

**AGREEMENT BETWEEN
YAKIMA HERALD-REPUBLIC
AND
PACIFIC NORTHWEST NEWSPAPER GUILD
COMMUNICATIONS WORKERS OF AMERICA LOCAL 37082**

October 1, 2018, to Sept. 30, 2022

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**Section 1.
Preamble**

This contract is made this 1st day of October 2018 between the Yakima Herald-Republic, a corporation, hereinafter known as the Employer, and the Pacific Northwest Newspaper Guild, CWA Local 37082, chartered by The Newspaper Guild-Communications Workers of America (AFL-CIO), hereinafter known as the Guild.

**Section 2.
Term of contract**

This agreement shall be in full force and effect for a period of four years from Oct. 1, 2018, to Sept. 30, 2022. This agreement may be opened by either party serving a written notice proposing revision and/or replacement of this agreement upon the other party. Said notice shall be served no more than ninety (90) days nor less than sixty (60) days prior to the expiration of this agreement. These time frames may be waived by mutual consent of the parties.

If neither party serves the required notice, this agreement shall be automatically renewed for a period of one (1) year from the expiration date and thereafter for one (1) year upon each anniversary date of that date without further notice.

**Section 3.
Recognition and jurisdiction**

(A) The Employer recognizes the Guild as the exclusive bargaining representative for all Employees covered by this contract.

(B) This contract covers all Employees in the unit described in the Certification of Representative in Case No. 19-RC-4523 dated May 23, 1967, more particularly all Employees in the Employer's editorial department, advertising department, circulation department, accounting department and maintenance department, excluding Employees covered by another collective bargaining agreement, confidential secretaries, all other Employees, supervisors, guards and watchmen as defined by the National Labor Relations Act, and employees who qualify for professional or administrative exemption under the Fair Labor Standards Act.

**Section 4.
Management rights**

(A) Except for those limited by other provisions of this agreement, the Employer shall retain and have the traditional rights to decide and act with respect to the managing of the business and the direction of the working force, including but not limited to the rights to determine the methods of operation, the assignment of work and scheduling of hours, the

number of persons to be employed and the right to discharge or discipline for just cause and to make and enforce reasonable department rules.

(B) It is agreed that the parties will abide by the guidelines contained in the Employee Handbook "Substance Abuse" section and an "Agreement for Continuation of Employment Form" in order to establish, maintain and support a safe and productive work environment.

Section 5. Equal employment opportunity

(A) Both the Employer and the Guild agree to abide by all federal and state laws applicable to employment discrimination.

(B) There shall be no dismissal of or other discrimination against an Employee because of membership in the Guild. The Guild agrees to abide by all federal and state laws applicable to membership solicitation.

(C) It is understood that wherever in this agreement reference is made in the masculine gender, it will be recognized as pertaining to both male and female persons.

Section 6. Assignment of work

(A) If the Employer decides to introduce any major changes in methods, processes or equipment, the Guild shall be given reasonable written notice of the change and afforded an opportunity to discuss and negotiate with the Employer the treatment to be accorded Employees who may be directly affected by the change.

(B) Bargaining unit Employees shall continue to be covered by this agreement if assigned work or sales opportunities on new products or new projects. It is understood such assignments may require bargaining unit Employees to work in cooperation with unaffiliated Employees of the Employer and/or subsidiaries or newspapers owned by The Seattle Times Company. It is also understood that such projects may include developing content and transitioning existing content to new electronic products, including but not limited to websites or other electronic formats.

No bargaining unit Employee shall lose work due to such assignment of work or sales opportunities on new products or new projects.

If such work, products or projects include the installation of new equipment or technology, nothing in this section shall restrict or impair the right of the Employer to install or operate such equipment or technology. Nor shall the Employer deny bargaining unit Employees a reasonable time period to adequately train to become proficient in the operation of the new equipment or technology.

The Guild agrees that the assignment of unaffiliated Employees to new work, products or projects does not convey Guild representation of the unaffiliated Employees and the Guild will not use such work assignments or cooperative work efforts as a means to attempt to

represent such unaffiliated Employees through accretion, unit clarification or the contract grievance language. The assignment of such new work to bargaining unit Employees shall not lead to a Guild claim of jurisdiction over such new work.

The Yakima Herald-Republic agrees that it shall remain neutral if unaffiliated Employees seek representation under Section 7 of The National Labor Relations Act.

Section 7. Employee information

(A) The Company shall furnish the Union a monthly statement within ten days of the close of the calendar month. The statement will be sent in electronic format including the following information for all employees in the bargaining unit on file:

- First name, last name, and middle initial (when applicable)
- Amount of dues or fees deducted
- Payroll ID or other unique identifier that is consistent across all data requests
- Rate of pay
- Job classification or title
- Regular work location
- Reporting location
- Shift
- Mailing address, including city, state and ZIP
- Hire date
- Personal email address
- Personal home and cell phone number
- Birthdate
- Status (Active, FMLA, leave of absence, resignations, retirements, deaths, other revisions, etc.) with notation of members who have left the unit due to terminations, transfers or promotions.

The statement will note or explain changes such as new hires, pay increases, leaves of absence, returns from leave, change of address, termination of employment, etc.

(B) Within one week after the hiring of a new employee, the Company shall furnish the Guild in writing with the data specified in Section 1 for each new employee. If the Human Resources Director, or manager with similar or equivalent position, is on vacation, the Company shall supply the Guild with this information on a new employee within one week of end of said vacation. If the position of Human Resources Director, or a similar or equivalent position, is vacant, the Company shall supply the Guild with this information on a new employee within 15 calendar days of hire of new employee.

(C) The Union and the Company shall keep each other currently informed of their respective duly authorized representative and shall promptly notify each other of any change of such representatives.

Section 8.
Grievances-arbitration

(A) All alleged violations of this agreement by the Employer, or any dispute or difference over the meaning or application of any part thereof, which cannot be settled otherwise, shall be submitted to the Employer in a written grievance by the Guild on behalf of an Employee or Employees, or on its own behalf, according to the following procedures:

(B) A grievance involving an individual Employee or Employees shall be submitted in writing to the immediate supervisor, or, in his/her absence, to the Director, who shall attempt to settle the grievance immediately. Failing a mutually satisfactory resolution within five (5) working days after receipt of the grievance by the supervisor or Director, the Guild may take up the grievance on behalf of the Employee or Employees involved with a management grievance committee appointed by the Publisher. Said committee shall be composed of three (3) persons.

(C) A grievance brought by the Guild on its own behalf shall be submitted in writing to the Human Resources Director. Within ten (10) working days of the receipt of such written grievance by the Human Resources Director, a management grievance committee appointed by the Publisher shall meet with representatives of the Guild for the purpose of resolving the grievance. Failing such resolution, the Guild may demand that the dispute or grievance be submitted to final and binding arbitration.

