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Agreement Between

ASIAN ART MUSEUM FOUNDATION

and the

LOCAL 1021 SERVICE EMPLOYEES INTERNATIONAL UNION

July 1, 2025 through June 30, 2027

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AGREEMENT

This Agreement is made and entered into this 1st day of July 2025 by and between the Asian Art Museum Foundation (hereinafter referred to as the "Employer") and Service Employees International Union, Local 1021 (hereinafter referred to as the "Union").

The purpose of this Agreement is to achieve optimum efficiency and quality of museum services; assure continuity of operations; and express the complete agreement between the parties.

ARTICLE 1. RECOGNITION

Section 1. Bargaining Unit

The Employer recognizes the Union as the exclusive bargaining representative for employees in the unit certified by the National Labor Relations Board in case number 20-RC-16963, to wit, all regular full-time, regular part-time, and fixed term employees employed by the Employer at its San Francisco, California place of business, excluding employees employed by the City and County of San Francisco, confidential employees, managerial employees, guards, and supervisors as defined in the Act.

Section 2. Definitions/Categories of Employees Covered By This Unit

A. **Regular Full-Time:** A regular full-time employee is an employee who works in a regular position requiring eight (8) hours per day and forty (40) hours per workweek.

B. **Regular Part-Time:** A regular part-time employee is an employee who works in a regular part-time position normally requiring less than forty (40) hours within each workweek.

C. **Fixed Term:** A fixed term employee is an employee who is hired for a specified limited term to work in a grant-funded position or a special project, the duration of which exceeds six months of continuous employment. A fixed term position may be full-time or part-time. Termination of employment will occur at the conclusion of a fixed term appointment except in the following circumstances:

   a. Grant funding for the position is renewed or temporary funding is available to extend the position beyond the original fixed term. In the event that grant funding for the position is renewed or temporary funding is available to extend the position beyond the original fixed term, the employee shall be notified of the new end date of employment.

   b. The Employer converts the fixed term position to a regular position. In such case, the incumbent shall have the right of first refusal to the position. If the incumbent accepts the regular position, he/she shall become a regular employee.

D. **Temporary:** A temporary employee is hired for a specific assignment of limited duration. Normally a temporary employee will not be used to fill a regular position for a period in excess of six (6) months within a one-year period. A temporary position may be part-time or full-time.

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Temporary employees are not covered by the CBA.

E. **As-Needed Employees:** An as-needed employee is hired to work on an intermittent basis, does not have a regular work schedule, and reports to work only when called in due to the Employer's operational needs. As-needed employees may work up to 1,040 hours in any rolling 12-month period. Any hours worked in excess of this limit must be pre-approved by the Head of Human Resources. Decisions made regarding hours worked in excess of this limit shall not be subject to the grievance or arbitration process.

As-needed employees are covered by the CBA.

As-needed employees are "at will" and may be terminated at any time with or without cause. Accordingly, given the "at will" nature of their employment, as-needed employees shall not be subject to Article 8 – Probationary Period, Article 9 – Performance Evaluations, and Article 11 – Layoff and Recall. Further, as needed employees shall not be subject to Article 12 – Hours of Work, Sections 4 (Changes in Schedules) and 10 (In Lieu Time), Article 14 – Health and Welfare Benefits, Article 15 – Vacation, Article 16 – Holidays, Article 17 – Sick Leave, Article 18 – Leaves of Absence, Article 19 – Time Off to Vote, Article 20 – Jury Duty, Article 21 – Discipline and Discharge, Article 28 – Educational Reimbursement or any other leaves or monetary benefits afforded to regular part-time or full-time employees. However, as-needed employees shall be subject to Article 10 – Seniority and paid in accordance with Article 12 – Hours of Work (with the exceptions of Sections 4 and 10 as stated above) and Article 13 – Compensation.

If a temporary or as-needed position is converted to a regular full-time, part-time or fixed term, the employee currently in the position shall have the right to apply as an internal candidate for consideration.

ARTICLE 2. UNION SECURITY

Section 1. Membership

Within thirty-one (31) days of date of hire, each employee of the Employer within this bargaining unit shall be required to:

A. Become and remain a member of the Union, or

B. Pay to the Union an agency fee payment in an amount which may be less than, but will never be more than, the standard initiation fee, periodic dues and general assessments of the Union. The agency fee payment shall be established annually by the Union, provided that such agency fee will be used by the Union only for the purposes of collective bargaining, contract administration, and pursuing matters affecting wages, hours and other terms and conditions of employment.

Notwithstanding any provision of this Article, any employee who presents to the Union a written declaration that the employee is a member of a bona fide religion, body or sect which has historically held a conscientious objection to joining or financially supporting union organizations, shall be exempt from the requirements of Section 1, provided however that such employee shall be required in lieu of compliance of Section 1 to pay a sum equal to the agency fee described above to one of three negotiated non-religious, non-labor charitable funds that are exempt

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from taxation under Section 501(c)(3) of the Internal Revenue Code, chosen by the employee.

This Agency Shop provision expires at the end of this Agreement.

Section 2. Notification to Union

On a quarterly basis, AAM will provide the Union with an electronic list in Excel format of bargaining unit employees' containing the following information:

1. Employee Number
2. Name (separate fields for first, middle, last)
3. Home Address (separate fields for address, city, state, zip)
4. Work Phone
5. Work Cell Phone
6. Home Phone
7. Personal Cell Phone
8. Work E-mail Address
9. Personal E-mail Address
10. Hire Date
11. Classification Seniority Date
12. Birth Date
13. Union Job Classification
14. Position Title
15. Job Type (full-time, part-time, temporary, exempt or nonexempt, per diem, as needed, Fixed Term, etc.)
16. Pay Rate
17. Pay Step
18. Pay Status (active, on leave, terminated, newly hired, or on probation, etc.)
19. Department/Division/Program Name(s)
20. Hours worked in most recent pay period
21. Hours worked YTD

Note: Excel format is preferred. Delimited or other formats are also acceptable if necessary. Please send files to data@seiu1021.org and the designated SEIU 1021 Union Representative.

Section 3. Payroll Dues Deduction

During the period of this Agreement, the Employer shall deduct Union dues or agency fees from an employee's wages for any employee covered by this Agreement who has voluntarily provided the Employer with a written authorization for such deduction. Authorization for such deduction shall be completed by an employee on an authorization form approved by the Employer. The Employer shall provide these forms to all current and new employees. The Union will notify the Employer in writing of the amount or percentage required for union dues and agency fees. Such deductions will continue for the duration of this Agreement or until revoked in writing by the employee. Any such authorization or revocation shall become effective as soon as practicable, but not later than the next payroll period following receipt by the Employer of the authorization or revocation. The dues and fees deducted will be transmitted by the Employer to the Union within a reasonable time after the applicable payday, but in any case postmarked within fifteen (15) calendar days of the payroll period pay date.

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Section 4. Indemnification

The Union understands and agrees that the Employer assumes no liability in connection with the voluntary deductions made in accordance with this Article. Any question as to the correctness of the deductions authorized and made will be a matter to be resolved between the Union and the employee. The Union shall indemnify and hold the Employer harmless from any and all claims, demands, suits, or any other action arising from any of the provisions of the Article.

ARTICLE 3. UNION BUSINESS

Section 1. Union Stewards

For the purpose of representation, the Union shall be entitled to three (3) Stewards, designating one (1) as Chief Shop Steward. The Union will notify the Employer in writing when Stewards are designated. Within thirty (30) days of the selection or any changes of steward, the Union will notify the museum of the names of the Stewards and Chief Shop Steward. No employee shall be recognized as steward or Chief Shop Steward unless the Museum has received official notice from the Union of the Steward selection. A Steward may assist an Employee in the presentation of a grievance. Management shall notify a member of their right to a Steward for all investigatory and potential disciplinary actions. The Parties recognize that it is the responsibility of the Steward to assist in the resolution of grievances at the lowest possible level. The Steward shall be allowed to process and investigate grievances on work time and attend disciplinary meetings, upon reasonable notice to, and approval of the Steward's manager/supervisor, which shall not be unreasonable withheld. The parties recognize that the Steward's role in contract administration, as provided under the law and labor relations practice, shall not be abridged. The Steward shall advise Employees of their rights, responsibilities and options but shall not assume the role of supervisor.

Section 2. Duties

Stewards shall be allowed such reasonable time upon reasonable notice to, and approval of the Steward's manager/supervisor, which shall not be unreasonably withheld, as is necessary during working hours, without reduction in pay, to perform the following duties at their respective sites:

A. To act as a representative of employees in interacting with management in attempts to informally resolve problems arising in connection with the application or interpretation of, or compliance with, this Agreement, before they become formal grievances, and at the specified steps of the grievance procedure if the grievant so desires. This may include meeting with employees, supervisors, and/or designated management representatives in the investigation of grievances.

B. To provide representation for employees during investigatory interviews and disciplinary meetings conducted by the Employer, where the employee reasonably believes that such investigation may result in disciplinary action. Should the Employer wish to meet a bargaining unit Employee for the purpose of conducting an investigation that might lead to discipline of that Employee, the Employer must first inform such Employee three (3) business days in advance, if such advance notice is possible under the specific circumstances and will honor their right to have a shop steward or Union Field Representative at the meeting. Both

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Employee and Steward shall be given time off with pay to attend meetings with the Employer to take part in an investigatory meeting.

As stated previously regarding advance notice, the Steward shall request permission from their first level supervisor or their designee prior to engaging in union business. If possible, such request for release time shall be made twenty-four (24) hours in advance. The request shall include the location, an estimate of the time needed, and the general nature of union business involved.

Section 3. Union Field Representative

A duly authorized Union Field Representative shall be admitted to the worksite during normal working hours for the purpose of administering the terms and conditions of this Agreement, and shall give the Director, the Director of Human Resources or their designee reasonable notice of not less than 24 hours before entering the site. This notice shall not be unreasonably withheld. The 24-hour notice requirement shall be suspended if an urgent matter requires the presence of the Union Field Representative but advance notice before entering the site must always be given to the Museum. If the Museum withholds such approval, it will, to the extent reasonably possible, make alternate arrangements for the Union to performance its duties under this CBA.

Section 4. Performance of Duties

The Union Field Representative and Steward(s) shall not interfere with the work of the Museum while in the performance of duties pursuant to this Article. Both the Union and the Employer will perform their duties under this Article as expeditiously as possible.

Section 5. New Member Orientation

Shop Stewards shall receive timely notice of new hires within at least two (2) weeks of a new employee's hire date. Within 30 days of hire, the union shall be allowed time to meet with new employees in private in order to distribute Union materials-and to discuss Employee rights and obligations under the collective bargaining agreement ("CBA"). The Employer shall allow the Shop Steward at least thirty (30) minutes to meet with the employee, without loss of compensation, based on twenty-four (24) hours advanced notice to, and approval of the new employee's manager/supervisor. The Union Field Representative shall notify the Human Resources Department at least three (3) business days in advance as to which Union representative will be conducting the Union orientation meeting with each new hire.

Section 6. Compensation

Stewards, in the course of their official duties as set forth in Section 2 of this Article, shall be paid at their regular rate of pay. Work hours used in performance of their steward duties shall not be used in the computation of overtime.

Section 7. Bulletin Board

The Employer will designate one of the existing employee bulletin boards which the Union may use, provided that said use is restricted to official Union business, including the posting of notices of Local Union meetings and elections. A courtesy copy of material to be posted will be given to the Director of Human Resources in advance of

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posting. The space provided will be maintained by the Union Stewards, with posting or removal of bulletins and publications to be handled only by the same.

Section 8. Use of Meeting Facilities

The Employer shall reasonably make available to the Union, without charge, meeting facilities that are similarly made available to the public, for the purpose of holding meetings during off duty hours to conduct Union business within the scope of its representation of the unit. The Union shall provide the Employer with timely advance notice of such proposed meetings.

Section 9. Steward Training

All designated Shop Stewards shall be allowed four (4) hours paid release time quarterly to attend Union Shop Steward training. The four (4) hours paid release time may be taken in part or in full, however, should a Shop Steward attend a four (4) hour training and subsequently works more than four (4) hours, the Employer will only pay his/her regular work schedule. The Employer must be notified at least ten (10) business days in advance of any release time. Shop Stewards must get prior approval, which shall not be unreasonably withheld.

ARTICLE 4. MANAGEMENT RIGHTS

Section 1.

Except as otherwise specifically provided in this Agreement, nothing in this Agreement shall be deemed to limit the Employer's right to hire and promote all personnel and employees, including temporary employees; discipline or discharge for cause; . determine employee qualifications; lay off for lack of work and/or adequate funding; establish and enforce reasonable rules and regulations pertaining to work and conduct of employees; establish work schedules; determine and modify the Employer's goals and objectives, including the determination or modification of the size, location, and function of the organization; determine and/or modify the methods, processes, and means by which the Employer carries out its business; design and implement safety and security programs and measures and plans for increased efficiency; expand or contract the Employer's service generally, or any activity or function specifically; direct all staff, including the right to determine work and duty assignments; recruit, utilize, and assign volunteers to assist and supplement the regular staff; determine the number of hours worked, the amount of overtime to be worked, if any, and the designation of the employees to work overtime; create, increase, modify, or abolish job functions except as otherwise provided in this Agreement; supervise and evaluate employees in the performance of their duties; determine the need for, and identity of, suppliers, contractors, and subcontractors.

It is specifically agreed that the enumeration of the above specified management rights shall not be deemed to exclude other management prerogatives not so enumerated, and it is further specifically agreed that all of the rights, powers, or authority vested in the Employer, except those specifically abridged, delegated, deleted, or modified by the express terms of this Agreement, are retained by the Employer.

The Employer acknowledges its responsibility to observe the City and County of San Francisco's agreements with Avery Brundage and to further the mission of the Asian Art

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Museum.

Section 2.

It is not the intent of the Employer to contract out work which is performed by members of the bargaining unit or could lead to the lay off or replacement of a bargaining unit position. The Employer reserves the right to contract or subcontract, as provided in above Section 1 of Management Rights as long as the action does not lead to the layoff or permanent replacement of a bargaining unit position. The Union reserves the right to grieve the layoff or permanent replacement of a bargaining unit position due to contracting out. Upon request by the union, the employer shall provide the union a list of contractors that are doing bargaining unit work. The information shall include the name of the contractor, purpose and expected duration of the contract, hours worked and cost of contract. The Employer, in its discretion, will seriously consider alternatives to contracting out as may be suggested by the union. Unresolved disputes shall be mediated using a neutral mediator from the Federal Mediation and Reconciliation Service and the potential costs of using the service shall be borne equally by the Union and management.

ARTICLE 5. COMPLIANCE WITH CITY, STATE AND FEDERAL LAW

The Employer intends to comply with all applicable Federal, State and City of San Francisco employment laws and guidelines that will from time to time be promulgated by these entities. Updates and revisions to laws that are either outlined below or not listed but applicable to the Employer and posted on the employee bulletin boards will be distributed to Employees as required by the governmental entity and will not be added to this CBA until such time as it is revised as a result of the next contract renegotiation.

