

CONTRACT

**CWA LOCAL 83188 aka NC Non-Profit Employees Union,
AFL-CIO, CLC**

COLLECTIVE BARGAINING AGREEMENT BETWEEN:

North Carolina State AFL-CIO

&

IUE Division of the Communication Workers of America Local 83188 aka NC Non-Profit Employees Union, AFL-CIO, CLC

January 1, 2014

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PREAMBLE

This Agreement is made effective this first day of January, 2011, between the North Carolina State American Federation of Labor and Congress of Industrial Organizations (NC State AFL-CIO) (hereinafter referred to as "Employer"), a non-profit labor organization, and the North Carolina Non-Profit Employees Union (Union) chartered by the IUE Division of the Communication Workers of America, AFL-CIO, Local 83188 **aka NC Non-Profit Employees Union** for itself and then on behalf of all the employees described in Article I.

ARTICLE I – COVERAGE

1. This Agreement shall cover all full-time office and field staff of the Employer excluding executive officers and those with supervisory, managerial, and confidential positions, as defined by the National Labor Relations Act.
2. Employees covered by this Agreement may have lead person responsibilities, as defined by the National Labor Relations Board, but shall not have the authority to exercise supervisory duties as defined by the National Labor Relations Act.

ARTICLE II - UNION SECURITY

1. All employees covered by this Agreement who are members of the Union in good standing on the effective date of this Agreement may remain members in good standing and those who are not members on the effective date of this Agreement may become and remain members in good standing in the Union. The foregoing provisions shall be effective in accordance and consistent with applicable provisions of federal and state laws.
2. The Union agrees that it will admit to and retain in membership any such employee subject to the provisions of the Constitution of IUE-CWA and the by-laws of IUE-CWA 188.
3. There shall be no interference or attempt to interfere with the operation of the Union in the performance of its duties as the bargaining agent for the employees covered by this Agreement.
4. The Employer shall grant the Union access to the working establishment with prior notification to the organization except for emergency situations to settle disputes and to ascertain whether or not this Agreement is being properly observed.
5. The Employer shall provide for payroll deductions for dues, COPE, or others on behalf of employees who authorize such deductions in writing and agrees to discontinue said deductions upon receiving written withdrawal of authorization.

ARTICLE III – JOB SECURITY

1. The Employer shall have the unlimited right to discharge a new employee who has not concluded a probationary period of three (3) months, beginning from the date that the employee begins work, provided that on or before the one (1) month anniversary date and on or before the two (2) month anniversary date the progress of the new employee will be evaluated and the Union will be notified in writing if any problem or problems appear to be developing. After one (1) month on the payroll, if an employee is discharged during the probationary period, he or she shall be given at least one (1) week's notice, or one (1) week's pay in lieu of notice. The probationary period shall end on the last working day before the three (3) month anniversary of the employee. An employee's probationary period may be extended by agreement of the Employer and the Union.

2. Employees shall accrue vacation and sick leave during their probationary period but may not use vacation and/or sick leave until their probationary period has ended.
3. Employees with more than three (3) months of service shall not be subject to discharge except for just and sufficient cause.
4. Employees with more than three (3) months of service shall be given two (2) weeks' notice, or two (2) weeks' pay in lieu of notice, of any discharge.
5. Notice from the Employer detailing unsatisfactory job performance shall not be considered notice of dismissal.
6. The Union shall be notified in writing, simultaneously with the employee, of any discharge.
7. The Employer agrees to notify the Union in writing and meet with its representative to discuss any proposal that would result in the permanent layoff of employees due to economic or other unforeseen reasons thirty (30) days prior to the layoff date.
8. Should it be found that the employee has been discharged unjustly or laid off unjustly, such employee shall be immediately reinstated to his/her former position and shall be compensated for all time lost at the regular rate of wages received by such employee.
9. Laid-off employees shall have recall rights for one year from date of layoff.
10. An employee's service shall not be terminated due to a change of administration resulting from the election of new Executive Officers – President or Secretary-Treasurer.

