

SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 1021

EXECUTIVE BOARD MEMBERS ON FULL TIME UNION COMPENSATED LEAVE POLICY

Leave

All executive board members on leave from their employer's work (regardless of whether they work full time or part time for the employer) to work full time for SEIU Local 1021 ("executive board members") shall serve with the recommendation of the President and approval of the board. Executive board members shall obtain a leave of absence that is approved by the Labor Relations Director for the employer. Subject to the recommendation of the President and approval of the board, the term of the leave shall correspond to the period of time that the executive board member is expected to perform full time services for SEIU Local 1021. All board approved union compensated leaves and board members on leave covered by this policy shall be reviewed annually.

Payment

The executive board member shall receive a monthly salary equivalent to no less than two times the state or local minimum wage for full-time employment, whichever is greater. Local minimum wage is determined by the physical address of the board member's employer's primary administrative office. SEIU Local 1021 shall pay the executive board member at least the amount of annual base salary they would have earned had they continued to work for the employer. In effort to minimize loss of compensation, SEIU Local 1021 shall pay the executive board member the pay differentials (i.e. longevity, shift) they would have received on a consistent and on-going basis had they continued to work for the employer provided adequate pay differential documentation (e.g. MOU/CBA, paystubs) preceding the leave are provided by the executive board member validating the pay differential is on-going and regular. SEIU 1021 does not compensate for overtime. This salary shall be paid every two weeks and shall constitute compensation for all hours worked. This amount shall not be reduced for missed work or any other reason except if the executive board member is on unpaid leave.

Under no circumstances shall this policy result in a wage decrease to salaries received by executive board members effective as of March 15, 2019.

Exempt Status and Work Responsibilities

Executive board members are treated as exempt employees for the purpose of state and federal overtime laws. Executive board members shall spend the majority of their time performing tasks consistent with their exempt status.

Specifically, executive board members shall spend the majority of their time interpreting and implementing SEIU Local 1021 policies and programs adopted and implemented by SEIU Local 1021 in accord with its governing documents. These duties affect the overall direction of work of SEIU Local 1021 employees with regards to overall priorities and goals for SEIU Local 1021.

Executive board members shall act independently and exercise discretion in accord with law governing exempt status.

Executive board members covered under this policy may acquire union responsibilities, such as chairing a committee, running a campaign, and/or supporting union transformation, as assigned or appointed by the President that goes beyond the duties as defined by the bylaws.

Time Records

Every two weeks, executive board members shall submit records of hours worked, including a record of meal periods and any other information that the local may require. The time record documentation method and submission process will be developed by the Personnel and Staffing Committee (PSC) in coordination with the designated administrative staff.

Every pay period, SEIU Local 1021 shall issue documentation indicating regular hours worked, accrued paid sick leave and compensatory time off. If there are any perceived errors in the information provided, executive board members shall notify SEIU Local 1021 promptly.

Union Work Coordination

In effort to effectively coordinate and carry out the important work of our Union, Executive board members will join the President (or the President's designee) for one-on-one support & strategy meetings, team meetings, trainings, and other union activities (i.e. transformation and local-wide priority campaigns) on a schedule developed and coordinated by the President. Nothing in this section shall in any way infringe upon the local bylaws.

Work-plans and Schedule

In order to effectuate the important work of those covered by this policy, executive board members will develop union-building goals and strategy and reflect their strategic thinking in bi-weekly work-plans. These weekly plans will reflect how the executive board member strategically plans to carry out their respective duties, the Vision for Power, and convention action items by laying out goals, practical actions, schedule of worksite based/field activities, and other related activities/actions. Executive board members will submit their work-plans and make their schedule available to the President and/or the President's designee.

Meal and Rest Breaks

An executive board member shall take one meal period lasting 30 minutes if he or she has worked at least 5 hours during the workday and a second meal period lasting 30 minutes if he or she worked at least 10 hours during the workday. If an executive board member works for a work period of more than five hours, a meal period must be taken no later than the end of his or her fifth hour of work. If an executive board member works for a period of more than 10 hours, a second meal period must be provided no later than the end of the employee's tenth hour of work.

