imminent risk and/or harm.

**2. Assignments Covering Civil Unrest.** In the event an Employee is assigned to cover an event of civil unrest, or that could be foreseen to lead to civil unrest, the Employer shall determine what safety and protective gear is appropriate for coverage of such event and shall provide same to the Employee. Such gear may include, but is not limited to, items such as body armor, stab proof vests, helmets, gas masks and cartridges, shatter resistant goggles, and first aid kits. The Employer shall also provide and/or reimburse Employees for reasonable transportation to and from such assignments. In an effort to proactively approach safety related issues in the field, the Parties commit to having ongoing discussions concerning safety and protective gear, including but not limited to, debriefs following such coverage, via the Joint Labor Management Committee per Article XVII.D or its designee to ensure that the Station and its Employees are as prepared as possible for coverage in the field.

**C. First Aid.** The Employer shall provide first aid kits at the radio station and have available portable first aid kits for those assigned to work in the field. The Employer will also ensure that first aid kits are located in each WAMU vehicle.

**D. Ergonomics.** The Employer shall consider ergonomics when it selects furniture or equipment for the radio station. Subject to budgetary constraints, the Employer shall not unreasonably deny Employee requests for equipment and/or furniture that would promote the ergonomic design of the Employee's workspace at the station.

**ARTICLE XX**  
**TRAINING AND PROFESSIONAL DEVELOPMENT**

**A. Employee Orientation.** Within thirty (30) calendar days of hire, an Employee shall be scheduled to attend a University Human Resources orientation session. Additionally, within nine (9) months of ratification of this Agreement, the Employer shall establish a supplemental orientation program specific to WAMU for which newly hired Employees will be scheduled to attend.

**B. Training.**

**1. WAMU and Position Specific Training.** The Employer shall provide Employees with position specific training, covering topics such as equipment and software used in the office and station operations, technical procedures. The Labor Management Committee, shall review industry specific training that promotes the principles of journalism and broadcasting and shall recommend training for Employees. In addition, any Employee who is promoted, reassigned, or assumes a new position shall receive training as needed to perform their duties.

**2. Designated Trainers.** An Employee with at least three (3) years of service in their position (or combination of years in producer or reporter classifications) may be assigned by the Station to train newly hired Employees or Employees assuming a new bargaining unit position. If an Employee is assigned to train an Employee for at least thirty (30) days, they shall receive a stipend in the amount of five hundred dollars (\$500) no later than January 31 of the succeeding year in recognition for serving as a trainer. Notwithstanding the foregoing, an Employee moving up a reporter or producer classification shall not be assigned a trainer.

**C. Professional Development.** Professional development and growth are essential investments in WAMU's workforce that help support all WAMU staff in performing their jobs effectively, while ensuring Employees maintain cutting edge skills, knowledge and professional networks, and supporting retention and recruitment of a diverse and inclusive workforce. In each fiscal year, the Employer shall determine whether funding is available for professional development. In fiscal years in which funding is available for professional development, it may be allocated between Station-wide, Team, and/or Individual opportunities. For fiscal year 2022, the professional development allocation is \$200 per Employee for individual opportunities and

an additional \$400 per Employee for Team opportunities. Employer may, at its discretion, provide for additional funded professional development opportunities based on the needs of the Employees and teams. In each year of the Agreement, WAMU will publish to all Employees a shared document identifying professional development opportunities that would be approved for the fund allocation. Employees are welcome and encouraged to recommend to the heads of their departments other professional development opportunities for fund allocation. Employees who desire to seek fund allocation for a professional development opportunity shall submit their request in writing to their immediate supervisor. WAMU will notify Employees of the opportunities for which they have been approved within twenty-one (21) calendar days of the Employee's request. WAMU shall make every effort to support professional development opportunities equally among Employees, including providing time off for professional development opportunities and taking into account issues of diversity and inclusion. Employees shall request advance permission from WAMU's Associate General Manager to seek outside funding or scholarships to cover the costs, or difference in cost if approved for fund allocation, of attending such professional development opportunities. Such requests shall not be unreasonably denied.

## **ARTICLE XXI**

### **DISCIPLINE AND PERSONNEL RECORDS**

**A. Just Cause.** No Employee shall be disciplined or discharged from employment without just cause, except that this requirement shall not apply to the discharge of a Reporter/Host, Host, or Podcast Host ("Hosts"). In the event that an Employee in one of the aforementioned positions is discharged without just cause, the Employee shall be entitled to severance pay pursuant to the severance terms of their personal service contract. If the Employee is not on a personal service contract, they shall receive severance pay as set forth in Article XXII, Layoffs and Severance. In accordance with Article VI, Employment Status, just cause shall not apply to Employees during their initial probation period.

