

AGREEMENT

AGREEMENT is effective November 17, 2022 by and between the OBSERVER AND ECCENTRIC NEWSPAPERS, hereafter referred to as the "Company," and the NEWSPAPER GUILD OF DETROIT, LOCAL 34022, acting for itself and on behalf of the employees of the Company described in Article I, hereafter referred to as the "Guild".

This Agreement shall be in effect through November 16, 2024. If either party wishes to propose a change in any of the conditions of this Agreement to take effect after the expiration date, it shall notify the other party in writing not less than 60 days prior to the expiration date of this Agreement.

ARTICLE I

Recognition and Coverage

1.01 The Company recognizes the Guild as the exclusive bargaining representative for its editorial department employees, excluding supervisory employees and confidential employees as defined in the National Labor Relations Act. As used herein, the term "employee" refers to employees in the bargaining unit represented by the Guild.

1.02 The parties recognize the practice whereby excluded employees perform the same kinds of work as is performed by bargaining unit employees and agree that such practice may continue.

1.03 The parties recognize the practice whereby stringers, independent contractors and freelancers perform the same kinds of work as is performed by bargaining unit employees and agree that such practice may continue. The Company may use material from bloggers and community contributors, provided it is clearly identified as such, and such use will not displace bargaining unit employees or positions.

1.04 The parties recognize the practice whereby special sections and advertising-related work may be assigned to bargaining unit employees, to other employees, or contracted out and agree that such practice may continue.

1.05 Performance of the following, whether by presently or normally used processes or equipment, or by new or modified processes or equipment, shall be assigned, except as provided above, only to employees covered by this contract:

- a. The editorial functions presently performed within the editorial department.

ARTICLE II

[This Article intentionally left blank following deletion of prior language.]

ARTICLE III

Dues Deduction

3.01 Upon an employee's voluntary written assignment, the Company shall deduct bi-weekly from the bi-weekly earnings of such employee and pay to the Guild not later than the 10th day of each month all Guild membership dues and agency fees, whichever is applicable. Such membership dues or fees shall be deducted from the employee's earnings in accordance with the Guild's schedule of rates furnished the Company by the Guild. Such schedule may be amended by the Guild at any time. An employee's voluntary written assignment shall remain effective in accordance with the terms of such assignment. Check-off shall cease with the expiration of the collective bargaining agreement.

3.02 The dues deduction assignment shall be made upon the following form:

GUILD "CHECKOFF" AUTHORIZATION	
Date.....	
I understand that, by agreement with the Newspaper Guild of Detroit, you perform for your employes the service of paying their Guild dues by payroll deduction. I wish to take advantage of this convenience, at no extra cost to me.	
I hereby authorize and request you to check off and deduct such amounts during the month for which such dues are levied and the Guild so notifies you, from any salary then standing to my credit as your employe, and to remit the amount deducted to the Newspaper Guild of Detroit.	
I hereby assign to the Newspaper Guild of Detroit, from my salary earned or to be earned by me as your employe, an amount equal to all membership dues lawfully levied against me by the Guild for each calendar month following the date of this assignment as certified by the Treasurer of the Newspaper Guild of Detroit.	
<small>This assignment and authorization shall remain in effect until revoked by me, but shall be irrevocable for a period of one year from the date appearing above or until the termination of the collective bargaining agreement between yourself and the Guild, whichever occurs sooner. I further agree and direct that this assignment and authorization shall be continued automatically and shall be irrevocable for successive periods of one year each or for the period of each succeeding applicable agreement between yourself and the Guild, whichever period shall be shorter, unless written notice of its revocation is given by me to yourself and to the Guild by registered mail not more than thirty (30) days, and not less than fifteen (15) days prior to the expiration of each period of one year, or of each applicable collective agreement between yourself and the Guild, whichever occurs sooner. Such notice of revocation shall become effective for the calendar month following the calendar month in which you receive it. This assignment and authorization supersedes all previous assignments and authorizations heretofore given to you by me in relation to my Guild membership dues.</small>	
_____ Witness	_____ Employee's Signature

ARTICLE IV

No Strikes; No Lockout

4.01 During the life of the Agreement, the Guild will not cause or permit its members or any member of the bargaining unit to cause, nor will any member of the Guild or member of the bargaining unit take part in any sit-down, stay-in or slow-down, boycott, strike, sympathy strike in support of non-employees of the Company, stoppage of work, or picketing in any office covered by this contract, or any curtailment of work or restriction of production by bargaining unit employees. The Company shall have the right to discharge or otherwise discipline any employee who engages in any of the activities prohibited by this Article. Notwithstanding the foregoing, employees shall not be required to perform work which would be performed by

employees of another company except for the fact that they are engaged in a lawful work stoppage, nor shall employees be required to cross a lawful primary labor union picket line at any of the Company's offices covered by this contract, which have been authorized by the International Union which represents the picketing employees.

4.02 During the term of this Agreement, the Company agrees it will not institute a lock-out.

ARTICLE V

Management's Rights

5.01 Except as otherwise expressly and specifically set forth in this Agreement, the Company shall exercise all of the regular and customary functions of Management. The Guild explicitly waives any right to prior consultation about the Company's exercise of these functions. Included, without limiting the generality of the foregoing, are the right to: hire, train, evaluate, transfer, promote, and assign employees; to reduce and increase the work force; discharge or discipline employees for just and sufficient cause; plan and control the operations of the Company, including determining the work to be performed and how, when, where and by whom such work is to be performed; determine and effect changes in processes, means, methods, equipment, facilities, and systems to be used including the unrestricted use of available technology; make and enforce reasonable rules, regulations and performance standards relating to the operation of the Company and to the conduct of employees.

5.02 The Company reserves and retains solely and exclusively all of its normal, inherent, and common law rights to manage the business, whether or not exercised, as such rights existed prior to the time any union became the bargaining representative of the Editorial Department employees of the Company.

5.03 The Company may require bargaining unit personnel to perform tasks and use equipment in news gathering outside of their customary duties. For example, reporters may be required to gather still images, video images and audio incidental to their work, and photographers may be required to gather news content incidental to their work. Employees will be given reasonable training as to such duties, including training on applicable performance standards. The assignment of such duties shall not change the job classification, nor necessitate a change in pay rate without negotiation between the Company and the Guild.

5.04 The Company may utilize any method of timekeeping of its choosing. Employees shall be paid bi-weekly on a payday of the Company's designation, which payday may be changed at the Company's discretion on two weeks' notice to the employees. The Company may use mandatory direct deposit of pay and expense reimbursement to the extent permitted by law. The Company may in its discretion ban the use of tobacco products from its premises and from work time. The Company may in its discretion install video surveillance cameras in its premises, provided that such cameras will not be installed in restrooms and other similar areas where employees would have a reasonable expectation of personal privacy, and such surveillance will not include audio.

ARTICLE VI

Grievance Procedure

6.01 Any employee having an employment related problem and/or the employee's shop steward on behalf of the employee might discuss the problem with the employee's supervisor. No resolution of such problems shall be inconsistent with the provisions of this Agreement.

6.02 A grievance is a dispute between the Guild and the Company concerning the interpretation or application of the provisions of this Agreement or the alleged violation of the provisions of this Agreement.

6.03 Any grievance shall be put in writing, signed by an authorized representative of the Guild, and submitted to the Executive Editor or his designated representative within thirty (30) calendar days following the date of the incident giving rise to the grievance, or if later, within thirty (30) calendar days from the date the Guild, by its Observer & Eccentric unit representatives, knew or reasonably could have known of such incident. Any grievance concerning actions or inactions of the Company that occurred prior to the effective date of this Agreement are waived and an arbitrator shall have no authority to grant any relief, including backpay, for any period that predates the effective date of this Agreement.

6.04 The Company shall meet with the Guild Grievance Committee within ten (10) working days after the written grievance is submitted, and will give the Guild a written answer within ten (10) working days after the date of such meeting. The Guild Grievance Committee shall consist of not more than four (4) persons of the Guild's own choosing and the Company's grievance committee shall consist of not more than four (4) persons of the Company's own choosing. Employee members of the Guild Grievance Committee shall be allowed time off without loss of pay during their scheduled working hours for the purpose of attending the grievance meeting provided for in this section.

6.05 If the Company's written answer does not satisfactorily resolve the grievance, the Guild may submit the grievance to arbitration by mailing a written demand for arbitration to the Company within thirty (30) work days from the Guild's receipt of the Company's written answer.

6.06 The arbitrator to decide a grievance appealed to arbitration will be selected from the following panel: Benjamin Kerner, Joseph Girolamo, and Barry Goldman. The first grievance appealed to arbitration under this contract shall be assigned to the first arbitrator on the list, and subsequent arbitrations shall be assigned to the subsequent arbitrators in sequence. The decision of the arbitrator, made within his authority, shall be final and binding on the Company, the Guild, and any employee or employees involved. The arbitrator shall have no authority to alter, amend, modify, add to or subtract from the provisions of this Agreement. The cost of arbitration shall be borne equally by the parties, except that neither party shall be obligated to pay any part of the cost of a stenographic transcript without express consent, and each party shall bear its own expenses such as attorneys and witness fees.

6.07 A grievance described in Section 6.02 above shall be barred if not submitted within the time limit specified in said Section 6.03 or if arbitration is not demanded in the manner and within the time limit specified in Section 6.05 above. Time limits may be extended by mutual agreement in writing.

6.08 Any back pay awarded by the arbitrator shall provide for deduction of any and all amounts received by the employee during the period in question from other employment or self employment, except other employment or self employment in which the employee was engaged while employed by the Company, as well as from unemployment compensation and from workmen's compensation.

6.09 The Guild recognizes the right of the Company to establish, modify or eliminate job functions, job classifications, and job descriptions. In the event any such changes are significant to the extent that a change in wage minimum is warranted, the Company agrees to advise the Guild, within thirty (30) days after such changes are instituted, of the new minimum and of the changes which warrant it. Any change in job function, classification or description may be the basis of a grievance involving either or both the questions of whether the change warranted a change in wage minimum, or whether the changed wage minimum was reasonable. In the event the latter question is involved, the arbitrator shall have the authority to modify the wage minimum established by the Company only if the arbitrator determines that the Company was arbitrary in setting the wage minimum. Such minimum for new jobs shall be effective on the date new job content is effective, provided in the interim there was no significant change in job content.

