

**COLLECTIVE BARGAINING AGREEMENT**  
**BETWEEN**  
**DCCC**  
**AND**  
**COMMUNICATIONS WORKERS OF AMERICA LOCAL 2336**

## TABLE OF CONTENTS

	<b>PAGE</b>
ARTICLE 1 RECOGNITION	3
ARTICLE 2 NO STRIKES OR LOCKOUTS	3
ARTICLE 3 JOB DESCRIPTIONS	4
ARTICLE 4 SENIORITY	4
ARTICLE 5 NEW EMPLOYEE PROBATIONARY PERIOD AND ORIENTATION	6
ARTICLE 6 DISCIPLINE	6
ARTICLE 7 PAY PERIOD	7
ARTICLE 8 WORK RULES, POLICIES, AND STANDARDS	7
ARTICLE 9 CHECK-OFF	8
ARTICLE 10 UNION SECURITY	9
ARTICLE 11 MAINTENANCE OF STANDARDS	10
ARTICLE 12 GRIEVANCES AND ARBITRATION	10
ARTICLE 13 UNION LEAVE/STEWARD	13
ARTICLE 14 LEAVE OF ABSENCE FOR OTHER THAN UNION BUSINESS	13
ARTICLE 15 LAYOFF AND SEVERANCE OF EMPLOYMENT	14
ARTICLE 16 JURY DUTY	15
ARTICLE 17 PAID LEAVE POLICIES	15
ARTICLE 18 CONFLICT OF INTEREST	16
ARTICLE 19 OWNERSHIP OF WORK PRODUCT AND OTHER PROPERTY	16
ARTICLE 20 HOLIDAYS	17
ARTICLE 21 VACATION	18
ARTICLE 22 MEDICAL INSURANCE	18
ARTICLE 23 401K POLICY	19
ARTICLE 24 DAYS OF WORK	19
ARTICLE 25 WAGES	20
ARTICLE 26 MANAGEMENT FUNCTIONS	21
ARTICLE 27 PER DIEMS	21
ARTICLE 28 BUSINESS TRAVEL REIMBURSEMENT	22
ARTICLE 29 COMMUTING BENEFITS	22
ARTICLE 30 REPRODUCTIVE HEALTH	23
ARTICLE 31 PROTECTIONS FOR TRANSGENDER EMPLOYEES	23
ARTICLE 32 PROTECTIONS FOR IMMIGRANT EMPLOYEES	24
ARTICLE 33 COVID-19 AND PANDEMIC POLICY	29
ARTICLE 34 REMOTE WORK POLICY	29
ARTICLE 35 PERFORMANCE REVIEWS	30
ARTICLE 36 UNION-MANAGEMENT ENGAGEMENT	31
ARTICLE 37 AI JOB PROTECTIONS	32
ARTICLE 38 FINALITY, EFFECTIVE DATE AND DURATION OF THE CONTRACT	33

Appendix A

## **AGREEMENT**

This Agreement is by and between Communications Workers of America Local Union 2336, hereinafter referred to as the “Union,” and DCCC, hereinafter referred to as the “Employer.” This Agreement shall be binding upon the Parties hereto, their successors, administrators, executors, and assigns. The Employer will notify any successor of the existence of this Agreement.

### **ARTICLE 1 – RECOGNITION**

Section 1. The Employer agrees to recognize and does hereby recognize the Union, its agents, representatives, successors, or assigns, as the exclusive bargaining representative for classifications set out in Appendix A.

All employees who are managers, supervisors, security guards, or confidential employees, as defined by the National Labor Relations Act (NLRA) and case law, are excluded from this appropriate bargaining unit.

Section 2. The Employer will neither negotiate nor make collective bargaining or individual agreements for any of its employees in the bargaining unit covered hereby unless it is through the duly authorized representative of the Union. The Employer agrees that it will not interfere with, restrain, coerce, or discriminate against any of its employees in connection with their Union membership.

### **ARTICLE 2 – NO STRIKES OR LOCKOUTS**

Section 1. It is agreed that neither the Union, its agents, nor its members, individually or collectively, will authorize, instigate, cause, or take part in any strike, work stoppage, picketing, sit-down, stay-in, slowdown, or any other willful curtailment or restriction of the Employer’s operations during the term of this Agreement. The Employer shall have the right to discipline (including the right to terminate the employment of) any employee or group of employees covered by this Agreement who engage in any activity described above. The Union shall have the right to grieve and arbitrate the question of whether an employee did in fact participate in any such restricted activity and whether Employer discipline was fairly administered per Article 6. The Employer agrees that there shall be no lock-out of employees during the term of this Agreement.

Section 2. It shall not be a violation of this Agreement if any employee or employees of the Employer refuse to go through a picket line of a Union, nor shall the exercise of any right permitted by law be considered a violation of this Agreement. The insistence by the Employer that any of its employees go through a picket line of a Union shall be considered a violation of this Agreement. The Employer may continue to conduct its business in any lawful manner, including with persons outside of the bargaining unit, third parties, contractors, managers and supervisors.

## **ARTICLE 3 – JOB DESCRIPTIONS**

Section 1. Employees shall be expected to perform duties as assigned by the Employer within reason, including the duties listed in their job description. Employees shall be expected to meet reasonable goals as set by the Employer, which shall be shared with Employees.

Section 2. If the Employer determines that it will update an employee's job description because it intends to make a sustained, significant change in an employee's regularly assigned duties and responsibilities as set out in the job description or performed from when they were originally hired, but not in a way significant enough to constitute a change of position, the Employer, via the supervising manager, will:

- a. Schedule an in-person or virtual meeting with the Employee to discuss the change to the regularly assigned duties/responsibilities.
- b. Provide an updated job description to the employee.

Section 3. All unit-eligible DCCC job ads posted on the DCCC website and other platforms shall have a salary listed.

Section 4. All unit-eligible DCCC job ads posted on the DCCC website and other platforms shall say "this position is part of a collective bargaining unit."

## **ARTICLE 4 – SENIORITY**

Section 1. The Employer shall provide to the Union a list of bargaining unit employees with hire dates within a reasonable period of time upon the Union's request. The Employer will include, in a bargaining unit employee's offer letter, contact information for a Union representative furnished to DCCC by the Union, and will include reasonable Union-furnished onboarding information to new hires as part of the DCCC onboarding process, such as a slide in an onboarding presentation.

Section 2. In the event it is necessary to reduce the number of bargaining unit regular fulltime employees, the Employer shall make determinations primarily on the basis of performance and qualifications, and the Employer's business needs, taking seniority by classification into account to distinguish between otherwise equal candidates. Seniority, qualifications, performance, and business needs shall similarly be taken into account when and if the Employer rehires or recalls additional employees following a layoff.

Section 3. Job openings in the bargaining unit will be posted internally concurrently with providing such notice to a Union-maintained list of any individual who has been a member of the bargaining unit in the past 12 calendar months. In the filling of vacancies that occur within the bargaining unit or when new jobs are created within the bargaining unit, DCCC may identify and accept applications from external applicants not on this list, but will not

hire for the position for at least seven (7) calendar days after this internal posting, and will interview all qualified internal applicants who have applied during this seven (7) calendar day period prior to hiring an external applicant. Where doing so will not impair organizational goals, to the extent possible, open or newly created positions within the bargaining unit shall be first offered to current members of the bargaining unit with similar or comparable qualifications prior to the Employer hiring from outside of the organization.

Section 4. When the Employer needs additional bargaining unit employees, it shall provide notice to the Union and shall give the Union equal opportunity with all other sources to provide suitable applicants. The Employer shall not be required to hire applicants referred by the Union. The Union shall make best efforts to refer suitable diverse applicants for the Employer's consideration in the hiring process.

Section 5. An employee shall lose seniority if the employee is discharged for just cause.

Section 6. Any regular full-time employee on the seniority list inducted into military, naval, air, or marine service, under the provisions of the Federal Selective Service Act or who voluntarily enlists in the services or who is compulsorily inducted by the Federal Government into employment in a defense industry, will be considered on a leave of absence and will accumulate seniority during such compulsory military service, voluntary military service, training period, or employment in a defense industry. Upon the termination of such service such employee has reemployment rights as provided under USERRA and/or other applicable law, in line with the employee's seniority rights at the then current rate of such work, provided the employee has been honorably discharged from the service of the United States Government and is physically able to do the work from the date of discharge from such service of the United States Government.