(D) Written grievances pursuant to Paragraph (A) above must be submitted to the appropriate supervisor or to the Human Resources Director within thirty (30) calendar days after the grieving Employee or the Guild knew or reasonably should have known of the facts giving rise to the grievance.

(E) A demand for arbitration by the Guild shall be made in writing to the Human Resources Director not more than thirty (30) calendar days after submission of the original written grievance. Within five (5) working days of the receipt of such written notice the parties shall meet and select an arbitrator to whom the grievance shall be submitted for final and binding decision. If for any reason an arbitrator cannot be selected by mutual agreement the parties shall join in asking the Federal Mediation and Conciliation Service to provide a panel of eleven (11) names of arbitrators. From such panel each party shall strike a name in turn until one (1) name remains. The remaining person shall be the agreed-upon arbitrator.

(F) Rules of procedures to govern the hearing shall be established by the arbitrator and his/her award shall be final and binding. The arbitrator shall have no power to add to, subtract from, alter or vary in any way the express terms of this agreement, nor imply any restriction or burden against either party that has not been assumed by the express language of the agreement, nor shall the arbitrator have any jurisdiction to hear and determine any question involving an assignment of work.

(G) Time is of the essence; however, the parties by mutual consent may extend any of the time limits set forth above. A grievance not filed in writing within thirty (30) calendar days

as provided in Paragraph (D) above shall be deemed to have been abandoned, and any demand for arbitration not made within the time limits provided in Paragraph (E) above shall be deemed to have been settled on the basis of the Employer's disposition in the last step.

(H) Each party shall bear the fees and expenses of its own case. The fees and expenses of the arbitrator and other joint costs of the arbitration shall be shared jointly and equally between the parties.

(I) Reduction in the size of the work force and renewal of this contract and differences arising out of the contract interim openings shall not be subject to arbitration.

Section 9.
Introductory period

(A) The first six (6) months after hiring shall constitute the introductory period for a new Employee.

(B) During the introductory period the Employer shall have the absolute prerogative of termination of the new Employee.

Section 10.
Dismissals

(A) After an Employee has worked for the Employer for the introductory period as stipulated in Section 9, there shall be no discharge of such Employee without just cause, and the Guild shall receive written notice of such discharge within twenty-four (24) hours. The Employer also agrees to provide in writing the reason for such discharge if requested by the Guild.

(B) In the event the Guild determines such discharge to be arbitrary or capricious or that no just cause for the discharge exists, the Guild may within thirty (30) calendar days of the date of discharge submit the Employee's case to grievance procedure in accordance with the provisions of Section 8 of the contract. An arbitrator shall have the power to reinstate a discharged Employee only if said arbitrator finds that the Employer acted arbitrarily or capriciously, or that no just cause for the discharge exists. If an Employee is found to have been wrongfully discharged under this section and his reinstatement is ordered, the arbitrator shall have the power to determine how much, if any, back pay should be awarded.

Section 11.
Layoffs-rehiring

(A) Layoffs to reduce the force shall be the absolute prerogative of the Employer. The layoff of Employees following their introductory period as stipulated in Section 9 shall be as follows: The Employer shall lay off first, within their classifications, those Employees who

have been employed for the shortest periods of time except in those cases where general consideration of overall job performance, merit or ability favors retention of such Employees over Employees who have been employed for longer periods of time. When rehiring, the Employer shall give preference to former Employees if they are available within three (3) weeks and their desire for re-employment is known to the Employer and who have been laid off within the preceding six (6) months. As among such Employees, those who have been laid off the shortest period of time shall be afforded the greatest preference.

(B) An Employee rehired under this section shall not be considered as an introductory Employee.

(C) An Employee rehired under this section, in the same classification as when laid off, will receive credit for time worked in that classification when determining his wage rate at the time of rehire. An Employee rehired within ninety (90) working days under this section, in the same classification as when laid off, will be reinstated on the date of full-time re-employment in all fringe benefit programs, without penalty unless otherwise prohibited.

Section 12.

Termination notice/severance

(A) The Employer shall give Employees designated for layoffs to reduce the force at least two (2) weeks notice or in lieu thereof two (2) weeks pay and Employees shall give the Employer two (2) weeks notice of intent to resign.

(B) Upon discharge to reduce the force, or because of permanent suspension of publication, an Employee, with one (1) year of service or more, covered by this agreement shall receive in a lump sum, an amount equal to two (2) weeks pay for each year of his service with the Employer. Such sum is to be computed at the highest rate of regular weekly pay received by the Employee during the immediate six (6) months preceding termination of employment. However, no Employee will receive total severance pay in excess of seven (7) weeks pay, except that for each year of service in excess of twenty (20) years, an Employee will earn one (1) week of additional severance pay (as computed above) for each year of such service up to a maximum of four (4) additional weeks pay.

(C) This section shall not apply to introductory Employees.

(D) The company shall have the right to discharge the following employees due to reallocating duties to an external source:

Missy Crawford (Employee No. 007738)
Daniel Chiqui (Employee No.008142)
Michelle Goertzen (Employee No.009128)
Kevin Oriz (Employee No.008972)

If discharged due to reallocating duties to an external source, the above named four employees:

1. Shall receive a lump sum equal to two (2) weeks of separation pay for each year of completed and continuous service with the Employer, and the corresponding pro rata amount for any partially completed year, for the first four (4) years of service, and one (1) week of pay for each additional year of service, with a minimum equivalent of four (4) weeks of pay and a maximum of fifteen (15) weeks of pay.
2. Shall be considered "laid off" when their employment ends, and the Employer agrees to report this status to the appropriate state agencies in regard to claims for unemployment compensation or other benefits available to unemployed workers.
3. Shall receive the value of their vacation bank in a lump sum, less required and authorized deductions, paid not later than the payday following the pay period in effect on the last dates worked.
4. Severance for the above four employees will fully vest on March 25, 2018, or on date of discharge, whichever comes first.

The Classified (Inside Sales) department work duties will be moved to an outside vendor. For this particular department, it will be moved to the Walla Walla Union Bulletin effective immediately.

Section 13. Employee competency

The Employer is the sole judge of the competency of Employees. However, if an Employee is judged incompetent by the Employer, this will not waive the procedures afforded the Guild in Section 10(B) of this agreement.

Section 14. Hours

(A) Forty (40) hours within five (5) days shall constitute a week's work. Excluded from the 5-day provision are Employees in the Classified Phone Room and District Managers and District Manager Trainees in the Circulation Department. Eight (8) hours worked within nine (9) consecutive hours shall constitute a day's work, unless mutually agreed upon by the employee and supervisor. The publisher may hire employees to work less than thirty-five (35) hours per week, who shall be classified as part-time. Hours worked in excess of forty (40) hours within any one week shall be compensated at one and one-half times the Employee's regular wage reduced to an hourly basis and shall be paid in cash or, at the Employee's request, as "compensatory time" as currently outlined in WAC 296-128-560. However, Staff Photographers, Reporter Trainees, Staff Reporters, Copy Editors, Ad Production Clerks, Assistant News Editors and District Managers may be scheduled to work

four (4) days of ten (10) hours when scheduled in compliance with Paragraph (B) below. Outside Advertising Salespersons are exempt from the hours restrictions and overtime compensation provided by this section.