Section 1. No Discrimination or Harassment

There shall be no discrimination of any kind against employees, applicants, or persons providing services to the Employer by contract, including supervisory and non-supervisory employees because of their sex**,** race, age, religion, color, national origin, ancestry, physical disability, mental disability, medical condition (associated with cancer, a history of cancer, or genetic characteristics), HIV/AIDS status, genetic information, marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, union status/activity or other protected category under the law. Such discrimination is prohibited and unlawful.

Section 2. Harassment-Free Workplace

Sexual harassment is illegal under Federal and State law. Federal law defines sexual harassment as unsolicited and unwelcome sexual advances, requests for sexual favors and other verbal, physical, visual, or written conduct of a sexual nature directed to persons of the same or opposite sex when:

- submission to such conduct is made explicitly or implicitly as a term or condition of employment;
- submission to or rejection of such conduct by an employee or applicant is used as a basis for employment decisions affecting the employee or applicant; or
- such conduct has the purpose or effect of unreasonably interfering with an

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employee's work performance or creating an intimidating, hostile, or otherwise offensive working environment.

California state law defines sexual harassment as unwanted sexual advances or verbal, visual, or physical conduct of either a sexual nature, or other conduct based on sex.

These are some examples of sexual harassment:

- requests for sexual favors or unwanted sexual advances;
- offering employment benefits in exchange for sexual favors;
- making or threatening reprisals after a negative response to sexual advances;
- verbal harassment (e.g., graphic comments, derogatory comments, sexually suggestive or obscene jokes or telephone calls};
- physical harassment (e.g., assault, impeding or blocking movement, gestures, or any physical interference with normal work or movements); or visual forms of harassment (e.g., leering, derogatory or sexually explicit emails, posters, letters; poems, graffiti, cartoons, computer screen savers, or drawings).

Section 3. Equal Employment Opportunity

The Employer shall maintain an Equal Employment Opportunity Policy.

The Employer agrees to meet with two representatives from the Union upon request to discuss the administration of the Equal Employment Opportunity Policy.

Section 4. Retaliation Prohibited

Retaliation against an individual who reports, files a complaint of, or otherwise opposes conduct he or she reasonably believes to be unlawful discrimination, harassment, or retaliation, or assists in the investigation of a complaint, is also prohibited.

Section 5. Anti-Bullying Policy

There shall be mandatory training and retraining every two-years of employees on anti-bullying and ways of preventing bullying at the workplace pursuant to the requirements under Government Code section 12950.1. The Union shall be provided a copy of the training module upon request.

Purpose

Employees have a right to a safe workplace, and their employer has a duty to provide a safe and healthy workplace. To that end, the Museum has adopted an anti-bullying policy, and the purpose of this policy is to provide employees with a safe and healthy workspace. This Policy sets the standard that the Asian Art Museum (museum) will not in any instance tolerate bullying behaviors and shall apply to all Museum employees. The museum is committed to the enforcement of this policy which is provided to all Museum staff.

Disrespectful behavior may devalue and undermine a person and their dignity or self-esteem or create an intimidating, hostile, abusive or offensive environment. Not only for the person(s) being bullied but anyone who witnesses such behavior. Examples of Disrespectful Behavior can include, but are not limited to, the following:

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● Bullying: bullying is a pattern of repeated behavior that a reasonable person would find hostile, offensive, intimidating, oppressive, subjugating, threatening, and unrelated to the Museum's legitimate business interests. Bullying behavior may take many forms including physical, verbal, or written acts or behaviors. Workplace bullying often involves repeated abuse or misuse of power. A single physical, verbal, or written act or behavior generally will not constitute bullying unless especially severe and egregious. It is not a single incident of incivility, a difference of opinion, or a tough management policy.

● Hostility: yelling, interpersonal hostility or spiteful conduct, that is deliberate or repeated and/or causes harm to the targeted person's or persons' mental or physical well-being, safety, or economic status. This includes physical intimidation, unwanted touching, or isolation.

● Belittling conduct: name calling; playing "pranks" on a person; making fun of someone or telling jokes at their expense; taking, vandalizing, or otherwise damaging a person's personal or work property; and spreading false information or rumors about someone; seeking submission or misuse of power, authority, rank, status, or other privilege.

● Microaggressions: statements, actions, or incidents regarded as indirect or subtle invalidation, insult, irritant, disregard, prejudice, and/or discrimination against members of a marginalized group such as those having actual or perceived unequal power across economic, political, social and cultural dimensions. Microaggressions can harm someone or unfairly advantage others.

● Intimidation: using threatening or abusive language or language that is intended to be, or is perceived by others to be, demeaning, berating, belittling, rude, threatening, intimidating, coercive, hostile or offensive.

● Violence: throwing tools, office equipment, or other objects as an expression of frustration or anger or implying that one will act with violence as a method of influencing the actions of others.

● Sabotage: intentionally interfering with a process of work or otherwise undermining a person's work.

● Invasive use of technology: using social media or other technology, to harass or bully, using statements, photographs, video, or audio that could reasonably be viewed as malicious, obscene, threatening, or intimidating.

Communication is nuanced and interpersonal conflict is a normal part of work and life. Maintaining a respectful workplace relies on effective and respectful communication, patience, professionalism and understanding.

Any appointing officer, human resources official, manager or supervisor who observes or otherwise becomes aware of Disrespectful Behavior, has a duty to take appropriate and immediate corrective and preventative action to ensure the workplace is safe for all employees.

ARTICLE 6. AMERICANS WITH DISABILITIES ACT (ADA)

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The Employer and the Union recognize that the Employer has an obligation under Federal and State disability laws to reasonably accommodate an individual's disability if the Employer knows of the disability, unless the Employer can demonstrate that the accommodation would impose an undue hardship. If by reason of this requirement, the Employer engages in the requisite interactive process to determine and provide a reasonable accommodation to an individual employee in compliance with mandated ADA requirements, and an accommodation acceptable to the Employee and Employer is in potential conflict with any provision of this Agreement, the Union will be advised of any such proposed accommodation to the extent allowed under the Federally-based privacy restrictions of the Health Insurance Portability and Accountability Act ("HIPAA"). If an offered accommodation results in a conflict with provisions in this contract, the Employer will meet with the Employee and Union representation to determine an acceptable resolution to the conflict. Should the resolution not meet ADA guidelines or meet the Employee's accommodation request, the agreed-to resolution will be outlined in a memo to be acknowledged and signed by the Employee and Union.

ARTICLE 7. POSTING AND FILLING OF AND CHANGES TO A VACANCY AND POSITION

Section 1. Notification and Application

Any bargaining unit position which becomes vacant, or any newly created position shall be made known to staff via all staff email and be posted in employee break rooms. Such memos shall be posted until such time as the position is filled. The Employer will email the job announcement to any bargaining unit member who has been laid off, is on an active lay off list and requests such mailings. Any interested employee or laid off bargaining unit member who meets the minimum qualifications for the position may submit the required application materials during the posted period but probationary employees shall not be eligible to apply for open positions unless otherwise mutually agreed upon by the Employer and the employee.

Current and/or laid off employees who apply for the posted position within seven (7) calendar days, and who meet the qualifications in a posted job description shall be considered before outside applicants to fill posted vacancies. If the Employer determines that a group of candidates is substantially equally qualified, seniority with the Employer will be the determining factor in selection. In filling an open position, the Employer shall take into account the job knowledge, experience on the job, ability and skill of the employees who have submitted applications for the open position. All filling of vacancies shall be at the sole discretion of the Employer.

Section 2. Temporary or As Needed Employment

A temporary or as-needed employee will not be used to fill a regular position for a period in excess of six (6) months within a calendar year. In the event that the Employer deems such extended use to be necessary, the Employer will notify the Union in writing and meet with the Union if requested.

Section 3: Promotions

The promoted Employee will receive not less than the base rate for the new position and the effective date for the new position will become the Employee's anniversary date for purposes of the step increase schedule. Promoted Employees will have an informal

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performance review after thirty (30) days.

Section 4: Changes in Terms, Status, Classification or Job Description

In order to ensure job descriptions stay current with an employee's regular duties, an employee who believes their job description does not accurately reflect their current duties may request a review and initiate an update in collaboration with their supervisor and Human Resources.

The Employer will notify the Chief Shop Steward and the Union Field Representative in writing thirty (30) days in advance of any changes to fixed term and/or classification and/or job descriptions. Either party may request to meet and discuss said changes. In cases where changes in fixed term and/or classifications and/or job descriptions are mandated by grants or other legal mandates, the Employer shall notify the Chief Shop Steward and Union Field Representative in writing and provide written proof of such.

ARTICLE 8. PROBATIONARY PERIOD

Section 1. Probationary Period for New Employees

All employees covered by this Agreement shall be on probation during the first three (3) months of employment, and their performance shall be monitored / evaluated utilizing the museum's performance management system or other process deemed acceptable by the employer.

An employee's probationary period may be extended, by mutual agreement, for an additional three (3) months. In addition, if an employee is absent more than five regularly scheduled workdays during their probationary period, the Employer may extend the employee's probationary period by the number of days of absence in excess of five days. The Chief Shop Steward and the Union Field Representative shall be notified of any extensions to the initial probationary period.

At the successful completion of the probationary period, the employee shall receive a written performance evaluation.

A new employee may be terminated during the probationary period without advance notice or cause and without the right of appeal through the grievance procedure contained herein or through any other internal appeal procedure utilized by the Employer.

Upon the successful completion of the probationary period, an employee's seniority shall be counted from the first day of employment.

A temporary employee who receives a regular or fixed term appointment to the same position which they have been occupying on a temporary basis will have their probationary period reduced by the amount of time they have served in that temporary position, but in no event will this probationary period be less than forty-five (45) work days.

Section 2. Probationary Period for Promotion or Voluntary Transfer

An employee who is promoted or who voluntarily transfers to a position which has duties

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and responsibilities different from their existing position shall serve a new probationary period of three (3) months, which can be extended by mutual agreement for an additional one (1) month. The Chief Shop Steward and Union Field Representative shall be notified of any extensions to the probationary period. An employee released during the probationary period following promotion or voluntary transfer shall be reinstated to their former position at the former salary, unless the reason for release is just cause for dismissal from employment with the Employer. An employee who is released during a probationary period following promotion or voluntary transfer shall retain appeal rights to dismissal from employment with the Employer but not the right to appeal his or her release from the position to which promoted or transferred.

ARTICLE 9. PERFORMANCE EVALUATIONS

An Employee shall have their performance evaluated by their supervisor on an annual basis. The purpose of the evaluation shall be to review the previous year's work, set goals for the upcoming year and discuss professional development goals.
The Annual Evaluation process is intended to be an open exchange between supervisor and Employee and is also an opportunity for the Employee to give feedback to their supervisor.

Following an evaluation meeting between the supervisor and the Employee, the written performance evaluation shall be included in the Employee's personnel file along with any written response which the Employee wishes to make. The Annual Employee Evaluation is a tool for growth of the Employee and should not be used as a disciplinary measure or to replace regular supervisor/employee feedback.

ARTICLE 10. SENIORITY

Section 1. Definition of Seniority

Seniority shall be defined as length of service from the original date of hire.
Seniority shall be terminated by discharge for cause, resignation, twelve (12) consecutive months of unemployment, or failure to report to work within five (5) business days of recall from layoff unless the Employer and the Union mutually agree otherwise. Seniority shall not be affected or reduced by periods of unauthorized leave of absence or authorized reduction in work schedules.

Section 2. Seniority in Scheduling Vacations

Whenever the Employer is unable to grant requests from two or more employees within a department for the same vacation time off, and the parties cannot arrive at a mutually satisfactory solution, the Employer will give preference to the senior employee in the department to the extent reasonably practicable to museum operations under the circumstances.

ARTICLE 11. LAYOFF AND RECALL

When a reduction in positions within a department(s) or classification(s) is determined to be necessary due to a lack of funds, lack of work or change in operational needs, the Museum shall notify the union at least 30 calendar days prior to the initiation of layoff or furlough proceedings and prior to the 30-day notice to the affected employees.

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Management shall meet with the union within 5 business days of the notice to the union. The parties shall confer over possible alternatives and mitigation of the impacts of layoff and furlough, including severance packages for laid off employees.
A layoff is defined as a separation from employment due to a lack of fund, lack of work or change in operational needs.

A. At least thirty (30) calendar days prior to the layoff of employees, the Employer shall provide written notice to the affected employees and the union.

B. Prior to any involuntary layoffs within a designated department(s) and/or classification(s), other employees in the same department(s) and/or classification(s) shall be afforded the opportunity to be considered for layoff first. Such volunteers will be accepted for layoff only if the Employer determines that the remaining staff includes employees with sufficient skills and ability to perform the remaining work.

C. In the event of involuntary layoffs, the principle of seniority shall govern, therefore the last employee hired will be the first employee laid off within the affected classification. It is the intent of this section to protect the employment of the most senior employees, thus layoffs will be by seniority within a classification.

Employees who are laid off shall be placed on a reinstatement list for a period of twelve (12) months from the date of layoff. Recall from layoff shall be in reverse order of layoff; that is, the last employee laid off in the classification shall be the first recalled. Employees who are being recalled to duty will be notified by certified letter and personal email (if available) to their last known address on file with the museum.

Employees are required to respond to the Employer within five (5) business days of the date of notification. It is the employee's responsibility to notify the Employer of any change of address. Failure of an employee to respond within the time limits shall be considered a refusal of the offer and a forfeiture of the employee's recall rights.

Furlough

A furlough is defined as a mandatory or voluntary temporary leave of absence from which the employee is expected to return to work or to be restored from a reduced work schedule. When staff are needed to be placed on furlough due to a lack of fund, lack of work or change in operational needs, it will be the intent of the Museum to return as many employees to work as possible, contingent on business needs.

The Museum and the Union agree that:

- Furloughed employees are not being separated from employment.
- The Employer shall provide at least thirty (30) days written notice to the affected employees and the Union regarding its intent to furlough employees.
- Consistent with eligibility for unemployment insurance through the California Employment Development Department (EDD), the Museum will not contest eligibility for unemployment benefits for any furloughed employee. If required by the EDD to respond, the museum will confirm that said employees were furloughed.
- Each furloughed employee will be given the option to either: A) cash out their accrued vacation, or B) Retain their accrued vacation balance while they are furloughed. Furloughed employees must notify the Museum of which option they select within ten (10) days of notice of furlough. Furloughed employees will not

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accrue additional leaves such as vacation or sick leave. During the furlough period, the Museum will continue to provide furloughed employees health, dental, life, and vision benefits, subject to the employees paying standard employee-paid premiums (if applicable).