Section 7. For the purposes other than fringe benefits an employee who has been in a supervisory capacity and returns to the bargaining unit shall have a seniority date as of the day said employee returns to the bargaining unit. Temporary transfers shall not apply to this Article.

Section 8. Should the DCCC be required to remove an employee from employment due to the expiration of the employee's work authorization document, the DCCC shall reinstate the employee to the job without loss of seniority upon receipt of the renewal work authorization document if the employee provides appropriate documentation within ninety (90) calendar days of their removal from employment.

Section 9. Seniority shall accrue across cycles, including non-consecutive cycles. If an employee works at the DCCC one cycle, works elsewhere the following cycle, and then returns to the DCCC, then the employee's seniority count shall include the years of service accrued from prior cycle(s).

## **ARTICLE 5 – NEW EMPLOYEE PROBATIONARY PERIOD AND ORIENTATION**

Section 1. All new employees shall work under conditions of this Agreement. It is provided, however, that any new employee may be discharged by the Employer at any time during the first ninety (90) calendar days of employment on any grounds, including incompetence, and that the Employer shall be the sole judge, without appeal, as to the competency of said employee. The ninety (90) day probationary period may be extended by mutual agreement between the Parties.

When the Employer determines that discharge of a probationary employee is possible, the Employer shall notify the Union no later than the day of discharge.

After the completion of their probationary period, the employee shall be placed on the regular seniority list and the seniority standing shall be computed from the date the employee started to work. It is specifically understood and agreed that this clause shall not be used to defeat the provisions of this Agreement or to prevent qualified and competent employees from gaining the status of regular employees and being placed upon the seniority list.

Section 2. Management will provide the Union weekly with a list of new hires, or upon request within a reasonable period of time after such request. Management will permit the opportunity for a meeting of up to thirty (30) minutes, in private and on work time, with a Union Representative or Shop Steward either in person, by video conferencing or over the phone to orient them to the Union and answer any questions they may have. The Union is responsible for scheduling such meetings with Employees.

Section 3. The Employer shall adhere to all applicable laws governing pre-employment inquiries with respect to prospective employees' criminal histories. The Employer will not ask about criminal history or conduct a background check on a potential Employee prior to interviewing the potential Employee. Consistent with the Employer's values, the Employer will not deny a potential Employee employment on the basis of criminal history unless the potential Employee's criminal history is, in the Employer's judgment, related to the job or suggests that the potential Employee may pose an unreasonable risk to others' safety and/or the Employer's reputation if hired.

## **ARTICLE 6 – DISCIPLINE**

Section 1. Upon completion of an employee's probationary period, the Employer shall not discipline any employee without just and sufficient cause. For conduct other than serious misconduct, the Employer shall follow the following progressive disciplinary steps when dispensing discipline: one (1) verbal warning, two (2) written warnings, followed by termination. The Employer will wait at least two (2) business days between each successive step in the progressive disciplinary steps. For performance-specific issues,

as part of either of the two (2) written warnings outlined in this section, the Employer will issue a Performance Improvement Plan (PIP) that will specify expectations for improved work performance to be achieved in the subsequent two (2) weeks. The Employer shall investigate matters in a timely fashion upon becoming aware of an incident but shall not discipline an employee more than thirty (30) calendar days after learning of the incident. In cases where the Employer needs a longer period to conduct a proper investigation, the timeline may be extended by mutual consent. The Employer will notify the Union of the termination of employment of any bargaining unit member the same day of their termination, regardless of whether that employee was on their probationary period or not.

No warning notice need be given to an employee before they are discharged for sexual harassment, harassment, stalking, discrimination, bullying, retaliation, romantic or sexual relationship with interns, fellows, volunteers or staffers under an employee's supervision, physical altercations, leaking of confidential information, violation of the DCCC Conflict of Interest policy, using position and Employer resources for personal gain, violation of the DCCC Media, Internet, and Social Media policy that, in the Employer's reasonable determination, warrant immediate discharge in the circumstances, theft, violation of campaign finance and ethics laws, regulations, and/or policies, other unlawful conduct, or for intentionally misleading the Employer.

Section 2. Any and all warning letters issued after the effective date of this contract shall become void one (1) year following the date of issuance.

Section 3. Prior to any meetings that the Employer intends to lead to disciplinary action, including for termination and for members in their probationary period, Management will advise the employee of their right to have a Union representative present at the meeting.

## **ARTICLE 7 – PAY PERIOD**

For payroll purposes, the Employer's workweek begins at 12:01 a.m. on Sunday and ends on the following Saturday at midnight. All employees covered by this Agreement will be paid on a semi-monthly basis. The first pay period of each month will cover the first (1st) through the fifteenth (15th) and employees will be paid on the fifteenth (15th) of each month. The second pay period of each month will cover the sixteenth (16th) through the last day of the month and employees will be paid on the last day of the month. If the payment date would fall on a weekend or holiday, the payment date will be the first business day preceding the regular payment date. All employees shall be given, or have access to, a document sheet showing all deductions, charges, etc. each pay period.

## **ARTICLE 8 – WORK RULES, POLICIES, AND STANDARDS**

The Employer has the right to implement reasonable work rules and policies that are not contrary to the terms of this Agreement, and the Parties acknowledge that certain policies

and procedures have been implemented and are contained in the Employee Handbook. A copy of the Employee Handbook will be made available to the Union. The Employer agrees that, prior to making any changes to the policies in the Employee Handbook, the Employer will provide the Union with notice and an opportunity to discuss.

## **ARTICLE 9 – CHECK-OFF**

Section 1. The Employer shall collect Union dues semi-monthly through payroll deductions at 1.3% from the employee's gross pay, beginning in the next open semi-monthly payroll period following receipt of a written or digital authorization form signed by the employee and delivered by the Union to the Employer. The DCCC will provide the digital membership card and dues authorization form to the member during the onboarding process. This authorization shall continue in effect until canceled by written notice from either the Secretary-Treasurer of the Union or the employee as set forth in the Payroll Deduction Authorization for Union Dues card. The Employer will timely furnish the Union a list of employees for whom payroll deductions have been made and the amount of each deduction after each payroll period. Deductions will be made each pay period, and will be electronically remitted to the designated representative of the Union within fifteen (15) business days of each paydate. The Employer may follow internal accounting processes, including generation of invoices, in conjunction with processing such payroll deductions.

Section 2. The Employer will send the Union a weekly list in electronic format including the following information for all Union eligible Employees:

- Full legal name
- Preferred name
- Physical address
- Personal email address (if provided by the employee)
- Personal phone number (if provided by the employee)
- Job title
- Wage rate (i.e., per check salary)
- Department
- Supervisor
- Employee ID
- Hiring date

Rows containing new additions to the bargaining unit since the last monthly list will be highlighted. In addition, the names of those who appeared on the previous list and do not appear on the new list will be provided separately.

Section 3. The Union agrees that it will indemnify and hold the Employer harmless from any claims, actions or proceedings by any employee arising from deductions made by the Employer under this Agreement. If an incorrect deduction is made and submitted to the Union, the Union shall refund any such amount directly to the involved employee.

## **ARTICLE 10 – UNION SECURITY**

Section 1. The following provisions regarding Union Security are applicable only if state law permits the same. If the Employer is in a state having laws prohibiting the same, said provisions shall not apply.

Section 2. As a condition of continued employment, all persons who are hereafter employed by the Employer subject to this Agreement shall become members of the Union not later than the thirty-first (31st) day following the beginning of their employment or the effective date of this Agreement, whichever is the later. The continued employment by the Employer in said units of employees who are already members of the Union shall be conditioned upon those persons maintaining their membership in the Union; and the continued employment of persons who are in the employ of the Employer prior to the date of this Agreement and who are not now members of the Union shall be conditioned upon those persons becoming members of the Union not later than the thirty-first (31st) day following the execution of this Agreement.