ARTICLE IV – GRIEVANCE PROCEDURE

1. It is encouraged that efforts be made to resolve problems between the employee and the Employer in an informal manner. The grievance procedure should be used after direct informal negotiations do not resolve a problem.
2. Grievances shall be filed in writing within forty-five (45) days after the occurrence or within forty-five (45) days after the grievant becomes aware of the occurrence or, in the exercise of due diligence, should have become aware of the occurrence. Otherwise, they shall not be considered grievances. Grievances shall be handled as set forth below.
3. Step One: There shall be a meeting between a Union steward, the grievant and the President or designee within thirty (30) days of the receipt of the written grievance. The President or designee shall respond in writing within three (3) days of this meeting; failure to do so shall affirm on behalf of the Union, without prejudice to the Employer. If the grievance is not resolved to the satisfaction of the Union during this three (3) day period, the Union shall have no more than thirty (30) days following the receipt of the written denial in which to refer the grievance to the next step in the grievance procedure by written notice to the President.
4. Step Two: Any matter involving the interpretation, application, administration or alleged violation of this Agreement (except renewal of this Agreement), including a question of whether or not a matter is arbitrable, and any matter not settled to the Union's satisfaction within three (3) days of its first consideration may be submitted to final and binding arbitration within thirty (30) days. The parties shall mutually agree to name no more than three (3) professional arbitrators to serve as the arbitration panel under this Agreement. Any disputes that are submitted to arbitration will be submitted to a member of the panel. To the extent feasible, disputes will be rotated equally among the members of the panel. Either party may remove a member of the panel at any time, except when a grievance is pending before that member; if a member of the panel is removed, the parties shall mutually agree on a replacement. If mutual agreement

cannot be reached at any time on the makeup of the panel, then the regular American Arbitration Association rules and procedures for selection of an arbitrator shall apply. The arbitrator shall hear the appeal as quickly as possible following notification of his/her appointment and shall render his/her decision no later than thirty (30) days from the closing of the hearing. The costs of such arbitration shall be borne equally by the Employer and the Union, except that no party shall be obligated to pay any part of the cost of a stenographic transcript without express consent.

5. The arbitrator shall have no power to add or subtract from this Agreement, but shall rule only on interpretation of the existing Agreement.
6. Failure to file a grievance in a timely fashion in one instance shall not preclude filing on a similar issue which occurs subsequently.
7. The term "grievant" shall be considered to include: any individual staff member, a group of staff members or the Union.
8. The time limits set forth in this Article may be extended by mutual agreement between the Employer and the Union.

ARTICLE V – HOURS

1. The standard work week for employees shall consist of five (5) days within seven (7) consecutive days, Monday through Sunday, and total thirty-seven and one-half (37.5) hours; the standard work day shall be seven and one-half (7.5) hours exclusive of a meal break; and the Employer's standard business hours shall be from 9 a.m. to 5 p.m.
2. Existing alternative work schedules and arrangements will be maintained, subject to the Employer's operational needs. An employee with a flexible work schedule may adjust her or his starting time and accordingly the quitting time provided she or he works the number of hours in the standard work week and fulfills the requirements of his or her job.
3. Employees shall have a status as "Exempt" or "Non-Exempt" from minimum wage and overtime pay as provided by Section 13(a)(1) of the Fair Labor Standards Act as defined by U.S. Department of Labor regulations.
4. In the event the Non-Exempt employee's service is required over seven and one half (7.5) hours in any one day, said employee shall be eligible for paid overtime.
5. In the event the Non-Exempt employee's service is required over thirty-seven and one-half (37.5) hours per week, said employee shall be eligible for paid overtime.
6. The Employer must be notified in advance if in fulfilling the requirement of his or her job an employee will qualify for overtime.
7. Exempt employees shall not be eligible for paid overtime.
8. Whenever an Exempt employee is on specific assignment of more than five (5) days within a pay week, the employee shall be entitled to a day off in compensatory time for each day or major fraction thereof worked in excess of five (5) days in such a pay week.
9. Whenever an Exempt employee is required to work a non-standard work day of nine (9) hours or more, the employee shall be entitled to compensatory time off for time in excess of nine (9) hours.
10. Compensatory time off shall be taken as soon as practical as agreed to by the Employer.
11. It is the policy of the Employer to follow the guidelines set by applicable state or local governments with respect to closing, reporting, and departure times in the event of inclement weather.

12. Meal breaks may be taken at irregular times (with the approval of the Employer) or not at all, at the employee's option. Employees may eat at their desks provided it does not interfere with performing their work or detract from the professional environment.
13. Out-of-town assignments will be discussed with the employee as far in advance as possible.
14. Employees who are not receiving a car allowance shall be compensated for mileage per federal government guidelines for all authorized travel. Employees shall not be additionally compensated for travel time.