ARTICLE VII

Security

7.01 No employee shall be dismissed without just and sufficient cause. Insufficient ability, after written warning and reasonable remedial training which may include a formal performance improvement plan, shall be just and sufficient cause for dismissal. Where insufficient ability is the reason for a dismissal, the employee shall be offered dismissal pay under Section 7.01 which if accepted by the employee shall preclude grievance/arbitration of the dismissal. Should the employee decline dismissal pay and an arbitration ensue, dismissal pay shall not thereafter be available to the employee. In any grievance/arbitration challenging such a termination the Union shall have the burden to prove that the Company's action was unreasonable. Except in cases of willful misconduct, the Guild and the employee shall be notified in writing at least two (2) weeks in advance of each dismissal with specifications of the facts alleged to be just and sufficient cause for such dismissal, or the employee shall receive two (2) weeks pay in lieu of advance notice to the Guild and the employee. This section does not apply to economic dismissals. In addition to such notice or pay in lieu of notice, and in the case of economic dismissals, but not in the case of dismissal for misconduct, employees shall receive severance pay in the amount of one week's pay for each full six months of employment to a maximum of four weeks' pay.

7.02 The Company shall give the Guild two weeks advance notice of any economic dismissals in a job classification specifying the names of the persons to be economically dismissed, and their job title. Dismissals to reduce the force shall be accomplished by inverse order of seniority by classification. Part-time employees shall be dismissed (by seniority) before any full-time employees in the same job classification. If the company determines that an economic dismissal is necessary in a job classification, then the employee in that classification with the least seniority shall be economically dismissed first; provided, that the more senior employees in that job classification can competently and efficiently perform the work available within the classification without additional training.

a. An employee economically dismissed from a job classification may displace the least senior employee (with less seniority) in the highest lesser paying job classification that he or she can competently perform the duties of without additional training. Any employee so displaced will in turn be considered economically dismissed from a job classification. For part-time employees displacing other employees or being displaced by full-time employees under this provision, part-time work will be pro-rated to the full-time equivalent years of seniority.

b. During the life of the contract (a) up to two (2) employees may be designated by management to be exempt from lay off based on seniority, and (b) up to two employees may be selected based on the following criteria: first, individual performance history and disciplinary history; second, ability to fully and competently perform the responsibilities of the remaining work; and third, classification seniority. In any grievance/arbitration challenging such a termination the Union shall have the burden to prove that the Company's action was unreasonable."

c. Prior to layoffs in accordance with the foregoing, the Employer may solicit employees to volunteer for layoff. Such volunteers shall receive 2x the severance provided in Section 7.01.

7.03 Seniority employees who are economically dismissed shall have a right to be recalled to employment in the job classification from which they were dismissed during the period of eighteen (18) months immediately following the date of their economic dismissal. In the event there is a vacancy within the job classification and employees in that classification have been economically dismissed for less than eighteen (18) months then the Company shall first recall the most senior of such employees; provided, the more senior employee can competently and efficiently perform the available work without additional training. An employee recalled to his job classification within eighteen (18) months of the date of an economic dismissal will suffer no break in seniority, except upon recall the employee will receive a new experience anniversary date unless he/she has accumulated comparable experience during layoff. An employee so recalled shall be paid the wage minimum for the classification into which he/she is recalled.

7.04 New hires shall be considered probationary employees during the first ninety (90) calendar days worked in their employment. During such period the Company may dismiss such employees without the employee or the Guild having recourse to the Grievance Procedure. An

employee's probationary period may be extended by mutual agreement between the Company and the Guild in writing. Employees who successfully complete their probationary period shall have seniority dating back to their date of hire.

7.05 Seniority means length of continuous employment. An employee shall hold seniority only in his or her then current job classification. In the event an employee is transferred or promoted from one job classification to another, the employee's seniority shall transfer to the employee's new job classification at the end of the ninety (90) day calendar day trial period as set forth in Section 8.04. In the event of an economic dismissal during an employee's trial period, which would involve such employee in his or her new job classification, such employee shall be returned to his or her former job classification. In the event an economic dismissal occurs in the employee's former job classification while the employee is in a trial period and the employee does not successfully complete the trial period, then if the dismissed employee had more seniority, the employee returning to his or her former classification shall be dismissed and the more senior employees recalled.

7.06 An employee shall lose seniority and his/her employment will be deemed interrupted by:

- a. Dismissal under Section 7.01 for just and sufficient cause.
- b. Resignation or retirement.
- c. Economic dismissal for a period of more than two years.
- d. Refusal to accept an offer of rehire into the classification from which the employee was economically dismissed.
- e. Acceptance of a non-bargaining unit job with the Company.
- f. Failure of the employee, within two weeks after receiving notice of recall into the classification from which the employee was economically dismissed, to satisfactorily arrange for returning to work in that classification within a total of four weeks after receiving such notice. A copy of such notice of recall will simultaneously be mailed to the Guild.

7.07 The Company shall give the Guild sixty (60) days notice prior to the introduction of major changes in equipment, machines or apparatus. Notwithstanding Paragraph 6.09 above, no job will be reclassified, on account of the introduction of major changes in equipment, machines or apparatus, to a lower paying classification so long as the incumbent in that job held the job prior to such introduction.

7.08 There shall be no discrimination in the hiring, employment or termination of any employee because of his or her membership or activity or nonmembership or inactivity in the Guild, nor because of his or her religion, race, color, national origin, age, sex, marital status, parental status or disability.

7.09 Insurance coverage for laid off employees will continue for the length of period of severance pay, at the same level of coverage as existed prior to layoff.

ARTICLE VIII

Transfers and Promotions

- 8.01 a. No employee shall be permanently transferred to another job classification without the employee's consent. No employee shall be penalized for refusing to accept such a permanent transfer.
- b. An employee may be transferred to another community coverage area provided the transfer is not arbitrary.
- c. With respect to transfers permitted under paragraphs 8.01 a. and 8.01 b. above, there shall be no reduction in salary or impairment of benefits as a result of such transfer. Part time jobs that expand to full time jobs shall be posted as a vacant bargaining unit job.

8.02 Present employees shall be given first consideration for vacant bargaining unit jobs subject, however, to prior operation of the rehiring list. Within seven (7) calendar days after a permanent vacancy in a bargaining unit job exists, the Company will either:

- a. Send an email to all unit employees and the Guild indicating the job classification, wage minimum, primary location, required qualifications, and the bidding deadline date which shall be not less than the end date of the job posting. The Company will provide the Guild with a copy of such posting; or,
- b. Notify the Guild and the chairperson that the job will not be filled.
- c. Any employee who expects to be absent for any reason for not more than thirty (30) calendar days may advise a Managing Editor in writing of an advance bid in a specific classification in the event an open job is posted in that classification during the period of absence.

8.03 The Company shall consider all bidders and select the qualified bidder, if any, who is most qualified. The qualified bidder is one who meets the posted relevant qualifications for the job and who appears capable of competently and efficiently performing the job. Where qualifications are equal, the most senior employee will be selected from the bidders who qualify. Nothing herein shall abridge or restrict the Company's exclusive right to fill any vacancy from outside the bargaining unit.

8.04 An employee promoted or transferred under Section 8.03 above shall be given a trial period of not more than ninety (90) calendar days. Such trial period may be extended by mutual agreement between the Company and the Guild in writing. During such trial period the Company may determine the employee is not qualified for the job and may return the employee to the classification from which he or she came. During the first forty-five (45) days of the trial period the employee may advise the Company in writing of his or her desire to be returned to his or her former job classification. In the event of such notice the employee will be returned within

thirty (30) working days of such notice without penalty. During the trial period a promoted employee shall receive the wage minimum in the new classification next higher than the wage formerly received in the old classification.

8.05 A promoted employee may not bid for a different position under Section 8.02 for at least six (6) months and a transferred employee for at least one (1) year, which includes the ninety (90) day trial period, unless a shorter period is approved by management.

8.06 At the end of a trial period the employee's seniority shall transfer to the employee's new job classification unless during the trial period the employee was returned or asked to return to his or her former job classification.

8.07 If the employee returns to the classification from which he or she came, he or she shall then receive the wage he or she would have received had he or she never been advanced or transferred, and will have his or her seniority reinstated in his or her former job classification as though he or she had never been advanced or transferred.

ARTICLE IX

Hours and Overtime

9.01 The work week shall consist of forty (40) hours in five (5) not necessarily consecutive days.

9.02 The working day shall consist of not more than eight (8) consecutive hours, broken only by an unpaid meal period of one-half or one hour mutually agreed to by the employee and Company, to be taken at a time determined by the employee's supervisor, except that employees may be scheduled two (2) or four (4) days a week up to ten (10) straight time consecutive hours with a similar meal arrangement. In the event of an assigned working meal there will be no unpaid meal period during the shift.

9.03 Notwithstanding Paragraph 9.02 above, one (1) day of the week for an employee may be scheduled as a split shift in which the hours of work are split into two (2) non-consecutive parts each of two (2) hours or more except that split shifts will not be scheduled for an employee in a week that s/he is scheduled for four (4) ten (10) hour days. In the event the total elapsed scheduled time of a split shift exceeds ten (10) hours for an employee, then the employee will receive a \$6.00 meal expense allowance, unless during the shift the employee has an assigned working meal.

9.04 Except as otherwise provided in Paragraph 9.03 above, no employee will be called in to work for a period of less than four (4) hours, except that an employee may be called back to work for any period after completing scheduled work on a day in which case the employee will be paid time and one-half for the actual time worked plus travel time to and from work.

9.05 An employee's regular work schedule may be changed upon two weeks' notice to the employee, provided that the employee's schedule ~~Schedules~~ may be changed ~~only~~ in an emergency or with the consent of the employee, and then not to violate any of the provisions of this Article

9.06 No employee shall be scheduled to start a shift within eight (8) hours of the scheduled end of the previous shift, exclusive of overtime. Any work required before the expiration of such eight (8) hours shall be paid at the rate of time and one-half in addition to the straight time scheduled hours of work for the day.