No requirements for maintenance of membership in good standing beyond those provided for in the Labor Management Relations Act of 1947, as amended, shall be required by the Union.

The Employer shall have no obligation to take any action under this provision until it receives a certified letter from the Union that an employee is not in compliance with the employee's membership obligation. The certified letter requesting termination shall also be copied to the employee affected by the notice.

Section 3. No provision of this Article shall apply to the extent that it may be prohibited by State law. If under applicable State law additional requirements must be met before any such provision may become effective, such additional requirements shall first be met.

Section 4. If any provision of this Article is invalid under State law, such provision shall be modified to comply with requirements of State law or shall be renegotiated for the purpose of adequate replacement.

Section 5. In those instances where Section 2 hereof may not be validly applied; the Employer agrees to recommend to all employees that they become members of the Union and maintain such membership during the life of this Agreement.

Section 6. The Employer will not discourage employees from joining the Union and will not discriminate against any of its employees in connection with their Union membership.

## **ARTICLE 11 – MAINTENANCE OF STANDARDS**

Section 1. The Employer agrees that all conditions of employment in employees' individual operations relating to wages, hours of work, and general working conditions, shall be maintained at not less than the highest minimum standard in effect at the time of signing of this Agreement, and the conditions of employment shall be altered wherever specific provisions for modification are made elsewhere in this Agreement.

Current policies that are not specifically addressed in this Agreement, including but not limited to the policies listed below, shall remain in effect and unchanged through the duration of this Agreement:

- Harassment, Discrimination, Sexual Harassment, Bullying, Retaliation, and Relationships Policy
- Paid Pregnancy disability Leave
- Nursing employees
- Leave for voting or school-related leave
- Ban on non-compete agreements
- Monthly Phone Stipend
- Life Insurance, Long- and Short-Term Disability Policy
- Religious Leave
- Military Leave
- Inclement Weather
- Unemployment Coverage

Section 2. Bargaining unit employees shall not be involuntarily reassigned to any other coordinated campaign, congressional campaign, or state party or another entity unless the DCCC arranges for equal or similar standards in order to make it a lateral move. (employees shall not be forced to take a position that pays less for example).

## **ARTICLE 12 – GRIEVANCES AND ARBITRATION**

Section 1. The Employer and the Union agree that the prompt adjustment of a grievance is essential. Should any question arise over the interpretation or application of this Agreement, there will be no interruption of work. Every effort shall be made to settle the matter as soon as possible in accordance with the grievance procedure outlined below. Failure on the part of the Employer to answer a grievance at any steps shall not be deemed acquiesce thereto, and the Union may proceed to the next step.

Section 2. For the purposes of this Agreement, the term "grievance" is defined as a disagreement between the Employer and an employee, or between the Employer and the Union concerning the interpretation, or application of, or compliance with, any provision of this Agreement. All references to "days" shall mean calendar days. When a grievance arises, it shall be resolved through the following procedure:

Step 1. The grievance will be presented by a duly appointed Union representative to the Supervisor. The written grievance shall contain the details of the occurrence upon which it is based and must indicate the contractual provision allegedly violated by the Employer. It shall also indicate the approximate date of its occurrence, and the relief and remedy requested. The grievance must be presented in writing to the Supervisor within thirty (30) calendar days after the occurrence upon which the grievance is based or it will be void and further proceedings waived by the aggrieved Party. The parties will set a mutually agreeable time and date for the grievance meeting between the applicable Union representative and the Supervisor and an HR representative and/or designee. The meeting must be scheduled within fifteen (15) calendar days after the grievance request was submitted. This timeline may be extended by either side by mutual agreement, which shall not be unreasonably withheld. The DCCC shall give a final position letter to the Union in writing within seven (7) calendar days after the conclusion of the first step grievance meeting.

Step 2. If the grievance is not satisfactorily resolved at Step 1, the grievance may be advanced by the Union in writing to the COO or designee within seven (7) calendar days after the Step 1 final position letter is given, or the time in which the Answer was due. The parties shall schedule a meeting between the COO and/or designee and the Union representative to discuss the grievance. The meeting must be scheduled within seven (7) calendar days after the appeal, subject to extension by either side by mutual agreement, which shall not be unreasonably withheld. The DCCC shall give its final position letter in writing to the District Union representative within fourteen (14) calendar days after the Step 2 meeting.

Failure of the Union to timely file or appeal a grievance at any step of the grievance or arbitration procedure will be considered a waiver and forfeiture of any further proceedings and will constitute a withdrawal of the grievance. Any extensions of time limits must be in writing. Should the Employer fail to respond to a grievance within the agreed-upon time limits, the grievance shall be automatically advanced to the next step.

Section 3. Grievances not satisfactorily resolved at Step 2 of the Grievance Procedure may be submitted to arbitration by the filing of a written notice identifying the grievance. The notice shall be personally delivered to the other Party, emailed or deposited in the mail by certified mail within five (5) calendar days after issuance of the Employer's Step 2 answer, or the time at which the answer was due, or the grievance will be waived. At the same time, the Party requesting arbitration shall request a panel of nine (9) arbitrators who are members of the National Academy of Arbitrators, from the Federal Mediation and Conciliation Service (FMCS). If the notice is not so delivered or mailed to the other Party and the FMCS within the time limit specified, the grievance shall be deemed to have been satisfactorily resolved on the basis of the Employer's Step 2 answer and any further proceedings are waived by the aggrieved Party. No more than one grievance shall be submitted to any arbitrator at any one time without prior mutual agreement of the Parties. The Union shall not submit a grievance on behalf of multiple

employees, provided that the Union may file such a grievance challenging an Employer policy that affects all employees in an identical manner.

Section 4. The Arbitrator will be selected from the panel of nine (9) by mutual agreement of the Parties or, absent such agreement, by alternate strike, with the Party initiating the grievance striking first. The Arbitrator shall be selected within twenty (20) calendar days of receipt of the list from FMCS. The fees and expenses of the Arbitrator and other incidental expenses related to the arbitration hearing, such as the cost of a hearing room or hearing transcript (if requested by either Party), shall be shared equally by the Parties. Each Party shall pay its own expenses with respect to its witnesses, the preparation, and the presentation of its case.

Section 5.

- a. During the term and duration of this Agreement, the Arbitrator shall have authority or jurisdiction only to interpret or apply the terms and conditions of this Agreement as provided in this Article. The Arbitrator shall have no authority to change, modify, amend, revise, add to or subtract from, or alter the terms and conditions of this Agreement in any manner or impose on any Party hereto a limitation or obligation not explicitly provided for in this Agreement. The Arbitrator shall have no jurisdiction over any grievance that has not been filed, or appealed, on a timely basis. No provisions of this Agreement will be subject to arbitration on or after the date of termination of this Agreement, unless extended by the Parties, or unless the subject matter of the arbitration is a dispute between the Employer and an employee, which arose during the term of this Agreement.
- b. Where discipline is at issue in arbitration, the Arbitrator shall have the power only to adjudicate the issue of "just cause."
- c. Back pay remedies, if any, will be minus all unemployment benefits received and other interim earnings or payment of any sort.
- d. The decision of the Arbitrator shall be in writing and shall be final and binding upon the Parties. The burden of proof for any decision shall be by a preponderance of the evidence.

Section 6. An extension to the time limits at any step in the Grievance Procedure must be in writing to be effective. Time limits herein are to be strictly construed and may be extended only if agreed to in writing by the Union and the Employer. For the purposes of this Article, time shall be considered of the essence where time limits are established. Time limits may only be waived by mutual written agreement between the Parties.

Section 7. This Article shall not apply to employees in their probationary period, except that the grievance and arbitration procedures shall be available for non-performance-related issues, and/or issues related to discipline or termination of employment, including under Article 6. Probationary employees shall waive their right to seek

arbitration for any such disputes during this period.

Section 8. In the event of an alleged breach of Article 2 (No Strike/Lockout) by either Party, the Party claiming a breach of the Article shall not be required to resort to redress under this Article, but may directly pursue relief in court.