(B) Schedules of days and hours of work will be maintained by the Employer and will be posted by Directors on appropriate bulletin boards not later than Friday morning for the following two (2) calendar weeks. Directors will try to maintain days off on corresponding days of each week and will try to schedule them on consecutive days with one (1) of the days falling on a Saturday or Sunday whenever possible. No employee's starting time will be changed within twenty-four (24) hours notice. A day or days off for each employee shall be designated by the Publisher and shall continue regularly unless changed by notice of not less than two (2) weeks to the employee. Though schedule changes may be necessary from time to time, the Employer agrees to hold them to an absolute minimum and to involve as few Employees as possible.

(C) When an Employee finishes a shift and is called back to perform additional work, the Employer will pay for the actual call back time worked or a guaranteed minimum of two (2) hours. The Employer agrees to hold all call backs to an absolute minimum. This provision also applies when employees are called to do work on their days off.

(D) Employees shall be paid every other week for the two-week period ending the prior Saturday. With at least 90 days' notice, the employer may change the day of the week on which the actual payday falls one (1) time during the term of this contract.

(E) Employees engaged on out-of-town assignments that require an overnight stay shall be allowed credit for an eight (8) hour working day during each twenty-four (24) hours, whether or not a full eight (8) hours are worked. If employees travel during working hours and, in addition, work on the assignment, so that more than eight (8) hours actual work and traveling time are required out of any twenty-four (24) hours during such assignment, the employee shall receive overtime pay for any hours in excess of forty (40) hours in a work week. An employee may choose to utilize compensatory time in lieu of pay for hours exceeding the 40 hour work week.

(F) Both the Employer and the Guild agree to abide by Federal and State laws applicable to rest periods and meal periods.

(G) The Employer agrees that its Directors will try to maintain a schedule that allows for a minimum of ten (10) hours between shifts in order to give Employees time for rest. The Employer agrees that a longer rest period between shifts is beneficial and agrees to keep 10-hour turnarounds to an absolute minimum.

**Section 15.
Holidays**

(A) There shall be eight (8) recognized holidays: New Year’s Day, Martin Luther King, Jr. Day, Presidents’ Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day. Full-time employees who work on any official holiday, with the exception of Labor Day, Thanksgiving Day and Christmas, shall receive straight-time pay for all hours worked and an additional day off with pay (the day shall be selected with mutual agreement between the employee and his or her supervisor, and scheduled within thirty (30) days of the holiday). The holiday will be the legally observed day rather than the calendar day if there is a conflict. If a holiday or day observed as such falls on an Employee’s regular day off, an additional day off will be granted and scheduled within thirty (30) days of the holiday. Employees who work on Labor Day, Thanksgiving Day and Christmas Day shall continue to have the option of an additional day off with pay, or an additional day’s pay. Provided that such holiday pay, when it constitutes a sixth (6th) shift within a single week, will not be at time-and-a-half, but at straight time.

(B) In addition to the holidays listed in (A) above there will be an additional holiday, designated as a Personal Day for Employees who have completed three (3) months of continuous full-time employment. This Personal Day will be arranged between each Employee and his supervisor, provided it must be scheduled prior to October 1 of each year and will not be carried forward or paid if not taken except in the event that day is denied by the Employer. A Personal Day will not be granted after an Employee has given notice of intention to terminate employment with the Employer.

**Section 16.
Vacation**

(A) Vacation accrual for full-time employees will run on a calendar year basis, allowing employees to use vacation time as it is earned. Vacation will accrue each pay period 1/26th of a year’s vacation each pay period. Employees will find the total accrued vacation for which they are eligible on their check stub. Each future payroll 1/26th of their accrual will be added to the total, and vacation taken will be subtracted as it is used. Accrual for 40-hour schedule is as follows:

<u>Length of Service:</u>	<u>Maximum Annual Vacation</u>	
Less than one year up to 10 days	80 hours	3.08 hrs per payroll
1 year employment 11 days	88 hours	3.38
2 years employment..... 12 days	96 hours	3.69
3 years employment..... 13 days	104 hours	4.00
4 years employment..... 14 days	112 hours	4.31
5 years or more employment 15 days	120 hours	4.62
10 years or more employment... 20 days	160 hours	6.15

The rate of accrual will change during the payroll period in which the employee becomes eligible for additional vacation.

New employees will be eligible to take earned vacation time after six months of employment.

Employees are not permitted to take vacation if doing so would put them in a deficit situation.

Employees will be permitted to carry over up to one half of their annual accrual into the next calendar year. Vacation accrual in excess of the one half limit that is unused will be forfeited.

Part-time employees will continue to accrue vacation during a calendar year to be taken the following calendar year, as outlined in Section 24(F).

(B) By Jan. 1 of each year, management shall post a vacation schedule covering the period from April 1 until March 31 of the following year. Employees with the longest continuous length of service with the Company will have first choice of posted vacation schedule applicable to their classification. Seniority vacation preference will be in effect between January 1 and March 15 of any year, on a rotation basis. The most senior employees shall be limited to two of the recognized holiday weeks during the first rotation. Between April 1 and the following December 31 new vacation requests will be on a first-come basis. The Employer will provide reasonable notice of vacation schedules and Employees will provide reasonable notice should they request a change in vacation schedule. Employees entitled to three (3) weeks or more of annual vacation will be expected to schedule at least two (2) weeks of such vacation in blocks of not less than five (5) nor more than ten (10) days. It is incumbent upon Supervisors and Employees to schedule vacation in compliance with current contract provisions and in a manner that assures adequate staffing levels.

(C) Anyone leaving employment with the Employer, voluntarily or otherwise, shall be granted pay for all accrued vacation. However, if an Employee voluntarily resigns or is discharged for just cause before six (6) months of employment, all vacation benefits will be forfeited. After six (6) months of employment, if an Employee voluntarily resigns and provides less than two weeks notice, the Employee shall forfeit accrued vacation time equal to two weeks of his or her regular work schedule, less any time worked during the actual notice period.

(D) Payment of vacation shall include night differential for Employees who have been regularly scheduled to work nights for at least five (5) shifts per week during the preceding three (3) months.

Section 17.
Insurance

(A) The medical, dental, surgical and hospitalization plan premiums for an Employee and for coverage of spouse and dependent children on the first day of the month following two (2) months of continuous full-time service will be shared by the Employer in one of the two following manners, to be selected by the Employee:

1. The Company shall offer a medical plan similar or comparable to the Premera Core HSA Plan in place for 2019, with Employees paying 25 percent of the Employee portion of the premium, and 35 percent of the dependent portion of the premium.
2. The Company shall offer a medical plan similar or comparable to the Premera Buy-Up PPO Plan in place for 2019, with Employees paying 25 percent of the Employee portion of the premium, and 50 percent of the dependent portion of the premium.
3. There will be no Health Savings Account Contribution.

