

# **COLLECTIVE BARGAINING AGREEMENT**

Between

**THE OKLAHOMA POLICY  
INSTITUTE, INC.**

And

**UNITED FOOD AND  
COMMERCIAL WORKERS  
LOCAL 1000**

**TERM: January 1, 2025 THROUGH December 31, 2026**

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## **AGREEMENT**

This Agreement is entered into by and between Oklahoma Policy Institute, Inc., a not-for-profit Oklahoma corporation (hereinafter the “**Company**”), and the United Food and Commercial Workers International Union, Local Union No. 1000, (hereinafter collectively referred to as the “**Union**”). Company and Union are each herein referred to individually as “Party” and collectively as “Parties.”

This Agreement constitutes the sole and entire agreement between the parties and can be amended only by written agreement specifically naming the Parties.

### PREAMBLE INTENT AND PURPOSE

It is the intent and purpose of the Company and the Union to promote and improve labor management relations between them and to set forth herein the terms of agreement.

### ARTICLE 1. RECOGNITION AND JURISDICTION

On January 9, 2024, the United States of America before the National Labor Relations Board Region 14 certified the election of representative UFCW Local No. 1000 as the exclusive bargaining representative of the employees in the stipulated bargaining unit. The bargaining unit was stipulated as follows:

Unit: All full-time and regular part-time Policy Department employees, including Health Care & Fiscal Policy Analyst, Immigration Policy Analyst, Criminal Justice Analyst, Youth Policy Analyst, and Tribal Policy Analyst; Research Department employees, including Sr. Data Analyst and Data Analyst; Operations Department employees, including Finance & Admin System Associate and Development Manager; Legislative & Outreach Department employees, including SE Regional Organizer; SW Regional Organizer, NE Regional Organizer; and Central OK Regional Organizer; Communications Department employees, including Digital Communications Associate/Story Banker and Communications Associate, employed by the Company from its facility located at 907 S Detroit Avenue, Suite 1005, Tulsa, Oklahoma 74103, but EXCLUDING all other employees, including employees working as Executive Director, Policy Director, Research Director, Operations Director, Legislative & Outreach Director, Communications Director, Fellows, seasonal employees, managers, confidential employees, professionals, guards and supervisors as defined in the Act.

On November 12, 2024, the National Labor Relations Board, Region 14, added to the

bargaining unit the Infrastructure & Access Sr Policy Analyst.

ARTICLE 2. DUES AND OTHER DEDUCTIONS FOR UNION MEMBERS

Section 1. Union Dues

Through its Professional Employer Organization or other payroll service provider, the Company shall cause to be deducted Union initiation fees, as authorized and shall deduct Union dues of employees who are members of the Union and who individually and voluntarily certify in writing authorization for such deductions. The Company shall within a reasonable time remit all sums deducted in this manner to Local Union No. 1000. The Company shall notify the Union when bargaining unit employees are promoted out of the bargaining unit. Dues and initiation fees will be deducted and remitted to the Union in accordance with the Company's regular pay schedule.

Section 2. Active Ballot Club ("A.B.C.") Deductions

Active Ballot Club ("A.B.C.") deductions and remittance will be handled separately but with the same payroll mechanics outlined above and in Section 1.

Section 3. Union Fees and Dues Responsibilities.

The Union:

1. Shall certify to the Company electronically each month a list of its members working for the Company.
2. Will obtain, retain and provide to the Company a valid dues check-off authorization form for each individual for whom initiation and/or regular dues and/or A.B.C. deductions are to be deducted to the Company Executive Director. The provision of the dues check off authorization to the Company constitutes a representation by the Union that the check off authorization is valid.
3. Will be responsible for coordinating and maintaining all information concerning initiation fees and/or regular dues deductions.
4. Will be responsible for making any changes in initiation fees and/or regular dues deductions and notifying members of the bargaining unit and the Company.
5. Will be responsible for making any changes in A.B.C. deductions and notifying members of the bargaining unit and the Company.

6. Will be responsible for immediately notifying Company so that Company may implement any discontinuation of initiation fees and deductions when a deduction authorization is revoked and will notify Company, within a reasonable time after Union's discovery, of an improper fee or dues deduction.

The Union understands and accepts the above and agrees to hold harmless and indemnify the Company (Oklahoma Policy Institute) and its directors and officers and employees.

Section 4. Remission of Fees and Dues.

The Company shall deduct and remit to the Union in one (1) lump sum the amount so certified in respect to each such member commencing with the first applicable paycheck of such member following the receipt of such certification of statement and within seven (7) days following such deduction, remit the same to the Union.

ARTICLE 3. UNION REPRESENTATIVE AND SHOP STEWARD

Section 1. Headquarters Visit.

An authorized representative of the Union shall have the right to visit any headquarters at any reasonable time to interview the represented employees, while on duty. Such visits shall not interfere with the duties of the employees being interviewed. Union representatives will inform the Executive Director when arriving onsite.

Section 2. Business Respect

Company and the Union covered by this Agreement agree to treat each other with mutual business respect.

Section 3. Two Shop Stewards.

Union shall have the right to appoint two members of the bargaining unit to serve as Shop Stewards to transact union business that may arise in the absence of Union officials. Their duties as Shop Steward shall not interfere with their work or the work or mission of any other employee.

Section 4. Two Shop Stewards Union Functions

Two (2) Shop Steward will be allowed up to two (2) days off per year with pay to attend Union functions, and up to three (3) consecutive calendar days off per year with pay to attend an annual Shop Steward Seminar. The Union will give the Company at least two (2) weeks' notice of any such Union function or Shop Steward Seminar. Holiday weeks and the week before Holiday weeks will be excluded from time off to attend Union functions.

Section 5. Onboarding.

The Company agrees that as a part of the onboarding process for new employees, and within a reasonable time not to exceed the first three work days of a new employee, the Executive Director shall coordinate with the Shop Stewards an introduction the new employee to the Shop Stewards and/or Union Representative who will be given a reasonable amount of time not to exceed one (1) hour to explain this Agreement and answer questions.

Section 6. Investigation by Shop Steward.

Shop Stewards may investigate a grievance within the scope of this Agreement "CBA Grievance" and may investigate so long as there is no disturbance with the Company's work or mission. The Company shall have the right to call a conference with the Shop Steward or Union officials for the purpose of discussing complaints raised by the Company. Reasonable time spent by the Shop Steward on CBA Grievances shall be paid for as time worked.

Section 7. Informal Resolution by Shop Steward.

The Shop Stewards shall not have the authority to take any action with respect to the investigation of a CBA Grievance. The Shop Steward may attempt to informally resolve an employee's CBA Grievance and, if mutually resolved with the Company's written agreement, may work out an agreed resolution, but in any event may not settle any CBA Grievance in a manner that is contrary to the terms of this Agreement or applicable laws and regulations.

ARTICLE 4. MANAGEMENT RIGHTS

The Union recognizes that the Company has the exclusive authority to direct its affairs and operations. The Union recognizes the right of the Company to operate and manage its business. All rights, functions, prerogatives, and discretions of the management of the Company, formerly exercised, potentially exercised or otherwise, are vested exclusively with the Company, except only to the extent that such rights are specifically and explicitly modified by the express provisions of this Agreement. All rights and powers not expressly restricted or limited by terms of this Agreement shall remain vested in and may be exercised at the discretion of the Company.