### **ARTICLE 13 – UNION LEAVE/STEWARD**

Section 1. A full-time employee may request time off from the Employer for a union leave of absence to perform limited union-related duties at the request of the Union, for the benefit of the bargaining unit. Such leave must receive approval by the Employer before any time off may be taken, and it cannot interfere with the Employer's operations. The Union shall be responsible for the wages and benefits of an employee on an approved Union leave.

Section 2. The Employer and the Union may mutually agree for the Employer to grant the necessary time off if it doesn't interrupt the operations of the Employer without discrimination or loss of seniority rights and without pay to any employee designated by the Union to attend a Labor Convention or to serve in any capacity on any other official Union business.

Section 3. The Union will select Stewards and notify the Employer in writing. The duties of the Stewards will be to discuss grievances and other matters of mutual interest with representatives of the Employer. The Employer will not in any way discriminate against any member of the Union for serving in the capacity of Union Steward or in acting in the adjustment of grievances.

Stewards will be allowed a reasonable time during working hours for the investigation, preparation, and adjustment of grievances and for other matters directly affecting the relationship between the Employer and employees under this Agreement provided that such activity does not interfere with the Employer's operations or interrupt the work activity of other employees.

Section 4. The Employer agrees to grant one (1) day of paid leave for Steward Training and Education. The Union must notify the Employer at least one (1) week in advance of any requested leave for Steward Training and Education, and the Employer shall not unreasonably deny a request for leave for this purpose.

### **ARTICLE 14 – LEAVE OF ABSENCE FOR OTHER THAN UNION BUSINESS**

Section 1. Any employee desiring an unpaid leave of absence from a job shall secure written permission from the Employer. The Employer may deny such requests that are unreasonable or that would unduly negatively affect the Employer's operations in the Employer's sole discretion.

Section 2. Upon notice, an employee is eligible for up to five (5) paid working days in the event of immigration proceedings, as reasonably required for such proceedings, related to the employee, an immediate family member, or other significant relationship. Those family members and other significant relationships include the following: mother, father, mother-in-law, father-in-law, grandmother, grandfather, son, daughter, step-parents, step-children, foster parents, foster-children, spouse, sister, brother, sibling's spouse, spouse's sibling, spouse's grandparent, or any other blood relative living in the same household as the employee, or the employee's domestic partner, i.e., a person with whom the employee shares a mutual residence and with whom the employee at the time of the immigration proceedings maintains a committed relationship, or any person with whom the employee has a significant relationship by affinity similar to a family member who shares a mutual residence with the employee. This leave is per event as opposed to a set number of days per year. Should the employee utilize this leave three (3) or more times in a calendar year, the Employer can deny or grant only in part a request for leave for business reasons.

## **ARTICLE 15 – LAYOFF AND SEVERANCE OF EMPLOYMENT**

Section 1. If it becomes necessary to lay off regular full-time bargaining unit employees for any business, economic, or strategic reason, including as a result of the election cycle (the Employer reducing headcount following a general election), such employees shall be given severance as follows: the equivalent of one (1) pay period of their base salary paid as a lump sum by their last day of employment as a separate check run from regular payroll (the "severance payment").

With respect to layoffs, the Employer shall provide paid health insurance via a sponsored COBRA coverage for one (1) calendar month after the month of their separation (the month of separation is already covered under current DCCC health plan provisions). To be eligible for this Employer-paid benefit, an employee must timely select COBRA continuation coverage.

The severance payment set out above shall be made through a separate payroll transaction to be paid out on the employee's last day (i.e., as a separate severance payment subject to applicable deductions and withholdings).

Section 2. In the course of making layoff decisions based on the Employer's business, economic, and/or strategic needs, the Employer will take into consideration performance when making layoff decisions, including utilizing any performance review documentation in an employee's file.

Section 3. This provision does not apply to employees who are terminated for just cause.

## **ARTICLE 16 – JURY DUTY**

Section 1. An employee called for jury duty shall be excused from work upon presentation to their Supervisor or their designee, of the order requiring jury duty. It is agreed that an employee shall be paid the employee's regular rate of pay for the time actually spent in such jury service, reduced by any compensation the employee received for serving on the jury.

## **ARTICLE 17 - PAID LEAVE POLICIES**

Section 1. A regular employee is eligible for Compassionate/Bereavement pay for up to five days in the event of the death of an immediate family member or other significant relationship by blood or affinity similar to an immediate family member. Those family members include the following: mother, father, mother-in-law, father-in-law, grandmother, grandfather, son, daughter, step-parents, step-children, foster parents, foster-children, spouse, sister, brother, sibling's spouse, spouse's sibling, spouse's grandparent, or any other blood relative living in the same household as the employee, or the employee's domestic partner, i.e., a person with whom the employee shares a mutual residence and with whom the employee at the time of death maintains a committed relationship.

Section 2. A regular employee is eligible for Compassionate/Bereavement pay for up to two days in the event of the death of an extended family member. Those family members include, but may not be limited to, the following: aunt, uncle, cousin, and any individual related by blood or affinity whose relationship with the employee is the equivalent of extended family.

Section 3. Compassionate/Bereavement leave is per event as opposed to a set number of days per year.

Section 4. Eligible employees shall receive paid leave in accordance with the weeks allotted and policies laid out by the DC Paid Family and Medical Leave Act, or as provided by other applicable state law supersedes this requirement. As of the ratification date, these benefits for DC-based employees are as follows:

- a. Twelve weeks of paid medical leave for an employee's medical condition. This includes if an employee experiences a miscarriage or stillbirth.
- b. Twelve weeks of paid family leave to care for a sick family member.
- c. Two weeks of paid prenatal leave with approval from the DC government.
- d. Twelve weeks of paid parental leave.

These benefits are government-administered and require an employee to apply for such benefits. The DC Paid Family and Medical Leave system changes annually with the adoption of DC's annual budget. DCCC will adjust its leave policies accordingly.

Section 5. All Employees are granted parental leave at full pay for a period not to exceed twelve weeks. This leave must be used within the first six months of the birth, adoption, or fostering of a child, unless otherwise agreed to in writing by the COO. Parental leave runs concurrently with FMLA leave of other family and medical leave to the extent permitted by law.

Section 6. Any employee who experiences domestic violence shall receive one week of paid leave to seek refuge from their abuser and make any necessary arrangements to ensure their continued safety. Employees may also be entitled to additional unpaid leave under applicable state law.

## **ARTICLE 18 – CONFLICT OF INTEREST**

Section 1. Employees are not to engage in conduct that constitutes a conflict of interest or a potential conflict of interest as defined in the Employee Handbook. In general, a "conflict of interest" is any situation in which an employee's conduct of the employee's job conflicts with the employee's personal economic affairs. In addition, the definition should include situations and circumstances which pose a risk of impairment of impartial judgment. Employees should err on the side of caution when presented with a potential conflict of interest and discuss the matter with their direct supervisor. Employees will not use or attempt to use any information concerning the finances, strategies, polling information, or other internal affairs of the Employer's operations in any manner which may injure or cause loss either directly or indirectly to the Employer's operations.

## **ARTICLE 19 – OWNERSHIP OF WORK PRODUCT AND OTHER PROPERTY**

Section 1. The Employer shall be the exclusive owner of all work product and proprietary information and other property developed or used by employees as part of the employee's work for the Employer. This includes information developed on behalf of DCCC, during DCCC work time, or using DCCC resources, and includes all electronic information generated and stored on DCCC computers, including any emails, computer code, memoranda, or research acquired in the course of an employee's business.

Employees shall retain ownership of work products and processes they have created before employment at DCCC, as well as products and processes they create outside of work time and without using DCCC resources during employment at DCCC.

Employees may request the use of DCCC intellectual or other property under the following circumstances:

- a. The use case and any iteration of the use case are made clear to DCCC.

- b. The intellectual property does not include DCCC finances, strategies, polling, modeling, qualitative assessments or rubrics, or other sensitive business information or internal affairs of DCCC's operations.
- c. The employee requests continued use of the intellectual property for one of the three following reasons:
  - i. For use in an employee's portfolio, demonstrating the quality of work for future employment. Portfolios should protect against use without permission and acknowledge joint or collective intellectual property with DCCC named.
  - ii. If the intellectual property is not political or advocacy industry-specific and its continued use would contribute to efficiency in work for the individual employee.
  - iii. If the intellectual property will be shared for the efficiency of work or used to advance the skills of the progressive political or advocacy industry and DCCC is visibly acknowledged as the source of joint or collective intellectual property.