- Furloughed employees will retain their current seniority date upon return to work.
- Furloughed employees will be recalled based on seniority within the classification, with the most senior person being recalled first.
- The Museum will review the status of furloughed employees every 30 days to address staffing needs, and if an employee is recalled before the end of a month, they will be given five business days to respond. The recall notice may be delivered by overnight delivery to their last known address on file and email, if possible, with proof of service.
- The Museum agrees to meet with the Labor Management Committee on a monthly basis to review and discuss the status of available work or funding as applicable.

ARTICLE 12. HOURS OF WORK

Section 1. Hours of Work

Full-time employees are scheduled to work eight (8) hours a day and forty (40) hours within each workweek. Part-time employees are scheduled to work less than forty (40) hours within each workweek.

The standard work hours for a full-time employee are from 8 a.m. to 5 p.m., Monday through Friday, with a daily one-hour unpaid lunch period. Nonexempt employees receive two fifteen-minute break periods for each full workday, one in mid-morning and one in mid-afternoon.

Section 2. Alternate Work Schedules

An alternate work schedule may be arranged by mutual agreement between the Employer and an employee, with Union involvement if requested. Alternate work schedules may include, but are not limited to, flex-time, job sharing, reduced workweeks, and/or part-time work. An employee, who would like to have an alternate schedule considered by the Employer, must submit a written request to his/her supervisor detailing the schedule desired and any options to be considered. Any such schedule must be reviewed and agreed to in writing by the supervisor and Human Resources.

Section 3. Time Recording

On a daily basis, each non-exempt employee must accurately record on an official electronic time sheet the time he/she begins and ends work each day, the total hours worked daily, and any paid time not worked, such as vacation, sick time, or holidays taken.

On a biweekly basis, each exempt employee shall complete and submit an official electronic timesheet documenting any absence of one day or more during that pay period.

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Section 4. Changes in Schedules

A. Temporary Changes

Except by mutual consent between the Employer and the employee, the Employer shall give five (5) working days' notice when an employee's schedule is to be changed temporarily, unless operational requirements do not permit that much notice, in which case maximum notice possible will be given.

B. Permanent Changes

Except by mutual consent between the Employer and the employee, the Employer shall give twenty (20) working days' notice in writing to the affected employee and the Union if an employee's schedule is to be changed permanently, unless operational requirements do not permit that much notice, in which case maximum notice possible will be given. The Union shall respond in writing if it wishes to meet to discuss the proposed change.

Section 5. Overtime Pay

A. Unless otherwise provided:

a. The workweek on which weekly overtime calculations are based begins each Saturday at 12:01 a.m. and ends the following Friday at 12:00 p.m.; and
b. Each twenty-four (24) hour period on which daily overtime calculations are based begins at 12:01 a.m. and ends at midnight.

B. Non-exempt employees who are required to work in excess of eight (8) hours in one workday or forty (40) hours in one workweek receive overtime pay computed as follows:

a. Overtime at the rate of one and one half (1-1/2) times the employee's regular rate of pay for all hours worked in excess of forty (40) in any one workweek, or for all hours worked in excess of eight (8) hours up to and including twelve (12) in any workday, and for the first eight (8) hours worked on the seventh (7^{th}) consecutive day of work in a workweek; and
b. Double the employee's regular rate of pay for all hours worked in excess of twelve (12) hours in any workday and for all hours worked in excess of eight (8) hours on the seventh (7th) consecutive day of work in a workweek.

C. All paid time not worked (e.g., vacation, sick leave, holidays, and other excused absences/leaves) is excluded for the purpose of computation of overtime.

D. Overtime pay is not included for the purpose of computing vacation pay, sick pay, or retirement benefits.

E. A non-exempt employee may work overtime only when directed and approved in advance by his/her supervisor. Overtime hours must also be certified electronically by the employee's supervisor after the work has been completed.

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Section 6. Voluntary Make-Up Work Time for Non-Exempt Employees

A. A non-exempt employee may submit a written request to his/her supervisor to make-up work time that is or would be lost as a result of a personal obligation of the employee, as opposed to a work requirement.

B. The decision to request voluntary make-up time is entirely at the employee's discretion; the decision to grant the voluntary make-up time request is entirely at the discretion of the supervisor. While the supervisor may inform an employee of the make-up time option, the supervisor may not solicit or encourage an employee to utilize the option for the sole purpose of avoiding overtime.

C. If the request is approved by the supervisor, the hours of that make-up work time must be performed in the same workweek in which the work time was lost.

D. Such hours will not be counted toward computing the total number of hours worked in a day for purposes of the overtime requirements, except for hours in excess of eleven (11) hours of work in one (1) day or forty (40) hours of work in one (1) workweek as per the State Wage Order 4, Section 3, subsection m.

E. If an employee knows in advance that he or she will be requesting make-up time for a personal obligation that will recur at a fixed time over a succession of weeks, the employee may submit a written request to make-up work time for periods of no more than four (4) weeks at a time; provided, however, that the make-up work must be performed in the same week that the work time was lost.

F. The employee shall provide a signed written request for each occasion that the employee makes a request to make-up work time pursuant to this section.

Section 7. Travel Time for Non-Exempt Employees

Time spent traveling, in addition to regular working hours, if such travel is done pursuant to the Employer's instructions or for the benefit of the Museum, is considered work time. Overtime payment will be made for travel time which requires an employee to work more than forty hours a week or eight hours a day, less time for meals, time for relaxation and the time that would normally be spent traveling from the employee's residence to and from their regular place of employment.

On occasion, a non-exempt employee may be designated to travel nationally or internationally to courier art or perform an assignment at another museum. As above, if the travel is related to museum business or is directly related to the Employee's job assignment, the same rules as stated above regarding calculation of overtime will be used.

If the Employee's travel is to attend a professional development opportunity, such as a conference, offsite learning session or networking event, no overtime hours will be paid for time spent in travel to and from the activity, nor hours at the activity beyond the Employee's regularly scheduled hours per day, up to eight (8) hours, for each regularly scheduled workday spent at the activity.

Travel time does not include the employee's daily commute to work.

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Section 8. Report-In Pay

A Regular employee who reports for their assignment without having been notified not to do so, and is subsequently not provided work, shall be paid for half of the employee's usual or scheduled day's work at their regular rate of pay.

An employee who is sent home during normal work hours on the occasion of a visit by a head of state or other dignitary, which visit requires museum closure, will be paid for the balance of scheduled hours not worked at their regular rate of pay. An employee may offer to remain at work at the museum for the balance of their scheduled hours to assist, if necessary, with the facilitation of such visits.

An As-Needed employee whose scheduled shift is cancelled with less than two (2) calendars days' notice shall be paid for four (4) hours.

As-Needed employees shall be paid a minimum of 4 (four) hours minimum shift pay for their shift regardless of the number of scheduled hours worked.

Section 9. Call Back Pay

An employee who is called back to work after leaving the museum at the completion of their work day shall be granted a minimum of two (2) hours pay at his/her regular rate at time and a half, or shall be paid for all hours actually worked at his/her regular rate at time and a half, whichever is greater.

Section 10. In Lieu Time

An employee, covered by this Agreement, who is exempt from the overtime provisions of the Fair Labor Standards Act, may request time off from their manager in recognition of significant additional time worked in excess of forty (40) hours a week, however, not on an hour-for-hour or other proportional basis. This time off shall be granted to the employee at the discretion of the manager, giving consideration to the operational needs of the department and shall be scheduled by mutual agreement of the employee and manager. This time off will be logged in the time reporting system as "In Lieu" time and will not accrue toward vacation pay, nor be deducted from vacation accruals.

ARTICLE 13. COMPENSATION

Section 1. Wage Range Adjustments During Term of Agreement

The Employer will implement wage range increases for all classifications based on the following schedule:

Year One With the first pay period following July 1, 2025:	2%
Year Two With the first pay period following July 1, 2026:	3%

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Section 2. Wage Range Steps

The entrance wage rate for a new employee shall be the first step in the range of the position to which they are appointed. When circumstances warrant and at its sole discretion, the Employer may approve an entrance wage rate at a higher step in the range.

Advancement to each step in the wage range (Steps 1-7) will be made annually following completion of each year (12 months) of continuous, satisfactory service, effective at the beginning of the payroll period that follows the anniversary date of initial employment in the classification unless a change had been made to the Employee's anniversary date due to contract provisions contained in the 2013 -2016 AAM Foundation and SEIU 1021 CBA to compensate for prior suspensions of wage range step increases.

Section 3. Out of Class Pay

An employee who is assigned in writing by their supervisor to perform temporarily in a higher classification and performs said work for twelve (12) working days or more within a 50 working day period, the duties and responsibilities of a classification with a higher maximum pay range, shall be designated as temporarily working out-of- class. An employee designated as working out-of-class as defined above shall receive out-of-class pay of 5% (five percent) of their current pay step effective upon the date of when the assignment begins and to be paid by the next pay period following the out-of-class assignment. There are two exceptions: (1) a designated employee may not be paid more than the maximum of the higher pay range while working out-of-class in the higher pay range; (2) should the first step of the higher pay range be· greater than 5% of the employee's current pay step, the employee shall receive the first step of that pay range while working out-of-class in the higher pay range. The payment of out-of-class pay for previously approved designated temporary periods of work in a higher classification does not constitute an appointment of the employee to the higher classification.

An employee not assigned to out of class work by their supervisor but believes they are performing out of class work, shall timely make a written claim for out of class pay with the Director of Human Resources, who shall respond to the claim within ten (10) working days. Employees shall not normally perform work out of class except to address temporary staffing and operational needs not to exceed six (6) months. The out of class assignment shall include a beginning and an end date. In the event that an out of class assignment may extend past six (6) months, the Labor Management Committee will meet at the next regularly scheduled meeting to discuss the out of class assignment, including any higher, lower or lateral classification work, the appropriateness of the assignment, workload, status change, need for position change and proper compensation. Unresolved dispute regarding the out of class assignment shall be subject to the Grievance Procedure.

ARTICLE 14. HEALTH AND WELFARE BENEFITS

Section 1. Medical, Dental and Vision Insurance

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A. Employees Regularly Scheduled to Work Thirty (30) or More Hours per Week

Employees covered by this Agreement who are scheduled to work thirty (30) or more hours per week will be eligible for medical insurance through the *Health Net/Kaiser Permanente Risk Adjustment Product* (or a similar plan), dental insurance through *Delta Dental* (or a similar plan), and vision insurance through *VSP* (or a similar plan), on the first day of the month on or following thirty (30) consecutive days of employment. The Employer agrees to meet and confer with the Union prior to making any changes to these plans.

The employee may choose medical coverage with either Kaiser Permanente or Health Net (or a similar plan).

Per the requirements of the City's Health Care Accountability Ordinance, the Employer will offer Employee-only coverage for eligible Employees in a selected medical plan for which the Employer will contribute one hundred percent (100%) of the cost of the Employee-only premium. The selection of the medical plan for which the 100% premium contribution for Employee-only coverage will be at the sole discretion of the Employer and may change each year during the Employer's open enrollment period. The Employer will contribute one hundred percent (100%) of the cost of the employee-only premium for dental and vision insurance.

If an employee elects dependent medical coverage for spouse/domestic partner or child(ren), the Employer will contribute an amount equal to eighty percent (80%) of the premium for "Employee+ Spouse" or "Employee+ Child(ren)". The Employer will contribute eighty percent (80%) of the "Employee+ Spouse" or "Employee+ Child(ren)" premium for dental insurance and eighty percent (80%) of the "Employee + Spouse" or "Employee + Child(ren)" premium for vision insurance.

If an employee elects dependent medical coverage for spouse/domestic partner and child(ren), the Employer will contribute an amount equal to seventy percent (70%) of the premium for "Employee + Family" for medical insurance. The Employer will contribute seventy percent (70%) of the "Employee+ Family" premium for dental insurance and seventy percent (70%) of the "Employee+ Family" premium for vision insurance. The employee and dependent(s) must enroll with the same carrier and must have medical, dental, and vision coverage in accordance with the plan documents.

B) Employees Regularly Scheduled to Work Twenty (20) to Twenty-Nine (29) Hours Per Week

Employees covered by this Agreement who are regularly scheduled to work twenty (20) to twenty-nine (29) hours per week will be eligible for medical coverage through the *Health Net/Kaiser Permanente Risk Adjustment Product* (or a similar plan), dental insurance through *Delta Dental* (or similar plan), and vision insurance through *VSP* (or a similar plan), on the first day of the month on or following thirty (30) consecutive days of employment. The Employer contribution to the cost of this medical insurance will be eighty percent (80%) of the premium for employee-only. The Employer will contribute eighty percent (80%) of the cost of the employee-only premium for dental insurance and eighty percent (80%) of the cost of the employee-only premium for vision insurance. The employee must have medical, dental, and vision coverage in accordance with the plan documents.

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In the event Federal, State or City of San Francisco laws and ordinances require changes to be made to the employee health care benefits, the following procedure will be used:

- For any changes that do not have a negative financial effect for the employee, the Employer will notify both the Union and the Employees of the change to the plan, the premium cost or any other details of the plan without the requirement to meet and discuss with Union representatives before the change is made.

- For any changes that have a negative financial effect for the employee, the Employer will meet with the Union before any changes are made in order to meet and discuss the change(s), the effects of the change(s) and possible alternative actions and options.

Section 2. Retirement

Employees who are scheduled to work twenty (20) or more hours per week will be enrolled in the Employer's TIAA-CREF Group Retirement Plan following one year of employment according to the terms of the retirement plan document. The Employer will contribute an amount equal to five percent (5%) of the employee's regular wages to the employee's retirement account; the employee will contribute two and one half percent (2.5%) of their regular wages to their retirement account. Employee contributions to the Group Retirement Plan are 100% vested and Foundation contributions are vested based on a graded vesting schedule over a five (5) year period.

Supplemental Retirement Annuity Plan

Employees may elect to voluntarily contribute additional amounts, up to the IRS regulated annual maximum, through the Supplemental Retirement Annuity (SRA) offered through TIAA-CREF.

Section 3. Group Life Insurance

Employees who are scheduled to work thirty-two (32) or more hours per week will be included in a group life insurance plan paid by the Employer on the first day of the month following completion of one year of continuous employment.

Section 4. Long Term Disability

Employees who are scheduled to work thirty-two (32) or more hours per week will be provided long term disability insurance paid by the Employer. Employees shall be eligible for this coverage after one year of continuous employment.

Section 5. Cafeteria Plan (IRS Section 125-Flexible Benefits Plan)

Employees who are scheduled to work twenty (20) hours or more per week are eligible to participate in a flexible benefits plan covered under Section 125 of the Internal Revenue Code. An employee may enroll in this plan on the first day of the month following thirty (30) consecutive calendar days of employment.

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Section 6. Commuter Check

The Employer will offer Commuter Check, a plan that enables employees to pay for eligible commuting expenses with pre-tax dollars.