Executive board members shall also take one rest break lasting 10 minutes for every 4 hours worked, or major fraction thereof. To the extent possible, executive board members shall take

rest breaks in the middle of each 4 hour work period (for example, taking a rest break before and another rest break after their first meal period). For shifts of eight hours or more, for example, executive board members shall be entitled to two 10-minute rest periods. And for shifts of more than 10 hours, executive board members shall be entitled to three 10-minute rest periods.

Executive board members shall be relieved of all duties during meal periods and rest breaks, including the duty to answer telephone calls, emails or any other form of communication from SEIU Local 1021.

The executive board member shall record meal breaks.

Overtime

Executive board members are salaried exempt employees not entitled to overtime wages for overtime hours worked.

Healthcare

Where possible, an executive board member may receive healthcare benefits from his or her employer. SEIU Local 1021 shall promptly reimburse the employer for any premiums or other costs associated with maintaining the executive board member's health insurance.

Pursuant to the Affordable Care Act, an executive board member shall have the option to join any healthcare plan that is offered to full time SEIU Local 1021 employees. The executive board member may elect to continue to receive benefits in lieu of joining SEIU Local 1021's healthcare plan.

If the executive board member elects to join the healthcare plan that is offered to SEIU Local 1021 employees, the executive board member shall be eligible for the SEIU Local 1021 Flexible Benefits Plan on the first day of the month coinciding with or following the date that the executive board member became eligible for the SEIU Local 1021 healthcare plan offered to SEIU Local 1021 employees.

Retirement

As long as the employer does not consent to being reimbursed by SEIU Local 1021 for continuing payments directly into the executive board members' pension plans, SEIU Local 1021 will work with the pension fund to attempt to arrange for an alternative means of paying for the employer's contribution. If the pension fund allows direct payments to be made by the employee for the employer share and employee share, the executive board member may be reimbursed for the employer's share that is paid by the member with submission of documentation in accordance with the administrative procedure and the responsibility of maintaining necessary payments of the employee portion of pension plan payments will be with the executive board member. If SEIU Local 1021 does not reach an agreement with the employer and pension fund, the executive board member may lose the ability to participate in the employer's pension plan.

Adopted by the Executive Board March 16, 2019. Updated July 27, 2019 to reflect finalized Vacation Policy.

If the employer consents to the arrangement, an executive board member shall continue to receive all retirement benefits pursuant to the relevant Memorandum of Understanding between SEIU Local 1021 and the employer. SEIU Local 1021 shall reimburse the employer no later than 30 days after receipt of the employer's certification of payment of compensation to the executive board member.

Executive board members who are anticipated to reach or who have reached the hour/pay threshold for inclusion in SEIU Local 1021's pension plan shall request not to be included in SEIU Local 1021's pension plan because they would be receiving a pension plan through the employer.

SEIU Local 1021 will seek to get a blanket waiver from its pension plan to account for SEIU 1021's potentially having to pay for two pensions for an executive board member. Executive board members that do not have a defined benefit pension with their employer or are unable to participate in their employer's pension plan as a direct result of going on Full Time Union Compensated leave are covered by the SEIU Local 1021's pension plan in accordance with the pension rules and requirements so long as SEIU 1021 is not paying for two pensions for the executive board member.

Executive board members are eligible for the SEIU Local 1021 Retirement Savings Plan (401K), pending approval by the plan administrator and plan.

Mileage and Transportation

An executive board member is required to use a personal automobile for SEIU Local 1021 business. The executive board member has two options for mileage reimbursement and/or a car allowance.

1. The executive board member shall be reimbursed on a monthly basis for mileage at the maximum IRS allowance rate.
2. The executive board member shall receive a general car allowance of \$300.00 per month. Additionally, SEIU Local 1021 shall reimburse executive board members on a monthly basis at the maximum IRS allowance rate for all miles driven for business purposes in excess of four hundred and fifty miles a month for any trips not directly between the executive board member's home and permanently assigned home office. Executive board members shall submit mileage claims no later than 90 days after the mileage has accrued.