ARTICLE VI – CLASSIFICATION AND SALARY SCHEDULE

1. The established bargaining unit does not include the Employer, or any individual with the authority to hire or fire or reprimand other staff.
2. The wages and salaries for the classifications covered by this Agreement are set forth in Appendix A – Salary Schedule attached hereto and by this reference is made a part of this Agreement.
3. Present job classifications within the bargaining unit are as follows: One (1) Campaign Manager; One (1) Field Program Coordinator; One (1) Administrative Assistant; One (1) Special Events Planner; One (1) Bookkeeper; One (1) IT Technician – AND - Web Designer; and One (1) Communications Director. Several of these jobs may be combined subject to negotiations with the Union and a memorandum of understanding reached between the Employer and the Union. These duties are further defined by Appendix B - Job Descriptions attached hereto and by this reference is made a part of this Agreement.
4. The Executive Officers and the Executive Board of the Employer reserve the right to decide what programs and what staff is necessary to carry out the objectives and purposes of the North Carolina State AFL-CIO. Furthermore, the Executive Officers shall have the authority to appoint personnel as may be needed, to fix their wages or salaries and allowances, and to define their duties in consultation with the Union. The wages or salaries and allowances of any new position will become the subject of negotiations immediately.
5. An employee who has been in the service of the Employer for six (6) or more but less than twelve (12) consecutive months shall give the Employer notice of one (1) week before leaving. An employee in the service of the Employer for twelve (12) or more consecutive months shall give the Employer notice of two (2) weeks before leaving.
6. There shall be no reduction in salary or wages for the life of this Agreement.
7. The employer will take reasonable steps to try to ensure that paychecks are received bimonthly on the 15th and the last day of the month during working hours unless the 15th or last day of the month fall on a weekend or a holiday, in which case salaries should be paid the last day of business prior to said weekend or holiday. Direct deposits will continue to be arranged for permanent employees who request it.
8. Wage and Salary Determination:
 - a. The Employer shall make a determination as to the payment of an hourly wage versus a salary, and, in the case of salaried employees, their status as Exempt or Non-Exempt as directed by Article V, Section 3 based upon their assigned duties and shall specify the minimum qualifications (e.g., experience, education, and skills) required. Those skills and qualifications shall be directly linked to the successful performance of the job.

- b. Employees may request that their position be reclassified when they can demonstrate that:
 - i. Significant changes in their duties have taken place; and
 - ii. The new duties are comparable to those of a different job description.
 - c. Employees shall submit their reclassification request through the Union to the Employer. The Employer shall consider the request and respond in writing to the employee and the Union within 30 days of the date of the request. The Union retains the right to grieve the denial of a reclassification request.
9. At the discretion of the Officers and with the permission of the finance committee of the Employer, employees may be eligible from time to time, finances permitting, to receive additional compensation in the form of a bonus.
10. At the discretion of the Officers and with the advice of the employees, the Employer will provide for employees' continued training and professional development.

ARTICLE VII – VACATIONS

1. Vacations with pay shall be granted to employees who have completed periods of continuous service as follows:
- a. employees accrue vacation at the rate of seven and one-half (7.5) hours per month of service during the first calendar year of their employment;
 - b. after one (1) year, ninety (90) hours;
 - c. after three (3) years, one hundred twenty-seven (127) hours;
 - d. after six (6) years, one hundred sixty-five (165) hours;
 - e. after eight (8) years, two hundred-two and one-half (202.5) hours;
2. Employees shall not be permitted to take vacation until after completing six (6) months of continuous service.
3. As of each January 1, the Employer shall advance each employee the amount of vacation that the employee would accrue during the year.
4. It is the policy of the Employer to have vacation used in the year in which it is earned. Employees with one (1) or more years of service will be permitted to bank forty-five (45) hours of vacation each calendar year up to a maximum of three hundred (300) hours.
5. Vacations shall be treated as wages or salary earned. Up to forty-five (45) hours of vacation accrued at the end of each calendar year which cannot be banked will be paid out to employees at their hourly rate of pay during that year. An employee may elect to be paid for accrued vacation time on taking a leave of absence pursuant to Article XI at the time of the granting of the leave of absence. If the employee is not paid for accrued vacation time and does not return to work, she or he (or her or his estate in case of death) will be paid for accrued vacation time on termination of employment (or death). On termination of employment the employee (or the employee's estate in case of death) will be paid for up to three hundred (300) hours of banked vacation.
6. The vacation schedule shall be agreed upon by mutual consent, but employees shall have preference in accordance with seniority. In the event of emergency or unforeseen circumstances, an employee may take up to thirty (30) hours of vacation without prior scheduling with the Employer.