(B) Premium increases or decreases during the term of the contract will continue to be shared at the same rate as mentioned in section (A).

(C) The Employer will continue to provide a group life insurance plan through the life of this agreement.

(D) The Employer agrees to provide an explanation of information on medical plan premium increases.

(E) Employee contributions required by Section 17(A) and (B) above and (F) below shall be diverted from the Employee's earnings on a pre-tax basis.

(F) A Vision Care plan will be available for qualified Employees and dependents, the premium to be paid by the Employee on a pre-tax basis.

(G) The Employer will continue the present Dependent Care Assistance Plan which allows Employees to pay for various expenses for the care of dependents described in the Summary Plan Description with pre-tax dollars.

Section 18.
Pension

(A) Company shall match fifty (50) percent of employee contribution to the 401(k) Savings Plan on the first six (6) percent of pay that employee contributes.

Section 19.

Sick leave/ bereavement leave

Paid Sick Leave Accrual and Availability

Accrual

- Employees accrue one hour of paid sick leave for every 40 hours worked.

- Employees are not entitled to accrue paid sick leave for hours paid while not working (such as vacation, paid holidays, or while using paid sick leave).

Availability

- Employees are entitled to use their accrued, unused paid sick leave beginning on the 90th calendar day after the start of their employment.

Authorized Uses of Paid Sick Leave

Care of the employee or the employee's family member

- Employees may use their accrued, unused paid sick leave hours to care for themselves or a family member (definition below) for:
 - Mental or physical illnesses, injuries, or health conditions;
 - The need for medical diagnosis, care, or treatment of mental or physical illnesses, injuries, or health conditions; or
 - The need for preventive medical care.

- For the use of paid sick leave for an employee's family member, family member is defined as:
 - A child;
 - Including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status
 - A parent;
 - Including a biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child
 - A spouse;
 - A registered domestic partner;
 - A grandparent;
 - A grandchild; or
 - A sibling.

Closure of the company or the employee's child's school or place of care

- Employees may use their accrued, unused paid sick leave when the Yakima Herald-Republic has been closed by order of a public official for any health-related reason; or
- When an employee’s child’s school or place of care has been closed by order of a public official for any health-related reason.
 - Please see the definition of “child” in the previous section.

To address issues related to domestic violence, sexual assault, or stalking

- Employees may use their accrued, unused paid sick leave to:
 - Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee and their family members including, but not limited to: Preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault, or stalking;
 - Seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking;
 - Attend health care treatment for a victim who is the employee’s family member;
 - Obtain, or assist the employee’s family member(s) in obtaining, services from: A domestic violence shelter; a rape crisis center; or a social services program for relief from domestic violence, sexual assault, or stalking.
 - Obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking in which the employee or the employee’s family member was a victim of domestic violence, sexual assault, or stalking.
 - Participating, for the employee or for the employee’s family member(s), in: safety planning; or temporary or permanent relocation; or other actions to increase the safety from future incidents of domestic violence, sexual assault, or stalking.
- For purposes of leave related to domestic violence, sexual assault, or stalking, family member has the following definition:
 - Any individual whose relationship to the employee can be classified as a child, spouse, parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship.

Verification for Absences Exceeding Three Days

- Yakima Herald-Republic requires verification that establishes or confirms that an employee’s use of paid sick leave is for an authorized purpose under RCW 49.46.210 (1)(b) and (c).

Paid Sick Leave Increments of Use

- Yakima Herald-Republic requires employees to use paid sick leave in 15-minute increments.

Rate of Pay for Use of Paid Sick Leave

- Employees will be paid their “normal hourly compensation” for each hour of paid sick leave used.
- For employees who use paid sick leave for hours that would have been overtime hours if worked, Yakima Herald-Republic is not required to apply overtime standards to an employee’s normal hourly compensation.

Payment for the Use of Paid Sick Leave

- Yakima Herald-Republic must pay paid sick leave to an employee no later than the payday for the pay period in which the paid sick leave was used by the employee.

Carryover of Accrued, Unused Paid Sick Leave to the Next Year

Carryover Requirements

- Accrued, unused paid sick leave balances of 120 hours or less must carry over to the following year.
 - For example, if an employee has 25 hours of accrued, unused paid sick leave at the end of the year, all 25 hours must carry over to the following year.
- If an employee carries over unused paid sick leave to the following year, accrual of paid sick leave in the subsequent year would be in addition to the hours accrued in the previous year and carried over.
 - Yakima Herald-Republic will require the employee to forfeit the paid sick leave for paid sick leave balances in excess of 120 hours at the end of a year.
 - For any employees that have a balance of 120 hours or more beginning 2019, those employees will not lose those hours at the end of the year. They will be grandfathered in and will be able to keep any hours over 120 hours.
 - If those employees that are grandfathered in drop below 120 hours of sick leave, they will not be allowed to accrue additional hours and will stay at or below 120 hours.

Definition of Year

- The accrual year is January 1 – December 31.

Separation and Reinstatement

Separation

- If an employee separates from employment, there will not be financial or other reimbursement to the employee for accrued, unused paid sick leave balances available at the time of separation.

Reinstatement of Paid Sick Leave Hours Upon Rehire

- Yakima Herald-Republic must reinstate an employee’s previously accrued, unused paid sick leave if it rehires an employee within 12 months of separation.
 - **Note:**
 - If the period of time an employee separates from employment extends into the following year an employer is not required to reinstate more than 40 hours of accrued, unused paid sick leave.
- Upon rehire, Yakima Herald-Republic must provide notification to the employee of the amount of accrued, unused paid sick leave available for use by the employee.
- If an employee is rehired within 12 months of separation, the employee will not be required to wait another 90 calendar days to use their accrued, unused paid sick leave if the employee met that requirement during the previous period of employment.
 - If an employee did not meet the 90-day requirement for the use of paid sick leave prior to separation, the previous period of time the employee worked for Yakima Herald-Republic will count towards the 90 days for purposes of determining the employee’s eligibility to use paid sick leave.

Retaliation Prohibited by Law

- Any discrimination or retaliation against an employee for the lawful exercise of paid sick leave rights is not allowed. Yakima Herald-Republic will not discriminate or retaliate against an employee for the lawful exercise of Minimum Wage Act rights.
- Yakima Herald-Republic will not require, as a condition of an employee taking paid sick leave, that the employee search for or find a replacement worker to cover the hours during which the employee is on paid sick leave.

Notifications

- At time of hire during new hire orientation, the employer will inform the new hire of their sick leave benefits.
- The employer will provide sick leave information in regular payroll statements thereafter.

Section 20.