9.07 All employees assigned outside of the Observer and Eccentric coverage area shall have travel time considered as work time and not time off. Travel time and mileage within the coverage area will not be paid from home to first assignment and from last assignment to home.

9.08 Overtime shall be worked as required. Overtime is defined as work beyond the scheduled hours in a work day or days in the work week as defined in Paragraphs 9.01 and 9.02, work performed outside of scheduled hours, or work in excess of forty (40) hours per week. In calculating weekly overtime, holidays not worked falling within the work week shall count as eight (8) hours of work. Overtime shall be paid for at the rate of time and one-half. Notwithstanding this Paragraph, part-time employees shall not receive daily overtime except for work both beyond scheduled hours and in excess of eight (8) hours. Overtime will be worked and paid for only when approved in advance by the Company.

9.09 There will be no pyramiding of overtime.

ARTICLE X

Temporary and Part-Time Employees

10.01 Temporary employees may be employed for a special project or for a specified time, in either case not to exceed three (3) consecutive months in any twelve (12) month period (such three (3) month consecutive periods may be extended by mutual agreement between the Company and the Guild) but not to displace or replace regular employees. For example, temporary employees may be employed for vacation coverage, during employees' sick leave, to fill in vacancies created by promotion, fill in for employees on leaves of absence, or may be employed while the Company is attempting to permanently fill an open job while following the procedures of Article VIII (Transfers and Promotions). The Guild shall be notified in writing as to the nature of each temporary employee's employment.

- a. Temporary employees are covered by this Agreement and will be paid at the wage minimum based upon their individual experience and job classification, but are not entitled to any of the fringe benefits provided in this Agreement.
- b. Temporary employees shall not acquire seniority and are not covered by Articles VI and VII.

10.02 Part-time employees shall not be scheduled to work less than four (4) hours in any day. A part-time employee shall not be employed where, in effect, such employment would eliminate or displace a regular full-time employee.

a. Part-time employees shall be paid on an hourly basis equivalent to the wage minimum based upon their individual experience and job classification.

b. A part-time employee shall advance on the schedule of wage minimums on the basis of 2,000 hours of work being equivalent to one year's experience. For this purpose, hours of work shall include hours in which no work was performed, but for which pay was received.

ARTICLE XI

General Wage Provision

11.01 The Guild shall be notified of the job title and experience level of new employees in accordance with Article XX. An employee advancing from job grade 1 to job grade 2 shall receive the increase provided thereby on their anniversary date. An employee advancing through scheduled minimums shall receive the increase provided thereby on each anniversary date in his/her classification. An employee paid a salary above the minimum shall receive an experience rating which conforms to his or her salary.

An employee in job group 5 shall receive an experience rating at the time of employment and the Guild notified in accordance with the provisions of Article XX.

11.02 Employees paid above the top minimums shall maintain the same dollar differential above the new top minimums when top minimums are increased.

11.03 The wage minimums established herein are minimums only. Individual merit may (at the sole discretion of the Company) be acknowledged by increases above the minimums.

11.04 Any employee who is assigned work in a higher bargaining unit job grade for four (4) or more hours on any day shall, for that period, receive additional pay at the rate of \$25.00 per week. An employee assigned to an excluded job for a full day shall for that day receive additional pay at the rate of \$45.00 per week.

a. Bargaining unit employees may perform work outside their classification.

11.05 Employees will be paid bi-weekly and such payment will be by direct deposit.

11.06 Photographers required to supply their own photographic equipment will receive an equipment depreciation allowance of \$110.00 per month until such time as they are assigned photographic equipment by the company. Part-time employees who are required to perform photographic assignments with some of their own equipment will receive pro-rata equipment depreciation allowance. Temporary full-time photographers will receive photographic equipment

depreciation allowance for each full calendar month of their employment. Temporary photographers employed for less than a period of a full month will receive no depreciation allowance.

Photographic equipment supplied by the Company including electronic cameras and imaging equipment purchased during the life of this contract will be assigned to full-time employees and will be paid for and maintained by the Company.

Company-supplied photographic equipment is to be used only for Company business.

At such time during the term of this contract as digital cameras and imaging equipment is assigned to full-time photographers to take the place of their present equipment, the present photographic equipment will be reassigned to part-time photographers and in the order of their seniority.

11.07 Employees required to use their own vehicle in the course of their employment will receive a mileage allowance at the standard IRS approved deductible rate. An employee who drives a Company or personal vehicle in the course of their employment shall maintain at all times a valid driver’s license and shall be subject to the Company’s Driving Record and Motor Vehicle Policy set forth in Attachment A.

11.08 It is agreed between the Company and Guild Local 34022 that student interns receive \$7.50 an hour.

ARTICLE XII

Wage Minimums

A. All bargaining unit employees shall receive a bonus of \$1250, less appropriate withholdings, upon ratification of this Agreement (November 17, 2022), payable on first administratively feasible payroll thereafter. All bargaining unit employees shall receive a bonus of \$1250, less appropriate withholdings, upon the first anniversary of this Agreement, payable on November 17, 2023 or the first payroll date thereafter. No employee shall receive less than the appropriate rate of pay set forth in the schedule below.

	Exp. Level 1	Exp. Level 2	Exp. Level 3	Exp. Level 4	Exp .Level 5
<u>Copy</u>					
<u>Editor/Paginator</u>					
3/19/201 6	\$636.32	\$705.28	\$774.20	\$914.75	
3/19/201 7	\$645.86	\$715.86	\$785.81	\$928.47	

3/19/201 8	\$652.32	\$723.02	\$793.67	\$937.75
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Reporter, Photographer, Editorial Graphjc

Artist

3/19/201 6	\$496.68	\$565.63	\$632.56	\$726.52	\$904.14
3/19/201 7	\$504.13	\$574.11	\$642.05	\$737.42	\$917.71
3/19/201 8	\$509.17	\$579.86	\$648.47	\$744.79	\$926.88

Special Editor

3/19/201 6	\$522.56	\$591.50	\$658.49	\$752.40	\$932.20
3/19/201 7	\$530.40	\$600.38	\$668.37	\$763.68	\$946.19
3/19/201 8	\$535.70	\$606.38	\$675.06	\$771.32	\$955.65

Paginator

3/19/201 6	\$569.07	\$631.14	\$693.22	\$796.90
3/19/201 7	\$577.60	\$640.61	\$703.62	\$808.85
3/19/201 8	\$583.38	\$647.01	\$710.66	\$816.94

B. Hometown Life employees will be moved to the O& E scale on the following schedule: 50% of the difference on July 1, 2016 (not retro), and 50% of the difference on July 1, 2017.

ARTICLE XIII

Vacations

13.01 Vacation shall be earned and taken during the calendar year. Vacation may not be accumulated from year to year.

Seniority employees who will have completed the specified periods of service as of January 1 of any year shall receive in that year a vacation with pay on the following basis:

- Less than one year's service - 1 day of vacation for each 26 days worked.
- After one full year's service - 2 weeks;
- After three full years' service - 3 weeks;
- After five full years' service - 4 weeks.

As required by line 1 of this section 13.01, the vacation eligibility shown above shall be earned during the year as follows:

<u>Vacation eligibility</u>	<u>Earnings calculation</u>	<u>Vacation hours earned per week worked*</u>
Less than one (1) year of service	= one (1) day each 26 days worked	
Two (2) weeks	80 hours / 52 weeks	= 1.5385 vacation hours per week
Three (3) weeks	120 hours / 52 weeks	= 2.3077 vacation hours per week
Four (4) weeks	160 hours / 52 weeks	= 3.0769 vacation hours per week

*Weeks worked are defined as weeks for which the employee is paid. Vacation accrual for partial weeks worked will be prorated based on the number of paid hours in the partial week.

Requests to use any quantity of vacation time before it is earned in the year must be approved in advance by the Company.

An employee who works less than a full year in the prior calendar year shall receive partial vacation on the basis of one day's vacation with pay for each 26 days worked in the preceding calendar year, if the employee would have been entitled to two weeks' vacation if he/she had worked a full year; one day's vacation for each 17 days worked if the employee would have been entitled to three weeks' vacation if he/she had worked a full year; and one day for each 13 days worked if the employee would have been entitled to four weeks' vacation if he/she had worked a full year. For this purpose days worked includes days on which no work was performed but for which pay was received (for vacations, holidays, sick or personal days) but not including periods of pay under the Company's disability income plan.

13.02 Vacation schedules, with any applicable limitations, will be posted by February 1 of each year at each location. Employee requests for vacation time off shall be determined on the basis of seniority with respect to requests made prior to March 1 of any year. Vacation conflicts which arise on account of requests made after March 1 shall be determined on a first request basis.

13.03 An employee whose vacation time includes a holiday shall receive an additional eight (8) hours of vacation at a time mutually agreeable to the employee and the Company. With the agreement of the Company, an employee's vacation may begin and end on any day of the week. A maximum of five days of an employee's vacation entitlement may be taken in periods of not less than four (4) hours, providing they are approved and pre-scheduled. The balance of an employee's vacation entitlement must be taken in periods of not less than full weeks.

13.04 An employee unable to take his or her vacation during the calendar year on account of illness or at the Company's request shall receive pay in lieu of vacation at the end of the calendar year, or with the consent of the Company may take his or her vacation in the next calendar year and consecutively with the consent of the Company.

13.05 In the event of termination of employment (or the employee's estate in case of death), accrued vacation credits shall be liquidated in cash. Any employee who terminated his/her employment voluntarily or otherwise, is entitled to receive vacation pay earned in the current calendar year, less any vacation previously paid for in the calendar year. Any used but unearned vacation days will be deducted from the employee's final paycheck.

ARTICLE XIV

Paid Days Off

A. HOLIDAYS

14.01 A seniority employee shall receive holiday pay at the rate of eight (8) hours of straight time pay for a full time employee without performing work on the following holidays, provided the employee works the regularly scheduled shift immediately preceding and immediately following the holiday:

New Years Day	July 4th
MLK Day	Labor Day
Memorial Day	Thanksgiving Day
Juneteenth (June 19)	Christmas Day

Effective January 1, 1999, employees shall receive one floating holiday on the same terms and conditions as applied to other paid holidays and which must be scheduled and approved in advance.