ARTICLE 15. VACATION

Section 1. Eligibility and Accrual

Employees employed on a full-time continuous basis for the below listed periods shall be entitled to the indicated amounts of vacation with pay per year:

Years of Service	Vacation Accrual Rate per hour	Annual Equivalent for Full-Time (80 hrs/pp) Employees	Maximum Accrual (hours)
Date of Hire - beginning of third (3rd) year	.0577	15 working days (120 hours)	180 hours
beginning of third (3rd) year – beginning of sixth (6th) year	.0692	18 working days (144 hours)	216 hours
beginning of sixth (6th) year – beginning of ninth (9th) year	.0808	21 working days (168 hours)	252 hours
beginning of 9th year on	.0923	24 working days (192 hours)	288 hours

Part-time employees accrue vacation benefits on a prorated basis relative to their full-time equivalent status.

Employees are eligible to take time off for vacation as soon as it is accrued. Vacation must be scheduled with prior approval from the supervisor.

No employee shall be credited with more than 2080 hours of paid service in any twelve (12) month period for purposes of computing vacation allowance. Vacation is not accrued for overtime hours worked.

Section 2. Maximum accrual

Vacation accruals may not exceed one and one-half times (1.5 X) an employee's current annual entitlement.

Once this maximum accrual is reached, all further accruals will cease. Vacation accruals will recommence after the employee has taken vacation and their accrued hours have dropped below the accrual maximum.

Exceptions to the maximum accrual will be granted in writing by the Director of Human Resources if an employee reaches the maximum vacation accrual allowed

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and his/her vacation request is denied due to museum needs. In granting such exception, the Director of Human Resources shall specify a time period within which such excess vacation leave must be used.

ARTICLE 16. HOLIDAYS

The Employer designates the following as paid holidays for eligible employees:

- January 1 (New Year's Day)
- Martin Luther King, Jr.'s Birthday
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Indigenous People's Day
- Veteran's Day
- Thanksgiving Day
- the day after Thanksgiving
- Christmas Day
- Any day declared to be a holiday by proclamation of the Mayor of San Francisco after such day has heretofore been declared a holiday by the Governor of the State of California or the President of the United States.

In the event that a legal holiday falls on a Saturday, eligible employees will receive the preceding Friday off; if a legal holiday falls on a Sunday, the following Monday will be the holiday.

Regular part-time employees working ten (10) or more hours per week are eligible for holiday pay on a prorated basis. Holiday time off shall be determined by calculating one-fifth (1/5) of the hours regularly worked by the part-time employee per week. An employee must be at work, or on an authorized paid absence, on the work days immediately preceding and immediately following the legal holiday in order to receive holiday pay.

Non-exempt employees who are required to work on a holiday shall be paid for all hours worked, in addition to the holiday pay. When an exempt employee is required to work on a holiday, they may receive time off with pay equal to the amount of time worked on the holiday; scheduling of such time off shall be at the mutual convenience of the museum and the employee. The time off must be used in the fiscal year in which it was earned; no holiday in-lieu time may be carried over from one fiscal year to the next.

ARTICLE 17. SICK LEAVE

Section 1. Accrual

Full-time employees accrue sick leave at a rate of one day for each full month of service.

Part-time employees accrue sick leave on a prorated basis relative to their full time equivalent status.

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Accrual of sick leave is computed at the rate of .0460 of an hour for each hour of paid service. Sick leave is not accrued for overtime hours worked.

Employees are eligible to use sick leave after completion of their first pay period. However, sick leave benefits will not be advanced before they are accrued.
Sick leave may be accumulated up to a maximum of 65 days (520 hours).

Section 2. Usage

Sick leave may be used for:

- Personal illness or injury.
- Temporary medical disability, including disability associated with pregnancy or childbirth.
- Illness or injury of employee's dependent child, who requires treatment or supervision.
- Health condition of an employee's parent, spouse or domestic partner requiring treatment or supervision.
- Appointments with a doctor or dentist for the employee or the dependent child if such appointments cannot be reasonably scheduled during non-work hours.

Employees who are unable to report to work due to illness or injury must notify their immediate supervisor or designee in advance of an absence from scheduled work or as soon as possible after the absence has begun. Notification must be made each day of an absence within thirty (30) minutes of the start of the shift unless otherwise excused from notification by the immediate supervisor.

An employee who is absent from their job for more than five (5) consecutive working days due to illness or disability must submit to the Employer a completed leave form stating the duration of the illness or disability, signed by a doctor, dentist, podiatrist, licensed clinical psychologist, Christian Science practitioner, licensed doctor of chiropractic medicine, osteopathy or optometry, or nurse practitioner.
The Employer reserves the right to request verification from a licensed medical practitioner for any absence due to illness or disability. Sick pay may be withheld if a satisfactory verification is not received.

The use of sick leave for personal (or family) emergencies is subject to the approval of the employee's supervisor.

Section 3. Coordination of Sick Leave Benefits with Workers' Compensation and State Disability Insurance

An eligible employee may use sick leave during the normal three-day waiting period before the employee is paid worker's compensation benefits pursuant to the applicable state or federal law governing the industrial injury or illness.

An eligible employee may use sick leave during the normal seven-day waiting period before the employee is paid benefits from State Disability Insurance.

Following the three-day and seven-day waiting periods specified above, an employee may continue to receive accrued sick pay, less the disability benefits received, provided that in no case shall the total amount received by the employee exceed their applicable

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wage rate for the given time period.

An employee may use their vacation allowance to augment workers' compensation or state disability benefits if sick leave benefits have been exhausted.

Section 4. Time Bank for Catastrophic Illness or Iniury

Catastrophic illness or injury is defined as a life-threatening illness or injury that has incapacitated the employee and created a financial hardship because the employee has exhausted all of their sick leave and other paid time off and is not yet eligible for Long Term Disability payments.

Upon approval of the Director of Human Resources or designee, a time bank may be established for the employee upon the request of the employee, after verification by the Employer that the employee is unable to work due to the employee's catastrophic illness or injury and that the employee has exhausted all paid leave. An employee requesting establishment of a time bank must provide medical documentation verifying the catastrophic illness or injury.

If a time bank is established for an employee, any other employee may, upon written notice to the Employer, donate vacation pay in eight hour increments to the time bank. Donations will be reflected as an hour for hour deduction from the balance of the donating employee and an hour for hour credit to the recipient employee, regardless of the respective rates of pay of the two employees. All donations are irrevocable. The time bank shall end when the recipient becomes eligible for Long Term Disability payments. The maximum number of hours that can be received by an employee for any single catastrophic illness is 1040.

ARTICLE 18. LEAVES OF ABSENCE

Section 1. Bereavement Leave

Bereavement leave shall be granted to an employee upon the death of the employee's spouse or domestic partner, parent, stepparent, grandparent, parent-in-law (or parent of a domestic partner), sibling, child, stepchild, domestic partner's child, grandchild, legal guardian, or any person who is permanently residing in the household of the employee. Such leave shall be for up to five (5) working days as is necessary to make arrangements for the funeral or memorial service and attend same. This provision does not apply if the death occurs while the employee is on a leave of absence, layoff, or extended sick leave. At the request of the Employer, the employee shall furnish a confirmation of the death and proof of relationship. An employee may request extended bereavement leave, for up to an additional three (3) working days which shall be considered part of the employee's sick leave; such extension of bereavement leave may be granted at the sole discretion of the Director or designee.

Section 2. Personal Leave

Unpaid personal leave may be granted for a period of up to six (6) months for a regular employee at the sole discretion of the Director of Human Resources or designee. Normally, such leave shall only be granted after all the employee's accrued vacation and holiday credits have been used. Prior to the end of an approved personal leave, the employee may submit a request in writing to the Director or designee to have such leave

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extended.

Section 3. Medical Leave

A. Non-Occupational Disability, Including Pregnancy, Childbirth or Related Medical Condition

Medical leaves of up to four months may be granted to regular employees for non-occupational medical disability, including disability because of pregnancy, childbirth, or related medical conditions per the requirements and guidelines of the applicable Federal, State and City of San Francisco laws and ordinances in effect at the time of the leave request. The employee is required to submit a certification from a licensed medical practitioner verifying the existence of the medical disability, the anticipated duration of the leave, and the date the employee is expected to return to work. The employee may utilize accumulated sick pay and accrued vacation during a medical disability leave. Following the utilization of all accumulated sick pay and accrued vacation, the remainder of the leave will be on an unpaid basis. Prior to returning to work, the employee must submit a release from the attending licensed medical practitioner certifying the employee's ability to resume the essential functions of his/her position.

B. Occupational Disability

Occupational disability leave is an employee's absence from duty because of disability caused by illness or injury arising out of and in the course of their employment which has been declared to be compensable under the Workers' Compensation Law. The employee is required to submit a certification from a licensed medical practitioner verifying the existence of the occupational disability, the anticipated duration of the leave, and the date the employee is expected to return to work. The employee may integrate their accumulated sick pay and accrued vacation with disability benefits during an occupational disability leave as outlined in Article 17, Sick Leave. At any time during such leave, the Employer may require the employee to be evaluated by a licensed medical practitioner designated by the Employer. Prior to returning to work, the employee must submit a release from the attending licensed medical practitioner certifying the employee's ability to resume the essential functions of his/her position.

Section 4. Family Care and Medical Leave

Consistent with the requirements of the Federal Family and Medical Leave Act of 1993 ("FMLA") and the California Family Rights Act of 1993 ("CFRA") and applicable City of San Francisco laws and ordinances in effect at the time of the leave request, as amended, an eligible employee is entitled to take up to twelve (12) weeks of unpaid job-protected leave in a twelve (12) month period for specified family and medical reasons per the guidelines and requirements of each applicable law.

Employees qualifying for Paid Family Leave ("PFL") insurance through California's Employment Development Department shall be granted up to six (6) weeks leave to care for a seriously ill parent, spouse, partner, or child, or to bond with a newborn, newly adopted child, or foster child placed with the employee. During this leave the employee shall, if qualifying, receive income based on the State Disability schedule of payments. Such employees shall not be required to use vacation time before qualifying for benefits, but may elect to use accrued sick or vacation time during the seven day waiting period. Employees may also use their remaining accrued sick or vacation time to supplement the PFL payments up to, but not exceeding, their normal pay. Employees

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are required to take leave under the federal FMLA and the CFRA at the same time they are receiving Paid Family Leave insurance benefits.

Upon return from family care and medical leave, or from Paid Family Leave, an employee will be reinstated to his or her original job, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

Section 5. Military Leave

The provisions of the applicable federal and state laws shall govern military leave of employees.

Section 6. Other Legally Required Absences

Employees will be granted a leave of absence without pay as required by law for the purpose of appearing in court as a witness, to appear at a school as a parent or guardian when requested pursuant to the Education Code, or to perform emergency duty as a volunteer firefighter. Employees are required to provide reasonable advance notice of any need for such leave, and for appearances as a witness, are expected to return to work each day they are not called. If after any such required absence, at least two (2) hours, not including travel time, of their normal workday remains, employees are required to return to work for the balance of the workday.

Section 7. Benefits During Unpaid Leaves of Absence

During an approved unpaid leave of absence, an Employee will not accrue vacation or sick leave. Further, an Employee shall not be eligible for payment for any holidays during the term of an approved unpaid leave of absence. Seniority shall not be affected or reduced by periods of authorized leave of absence. Time spent on an unpaid leave of absence will not be counted as time worked for salary, retirement and other service based benefits.

The Employer shall continue to pay the Employee's health premium when the employee is on medical leave or family leave or during other legally required absences as set forth in Section 6 of this Article. The Employer shall make arrangements so that an employee on approved personal leave may pay their health premium during the period of the leave.

Section 8. Return From Leave

An employee returning from leave shall be placed in their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions as they occupied before the leave. Failure to return to work at the end of an approved leave of absence will be considered resignation from employment.

ARTICLE 19. TIME OFF TO VOTE

An employee whose regular work hours will otherwise deprive them of an opportunity to vote in a statewide election may request time off to vote. If the employee on the third working day prior to the day of election, knows or has reason to believe that time off will be necessary to be able to vote on election day, the employee shall give their supervisor at least two working days' notice that time off for voting is desired, in accordance with the law. Up to two hours of paid time off will be provided, at the

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beginning or end of the employee's regular shift, whichever will allow the most free time for voting and require the least time off work.

ARTICLE 20. JURY DUTY

In the event that an employee is summoned for jury duty, the employee shall notify the immediate supervisor. In the event that the employee is required to serve on jury duty, the employee will be granted time off as required and will be paid the wages the employee otherwise would have earned were it not for being summoned for jury duty. The employee will endorse jury duty compensation received over to the Employer. Jury duty payment will be limited to twenty (20) days per year. Employees released from jury duty before 3:00 p.m. will be required to report for work.

ARTICLE 21. DISCIPLINE AND DISCHARGE

The Employer shall have the right to employ a system of progressive discipline as outlined in this CBA. An Employee who has successfully completed the probationary period will not be disciplined or discharged without just cause. All cases of discipline or discharge beyond the probationary period are subject to the grievance and arbitration procedures of this CBA.

The parties further agree that, although the progressive discipline model presumes a progression through the steps in order, the starting point and progression may vary depending upon the facts, nature and severity of the offense. The Employer will adhere to the principles of progressive discipline, understanding that the purpose of discipline is to change unacceptable behavior and each disciplinary situation must be evaluated upon its specific facts.

The steps of progressive discipline generally include:

I. Verbal Counseling: A corrective discussion between the manager and the Employee designed to give guidance and to assure understanding of expectations and requirements. The Employee will receive a copy of written documentation of counseling. The discussion may include training, outside workshops or resources that may help address or correct the employee's behavior.

II. Written Warning: This step in the progressive discipline process will result in a discussion between the manager, a Union Representative (if requested by the employee) and the Employee with documented specifics of the issue, referencing any prior counseling’s and instructions, confirming that continued unacceptable behavior may result in escalated discipline. This step may be repeated at least one additional time for the same infraction before progressing to the next level of discipline.

III. Suspension, either paid or unpaid: At this step of the progressive discipline process, the Employee is removed from duty for a period not to exceed thirty (30) days.

IV. Demotion: At this step of the formal progressive discipline process, the Employee is involuntarily demoted to a downward classification and may or may not be associated with a reduction in salary.

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V. Termination of Employment: The final step of the progressive discipline, the Employee is terminated from their position with AAM.

The Employer shall issue a letter of discipline, suspension, demotion or discharge to the Employee and shall provide a copy of the letter to the Chief Shop Steward and the Union Field Representative. Such letter shall include a statement of the nature of the disciplinary action, the effective date of the action, and a statement of the cause(s) thereof, including specific acts and/or omissions.

Employees who have completed their probationary period and are subject to the discipline, suspension, demotion or discharge may appeal such action through the Grievance Procedure specified in Article 22 of this Agreement. In order to appeal such action taken by the Employer, the grievant and/or Union must notify the Employer in writing within ten (10) calendar days of the written notification from the Employer. Unless filed within this ten (10) calendar day period, the right of appeal is lost.