Except as otherwise provided in this Agreement, the Company reserves all functions of management not expressly restricted by this Agreement, including, but not limited to, the right to discharge, suspend, and discipline for proper cause, transfer or lay off Employees for lack of work, require employees to observe Company rules and regulations, to decide the number and locations of its offices or other facilities, scheduling of hours worked, and the means and processes of working, to implement or modify reasonable work rules, providing the Company will comply with the National Labor Relations Act. The failure of the Company to exercise such rights shall not constitute a waiver.

ARTICLE 5. STRIKE OR LOCKOUT

Section 1. No Interference.

The Union agrees that it will not engage in, encourage, or sanction any strike, stoppage of work, quiet quitting, or other direct or indirect interference with the Company's activities.

Section 2. Lawful Picket.

The Company agrees that it will not require any worker to cross a lawful picket line, and will not discipline, discharge or otherwise discriminate against any worker for refusing to cross a picket line.

ARTICLE 6. DISCHARGE AND SUSPENSION

Section 1. Employee Performance Improvement.

This section outlines the Performance Improvement Options.

Below are the options for a supervisor to address performance issues. Options may be implemented based on the nature and/or severity of the performance issue or policy violation. Supervisor may move directly to the highest option, Discharge/Termination, pursuant to Company's Management Rights.

- i. Documented Verbal Counseling – The supervisor discusses the performance issue with the team member and provides verbal counseling on what needs to improve, by when, and other related requirements. This counseling must be documented and kept within the employee’s file. A copy will be provided to the employee within one working day.
- ii. Written Notice - The supervisor discusses the performance issue with the team member and provides verbal counseling on what needs to improve, by when, and other related requirements. This counseling must be documented and kept within the employee’s file. A copy will be provided to the employee within one working day.
- iii. Performance Improvement Plan (“PIP”) – The supervisor drafts a written Performance Improvement Plan (PIP) using the Company’s Performance Improvement Plan Template, and reviews the PIP with the Executive Director and Human Resources. The Executive Director provides sign-off on the PIP document, delivery, and check-in plan. The PIP must be kept within the employee’s file. The Company will provide a copy of the PIP to the employee at the PIP meeting.

Note: The supervisor or team member may request Human Resources and/or Shop Steward be present to listen to presentation of the PIP; the foregoing notwithstanding, attendance shall not delay the presentation of the PIP.

- iv. Warning & Layoff Without Pay - Employee is subject to one week layoff without pay. If the circumstances justify, the supervisor provides warning and a one-week layoff without pay. This warning must be documented and kept within the employee’s file. A copy will be provided to the employee within one working day.

Note: The supervisor or team member may request Human Resources and/or Shop Steward be present to listen to presentation of the Warning & Layoff; the foregoing notwithstanding, attendance shall not delay the presentation of the Warning & Layoff.

- v. Discharge – Employee is subject to discharge. If the circumstances justify, the supervisor provides notice of termination (Discharge). A copy will be provided to the employee and Union at time of issuance.

Note: The supervisor or team member may request Human Resources and/or Shop Steward be present to listen to presentation of the Discharge;

the foregoing notwithstanding, attendance shall not delay the presentation of the Discharge.

The Executive Director (and/or the Executive Director's delegate) will be apprised of disciplinary actions involving a PIP (Performance Improvement Plan), Warning and Layoff Without Pay, or a Discharge, will provide approval on related final documentation, and may attend any meetings.

**Discipline for Internally Facing Attendance/Tardies.** Notwithstanding the foregoing, employee performance discipline for internally facing attendance/tardies (not: no call / no show policy violations and not externally facing attendance/tardies) shall roll off after six months without an internally facing attendance issue and/or internally facing tardy.

Section 2. Request for Investigation and Review.

Request for Investigation of Discharge or Layoff Without Pay. Employees may request investigation as to the Discharge or Warning and Layoff Without Pay, if a term of this Agreement is allegedly violated with respect to the Discharge or Layoff Without Pay. Request for Investigation must be made: (i) in writing and (ii) within ten (10) days of notice of Discharge or notice of Warning and Layoff Without Pay.

Company Review. Company shall conduct investigation within fifteen (15) calendar days of the written request for investigation and shall provide written notice as to whether the Company will or will not rescind the Discharge or Warning and Layoff without Pay within fifteen (15) calendar days of the Request for Investigation.

If Company Discharge or Layoff is Not Rescinded, then Submittal to Arbitration pursuant to Article 9. If: (i) Company has not provided written notice of the Company Review no within fifteen (15) calendar days of the written request for investigation and/or (ii) Company does not rescind the Discharge or Warning and Layoff without Pay; and (iii) if a term of this Agreement is allegedly violated with respect to the Discharge or Layoff Without Pay, then a Grievance may be presented for Arbitration subject and pursuant to ARTICLE 8. ARBITRATION of CBA GRIEVANCES

ARTICLE 7. CBA GRIEVANCE PROCEDURE

Section 1. Procedure.

The following is the procedure for an alleged violation of an employment term of this Agreement (CBA Grievance).

*Reporting of Violation of this Agreement by the Executive Director*

If a decision or action by the Executive Director is the subject of the report of the an alleged violation of this Agreement, a reporter shall notify the Company's General Counsel as soon as reasonably practicable.

*Timing and Manner for Filing a CBA Grievance (Fifteen (15) Calendar Days).*

*Step 1 Written CBA Grievance:*

Any team member or the Union initiating a CBA Grievance must file with the Executive Director a written CBA Grievance within fifteen (15) calendar days of the alleged violation.

No CBA Grievance will be considered which is presented later than fifteen (15) calendar days after first discovery. Where an employee has no knowledge that they are aggrieved until the employee receives the paycheck for the period in question, such fifteen (15) calendar days shall date from the day the employee received the paycheck.

*Step 1 Investigation.*

- The Company may investigate the alleged CBA Grievance.
- Subject to Article 4, the Shop Steward and/or Union Representative may investigate the alleged CBA Grievance.

*Step 1 Informal Mediation*

Subject to Article 4, the Shop Steward and/or Union Representative may attempt to informally resolve the alleged CBA Grievance.

*Step 1 Company Response.*

The Company will respond in writing to a Grievance presented by the Union within fifteen (15) calendar days of receipt of the written Union CBA Grievance.

*Step 1 Informal Agreement.*

If a CBA Grievance is settled at Step 1, then said CBA Grievance shall be dismissed and cannot be reopened by the Company or the Union.

Section 2. Intent to Arbitrate

If the Company Executive Director denies the alleged CBA Grievance, the Union shall have fifteen (15) working days after receipt of a written denial from the Company

Executive Director to demand arbitration pursuant to Article 8. Failure of the Union to timely seek Arbitration of the CBA Grievance pursuant to Article 8 shall render the alleged CBA Grievance null and void.

ARTICLE 8. ARBITRATION of CBA GRIEVANCES

Section 1. Scope of Arbitration.

Controversies involving an alleged violation of an employment term of this Agreement, CBA Grievances (as defined in Section 2 below), that cannot be settled between the employees and the Company in accordance with the provisions of Section 9 (a) of the Labor-Management Relations Act of 1947 or between the Company and the representatives of the Union shall be submitted first to an Arbitration by a Panel of Three (3) agreed arbitrators before the Federal Mediation and Conciliation Services.