14.02 In the event the holiday occurs during the period of an employee's vacation, an additional day of vacation will be scheduled at a time mutually agreed upon between the employee and the employee's supervisor.

14.03 A seniority employee who performs work on a holiday shall receive overtime pay at the rate of time and one-half for all hours worked in addition to holiday pay provided the employee works all scheduled hours during the week in which a holiday occurs. For this purpose any excused and paid time off will be considered scheduled hours of work.

14.04 The Company's past practice regarding religious observances by employees will be continued during the term of this Agreement.

B. PERSONAL DAYS

14.05 Personal days are for the purpose of accomplishing personal business which cannot be conveniently taken care of outside of working hours. A seniority employee will accrue (and may thereafter take as scheduled and approved in advance) during the first calendar year of employment one eight (8) hour personal day for each 86.6 days worked. In subsequent calendar years a seniority employee is entitled to three personal days per calendar year to be taken as

scheduled and agreed upon in advance by the employee's supervisor, in increments of eight (8) or four (4) hours. With the approval of the employee's supervisor, not more than one personal day may be taken immediately prior to a vacation and not more than one personal day may be taken immediately after the period of a vacation. Personal days do not accumulate from year to year and must be taken in the year allowed.

C. SICK DAYS

14.06 (a) Sick days are for the purpose of providing continuing income during the period of an employee's personal short-term illness. The seniority employee will accrue (and may thereafter take) during the calendar year of employment, sick days at the rate of eight (8) hours for each 37 days worked. In subsequent calendar years a seniority employee is entitled to seven (7) sick days per calendar year to be taken in increments of whole or half days. An employee can carry over up to two sick days from the prior calendar year. However, no employee can have more than nine (9) accumulated sick days in any one calendar year.

(b) In addition, an employee may maintain a "disability leave bank" comprised of up to 5 unused sick days (40 hours) from a prior calendar year within the term of this contract, and which may accumulate up to a maximum of 15 days (120 hours), all of which shall be banked for use in conjunction with a disability leave.

(c) Such days may not be used to extend the 26 week maximum disability leave benefit, but may be used to supplement the 55% disability benefit (the total not to exceed 100% of straight time daily/weekly wages), and may also be used during the seven or fourteen day waiting periods.

(d) Employees will not be paid accumulated sick days or accumulated disability leave bank days/hours upon termination.

D. JURY DUTY

14.07 Employees called to jury duty will be paid the difference between their daily straight time pay and jury duty pay for each day the employee is required to report for jury duty. In the event an employee is excused from jury duty with more than four hours of his otherwise scheduled shift remaining then the employee must return to work immediately or not be entitled to jury duty pay for that day. Night shift employees called for such service shall not be required to work on the day so spent, provided he/she spent at least four hours in such service on that day.

E. BEREAVEMENT LEAVE

14.08 In the event of a death in the immediate family of an employee, the employee shall receive five working days off with pay, and in the event of the death of an aunt or uncle three working days off with pay. Immediate family is defined as the employee's spouse,

domestic partner, parents, stepparents, children, parents-in-law, brothers and sisters, grandparents, grandchildren, stepchildren.

ARTICLE XV

Unpaid Leaves of Absence

15.01 Upon written request made at least two weeks in advance, an employee with twelve months or more of service shall be granted an unpaid leave of absence because of election or appointment to a position in The Newspaper Guild or a local of The Newspaper Guild. Upon expiration of such leave and after 30 days notice, the employee shall be reinstated in the same or comparable position as held when the leave was granted. During the period of such leave there will be no accumulation of vacation credit, no holidays will be paid and after the month in which the leave commences no insurance coverage of any kind will be provided or made available. Neither will the period of such leave be counted towards seniority for pension purposes.

15.02 Upon written request, made at least one week but where possible two weeks in advance, a seniority employee shall be granted an unpaid leave of absence because of election or appointment as a delegate to a convention or special meeting of The Newspaper Guild or any branch thereof or any organization with which The Newspaper Guild is affiliated, provided not more than two employees at a time are on such leave. During the period of such leave, no holidays will be paid. After the first five work days of such leave, the employee will pay the full cost of all insurance coverage for the remaining period of such leave in advance, and there will be no accumulation of vacation credit.

15.03 The period of any leave of absence provided for in the Agreement, paid or unpaid, beyond the first thirty (30) calendar days thereof, shall not count towards the accumulation of experience, and any affected employee's experience anniversary review date will be shifted accordingly.

ARTICLE XVI

Military Service Leave

16.01 A Military Service leave of absence without pay will be granted to any seniority employee who enlists in or is ordered into long term active duty in the military service. Such an employee will be re-employed in as comparable a classification as possible upon receiving a general or honorable discharge from active service, without loss of seniority, provided:

- a. The employee's application for re-employment is made within ninety (90) days from discharge from active service, or within ninety (90) days from release from military hospitalization of not more than one year after such discharge from active service; provided, in the event of original active service of not more than three months, such application must be made within thirty-one (31) days.

b. The employee presents to the Company a certificate showing satisfactory completion of active military service.

c. The employee's period of active duty does not exceed four years.

16.02 An employee required to perform short term military duty will be granted a military service leave of absence to attend summer encampment with the Michigan National Guard for a period of two weeks or less, will be granted pay for such period equal to the difference between the employee's regular straight time pay for the period and the pay he received from the Michigan National Guard. This short term military service leave is in addition to the normal vacation to which the employee would be entitled.

16.03 Special short term military service leave will be granted in times of short term call ups on account of events such as civil disorders, severe weather emergencies and so forth. In such case the Company will pay the employee the difference between his regular straight time pay for the period of such call up and the military pay received for such period. The period for which such pay will be paid shall not exceed, for any such leave, ten (10) working days.

16.04 Time spent on military service leave, provided for in this article, shall not constitute a break of service with the Company.

16.05 Except for short term military service leaves provided for in Paragraphs 16.02 and 16.03 above, the employee's insurance benefits shall cease upon the employee entering active military service. All other fringe benefits shall be affected as though the employee were on an unpaid leave of absence when he enters long term military service.

ARTICLE XVII

Insurance - Pension

17.01 Health Care Benefits and Life Insurance

ACTIVE EMPLOYEE COVERAGE

(a) Represented employees will be covered under the National Employees Health Plan (NEHP) BCN HMO Plan D250 (annual deductibles of \$250 single, \$500 family) or, if outside the HMO coverage area, by the NEHP BCBS PPO 0022 (068), for the medical, dental, and vision benefits.

(b) The amount of the Employer's contributions for these coverages shall be based on the plan (HMO or PPO) under which coverage is provided, the employee's annual compensation range and the coverage level selected. The amounts of the Employer's monthly contributions for medical and dental benefits, expressed as a percentage of the total premium costs are set forth below. Employees pay shall pay any premium amount that is not covered by the Employer. Employees will pay the full cost of vision coverage if they enroll.

Wage Tier – Under \$35,000 – Employer pays 79%.
Wage Tier - \$35,000-\$75,000 – Employer pays 75%

(c) Eligibility for regular full-time employees shall commence on the first of the month following the completion of three (3) months of employment.

(d) Employees who are covered by the Company health care program who are unable to work as a result of illness or accident either of a personal or compensable nature under the Michigan Workers Compensation Statute shall be allowed to continue to participate in company health and life insurance programs for a period not to exceed one (1) year at the appropriate employee cost, after which the individual would be eligible for COBRA coverage.

(e) Employees shall be eligible to participate in a voluntary Flexible Spending Accounts to be established by the employer for health care and dependent care, with the ability to annually rollover unused funds to the extent permitted by law. Employee contributions shall be by way of payroll deductions and shall be made pre-tax to the extent permitted by applicable law. The Employer shall make no contributions to employee accounts.

Life insurance and accidental death and dismemberment insurance shall be equal to the annualized rate of base pay, rounded to the nearest \$1,000. Life insurance, accidental death and dismemberment insurance, and disability insurance plan will become effective for a new employee upon the employee's attaining seniority.

All coverage will be in accordance with the terms of the health and disability plan(s) agreed to between the Company and the Union; in the event of conflict between the plan(s) and this Agreement, this Agreement will govern.

17.02 Disability Insurance Plan

The disability insurance plan in effect on the day of execution of this Agreement will continue in effect during its term. The disability insurance plan will become effective for a new employee upon the employee's eligibility for health benefits.

A. Eligible bargaining unit employees will be entitled to sickness and accident benefits of 55% of straight time weekly wages for 26 weeks.

1) Disability payments will begin on the 8th day of hospital confinement or the 15th day of sickness.

2) It is not necessary to be confined to a hospital to receive these payments, but the employee must be under a doctor's care and appropriate insurance forms must be filed by employee and doctor. Approval for payment by the insurance carrier will be used as the basis for all Company payments.

B. All coverage will be in accordance with the terms of the disability plan agreed to between the Company and the Union; in the event of conflict between the plan and this Agreement, this Agreement will govern.

C. Group hospitalization, dental, drug (effective July 1, 1981) and life insurance coverage will be continued by the Company, for the period of disability leave with disability pay up to a maximum of 26 weeks. Regular full-time and part-time employees will continue to make their same monthly contributions as in effect immediately prior to the beginning of their leave. Contributions will be deducted from benefits or paid in advance each month by the employee.

D. An employee who returns from disability leave of 18 weeks or less will be reinstated in the same or a comparable position without loss of seniority.

17.03 Pension and 401(k) Plans

A. Pension Plan.

1. During the term of this Agreement, the Company will continue in effect for employees its present pension plan. As part of the contract agreed to between the union and the Company in 1994, the union agreed to a freeze of pension benefits for its members as of December 31, 1994 in accordance with the then-current benefit formula. As part of the same agreement, a separate pension plan was created by the Company for Local 34022 members at the newspaper in accordance with the provisions of law and including the frozen pension benefits described above. A formula yielding a monthly benefit of \$30 times years of service for years beginning January 1, 1995 and thereafter was added to the pension plan effective January 1, 1995.