Jury duty/witness appearance

(A) The Employer will pay the difference between an Employee’s regular pay and jury fee received for up to five weeks or twenty-five (25) consecutive working days. Additional

jury duty will be allowed, but will be unpaid time. Employees released from jury duty during their scheduled shift will be expected to return to work.

(B) In the event an Employee is required to appear and give testimony in a court of law pursuant to the receipt of a subpoena issued by a court of competent jurisdiction in the State of Washington, the rules of jury duty pay will apply, provided the Employee's participation qualifies for receipt of a witness fee.

Section 21.

Leaves of absence

(A) Leaves of absence without pay may be arranged by mutual agreement between an Employee and a Director, and will be granted subject to the approval of the Publisher.

(B) Up to 12 weeks of family and/or medical leave during any 12-month period will be granted to eligible Employees in accordance with the Family and Medical Leave Act of 1993 (FMLA). Family and Medical Leave will be unpaid time off, except any vacation time earned in excess of one week (5 days) must be taken before unpaid time is approved, and accrued sick leave may be used for illness of the Employee or for the Employee to care for a child (including a disabled adult child) of the Employee with a health condition or a spouse, parent, parent-in-law, or grandparent of the Employee who has a serious health condition or emergency condition as currently defined by WAC 296-130.

(C) Sick leave benefits may be applied to leaves of absence for illness, temporary physical disability or maternity leave up to the limit accumulated under the company's policy by the Employee for the period during which the Employee is unable to safely and efficiently perform his/her work. The Employee claiming benefits shall provide medical evidence establishing the period of disability, provided that the company shall have the right to verify any claims through physicians of its choice. If the Company requires an Employee to see its doctor for purposes of verification under this section, the Company will pay the fee. Fathers of newborn or newly adopted children may take up to three (3) days of sick leave to be with their family.

(D) In the event an Employee is elected or appointed to any office of the Newspaper Guild-CWA, or office of a local Newspaper Guild-CWA, such Employee shall be given unpaid leave of absence should he/she request such leave. The number of Employees on leave under this paragraph shall be limited to one (1) Employee from any department but no more than three (3) Employees at any one time and not to exceed five (5) working days each year per Employee.

(E) An employee may also be granted an unpaid leave of absence if that employee wins or is the recipient of an industry-related fellowship or study grant, or is accepted into a job-relevant program of academic study. Such leave shall be for the period of the fellowship, grant or program but not to exceed one year, unless approved by the Employer.

The employee shall request the leave at least thirty (30) days prior to application for the fellowship, grant or program and the Employer shall notify the employee within fourteen (14) days as to whether the request is approved or denied.

The Employer shall deny such request for leave only when circumstances or needs warrant such denial.

If and when an employee receives authorization for a leave of absence, the person will be subject to the same provisions under section 11 regarding layoffs.

When an employee is on a leave of absence for an industry-related fellowship or study grant, or is accepted into a job-relevant program of academic study and decides not to return to work, he or she will need to give the Employer at least thirty (30) days notice of resignation.

(F) Maternity/Paternity: The employer agrees to follow all state and federal guidelines regarding maternity and paternity leave. Employees on maternity or paternity leave shall have access to the Emergency Leave Bank under the same terms and conditions as other employees on leave.

(G) Paid Family & Medical Leave: RCW 50A.04.

Paid Family and Medical Leave will be a state-run insurance program that is funded by both employers and employees. Eligible employees are assured up to 12 weeks of leave as needed, with partial wage replacement. In certain exceptional cases 16-18 weeks may be taken. The amount of the benefit the employee receives varies based on the employee's weekly wage and, median statewide incomes, and other factors.

Paid Family and Medical Leave premiums will be submitted quarterly by the Employer. Premiums will be 0.4% of gross wages paid each quarter starting in 2019. The employer portion will be 37% of the premium. The remaining 63% of the premium will be deducted from employee wages beginning with the first payroll in January 2019.

These premiums are split into two parts, Family Leave and Medical Leave. Family Leave is 1/3 of the total premium, and Medical Leave is 2/3. The Family Leave premium is paid entirely by the employee. The Medical Leave premium is split; 45% paid by employee, 55% paid by employer.

The statewide insurance program starts with payroll withholdings in 2019, and employees can take leave in 2020. When the leave is taken the benefit is paid directly by the State of Washington rather than the employer.

Employee Qualification

An employee qualifies for leave by working 820 hours in the qualifying period. These hours can be earned at more than one employer. By reporting hours to the Employment Security Department, employers ensure an accurate record of hours worked by each employee. This means an employee could work 20 hours a week at two employers and earn 40 hours total per week towards eligibility.

The qualifying period is the first four of the last five completed calendar quarters from the date leave is set to begin. If leave is not established with this initial period, the last four completed calendar quarters immediately preceding the application for leave will be used.

Using Paid Family and Medical Leave

This benefit cannot be taken without a qualifying event. Leave events can be either Family or Medical.

Family Leave

- Care and bond after a baby's birth or the placement of a child younger than 18
- Care for a family member experiencing an illness or medical event
- Certain military-connected events including leave for short-notice deployments. Urgent childcare related to military service and post-deployment activities.

Medical Leave

- Care for yourself in relation to an illness or medical event

Taking Leave

You must apply for this benefit through the Employment Security Department.

The application process for taking leave is being created in 2019.

If you experience an unforeseeable medical event, you can apply for leave after the event. For example, if you are in a traumatic auto accident you won't be able to file your claim before the event. You will be able to file your claim after the event happens. More information will be available in 2019.

While on leave, you are entitled to progressive wage replacement. That means you'll get a percentage of your average weekly pay. The benefit is up to 90% of your weekly wage with a minimum of \$100 per week and a maximum of \$1,000 per week.

Employer Notification

You must provide notification of your intention to take leave. If an event is foreseeable, you must provide 30 days' notice. If the event is unforeseeable, you must provide notice as is practicable. For example, if you have a medical procedure appointment that will be the start of your leave, you must give your employer 30 days' notice of your intention to take leave. Your application to the Employment Security Department isn't considered notice to your employer.

Section 22. Classifications

(A) Classifications for the purpose of establishing minimum wage rates are attached as Appendix I to this agreement.

(B) Nothing in this section shall be construed to prevent individual Employees from negotiating with the Employer for salaries in excess of the minimums specified.

(C) When an Employee is required to substitute for another Employee in a higher salary classification, he shall receive a premium. An Employee who substitutes for another Employee in a higher classification or who substitutes for a supervisor for an entire day shall

receive a premium of \$5.00 per day. Section 22(C) also shall apply to copy editors working as slot editor or local editor, and sports reporters assigned to copy editing shifts. If a part-time sports clerk is assigned to writing duties that require leaving the building, the clerk shall receive the substitute premium (\$5.00) for that part-time shift. This option is allowed only if the sports clerk is age eighteen or older and has provided required documentation as an approved driver of a personal vehicle.

(D) Initial experience rating will be determined by the Employer. Years specified in the minimum salary schedule in this section shall be construed to mean the actual years of experience in the specified job classification in the employ of the Employer.