**B. Progressive Discipline.** The Employer follows a progressive discipline policy. Disciplinary action can take several forms: oral warning, written warning, suspension, final written warning, performance improvement plan, or dismissal. The degree of the discipline is

based on the nature of the offense. If no additional disciplinary actions are recorded after two (2) years, the written record of the disciplinary action shall be removed from the Employee's personnel file. However, when the disciplinary action is for a violation of either the Title IX Sexual Harassment Policy or Discrimination and Non-Title IX Sexual Misconduct Policy, as well as for Level III violations, the written record of the disciplinary action may remain on file beyond two (2) years. All Level I, II and III offenses are defined in the Employer's then-prevailing Staff Personnel Policies Manual.

Notwithstanding the foregoing, the Employer retains the right to discipline an Employee without progressive discipline, including to immediately suspend or discharge an Employee depending upon the facts and circumstances, for misconduct, including, but not limited to, stealing; falsifying records or misrepresentation of information; fighting, committing or threatening to commit an act of physical violence; refusing a direct order(s) from a supervisor after the supervisor explains the consequences for continued refusal of that order (provided such refusal was not warranted due to reasonable safety, security, health concerns); deliberate destruction or abuse of university property; willfully accessing confidential records without authorization; violation of the university's Discrimination and Non-Title IX Sexual Misconduct or Title IX Sexual Harassment policies; excessive absenteeism (defined as five unexcused absences within any six-month period); refusal to cooperate or interference with an internal investigation; working under the influence of alcoholic beverages or the unlawful possession or use of illegal or controlled substances; failure to demonstrate baseline performance requirements or meet the requirements of a performance improvement plan; receiving payment for information in connection with a story; violations of FCC broadcast regulations for payola; plagiarism; defamation; libel; fabrication; and abusive or indecent broadcast; or other gross misconduct. The Employer may consider an Employee's job performance, prior violation of work rules, and other relevant circumstances in determining discipline. Any discipline issued shall be subject to Article XXI.A, Just Cause, herein.

**C. Personnel Records.**

**1. General.** Per AU policy, the Employer will maintain official personnel records for all Employees in Human Resources.

**2. Inspection.** Employees are entitled to inspect their official personnel records and may do so by contacting Human Resources (employeerelations@american.edu) who will work with the Employee to schedule a time, place, and manner for the inspection to occur.

**3. Disciplinary/Discharge Action.** If disciplinary/discharge action is reduced to writing by a supervisor, the writing shall be signed, dated, and placed in the Employee's official personnel record and a copy shall also be provided to the Employee at issuance and to SAG-AFTRA staff no later than five (5) business days following the issuance.

**4. Right to Comment.** The Employee has the right to place written comments on any performance management plan materials or performance-related documents in their personnel file which they believe to be inaccurate or incomplete, and such comment shall become a part of that file for as long as the file (or performance management plan materials in such file) is maintained. It is understood that the presence of such comments in the file does not imply agreement with the comments on the part of the Employer or that the Employer has any obligation to respond to such comments.

**5. Grievances.** Upon request, the Employer shall supply SAG-AFTRA with a copy of any performance-related documents in the Employee's official personnel record in connection with processing an Employee's grievance.

## **ARTICLE XXII LAYOFFS AND SEVERANCE**

### **A. Rights of Laid-Off Employees.**

**1. Notice and Severance Pay.** An Employee who is laid-off by the Employer shall receive four (4) weeks' notice or pay in lieu thereof. In addition, an Employee who is regularly scheduled to work twenty (20) hours or more per week and who is laid-off by the Employer, shall receive one (1) week of severance pay for each year of service (with a minimum of two weeks of severance pay) as a full-time or part-time employee,<sup>1</sup> prorated to the

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<sup>1</sup> The severance calculation for part-time employees who regularly work at least twenty (20) hours or more per week shall be based on the part-time employee's hourly rate and the number of hours the part-time employee was regularly scheduled to work each week. In the event that a full-time employee is laid off and they have prior part-time service, the years of part-time service shall be calculated at fifty percent (50%). (For example, a full-time employee with five (5) years of full-time service and five (5) years of part-time service will receive seven and one-half weeks (7½) weeks of severance.) In no event shall part-time service of fewer than twenty (20) hours per week be credited toward an employee's severance calculation.

date of termination, up to a cap of twenty-six (26) weeks of severance pay, in exchange for executing and not revoking a general release in the form provided by the Employer (“General Release”). This General Release shall include, but shall not be limited to, a release of legal claims that the Employee may have against the Employer, except any rights to benefits payable under the terms of any benefit plans of the Employer. The Employer shall provide to SAG-AFTRA, upon request, a copy of any General Release provided to an Employee.