2. The monthly benefit formula will be further increased to a monthly benefit of \$32 times years of service for years beginning January 1, 2000 and thereafter.

3. The monthly benefit formula will be further increased to a monthly benefit of \$34.00 times years of service for years beginning January 1, 2008 and thereafter.

4. The parties understand the Gannett Co., Inc. may terminate the Gannett Retirement Plan (GRP) in the future. Upon termination of the GRP and the Observer & Eccentric Newspapers Pension Plan for Employee Members of Local 22 of The Newspaper Guild which is part of the GRP, bargaining unit employees will immediately participate in the Gannett Company 401k plan on the same basis as other participants.

B. 401K

1. A 401K plan was implemented effective January 1, 1986. Employees may contribute to the plan under its provisions. No contribution will be made by the Newspaper.

2. Effective July 1, 1995:

a. The union employees will have a 401(k) plan having the same investment funds as the plan for non-union employees.

b. There will be no employer contributions to the union plan.

c. Union employees will pay any custody fees associated with any funds in the plan.

d. Union employees will pay any fees associated with interfund transfers and distributions under the same terms and conditions as the non-union plan.

e. Union employees will pay any loan fees associated with the loan provisions of the plan.

f. The Company will pay any recordkeeping, trustee, and other administrative fees.

g. The fees described above must be paid in the amounts as they may change from time to time.

ARTICLE XVIII

Fringe Benefits for Part-Time Employees

18.01 The same basic plan described for full time employees will apply to part-time employees who participate in the insurance package program, on a pro-rata basis.

The disability income weekly payments will be based on average hours worked per week in the previous calendar year times current rate of pay. During a part-time employee's first calendar year of employment, any necessary determinations will be based, whenever possible, upon the employee's actual earnings or actual average hours of work per week during the prior calendar quarter.

Part-time employees are subject to all terms of this Agreement and shall receive the following fringe benefits on a pro-rata basis: NEHP medical, dental and vision coverage, vacations, holidays, sick days and personal days.

NEHP medical, dental and vision coverage, full time off with pro-rata pay and group insurance coverage in the following calendar quarter based on the number of straight time hours actually worked to 500 hours (to include vacation, holiday, personal days and sick days as days worked) in the previous quarter.

Vacations, holidays, sick days and personal days pay will be based on the actual straight time hours worked in the prior calendar year to 2000 hours.

During the first calendar year of employment the benefits will be based on actual straight time hours worked to 500 in the prior calendar quarter.

Life Insurance: Life and accidental death and dismemberment based upon the employee's earnings in the prior calendar year.

Health and dental coverage: The employee will contribute as a condition of continuing coverage, by payroll deduction authorization, that portion of the premium which is over and above that portion paid by the Company. The Company will pay that portion determined by multiplying the whole premium by the fraction the numerator of which is the employee's average hours of work per week in the prior calendar quarter and the denominator of which is 40. (Effective July 1, 1998, the minimum part-time contribution will be not less than the contribution required of a full-time employee). Such payroll deduction authorization shall be revocable upon written notice to the Company, but once revoked by an employee, may not be reinstated for a period of one year. Except as indicated in all of 18.01 above: During the employee's first calendar year of employment, any necessary determinations will be based, whenever possible, upon the employee's actual earnings or actual average hours of work per week during the prior calendar quarter.

ARTICLE XIX

Employee Integrity

19.01 An employee's byline or credit line shall not be used over his or her protest. In the event substantial changes in copy are made, the employee will be informed, whenever practicable in line with past practice, prior to publication.

19.02 If a question arises as to the accuracy of printed material, the employee concerned will be consulted where practicable prior to any retraction of the material involved.

19.03 Employees shall be free to engage in any activities outside working hours except that:

a. No employee shall utilize his position with the Company for personal advantage.

b. No employee shall disseminate confidential information gained during the course of his employment.

c. No employee shall submit any articles or photographs to any local newspaper or periodical (or their internet sites or other web sites) primarily circulated within the circulation area of any of the Observer & Eccentric Newspapers or which overlaps the circulation area of any Observer & Eccentric Newspapers. No employee shall participate in any public relations activity within the circulation area of any Observer & Eccentric Newspaper without approval in advance by the Company.

d. No employee shall undertake of his own initiative or be required to write, process or prepare anything for publication in such a way to distort any facts or create an impression which the employee knows to be false.

ARTICLE XX

Information

20.01 The Company shall supply the Guild, upon reasonable request, with a list containing the following information for each employee:

- a. Name, address, sex, minority group, and date of birth.
- b. Date of hire
- c. Job classification
- d. Experience rating and experience anniversary date
- e. Salary

Social security numbers will be provided to the Guild as necessary for the administration of benefits such as pensions and for fulfilling representational responsibilities.

20.02 The Company shall notify the Guild monthly in writing of:

- a. Changes in classification; salary changes by reason thereof; and effective dates
- b. Resignations, retirements, deaths, and other revisions in the data listed in Section 20.01 above, and effective dates

20.03 Within two weeks after the hiring of a new employee the Company shall furnish the Guild in writing with the data specified in Section 20.01 above for each new employee.

20.04 The Company shall furnish to the involved employee and to the Guild a copy of any reprimand or disciplinary notice. An employee shall have the right to review, upon request, his or her personnel file.

20.05 Each employee shall be responsible to provide the Company with the employee's current address and telephone number as well as any changes in personal data such as

marital status (single or married), number of dependents or change in beneficiary. The Company may rely upon the latest information supplied to its payroll department by the employee. Service of notice to employees as required under this contract shall be accomplished by mailing to the employee's last address of record by Certified Mail Return Receipt Requested the involved notice.

ARTICLE XXI

Miscellaneous

21.01 COMPLETE AGREEMENT. It is understood and agreed that this contract contains the complete Agreement between the parties hereto and supersedes all prior agreements, practices, customs and benefits. No additions, waivers, deletions, changes or amendments shall be made during the life of this Agreement except by mutual consent in writing of the parties hereto.

21.02 RE-USE AND SYNDICATION COMPENSATION. Employees under this agreement will not receive compensation for the re-use and syndication of their work in any manner.

21.03 BULLETIN BOARDS. The Company agrees to provide a Bulletin Board in each Editorial Department office for the exclusive use of the Guild for official Guild business only.

ARTICLE XXII

Safety and Health Program (OSHA)

22.01 Both the Company and the Guild recognize the obligations of the company, the Guild, and employees under the Federal Occupational Safety and Health Act (OSHA) to prevent, correct, and eliminate unhealthy and unsafe working conditions and practices. The Company will administer a safety and health program and establish safety rules.

ARTICLE XXIII

Employee Substance Abuse, Prevention & Testing

The Company's policy covering Guild employees for substance abuse, prevention and testing is incorporated into the contract by reference and attached.

ARTICLE XXIV

Joint Labor-Management Committee

The provisions for use of a Joint Labor-Management Committee are agreed to and are incorporated into the contract by reference.

JOINT LABOR-MANAGEMENT COMMITTEE

The parties to this agreement recognize the value of resolving differing interpretations of the agreement as quickly as possible by discussion and decisions in the best interests of all concerned. For this reason, the Company and the Union agree to use a Joint-Labor Management Committee (“Committee”) to resolve as many of their differences as are referred to Committee in accordance with the procedures of this Article, which are:

1. Either the Company or the Union may recommend use of a Committee to resolve any matter, although both parties must agree to its use in each, separate instance. The process described in this Article may be used either instead of, prior to, or following a grievance filed under the Grievance Procedure of the agreement. Should either party choose not to use a Committee, the provisions of the Article covering Grievance Procedure may be used.
2. The procedure for forming a Committee shall be as follows:
 - a. Within 14 (fourteen) calendar days after the occurrence of a matter to be reviewed, or within 14 (fourteen) calendar days after the occurrence of the matter became known or reasonably could have been known by a party representative, the party desiring formation of a Committee must present the other party with a written statement of the matter, together with its recommendation that a Committee be formed to resolve the matter. Upon receipt of a recommendation to form a Committee, the other party must respond in writing within 7 (seven) calendar days. If the parties do not agree to form a Committee, no Committee shall be formed to review the matter.
 - b. A Committee shall be comprised of one representative of the Company, one representative of the Union, and a mediator selected jointly by the Company and the Union. A different Committee will be formed to review each, separate matter brought under this Article. Persons serving on a Committee may change with each, separate matter as deemed necessary by either party, but may not be changed once a meeting of a Committee has begun on a particular matter. The mediator may be selected from either inside or outside the Company. If the parties cannot agree upon the selection of a mediator, a Committee will not be formed. The cost for the mediator, if any, will be borne equally by the Company and the Union.
3. Once a Committee has been formed, a neutral site away from the workplace should be selected by the Company and the Union for the Committee session(s), unless the parties agree otherwise. Any costs of using a neutral site shall be shared equally by the Company and the Union.
4. Committee meetings may be held during working hours or outside working hours, as the Company and Union shall agree upon from time to time. The Union representative on the Committee shall be allowed time off without loss of pay during his/her scheduled working hours for the purpose of attending Committee meetings at which his/her presence is required.

5. The role of the mediator shall be to serve as facilitator of the review process and to make recommendations to help bring the parties to agreement. The mediator will suggest, and the Company and Union must agree to, ground rules that promote open and productive communications. These may include such things as the order of presentation of facts and summaries, a timetable for reaching a decision, refraining from interruption of each other and from other unacceptable conduct. The Company and the Union will be given an opportunity to present, without interruption, the facts of the situation from their respective points of view. Witnesses, including Committee members, may be called to lend additional information to aid a Committee's review.

6. A Committee's review of the facts should be scheduled to extend no longer than two business days, unless a longer period is agreed to by the Company and Union.

7. If desired by either party, an unsigned draft of a Committee's decision may be presented for review to advisors outside the Committee prior to signature.

8. A final written "Memorandum of Understanding" by the full Committee must be agreed to and signed by the parties and the mediator within 30 (thirty) calendar days from the date of the Committee's first discussion session of the matter under review and shall be binding on the Company and the Union, otherwise the matter shall be deemed unresolved. If the parties fail to reach agreement, a grievance or arbitration may be filed in accordance with the Article covering Grievance Procedure.