Section 2. Submission of CBA Grievance to Arbitration Panel in Writing

CBA Grievances (alleged violation of an employment term set forth in this Agreement) (“CBA Grievances”) shall be arbitrated if not informally settled. Such CBA Grievances taken before a Panel of Three (3) Arbitrators shall be submitted in writing and shall specify the nature of the CBA Grievance and the Article allegedly violated.

Section 3. Panel of Three (3) Arbitrators.

It is expressly understood that the Panel of Three (3) Arbitrators are not vested with the power to change, modify or alter this Agreement in any of its parts.

Selection of Panel of Three Arbitrators. In the event the Union and the Company shall be unable to agree upon the panel of Three (3) Arbitrators within ten (10) days, the Federal Mediation and Conciliation Service shall be requested to submit a list of seven (7) qualified and approved arbitrators, three (3) of which shall be selected to act as the Panel of Three (3) Arbitrators. If the Parties are unable to agree upon three Arbitrators from the list given them, then each Party will be permitted to strike from the list two (2) names, then the arbitrators remaining will be selected. The expenses of Arbitration shall be borne equally by the Company and the Union. The Panel of Three (3) Arbitrators shall render written decision within thirty (30) days after the hearing is closed or after any permitted briefs are filed, whichever is later. The place of arbitration shall be Tulsa, Oklahoma. The arbitration shall be governed by the laws of the State of Oklahoma and/or Federal Law, whichever applies.

Section 4. Arbitration Award.

The award of the panel of three (3) Arbitrators shall be accompanied by a reasoned opinion. Judgment on the award rendered by the panel of three (3) arbitrators may be entered in any court having jurisdiction thereof.

ARTICLE 9. HOURS OF WORK

Section 1. Schedule.

All staff work remotely or at on-site work events with the understanding they must have the ability to work for the period during the Company's normal operating hours (8:30 – 5:00, M-F), and on occasion at other times and places for projects, deadlines, and other events outside of normal operating hours.

Section 2. Compensatory Time and Flexible Schedules

On occasion, team members may be required to work on a weekend project, deadline, or at other events. In these situations, compensatory time off may be offered at the discretion of the Executive Director.

*Flexible Schedules*

While flexible schedules are not suitable for all positions at The Company, the Organization will do its best to allow schedule flexibility when possible and reasonable. Team members and their supervisors are expected to balance individual work schedules with the needs of the Organization and to develop work schedules that accommodate those needs.

In all instances, supervisors must review and approve work schedules in advance, ensuring that appropriate team members are available for essential The Company activities. Questions about this policy should be discussed with a supervisor or Human Resources.

Section 3. Notice for In-Person Attendance

The Company shall make mandatory in-person attendance at internal company meetings known with at least twenty-four (24) hours' notice, when practicable, unless the employee has received written permission from their direct supervisor or the Executive Director. Supervisor approval of Vacation Leave constitutes written permission for purposes of this Section .

Section 4. Overtime.

Overtime eligible Employees will give their supervisor reasonable advance notice when the employee perceives that overtime may arise. Supervisors will give overtime eligible employees reasonable advance notice when overtime is required.

Section 5. Pay Day and Pay Statement.

Employees shall have a specific pay day and each employee shall be furnished a Company pay statement each pay day specifying their gross earnings, total hours worked, and any and all deductions made from their gross pay.

Section 6. Employee Written Notice of Work for Higher Paid Position

Employees who are requested to and do perform the work of a higher paid position, for ten consecutive working days or more than ten consecutive working days, shall receive the pay scheduled for such higher paid position while performing the requested work. Employee is obligated to provide Executive Director written notice of the alleged request for work for a higher position as soon as reasonably practicable after the alleged request for work for a higher position is made (and in no event later than one working day after the alleged request is made).

ARTICLE 10: TRAVEL REIMBURSEMENT / EMPLOYEE EXPENSE

Section 1. Travel Reimbursement / Employee Expense

Company will reimburse team members for reasonable and pre-approved business expenses.

Commuting to and from a team member's home to their regularly scheduled workplace (Company Office) is not a reimbursable expense.

**Employee Expense Policy**

The following is Company's Expense Policy. If a circumstance arises that is not covered in this Policy, then the most conservative course of action should be taken. Employee must speak with the direct supervisor or the Operations team if there are questions or concerns regarding this policy.

*Use of Company Funds*

*Company Funds.*

Company funds may only be used for Company Business. Team members should strive to incur the lowest reasonable cost for work-related expenses. Team members should exercise care to avoid impropriety or the appearance of impropriety in the use of Company funds.

*Honorarium / Stipend.*

If an honorarium or stipend is issued for a team member's participation in an event attended on company time or in official capacity, payment must be made to Company. Team members will use a Company Card or submit a reimbursement request for associated work-related expenses.

*Expenses – Software, Forms, and Approval*

Team Member must use Company's expense software and expense forms. Team members have a direct approver on the expense software ("Direct Approver"). Team member must obtain prior approval *via the expense software* (from the direct approver) for all expense reimbursements, travel/conference requests, and company card expenses.

*Company Cards*

*Purpose – Work Related Expenses.*

Team members may be issued a company credit card to pay for approved work-related expenses (work-related travel, conference / professional development fees, office supplies, meals, and other expenses necessary to conduct business).

Company credit card transactions must comply with this Policy.

*Use Company Card for Work Related Expenses (Not Personal Funds)*

**Team members should use their company card for work-related expenses instead of using personal funds and seeking reimbursement, unless impracticable.**

**Supporting Documents Required.** Team members who are issued a company credit card must turn in their supporting documents within fourteen (14) business days of the corresponding charge.

*Approval and Limitations.*

Team members must obtain prior approval from their Direct Approver before use of company cards for purchases exceeding \$75 (taxes and other fees excluded) by submitting an Expense Approval form. Team members may not split transactions to avoid this limit. Expenses exceeding \$75 that are associated with approved travel/conference requests do not need prior approval. For expenses outside of approved travel/conference requests, all travel or hotel stays must be pre-approved. Direct Approvers may place additional restrictions on spending when necessary to adhere to department budgets.

All company card expenses must follow all relevant policies outlined below. Failure to adhere to policy may result in revocation of a team member's card privileges, require reimbursement to the organization, or other disciplinary action.

***Expense Reimbursement Approval***

Except in cases of expenses such as phone and internet reimbursements or expenses already approved through travel/conference requests, team members must obtain prior approval from their Direct Approver before incurring expenses to be reimbursed. The respective Direct Approver will review each request for reimbursement before issuing reimbursement. Failure to obtain approval before incurring the cost may result in denial of the reimbursement request.

*Exception - Expense Reimbursement Only When Use of Company Card Is Impracticable - Personal Use of Funds*

**Use Company Card. Team members should use their company card for work-related expenses instead of using personal funds and seeking reimbursement, unless impracticable.** If use of a company credit card is not a payment option available, please contact the Executive Director or a supervisor for additional options. Use of personal funds should be a last resort.

**If Use of Company Card is Not Practicable.** Company will reimburse team members for pre-approved reasonable and necessary expenses incurred during the course of business. All expenses reimbursed with Company funds must comply with this policy.

Reimbursement to team members will occur as quickly as possible regardless of the timeline of receipt of external reimbursement.

Team members should review all reimbursement policies before spending personal funds for business-related travel to determine if such expenses are reimbursable. Team members who use personal funds to facilitate travel arrangements will not be reimbursed until proper documentation is submitted.