In all of these cases, DCCC may deny the request if it reasonably believes it is not in the DCCC's interest to allow continued use of the intellectual property, and the employee must receive DCCC's prior written approval for the specific property to be utilized by the employee for the purpose(s) set out above. Any such requests must be sent in writing to a department director on the Senior Leadership Team with the COO copied.

**Section 2.** The employees will return all equipment and will follow the Employer's rules regarding use of personal devices, information security, and confidential information.

## **ARTICLE 20 – HOLIDAYS**

**Section 1.** Employees will generally not be required to work the following Holidays without loss of pay:

Martin Luther King, Jr. Day	Indigenous Peoples' Day*
Memorial Day	Veterans' Day
Juneteenth	Thanksgiving Day and the Friday after
Independence Day	Christmas Day
Labor Day*	New Years Day
Emancipation Day	

Employees shall be entitled to two (2) additional floating Holidays per calendar year.

\*Holidays not observed during the election On Year.

## **ARTICLE 21 – VACATION**

Section 1. Bargaining unit employees shall accrue vacation according to the following schedule:

During first five years of service: 15 days (3 weeks)  
After five years of cumulative service: 20 days (4 weeks)  
After ten years of cumulative service: 25 days (5 weeks)

- a. Cumulative service is defined as working across cycles, including non-consecutive cycles. If an employee works at the DCCC one cycle, works elsewhere the following cycle, and then returns to the DCCC, then the employee's years of service accrued from prior cycle(s) shall count towards their vacation accrual.
- b. Employees accrue vacation on a pro rata, monthly basis. In any given calendar year, employees may utilize up to the full amount of vacation to which they are entitled over the course of the full year prior to accrual. If an employee has used more vacation than they have accrued as of the date their DCCC employment ends, salary for days equivalent to the excess leave taken will be deducted from the employee's final paycheck to the maximum extent permitted by law. Except where otherwise required by law, vacation time must be used by December 31st of each year or it will be forfeited.

Section 2. Bargaining unit employees, including probationary employees, may take vacation days that are approved in advance by their supervisor. Employees are strongly encouraged to use available vacation each year. Employees whose supervisors have denied vacation requests on multiple occasions in a given calendar year may bring the most recent denial to the attention of Human Resources.

Section 3. No part of this article shall be interpreted to change the existing vacation approval process outlined in the 2026 Election Cycle Employee Handbook that is current as of July 2025, as may be reasonably amended by DCCC from time to time in accordance with Article 8 of this Agreement.

## **ARTICLE 22 – MEDICAL INSURANCE**

Section 1. The Employer will provide medical, vision and dental care coverage to full time bargaining unit employees on the same terms as provided to management and nonrepresented employees, including all future changes in carriers, plan design, co-pays, etc.

Section 2. For full time bargaining unit employees, the Employer will pay 100% of the premium for the employee's individual medical and vision coverage, and 100% of the premium for family coverage if the employee opts for family coverage, with the employee paying the balance. The Employer shall pay 100% of the dental care premium for all levels of coverage. Plan benefit levels for bargaining unit employees shall not substantially change if the Employer changes plans or administrators during the lifetime of the Agreement.

### **ARTICLE 23 – 401K POLICY**

The Employer shall match up to 6% of bargaining unit employees' contributions into the Organization's 401K plan.

Employees shall be eligible to enroll in the 401(k) three (3) months after the commencement of employment.

### **ARTICLE 24 – DAYS OF WORK**

Section 1. The work schedule of full-and part-time employees will be based on the operating needs of the Employer and may increase or decrease depending on the Employer's need. An employee's direct supervisor must approve, in advance, any change to the employee's regular work schedule. It is expected that exempt employees will work five (5) days per week with two (2) days off per week. Employees may be required to work more hours or days per week, but will be entitled to one day off per week unless it's within sixty (60) days of the general election, or, for employees assigned to a particular state, a primary election, in which case modified or extended work hours may be required, including seven (7) days per week. Employees are encouraged to bring concerns about their job workload to their Supervisor at any time.

Section 2. It is expected that non-exempt employees will work five (5) days per week forty (40) hours (Sunday through Saturday) with two (2) days off per week. Employees may be required to work more hours or days per week, but will be entitled to one day off per week unless it's within sixty (60) days of the general election, in which case modified or extended work hours may be required, including seven (7) days per week. Non-exempt employees may not work more than forty (40) hours in the work week (Sunday through Saturday), except with express written approval (text or email) of a Supervisor.

Section 3. Trackers and other field staff who are required to work outside their normal work week shall be allowed to take a comp day unless it's within sixty (60) days of the general election.

Section 4. Employees shall be allowed reasonable flexibility in their schedule in order to accommodate evening and weekend campaign and organizing work as long as the operational needs of the Employer are met.

## **ARTICLE 25 – WAGES**

Section 1. Bargaining unit employees shall earn a minimum of \$55,000 per year as a base salary. Employees who fall below this level prior to the effective date of this Agreement shall receive the greater of a 10% increase or an increase to the minimum standard of \$55,000, as set out for Tier 1 employees below.

For the sole purpose of determining raises applied as of January 1, 2026, bargaining unit classifications shall be categorized into five Tiers:

- Tier 1 (employees earning up to \$55,000 prior to salary floor adjustment) – 10% across the board increase or an increase to \$55,000 from pre-ratification salary, whichever is greater.
- Tier 2 (employees earning \$55,000 - \$69,999) – 8% across the board increase.
- Tier 3 (employees earning \$70,000- \$79,999) – 5% across the board increase.
- Tier 4 (employees earning \$80,000 - \$89,999) – 4% across the board increase.
- Tier 5 (employees earning \$90,000 or more) – 3.5% across the board increase.

This increase shall be effective on January 1, 2026.

For the term of this contract, on July 1 of each calendar year starting in 2027, all bargaining unit employees will receive an across-the-board increase of 3.5% to base salary. In the event that the Consumer Price Index (CPI), as calculated by the Bureau of Labor Statistics, exceeds 6.0% in the six-month period prior to July 1 of the calendar year in question, the across-the-board increase will be 4.5% instead of 3.5%.

Section 2. Upon ratification of this Agreement, all unit members covered under this Agreement will receive a one-time lump sum payment in the gross amount of \$500.00 less applicable deductions and withholdings, which shall be payable no later than the first regularly scheduled payroll date in January 2026.

Section 3. If a vacancy occurs for any reason, and a bargaining unit employee is assigned to perform the substantial majority of the duties required of the higher classification (including supervisory positions) for ten consecutive business days or more, or effective upon redeployment if the Employer designates the employee for redeployment to another state with the direction that the employee will temporarily perform the substantial majority of the duties of a higher classification, the Employer agrees to pay the person assigned to perform the interim position at the rate of pay for that position, prorated for the hours worked in that position.

Section 4. Language compensation: Employees who are expected to use their language

skills other than English in any of their work with the DCCC shall be compensated at a flat rate of \$5,000 per year. To be eligible for language compensation, an employee's job description must indicate the position requires translation. Employees whose job descriptions do not so indicate are not required to provide translation services on behalf of the Employer.

Section 5. The designated employees in this section shall have the salary adjustments as follows:

- Regional Analytics Director, Regional Candidate Fundraising Director, Regional Press Secretary, Regional Research Director, and Regional Voter Protection Director salaries will be brought to wage parity with each other.