7. Employees terminating with three (3) months but less than three (3) years of service will receive their vacation pay as described in Section 1, prorated at the rate of 1/12th for each month or fraction thereof that they work in the year in which they terminate. Such employees shall reimburse the Employer for any advanced vacation used. Employees terminating with three (3) years or more of service will receive their full vacation pay for the year in which they terminate.

ARTICLE VIII – HOLIDAYS

1. The Employer shall allow time off with pay at the regular straight time rate of pay for the following holidays:

New Year's Day
Martin Luther King Jr.'s Birthday
President's Day
Memorial Day
Independence Day
Labor Day
Veterans' Day
Thanksgiving Day
Christmas Eve Day and
Christmas Day

Time off with pay shall also be allowed on Good Friday, the day after Thanksgiving Day, and the last day before Christmas vacation.

2. The Employer allows each employee two (2) personal days per year.

When and if the official observance of any of the aforementioned holidays falls on a weekend, time off with pay shall be allowed for each legal holiday on the last day(s) of business prior to the holiday. In addition, whenever Independence Day falls on a Thursday, the Friday immediately following shall be observed as a paid holiday; and whenever Independence Day falls on a Tuesday, the immediately preceding Monday shall be observed as a paid holiday.

3. In addition to the holidays named in section 1 of this Article, employees shall have paid days off for Christmas Week, defined as those weekdays between Christmas Day and New Year's Day.
4. If a Non-Exempt employee is required to work on any aforementioned holidays, he or she shall be paid twice (2x) the regular straight time rate of pay. If an Exempt employee is required to work on any aforementioned holidays, he or she shall receive compensatory time off.

ARTICLE IX – OTHER BENEFITS AND RETIREMENT

1. The Employer agrees to maintain medical including vision and dental insurance on:
 - a. all full-time employees; and
 - b. their dependents and their spouse or spouse equivalent / domestic partner [hereafter referred to as domestic partner]; and
 - c. the Employer agrees to maintain medical and dental insurance on the dependents of the domestic partner of any full-time employee.
2. The Employer shall provide for life insurance for those employees covered by this Agreement with a benefit of \$125,000.

3. The Employer agrees to pay one hundred (100) percent of premiums for all benefits outlined in section 1 and section 2.
4. In order to enroll a domestic partner in a benefit plan, the employee must certify that he/she shares a long-term committed relationship with the domestic partner. A domestic partnership must meet the following criteria: partners must have been living together for at least six months prior to enrollment; have an exclusive mutual commitment similar to that of marriage; and be financially responsible for each other's well-being and debts to third parties. Neither partner may be married to anyone else or have another domestic partner.
5. A 401(k) retirement plan shall be provided. Employees are eligible to participate after having completed one year of employment and 750 hours worked. The Employer shall deposit monthly five (5) percent of the total monthly salary of each employee into the plan. The Employer shall match up to an additional one (1) percent of contributions made voluntarily by employees through payroll deduction.
6. A monthly allowance of \$50 to help offset the cost of maintaining service and equipment on a union wireless carrier.

ARTICLE X – SICK LEAVE

1. Employees may take time off with pay when illness or injury prevents them from working for a period not to exceed twelve (12) days annually.
2. Employees shall accrue sick days at the rate of one (1) per month per calendar year, at the end of which they may bank their unused portion, not to total more than sixteen (16) weeks of banked sick days at any given time.
3. Any employee claiming to be physically unable to work for any period longer than three (3) consecutive weeks must, on request of the Employer, supply a certificate from the attending physician that the employee is physically unable to work, and may be required to be examined by a doctor chosen by the Employer. If the two (2) doctors are in disagreement, they shall choose a third doctor, whose determination shall be binding. The Employer shall pay the costs of the second and third examinations.
4. Physical inability to work due to pregnancy or childbirth will be considered to be the same as inability to work due to sickness.
5. Abuse of sick leave shall be subject to progressive discipline.