### *Requests for Reimbursement*

Team members must submit all Expense Reimbursement Forms no later than sixty (60) business days after the expense is incurred. Late reimbursement requests may be denied, at the discretion of the Executive Director. Reimbursement requests must be made within the calendar year the expense is incurred. Requests made after the end of the calendar year will be denied.

Requests for phone expense reimbursements may be submitted in quarterly intervals, but should follow the timeline outlined above.

Team members may not approve their own expense reimbursement requests. Supervisors or individuals designated by the Executive Director must review expenditures to ensure expenditures are appropriate in purpose and cost. If an expenditure is questioned, the team member will be notified for follow up information or notice of denial. All expense reimbursement requests must be approved by the Executive Director or their designee before issuing payments and will be reviewed annually by the Organization's audit firm.

Payment for approved expense reimbursements will be issued within thirty (30) days of submission.

### *Work-Related Travel*

#### *Conference / Travel Requests*

Team members must request to attend work-related conferences or similar events by submitting a Conference / Training Request Form for prior approval. When submitting the request, team members must provide as accurate information as possible. In the event of an estimate, team members should be prepared to justify the basis for the estimated cost if asked. Failure to provide complete information may result in the denial of the request and require resubmission of the form. Submitting this form in advance ensures that a team member's travel-related expenses are approved for payment or reimbursement before they make travel arrangements. The team member's supervisor and Executive Director will review the form to determine the approval status of all requests.

Team members must submit a request for all work-related conferences or training with any costs associated for prior approval and retain their submission for their own records. Team members should contact their supervisors with any questions.

#### *Travel Arrangements*

Team members must detail their travel arrangements or request assistance in making travel arrangements in the Conference / Training Request Form. Team members must include as much detail regarding their travel arrangements as possible and upload corresponding documentation when possible. An Operations team member will facilitate processing of submitted Conference /

Training Request Forms internally. Team members will be notified of the approval status of their requests within 10 business days of submission.

When requested through the Conference / Training Request Form, an Operations team member will assist with securing travel arrangements for staff. However, it is up to the team member requesting assistance to ensure their specific travel needs are communicated with reasonable advance notice by correctly completing the Conference / Training Request Form. Team members are responsible for ensuring they have copies of their travel arrangements in the event they are needed during their trip.

#### Reimbursement for Personal Funds.

Team members shall review this policy and seek supervisor approval before spending personal funds for business-related travel to determine if such expenses are reimbursable.

Team members who use personal funds to facilitate travel arrangements will not be reimbursed until proper documentation is submitted and approved.

#### *Per Diem Rate Basis*

When submitting travel requests, team members should base estimates for expenses such as meals and incidentals on the Federal General Services Administration's per diem rates (available online). Team members should enter the destination city and state into the GSA's lookup tool and base expense estimates on the meal costs provided. Team members may use company funds to purchase meals only if the meal is not provided by the hotel they are staying at or conference they are attending, unless the meals provided do not accommodate the team member's dietary restrictions. Incidental expenses are miscellaneous business expenses such as gratuities and minor costs incurred while conducting business.

The GSA's per diem rates serve as a guideline for cost limits of meals during travel with the exception of meals in airports. If a team member needs to purchase a meal in an airport, they should use their best judgment to purchase a meal at a reasonable cost subject to review.

If multiple team members are traveling together, their meal expenses may be paid for on one team member's card for convenience. In this event, the team member whose card was used should submit the associated receipt and list each team member by name in the submission.

#### *COVID Tests and Masks*

Team members may purchase COVID tests and PPE such as masks to facilitate their participation in events both internal and external for work purposes. If a team member is notified of exposure or has concern of exposure from a work event, the team member may use company funds to purchase a COVID test.

### *Business Travel and Personal Vacation and Time*

In cases in which vacation time is added to the beginning or end of a business trip, any cost variance in airfare, car rental, or lodging must be clearly identified on the Conference / Training Request Form. Personal time must be correctly accounted for on the team member's timesheet. Company will not prepay any personal expenses with the intention of being "repaid" at a later time, nor will any personal expenses be reimbursed.

In these instances, team members must provide proof of cost for travel with and without personal arrangements that identifies the cost difference between the two options. If adjustments for personal arrangements result in higher costs, team members will be invoiced for the difference and must repay the organization within 10 business days of the original expense whether or not travel has occurred.

#### *Meals, Parking, Airfare, Mileage or Rental*

##### *Food and Beverages*

Meals and beverages are approved travel expenses if they are not provided by the event or conference in which the team member is participating. Team members should base cost limits on the federal per diem rate as outlined in the per diem rate basis section of this policy. Items such as room service, laundry, dry-cleaning, and entertainment are not approved expenses.

##### *Parking and transportation*

Meter fees, parking fees, highway tolls, and transportation such as rental cars, taxis, ride-hailing apps (Uber, Lyft, etc.), bus fare, etc. are approved travel expenses. When possible, team members should share transportation such as taxis or Uber/Lyft if traveling together. In this event, the team member whose card was used should submit the associated receipt and list each team member by name in the submission.

##### *Airfare*

###### **Advance Planning.**

*Team members are required to book flights more than 15 days in advance and preferably more than 30 days in advance to avoid premium airfare pricing.*

###### **Lowest Reasonable Available Airfare.**

*Team members are expected to obtain the lowest available airfare that reasonably meets Company travel needs. Team members should assess currently available flights using a tool (such as Google Flights or Kayak) and use their judgment to select the lowest available airfare with reasonable layovers and travel time.*

**Main Cabin.**

*Team Members should only book the main cabin for air travel. Exceptions shall be presented to the Executive Director for review in writing in advance.*

**Bag Fee.**

*The fee for one bag will be covered. No more than one bag fee per one-way trip will be covered by the organization.*

**Rescission.**

*Direct Approvers may rescind travel request approval if the cost of airfare becomes unreasonable.*

*Lodging*

**Conference Block.**

*If a team member is attending a conference held at a hotel, they may book a room at the same hotel using the organization's arranged block rate if available. If the conference block is not available, team members should use the General Service Administration's Daily Lodging Rates for the corresponding city to identify the acceptable per-night cost of lodging. Per-night costs may be up to 15% higher than the listed daily lodging rate before tax. Team members should also consider factors such as cost of transportation to their destination if not in walking distance when selecting hotels. Team members may book an AirBnB or other hotel alternative for lodging but must ensure all fees associated are included in their conference/travel request.*

**Damages.**

*Fees resulting from damage are the personal responsibility of the team member and will follow the same reimbursement process as personal charges. Exception requests shall be presented to the Executive Director for review.*

**Rescission.**

*Direct Approvers may rescind travel request approval if the cost of lodging becomes unreasonable.*

*Mileage*

**Reimbursement to Employee.**

*Company will reimburse team members for the use of their personal automobile for company business (not commuting to work). All requests for personal travel reimbursement should be made by submitting the following information and supporting documents via the The Company Expense Reimbursement Form.*

*Commuting to and from a team member's home to their regularly scheduled workplace is **not** a reimbursable business travel expense. Team members may not request mileage reimbursement for travel to and from the office from their residence if the office is located in the same region.*

#### **Work Related Mileage.**

*If a team member's personal vehicle is used for work-related travel, they will be reimbursed for mileage at the current IRS standard mileage rate. This rate is updated each calendar year by the IRS. "Starting point" of mileage will be the office location or the team member's residence. The "return point" will be the team member's office or residence.*

#### **Tolls.**

*Toll charges are also reimbursable at the PikePass toll rate; team members who use PlatePay for tolls will be responsible for the difference between the PikePass and higher PlatePay rates. Team members are encouraged to use a PikePass for turnpike travel. If a team member has financial concerns about upfront costs in securing a PikePass, they should contact the Executive Director to discuss options. If a team member is billed via PlatePay, they must include a copy of the bill in their reimbursement request.*

#### **Trips over 205 Miles**

*For trips in excess of 250 miles total, team members should explore renting an economical car, which could be less expensive than mileage reimbursement. Team members should use a company card for the rental. Team members will use their company card to pay for gas; travel in a rental car is not eligible for mileage reimbursement. When using a rental car and passing through toll roads, team members should ensure they use the toll service offered with the car if available.*

#### ***Office Supplies***

Team members should first determine if the needed office supply is available at the Tulsa or Oklahoma City offices if obtaining from those locations is feasible in a timely manner. Team members may use their company credit card for immediate office supply order needs.

