

Memorandum of Understanding: Overtime
Effective Dec. 29, 2022

Effective Jan. 1, 2023, the state of Washington will set a new minimum salary of \$65,478.40 for employees to be exempt from receiving overtime pay. At that time, a number of Crosscut newsroom employees represented by the Pacific Northwest Newspaper Guild, Local #37082 will fall below the salary threshold.

Cascade Public Media and the Guild agree to transition all newsroom employees represented by the Guild to non-exempt positions. This transition shall result in no loss of work or benefits for employees represented by the Guild.

This agreement shall constitute an addendum to the Collective Bargaining Agreement expiring on November 30, 2024, and shall thereafter be incorporated as an article of that agreement.

The following provisions shall apply:

Section 1 – Occasionally, employees may need to work longer than 40 hours in a workweek. All hours worked during one-week (Monday at 12:00 a.m. through Sunday at 11:59 p.m.) over forty (40) hours within seven (7) days are considered overtime. The normal workweek shall consist of forty (40) hours within five (5) days per week for full-time employees. Employees shall not be required to work more than six (6) days without days off except in the case of a news emergency. Provisions of this Section may be waived upon mutual agreement by the employee and the Executive Editor or VP of Operations.

Section 2 - In compliance with state law and Cascade Public Media policy, employees who work eight hours a day are provided with a one-hour unpaid meal period to be taken no later than 5 hours into the scheduled shift and shall receive a 15-minute paid rest break for every four hours they work. With mutual agreement between the employee and their manager, employees may take intermittent breaks equivalent to 15 minutes.

Section 3 – With manager approval, employees may be permitted to work flexible schedules as necessitated by their assignments and personal appointments within the same work week. Employees may take Paid Time Off rather than flexing their schedule within the same payroll week with manager approval.

Section 4 – Travel to and from an assignment from the Cascade Public Media office shall constitute hours worked.

Section 5 – All time worked in excess of forty (40) hours in a workweek shall constitute overtime at the time-and-a-half rate.

Section 6 – Employees should receive advance written or verbal approval from their managers and the Executive Editor or designee if they believe they will be working overtime hours. However, it is understood that in certain situations, such as breaking news or receiving unexpected calls from sources, obtaining prior approval may not be possible. Employees should alert their manager as soon as is reasonably possible of such situations.

Section 7 – As a matter of practice, the Employer shall not recall employees to work following the end of their workday. If an employee is called back for an assignment, i.e., breaking news, they will be credited with no less than two (2) hours of work, including all travel time, at the overtime rate.

Section 8 – Upon manager request an employee called to work a scheduled day off shall be credited with no less than four (4) hours of work, including all travel time, at the overtime rate.

Section 9 – Pre-approved appearances on panels, media interviews, fundraising activities or other outside work conducted on behalf of Cascade Public Media shall constitute hours worked. Attendance at required and pre-approved conferences, conventions or training shall constitute hours worked.

Section 10 – Employees will be paid for hours worked for attending required community events that are central to their work.

Carole Williams 01 / 04 / 2023

Carole Williams
VP of Human Resources
For Cascade Public Media

Kaitlin Gillespie 01 / 04 / 2023

Kaitlin Gillespie
Executive officer
For the Pacific Northwest Newspaper Guild

Memorandum of Understanding: Employer travel time
Effective Dec. 29, 2022

Travel Time. Eligible employees will be reimbursed for travel to a location other than their regular work site and for travel from one place to another during the workday. Employees are responsible for accurately tracking, calculating, and reporting travel time.

Travel Time Pay Guidelines

Nonexempt Employees: Nonexempt employees will be compensated for time spent traveling if that travel is part of the employee's daily work activity, including travel from one job assignment to another or travel from a designated meeting place to a job assignment.

Home-to-Work Travel: An employee who travels from home to the Company's office before the regular workday and returns to their home at the end of the workday is engaged in ordinary commuting time (home-to-work travel), which is not considered work time. If an employee ordinarily works at a regular work site (home or the Company's office) and is required to report to another location outside the city where they normally work at the start or end of the day, the employee will be compensated for the travel time. If an employee ordinarily works at a regular work site (home or the Company's office) and is required to report to another location in the same city where they normally work at the start or end of the day, the employee will be compensated for the travel time, to the extent it exceeds the employee's ordinary commute time.

- (Example): You have a 20-minute roundtrip commute between your home and your regular work site (the office). You are asked to report for the day for a special assignment at another location in the same city as your regular work site, which is 60 minutes roundtrip from your home. In this case, you will report 40 minutes of work time (60 minutes traveling minus 20 minutes for your ordinary commute).

Travel That Is All in a Day's Work: Time spent by an employee in travel as part of their principal activity, such as travel from job site to job site during the workday, is counted as hours worked.

- (Example): You normally work 8:00 am to 5:00 pm and regularly spend several hours during the workday traveling from job site to job site. You drive from your home and arrive at the office at 8:00 am. You are asked to go to a job site at 10:00 am and another job site at 1:00 pm and then return to the office at 4:30 pm. It takes an hour to drive between all of the job sites and the office. That hour of travel time is recorded as regular work time, so you are compensated for it.

A commute from home office to company office or company office to home office after you have started your work day, may result in overtime and will require preapproval from your manager.

Carole Williams 01 / 04 / 2023

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VP of Human Resources
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Kaitlin Gillespie 01 / 04 / 2023

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Hourly rates of pay effective January 1, 2023 – November 30, 2024

Schedule A: Producer, videographer, staff reporter, social media editor, newsletter editor, associate opinion editor, associate news editor, copy chief, podcast producer

Year	Minimum	105% of Minimum	110% of Minimum	115% of Minimum
2022	\$29.30	\$30.77	\$32.23	\$33.70
2023	\$29.74	\$31.23	\$32.72	\$34.20

Schedule B: Staff photographer, video editor

Year	Minimum	105% of Minimum	110% of Minimum	115% of Minimum
2022	\$31.82	\$33.41	\$35.00	\$36.60
2023	\$32.30	\$33.91	\$35.53	\$37.15

Schedule C: Associate photo editor, senior video producer

Year	Minimum	105% of Minimum	110% of Minimum	115% of Minimum
2022	\$33.41	\$35.08	\$36.76	\$38.43
2023	\$33.92	\$35.61	\$37.31	\$39.00

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