ARTICLE 22. GRIEVANCE PROCEDURE

Section 1. Definition

A grievance is a dispute which involves the interpretation or application of any provision of this Agreement.

Section 2. Representation

An employee shall have the right to representation by a Shop Steward or the Union Field Representative at any step of the grievance procedure.

Section 3. Procedure

Step 1. The employee who believes that a provision of this Agreement has been misinterpreted or misapplied shall discuss the complaint with their supervisor (and/or management representative or person most immediately involved) as soon as possible after the incident or occurrence about which the employee claims to have a grievance. In the event that the employee's complaint involves allegations of harassment and/or the employee feels incapable of discussing the complaint with their supervisor, the employee may elect to have the Shop Steward or Union Field Representative participate at this point.

Step 2. If no satisfactory resolution is reached at Step 1, the employee or the Union shall submit a written grievance to the supervisor (and/or management representative or person most immediately involved) and copy the head of Human Resources within thirty (30) calendar days of the Step 1 meeting. The written grievance shall state the facts, including a citation of the specific provision of this Agreement which has allegedly been misinterpreted or misapplied, and the remedy sought. The supervisor and/or one additional management representative will meet with the employee and/or one additional representative from the Union (Shop Steward, Chapter Officer, or the Union field representative) within fourteen (14) calendar days of the Step 2 submission in an attempt to resolve the

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complaint. The supervisor will respond to the employee within fourteen (14) calendar days after the Step 2 meeting.

Step 3. If the complaint is not satisfactorily resolved in Step 2, the employee or the Union shall forward the written grievance to the head of Human Resources or designee within fourteen (14) calendar days of the supervisor's reply, with the exception of disciplinary grievances.

Grievances involving discharge, suspension, or demotion must be filed at Step 3 within fourteen (14) calendar days of the letter of discharge, suspension, or demotion.

The head of Human Resources or designee shall have up to thirty (30) calendar days after receipt of the written grievance in which to investigate the merits of the complaint, meet with the grievant and/or one representative from the Union (Shop Steward, Chapter Officer, and/or Union field representative to attempt to resolve the grievance, and to respond in writing to the grievant.

Step 4. If the grievance is not satisfactorily resolved in Step 3, the Union may, within fourteen (14) calendar days, request in writing that the grievance be submitted for final determination to a neutral arbitrator.

The Union and the Employer shall meet within seven (7) calendar days of the notice requesting arbitration and shall attempt to select an arbitrator to hear and determine the grievance. In the event the parties are unable to agree on an arbitrator, a request shall be made immediately to the American Arbitration Association for a panel of seven (7) impartial arbitrators, having arbitration experience appropriate to the issue(s) in dispute and residing within the Bay Area. Within seven (7) calendar days after receipt of that panel, the parties shall meet to select an arbitrator. Each party shall alternately strike names until one name remains. Such remaining name shall be the designated arbitrator. The party who loses a coin toss shall strike the first name.

The arbitrator shall hold a hearing to consider the merits of the grievance. The arbitrator's decision shall be submitted in writing after the close of the hearing or submission of post-hearing briefs, and such decision shall be final and binding upon the Employer, the Union, and the grievant. The parties shall request of the arbitrator the submission of their written decision within thirty (30) calendar days. The fees and expenses of the arbitrator and of the Court Reporter shall be shared equally by the Union and the Employer. Each party, however, shall bear the costs of its own presentation, including preparation and post-hearing briefs, if any.

The arbitrator shall not have jurisdiction to add to or subtract from, alter, or amend the terms of this Agreement or substitute judgment for that of the Employer in any matter where this Agreement has specified that the decision of the Employer will be final.

No arbitrator shall entertain, hear, decide or make recommendations on any dispute unless such dispute involves a position in the unit represented by the Union and unless such dispute falls within the definition of a

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grievance as set forth in Section I of this Article.

Section 4. General Provisions

A. Failure of the grievant to submit an appeal within the required time limit at any step shall constitute an abandonment of the grievance. Failure of the respondent to respond within the time limit in any step shall result in an automatic advance of the grievance to the next step except as outlined in B below.

B. The parties may mutually agree to waive any of the timelines or any step of the grievance procedure.

C. Any grievance, as defined in Section 1, which the Union wishes to pursue relating to two or more employees must be filed in accordance with the provisions of Section 3, Step 2, above.

ARTICLE 23. PERSONNEL FILES

A personnel file for each Employee shall be maintained by the Employer.

If requested by the Employee or their representative, the Employer must provide a copy of the personnel file. Personnel files must made available for inspection within seven (7) calendar days of the request.

Employees shall have the right to review materials (excluding employment references) contained in the personnel file and to make copies of such materials in the presence of a member of the Employer's Human Resources staff. The Employer reserves the right to charge the employee for multiple copies of the same document. Employees shall have the right to make written responses to materials contained in their personnel files for inclusion therein.

Signature endorsement by the Employee shall be mandatory for all evaluations and disciplinary actions. The signature indicates only that the Employee has received a copy of these documents, understands the content of the document and does not necessarily indicate the Employee is in agreement with the contents.

If an employee believes that information in the personnel file is not accurate, timely, or complete, the Employee may submit a written request to the Human Resources department for correction, or addition of information to be supplied by the Employee and included in the Employee's Personnel file.

Disciplinary materials related to an Employee's work performance will remain in the Employee's file for a period of three (3) years after the effective date of the reprimand and will be removed thereafter, unless subsequent disciplinary actions of a similar nature take place within the three (3) year period. This removal provision shall be applicable only for to discipline received after the ratification of this CBA and thereafter, unless an employee makes a written request for the removal of a performance-based reprimand with an effective date three (3) years prior to the ratification date of this CBA. No reprimands or records of disciplinary actions related to incidents of harassment, discrimination or violations of the Code of Ethics shall be removed from an employee's file at any time.

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Employee comments shall be a permanent part of the document responded to unless it is related to a document that is removed per the guidelines, above, in which case, the Employee comments shall be removed at the same time the original reprimand is removed.

Information of a complimentary nature received by the Employer pertaining to the work performance of any Employee shall be placed in the Employee's personnel file. The Employer may place in the file written comments regarding complimentary material and such comments shall be a permanent part of the material.

Upon written authorization from an employee, a Shop Steward or Union Field Representative may contact the Human Resources department in order to make an appointment to inspect and/or to have documents copied from the employee's personnel file in the presence of a member of the Employer's Human Resources staff. At least ten (10) calendar days' notice must be given for these requests and the meeting shall be scheduled at the convenience of the Human Resources department. Access to personnel files is restricted to authorized employees, and authorized management representatives (i.e. consultants, attorneys). Information contained in personnel files may only be released to parties outside the museum, where the Employer is required to release this information by law, and in that case only the information required may be released. The Employer may verify current employment dates of employment and last position occupied to outside parties. In addition, the Employer may release other information in the personnel file which has been specifically approved for release by signature of the employee.

ARTICLE 24. HEALTH AND SAFETY

Section 1. Policy

Occupational health and safety are the shared concerns of the Employer, the Union and the employees.

The Employer recognizes its responsibility to provide a safe and healthful employment and place of employment for its employees. The Employer shall comply with all applicable Federal, State, and Local health and safety regulations. The Employer shall provide each new employee with a copy of its written Injury and Illness Prevention Program.

Employees shall comply with all safety and health requirements established by the Employer or by Federal, State, or Local law.

Section 2. Health and Safety Committee

A joint Health and Safety Committee shall continue to be responsible for promoting health and safety at the museum, hearing health and safety concerns and making inspections of the workplace as necessary. The Committee shall be composed of two (2) representatives appointed by the Union and two (2) representatives appointed by the Employer, one of whom shall be the Director of Facilities and Operations. The Committee shall be chaired by the Director of Facilities and Operations.

The Director of Human Resources or designee, or a majority of the committee members, may convene the Health and Safety Committee to discuss health and safety concerns

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and make recommendations to the Director of Facilities and Operations. Within thirty (30) days of receipt of recommendations, the Director of Facilities and Operations shall report back to the Committee in writing.

The Committee shall meet quarterly if necessary but not less than bi-annually. An employee will be allowed up to two (2) hours paid release time per quarter to participate in meetings of the Health and Safety Committee; additional release time may be authorized by the Museum Director or designee.

The Union Representatives shall be allowed four (4) hours paid release time bi-annually to attend Health and Safety Training. The four (4) hours paid release time may be taken in part or in full, however, should a Union Representative attend a whole day training for four (4) hours and the employee works up to eight (8) hours that same day, the Employer will only pay their regular work schedule. Employer must be notified at least ten (10) business days in advance of any release time and Union Representatives must get prior approval from their manager/supervisor for release time, which shall not be unreasonably withheld.

ARTICLE 25. USE OF EMPLOYEE VEHICLES

Employees who are requested to use their own vehicles for museum business shall be reimbursed for expenses incurred at the mileage rate allowed by the Internal Revenue Service (IRS) as the standard mileage rate for business use of an automobile. An Employee may decline to use their personal vehicle for museum business unless such use is specified in his/her job description.

ARTICLE 26. LABOR MANAGEMENT COMMITTEE

The Employer and the Union agree that communication is beneficial to the collective bargaining relationship. To that end, a Labor-Management Committee shall be established and shall be composed of up to three (3) permanent Management representatives of the Employer and two (2) permanent Employee representatives of the bargaining unit and the Union Field Representative. Should the items to be discussed require the attendance of additional representatives from either side, either side may designate up to one (1) additional representative. Employee representatives will be selected by the Union. Meetings will be held quarterly unless cancelled by mutual agreement. The committee shall meet on paid time at a mutually agreed upon time and place to address topics of mutual interest and concern, including but not limited to: health and safety, procedure, pending programmatic and structural proposals.

ARTICLE 27. EMPLOYEE LOUNGE FACILITIES

The Employer shall provide employee lounge facilities as prescribed by law unless emergency circumstances prevent the Employer from doing so.

ARTICLE 28. MEDICAL EXAMS

The Employer shall provide the full cost of any medical examination required by the Employer as a condition of continued employment. Time spent at such medical examinations shall be considered time worked.

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ARTICLE 29. EDUCATIONAL REIMBURSEMENT

When an employee, with the written approval of their supervisor, undertakes an education or training program that will improve their skills in relation to the job, the Employer will reimburse the employee upon successful completion of the course for the cost of the course or training. If an education or training program exceeds available tuition reimbursement funds, the Employer may arrange to share the cost with the employee. If the books are turned over to the museum upon course completion, the Employer shall reimburse the employee for the cost of the books. If the class is of unusual value and cannot be rescheduled during the employee's non-work time, the employee may be excused from work to attend the class at no loss of pay.

ARTICLE 30. AGREEMENT

Section 1. Term of Agreement

This Agreement shall be effective July 1, 2025 and shall remain in full force and effect to and including the 30th day of June 2027 and shall continue thereafter from year to year unless at least sixty (60) days prior to the first day of July 2027, or the first day of July in any subsequent year either party shall file written notice with the other of its desire to amend, modify, or terminate this Agreement.

Section 2. Exclusivity

This Agreement, its appendices and amendments agreed to pursuant to Sections 3 and 4 of this Article, are the exclusive record between the parties on all matters of wages, hours, and other terms and conditions of employment. Nothing in this Agreement shall be construed as requiring either party hereto to do or refrain from doing anything not explicitly set forth in the Agreement; nor shall either party be deemed to have agreed to have promised to do or refrain from doing anything unless this Agreement explicitly sets forth such an agreement or promise. This Agreement supersedes any prior agreement, whether oral, written or implied, concerning wages, hours, or working conditions of employees covered by this Agreement.

Section 3. Amendment

Subject to the provisions of Section 2 of this Article, the parties may, by mutual agreement, agree to amend or add to any provision of this Agreement. However, any such amendment or modification must be in writing, executed by the duly authorized representative(s) of each party, and any oral modification or amendment shall be of no force or effect.

Section 4. Separability

Should any section, clause or provision of this Agreement be declared illegal by final judgment of a court of competent jurisdiction or as a result of any applicable local, state, or federal law or regulatory provision thereof, such invalidation of such section, clause or provision shall not invalidate the remaining portions hereof, and such remaining portions shall remain in full force and effect for the duration of this Agreement. The parties shall meet and negotiate replacement language for any provision which may be found to be in conflict with applicable law.

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Section 5. No Strike/No Lockout

During the term of this Agreement, the Employer agrees not to lock out its employees. The Union agrees not to engage in any strikes or stoppages of work during the term of this Agreement.

Section 6. Communications

Any official communication under this Agreement shall be sent to the Union at:

SEIU Local 1021
350 Rhode Island Street
San Francisco, CA 94103
Attention: Union Field Representative

and the Employer at:

Human Resources Department
The Asian Art Museum Foundation
200 Larkin Street
San Francisco, CA 94102
Attention: Director or CHRO

or such other addresses as the parties shall from time to time by notice direct.

The undersigned, as authorized representatives of the respective parties, attest the ratification and approval of this Agreement.

For Service Employees International Union, Local 1021

AuthentiSIGN Michelle Wright 02/24/26

Michelle Wright, Field Representative

AuthentiSIGN 01/28/26

Steven Sciscenti

AuthentiSIGN Jennifer Miller 01/27/26

Jennifer Miller

AuthentiSIGN 01/28/26

Ted Desmarais

For Asian Art Museum Foundation

AuthentiSIGN Sara Lee 01/27/26

Sara Lee, Chief Financial & Administrative Officer

AuthentiSIGN Matt Ayotte 01/27/26

Matt Ayotte, Controller

AuthentiSIGN 01/27/26

Christopher Ko Boucher, Labor & Employment Counsel

Authentisign ID: 034E13B9-D7FB-F011-8D4D-000D3A1FC4E8

AuthentiSIGN

Simone Enderlin 01/27/26

Simone Enderlin

AuthentiSIGN

Julie Giles 01/28/26

Julie Giles

AuthentiSIGN

01/28/26

Natasha Reichle

AuthentiSIGN

LB Johnson 01/31/26

LB Johnson

Authentisign ID: 034E13B9-D7FB-F011-8D4D-000D3A1FC4E8

Asian Art Museum

SIDE LETTER AGREEMENT BETWEEN THE ASIAN ART MUSEUM FOUNDATION AND THE SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 1021 RE: IMPLEMENTATION OF HEALTH AND WELFARE CONTRACT LANGUAGE CONTRARY TO PAST PRACTICE

The Asian Art Museum Foundation ("Foundation" or "AAM") and the Service Employees International Union, Local 1021 ("SEIU" or "Union") enter into this Side Letter Agreement ("Side Letter Agreement") and agree to the following:

Effective January 1, 2027, with the benefit plan year, AAM will cease any contrary past practices and implement current contract language where "[t]he selection of the medical plan for which the 100% premium contribution for Employee-only coverage will be at the sole discretion of the Employer and may change each year during the Employer's open enrollment period." For benefit plan year 2027, AAM will cover 100% premium contribution for Employee-only coverage for Kaiser Permanente plan only. Employees who select another health plan shall be solely responsible for any difference in premium.