## **ARTICLE 26 – MANAGEMENT FUNCTIONS**

All Management functions and responsibilities which the Employer has not expressly modified or restricted by a specific provision of this Agreement are retained and vested exclusively in the Employer. More specifically, the Employer reserves the right to establish and administer reasonable policies and procedures related to campaign activities, education, training, operations and services; to reprimand, suspend, discharge or otherwise discipline employees for just cause; to hire, promote, transfer, lay off and recall employees to work; to determine the number of employees and the duties to be performed; to determine staffing patterns and areas worked; to control and regulate the use of facilities, supplies, equipment and other property of the Employer; to determine the assignment of work, the qualifications required and the size and composition of the work force; to make or change Employer rules, regulations, policies and practices within reason that are not inconsistent with the terms of this Agreement; and otherwise generally to direct the work force and manage the Operation so as to attain and maintain full operating efficiency, except as expressly modified or restricted by a specific provision of this Agreement.

## **ARTICLE 27 – PER DIEMS**

Section 1. When staff are traveling, meaning that the employee's work for the DCCC requires an overnight stay away from the employee's home, or the employee is returning from such a stay, the DCCC shall provide a daily per diem rate of \$90 per day. Commencing one year from the ratification date of this Agreement, in the event that the consumer price index for the preceding 12-month period, as calculated by the U.S. Bureau of Statistics, is at or exceeds 8%, then the per diem rate shall be \$115 per day.

Section 2. The per diem rate may be pro-rated to a half day if an employee departs after noon and returns before 6:00 pm. Per diem requests of trips of 10 days or more will be evaluated on a case-by-case basis by the COO to determine whether they should be considered deployments. Per diem for deployments of this nature is \$50

per day.

Section 3. During the “get out the vote” (GOTV) period preceding an election, employees on deployments of less than five (5) days shall either have one (1) meal per day paid for by the DCCC in addition to the deployment per diem rate of \$50 per day or receive the regular daily per diem rate of \$90 per day.

Employees on deployments of five (5) or more days shall receive the deployment per diem rate of \$50 per day.

## **ARTICLE 28 – BUSINESS TRAVEL REIMBURSEMENT**

Section 1. For staff who need to use a vehicle for work, the DCCC shall provide a mileage reimbursement equivalent to the IRS mileage rate for business travel, which will be seventy (70) cents effective upon ratification. DCCC shall track any updates the IRS makes to this rate and adjust accordingly.

Section 2. DCCC shall provide mileage reimbursement in a timely manner. Employees who submit mileage reimbursement requests shall be compensated within ten (10) business days provided the requests submitted are completed accurately. Organizers shall submit mileage reimbursement requests on a monthly basis and will be paid monthly.

Section 3. DCCC shall provide parking reimbursements for all work-related events and activities. Employees who submit parking reimbursement requests shall be compensated within ten (10) business days provided the requests submitted are completed accurately.

Section 4. DCCC shall provide public transit reimbursements for all employees who travel to work-related events and activities by public transit.

Section 5. This Article concerns business travel on behalf of the Employer. Employees are not eligible for reimbursements for their commute except as provided in Article 29.

## **ARTICLE 29 – COMMUTING BENEFITS**

Section 1. Bargaining unit employees based in DC shall have the cost of their transit to and from the DCCC headquarters via the Washington Metropolitan Area Transit Authority (WMATA) subsidized by the DCCC, up to \$250 per month, via the WMATA SmarTrip benefits platform which is maintained by the Employer.

Section 2.

- a. To receive the commuting benefit set out in Section 1, Employees must follow the commuting cost verification process outlined in the 2026 Election Cycle Employee

Handbook that is current as of July 2025, as may be reasonably amended by DCCC from time to time in accordance with Article 8.

- b. Bargaining unit employees may not receive SmarTrip benefits and 55M parking benefits concurrently.

## **ARTICLE 30 – REPRODUCTIVE HEALTH**

Section 1. DCCC's health insurance plan will maintain coverage for abortion, in DC and all states where insurance coverage for abortion is allowable by law.

Section 2. For employees working in states where abortion is illegal or not reasonably accessible, upon the employee's request, DCCC will meet with the employee, with a Union representative at the employee's option, to discuss how the DCCC can support the employee's access to needed reproductive health care.

Section 3. DCCC will work with the Union to come up with a privacy mechanism that allows employees to access this benefit while maintaining their privacy. This includes creating a confidential HR/Ops process and ensuring that the employee's individually identifiable health information procedure is not revealed in the committee's FEC reports.

Section 4. DCCC agrees that it will not take adverse employment action against an employee because the employee is the subject of law enforcement investigation for obtaining abortion care, or because the employee has helped another person obtain such care.

Section 5. DCCC shall provide menstrual hygiene products free of charge in its office and District HQ restrooms, including men's and all-gender restrooms.

## **ARTICLE 31 - PROTECTIONS FOR TRANSGENDER EMPLOYEES**

Section 1. DCCC's health insurance plan will maintain coverage for gender-affirming health care, including hormones, surgery, and other medically necessary trans health care treatment, in DC and all states where insurance coverage for trans health care is allowable by law. This includes coverage for dependents, including minors.

Section 2. For employees working in states where trans health care, including for minor dependents, may be illegal or not reasonably accessible highly restricted, upon an employee's request, DCCC will meet with the employee, with a Union representative at the employee's option, to discuss how the DCCC can support the employee's access to needed health care.

Section 3. DCCC will work with the Union to come up with a privacy mechanism that allows employees to access this benefit while maintaining their privacy. This includes

creating a confidential HR/Ops process and ensuring that the employee's individually identifiable health information is not revealed in the committee's FEC reports.

Section 4. DCCC agrees that it will not take adverse employment action against an employee for obtaining trans-related care, or for helping others obtain trans-related care, even if such actions may become illegal. This includes if an employee helps their dependent child obtain care in the face of politicized obstacles.

Section 5. All single-stall restrooms at DCCC offices, including District HQs, under DCCC control, shall be gender neutral.

Section 6. DCCC shall use gender neutral language in its employee manuals and materials whenever possible.

### **ARTICLE 32 – PROTECTIONS FOR IMMIGRANT EMPLOYEES**

Section 1. Absence from Work Due to Law Enforcement: DCCC will not discipline, discharge or otherwise act against any employee who is absent from work due to arrest, detention or incarceration by law enforcement pursuant to the Employee's citizenship status or Visa status, and those days will not count against the employee's time and attendance record for purposes of discipline or pay.

Section 2. General Principles: The Union and DCCC have a mutual interest in avoiding the termination of trained Employees. Accordingly, to the extent not addressed by this Agreement, the Union and DCCC will negotiate over issues related to compliance with the Immigration Reform and Control Act and any other current or future legislation, government rules or policies related to immigrants.

Section 3. Protection of Rights During Workplace Immigration Enforcement: DCCC will promptly notify the Shop Steward and Union if DCCC is contacted by the Department of Homeland Security (DHS) or Immigration and Customs Enforcement (ICE), a branch of DHS, for any purpose or if a search and/or arrest warrant, administrative subpoena or other request for documents is presented in order that the Union can take steps to protect the rights of its members. Further, DCCC will:

- a. Require a valid warrant signed by a federal judge or magistrate prior to admitting any agents of DHS or ICE.
- b. When presented with a judicially-signed warrant DCCC will provide the authority presenting such warrant with a written statement that it is specifically withholding consent to enter any non-public areas of the workplace and is permitting search only under protest. If providing a written statement is not possible, DCCC will verbally inform the authority presenting the warrant that it is withholding consent to enter non-public areas of the workplace and is permitting search only under protest.

DCCC will provide the Union with a memo outlining the verbal conversation.

- c. DCCC will require a valid warrant or subpoena signed by a federal judge, magistrate or immigration officer designated by the DHS in order to reveal to the DHS names, addresses or immigration status of any Employee.
- d. Permit inspection of I-9 Forms by DHS or DOL only after a minimum of three (3) written days' notice or as required by applicable law.
- e. DCCC will require a valid DHS administrative subpoena, or a search warrant or subpoena signed by a federal judge or magistrate in order to provide documents other than the I-9 forms to the DHS for inspection.
- f. Where a warrant specifically names certain individuals or the DHS presents a warrant or subpoena, which requires the production of I-9 forms, the inspection shall be permitted and individuals named on the warrant shall be called into the front office.
- g. Where DHS notifies DCCC that certain employees do not appear to be authorized for continued employment, DCCC will provide the employees with a reasonable opportunity of not less than two (2) weeks to present other documents as listed on Form I-9 to establish their employment authorization.
- h. Nothing in this provision shall be interpreted to limit the employee's rights to continued employment under the "receipt rule," which grants employees ninety (90) days to present to DCCC a replacement document of a previously issued but expired employment authorization.
- i. It is acknowledged that this Agreement shall not be interpreted to cause DCCC to knowingly hire or continue the employment of any person not authorized to work in the United States as prohibited by IRCA 8 U.S.C. 1324a(a)(1)(A)(2), preclude the Employer from complying with campaign finance related restrictions on the provision of services by foreign nationals or any other applicable legal requirement, or require DCCC to decline to voluntarily cooperate with law enforcement officials where DCCC reasonably believes that such cooperation is necessary to prevent an immediate threat to a person's safety and/or wellbeing.