## Mileage and Fuel for Everyday Work

*Team members may submit a reimbursement request for mileage associated with conducting business as outlined in the Mileage Reimbursement policies or may use their company card to fill up their gas tank prior to traveling. Team members must choose between mileage reimbursement or filling their gas tank with the company card as only one of these options will be reimbursed.*

### *Large Purchases*

Team members may use their company card for large purchases (greater than \$500) but should notify the Operations Department prior to submitting payment to expect the charge. These purchases include things like flights, hotel stays, large orders of event supplies such as shirts, or other approved expenses.

### **Approved Meal & Beverage Expenses Outside of Travel**

Team members may use their company cards to purchase meals when their work requires them to be in a location other than their typical workplace (residence or office location) during a meal time. The pre-gratuity cost of these meals should be under the GSA's meal rate for the city in question or \$25, whichever is higher.

Team members may also use their company cards to purchase meals or beverages when meeting with community partners or representatives from other organizations during the normal course of business. If appropriate, team members may purchase meals or beverages for those community partners. These meetings should be held at locations where \$25/person is typical, but team members do not need to share this limit with guests unless guests are exceeding that amount considerably. These charges should be infrequent, and Direct Approvers should be notified if this will occur, subject to approval. Team members may not purchase meals or beverages for legislators or other government officials.

With Direct Approver approval, team members may use their company credit cards to purchase meals or beverages for team building meetings such as workplace buddy lunches, team building, or coffee/meals during strategic planning meetings and retreats.

### **Tipping and Gratuity**

Team members may leave a standard tip or gratuity of 20% when applicable.

### **Supporting Documentation & Receipts**

Supporting documents include receipts, invoices, and order summaries. Supporting documents must list a short description of the charge, name of the vendor and relevant contact information, the transaction date, and total charged amount including tip if applicable. (Handwritten totals are acceptable.)

Supporting documentation and receipts must be turned in no later than two (2) weeks of the date of the corresponding charge. Failure to turn in receipts may result in freezing of the team member's credit card, revoking of the company credit card, and/or disciplinary action up to and including Warning Without Pay and Discharge/Termination.

### *Personal Charges - Reimbursement*

**Employee Notification.** If, by exception, a team member's personal expenses are charged on a company credit card or otherwise charged to the Company, that team member must notify the Operations team upon discovery.

**Operations Notification to Employee.** The Operations department monitors charges and will notify the team member of a suspected personal charge for review. Team members must reimburse Company within ten (10) business days of notification. The team member will be notified in writing of this error and the deadline for repayment.

**Employee Repayment.** Repayment can be made via physical check delivered to the office or online via a Quickbooks Online invoice sent to the team member.

**Failure to Make Repayment.** Failure to reimburse Company for personal charges, or any abuse of company card privileges, may result in the loss of company credit card privileges and/or further disciplinary action up to and including Warning Without Pay and Discharge/Termination.

### *Statement Reconciliations*

The Company reconciles statements for all company issued credit cards, monthly. The Operations Team will collect submitted documentation, reconcile, code the credit card statements, and notify team members of missing documentation in writing. Team members must submit the requested documentation within five (5) business days of being notified. Failure to timely submit documentation may result in a team member's loss of use of a company card or discipline, up to and including Discharge/Termination. .

## ARTICLE 11. EQUIPMENT

### Section 1. Company Property and Work Products

Company shall provide equipment reasonably necessary for the purposes of performing the job (a computer and chair if requested).

All equipment, supplies, and materials purchased by The Company and all employee work products shall remain the property of The Company after resignation, discharge, or layoff. Work products may include, but are not limited to, any research and subsequent writings regarding policy issues; any confidential materials; any information related to employees, volunteers, donors, or other constituents; any fundraising information, grant

proposals, or other funding documentation; any financial or Advisory Board/Board of Directors documents; and any personnel information.

## ARTICLE 12. HOLIDAYS

### Section 1. Paid Holiday Leave

The Company provides all team members time off with pay for the observance of the following holidays:

Martin Luther King's Birthday	(Third Monday in January)
President's Day	(Third Monday in February)
Memorial Day	(Last Monday in May)
Juneteenth	June 19th
Independence Day	July 4th
Labor Day	(First Monday in September)
Indigenous People's Day	(Second Monday in October)
Veteran's Day	November 11th
Thanksgiving Day and day after	(Fourth Thursday and Friday in November)
December 24 <sup>th</sup> to January 1	December 24 <sup>th</sup> to January 1

Holidays falling on Sunday are observed the following Monday; holidays falling on a Saturday are observed on the preceding Friday. Part-time or temporary employees will receive holiday pay, equivalent to their scheduled hours when a holiday falls on a day they are regularly scheduled to work. Individuals who take an approved vacation day, either before or after the holiday, will receive pay for that holiday.

Additional holidays may be granted at the discretion of the Executive Director.

#### *Floating Holidays*

In addition to the holidays listed above, the Organization provides team members with two (2) "floating holidays" to use throughout the calendar year. These days do not accrue, and unused days are not paid out upon employment separation. As with accrued vacation, floating holidays must be approved by the individual's supervisor in advance.

ARTICLE 13. PAID VACATION AND PAID SICK LEAVE

Section 1. Paid Vacation Leave

The Company recognizes that an annual vacation period is essential to the wellbeing of its team members and therefore grants paid vacation leave to eligible individuals who work a minimum of twenty (20) hours per week.

*Eligibility*

Full-time employees accrue vacation leave, based on years of service, at the rate of five (5) hours per pay period in years 0-4; seven (7) hours per pay period in years 5-9; and eight (8) hours per pay period beginning in year ten (10) and beyond. Years of service will accrue on the anniversary date of hire. Vacation is prorated for part-time and temporary employees based on the number of hours worked per week.

*Requesting Paid Vacation Leave*

Individuals seeking to take paid vacation leave must get approval from their supervisor in writing and submit time-off requests via the online portal, no less than ten (10) days prior to the first day of the requested vacation period. The supervisor will use their discretion to determine if the granting of leave negatively affects their department's work plan or The Company's legislative agenda.

Once paid vacation leave is approved, it may not be changed without mutual consent of the Company and the employee and the Union.

Subject to required written approval by a supervisor pursuant to the Policy, Paid vacation leave may be taken as days or full hour.