Signatories to the Agreement

Unless otherwise stated, the provisions of this Side Letter Agreement shall supersede any inconsistent or conflicting provisions of the parties' Collective Bargaining Agreement. All other terms set forth in the CBA shall otherwise remain in full force and effect.

In addition, the parties also agree that to the extent there is any meet-and-confer obligations to any of the foregoing, that they have fulfilled their mutual obligations in accordance with the National Labor Relations Act (29 U.S.C. §§ 151-169) and all other applicable laws

[SIGNATURE PAGE TO FOLLOW]

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SIDE LETTER AGREEMENT BETWEEN
THE ASIAN ART MUSEUM FOUNDATION AND SEIU, LOCAL 1021
RE: IMPLEMENTATION OF HEALTH AND WELFARE CONTRACT LANGUAGE CONTRARY TO PAST PRACTICE
(*Continued*)

FOR THE FOUNDATION		**FOR SEIU, LOCAL 1021**	
AuthentiSIGN Sara Lee	01/27/26	AuthentiSIGN Michelle Wright	02/24/26
Sara Lee Chief Financial & Administrative Officer	Date	Michelle Wright Field Representative	Date

Authentisign ID: 034E13B9-D7FB-F011-8D4D-000D3A1FC4E8

Asian Art Museum

SIDE LETTER AGREEMENT BETWEEN THE ASIAN ART MUSEUM FOUNDATION AND THE SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 1021 RE: SEVERANCE PROVISION

The Asian Art Museum Foundation ("Foundation" or "AAM") and the Service Employees International Union, Local 1021 ("SEIU" or "Union") enter into this Side Letter Agreement ("Side Letter Agreement") and agree to the following:

For the term of this July 1, 2025 – June 30, 2027 CBA, for Regular employees, in the event of a Museum-initiated layoff, severance shall be provided at the rate of one (1) week of pay for each full year of service, with a minimum of four (4) weeks and a maximum of twelve (12) weeks of pay. Payment is contingent upon the employee signing a release and waiver agreement acceptable to the Employer. This side letter agreement does not apply to any other classes of employees, including, but not limited to, Fixed Term and As-Needed Employees. This side letter shall automatically sunset on June 30, 2027.

Signatories to the Agreement

Unless otherwise stated, the provisions of this Side Letter Agreement shall supersede any inconsistent or conflicting provisions of the parties' Collective Bargaining Agreement. All other terms set forth in the CBA shall otherwise remain in full force and effect.

In addition, the parties also agree that to the extent there is any meet-and-confer obligations to any of the foregoing, that they have fulfilled their mutual obligations in accordance with the National Labor Relations Act (29 U.S.C. §§ 151-169) and all other applicable laws

[SIGNATURE PAGE TO FOLLOW]

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SIDE LETTER AGREEMENT BETWEEN
THE ASIAN ART MUSEUM FOUNDATION AND SEIU, LOCAL 1021
RE: SEVERANCE PROVISION
(*Continued*)

FOR THE FOUNDATION		**FOR SEIU, LOCAL 1021**	
AuthentiSIGN Sara Lee	01/27/26	AuthentiSIGN Michelle Wright	02/24/26
Sara Lee Chief Financial & Administrative Officer	Date	Michelle Wright Field Representative	Date

Authentisign ID: 034E13B9-D7FB-F011-8D4D-000D3A1FC4E8

Wage Range Salary Step - July 1, 2025 - 2.0% Class Title	Step 1 Entry	Step 2 12 mths.	Step 3 12 mths.	Step 4 12 mths.	Step 5 12 mths.	Step 6 12 mths.	Step 7 Top Step
ADMINISTRATIVE ASSISTANT I	$ 25.2113	$ 25.9928	$ 26.7986	$ 27.6293	$ 28.4858	$ 29.3689	$ 30.2793
ADMINISTRATIVE ASSISTANT II	$ 27.3699	$ 28.2184	$ 29.0931	$ 29.9950	$ 30.9249	$ 31.8835	$ 32.8719
ADMINISTRATIVE ASSISTANT III	$ 31.8229	$ 32.8094	$ 33.8265	$ 34.8752	$ 35.9563	$ 37.0709	$ 38.2201
ADMINISTRATIVE ASSOCIATE, CURATORIAL	$ 27.9129	$ 28.7782	$ 29.6704	$ 30.5901	$ 31.5384	$ 32.5161	$ 33.5241
ART DIRECTOR	$ 42.9284	$ 44.2591	$ 45.6312	$ 47.0457	$ 48.5042	$ 50.0078	$ 51.5580
ASSISTANT BUYER	$ 29.1891	$ 30.0940	$ 31.0269	$ 31.9887	$ 32.9804	$ 34.0028	$ 35.0569
ASSISTANT CONSERVATOR	$ 34.3074	$ 35.3709	$ 36.4674	$ 37.5979	$ 38.7634	$ 39.9651	$ 41.2040
ASSISTANT CURATOR I	$ 34.3074	$ 35.3709	$ 36.4674	$ 37.5979	$ 38.7634	$ 39.9651	$ 41.2040
ASSISTANT CURATOR II	$ 39.0738	$ 40.2851	$ 41.5339	$ 42.8215	$ 44.1490	$ 45.5176	$ 46.9286
ASSISTANT MANAGER, DIRECT RESPONSE	$ 32.1080	$ 33.1034	$ 34.1296	$ 35.1876	$ 36.2784	$ 37.4030	$ 38.5625
ASSISTANT REGISTRAR	$ 31.3342	$ 32.3055	$ 33.3070	$ 34.3395	$ 35.4041	$ 36.5016	$ 37.6331
ASSOCIATE BUYER, MUSEUM STORE	$ 33.5607	$ 34.6011	$ 35.6737	$ 36.7796	$ 37.9198	$ 39.0953	$ 40.3072
ASSOCIATE COLLECTIONS PHOTOGRAPHER	$ 30.2553	$ 31.1932	$ 32.1602	$ 33.1572	$ 34.1850	$ 35.2448	$ 36.3374
ASSOCIATE CURATOR	$ 42.0866	$ 43.3913	$ 44.7364	$ 46.1233	$ 47.5531	$ 49.0272	$ 50.5471
ASSOCIATE EDUCATOR, YOUTH & FAMILY	$ 28.5103	$ 29.3941	$ 30.3053	$ 31.2448	$ 32.2134	$ 33.2120	$ 34.2416
ASSOCIATE REGISTRAR	$ 35.6379	$ 36.7426	$ 37.8817	$ 39.0560	$ 40.2667	$ 41.5150	$ 42.8020
ASSOCIATE HEAD OF REGISTRATION	$ 42.2088	$ 43.5173	$ 44.8663	$ 46.2572	$ 47.6912	$ 49.1696	$ 50.6938
AUDIOVISUAL COORDINATOR	$ 33.4657	$ 34.5031	$ 35.5727	$ 36.6754	$ 37.8124	$ 38.9846	$ 40.1931
BUSINESS AND DATA SYSTEMS ANALYST	$ 45.7025	$ 47.1193	$ 48.5800	$ 50.0860	$ 51.6386	$ 53.2394	$ 54.8898
COLLECTION DATABASE ADMINISTRATOR	$ 41.5707	$ 42.8594	$ 44.1881	$ 45.5579	$ 46.9702	$ 48.4263	$ 49.9275
COLLECTIONS MANAGER	$ 33.5607	$ 34.6011	$ 35.6737	$ 36.7796	$ 37.9198	$ 39.0953	$ 40.3072
COLLECTIONS PHOTOGRAPHER	$ 34.1852	$ 35.2449	$ 36.3375	$ 37.4640	$ 38.6254	$ 39.8228	$ 41.0573
COMMUNICATIONS ASSISTANT	$ 29.1891	$ 30.0940	$ 31.0269	$ 31.9887	$ 32.9804	$ 34.0028	$ 35.0569
COMMUNICATIONS ASSOCIATE	$ 31.8229	$ 32.8094	$ 33.8265	$ 34.8752	$ 35.9563	$ 37.0709	$ 38.2201
COMMUNITY ENGAGEMENT OFFICER	$ 38.5296	$ 39.7241	$ 40.9555	$ 42.2251	$ 43.5341	$ 44.8837	$ 46.2750
CONSERVATION TECHNICIAN	$ 29.1891	$ 30.0940	$ 31.0269	$ 31.9887	$ 32.9804	$ 34.0028	$ 35.0569
CONSERVATOR	$ 44.9105	$ 46.3027	$ 47.7381	$ 49.2180	$ 50.7438	$ 52.3168	$ 53.9386
CORPORATE PARTNERSHIP OFFICER	$ 34.2977	$ 35.3609	$ 36.4571	$ 37.5873	$ 38.7525	$ 39.9538	$ 41.1924
COPY EDITOR	$ 33.2892	$ 34.3211	$ 35.3851	$ 36.4820	$ 37.6130	$ 38.7790	$ 39.9811
CREATIVE MEDIA PRODUCER	$ 37.4707	$ 38.6323	$ 39.8299	$ 41.0646	$ 42.3376	$ 43.6501	$ 45.0032
CURATORIAL ASSISTANT	$ 28.5103	$ 29.3941	$ 30.3053	$ 31.2448	$ 32.2134	$ 33.2120	$ 34.2416
CURATORIAL ASSOCIATE	$ 31.1441	$ 32.1096	$ 33.1050	$ 34.1312	$ 35.1893	$ 36.2802	$ 37.4048
CURATORIAL PROJECT ASSISTANT	$ 28.5103	$ 29.3941	$ 30.3053	$ 31.2448	$ 32.2134	$ 33.2120	$ 34.2416
DEVELOPMENT ASSOCIATE	$ 28.3067	$ 29.1842	$ 30.0889	$ 31.0216	$ 31.9833	$ 32.9748	$ 33.9970
DEVELOPMENT COORDINATOR	$ 31.8501	$ 32.8374	$ 33.8554	$ 34.9049	$ 35.9870	$ 37.1026	$ 38.2527
DEVELOPMENT SYSTEMS ANALYST	$ 32.1080	$ 33.1034	$ 34.1296	$ 35.1876	$ 36.2784	$ 37.4030	$ 38.5625
DIGITAL IMAGE SPECIALIST	$ 28.5103	$ 29.3941	$ 30.3053	$ 31.2448	$ 32.2134	$ 33.2120	$ 34.2416
DIGITAL PRODUCER	$ 38.3667	$ 39.5561	$ 40.7823	$ 42.0466	$ 43.3500	$ 44.6939	$ 46.0794

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Wage Range Salary Step - July 1, 2025 - 2.0% Class Title	Step 1 Entry	Step 2 12 mths.	Step 3 12 mths.	Step 4 12 mths.	Step 5 12 mths.	Step 6 12 mths.	Step 7 Top Step
DIGITAL RESOURCES COORDINATOR	$ 45.7025	$ 47.1193	$ 48.5800	$ 50.0860	$ 51.6386	$ 53.2394	$ 54.8898
DONOR RELATIONS MANAGER	$ 38.5025	$ 39.6961	$ 40.9266	$ 42.1954	$ 43.5034	$ 44.8520	$ 46.2424
EDUCATION ASSISTANT, SCHOOL PROGRAMS	$ 26.7997	$ 27.6305	$ 28.4870	$ 29.3701	$ 30.2806	$ 31.2193	$ 32.1871
EDUCATION DEPARTMENT COORDINATOR	$ 31.8229	$ 32.8094	$ 33.8265	$ 34.8752	$ 35.9563	$ 37.0709	$ 38.2201
EDUCATOR FOR PUBLIC PROGRAMS	$ 30.8590	$ 31.8156	$ 32.8019	$ 33.8188	$ 34.8672	$ 35.9480	$ 37.0624
EXEC ASSIST TO CPO/CEnO	$ 34.9998	$ 36.0848	$ 37.2034	$ 38.3567	$ 39.5458	$ 40.7717	$ 42.0356
EXHIBITION DESIGN ASSISTANT	$ 32.9498	$ 33.9712	$ 35.0243	$ 36.1101	$ 37.2295	$ 38.3836	$ 39.5735
EXPERIENCE DESIGNER	$ 38.5025	$ 39.6961	$ 40.9266	$ 42.1954	$ 43.5034	$ 44.8520	$ 46.2424
FACILITIES MAINTENANCE COORDINATOR	$ 34.3074	$ 35.3709	$ 36.4674	$ 37.5979	$ 38.7634	$ 39.9651	$ 41.2040
FACILITIES MAINTENANCE SPECIALIST	$ 31.6057	$ 32.5855	$ 33.5956	$ 34.6371	$ 35.7108	$ 36.8179	$ 37.9592
FACILITIES SPECIALIST	$ 31.8229	$ 32.8094	$ 33.8265	$ 34.8752	$ 35.9563	$ 37.0709	$ 38.2201
FACILITY RENTAL PROGRAM ASSISTANT	$ 26.7997	$ 27.6305	$ 28.4870	$ 29.3701	$ 30.2806	$ 31.2193	$ 32.1871
GALLERIES PROGRAM COORDINATOR	$ 30.8590	$ 31.8156	$ 32.8019	$ 33.8188	$ 34.8672	$ 35.9480	$ 37.0624
GIFTS OFFICER	$ 34.2977	$ 35.3609	$ 36.4571	$ 37.5873	$ 38.7525	$ 39.9538	$ 41.1924
GIFT PROCESSING SPECIALIST	$ 28.1166	$ 28.9882	$ 29.8868	$ 30.8133	$ 31.7685	$ 32.7534	$ 33.7687
GRANTS OFFICER	$ 34.2977	$ 35.3609	$ 36.4571	$ 37.5873	$ 38.7525	$ 39.9538	$ 41.1924
GRAPHIC DESIGNER	$ 37.4707	$ 38.6323	$ 39.8299	$ 41.0646	$ 42.3376	$ 43.6501	$ 45.0032
GROUP SALES & GUEST EXPERIENCE ASSISTANT	$ 25.2113	$ 25.9928	$ 26.7986	$ 27.6293	$ 28.4858	$ 29.3689	$ 30.2793
GUEST EXPERIENCE ASSISTANT	$ 21.4099	$ 22.0736	$ 22.7579	$ 23.4634	$ 24.1907	$ 24.9406	$ 25.7138
HELP DESK TECHNICIAN	$ 33.2892	$ 34.3211	$ 35.3851	$ 36.4820	$ 37.6130	$ 38.7790	$ 39.9811
INFORMATION SYSTEMS ANALYST - SECURITY	$ 47.9877	$ 49.4753	$ 51.0090	$ 52.5903	$ 54.2206	$ 55.9014	$ 57.6344
INFORMATION TECH ADMINISTRATOR	$ 42.1681	$ 43.4753	$ 44.8230	$ 46.2125	$ 47.6451	$ 49.1221	$ 50.6449
INSTITUTIONAL PARTNERSHIPS COORDINATOR	$ 34.6740	$ 35.7489	$ 36.8571	$ 37.9996	$ 39.1776	$ 40.3921	$ 41.6443
INSTITUTIONAL PARTNERSHIPS SPECIALIST	$ 34.3074	$ 35.3709	$ 36.4674	$ 37.5979	$ 38.7634	$ 39.9651	$ 41.2040
INTERPRETIVE MEDIA SPECIALIST	$ 34.9998	$ 36.0848	$ 37.2034	$ 38.3567	$ 39.5458	$ 40.7717	$ 42.0356
JUNIOR ACCOUNTANT	$ 29.1891	$ 30.0940	$ 31.0269	$ 31.9887	$ 32.9804	$ 34.0028	$ 35.0569
MAJOR GIFTS OFFICER	$ 47.2377	$ 48.7021	$ 50.2119	$ 51.7684	$ 53.3733	$ 55.0278	$ 56.7337
MARKETING COORDINATOR	$ 31.8229	$ 32.8094	$ 33.8265	$ 34.8752	$ 35.9563	$ 37.0709	$ 38.2201
MEMBER SERVICES ASSISTANT	$ 26.0176	$ 26.8241	$ 27.6557	$ 28.5130	$ 29.3969	$ 30.3082	$ 31.2478
MEMBERSHIP ASSISTANT	$ 25.8901	$ 26.6927	$ 27.5201	$ 28.3733	$ 29.2528	$ 30.1597	$ 31.0946
MEMBERSHIP ASSOCIATE	$ 28.3067	$ 29.1842	$ 30.0889	$ 31.0216	$ 31.9833	$ 32.9748	$ 33.9970
MEMBERSHIP COORDINATOR	$ 32.3209	$ 33.3228	$ 34.3558	$ 35.4209	$ 36.5189	$ 37.6510	$ 38.8182
MOUNTMAKER	$ 35.5700	$ 36.6727	$ 37.8095	$ 38.9816	$ 40.1900	$ 41.4359	$ 42.7204
MUSEUM STORE ASSISTANT	$ 21.4099	$ 22.0736	$ 22.7579	$ 23.4634	$ 24.1907	$ 24.9406	$ 25.7138
MUSEUM STORE ASSOCIATE	$ 25.1977	$ 25.9788	$ 26.7841	$ 27.6145	$ 28.4705	$ 29.3531	$ 30.2630
MUSEUM STORE SALES FLOOR SUPERV	$ 27.3699	$ 28.2184	$ 29.0931	$ 29.9950	$ 30.9249	$ 31.8835	$ 32.8719
MUSEUM STORE STOCKROOM COORD	$ 27.3699	$ 28.2184	$ 29.0931	$ 29.9950	$ 30.9249	$ 31.8835	$ 32.8719
PAYROLL SPECIALIST	$ 33.8865	$ 34.9370	$ 36.0201	$ 37.1367	$ 38.2879	$ 39.4748	$ 40.6986