ARTICLE XI – LEAVES OF ABSENCE

1. Upon written request with as much advance notice as possible, the Employer will grant employees leaves of absence for good and sufficient cause. Such leaves shall not be considered as service time in the accrual of rights and benefits under this Agreement but shall not cancel previous service in determining total service with the Employer for any reason. In the absence of express permission by the Employer, employees shall not be permitted to engage in gainful employment during such leaves. This prohibition on gainful employment shall not apply in the case of leaves granted under Sections 2, 3 and 5 of this Article. If the Employer grants or extends a leave of absence under Sections 1, 2, or 3 of this Article, it shall notify the Union in writing.
2. In the event an employee is elected or appointed to any office or position in IUE or Communications Workers of America this shall be considered good and sufficient cause for a leave of absence. An employee, who is elected or appointed to any other labor position or a government position, may be granted a leave of absence by the Employer.

3. Employees inducted into the Armed Services of the United States, or recalled to active duty with the Armed Services, shall accumulate seniority and retain all other rights under this Agreement while in such service, and on return from such service may claim their original job, or if that job no longer exists, a comparable job with a salary no less than what they would have received had their service with the Employer been continuous, provided that they apply for reinstatement within 90 days after release from the Armed Services.
4. An employee, on the birth or adoption of his/her child, or gaining of a foster child, shall be permitted to take child-rearing leave of up to six (6) weeks with pay and/or additional child-rearing leave without pay as negotiated with the Employer, but without loss of seniority or benefits. Paid parental leave need not be taken consecutively. However, the scheduling of such leave will be mutually agreed on in advance.
5. Employees shall be provided leave with supplemental pay during periods of required jury service period not to exceed two (2) weeks, during required military reserve training or during emergency military reserve duty. Supplemental pay from the Employer shall be in an amount which when combined with pay received by the employee for such service shall equal the total regular salary that would have been received by the employee from the Employer for the same period of time. Authorized leave under this Section shall not constitute a break in continuity of service and shall be considered as service time for all rights under this Agreement.
6. Employees shall be allowed three (3) days' compassionate leave without loss of pay in the event of death in the family, which shall be limited to spouse or domestic partner, son, daughter, mother, father, mother-in-law or father-in-law, daughter-in-law or son-in-law, grandmother, grandfather (including spouses' grandparents), grandchild, step-mother, step-father, foster parent, sister, brother, sister-in-law or brother-in-law, aunt, uncle, niece, or nephew or any other blood relative living under the same roof as the employee. In addition, necessary time off for travel purposes as measured by the fastest practical mode of transportation shall be granted upon request of the employee when, in the Employer's judgment, such additional time is warranted. Employees shall be allowed one (1) day of compassionate leave with pay for the death of a co-worker. For the purposes of this section, a domestic partner's relatives shall be treated as spousal equivalents.
7. It is the policy of the Employer to follow all provisions of the Family and Medical Leave Act (FMLA) and to extend the provisions of FMLA to cover the domestic partners of employees.

ARTICLE XII – SEVERANCE

1. In the event an employee is to be laid off, the Employer agrees to enter into bargaining over the details of a severance package within one (1) week of notice to the Union that a layoff will occur, pursuant to the following terms:
 - a. The employee shall receive cash severance pay in a lump sum.
 - b. The package may include non-cash benefits in addition to cash severance pay.

ARTICLE XIII – STATEMENT OF NON-DISCRIMINATION

1. The Employer shall not discriminate against any employee because of race, color, religious belief or lack thereof, national origin, sex, age, sexual orientation, gender expression, political affiliation, veteran status, or disability.
2. The Employer shall not discriminate against any employee for their participation in any labor organization or their activities in organizing or maintenance of the Union.

3. No part of this Agreement may be interpreted in such a way as to violate section 1 or section 2 under any circumstances.

ARTICLE XIV – MISCELLANEOUS

1. Outside Activities - Employees shall be free to engage in the practice of their craft or profession outside of normal working hours provided that such outside work does not conflict with the established policies of the Employer. No employee shall seek or accept any fee or honorarium from another party for work performed in his or her capacity as a representative of the Employer.
2. The Employer shall maintain a clean, sanitary and safe work place, including sanitary toilet facilities.

ARTICLE XV – SEPARABILITY

1. Should any provisions of this agreement be determined to be in violation of any federal, state, or local law or regulation, such determination shall not in any way affect the remaining provisions of the agreement and they shall remain in full force and effect. The parties shall negotiate such modifications as are necessary for compliance with law.

ARTICLE XVI – TERM OF AGREEMENT

This agreement will be in effect for a period of three (3) years unless a notice is filed in writing by certified mail at least sixty (60) days prior to expiration of this agreement by either party of the desire to change the agreement.