9. If a matter has been taken up for review by a Committee and no agreement is reached under this Article, the Union may choose, if it wishes, to proceed to whatever stage in the Article on grievances and arbitrations which has not yet been reached, provided the Union proceeds within 14 (fourteen) days from the Company's written notice to the Union that no agreement can be reached in the matter.

ARTICLE XXV

Inclusion, Diversity And Equity

- a) It is the Employer's policy to promote an inclusive, diverse, and equitable workplace culture with strong protections against discriminatory conduct. Consistent with its existing policies, practices and recent inclusion, diversity and equity initiatives, the Employer is committed to attracting, retaining and engaging a greater inclusion of women, people of color, (including American Indian or Alaska Native; Asian; Black or African American; Hawaiian or Pacific Islander, Hispanic or Latino and Middle Eastern or North African backgrounds), LGBTQ+, those with differing abilities, those having military experience, and more underrepresented groups at every level of our workforce, for positions covered by this Agreement, recognizing that diversity of race/ethnicity, gender, experience, and background enriches journalism and our industry as a whole.
- b) Employees, including those covered by this agreement, are encouraged to participate in the Company's Employee Resource Groups (ERGs), which are voluntary, open to all employees, and are based on shared characteristics or life experiences. These employee- led

and diverse groups aim to build connections, share information, increase cultural awareness, assist in recruiting and retaining diverse talent, and strengthen our employees' professional and personal growth.

- c) If applicable, this Section is subject to the grievance procedure, but is not subject to arbitration.
- d) This section is not intended to override any specific term of this Agreement or confer any rights, obligations, or benefits.

It is agreed that this Agreement shall be in effect from November 17, 2022 to November 16, 2024.

IN WITNESS WHEREOF this Agreement has been duly executed this

NEWSPAPER GUILD OF DETROIT,
LOCAL 34022

OBSERVER & ECCENTRIC NEWSPAPERS

LETTER OF UNDERSTANDING

- a. The Company may transfer or contract copy desk or page design to a location outside the State of Michigan, operated by a Gannett-related entity for the purpose of consolidating or centralizing operations.
- b. Such transfer or contracting shall not occur until at least 18 months after the effective date of this Agreement.
- c. Laid off employees will have the opportunity, but not the obligation, to apply for jobs at the consolidated or centralized operation and will be given consideration for hire.
- d. If such transfer or contracting occurs, laid off employees who are not hired at the consolidated or centralized operation will receive severance per the terms of the CBA subject to the following special provisions:
 - i. Affected employees may exercise bumping rights under Section 7.02, if any.
 - ii. The accrual schedule shall continue to a maximum of 4x times to severance called for in Section 7.01.
 - iii. Severance shall be paid as salary continuation with continuation of health care on active employee basis for the duration of the severance period.
 - iv. Severance pay shall be payable to the employee's estate in the event of death during the severance period.
 - v. Employees may apply for and receive their pension anytime during the severance payout period.

NEWSPAPER GUILD OF DETROIT,
LOCAL 34022

OBSERVER & ECCENTRIC NEWSPAPERS

~~LETTER OF UNDERSTANDING~~

~~It is agreed that following the ratification and execution of the 2016-2019 collective bargaining agreement, the parties will continue to address and attempt to resolve the amount of the accrued benefits earned under the SCC pension plan.~~

~~NEWSPAPER GUILD OF DETROIT, OBSERVER & ECCENTRIC NEWSPAPERS
LOCAL 34022~~

LETTER OF UNDERSTANDING

It is agreed that the Letters of Understanding signed July 1, 1991 re: "No Strike Clause" and July 1, 1991 "Recognition and Coverage Clause" will continue to apply during the life of the Agreement for the term November 17, 2022 to November 16, 2024.

NEWSPAPER GUILD OF DETROIT,
LOCAL 34022

OBSERVER & ECCENTRIC NEWSPAPERS

Revised
July 1, 1991

LETTER OF UNDERSTANDING

Mr. Don Kummer
Administrative Officer
Newspaper Guild of Detroit, Local 22

Revised
July 1, 1991

Mr. Don Kummer
Administrative Officer
Newspaper Guild of Detroit, Local 22

RE: Recognition and Coverage Clause

Dear Mr. Kummer:

This supplemental letter agreement supplements the collective bargaining agreement between Observer & Eccentric Newspaper Division and your Union.

Article I, Recognition and Coverage, provides that supervisory employees and confidential employees as defined in the National Labor Relations Act shall be excluded from the bargaining unit covered by the collective bargaining agreement.

(2) of that Article, further provides that such employees may perform the same kinds of work as that performed by bargaining unit employees in accordance with past practice.

This letter further defines who are excluded supervisory and confidential employees within the Editorial Department.

Excluded supervisory employees include the executive editor, the administrative assistant to the executive editor, the editorial page director, the community editors, the assistant community editor of the Birmingham/Bloomfield edition, the suburban life-photographic supervisor, the copy desk supervisor, and the two assistant copy desk supervisors.

Excluded confidential employees are the secretary to the executive editor.

The Company agrees that it will not, without good business or editorial reason, either create additional assistant community editor situations beyond those presently existing or create additional assistant copy desk supervisors beyond those presently existing.

The Company has the right to create additional managerial or supervisory positions for good business or editorial reasons. In the event a dispute occurs between the Company and the Guild as to whether such established position is in fact a managerial or supervisory position that dispute shall be resolved in accordance with the bargaining unit clarification procedures of the National Labor Relations Board.

In the event any dispute occurs between the Company and the Guild with regard to whether or not good business or editorial reason exists for creation of additional positions by the Company, as set forth in this letter such dispute shall be subject to the grievance procedure and arbitration provisions of the underlying collective bargaining agreement.

Very truly yours,



Richard Isham
Vice President/General Manager

LETTER OF UNDERSTANDING

Re: A revised letter of understanding originally dated 10/03/80

Coverage Area

It is understood between the parties that the coverage map signed off by the Company and Union is incorporated by reference as part of Article 9.08 and 20.03 of the Company-Union Agreement effective November 17, 2022 to November 16, 2024.

NEWSPAPER GUILD OF DETROIT,
LOCAL 34022

OBSERVER & ECCENTRIC NEWSPAPERS

LETTER OF UNDERSTANDING
PART-TIME FULL-TIME SENIORITY FOR LAYOFF PURPOSES

1. For the purpose of layoff only.
2. Present employees who have moved from full time to part time or vice versa as of December 19, 1985, are grandfathered and not affected by the provisions of this provision.
3. Two lists will be maintained. One for full-time employees and another one for part-time, effective December 19, 1985.
4. Part-time employees will be laid off before full time employees in the same job classification are laid off.
5. Employees bidding on full-time jobs from part-time jobs will be low senior on the full-time seniority list; but will retain their Company-wide seniority for benefit purposes.
6. Employees bidding on part-time jobs from full-time will carry their seniority with them.

Date: April 4, 2008

NEWSPAPER GUILD OF DETROIT,
LOCAL 34022

OBSERVER & ECCENTRIC NEWSPAPERS

OBSERVER & ECCENTRIC NEWSPAPERS
Policy for Substance Abuse Prevention & Testing

Memorandum of Understanding

This Memorandum of Understanding is entered into by the Observer & Eccentric Newspapers (hereinafter referred to as the “Company”) and the Detroit Newspaper Guild Local 34022 (hereinafter referred to as the “Union”).

I. Policy

- A. The Company and the Union are committed to protecting the health and safety of individual employees, their co-workers, and the public at large from hazards caused by the misuse of drugs and alcohol on the job. The safety of the public, as well as the safety of fellow employees, dictates that employees not be permitted to perform their duties while under the influence of drugs or alcohol.

- B. The Company and the Union recognize that such substance abuse is a treatable illness, and that a compassionate and consistent approach to substance abuse including education, treatment, and rehabilitation as well as attention to the health and safety of all employees are integral components of this policy. Confidentiality, consistent with legal, safety and security considerations is also fundamental.

II. Education and Training

- A. This policy will be communicated to employees. Further information will be provided covering various aspects of the policy including (1) the dangers of alcohol and drug abuse in the workplace; (2) the availability of treatment and counseling for employees who voluntarily seek such assistance; and (3) the sanctions the Company will impose for violations of its drug and alcohol policy.
- B. The Company shall develop a program of training to assist Company representatives and Union representatives in identifying factors which constitute reasonable cause for drug testing, as well as a detailed explanation and emphasis on the terms and conditions of the drug and alcohol policy. .

III. Employee Assistance Plan

- A. 1. For employees enrolled in a health care plan offered by the Company, the Company will offer referral to an Employee Assistance Plan which offers appropriate services and rehabilitation programs which emphasize education, prevention, counseling, and treatment to employees and their eligible dependents when personal concerns arise which affect employees' own work performance, or safe working conditions.
- B. An employee who engages in drug/alcohol abuse is encouraged to participate in an Employee Assistance Plan. Employees who seek voluntary assistance for alcohol and/or substance abuse may not be disciplined for seeking such assistance. Request by employees for such assistance shall remain confidential and shall not be revealed to other employees or management personnel without the employee's written consent. An EAP counselor shall not disclose information on drug/alcohol use received from an employee for any purpose or under any circumstances, unless specifically authorized in writing by the employee.
- C. In order for an employee's decision to enter an EAP to be considered voluntary, the employee must seek to enter the EAP prior to a referral to the collection site for purposes of obtaining a substance test which subsequently tests positive.

IV. Testing

A. New Employees

Applicants offered employment may be required to submit to drug and alcohol testing for prohibited substances within two business days of receiving a job offer. Offers of employment will be conditional upon successful completion of the test. Applicants who do not consent to a test will be ineligible for employment.

B. Reasonable Cause Testing for Prohibited Substances

The Company may give or require any employee to submit to a test for prohibited substances as a condition of continued employment only with reasonable cause.