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Wage Range Salary Step - July 1, 2025 - 2.0% Class Title	Step 1 Entry	Step 2 12 mths.	Step 3 12 mths.	Step 4 12 mths.	Step 5 12 mths.	Step 6 12 mths.	Step 7 Top Step
PREPARATOR I	$ 30.2888	$ 31.2278	$ 32.1958	$ 33.1939	$ 34.2229	$ 35.2838	$ 36.3776
PREPARATOR II	$ 32.9498	$ 33.9712	$ 35.0243	$ 36.1101	$ 37.2295	$ 38.3836	$ 39.5735
PREPARATOR III	$ 33.9273	$ 34.9790	$ 36.0634	$ 37.1813	$ 38.3339	$ 39.5223	$ 40.7475
PREPARATOR, CARPENTER	$ 33.9273	$ 34.9790	$ 36.0634	$ 37.1813	$ 38.3339	$ 39.5223	$ 40.7475
PROGRAM ASSISTANT I	$ 26.7997	$ 27.6305	$ 28.4870	$ 29.3701	$ 30.2806	$ 31.2193	$ 32.1871
PROGRAM ASSISTANT I (ASSISTANT LIBRARIAN)	$ 28.5103	$ 29.3941	$ 30.3053	$ 31.2448	$ 32.2134	$ 33.2120	$ 34.2416
PROGRAM ASSISTANT II	$ 29.1891	$ 30.0940	$ 31.0269	$ 31.9887	$ 32.9804	$ 34.0028	$ 35.0569
PROGRAM ASSISTANT III	$ 31.8229	$ 32.8094	$ 33.8265	$ 34.8752	$ 35.9563	$ 37.0709	$ 38.2201
PROJECT MANAGER	$ 35.6379	$ 36.7426	$ 37.8817	$ 39.0560	$ 40.2667	$ 41.5150	$ 42.8020
PROOFREADER	$ 28.5103	$ 29.3941	$ 30.3053	$ 31.2448	$ 32.2134	$ 33.2120	$ 34.2416
REGISTRAR	$ 38.3667	$ 39.5561	$ 40.7823	$ 42.0466	$ 43.3500	$ 44.6939	$ 46.0794
REGISTRATION ASSISTANT	$ 28.1980	$ 29.0722	$ 29.9734	$ 30.9026	$ 31.8606	$ 32.8483	$ 33.8666
RENTAL EVENTS SALES MANAGER	$ 31.8229	$ 32.8094	$ 33.8265	$ 34.8751	$ 35.9562	$ 37.0709	$ 38.2201
RESEARCH AND EVALUATION ASSISTANT	$ 26.7997	$ 27.6305	$ 28.4870	$ 29.3701	$ 30.2806	$ 31.2193	$ 32.1871
SCHOOL PROGRAMS ASSOCIATE	$ 29.1891	$ 30.0940	$ 31.0269	$ 31.9887	$ 32.9804	$ 34.0028	$ 35.0569
SCHOOL PROGRAMS COORDINATOR	$ 30.8590	$ 31.8156	$ 32.8019	$ 33.8188	$ 34.8672	$ 35.9480	$ 37.0624
SENIOR ASSOCIATE CURATOR	$ 50.5471	$ 52.1140	$ 53.7296	$ 55.3952	$ 57.1124	$ 58.8829	$ 60.7083
SENIOR ACCOUNTANT	$ 42.1681	$ 43.4753	$ 44.8230	$ 46.2125	$ 47.6451	$ 49.1221	$ 50.6449
SENIOR COORDINATOR	$ 34.6740	$ 35.7488	$ 36.8571	$ 37.9996	$ 39.1776	$ 40.3921	$ 41.6443
SENIOR DIGITAL PRODUCER	$ 44.8606	$ 46.2512	$ 47.6850	$ 49.1633	$ 50.6873	$ 52.2586	$ 53.8786
SENIOR EDUCATOR FOR ARTS & GALLERY PGMS	$ 34.6740	$ 35.7488	$ 36.8571	$ 37.9996	$ 39.1776	$ 40.3921	$ 41.6443
SENIOR GRAPHIC DESIGNER	$ 41.2129	$ 42.4905	$ 43.8077	$ 45.1658	$ 46.5659	$ 48.0094	$ 49.4977
SENIOR INTERPRETIVE MEDIA PLANNER II	$ 38.5025	$ 39.6961	$ 40.9266	$ 42.1954	$ 43.5034	$ 44.8520	$ 46.2424
SENIOR MEMBERSHIP COORDINATOR	$ 33.9369	$ 34.9890	$ 36.0736	$ 37.1919	$ 38.3449	$ 39.5336	$ 40.7591
SPECIAL EVENTS ASSISTANT	$ 26.7997	$ 27.6305	$ 28.4870	$ 29.3701	$ 30.2806	$ 31.2193	$ 32.1871
SPECIAL EVENTS COORDINATOR	$ 31.8229	$ 32.8094	$ 33.8265	$ 34.8752	$ 35.9563	$ 37.0709	$ 38.2201
STAFF ACCOUNTANT	$ 31.8229	$ 32.8094	$ 33.8265	$ 34.8752	$ 35.9563	$ 37.0709	$ 38.2201
SUPERVISOR GUEST EXPERIENCE & GROUP SALES	$ 31.3423	$ 32.3138	$ 33.3156	$ 34.3484	$ 35.4132	$ 36.5109	$ 37.6428
VISITOR SERVICES ASSISTANT	$ 20.5546	$ 21.1918	$ 21.8487	$ 22.5260	$ 23.2243	$ 23.9443	$ 24.6865
VISUAL MERCHANDISER	$ 34.1852	$ 35.2449	$ 36.3375	$ 37.4640	$ 38.6254	$ 39.8228	$ 41.0573
VOLUNTEER PROGRAMS ASSISTANT	$ 26.7997	$ 27.6305	$ 28.4870	$ 29.3701	$ 30.2806	$ 31.2193	$ 32.1871
VOLUNTEER PROGRAMS ASSOCIATE	$ 29.1891	$ 30.0940	$ 31.0269	$ 31.9887	$ 32.9804	$ 34.0028	$ 35.0569
WRITER/EDITOR	$ 40.3081	$ 41.5577	$ 42.8460	$ 44.1742	$ 45.5436	$ 46.9554	$ 48.4111

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Wage Range Salary Step - July 1, 2026 - 3.0% Class Title	Step 1 Entry	Step 2 12 mths.	Step 3 12 mths.	Step 4 12 mths.	Step 5 12 mths.	Step 6 12 mths.	Step 7 Top Step
ADMINISTRATIVE ASSISTANT I	$ 25.9676	$ 26.7726	$ 27.6025	$ 28.4582	$ 29.3404	$ 30.2500	$ 31.1877
ADMINISTRATIVE ASSISTANT II	$ 28.1910	$ 29.0649	$ 29.9659	$ 30.8949	$ 31.8526	$ 32.8400	$ 33.8581
ADMINISTRATIVE ASSISTANT III	$ 32.7776	$ 33.7937	$ 34.8413	$ 35.9214	$ 37.0350	$ 38.1831	$ 39.3667
ADMINISTRATIVE ASSOCIATE, CURATORIAL	$ 28.7503	$ 29.6416	$ 30.5605	$ 31.5079	$ 32.4846	$ 33.4916	$ 34.5299
ART DIRECTOR	$ 44.2162	$ 45.5869	$ 47.0001	$ 48.4571	$ 49.9593	$ 51.5080	$ 53.1048
ASSISTANT BUYER	$ 30.0648	$ 30.9968	$ 31.9577	$ 32.9484	$ 33.9698	$ 35.0229	$ 36.1086
ASSISTANT CONSERVATOR	$ 35.3366	$ 36.4321	$ 37.5614	$ 38.7258	$ 39.9264	$ 41.1641	$ 42.4402
ASSISTANT CURATOR I	$ 35.3366	$ 36.4321	$ 37.5614	$ 38.7258	$ 39.9264	$ 41.1641	$ 42.4402
ASSISTANT CURATOR II	$ 40.2460	$ 41.4937	$ 42.7800	$ 44.1061	$ 45.4734	$ 46.8831	$ 48.3365
ASSISTANT MANAGER, DIRECT RESPONSE	$ 33.0713	$ 34.0965	$ 35.1535	$ 36.2432	$ 37.3668	$ 38.5251	$ 39.7194
ASSISTANT REGISTRAR	$ 32.2742	$ 33.2747	$ 34.3062	$ 35.3697	$ 36.4662	$ 37.5966	$ 38.7621
ASSOCIATE BUYER, MUSEUM STORE	$ 34.5675	$ 35.6391	$ 36.7439	$ 37.8830	$ 39.0574	$ 40.2681	$ 41.5164
ASSOCIATE COLLECTIONS PHOTOGRAPHER	$ 31.1630	$ 32.1290	$ 33.1250	$ 34.1519	$ 35.2106	$ 36.3021	$ 37.4275
ASSOCIATE CURATOR	$ 43.3492	$ 44.6931	$ 46.0785	$ 47.5070	$ 48.9797	$ 50.4981	$ 52.0635
ASSOCIATE EDUCATOR, YOUTH & FAMILY	$ 29.3656	$ 30.2759	$ 31.2145	$ 32.1821	$ 33.1798	$ 34.2084	$ 35.2688
ASSOCIATE REGISTRAR	$ 36.7070	$ 37.8449	$ 39.0181	$ 40.2277	$ 41.4747	$ 42.7605	$ 44.0860
ASSOCIATE HEAD OF REGISTRATION	$ 43.4751	$ 44.8228	$ 46.2123	$ 47.6449	$ 49.1219	$ 50.6447	$ 52.2147
AUDIOVISUAL COORDINATOR	$ 34.4696	$ 35.5382	$ 36.6399	$ 37.7757	$ 38.9468	$ 40.1541	$ 41.3989
BUSINESS AND DATA SYSTEMS ANALYST	$ 47.0736	$ 48.5329	$ 50.0374	$ 51.5885	$ 53.1878	$ 54.8366	$ 56.5365
COLLECTION DATABASE ADMINISTRATOR	$ 42.8179	$ 44.1452	$ 45.5137	$ 46.9246	$ 48.3793	$ 49.8791	$ 51.4253
COLLECTIONS MANAGER	$ 34.5675	$ 35.6391	$ 36.7439	$ 37.8830	$ 39.0574	$ 40.2681	$ 41.5164
COLLECTIONS PHOTOGRAPHER	$ 35.2108	$ 36.3023	$ 37.4277	$ 38.5879	$ 39.7842	$ 41.0175	$ 42.2890
COMMUNICATIONS ASSISTANT	$ 30.0648	$ 30.9968	$ 31.9577	$ 32.9484	$ 33.9698	$ 35.0229	$ 36.1086
COMMUNICATIONS ASSOCIATE	$ 32.7776	$ 33.7937	$ 34.8413	$ 35.9214	$ 37.0350	$ 38.1831	$ 39.3667
COMMUNITY ENGAGEMENT OFFICER	$ 39.6855	$ 40.9158	$ 42.1842	$ 43.4919	$ 44.8401	$ 46.2302	$ 47.6633
CONSERVATION TECHNICIAN	$ 30.0648	$ 30.9968	$ 31.9577	$ 32.9484	$ 33.9698	$ 35.0229	$ 36.1086
CONSERVATOR	$ 46.2578	$ 47.6918	$ 49.1703	$ 50.6945	$ 52.2661	$ 53.8863	$ 55.5568
CORPORATE PARTNERSHIP OFFICER	$ 35.3266	$ 36.4218	$ 37.5508	$ 38.7149	$ 39.9151	$ 41.1524	$ 42.4282
COPY EDITOR	$ 34.2878	$ 35.3508	$ 36.4466	$ 37.5765	$ 38.7414	$ 39.9423	$ 41.1806
CREATIVE MEDIA PRODUCER	$ 38.5948	$ 39.7912	$ 41.0248	$ 42.2965	$ 43.6077	$ 44.9596	$ 46.3533
CURATORIAL ASSISTANT	$ 29.3656	$ 30.2759	$ 31.2145	$ 32.1821	$ 33.1798	$ 34.2084	$ 35.2688
CURATORIAL ASSOCIATE	$ 32.0784	$ 33.0729	$ 34.0981	$ 35.1552	$ 36.2450	$ 37.3686	$ 38.5270
CURATORIAL PROJECT ASSISTANT	$ 29.3656	$ 30.2759	$ 31.2145	$ 32.1821	$ 33.1798	$ 34.2084	$ 35.2688
DEVELOPMENT ASSOCIATE	$ 29.1559	$ 30.0597	$ 30.9915	$ 31.9523	$ 32.9428	$ 33.9640	$ 35.0169
DEVELOPMENT COORDINATOR	$ 32.8056	$ 33.8226	$ 34.8711	$ 35.9521	$ 37.0666	$ 38.2156	$ 39.4003
DEVELOPMENT SYSTEMS ANALYST	$ 33.0713	$ 34.0965	$ 35.1535	$ 36.2432	$ 37.3668	$ 38.5251	$ 39.7194
DIGITAL IMAGE SPECIALIST	$ 29.3656	$ 30.2759	$ 31.2145	$ 32.1821	$ 33.1798	$ 34.2084	$ 35.2688
DIGITAL PRODUCER	$ 39.5177	$ 40.7428	$ 42.0058	$ 43.3080	$ 44.6505	$ 46.0347	$ 47.4618