The regular place of work for an executive board member shall be the location where he or she spends the majority of time performing tasks for SEIU Local 1021. Executive board members that do not have an easily discernible regular place of business shall be assigned a regular place of business for mileage purposes according to the Internal Revenue Service's rules and guidelines. Should this policy on defining regular place of work result in financial harm to an executive board member, the executive board may at its discretion determine and apply a remedy, if any.

SEIU Local 1021 shall comply with all Internal Revenue Service rules and guidelines in mileage reimbursement for executive board members.

Executive board members shall have a valid driver's license; sign the necessary releases for a DMV and auto insurance record check; maintain driving insurance with a minimum coverage of \$100,000 per person, \$300,000 per incident of bodily injury liability, and \$50,000 property damage liability, and list SEIU Local 1021 as an "additional insured" or "interested party" on the executive board member's insurance policy in order to trigger notification to SEIU Local 1021 in the event the policy is cancelled; and maintain a driving record that qualifies for coverage under SEIU Local's car insurance policy. The executive board member bears the responsibility of notifying SEIU Local 1021 if his or her policy is cancelled or if his or her license is suspended or revoked.

SEIU Local 1021 shall provide worksite parking or pay for alternate parking.

SEIU Local 1021 shall reimburse executive board members for parking expenses incurred during the course of their work assignments.

SEIU Local 1021 shall reimburse executive board members for non-commute toll expenses incurred during the course of their work assignments.

Sick Time

The executive board member that is on his or her employer's payroll must use the sick time accrued with the employer and will not accrue sick time from SEIU 1021.

In the event that an executive board member does not have an arrangement with their employer to continue to accrue and use paid sick time, the executive board member will accrue sick time at a rate equal to what they would have received had they continued to work for the employer. Should the executive board member's employer-based sick time accrue at lower rate than one (1) workday per month and cap at or below twenty (20) days, such board member will accrue sick time at the following rate: one (1) workday per month worked up to a cap of twenty (20) days.

The Local's existing practice regarding timing of receiving sick time accruals shall apply. Executive board members may use sick time accruals in accordance with the administrative procedures. Sick time has no cash value.

Vacation

The executive board member that is on his or her employer's payroll must use the vacation time accrued with the employer and will not accrue vacation time from SEIU 1021.

In the event that an executive board member does not have an arrangement with their employer to continue to accrue and use paid vacation time, the executive board member will accrue vacation time at a rate equal to what they would have received had they continued to work for the employer, up to their employer's vacation accrual cap. For purposes of this section, an

executive board member's employer-based vacation time will not count towards the vacation accrual cap. Only the executive board member's SEIU 1021 payroll-based vacation will count towards the vacation accrual cap.

The Local's existing practice regarding timing of receiving vacation time accruals shall apply. Executive board members may use vacation time accruals in accordance with the administrative procedures.

Administration

To ensure the most efficient administration and application of this policy, such as administering accruals, reimbursements, pension payments, time records, and benefits, the executive board members shall use and follow the administrative process and any administrative updates as determined by the designated administrative staff of SEIU Local 1021.

Executive board members will provide promptly and timely all necessary documentation required by this policy for the most efficient administration and application of the policy.

Membership Dues

In cases where the executive board member is being paid through the Local Union's payroll system, such executive board member shall pay the maximum dues rate for SEIU Local 1021 members (currently 1.74%). Where possible, e-board members on the employer's payroll will make reasonable efforts to contribute the maximum dues rate.

Written Agreement

Prior to commencing his or her position on the executive board or as soon as practicable thereafter, the executive board member shall sign an agreement with SEIU Local 1021 that fully details the terms of employment.

Policy Modifications

The full executive-board reserves the right to modify the current terms of this policy at its sole discretion at any time. Any modifications to this policy approved by the full executive board shall apply to executive board members covered by this agreement as determined by the executive board.