SIGNATURES

UNION

Signature: _____ Date: _____

Print Full Name: _____

EMPLOYER

Signature: _____ Date: _____

Print Full Name: _____

WITNESS

Signature: _____ Date: _____

Print Full Name: _____

APPENDIX A – SALARY SCHEDULE

The Employer agrees to a minimum salary schedule as follows. If an employee is assigned multiple job descriptions, the Employer and the Union will come to an agreement on the combined salary or wage for the position created. These figures represent the minimum salary or wage for each position – not the ceiling – and do not preclude the Employer, having reached an agreement with the Union, from paying more than the minimum:

Table 1. Minimum Salary / Wage per job title

Alt. Title	Alt. Title	Alt. Title	Title	Minimum Salary / Wages
			Office Assistant	\$24,375 / \$12.50
Communications Director & General Operations Mgr.	General Operations Manager	Office Manager	Meeting Planner	\$24,375 / \$12.50
			Bookkeeper	\$28,275 / \$14.50
			IT Technician -AND- Web Designer	\$34,125 / \$17.50
			Communications Director	\$40,950 / \$21.00
Campaign Manager & Field Program Coordinator			Field Program Coordinator	\$30,500 / \$15.64
			Campaign Manager	\$40,950 / \$21.00

Raises will be subject to negotiation and agreement between the Employer and the Union.

APPENDIX B – JOB DESCRIPTIONS

Titles and job descriptions may be combined with the suggested alternative titles, as outlined below. The Employer may assign, upon reaching agreement with the Union, multiple job descriptions to an employee. Any changes to assigned job responsibilities will be subject to immediate negotiation with the Union.

Alt. Title	Alt. Title	Alt. Title	Title	Job Responsibilities / Job Description
	General Operations Manager	Office Manager	Office Assistant	<p>Performs a variety of administrative functions. Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes, and researches and creates presentations and newsletters. Generates reports, handles multiple projects. Handles the requisition of office supplies and equipment. Requires a high school diploma with 2-4 years of experience in the field or in a related area. Knowledgeable of Microsoft Office Suite including Word, Excel, PowerPoint, and Access. Maintains an online and offline membership database. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required.</p>
Communications Director & General Operations Manager			Events Planner	<p>Responsible for all aspects of planning a meeting or special event for an organization. Responsible for all amenities and accommodations at the event as well as any associated contract negotiations. May require a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures of event planning. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required.</p> <p>Regularly scheduled special events include but are not limited to:</p> <ul style="list-style-type: none"> ▪ Carolina Labor School ▪ Annual Convention ▪ Legislative Breakfasts ▪ Legislative Conference
			Bookkeeper	<p>Maintains and records business transactions. Balances ledgers and prepares reports. May assist with compiling and developing the annual budget. Responsible for managing all aspects of accounts receivable and accounts payable. May require an associate's degree or its equivalent with 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures of bookkeeping including latest trends in bookkeeping software applications such as QuickBooks. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision of the Secretary-Treasurer.</p>