(E) Each full-time Employee whose regular shift does not end by 6 p.m. shall receive a night differential of \$3.75 per shift. This subsection does not apply to Circulation District Managers and Outside Advertising Salespersons.

(F) It is agreed that the Company may hire up to four (4) temporary interns who shall not displace regular Employees or be employed for more than a 12-month period.

(G) The Employer may employ Outside Advertising Salespersons whose wage rates are not established by Appendix I but who are compensated by a commission rather than a weekly wage rate. The commission will be mutually agreed upon between the Employer and the Employee.

(H) District Managers' quarterly bonus goal shall be set by the 5th of the month beginning each new goal quarter.

(I) It is agreed that the Employer may hire no more than two (2) Reporter Trainees, two (2) Sales Trainees, one (1) Computer Operator Trainee, and one (1) District Manager Trainee at one time unless mutually agreed between the Guild and the Employer. Trainees shall not displace regular Employees or be employed for more than a two-year period.

(J) The parties agree that the employees assigned the role of Section Coordinator for the weekly entertainment tabloid and outdoor-recreation section will be paid in the classification of Lead Reporter for sixty-five (65) percent of hours worked and in the classification of Staff Reporter for thirty-five (35) percent of hours worked during each week. The rate split shall not apply to employees whose regular classification is paid at a higher rate than Lead Reporter. A semiannual determination by the employees' supervisor in consultation with the employees shall be done to verify the workload and update the percentages mentioned above. If these publications are eliminated, the Lead Reporter pay will no longer apply.

Section 23. Expenses

(A) The Employer shall reimburse Employees for all authorized expenses incurred in the service of the Employer.

(B) Mileage for authorized use of personal vehicles on Employer business shall be compensated for at the rate of thirty-six and one-half cents (\$.365) per mile. Mileage rate will increase or decrease by one half cent for each ten cents (\$.10) increase or decrease in the average retail cost of regular unleaded self-service gasoline reported for the area by the American Automobile Association. (The AAA average cost of regular unleaded self-service gasoline upon which this rate was based was \$3.557 as of April 16, 2008.)

(C) For the purpose of reimbursement of expenses to Employees who are authorized and required to use their home to perform company work, the following will apply:

1. A. The Employer agrees to pay the basic fee for one (1) telephone in the home of the Employee and will pay all toll charges and long distance charges connected with the job, or
B. The Employer shall reimburse the Employee for business use of a cell phone per paragraph (E) below. The Employer shall also reimburse the Employee for the cost of fax to e-mail service.

The reimbursement option shall be selected by mutual agreement between the Employer and Employee.

2. The Employer will pay the Employee a minimum of \$50.00 per month for a full-time Employee or \$25.00 per month for a part-time Employee who is required to use his/her home for office space in performing his/her duties.

3. Whenever an Employee is required to use his/her home as office space in the performance of his/her duties, the Employer agrees to outline the above provisions and the Employee will be required to sign a form stating that he/she has been properly informed of the requirement of the use of his/her home for an office and the provisions for reimbursement.

(D) The Employer agrees to reimburse photographers for reasonable costs of repair if a photographer is using personal equipment with approval of the chief photographer or designee, on an assignment for the Employer, and the personal equipment is damaged or stolen, not due to negligence.

(E) Any Employee required to have a smartphone shall have the option of using a company-provided smartphone or accepting a reimbursement from the Employer of \$35 per month for using a personal smartphone. Acceptance of the stipend does not provide the company rights or access to data, information, hardware, software or any other contents of the personal device. All data, information, hardware, software and any other contents of the personal device remain the sole property of the Employee.

Section 24.
Part-time employees

(A) The Employer may hire individuals to work less than eight (8) hours per day and/or less than thirty-five (35) hours per week. Such Employees shall be classed as part-time Employees and the provisions of this section alone shall cover their employment.

(B) All part-time Employees shall be subject to Section 6 (Assignment of Work), Section 8 (Grievance-Arbitration), Section 19(D) (Bereavement Leave), and Section 23 (Expenses).

(C) All part-time Employees shall be paid not less than the minimum salary in Appendix I for the classification into which they are assigned and they shall earn credit toward experience progression and advance based on length of service.

(D) Any part-time Employee who is required by the Employer to work more than forty (40) hours during any one (1) week shall be compensated at the rate of time and one-half for all time actually worked in excess of forty (40) hours during any one (1) week. Outside Advertising Salespersons are exempt from the hours restriction and overtime compensation provided by this section.

(E) Part-time employees who work on holidays, with the exception of Labor Day, Thanksgiving Day and Christmas Day, shall be compensated at the straight-time rate for all hours worked. Part-time employees who work Labor Day, Thanksgiving Day and Christmas Day shall continue to be paid at the overtime rate of time and one-half in cash for all hours worked on the holiday.

(F) Any part-time Employee who regularly works between twenty (20) hours and thirty-five (35) hours per week shall be covered by Section 16 (Vacation) on a pro-rata basis and shall also be covered by Section 9 (Introductory Period) and Section 10 (Dismissals).

(G) Part-time Employees who have completed three (3) months of continuous service, averaging between twenty (20) hours and thirty-five (35) hours per week during that time will be eligible for participation in the medical and dental insurance plan for themselves and their eligible dependents at their own expense.

(H) If a part-time sports clerk is assigned to writing duties that require leaving the building, the clerk shall receive the substitute premium of \$5.00 for that part-time shift. This option is allowed only if the sports clerk is age eighteen or older and has provided required documentation as an approved driver of an insured personal vehicle.

Section 25.
Strikes-lockouts

(A) During the life of this agreement, the Guild, its officers, agents and Employees represented by this agreement agree that they shall neither engage in nor encourage any

strikes, byline or credit line strikes, slowdowns, work stoppages, or sit-downs, including sympathy strikes, and sympathy picketing of the Employer.

(B) Any Employee who violates this provision shall be subject to disciplinary action.

(C) Any suit for damages resulting from the Guild's violation of this section shall not be subject to the arbitration provisions of this agreement.

(D) During the life of this agreement the Employer shall not lockout any of the Employees covered by this agreement.

Section 26. Miscellaneous

(A) The Guild shall have the right to maintain four (4) bulletin boards in convenient plant locations for use of the Guild members for official Guild information. When job openings occur within the bargaining unit, notice will be given to the Guild for posting. (This provision may be subject to the grievance provision, but not to arbitration.)

(B) An Employee's byline or credit line shall not be used over the Employee's protest. The Employer will make a good-faith effort to bring to the Employee's attention substantive changes in material submitted for publication. (This provision may be subject to the grievance provision, but not to arbitration.)

Section 27. Transfers

The Employer agrees that no Employee within the unit represented by the Guild will be required to transfer to another newspaper owned by The Seattle Times Company, Inc. without the consent of the Employee.