*Unused Paid Vacation Leave*

Eligible team members can carry over a maximum of 80 hours of vacation time at the end of the calendar year into the next year. Each eligible team member may also cash out up to a maximum of 40 hours of accrued, unused vacation during the last month of the calendar year. All carry-over and cash out policies are subject to change at the discretion of the Board of Directors

Individuals who resign or are terminated may take their accumulated vacation prior to their termination date or be paid for vacation time not taken, provided the resigning team

members provide adequate (two weeks') notice. These amounts will be paid via direct deposit or mailed to the individual on the basis of their regular paydays.

Section 2. Paid Sick/Personal Leave

The Company recognizes that employees will need days off, from time to time to address medical or personal needs and therefore grants paid sick/personal leave to individuals who work a minimum of twenty (20) hours per week.

In addition, victims of domestic violence, sexual assault, or stalking can use accrued sick/personal leave to obtain social, medical, or legal services related to the domestic violence, sexual assault, or stalking, including time to relocate, either temporarily or permanently, to a safe place, to obtain counseling, or to participate in and prepare for criminal and civil legal proceedings.

*Eligibility.*

The Company provides paid sick/personal leave to regular full-time employees at the rate of two (2) hours per pay period.

Regular part-time employees, temporary employees, and Interns are provided sick/personal leave on a prorated basis based on the number of hours worked per month.

Using Sick/Personal Leave Team members who will be absent for any reason must notify their immediate supervisor (via phone, email, or Slack) before the workday begins, or as soon as possible in emergency situations. Following this notification, the individual must enter their sick/personal leave request via the online portal for tracking time and attendance. In the event of a serious emergency, and if the individual is unable to call personally, they should have someone else call for them.

A team member should check-in with their supervisor each day of an unscheduled absence unless they have notified their supervisor about the duration of their leave at the start of the absence. If a team member fails to call in for three (3) consecutive days without making arrangements with their supervisor, the individual will be considered to have voluntarily terminated employment with the Organization.

The Company reserves the right to require employees to provide a note from the doctor verifying that an absence was caused by a medical situation, authorizing the employee to return to work, and/or authorizing any work-related restrictions or limitations.

Unused Sick/Personal Leave Team members may accumulate and carry over a maximum of 320 hours of sick leave from year to year.

Individuals who exhaust accrued sick/personal leave may utilize their accrued vacation time. For extended sick/personal leave circumstances, please see the Family Leave policy and contact Human Resources.

Frequent instances of unscheduled absence, without substantiation, are cause for supervisory concern. Team members with chronic absenteeism may be subject to disciplinary action up to and including termination.

Individuals who resign, retire, or are terminated will not receive payment for unused sick/personal leave. Please see the Ending Employment section for further information.

*Shared Leave:*

The Company team members are allowed to share their accrued vacation or sick/personal leave with other team members who have exhausted their leave in the event of a medical or personal emergency. Individuals should speak with Human Resources regarding shared leave requests/donations.

Accrued paid time off that cannot be cashed out or carried over shall be donated to a dedicated Paid time off "PTO pool." The allocation of hours from the dedicated "PTO pool" shall be determined by the Executive Director on a case-by-case basis, upon request. Team members can donate hours at will.

ARTICLE 14. LEAVE OF ABSENCE

Section 1. Paid Leaves of Absence and Other Excused Absences

The Company permits team members to take leaves of absence to attend to certain personal or family matters. These may be with or without pay, subject to applicable policies.

Please see the Requesting Leave section for additional information.

### *Compassionate Leave*

With supervisory approval, team members may take up to five (5) days paid time off in the event of the death of a family member. A “family member” includes a spouse, domestic partner, child, stepchild, parent, stepparent, sibling, grandparent, parent-in-law, or anyone with whom the individual had a significant relationship. Any additional time off can be taken by utilizing accrued leave with advance approval by the Executive Director.

### *Religious Observances.*

Team members with sincerely held religious beliefs observing mandatory tenants may be granted time off unless the accommodation would impose an undue hardship on Organization.

### *Jury Duty*

Team members will be granted leave with pay for jury duty, less the amount paid to the employee by the court. The individual must provide a copy of the jury duty summons and will be allowed only such time off as is actually required by the court. Team members serving on a jury must report to work on the days they are not needed for jury service. Return to work is required if the jury panel is excused early.

Team members will not be granted paid time off under this policy if they are hired as an “expert witness” in a legal proceeding or if they are required to attend court proceedings for a personal matter in which the individual is a defendant or plaintiff. Team members may utilize their accrued leave for such court appearances.

### *Military Leave*

The Company abides by federal military leave laws. Team members are expected to notify their supervisor as soon as they are aware of the dates they will be on duty, so arrangements can be made for a replacement during this absence.

### *Reserve or National Guard Duty*

Team members absent on their annual two-week Reserve or National Guard duty shall be considered on an excused leave of absence and may elect one of the following options related to their pay:

- i. The individual may retain their military pay and take an excused, unpaid leave of absence.

- ii. The individual may utilize their accrued PTO and retain their military pay.
- iii. The individual may present records documenting the amount of their military pay and request differential pay from the Organization.

*Active Duty*

A team member called up for active duty is allowed an excused, unpaid leave of absence to meet their military responsibilities.

Please see Human Resources for additional information or specific situations regarding Military Leave.

*Voting Leave*

All team members are encouraged to exercise their right to vote, if applicable, and should vote before or after their regular work hours when possible. Team members will be granted up to two (2) hours of paid leave to vote without loss of any pay or benefits if the polls are not open three (3) hours before or after their regularly scheduled workday. Individuals must notify their supervisor of their need to take time off to vote, at least one (1) day before the election. Once the supervisor receives notice, they will advise the employee as to when they may take off work to vote.

*Family Leave*

See Family Leave below in 1)Section 3 (Other Family Friendly Programs).

Section 2. Unpaid Leave of Absence.

*Written Request.*

Requests for leaves of absence without pay must be submitted in writing no less than least ten (10) days before the first day of the requested vacation period, except in cases of an emergency, and must have the approval of the Executive Director. The request for an unpaid leave of absence must include the reason for the leave and the proposed duration. Team members will not accrue PTO while on an unpaid leave of absence. Please refer to the Disability Act(s) Compliance section for information regarding employer accommodations for disabilities.

### *Benefits*

In the event the unpaid leave is granted, Human Resources will advise the individual on which employment benefits shall be retained during the leave of absence. During an unpaid leave of absence, team members who receive a monthly health care stipend will continue to receive that payment, as scheduled. Team members enrolled in the Organization's health plan, will be responsible for paying their usual share of any premiums due during their leave period.

### *Duration of Unpaid Leave of Absence*

Leaves of absence without pay will not usually exceed twelve (12) weeks unless approved by the Executive Director. A team member who fails to return from an unpaid leave or fails to notify the Organization of their intent to return will be terminated at the end of the approved leave.

### Section 3. Other Family-Friendly Programs and Policies

The Company supports families through its various leave programs, health benefits, flexible scheduling opportunities, and more. In addition to the policies previously outlined in this handbook, the Organization's family-friendly policies include:

#### *Family Leave*

The Company offers two (2) weeks of paid leave, in addition to accrued leave, for eligible individuals who qualify for family leave under this policy. In addition to this additional paid leave, a team member may receive pay for family leave taken to the total of that individual's accrued and unused vacation, sick/personal leave, and shared leave. All other family leave will be without pay.