			<p>IT Technician –AND- Web Designer</p>	<p>Maintains, repairs, and troubleshoots desktop hardware and software packages. Performs regular backup of all electronic data. Interacts with end-users to identify current computing procedures and desktop-based LAN systems software operations and makes selection recommendations accordingly. Knowledgeable of current technology trends and standards. Writes manual for end-users to describe installation and operating procedures. Requires a bachelor's degree or its equivalent and 2-4 years of experience in the field or in a related area. Familiar with the field's concepts, practices, and procedures of technologies and networking maintenance. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is expected.</p> <p>Designs and constructs web pages/sites including incorporating graphic user interface (GUI) features and other techniques. Maintains and provides ongoing design of the website including content. Knowledgeable of current trends and coding standards. Maintains and updates an online membership database and communication via regular email updates. Requires a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with web editing and design software such as Dreamweaver, Fireworks, and Flash as well as File Transfer Protocol (FTP) and related software. Must be able to communicate with domain registrars and website hosting service providers. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required.</p>
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			Communications Director	<p>Manages the organization’s internal and external communications and media relations. Key responsibilities include:</p> <ul style="list-style-type: none"> ▪ Develop a communications plan to strengthen public awareness around a positive brand identity as part of annual work plan. ▪ Make contacts with media, generate or contribute to news and feature stories, produce media events, write press releases, media advisories, opinion editorials, talking points, and letters-to-the-editor. ▪ Produce public education and political campaign materials. ▪ Develop a network of members and allies who can help respond in the media to news, opinion, and events. ▪ Develop a list of state and local media outlets and ways to track news on specific topics, places, or people. ▪ Coordinate with D.C., affiliates, and allied organizations to disseminate messages. ▪ Identify and pursue opportunities for collaboration with other organizations on communications efforts. ▪ Develop, manage and produce materials to create a cohesive image and message for print and all offline communication vehicles, including, but not limited to the following: <ul style="list-style-type: none"> ○ Print newsletters ○ Periodic issue-oriented reports ○ Brochures and information kits ○ Annual report ○ Events (invitations, posters, postcards, etc) ○ Photo and video archive ▪ Develop, manage and maintain all online communication vehicles, including but not limited to: <ul style="list-style-type: none"> ○ Organization website ○ E-mails, E-newsletters, Action Alerts ○ Online social media (including Facebook, Twitter, YouTube, blogs, etc) ▪ Ensure materials are developed and distributed according to an appropriate timeline. ▪ Attend and prepare for board meetings and other duties as assigned by the executive officers.
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Campaign Manager & Field Program Coordinator			Field Program Coordinator	<p>Coordinates the organization’s field program in concert with Central Labor Councils. Key responsibilities include:</p> <ul style="list-style-type: none"> • Work collaboratively with all Central Labor Councils on national and state organizing, mobilizations, legislative and political priorities • Mobilize CLCs , local union affiliates and community partners around national AFL-CIO and State Federation actions, events, and campaigns • Work with CLCs to increase affiliation and participation, grow delegate lists, and provide educational opportunities • Assist all CLCs to draft and adopt an annual work plan and budget • Develop affiliate and community outreach plans and materials for each CLC to help build capacity and strength for working families
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			Campaign Manager	<p>The Campaign Manager, working in partnership with the AFL-CIO, Central Labor Councils, affiliates, and allies develops strategic year round mobilization campaigns to support the federations' goals. The Campaign Manager is responsible for the development, implementation, and management of assigned electoral, legislative, issue and related campaigns, as well as comprehensive campaigns in support of organizing and collective bargaining. Key responsibilities include:</p> <ul style="list-style-type: none"> • Work with State Federation leadership to determine campaign goals • Report and keep State Federation leadership fully informed on all issues affecting Federation • Work with unions along with progressive and political allies and community groups to develop shared goals and strategy around campaigns that benefit the federation • Develop and implement strategic issue and electoral campaigns in the field that support the State Federation's overall objectives • Conceptualize and construct the campaign plan including the drafting of the campaign budget, work plan and overall timeline • Manage overall campaign operations while coordinating the integration and assignment of State Federation resources for simultaneous campaigns • Coordinate with State Federation leadership to develop strategic alliances with labor and non-labor partners in support of campaign's broader objectives • Establish accountability systems to ensure that campaign goals are met, including the implementation of post-campaign debriefs and assessments • Develop and implement strategies to streamline resources to support campaign activity and to avoid duplicative campaign work • Prepare and submit regular and ad hoc reports as requested • Other duties as assigned
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MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding by and between the CWA Local 83188 [the Union] and the North Carolina State AFL-CIO [the Employer] hereby modifies the collective bargaining agreement between the parties effective January 1, 2014 through December 31, 2017.

Effective January 1, 2014, the Employer agrees to an annual salary of \$49,000 for Thomas Jeremy Sprinkle in the combined position of Communications Director and General Operations Manager, the status of which is determined to be Exempt under Article V, Section 3 of this agreement; and

Effective January 1, 2015, the Employer agrees to an annual salary of \$50,000 for the same; and

Effective January 1, 2016, the Employer agrees to an annual salary of \$51,000 for the same.

Effective January 1, 2014, the Employer agrees to an annual salary of \$42,000 for Adam John Orlovich in the combined position of Campaign Manager and Field Program Coordinator, the status of which is determined to be Exempt under Article V, Section 3 of this agreement; and

Effective January 1, 2015, the Employer agrees to an annual salary of \$43,000 for the same; and

Effective January 1, 2016, the Employer agrees to an annual salary of \$44,000 for the same.

SIGNATURES

UNION

Signature: _____ Date: _____

Print Full Name: _____

EMPLOYER

Signature: _____ Date: _____

Print Full Name: _____

WITNESS

Signature: _____ Date: _____

Print Full Name: _____