Section 28. Safe conditions

The Employer agrees to keep the plant in a clean, healthful, sufficiently ventilated, properly heated and well-lighted condition at all times. The Employer will, whenever an Employee's work station is substantially new or substantially changed, or upon an Employee's request and at other times the Employer considers appropriate, conduct an ergonomic evaluation of the Employee's work station and provide additional equipment the Employer determines is necessary to ensure an ergonomically sound work station.

Section 29.
Complete agreement

This agreement (together with any letters of agreement executed concurrently herewith) is the complete agreement between the parties and supersedes all prior agreements and practices. It is also acknowledged that during negotiations which resulted in this agreement the Guild and the Employer had the full right and opportunity to make demands and proposals with respect to all people subject to collective bargaining and that both parties agree, for the life of this agreement, that neither shall be obligated to bargain collectively with respect to an subject or matter not specifically referred to or covered in this agreement,

To the best knowledge and belief of the parties this agreement now contains no provisions which are contrary to Federal or State law. Should, however, any provision of this agreement at any time during its life be held by a court of competent jurisdiction to be in conflict with Federal or State law, either party shall have the right to open this agreement on those matters held to be in conflict with the law.

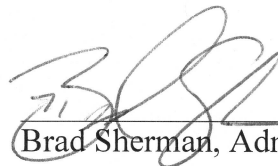
IN WITNESS WHEREOF, we have hereunto set our hands and seals this 7th day of February, 2019

FOR THE
YAKIMA HERALD-REPUBLIC

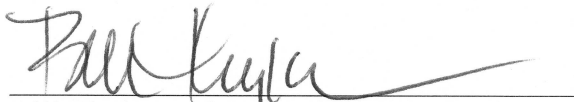
FOR THE PACIFIC NORTHWEST
NEWSPAPER GUILD,
TNG-CWA LOCAL 37082



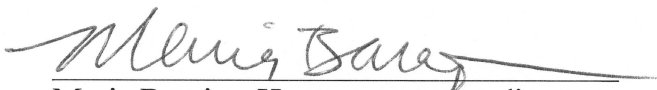
Bob Crider, Publisher



Brad Sherman, Administrative officer



Bill Thyken, Finance director



Maria Barajas, Human resources director

**Memorandum of Understanding
Outside Sales**

This agreement is made between the Yakima Herald-Republic (hereafter “the Employer”) and Pacific Northwest Newspaper Guild-CWA to establish a commission compensation plan. The following agreement will be effective from _____, to _____.

Outside Sales Agreement

This agreement is made between the Yakima Herald-Republic and _____, an Advertising Salesperson. The following Agreement will be effective from _____ to _____ when it will be subject to review.

1. A monthly commission will be calculated as follows for revenue generated from the Yakima Herald-Republic portfolio of products:

_____ percent commission will be paid on total advertising revenue produced each month if that revenue is less or equal to the revenue goal for the territory. _____ percent commission will be paid on total advertising revenue produced each month if total advertising exceeds goal for the territory. The commission for the preceding month will be paid on the last pay period of the following month.

2. At the discretion of management, a pilot quarterly “Catch-up” bonus may be offered and calculated as follows: If a sales rep misses revenue goal for any month(s) within a given quarter but still achieves total quarterly revenue goal, then the month(s) missed will be recalculated at the higher commission percentage (_____) and the difference between the lower percentage (_____) and the higher percentage will be paid. This bonus will be paid on the last pay period of the month following the quarter’s end.

3. A draw of _____ dollars and no cents (\$ _____) will be paid each pay period of the month. The draw will be deducted from commission earned each month. In a month in which there are three pay periods, the draw will be paid for the first two pay periods and the net commission paid on the last. In the event that the draw paid exceeds the commission earned in a given month, the difference will be deducted in total from the following month’s commission. This applies only to those employees that choose the 100% Commission option versus the Base plus Commission.

4. Vacation, holiday, jury duty and sick leave days will be paid at the rate of one dollar (\$1.00) per day for days earned. However, beginning with the sixth (6th) consecutive sick leave day, you will be paid based on your previous twelve (12) months’ commission converted to a daily average to a maximum of days accrued per the current bargaining

agreement. This applies only to those employees that choose the 100% Commission option versus the Base plus Commission.

5. If you are a 100% paid commission employee, upon termination of employment, you will be paid for accrued vacation based on your previous three (3) months' commission converted to a daily average to a maximum of days accrued per the current bargaining agreement. If you are a base plus commission employee, you will be paid for any accrued unused vacation at the time of your termination.

6. Employees must be employed on the first and last day of the month to earn any commission for that period, unless a 2-week notice is submitted.

7. If a salesperson violates company credit procedures and an account is subsequently written off or sent to collection, the amount owing, less finance charges, will be deducted from the commissionable revenue for the current month. Any amount recovered through subsequent collection will be added to the revenue for the current month.

8. If an existing amount with a balance owing files for protection under U.S. bankruptcy code, the amount written off will not be deducted from commissions as outlined above. However, any advertising revenue generated by that account will remain in the territory revenue goal for the following year.

9. Company-paid life insurance will be in effect on the first of the month after 60 days of employment. Your life insurance amount will be established by averaging your first three months' commission or guaranteed minimum, whichever is greater. Beginning next January, your life insurance will be determined by your previous year's W-2 gross wage, annualized if service is less than one year. On each January thereafter, the gross wage on the W-2's from the previous two years will be averaged to set your life insurance amount.

10. This agreement is not an employment contract but only sets forth details of a commission compensation plan. This agreement may be modified at any time by mutual consent between the Employer and the salesperson.

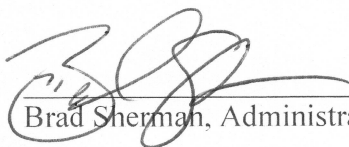
(Signature lines for Advertising Director, Salesperson, Human Resources Director and Publisher.)

FOR THE
YAKIMA HERALD-REPUBLIC

FOR THE PACIFIC NORTHWEST
NEWSPAPER GUILD,
TNG-CWA LOCAL 37082



Bob Crider, Publisher



Brad Sherman, Administrative officer

APPENDIX I - MINIMUM WAGE RATES

Effective with the beginning of the pay period following Oct. 1, 2018, and the beginning of the pay period that includes Oct. 1, 2019 (Year 2) and Oct. 1, 2020 (Year 3).