#### *Requesting Leave.*

As a courtesy, the Organization requests notification from an individual of their intention to take family leave, in writing, as far in advance as possible. As with other forms of leave, requests for family leave must be approved by the Executive Director or their designee.

#### *Eligibility.*

Regular full-time employees are eligible for family leave if they have worked at the Organization for at least 12 months, at least 1,250 hours over the past 12 months, or upon the approval of the Executive Director. Such leave may be granted for a period not to

exceed one hundred twenty (120) days or twelve (12) weeks per year, including leave taken before and after the qualifying circumstance.

Family Leave may be granted to eligible individuals for any of the following qualifying circumstances:

- For the birth or care of the team member's newborn child.
- For placement of a team member's child for adoption or foster care.
- To care for an immediate family member (i.e., spouse, child, or parent) with a serious health condition.
- To take medical leave when the team member is unable to work due to a serious health condition or illness.
- For any qualifying exigency arising if the spouse, child, or parent of a team member is a military member on covered active duty or call to active duty status.

#### *Pregnancy and Lactation Accommodations*

The Company will make every effort to accommodate pregnant individuals in the workplace. Employees should refer to the Organization's Disability Act(s) Compliance, Flexible Schedules, and Leave Policies for guidance on how to request accommodations to their work schedules and/or workspaces or request to speak with their supervisor or Human Resources.

The Company will provide reasonable break time(s) each day to an individual who needs to breastfeed or express breast milk for their child to maintain milk supply and comfort. The Company will also make a reasonable effort to provide a private, secure, and sanitary room (not a bathroom) or other location in close proximity to the work area where an individual can express breastmilk or breastfeed their child. The Organization will ensure the individual has access to a small, private refrigerator to store expressed breast milk.

## ARTICLE 15. WAGES

### Section 1. Compensation and Pay Procedures.

#### *Initial Salary and Benefits*

At the time of offer, new employees shall receive written confirmation of their salary and benefits.

*Payment Schedule*

Employees will be paid bi-weekly (every two weeks) for a total of 26 pay periods per calendar year.

The Company employees are paid on a bi-weekly basis by direct deposit or check. Individuals can view their earnings, deductions, and total compensation statements online. If a scheduled payment date falls on a bank holiday, funds will be issued on the banking day before the scheduled pay date.

Section 2. Rates of Pay.

Annualized rates of pay are set forth in compensation Schedule A attached hereto. Prorated annualized rates of pay shall remain in effect for the life of this Agreement and shall constitute the basis for determination of pro-rated compensation for hours worked.

ARTICLE 16. HEALTH AND WELFARE

Section 1. Benefits.

The Company shall maintain the current Health and Welfare benefits through expiration of the current Agreement. Prior to renewing the Company's current Health and Welfare policy the Company agrees to consider Union presentation of alternative plans, if timely made (120 days before renewal). The foregoing notwithstanding, the Company is not required to utilize Union alternative plans and may elect the plan for the Company at the Company's sole discretion.

ARTICLE 17. 401K RETIREMENT PLAN

Section 1. Retirement Benefits Subject to Plan.

The Company currently offers eligible employees the option to participate in a tax-deferred safe harbor 401(k) program to encourage retirement savings.

*Eligibility*

Regular full-time employees are eligible to participate in the Organization's retirement plan, including the Organization's matching benefits, on the first day of the quarter, following 90 days of employment.

Regular part-time employees, temporary employees, and Interns may participate in the Organization's retirement plan, excluding the Organization's matching benefits, upon reaching 1,000 worked hours during their first 12 months of employment.

Section 2. Employee Contributions

Eligible individuals can enroll and make changes to contribution elections by submitting a Retirement Plan Enrollment/Change form to Human Resources. Contributions will be deducted from the individual's bi-weekly paycheck, based on their contribution election, and will begin the first pay-period corresponding to the first day of participation in the plan.

Section 3. Employer Contributions and Matching Benefits

When eligible, The Company will make an automatic, non-elective contribution of 3% into the employee's company-sponsored 401(k) plan. Employees may elect to contribute a higher portion of their salary to the plan, up to Plan and IRS limits. Individuals contributing over 3% are eligible to receive an additional employer match up to 2% - for a total employer contribution and match of 5%.

Section 4. Plan Vesting

Employees are 100% vested in the retirement program from the first day of eligibility/participation in the company-sponsored 401(k) plan. Please refer to the 401(k) Summary Plan Description for additional plan details.

Participants may change their investment selections through the plan administrator's online portal.

Please see the Organization's retirement plan Summary Plan Description, given to eligible individuals upon enrollment, which supersedes any policy outlined here, for further information.

Section 5. The Company agrees to consider the Union presentation for pension plans, if timely made (120 days before renewal). The foregoing notwithstanding, the Company is not required to utilize Union alternative plans and may elect the plan for the Company at the Company's sole discretion.

ARTICLE 18. SEPARABILITY

The provisions of this Agreement are deemed to be separable to the extent that, if and when a court of last resort adjudges any provision of this Agreement in its application between the Union and the undersigned Company to be in conflict with any law, such decision shall not affect the validity of the remaining provisions of this Agreement, but such remaining provisions of this Agreement shall continue in full force and effect, provided further, that in the event any provision or provisions are so declared to be in conflict with any law, both Parties shall meet without unreasonable delay for the purpose of negotiation and agreement on the provision or provisions so invalidated.

ARTICLE 19 SALE OR TRANSFER OF FACILITIES

In the event that the Company sells or transfers the Company, the obligation of the purchaser or transferee will be governed by the Successor Doctrine of the National Labor Relations Act whereby an incumbent union is entitled to represent a successor **employer's** employees for a reasonable time for bargaining before its majority status may be questioned . The Company shall provide the Union notice at least twenty (20) days prior to the closing of any such transaction, including the successor or assignee's name and the date and location of the closing, unless it is not practical or reasonable for the Company to do so.

The Successor Doctrine currently applies if (1) the new employer continues its predecessor's business in substantially unchanged form, and (2) hires predecessor employees as a majority of its post-closing workforce (3) the new employer does not make it clear, either prior to, or at the time of, offering employment, that the new employer does not intend to be bound by the predecessor's collective bargaining agreement.

ARTICLE 20. EXPIRATION

This Agreement shall remain in full force and effect from January 1, 2025 through December 31st, 2026, unless either the Company or the Union desires changes in this Agreement at its expiration date; in which event, on or before sixty (60) days prior to the expiration date of this Agreement, or one ( 1 ) year renewal date, written notice outlining the changes desired shall be given by the Party proposing the changes to the other Party to this Agreement.

ARTICLE 21. EXECUTION AND COUNTERPARTS

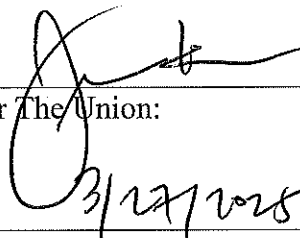
This Agreement may be executed in counterparts, each of which shall be deemed an original. This Agreement shall become effective only when all of the Parties hereto shall have executed the original or counterpart hereof. This Agreement may be executed and delivered by a facsimile or digitized transmission of a counterpart signature page hereof.