Notwithstanding the foregoing, the Employer may, in its discretion, offer additional severance.

**2. Definition of Service.** “Service” does not include periods of voluntary unpaid leave or later probationary periods, unless successfully completed.

**3. Payment of Severance.** Severance pay shall be made in a lump sum payment, unless otherwise mutually agreed upon in writing between the Employer and the Employee. Severance pay is subject to applicable withholdings.

**4. Reemployment Rights.** Any Employee who receives severance from the Employer shall not be reemployed with the Employer during the number of weeks used to calculate their severance, unless otherwise agreed upon between the Employer, Union, and Employee. In addition, any Employee that has previously collected severance from the Employer, shall not be eligible for severance for the period of prior employment if re-hired (*i.e.*, the Employee’s re-hire date shall be used for the purpose of calculating any future severance pay). Laid-off Staff Employees shall receive, for six (6) months following the date of notification of layoff, consideration (*i.e.*, a screening interview) for any position available elsewhere at WAMU that would (a) begin after their severance pay period (or before their severance pay period began), and (b) for which they are qualified, as determined by the Employer, based upon the job description for such position, (c) and for which they apply online and send notice of their application to the WAMU Director of Human Resources.

**5. Outplacement Services.** An employee who is laid-off shall be eligible for outplacement services in the amount of one thousand five hundred dollars (\$1,500) or, at the employee’s written election, payment in lieu of outplacement services.

**6. Health Benefits.** The Employer shall continue health benefits for laid-off Employees who were entitled to such benefits at the time of layoff until the end of the month in which the Employee is laid-off (for example, if Employee is laid-off on September 15<sup>th</sup>, they would have coverage through at least September 30<sup>th</sup>). Within one (1) year of ratification of this

Agreement, the Employer shall explore extending coverage for laid off Employees for at least thirty (30) calendar days following termination of employment. Employer shall report on the results of said consultation to the Joint Labor Management Committee.

**7. Applicability.** This Article XXII shall not apply to Employees who have not yet completed their probationary period, per diem employees, temporary employees, interns or student employees, or Employees who are terminated for just cause (as set forth in Article XXI, Discipline and Personnel Records), Employees who leave employment due to long term disability, Employees who resign employment, or death of an Employee.

**B. Exit Interviews.** The Employer shall offer the opportunity for an exit interview to any departing Employee. Exit interviews shall be used to better the working environment at WAMU, both from an operational and workplace culture standpoint.

**C. Communications to Employees.** In the event a WAMU employee (whether in the bargaining unit or not) departs WAMU, the Station shall promptly notify impacted Employees across departments/teams (as determined by the Employer) via email whether there are changes in duty allocations and in the case of a supervisor departure, the identity of the Employees' new supervisor.

## **ARTICLE XXIII OUTSIDE EMPLOYMENT**

No Employee may work in any capacity for another employer or for personal gain during the Employee's working hours at WAMU, unless approved by the Employer. Requests should be submitted to the Chief Content Officer, or their designee. Furthermore, employment outside of the employee's regularly scheduled work hours must: (i) not interfere with the employee's ability to perform their job satisfactorily and (ii) comply with the Employer's then-prevailing policies, including though not limited to, the prohibition on conflicts of interest (as stated in the Staff Personnel Policies Manual and the Code of Business Ethics). Outside employment shall not be considered as an excuse for poor performance, absenteeism, scheduling demands, tardiness, or refusal to work overtime. The Employer shall not decline an Employee's request to engage in outside employment for any arbitrary or capricious reason.



**ARTICLE XXIV  
OWNERSHIP AND USE OF CONTENT**

**A. Personal Accounts and Independent Content.**

**1. Definition of Personal Accounts.** Employees shall maintain ownership of all personal social media accounts, websites, RSS feeds, or any other such online accounts or profiles created and/or maintained for use in the Employee's personal capacity ("Personal Accounts"). Employees shall not use or associate any Employer-provided email address or any URL associated with Employer in connection with Personal Accounts.

**2. Use of Personal Accounts in Employment.** Employees shall not be required to use Personal Accounts for work purposes, unless mutually agreed upon by Employee and Employer, but Employee shall maintain ultimate ownership over their Personal Accounts. An Employee shall not be required to provide account usernames and/or passwords for Personal Accounts, and Employees shall not be required to post to a Personal Account or any Employer designated business account during non-work time.

**3. Independent Content.** AU shall not claim ownership of intellectual property that is produced by Employees on their own time and that is outside the scope of their employment, nor shall AU claim ownership of intellectual property produced without exceptional use of AU resources.