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Wage Range Salary Step - July 1, 2026 - 3.0% Class Title	Step 1 Entry	Step 2 12 mths.	Step 3 12 mths.	Step 4 12 mths.	Step 5 12 mths.	Step 6 12 mths.	Step 7 Top Step
DIGITAL RESOURCES COORDINATOR	$ 47.0736	$ 48.5329	$ 50.0374	$ 51.5885	$ 53.1878	$ 54.8366	$ 56.5365
DONOR RELATIONS MANAGER	$ 39.6576	$ 40.8869	$ 42.1544	$ 43.4612	$ 44.8085	$ 46.1976	$ 47.6297
EDUCATION ASSISTANT, SCHOOL PROGRAMS	$ 27.6037	$ 28.4594	$ 29.3416	$ 30.2512	$ 31.1890	$ 32.1559	$ 33.1527
EDUCATION DEPARTMENT COORDINATOR	$ 32.7776	$ 33.7937	$ 34.8413	$ 35.9214	$ 37.0350	$ 38.1831	$ 39.3667
EDUCATOR FOR PUBLIC PROGRAMS	$ 31.7848	$ 32.7701	$ 33.7860	$ 34.8333	$ 35.9132	$ 37.0265	$ 38.1743
EXEC ASSIST TO CPO/CEnO	$ 36.0498	$ 37.1673	$ 38.3195	$ 39.5074	$ 40.7321	$ 41.9948	$ 43.2967
EXHIBITION DESIGN ASSISTANT	$ 33.9383	$ 34.9903	$ 36.0750	$ 37.1934	$ 38.3464	$ 39.5351	$ 40.7607
EXPERIENCE DESIGNER	$ 39.6576	$ 40.8869	$ 42.1544	$ 43.4612	$ 44.8085	$ 46.1976	$ 47.6297
FACILITIES MAINTENANCE COORDINATOR	$ 35.3366	$ 36.4321	$ 37.5614	$ 38.7258	$ 39.9264	$ 41.1641	$ 42.4402
FACILITIES MAINTENANCE SPECIALIST	$ 32.5539	$ 33.5630	$ 34.6035	$ 35.6762	$ 36.7822	$ 37.9224	$ 39.0980
FACILITIES SPECIALIST	$ 32.7776	$ 33.7937	$ 34.8413	$ 35.9214	$ 37.0350	$ 38.1831	$ 39.3667
FACILITY RENTAL PROGRAM ASSISTANT	$ 27.6037	$ 28.4594	$ 29.3416	$ 30.2512	$ 31.1890	$ 32.1559	$ 33.1527
GALLERIES PROGRAM COORDINATOR	$ 31.7848	$ 32.7701	$ 33.7860	$ 34.8333	$ 35.9132	$ 37.0265	$ 38.1743
GIFTS OFFICER	$ 35.3266	$ 36.4218	$ 37.5508	$ 38.7149	$ 39.9151	$ 41.1524	$ 42.4282
GIFT PROCESSING SPECIALIST	$ 28.9601	$ 29.8578	$ 30.7834	$ 31.7377	$ 32.7216	$ 33.7360	$ 34.7818
GRANTS OFFICER	$ 35.3266	$ 36.4218	$ 37.5508	$ 38.7149	$ 39.9151	$ 41.1524	$ 42.4282
GRAPHIC DESIGNER	$ 38.5948	$ 39.7912	$ 41.0248	$ 42.2965	$ 43.6077	$ 44.9596	$ 46.3533
GROUP SALES & GUEST EXPERIENCE ASSISTANT	$ 25.9676	$ 26.7726	$ 27.6025	$ 28.4582	$ 29.3404	$ 30.2500	$ 31.1877
GUEST EXPERIENCE ASSISTANT	$ 22.0522	$ 22.7358	$ 23.4406	$ 24.1673	$ 24.9164	$ 25.6889	$ 26.4852
HELP DESK TECHNICIAN	$ 34.2878	$ 35.3508	$ 36.4466	$ 37.5765	$ 38.7414	$ 39.9423	$ 41.1806
INFORMATION SYSTEMS ANALYST - SECURITY	$ 49.4273	$ 50.9596	$ 52.5393	$ 54.1680	$ 55.8472	$ 57.5785	$ 59.3634
INFORMATION TECH ADMINISTRATOR	$ 43.4331	$ 44.7796	$ 46.1677	$ 47.5989	$ 49.0745	$ 50.5958	$ 52.1643
INSTITUTIONAL PARTNERSHIPS COORDINATOR	$ 35.7142	$ 36.8213	$ 37.9628	$ 39.1396	$ 40.3530	$ 41.6039	$ 42.8936
INSTITUTIONAL PARTNERSHIPS SPECIALIST	$ 35.3366	$ 36.4321	$ 37.5614	$ 38.7258	$ 39.9264	$ 41.1641	$ 42.4402
INTERPRETIVE MEDIA SPECIALIST	$ 36.0498	$ 37.1673	$ 38.3195	$ 39.5074	$ 40.7321	$ 41.9948	$ 43.2967
JUNIOR ACCOUNTANT	$ 30.0648	$ 30.9968	$ 31.9577	$ 32.9484	$ 33.9698	$ 35.0229	$ 36.1086
MAJOR GIFTS OFFICER	$ 48.6549	$ 50.1632	$ 51.7182	$ 53.3215	$ 54.9745	$ 56.6787	$ 58.4357
MARKETING COORDINATOR	$ 32.7776	$ 33.7937	$ 34.8413	$ 35.9214	$ 37.0350	$ 38.1831	$ 39.3667
MEMBER SERVICES ASSISTANT	$ 26.7981	$ 27.6289	$ 28.4854	$ 29.3684	$ 30.2788	$ 31.2175	$ 32.1852
MEMBERSHIP ASSISTANT	$ 26.6668	$ 27.4934	$ 28.3457	$ 29.2245	$ 30.1304	$ 31.0645	$ 32.0275
MEMBERSHIP ASSOCIATE	$ 29.1559	$ 30.0597	$ 30.9915	$ 31.9523	$ 32.9428	$ 33.9640	$ 35.0169
MEMBERSHIP COORDINATOR	$ 33.2905	$ 34.3225	$ 35.3865	$ 36.4835	$ 37.6145	$ 38.7805	$ 39.9827
MOUNTMAKER	$ 36.6371	$ 37.7728	$ 38.9438	$ 40.1511	$ 41.3957	$ 42.6790	$ 44.0021
MUSEUM STORE ASSISTANT	$ 22.0522	$ 22.7358	$ 23.4406	$ 24.1673	$ 24.9164	$ 25.6889	$ 26.4852
MUSEUM STORE ASSOCIATE	$ 25.9536	$ 26.7582	$ 27.5877	$ 28.4429	$ 29.3246	$ 30.2337	$ 31.1709
MUSEUM STORE SALES FLOOR SUPERV	$ 28.1910	$ 29.0649	$ 29.9659	$ 30.8949	$ 31.8526	$ 32.8400	$ 33.8581
MUSEUM STORE STOCKROOM COORD	$ 28.1910	$ 29.0649	$ 29.9659	$ 30.8949	$ 31.8526	$ 32.8400	$ 33.8581
PAYROLL SPECIALIST	$ 34.9031	$ 35.9851	$ 37.1007	$ 38.2508	$ 39.4366	$ 40.6591	$ 41.9195

Authentisign ID: 034E13B9-D7FB-F011-8D4D-000D3A1FC4E8

Wage Range Salary Step - July 1, 2026 - 3.0% Class Title	Step 1 Entry	Step 2 12 mths.	Step 3 12 mths.	Step 4 12 mths.	Step 5 12 mths.	Step 6 12 mths.	Step 7 Top Step
PREPARATOR I	$ 31.1975	$ 32.1646	$ 33.1617	$ 34.1897	$ 35.2496	$ 36.3423	$ 37.4689
PREPARATOR II	$ 33.9383	$ 34.9903	$ 36.0750	$ 37.1934	$ 38.3464	$ 39.5351	$ 40.7607
PREPARATOR III	$ 34.9451	$ 36.0284	$ 37.1453	$ 38.2968	$ 39.4840	$ 40.7080	$ 41.9699
PREPARATOR, CARPENTER	$ 34.9451	$ 36.0284	$ 37.1453	$ 38.2968	$ 39.4840	$ 40.7080	$ 41.9699
PROGRAM ASSISTANT I	$ 27.6037	$ 28.4594	$ 29.3416	$ 30.2512	$ 31.1890	$ 32.1559	$ 33.1527
PROGRAM ASSISTANT I (ASSISTANT LIBRARIAN)	$ 29.3656	$ 30.2759	$ 31.2145	$ 32.1821	$ 33.1798	$ 34.2084	$ 35.2688
PROGRAM ASSISTANT II	$ 30.0648	$ 30.9968	$ 31.9577	$ 32.9484	$ 33.9698	$ 35.0229	$ 36.1086
PROGRAM ASSISTANT III	$ 32.7776	$ 33.7937	$ 34.8413	$ 35.9214	$ 37.0350	$ 38.1831	$ 39.3667
PROJECT MANAGER	$ 36.7070	$ 37.8449	$ 39.0181	$ 40.2277	$ 41.4747	$ 42.7605	$ 44.0860
PROOFREADER	$ 29.3656	$ 30.2759	$ 31.2145	$ 32.1821	$ 33.1798	$ 34.2084	$ 35.2688
REGISTRAR	$ 39.5177	$ 40.7428	$ 42.0058	$ 43.3080	$ 44.6505	$ 46.0347	$ 47.4618
REGISTRATION ASSISTANT	$ 29.0440	$ 29.9443	$ 30.8726	$ 31.8297	$ 32.8164	$ 33.8337	$ 34.8825
RENTAL EVENTS SALES MANAGER	$ 32.7776	$ 33.7937	$ 34.8413	$ 35.9214	$ 37.0349	$ 38.1830	$ 39.3667
RESEARCH AND EVALUATION ASSISTANT	$ 27.6037	$ 28.4594	$ 29.3416	$ 30.2512	$ 31.1890	$ 32.1559	$ 33.1527
SCHOOL PROGRAMS ASSOCIATE	$ 30.0648	$ 30.9968	$ 31.9577	$ 32.9484	$ 33.9698	$ 35.0229	$ 36.1086
SCHOOL PROGRAMS COORDINATOR	$ 31.7848	$ 32.7701	$ 33.7860	$ 34.8333	$ 35.9132	$ 37.0265	$ 38.1743
SENIOR ASSOCIATE CURATOR	$ 52.0635	$ 53.6774	$ 55.3414	$ 57.0570	$ 58.8258	$ 60.6494	$ 62.5295
SENIOR ACCOUNTANT	$ 43.4331	$ 44.7796	$ 46.1677	$ 47.5989	$ 49.0745	$ 50.5958	$ 52.1643
SENIOR COORDINATOR	$ 35.7142	$ 36.8213	$ 37.9628	$ 39.1396	$ 40.3529	$ 41.6039	$ 42.8936
SENIOR DIGITAL PRODUCER	$ 46.2064	$ 47.6388	$ 49.1156	$ 50.6382	$ 52.2079	$ 53.8264	$ 55.4950
SENIOR EDUCATOR FOR ARTS & GALLERY PGMS	$ 35.7142	$ 36.8213	$ 37.9628	$ 39.1396	$ 40.3529	$ 41.6039	$ 42.8936
SENIOR GRAPHIC DESIGNER	$ 42.4493	$ 43.7652	$ 45.1219	$ 46.5207	$ 47.9629	$ 49.4497	$ 50.9827
SENIOR INTERPRETIVE MEDIA PLANNER II	$ 39.6576	$ 40.8869	$ 42.1544	$ 43.4612	$ 44.8085	$ 46.1976	$ 47.6297
SENIOR MEMBERSHIP COORDINATOR	$ 34.9551	$ 36.0387	$ 37.1559	$ 38.3077	$ 39.4952	$ 40.7196	$ 41.9819
SPECIAL EVENTS ASSISTANT	$ 27.6037	$ 28.4594	$ 29.3416	$ 30.2512	$ 31.1890	$ 32.1559	$ 33.1527
SPECIAL EVENTS COORDINATOR	$ 32.7776	$ 33.7937	$ 34.8413	$ 35.9214	$ 37.0350	$ 38.1831	$ 39.3667
STAFF ACCOUNTANT	$ 32.7776	$ 33.7937	$ 34.8413	$ 35.9214	$ 37.0350	$ 38.1831	$ 39.3667
SUPERVISOR GUEST EXPERIENCE & GROUP SALES	$ 32.2825	$ 33.2832	$ 34.3150	$ 35.3788	$ 36.4756	$ 37.6062	$ 38.7721
VISITOR SERVICES ASSISTANT	$ 21.1712	$ 21.8275	$ 22.5042	$ 23.2018	$ 23.9211	$ 24.6626	$ 25.4271
VISUAL MERCHANDISER	$ 35.2108	$ 36.3023	$ 37.4277	$ 38.5879	$ 39.7842	$ 41.0175	$ 42.2890
VOLUNTEER PROGRAMS ASSISTANT	$ 27.6037	$ 28.4594	$ 29.3416	$ 30.2512	$ 31.1890	$ 32.1559	$ 33.1527
VOLUNTEER PROGRAMS ASSOCIATE	$ 30.0648	$ 30.9968	$ 31.9577	$ 32.9484	$ 33.9698	$ 35.0229	$ 36.1086
WRITER/EDITOR	$ 41.5174	$ 42.8044	$ 44.1314	$ 45.4994	$ 46.9099	$ 48.3641	$ 49.8634