Section 4. I-9 Forms: DCCC will maintain Employee I-9 forms in a file separate from personnel records, as required by law. DCCC will not duplicate, either by photocopy, electronically or any other method, the documents provided by the employee in connection with the I-9 process, and will not retain any copies, however obtained, in any files.

Section 5. Verification and Re-Verification of Work Authorization - DCCC will not require or demand proof of immigration status, except as may be required by 8 U.S.C. 1324A(B)

or other applicable law and listed on the back of the I-9 form. Further, DCCC will not require that an employee re-verify their authorization to work unless DCCC obtains actual or constructive knowledge that the employee is not authorized to work in the United States. "Actual or constructive knowledge" means such knowledge that would subject DCCC to liability under the "employer sanctions" provisions of the immigration laws, 8 U.S.C. 1324a or other applicable law. Further, DCCC will not require employees engaged in "continuing employment" to provide proof of work authorization, including Social Security numbers (SSNs).

- a. "Re-verification" means requesting that an employee show documents that purport to prove their authorization to work in the United States, and includes a request to provide proof of a valid SSN. In the event that DCCC determines it has the requisite "actual or constructive knowledge" that requires it re-verify an employee's authorization to work, DCCC will:
  - b. Prior to notifying the employee, notify the Union and provide the Union with the factual basis for that determination;
  - c. Afford the employee a reasonable period of time of not less than one hundred twenty (120) days to establish work authorization; and
  - d. Not take any adverse employment action against the employee unless DCCC has complied with Items b and c above, and is required to do so by law.

Section 6. Transfer of I-9 Forms: No employee shall be required to re-verify status in circumstances constituting "continuing employment." In the event of a sale of the business or its assets, or other business reorganization that transfers the Employees to a different entity, DCCC shall transfer the I-9 forms of its employees to the new employer, and shall condition such sale on the successor employer's written agreement to use transferred I9 forms to satisfy obligations with respect to I-9 forms.

Section 7. Inquiries Into Immigration Status: DCCC will not ask any employee, either orally or in writing, to respond to questions or provide documentation of immigration status, except as required by law. If DCCC determines that such a request is required by law, DCCC will provide the employee(s) and the Union a detailed explanation for the request, in writing, citing the factual and legal basis for the request. The Union will have twenty-four (24) hours to reply to the request unless the Employer reasonably believes that a shorter period is required to ensure its compliance with applicable law. The employee will not be required to respond to questions or provide the requested documentation while the Union and DCCC attempt to resolve a dispute under this section.

Section 8. Employer Participation in Employer Verification Pilot Projects: DCCC will not participate in any computer or online verification of immigration or work authorization status, except as required by law.

Section 9. Corrections to Records - An employee may notify DCCC of a change in name or SSN and DCCC will modify its records to reflect such changes. Such employees shall not have their seniority or employment status affected, or suffer any loss of benefits as a result of notifying DCCC of such changes. DCCC may not discharge or in any manner discriminate, retaliate or take any adverse action against an employee because the employee updates or attempts to update their personnel records to reflect change to their lawful name or valid SSN.

Section 10. Social Security “No-Match” Letters - In the event that DCCC receives notice, either by correspondence or otherwise, from the Social Security Administration (SSA) indicating that an employee’s name and SSN that DCCC reported on the Wage and Tax Statements (Form W-2) for the previous tax year do not agree with SSA’s records, DCCC agrees to the following:

- a. DCCC will notify the Union upon receipt of any such notice and will provide a copy of the notice to all employees listed on the notice and to the Union;
- b. DCCC will not take any adverse action against any employee listed on the notice, including firing, laying off, suspending, retaliating or discriminating against any such employee as a result of these circumstances;
- c. DCCC will not require that employees listed on the notice bring in a copy of their Social Security card for DCCC to review, complete a new I-9 form, or provide new or additional proof of work authorization or immigration status;
- d. DCCC will not contact the SSA or any other governmental agency after receiving notice of a “no-match” from the SSA; and
- e. DCCC will not interrogate any employee about their SSN (see section “Inquiries into Immigration Status”).

Section 11. Expiration of Documents: DCCC agrees that following removal from employment due to the expiration of the employee’s work authorization document, DCCC will reinstate the employee to the job without loss of seniority upon receipt of the renewal work authorization document if the employee provides appropriate documentation within 90 days of the expiration of the employee’s work authorization within ninety (90) calendar days of the Employee’s removal from employment, to the same extent as if the Employee had not been removed from employment due to loss of work authorization.

Section 12. Nondiscrimination: DCCC shall not discipline, discharge or in any other form discriminate against any employee because of their national origin or immigration status, or because immigration hearings and/or deportation hearings are initiated or are pending, unless as needed to comply with federal campaign finance or other federal, state, or local

laws. An employee subject to immigration or deportation proceedings shall retain employment so long as the Employee is authorized to work in the United States. No employee covered by this Agreement shall suffer any loss of seniority, compensation or benefits due to any changes in the employee's name or SSN, provided that the new SSN is valid and the employee is authorized to work in the United States.

Section 13. Citizenship: Upon request, employees shall be released for up to five (5) unpaid working days during the term of this Agreement in order to attend U.S. Citizenship and Immigration Services proceedings and any related matters for the employee only. DCCC may request verification of the reason for such absence. On the day an employee becomes a U.S. citizen, DCCC will compensate the employee with a one-time paid personal holiday in recognition of their citizenship.

Section 14. In the event that an employee has a problem with their right to work in the United States, after completing their introductory or probationary period, DCCC shall notify the Union in writing, and upon the Union's request, agrees to meet with the Union to discuss the nature of the problem to see whether a resolution can be reached. Whenever possible, this meeting shall take place before any action by DCCC is taken.

Section 15. The Union and DCCC have an interest in avoiding the necessity of terminating trained employees due to the employee losing their authorization to work in the United States. In order to assist employees in a timely manner to take advantage of the prepaid legal services plan and/or other assistance provided by the Union regarding immigration matters, DCCC agrees to share with the Union, upon request, authorizations that are going to expire in the 60-day period following the request, to the extent such information is in DCCC management's possession.

Section 16. In the event that an employee does not provide adequate proof that they are authorized to work in the United States after their probationary or introductory period, and their employment is terminated for this reason, DCCC agrees to immediately reinstate the employee to their former position, without loss of prior seniority (but length of service for vacation or other benefits does not continue to accrue during the period of absence) upon the employee providing proper paper work authorization within ninety (90) days from the date of termination.

Section 17. DCCC will furnish to any employee terminated because they have not provided adequate proof they are authorized to work in the United States a personalized letter stating the employee's rights and obligations under this section.

Section 18. Limited-English Proficient Workers: While English is the language of the workplace, DCCC recognizes the right of employees to use the language of their choice among themselves.

Section 19. DCCC shall not publicize, campaign on, or comment publicly on any employee's citizenship status for any reason without the employee's prior consent.

## **ARTICLE 33 – COVID-19 AND PANDEMIC POLICY**

Section 1. Unless otherwise prohibited by applicable law, DCCC shall not amend or eliminate its current protocols around exposure to COVID-19 without notice and an opportunity to bargain.

Section 2. In the event of a declared pandemic affecting an area in which bargaining unit employees work, DCCC may require all employees to present proof of full vaccination as may be mandated or recommended by public health authorities, or otherwise implement pandemic-related mandates or recommendations. To the extent required by law, exemptions may be provided for medical reasons with a valid medical provider's note or religious reasons providing explanation for why the exemption is necessary.