Assistant News Editor

	Pct. increase	Begin	6 mos.
Year 1		\$25.64	\$26.32
Year 2	1.5	\$26.02	\$26.71
Year 3		\$26.02	\$26.71
Year 4		\$26.02	\$26.71

Copy Editor

	Pct. increase	Begin	6 mos.	1 year	2 year	3 year	4 year
Year 1		\$18.40	\$19.06	\$20.70	\$22.39	\$23.85	\$24.98
Year 2	1.5	\$18.68	\$19.35	\$21.01	\$22.73	\$24.21	\$25.35
Year 3		\$18.68	\$19.35	\$21.01	\$22.73	\$24.21	\$25.35
Year 4		\$18.68	\$19.35	\$21.01	\$22.73	\$24.21	\$25.35

Lead Reporter

	Pct. increase	Begin	6 mos.	1 year	2 year	3 year	4 year
Year 1		\$17.96	\$18.56	\$20.07	\$21.67	\$23.12	\$24.33
Year 2	1.5	\$18.23	\$18.84	\$20.37	\$22.00	\$23.47	\$24.69
Year 3		\$18.23	\$18.84	\$20.37	\$22.00	\$23.47	\$24.69
Year 4		\$18.23	\$18.84	\$20.37	\$22.00	\$23.47	\$24.69

Staff Reporter - Photographer - Computer Technician

	Pct. increase	Begin	6 mos.	1 year	2 year	3 year	4 year
Year 1		\$17.29	\$17.89	\$19.39	\$20.99	\$22.45	\$23.65
Year 2	1.5	\$17.55	\$18.16	\$19.68	\$21.30	\$22.79	\$24.00
Year 3		\$17.55	\$18.16	\$19.68	\$21.30	\$22.79	\$24.00
Year 4		\$17.55	\$18.16	\$19.68	\$21.30	\$22.79	\$24.00

District Manager

	Pct. increase	Begin	6 mos.	1 year	2 year	3 year	4 year
Year 1		\$15.12	\$15.64	\$16.97	\$18.37	\$19.65	\$20.69
Year 2	1.5	\$15.35	\$15.87	\$17.22	\$18.65	\$19.94	\$21.00
Year 3		\$15.35	\$15.87	\$17.22	\$18.65	\$19.94	\$21.00
Year 4		\$15.35	\$15.87	\$17.22	\$18.65	\$19.94	\$21.00

Artist - Layout Coordinator

	Pct. increase	Begin	6 mos.	1 year	2 year	3 year	4 year
Year 1		\$13.51	\$13.98	\$15.04	\$16.00	\$17.59	\$18.30
Year 2	1.5	\$13.71	\$14.19	\$15.27	\$16.24	\$17.85	\$18.57
Year 3		\$13.71	\$14.19	\$15.27	\$16.24	\$17.85	\$18.57
Year 4		\$13.71	\$14.19	\$15.27	\$16.24	\$17.85	\$18.57

District Manager Trainee

	Pct. increase	Begin	6 mos.	1 year	
Year 1		\$12.49	\$12.92	\$14.02	Promote to staff
Year 2 (until 12/31/19)	1.5	\$12.68	\$13.11	\$14.23	Promote to staff
Beginning 1/1/20		\$13.50	\$13.50	\$14.23	Promote to staff
Year 3		\$13.50	\$13.50	\$14.23	Promote to staff
Year 4		\$13.50	\$13.50	\$14.23	Promote to staff

Reporter Trainee - Sales Trainee

	Pct. increase	Begin	6 mos.	1 year	
Year 1		\$14.27	\$14.76	\$16.03	Promote to staff
Year 2	1.5	\$14.48	\$14.98	\$16.27	Promote to staff
Year 3		\$14.48	\$14.98	\$16.27	Promote to staff
Year 4		\$14.48	\$14.98	\$16.27	Promote to staff

Computer Operator - Payroll

	Pct. increase	Begin	6 mos.	1 year	2 year	3 year	4 year
Year 1		\$14.11	\$14.59	\$15.67	\$16.69	\$18.19	\$18.98
Year 2	1.5	\$14.32	\$14.81	\$15.91	\$16.94	\$18.46	\$19.26
Year 3		\$14.32	\$14.81	\$15.91	\$16.94	\$18.46	\$19.26
Year 4		\$14.32	\$14.81	\$15.91	\$16.94	\$18.46	\$19.26

Secretary

	Pct. increase	Begin	6 mos.	1 year	2 year	3 year	4 year
Year 1		\$12.46	\$12.89	\$13.85	\$14.75	\$16.07	\$16.75
Year 2 (until 12/31/19)	1.5	\$12.65	\$13.08	\$14.06	\$14.97	\$16.31	\$17.00
1/1/20 to 9/30/20		\$13.50	\$13.50	\$14.06	\$14.97	\$16.31	\$17.00
Year 3	1.5	\$13.70	\$13.70	\$14.27	\$15.19	\$16.55	\$17.26
Year 4		\$13.70	\$13.70	\$14.27	\$15.19	\$16.55	\$17.26

Accounting Clerk - PBX - Single Copy Merchandiser

	Pct. increase	Begin	6 mos.	1 year	2 year	3 year	4 year
Year 1 (until 12/31/18)		\$11.72	\$12.12	\$13.01	\$13.86	\$15.11	\$15.77
1/1/19 to 9/30/19		\$12.00	\$12.12	\$13.01	\$13.86	\$15.11	\$15.77
Year 2 (until 12/31/19)	1.5	\$12.18	\$12.30	\$13.21	\$14.07	\$15.34	\$16.01
1/1/20 to 9/30/20		\$13.50	\$13.50	\$13.50	\$14.07	\$15.34	\$16.01
Year 3	1.5	\$13.70	\$13.70	\$13.70	\$14.28	\$15.57	\$16.25
Year 4		\$13.70	\$13.70	\$13.70	\$14.28	\$15.57	\$16.25

Librarian

	Pct. increase	Begin	6 mos.	1 year	2 year	3 year	4 year
Year 1		\$12.69	\$13.14	\$14.10	\$14.62	\$15.77	\$16.51
Year 2 (until 12/31/19)	1.5	\$12.88	\$13.34	\$14.31	\$14.84	\$16.01	\$16.76
1/1/20 to 9/30/20		\$13.50	\$13.50	\$14.31	\$14.84	\$16.01	\$16.76
Year 3	1.5	\$13.70	\$13.70	\$14.52	\$15.06	\$16.25	\$17.01
Year 4		\$13.70	\$13.70	\$14.52	\$15.06	\$16.25	\$17.01

Computer Trainee

	Pct. increase	Begin	6 mos.	1 year	
Year 1		\$12.23	\$12.64	\$13.79	Promote to staff
Year 2 (until 12/31/19)	1.5	\$12.41	\$12.83	\$14.00	Promote to staff
1/1/20 to 9/30/20		\$13.50	\$13.50	\$14.00	Promote to staff
Year 3	1.5	\$13.70	\$13.70	\$14.21	Promote to staff
Year 4		\$13.70	\$13.70	\$14.21	Promote to staff

Temporary Intern

	Pct. increase	Begin	6 mos.	
Year 1 Until 12/31/18)		\$11.50	\$11.50	
1/1/19 to 9/30/19		\$12.00	\$12.00	
Year 2 (until 12/31/19)	1.5	\$12.18	\$12.18	
1/1/20 to 9/30/20		\$13.50	\$13.50	
Year 3	1.5	\$13.70	\$13.70	
Year 4		\$13.70	\$13.70	