

# Memo

To: Causa Board of Directors  
From: Aaron Vargas, Isa Peña, Yesenia Gallardo  
Re: Summary of Final Offer to Unidxs Por La Causa  
Date: June 15, 2021

## **Purpose**

The following is a summary prepared for the Causa Board of Directors to highlight key terms from articles included in the final offer to Unidxs Por La Causa to be presented during bargaining on June 16, 2021. Please do not share this summary document outside of the Causa board of directors. Note that this is a summary and there are a number of details that are not reflected here.

## **Wages (Article 36)**

- A 3.5% annual compensation increase (1.5% step increase for all employees and a 2% annual COLA increase), including wage increases for all employees making under \$55,000 (see attached wage table).

## **Medical Insurance (Article 32)**

- 95% medical insurance premium coverage for eligible employees and their families including partners and dependents.

## **Retirement (Article 35)**

- A commitment to providing a Causa-sponsored retirement plan within 12 months of ratification.
- The Labor Management Committee (made up of 3 management members and 3 union members) will identify, recommend and present the retirement plan, along with the economic impact of the plan to the Board. The Board will vote on whether to approve the selected plan and on an annual basis determine employer contributions.

## **Reimbursements and Travel Expenses (Article 21)**

- Employees will submit reimbursement requests within 30 days of the expense.
- Reimbursement for meals is allowed when traveling for work more than 80 miles from the regular work site. Meals for staff and other persons, such as interns or volunteers, may be allowed when working less than 80 miles from the regular work sites when required for ifwork such as for an event or canvassing activity.
- Mileage reimbursement will be at the federal mileage rate for the miles travelled from the start of the work day to the other locations and excludes travel to and from employees' home and regular work location.
- Cell phone reimbursement, up to \$40/month.

## **Payroll (Article 29)**

- Monthly payroll is through direct deposit on the last business day of each month, or having checks mailed.

## **Vacation (Article 23)**

- Vacation accruals are 12 days per year up to 30 days for employees with 5 years' seniority (for full time employees and prorated for part-time employees) with a 30-day roll over year-to-year. Roll over is paid out at the termination of employment

## **Sabbatical (Article 33)**

- 4-week paid sabbatical after 6 years of employment.

### **Holidays (Article 25)**

- 11 paid holidays per year, in addition to one personal day.

### **Sick Time (Article 24)**

- 96 hours (equivalent to 12 days) of sick time for all employees which can be used for mental health and wellness (sick time article has been tentatively agreed).

### **Other leaves (Article 26)**

- Bereavement leave with 5 paid days, and an additional five days of unpaid leave.
- Paid family leave for 12 weeks within a 12-month period for eligible employees for any of the following purposes: Parental Leave, Family Medical Leave, and Sick Child.

### **Working Hours (Article 9)**

- Minimum 38-hour work week which is flexible around the arrangement of hours provided that meets Causa's needs, the needs of other staff members, and the minimum weekly hours required. Exempt employees are not entitled to overtime pay and if work overtime have the ability to flex that time within the following 3 months.

### **Employment Classifications (Article 10)**

- Regular Full-time employees are regularly scheduled to work 38 hours or more per week year-round. Regular part-time employees are those who are not regularly scheduled to work 38 hours a week.
- An interim or temporary position that exists for more than 1 consecutive year will become a regular position, subject to continued unrestricted funding for that position. Upon ratification, all staff in positions which have existed for more than 2 consecutive years (and are not solely funded by a restricted funding source) will become regular employees.

### **Telecommuting (Article 18)**

- Employees are eligible for telecommute work options regardless of FTE
- Full-Time telecommuting must be made on a case by case basis by mutual agreement of the employee and their supervisor and/or Executive Director.
- Employees are provided with proper technology, equipment and furniture to ensure accessibility to maintain job functions.
- The following is provided to full time telecommuters with limits and depending on whether they are already provided by Causa: computer, a printer in a shared office (with approval a printer for home use up to \$125), Anti-virus software (up to \$75), Ergonomic devices (up to \$250), internet support (one time expense up to \$300), office furniture (\$500), office supplies (\$20/month).
- This article does not take effect until Causa management makes a determination to reopen all of Causa's physical offices which closed after the COVID-19 pandemic, at that time article can be reopened.

### **Inclement Weather (Article 38)**

- When inclement weather applies, the employee will not be required to report to the office and will be expected to work from home. If the Causa determines there is no suitable work that can be done from home due to hazardous conditions or inclement weather, then the worker is on administrative time with a limit of 5 administrative days in a calendar year.

### **Performance Reviews (Article 14)**

- A employee's first performance review will take place on or within 30 days of their after 3 month anniversary date. Temporary employees who are employed for at least 4 months will receive a performance review as well. All employees will receive an annual evaluation on or within 14 days of their anniversary date of hire.
- Within 1 year of ratification, Causa will implement an annual review process with the goal of conducting reviews for all permanent employees at a consistent, regular time period year to year.

**Hiring (Article 15)**

- All hiring announcements for regular positions shall be reviewed by a hiring committee before posting.
- For internal vacancy announcements, the Employer shall not post regular positions for external candidates until the vacant regular position or promotion has been posted internally for at least 8 days. After which, the Employer will send the announcement to the Alianza Poder sister organizations for another 5 days. Qualified internal applicants will be considered before soliciting external candidates.

**Layoffs (Article 30)**

- The Employer will give written notice of pending layoffs at least 30 days before the effective date stating the reasons for the layoff to the worker and the Union. Employees recalled from layoff will retain their seniority. A laid off Employee shall receive 1 week severance for every year of continuous employment up to a maximum of 4 weeks. Temporary and limited-duration employees are not covered under the layoffs article.

**Trial service (Article 43)**

- All newly hired workers in regular and temporary positions shall serve a 5 month trial service, and employees who are promoted into a new position have a 3 month probationary period. During the trial period for a promoted employee, a worker shall have the right to return to the classification or comparable salary level, which the employee previously held.

**Board policies (Article 6)**

- Board agendas and meeting dates are made available to the union.
- 2 representatives that are elected by the staff, may attend and participate in board meetings. With one position held specifically for the Union. These 2 representatives cannot vote or put forward motions to the board.
- The Causa board reserves the right to go into executive session without representatives of the bargaining unit.
- Causa management will form a board recruitment committee no later than 3 months after ratification consisting of board members, a staff representative, and the Union Board representative.

**Management rights (Article 37)**

- Causa shall have the sole and exclusive right to manage its business; to decide each and every question pertaining to that business; and it shall retain all inherent rights, privileges and prerogatives generally held by management, except to the extent they are clearly and unequivocally waived or limited in this agreement or under applicable laws.