“Reasonable cause” shall exist only when two job site representatives trained in detection of drug and alcohol use can articulate and substantiate in writing specific behavioral, performance or contemporaneous physical indications of being under the influence of drugs or alcohol on the job. If available, a representative of the Union shall be asked to witness the observed behavior. The objective indicators shall be recognized as accepted symptoms of intoxication or impairment caused by drugs or alcohol, and shall be indicators not reasonably explained as resulting from causes other than the use of such controlled substances (such as but not limited to by way of limitation, fatigue, lack of sleep, side effects of prescription or over the counter medication, reaction to noxious fumes or smoke, etc.). Cause is not reasonable, and thus not a basis for testing, if it is based solely on the observations and reports of third parties. The grounds for reasonable cause must be documented by the use of an Incident Report Form (the form to be agreed upon by the Company and the Union).

The following constitutes some of the reasonable causes to believe than an employee is under the influence of drugs or alcohol:

- a. Incoherent, slurred speech;
- b. Odor of alcohol on the breath;
- c. Staggering gait, disorientation, or loss of balance;
- d. Red and watery eyes, if not explained by environmental causes;
- e. Paranoid or bizarre behavior;
- f. Unexplained drowsiness.

C. Identification and Consent Procedures

1. An Employee may be required to submit to urine testing for drugs or alcohol by a physician or laboratory only if the Company has “reasonable cause” that the employee is under the influence of drugs or alcohol in violation of this policy. The Company may order urine testing only.
2. If a Company representative makes observation of an employee which the representative believes may constitute reasonable cause for drug or alcohol testing, the representative shall immediately inform the employee that he/she may have a Union witness present. If the employee wishes not to have a Union witness, then that desire should be put in writing and signed off by the employee on the Incident Report Form. A witness can acknowledge an employee’s refusal to sign the Form.
3. The employee will be offered an opportunity to give an explanation of his/her condition, such as reaction to a prescribed drug, fatigue, lack of sleep, exposure to noxious fumes, reaction to over the counter medication or illness. A union representative may be present, if available, during such explanation.
4. If the trained representative believes that there is reasonable cause for a drug or alcohol urine test, then the Incident Report Form shall be filled out, including a statement of the specific objective facts constituting reasonable

cause for the test, and the name of the persons making those observations, before the employee is tested.

5. A completed copy of the Incident Report Form shall be given to the bargaining unit employee before he/she is required to be tested, and one copy made available to the Union representative, if present. If circumstances do not allow for a complete Report to be prepared at once, then the employee shall be given a concise written statement of why he/she is being referred to testing and a complete written Incident Report Form shall be provided to the employee and to the Union no later than 24 hours after the incident.
6. Prior to the actual drug testing for reasonable cause, the employee will be examined by a trained medical professional at the designated hospital, laboratory, or clinic. This examination will be conducted to determine if the Company representative's observations were caused by a reason other than being under the influence of drugs and/or alcohol. If the opinion of the trained medical professional is that the Company representative's observations are for a reason other than possible influence of drugs and/or alcohol, no test will be given and the employee will be returned to the workplace without loss of pay. If the trained medical representative releases the employee to return to work, such release must be in writing.
7. Failure to follow any of these procedures shall result in the elimination of the test results as if no test had been administered, the test results shall be destroyed, and no discipline shall be imposed against the bargaining unit employee.
8. Unless there is an objective reason to believe that the employee has previously altered a sample, or unless the employee agrees in writing, individuals shall be allowed to provide the required specimen in the privacy of a stall or otherwise partitioned area.
9. If the Company has reasonable cause to believe an employee is under the influence of drugs or alcohol, as set forth in this policy, and the employee refuses to submit to a drug test, this constitutes insubordination and subjects the employee to possible discipline up to and including discharge.

D. Drug Testing Procedures

1. Testing shall be done at a NIDA certified laboratory located in Michigan. The parties retain the right to inspect the laboratory to determine conformity with the standards subscribed in this policy. The laboratory will only test for the substances listed under "Prohibited Substances", as defined in this policy. The specific required procedure is as follows:
2. Urine shall be obtained directly in a tamper-resistance urine bottle. Alternatively, the urine specimen may be collected at the Company's option in

a wide-mouthed clinic specimen container which shall remain in full view of the employee until transferred to, sealed and initialed, in separate tamper-resistant urine bottles.

3. Immediately after the specimen is collected, it will be divided into two urine bottles which, in the presence of the employee, will be labeled and then initialed by the employee and a clinic staffer with evidence tape. If the sample must be collected at a site other than the drug and/or alcohol testing laboratory, the specimens shall then be placed in a transportation container. The container shall be sealed in the employee's presence and the employee shall be asked to initial or sign the container.
4. The container shall be sent to the designated testing laboratory on that day of the earliest business day by the fastest available method.
5. A chain of possession form shall be completed by the hospital, laboratory or clinic personnel during the specimen collection and attached to and mailed with the specimens.
6. The initial test of all urine specimens shall utilize immunoassay techniques. All specimens identified as positive in the initial screen shall be confirmed utilizing Gas Chromatography/Mass Spectrometry (GC/MS) technique which identifies at least three (3) ions. In order to be considered positive for reporting by the laboratory to the employer, both samples shall be tested separately in separate batches and must also show positive results on the GC/MS confirmatory test. The standards listed in the definitions section of this policy shall be used to determine what levels of detected substances shall be considered as positive.
7. If the testing procedures confirm a positive result, as described above, the tested employee shall be notified of the results in writing, including the specific quantities. If requested by the employee or the Union, the laboratory will provide copies of all laboratory reports, forensic opinions, laboratory worksheets, procedures sheets, acceptance criteria, and laboratory procedures.
8. All specimens confirmed positive shall be retained and placed in properly secured long term frozen storage for a minimum of one (1) year, and be made available for retest as part of any administrative proceedings.
9. All information from a tested employee's drug and alcohol test is confidential for purposes other than determining whether the Company policy has been violated. Disclosure of test results to any other person, agency, or organization is prohibited unless written authorization is obtained from the employee or applicant. The results of a positive drug test shall not be released until the results are confirmed.

10. Every effort will be made to ensure that all employee substance abuse problems will be discussed in private and actions taken will not be made known to anyone other than those directly involved in taking the action, or who are required to be involved in the disciplinary procedure.
11. No laboratory or medical test results will appear in the employee's personnel file. Information of this nature will be kept in a separate, confidential medical file.
12. All necessary measures shall be taken to keep the fact and the results of the test confidential.

V. Confirmed Positive Results

An employee who has a confirmed positive test will be advised by the Employer of the resources available through the E.A.P.

Employees shall be provided the best available treatment through established benefit plans (Sick & Accident) and health insurance coverage.

Each employee who engages in conduct prohibited by this Substance Abuse Policy shall be evaluated by a substance abuse professional who shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substance use. This assistance may require referral to a qualified rehabilitation program.

Before an employee returns to work after engaging in conduct prohibited by this Substance Abuse Policy he/she shall undergo a return-to-work alcohol test with a result indicating an alcohol concentration of less than 0.02 if the conduct involved alcohol, or a controlled substance test with a verified negative results if the conduct involved a controlled substance.

In addition, each employee identified as needing assistance in resolving problems associated with alcohol misuse or controlled substances use:

- (i) Shall be evaluated by a substance abuse professional to determine that the employee has properly followed any rehabilitation program prescribed.
- (ii) Shall be subject to unannounced follow-up alcohol and controlled substances test administered by the Employer following the employee's return to work. The number and frequency of such follow-up testing shall be directed by the substance abuse professional or the employer in the first twelve (12) months following the employee's return to work.

When and if it becomes necessary to impose discipline for on-the-job infractions that stem from substance-induced impairment, discipline will be progressive and proportional to the infraction and hazard presented by the impairment.

VI. Pay

- A. Employees who are required to submit for substance abuse testing will be paid at their straight time rate up to and during the actual collection of the sample required for testing.
- B. An employee will then be suspended without pay until results and confirmation of the test are received by the Company. (Test results will be available within 72 hours)
- C. Any employee with negative test results (indicating that the employees is free from any prohibited substance) will be immediately notified to return to work. These employees will receive full pay at straight time for any time off during the suspension. Any such time off will be regarded as “time worked” for purposes of overtime, holiday pay, vacation, personal time, and the work record.
- D. Any employee with a positive test for prohibited substances will not receive pay for the suspended time off; such time will not be regarded as “time worked” for purposes of overtime, holiday pay, or for any other purpose.

VII. Definitions

- A. “Prescription Drugs” means a drug lawfully available for purchase only with a prescription or other lawful over-the-counter medications.
- B. “Prohibited substance” means drugs and alcohol listed in the table below, when the use of which has not been specifically approved by management for use by an employee.

<u>Substance</u>	<u>Screening</u>	<u>GC/MS Confirmation</u>
Amphetamines	1000 mg/liter	500 ng/ml
Barbiturates	300 mg/liter	300 ng/ml
Benzodiazepines	300 mg/liter	300 ng/ml
Cannabinoids (marijuanas)	100 mg/liter	15 ng/ml
Cocaine metabolite	300 mg/liter	150 ng/ml
Methadone	300 mg/liter	300 ng/ml
Methaqualone	300 mg/liter	300 ng/ml
Opiates	300 mg/liter	300 ng/ml
Phencyclidine (PCP)	25 mg/liter	25 ng/ml
Propoxyphene	300 mg/liter	300 ng/ml
Alcohol	0.02 g%	

C. "Reasonable cause" means those circumstances described in section V.B. of this policy.

VIII. Grievance Procedure

A. All disputes concerning the interpretation or application of this drug and alcohol abuse testing policy will be subject to the grievance and arbitration procedure of the Collective Bargaining Agreement.

IX. Savings Clause

A. Should any part of this Memorandum of Understanding be determined contrary to law, such invalidation of that part or portion of this Memorandum of Understanding shall not invalidate the remaining portions. In the event of such determination, the parties agree to immediately bargain in good faith in an attempt to agree upon a provision for the invalidated portion which complies with the law.

B. No waiver of legal rights: the parties agree that this program shall not diminish the rights of individual employees under state and federal laws relating to drug and alcohol testing.