## **ARTICLE 34 – REMOTE WORK POLICY**

Section 1. The Employer and the Union agree that the mission of the DCCC is facilitated greatly by a collaborative environment where employees can complete their work in a manner best suited to their specific team. The complex nature of modern campaigns necessitates teamwork, culturally-competent workflows, and the flexibility to meet challenges where they appear. The number of required in-office work days for the bargaining unit for the 2026 cycle will adhere to the following schedule:

- January 2025 through June 2026 will have in-office days of Tuesday, Wednesday, and Thursday.
- July 2026 through August 2026 will have in-office days of Monday through Friday, with directors on the Senior Leadership Team ("directors") having discretion over whether to approve the bargaining unit members in their departments having additional remote work days on Monday and/or Friday.
- September 2026 through the week of the November 2026 Election will have in-office days of Monday through Friday.
- Post-election week through December 2026 will have in-office days of Tuesday and Thursday, provided that upon giving notice to the Union, DCCC may maintain a Monday-Friday schedule after the election as it determines is needed to address election certification, recounts, and/or election-related litigation.
- The On Year/Off Year schedule set out in the preceding bullet points shall be maintained for the Term of this Agreement.

Section 2. Bargaining unit employees who have a specific work-from-home or remote work arrangements may continue that arrangement but must first submit a request in writing to their director and the COO for approval. Relinquishing prior remote work or work from home arrangements will not be made a condition of an internal promotion or other change in job title, except if the role cannot be performed remotely.

Section 3. DC-based bargaining unit members who have meetings with Members, candidates or stakeholders scheduled to be in the office should be in the office for those meetings. Whenever possible, in-person internal DCCC meetings and meetings with DC-based stakeholders will be scheduled for in-office days. However, when candidates or stakeholders are visiting from out of town to meet with DCCC, staff may need to come to the office outside of the regularly scheduled days.

Section 4. Exceptions or accommodations for additional work-from-home days may be requested on a case-by-case basis to an employee's director (e.g. deep work requiring concentration, working while traveling).

- a. Directors will make best efforts to accommodate reasonable staff requests for additional work-from-home days during the summer of the Off Year (June through August in odd-numbered years). The director is responsible for communicating their decision in writing with a copy to the COO.
- b. With regard to summers (July-August) of the On Year, a bargaining unit employee must request, and a director must approve or deny, additional remote work days before the July 4th holiday, with the director responsible for communicating their decision in writing with a copy to the COO.

Section 5. Directors will make best efforts to minimize additional in-person days for bargaining unit employees, although there may be instances, including but not limited to Saturday Race Reviews during the On Year, where in-person work outside these regular expectations may be required. If bargaining unit employees are required to work in-person for additional days, they may choose to replace one of their in-person days with a work-from-home day but must get approval from their director ahead of time.

Section 6. If staff are not feeling well, they are expected to stay home.

Section 7. HR will work with any employees that request any accommodations to this policy.

## **ARTICLE 35 – PERFORMANCE REVIEWS**

Section 1. The parties share an interest in providing unit employees with supervisor feedback, consistent with DCCC's political cycle and operational constraints. To that end, DCCC will create a Performance Review working group promptly upon ratification of this Agreement, which shall be responsible for developing and providing a proposed framework to DCCC leadership by no later than December 31, 2026, as to how DCCC could conduct a cycle-based performance review system. The working group will provide its proposed framework to the Union and give good faith consideration to any proposed recommendations from the Union prior to presenting the final proposed framework to DCCC leadership.

Section 2. The working group shall, in the course of developing its framework, consider the following standards:

The Employer, via the supervising manager, will schedule and conduct performance reviews utilizing department rubrics for all current bargaining unit employees between April 1st and June 30th (2nd Quarter) of every even-numbered year and must:

- a. Schedule an in-person or virtual meeting with the Employee to discuss their performance.
- b. Provide a copy of the final completed rubric to the employee and review the results with the employee during the performance review meeting.
- c. Inquire if the bargaining unit employee has an interest in continuing their employment with DCCC for the next election cycle and include the response in the performance review documentation.
- d. Email the employee within 24 hours following the meeting to summarize the content of the meeting to include any clarifications or questions brought up during the meeting.

As the subject matter experts on their team, department directors will create the standard rubric, based on their team's unique workflow, to equitably evaluate employees on their past performance. A copy of this standard rubric will be provided to the Union for review by March 31st of every even-numbered year.

The employer shall ensure that a record of each employee performance review will be kept on file in a common administrative location for a minimum of five years.

## **ARTICLE 36 – UNION-MANAGEMENT ENGAGEMENT**

Section 1. The Employer and Union agree to meet at a regular cadence towards maintaining a high level of communication and understanding between the parties of this critical relationship. The purpose of these meetings shall be for the parties to stay informed via updates and observations, and to address issues of interest or concern to either party.

Section 2. These meetings will be scheduled upon either the Employer or Union's request, but no less than once per quarter at mutually convenient dates and times. Meetings may be held in-person, remotely via teleconference, or in a hybrid format of these options.

Section 3.

- a. Management will determine the representatives for the Employer and the Union shall determine representatives for the bargaining unit.

b. No less than one (1) meeting per cycle will be attended by the current Executive Director of DCCC.

### **ARTICLE 37 – AI JOB PROTECTIONS**

Section 1. The Employer agrees that any artificial intelligence (“AI”) tools (including, but not limited to, ChatGPT, Gemini, and Copilot) will be used only to support, not replace the work done by bargaining unit employees. Accordingly, the Employer shall not use AI tools with the purpose of eliminating current or future bargaining unit positions.

Section 2. DCCC will not use AI systems or tools to make substantive recruitment, performance evaluation, discipline, termination or promotion decisions, meaning that such substantive employment decisions will be made by human personnel rather than relying solely on AI technologies with autonomous decision-making capabilities.

Section 3. Employees must adhere to DCCC policies and guidelines regarding use of AI tools. Staff are prohibited from using unauthorized AI tools to perform DCCC job responsibilities, and must adhere to DCCC policies and protocol regarding obtaining approval of AI tools.

### **ARTICLE 38 – FINALITY, EFFECTIVE DATE AND DURATION OF THE CONTRACT**

Section 1. This Agreement shall remain in full force and effect from January 5, 2026 to June 30, 2029.

Section 2. This Agreement shall not be opened during the term of this Agreement except by mutual agreement of the Parties.

#### **FOR DCCC**

DocuSigned by:

  
Erik Ruselowski  
Signature for DCCC

1/9/2026

Date

#### **FOR CWA LOCAL 2336**

DocuSigned by:

  
Joseph Mullikin  
Signature for CWA Local 2336

1/9/2026

Date

## Appendix A

Accountant Compliance Associate	Regional Press Assistant
Accounting Administrative Assistant	Regional Press Secretary
Accounting Specialist	Regional Research Director
Analytics Data Products Manager	Research Analyst
Battleground and Candidate Fundraising Associate	Research Manager
Battleground and Candidate Fundraising Coordinator	Research, Communications, and Policy Coordinator
Deputy Direct Marketing Director	Senior Analytics Engineer
Deputy Director of Battleground Fundraising	Senior Data Product Manager
Deputy Finance Director	Senior Digital Fundraising Strategist
Deputy National Candidate Fundraising Director	Senior Fundraising & Compliance Data Product Manager
Digital Ads Manager	Senior Pipelines and Cloud Data
Digital Fundraising Strategist	
Direct Marketing Assistant	
Direct Marketing Associate	
Graphics Designer	
Hill Tracker	
Hispanic Press Secretary	
Lead Digital Fundraising Strategist	
Lead Helpdesk Technician	
Member Dues Deputy Director	
Member Services Assistant	
National Finance Coordinator	
National Political Coordinator	
Operations Assistant	
Operations and Events Coordinator	
Rapid Response Researcher	
Regional Analytics Director	
Regional Candidate Fundraising Director	
Regional Data Associate	
Regional Deputy Finance Director	
Regional Finance Assistant	