**B. Work Content.**

**1. WAMU Business Administration Team.** The Station's Business Administration Team shall handle third party requests for, and issues with, work produced by Employees within the scope of their employment for the Station ("Work Content").

**2. Content for NPR and Other Public Media Outlets.** The Employer shall continue its practice of encouraging Employees to submit content to NPR and other public media outlets on a freelance basis. The Outside Employment policy set forth in Article XXIII, Outside Employment, shall apply to content created for NPR or other public media outlets. In no event shall an Employee provide services to NPR (or another public media outlet) that would encroach on Employee's work time at WAMU without advance approval from the Chief Content Officer, or their designee.

**3. Third-Party Use of Work Content.** Either Employee or Employer shall promptly notify the other of third-party requests for the use of Work Content. Employer shall have sole discretion to approve/deny use of its Work Content. In the event the Employer approves third-party usage of Work Content, a third-party may provide attribution to the Employee and/or WAMU. In furtherance of this paragraph, and in recognition of the evolving nature of the industry, SAG-AFTRA and the Employer are committed to continued discussions surrounding third party use of content via the Joint Labor Management Committee.

**4. Employee Use of Work Content.** An Employee who wishes to use Work Content outside of AU or who has questions regarding the classification of content shall first have a discussion with their supervisor and/or the Chief Content Officer, or their designee, who shall seek approval from the Station General Manager, or their designee. If the Station General Manager finds merit in the Employee's request/inquiry, the Business Administrative Team shall make a recommendation to the Vice President, People and External Affairs, or their designee. The Vice President, People and External Affairs, or their designee, shall render a final written decision with respect to the request/inquiry.

**C. University Policies.** Unless specifically addressed in this Agreement, nothing herein shall limit or supersede the Employer's Ethics and Integrity or Intellectual Property policies.

## ARTICLE XXV

### COMPLAINTS AND INDEMNIFICATION

**A. Complaints.** Employees who submit a complaint in writing to their supervisor (with a copy to the Assistant Vice President of Human Resources) consistent with the Formal Procedures outlined in Section 9 of the Staff Personnel Policies Manual shall receive periodic updates about the status of the complaint from Human Resources. Such updates need not be specific in nature or provide details but should inform the Employee of the current status (e.g., referred to another office (such as the Office of Equity and Title IX), under investigation, complaint closed, other action taken, etc.). However, when a complaint is referred to another office (such as the Provost's Office, the Office of Equity and Title IX, Student Conduct and

Conflict Resolution Resources, etc.), Human Resources will not provide such updates and instead that other office will do so consistent with its procedures.

**B. Indemnification.** The Employer shall indemnify and defend Employees against claims that arise from activities within the scope of their duties of employment in accordance with the terms of the Employee Indemnification Policy set forth on the University Policy Page (<https://american.edu/policies>).

## **ARTICLE XXVI NO STRIKE/NO LOCKOUT**

**A.** During the term of this Agreement and in consideration of the Employer's performance of its obligations herein, including Article XXVI.B below, neither Employees nor the Union shall cause, participate in, and/or condone any strike (whether sit-down, stay-in, sympathy, general, unfair labor practice, or any other kind), slow-down, walk-out, picket, work stoppage, sick out, boycott, concerted refusal to work overtime, or any other concerted interference with the Employer's business or the operation or conduct thereof.

**B.** During the term of this Agreement and in consideration of the Union's performance of its obligations herein including Article XXVI.A above, the Employer shall not lock out Employees.

## **ARTICLE XXVII SAVINGS AND SEPARABILITY**

In the event any portion of this Agreement is invalidated by the passage of legislation, final decision of a court, or government agency having competent jurisdiction, such invalidation shall apply only to the provision invalidated and all remaining provisions of this Agreement not invalidated shall remain in full force and effect. The parties shall bargain in good faith with respect to any provision found to be unlawful. Any substitution for the invalidated provision that is mutually agreed upon between the parties shall be reduced to writing and shall become a part of this Agreement.

**ARTICLE XXVIII  
SEPARABILITY AND DURATION**

**A. Duration.** This Agreement shall be in full force and effect from August 15, 2022 to August 31, 2025.

**B. Negotiations.** The parties shall commence negotiations for a new Agreement no later than thirty (30) days prior to the expiration date of the Agreement.