\_\_\_\_\_  
For the Employer:

03/27/2025

\_\_\_\_\_  
Date



\_\_\_\_\_  
For The Union:

03/27/2025

\_\_\_\_\_  
Date

Compensation Schedule "A"

The following pay rates as pro-rated shall apply for stipulated bargaining unit employees starting on the first full payroll period on or after January 1, 2025 and shall last during the pendency of this Agreement:

Policy		Research		Development		Outreach & Legislative		Communications	
Sr. Policy Analyst - Housing	\$64,000	Data Architect <sup>1</sup>	\$69,360						
Policy Analyst – Criminal Justice	\$53,000	Sr. Data Analyst	\$59,000	Office & Admin Co-ordinator <sup>2</sup>	\$50,000	Regional Organizer – Central	\$50,000	Associate-Digital Communications	\$50,000
Policy Analyst – Fiscal	\$53,000	Data Analyst	\$58,000	Dev. Associate <sup>3</sup>	\$50,000	Regional Organizer – NE	\$50,000	Associate-Communications	\$50,000
Policy Analyst - Immigration	\$53,000	Data Analyst	\$58,000			Regional Organizer - SE	\$50,000		
Policy Analyst - Youth	\$53,000					Regional Organizer - SW	\$50,000		
Policy Analyst Tribal <sup>4</sup>	\$53,000								

<sup>1</sup> Data Architect position did not exist at the time the bargaining unit was determined. The parties reserve their respective positions concerning whether this position is in the bargaining unit..

<sup>2</sup> Office Administrative position did not exist at the time the bargaining unit was determined. The parties reserve their respective positions concerning whether this position is in the bargaining unit.

<sup>3</sup> Development Associate position did not exist at the time the bargaining unit was determined. The parties reserve their respective positions concerning whether this position is in the bargaining unit.

<sup>4</sup> See Red Circle / Freeze for Current Employee Policy Analyst Tribal (\$56,135.00).

On January 1, 2026, bargaining unit base rates shall increase to the following.<sup>5</sup> Such increase will appear in the mid-month January paycheck 2026.

Calendar Year 2026									
Policy		Research		Development		Outreach & Legislative		Communications	
Sr. Policy Analyst - Housing	\$65,200	Data Architect <sup>6</sup>	\$70,600						
Policy Analyst - Criminal Justice	\$54,000	Sr. Data Analyst	\$60,000	Office & Administrative Coordinator <sup>7</sup>	\$50,900	Regional Organizer - Central	\$50,900	Associate-Digital Communications	\$50,900
Policy Analyst - Fiscal	\$54,000	Data Analyst	\$59,000	Development Associate <sup>8</sup>	\$50,900	Regional Organizer - NE	\$50,900	Associate-Communications	\$50,900
Policy Analyst - Immigration	\$54,000	Data Analyst	\$59,000			Regional Organizer - SE	\$50,900		
Policy Analyst - Youth	\$54,000					Regional Organizer - SW	\$50,900		
Policy Analyst Tribal <sup>9</sup>	\$54,000								

<sup>5</sup> OPI's budget is grant-dependent.

<sup>6</sup> Data Architect position did not exist at the time the bargaining unit was determined. The parties reserve their respective positions concerning whether this position is in the bargaining unit..

<sup>7</sup> Office Administrative position did not exist at the time the bargaining unit was determined. The parties reserve their respective positions concerning whether this position is in the bargaining unit..

<sup>8</sup> Development Associate position did not exist at the time the bargaining unit was determined. The parties reserve their respective positions concerning whether this position is in the bargaining unit..

<sup>9</sup> See Red Circle / Freeze for Current Employee Policy Analyst Tribal (\$56,135.00).

**Letter of Understanding  
2026 Wages  
Between The Oklahoma Policy Institute, Inc.  
And  
UFCW Local 1000**

The following memorializes the agreement between The Oklahoma Policy Institute, Inc, and UFCW Local 1000. This document is valid for the rates of pay for 2026 per Article 15, Section 2 of the Collective Bargaining Agreement for employees hired on or prior to 12/31/2025. The existing Calendar Year 2026 Schedule A Wages will remain in effect for bargaining unit employees hired after 1/1/2026.

**Compensation Schedule “A”**

On January 1, 2026 bargaining unit employees hired on or before 12/31/25 base rates of shall increase to the following.

Calendar Year 2026									
Policy		Research		Development		Outreach & Legislative			
Sr. Policy Analyst - Housing	\$67,840	Data Architect <sup>1</sup> and Engineer	\$83,00						
Policy Analyst – Criminal Justice	\$56,180	Software and Data Engineer	\$77,500	Office & Administrative Coordinator <sup>2</sup>	\$53,000	Regional Organizer – Central	\$53,000	Associate-Digital Communications	\$53,000
Policy Analyst – Fiscal	\$56,180	Data Analyst	\$70,000	Development Associate <sup>3</sup>	\$53,000	Regional Organizer – NE	\$53,000	Associate-Communications	\$53,000
Policy Analyst - Immigration	\$56,180	Data Analyst	\$70,000			Regional Organizer - SE	\$53,000		
Policy Analyst - Youth	\$56,180					Regional Organizer - SW	\$53,000		
Policy Analyst Tribal	\$56,180								

<sup>1</sup> Data Architect position did not exist at the time the bargaining unit was determined. The parties reserve their respective positions concerning whether this position is in the bargaining unit..

<sup>2</sup> Office Administrative position did not exist at the time the bargaining unit was determined. The parties reserve their respective positions concerning whether this position is in the bargaining unit...

<sup>3</sup> Development Associate position did not exist at the time the bargaining unit was determined. The parties reserve their respective positions concerning whether this position is in the bargaining unit..

FOR THE UNION:  
UNITED FOOD & COMMERCIAL  
WORKERS UNION, LOCAL 1000

*Jennifer Foley-Howard*

\_\_\_\_\_  
Secretary-Treasurer

March 13, 2026

\_\_\_\_\_  
Date

FOR THE COMPANY:  
THE OKLAHOMA POLICY INSTITUTE

*S. Keating*

\_\_\_\_\_  
Company Representative

\_\_\_\_ March 13, 2026 \_\_\_\_\_

\_\_\_\_\_  
Date

**Letter of Understanding  
Recognition and Jurisdiction  
Between The Oklahoma Policy Institute, Inc.  
And  
UFCW Local 1000**

The following memorializes the agreement between The Oklahoma Policy Institute, Inc, and UFCW Local 1000 to recognize UFCW Local No. 1000 as the exclusive bargaining representative of the stipulated bargaining unit now to include Sr. Policy Analyst – Housing, Data Architect & Engineer, Software & Data Engineer, Office & Administrative Coordinator and Legislative Director in addition to what is currently reflected in Article 1 of the CBA.

The base rate for these positions effective Calendar Year 2026 are as follows;

Sr. Policy Analyst – Housing	\$67,840.00
Software & Data Engineer	\$77,500.00
Data Architect & Engineer	\$83,000.00
Office & Administrative Coordinator	\$53,000.00
Development Associate	\$53,000.00
Legislative Director	\$63,600.00

FOR THE UNION:  
UNITED FOOD & COMMERCIAL  
WORKERS UNION, LOCAL 1000

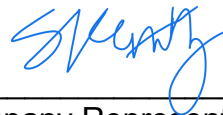
*Jennifer Foley-Howard*

Secretary-Treasurer

April 10, 2026

Date

FOR THE COMPANY:  
THE OKLAHOMA POLICY INSTITUTE



Company Representative

4/10/2026

Date