INCIDENT REPORT FORM

Incident Report Form For Observed Behavior Reasonable Cause Recording

Employee's Name (Please Print): _____

Date of Observation: _____ / _____ / _____
(Month) (Day) (Year)

Time of Observation: From: _____ AM _____ PM
To: _____ AM _____ PM

Location: _____

COMPLETE/CHECK ALL APPROPRIATE ITEMS

Cause for Suspicion:

1. **PRESENCE OF DRUGS AND/OR DRUG PARAPHERNALIA OR PRODUCTS CONTAINING ALCOHOL:** (SPECIFY):

2. **UNUSUAL ODOR OF BREATH:** Yes No

3. **APPEARANCE:** (CHECK ALL THAT APPLY)

- Normal Flushed Glassy Eyes Physically Shaking
 Disheveled Bloodshot Eyes Dry-mouth symptoms
 Watery Eyes Runny nose/sores Profuse Sweating
 Puncture Marks Dilated/constricted pupils

Other:

4. **BEHAVIOR: (CHECK ALL THAT APPLY)**

SPEECH: Normal Slowed Incoherent
 Silent Verbally aggressive Slurred
 Whispering
 Other:

AWARENESS: Normal Mood swings Dazed
 Confused Euphoria Lethargic
 Hallucinations Sleepy/Nodding Paranoid
 Disoriented
 Other:

DEMEANOR: Calm Crying Physically aggressive
 Angry Excited/hyperactive
 Other:

5. **MOTOR SKILLS: (CHECK ALL THAT APPLY)**

BALANCE: Normal Knees sagging Falling
 Swaying Staggering Uncoordinated
 Standing with feet wide apart
 Other:

WALKING & TURNING:

Normal Swaying Falling
 Stumbling Reaching for support Arms raised for
support
 Other:

6. **OTHER OBSERVED ACTIONS OR BEHAVIORS:** (Please specify details on the back of this form)

Y Reasonable cause or belief that an employee caused an accident or injury

Witnessed by:

(Signature) (Time)	(Title)	(Telephone)	(Date)
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(Signature)
(Time)

(Title)

(Telephone) (Date)

Confronting an Employee with Unfit Behaviors

PROCEDURE ONLY FOR EMPLOYEES COVERED UNDER A COLLECTIVE BARGAINING AGREEMENT (CBA)

- 1) Confront the employee privately with a second supervisor present if possible. Inform the employee that they are entitled to have a union representative present.

Union representative requested? Yes No

Signature:

Employee Signature

Give the employee a copy of this form and the opportunity to explain their behavior. The employee may confer with the union representative before giving an explanation. Record comments in section below.

- 2) Based on behavior, performance and/or directly observable indicators and a questionable explanation, the Manager/Supervisor completes and explains the observed behaviors to the employee (and union representative), using the “Observed Behavior Reasonable Cause Testing Form.”
- 3) State to the employee:

“Because of your behavior, performance and/or directly observable indicators, I have concluded that there is reasonable cause to believe that you are under the influence of a controlled substance and/or alcohol. I have decided to order you to submit to controlled substance and/or alcohol testing. You are suspended pending the results of all tests.”

“You are required to comply with my order and submit to a urine controlled substance and/or breath alcohol test. Prior to this testing, the medical practitioner will complete a ‘Fitness for Duty Exam.’ If based on that exam, the medical practitioner agrees with the Manager/Supervisor’s findings, the tests will be completed. Otherwise you will be returned to work.”

Medical practitioner’s findings:

(Supervisory note: test results can take from 2 days to 2 weeks to be returned)

- 4) Explain that refusal to be tested will be considered a positive test and violation of the policy.
- 5) Explain that once they have completed the medical tests and if the test results indicate a positive breath alcohol test or physical impairment due to a Clinical Evaluation, they will need to arrange to be taken home. (Offer assistance, if appropriate, in arranging for personal transportation.)

- 6) Explain that if they attempt to drive themselves you will inform the local police department of their impairment and your concern regarding their ability to operate a motor vehicle safely.
- 7) A supervisor or designated individual is to accompany the employee to the clinic and remain until all testing is completed and then walk the employee out of the clinic.
- 8) Employee is suspended until the controlled substances testing is completed.

Please use the space provided for any additional comments.

If applicable:

What is the reasonable cause or belief that the employee caused an accident or injury?

Indemnity Clause

The Company shall Indemnify and hold the Union harmless against any and all claims, demands, suits or liabilities that may arise out of the Company's application or enforcement of this Memorandum of Understanding.

Term of Agreement

This Memorandum of Understanding shall remain in full force and effect from March 20, 2013 through and including March 19, 2016.

Signed this.

OBSERVER & ECCENTRIC
NEWSPAPERS

NEWSPAPER GUILD OF DETROIT,
LOCAL 34022

ATTACHMENT A

O&E Company Policy & Procedure			
ISSUE DATE:7-1-04	EFFECTIVE DATE: 7-1-04	REVISION DATE: N/A	TOTAL PAGES: 3
Local 34022 Driving Record and Motor Vehicle Policy			

It is the Company policy that every employee in Local 34022 who drives a motor vehicle in the course of performing the duties of their position meet the requirements of this policy when driving either company owned vehicles or employee owned or leased personal vehicles in the course of company business.

An employee’s motor vehicle record will be examined prior to the start of employment and at least one time in a three-year period thereafter.

All operators must have a valid driver’s license at any time that they operate a motor vehicle in the course of performing the duties of their position.

Personal Cars Used on Company Business

The company does not assume any liability for bodily injuries or property damage the employee may become personally obligated to pay arising out of an accident occurring in connection with operation of his/her own car. The reimbursement to the employee for the operation of his/her car on company business includes the mileage allowance for the expense of miles driven on company business.

The company's insurance carrier requirements specify that, as an employee of the Company, minimum liability limit requirements of 100/300/50 must be carried on the vehicle(s) that are driven on all company business. This insurance standard is defined as: \$100,000 for bodily injury, \$300,000 per occurrence, and \$50,000 for property damage outside of the state. If a vehicle is leased, the state already requires that this amount of insurance be carried on the vehicle. The company does not specify and assumes no responsibility for any other coverage employee's carry on their own cars since this is a matter of individual status and preference.

If an employee drives on company business, they will be asked to provide a copy of their certificate of insurance or a copy of their insurance policy to the company on an annual basis (March 1 of each year).

Accidents Involved on Company Business

In the event of an accident – WHAT TO DO & WHAT NOT TO DO:

- Do not admit negligence or liability.
- Do not attempt settlement, regardless of how minor.
- Get name, address and phone number of injured person and witnesses if possible.
- Exchange vehicle identification, insurance company name and policy numbers with the other driver.
- Take a photograph of the scene of accident if possible.
- Call the police if injury to others is involved. The police can be called even if there are no injuries.
- Complete the accident report form provided by the company (kept in each employee's vehicle).

Forward all information to the Human Resources Department with in 24 hours. It is very important that the company receive timely notification of an accident that occurs on company business.

Traffic Violations

Fines for parking or moving violations are the personal responsibility of the assigned operator. The company will not condone nor excuse lack of knowledge of traffic citations that result in court summons being directed to itself as owner of the vehicle.

Please be aware that all traffic violations incurred during business and non-business (personal use) hours will affect your driving status and are subject to review.

Preventable Accidents

A preventable accident is defined as any accident involving any vehicle while being used on company business that results in property damage and/or personal injury, and in which the driver in question failed to exercise every **reasonable precaution** to prevent the accident.

Below are some examples of preventable accidents:

- Following too close
- Driving too fast for conditions
- Failure to observe clearances
- Failure to obey signs
- Improper turns
- Failure to observe signals from other drivers
- Failure to reduce speed
- Improper parking
- Improper passing
- Failure to yield
- Improper backing
- Failure to obey traffic signals or directions
- Exceeding the posted speed limit
- Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) or similar charges.

Cell Phone Use

Researchers at the University of Toronto found that the risk of having a traffic accident while using a cell phone is the same as that while driving drunk. Their findings were published in the New England Journal of Medicine. The study shows that cell phone users were 400 to 500 times more likely to get into traffic accidents than those who do not use them.

“Telephones that allowed the hands to be free did not appear to be safer than the hand-held telephones,” the study said.

Using a cell phone while driving leads to an increased risk of having an accident through a lack of attention to driving. Inattention is the #1 cause of vehicle accidents in America. Cell phone use is a matter of record and juries are awarding huge settlements to plaintiffs when it is proven that the defendant was using their cell phone at the time of the crash.

Our policy on cell phone use while on company business is as follows:

- Cellular/mobile phones should not be used while operating a vehicle.
- Allow voice mail to handle your calls and return them at your safe convenience.
- If you need to place or receive a call, pull off the road to a safe location.
- Ask a passenger to make or take the call.

- Inform regular callers your driving schedule, and when you will be available to talk.

Keep your hands on the wheel and your eyes and mind on the road while driving.

Seat Belt Use

The company requires that all employees traveling in motor vehicles on company business wear safety belts. Documentation verifies that seat belts save lives and prevent injuries.

LETTER OF UNDERSTANDING

In bargaining for the 2007 to 2010 contract, the parties agreed to delete reference to classifications which are no longer filled. However, such agreement was not intended to change the scope of the unit or work jurisdiction provisions. In the event such classifications are re-established by the Company, wages and duties will be negotiated at that time by the Company and the Guild.

Date:

NEWSPAPER GUILD OF DETROIT,
LOCAL 34022

OBSERVER & ECCENTRIC NEWSPAPERS

LETTER OF UNDERSTANDING
Telephone Reimbursements

Telephone reimbursements will be governed by Gannett Co., Inc.'s telephone reimbursement policy, provided (1) as existing contracts for company-owned telephone service expire, employees may keep the telephones and phone numbers if they chose and may transfer service to a provider of their choosing, (2) employees will be reimbursed at the maximum rate allowed under Gannett policy (currently \$50 per month), (3) the Employer may not access any personal information on an employee-owned telephones, and (4) if employees who elect to send or receive business-related email, texts, photos or video on personal phones or other mobile devices are required to install an application for the purpose of safeguarding company systems, the Employer will not use such application to access any personal information or material.

Employees not receiving the stipend will be reimbursed 50 cents per call and text message, with a cap of \$50 per month.

NEWSPAPER GUILD OF DETROIT,
LOCAL 34022

OBSERVER & ECCENTRIC NEWSPAPERS