ACCEPTED AND AGREED:

**SAG-AFTRA**

**Washington – Mid Atlantic Local**

DocuSigned by:  
*Pat O'Donnell*  
By: \_\_\_\_\_  
6EBA3BC49DFE44E...  
Patricia O'Donnell  
Executive Director

Date: 10/17/2022

**WAMU/American University**

DocuSigned by:  
*Seth Grossman*  
By: \_\_\_\_\_  
1AC2D015E1B04C8...  
Seth Grossman  
Vice President  
People & External Affairs

Date: 10/18/2022

**SAG-AFTRA**

DocuSigned by:  
*Mary Cavallaro*  
By: \_\_\_\_\_  
A89AA6773B074DA...  
Mary Cavallaro  
Chief Broadcast Officer

Date: 10/17/2022

## EXHIBIT A - Dues Check-Off Authorization Form (“DCO”)



### DUES CHECK-OFF AUTHORIZATION FORM

I hereby request and voluntarily authorize my Employer to deduct from my paycheck each pay period, and to forward to SAG-AFTRA, my Union dues including any initiation fees, late fees and/or assessments (collectively “dues and fees”) which I may owe to the Union in accordance with the Constitution and Bylaws of the Union.

By signing this Dues Check-Off Authorization Form (the “Form”), I understand that if I leave this Employer, I remain obligated to pay SAG-AFTRA any owed dues and fees. This Form is irrevocable for a period of one year following my execution of it, or until the expiration of the station collective bargaining agreement, whichever occurs first. Afterwards, this Form is automatically renewed for successive one-year periods unless I provide dated written notice of revocation of this Form, executed by me, and I send it to the Employer and to the Union.

I understand that SAG-AFTRA will review my dues and fees account annually and may change the amount of the deduction as needed to maintain payments commensurate with my dues and fees obligations.

This Dues Check-Off Authorization was voluntarily executed by me on the date indicated below.

Signature:

Printed Name:

\_\_\_\_\_  
Station or Employer: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

Union dues and initiation fees are not deductible as charitable contributions for Federal income tax purposes.

\*\*\*\*\*

**To Be Completed by SAG-AFTRA:**

Amount of Deduction: \_\_\_\_\_

Effective Date: \_\_\_\_\_

### EXHIBIT B - Status Notification Form



#### STATUS NOTIFICATION FORM

<b>SUBMIT TO: SAG-AFTRA</b> WASHINGTON – MID-ATLANTIC LOCAL 7735 OLD GEORGETOWN ROAD SUITE 950 BETHESDA, MD 20814 FAX: 301-634-4853 EMAIL: <a href="mailto:ANEE.RAULERSON@SAGAFTRA.ORG">ANEE.RAULERSON@SAGAFTRA.ORG</a> <a href="mailto:SARA.BENNETT@SAGAFTRA.ORG">SARA.BENNETT@SAGAFTRA.ORG</a>	EMPLOYER/STATION: _____ DATE: _____ PREPARED BY: _____ TELEPHONE: _____ EMAIL: _____
---	--

EMPLOYEE NAME: _____ SSN: _____ - _____ - _____ HOME ADDRESS: _____ _____ PHONE NUMBERS: _____ {HOME}    {MOBILE}    {WORK} EMAIL ADDRESSES: _____ {PERSONAL}    {WORK/STATION}
---

JOB TITLE: _____ STATUS: <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> DAILY HIRE/FREELANCE <input type="checkbox"/> OTHER EXPLANATION: _____
--

ACTION: <input type="checkbox"/> HIRED* <input type="checkbox"/> REASSIGNED* <input type="checkbox"/> RESIGNED <input type="checkbox"/> TERMINATED† <input type="checkbox"/> OTHER DATE OF ACTION: _____    EXPLANATION: _____
---

<u>COMPLETE IF HIRED OR STATUS CHANGE IN UNIT*</u> SALARY RATE:    ANNUAL \$ _____ &/OR HOURLY \$ _____ PERSONAL SERVICES CONTRACT: <input type="checkbox"/> YES <input type="checkbox"/> NO PSC TERM/DURATION: _____ YEARS COMMENTS: _____ _____ _____
---

<u>COMPLETE IF TERMINATED†</u> NOTICE: <input type="checkbox"/> APPLICABLE <input type="checkbox"/> N/A AMOUNT: \$ _____ <input type="checkbox"/> PAID <input type="checkbox"/> PENDING SEVERANCE: <input type="checkbox"/> APPLICABLE <input type="checkbox"/> N/A AMOUNT: \$ _____ <input type="checkbox"/> PAID <input type="checkbox"/> PENDING LEAVE PAYOUT: <input type="checkbox"/> APPLICABLE <input type="checkbox"/> N/A AMOUNT: \$ _____ <input type="checkbox"/> PAID <input type="checkbox"/> PENDING COMMENTS: _____ _____
--

FOR SAG-AFTRA USE: _____ _____
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