COLLECTIVE BARGAINING AGREEMENT

April 1, 2025 – March 31, 2028

de Young \
\ Legion of Honor
fine arts museums
of san francisco

BETWEEN
CORPORATION OF THE FINE ARTS MUSEUMS &
SERVICE EMPLOYEES INTERNATIONAL UNION
LOCAL 1021 COFAM CHAPTER

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Collective Bargaining Agreement

Between

THE CORPORATION OF THE FINE ARTS MUSEUMS

And

COFAM Chapter of SEIU LOCAL 1021

April 1, 2025 - March 31, 2028

THIS COLLECTIVE BARGAINING AGREEMENT (the "CBA") is entered into as of the 1st day of April, 2025 by and between the Corporation of The Fine Arts Museums ("COFAM") and the COFAM Chapter of SEIU Local 1021 (the "Union").

COFAM and the Union are parties to a Collective Bargaining Agreement dated as of April 1, 2025, the term of which extended to and including March 31, 2028 and was continued by mutual agreement until the date of this CBA. COFAM and the Union have now concluded meeting and conferring for a successor CBA for the period through March 31, 2025 with the results set forth in this CBA.

ARTICLE 1 RECOGNITION

COFAM acknowledges that the Union is the recognized Employee organization of the Employees in the unit described in this Article with respect to employment conditions and Employee relations, including wages, hours, and other terms and conditions of employment, which are within the scope of representation.

If new positions are created in the bargaining unit, COFAM agrees to bargain with SEIU Local 1021 over those positions and appropriate wage rates to be paid to those positions.

The unit covered by this CBA is defined as all Regular Full-Time, Regular Part-Time and Fixed-Term Employees of COFAM paid with non-City funds and employed at least twenty (20) hours per week; excluding managerial, confidential, professional and casual employees, guards and supervisors as those terms are used under the National Labor Relations Act, and excluding temporary employees.

ARTICLE 2 DEFINITION/CATEGORIES OF EMPLOYEES

Section 1. *Definition*

COFAM shall draw up and maintain position descriptions outlining in general terms typical duties and responsibilities for each position covered by this CBA, copies of which shall be provided to the Union Field Representative.

Section 2. *Non-Exempt*

All employees hired who are covered by this CBA will be considered non-exempt employees and will be covered by the overtime provisions of the Federal Fair Labor Standards Act, the California Labor Code, and the applicable Industrial Wage Commission Wage Order. By

definition, non-exempt employees are entitled to overtime pay whenever they work more than eight (8) hours in a single workday or more than forty (40) hours in a single workweek.

Section 3. ***Categories***

There shall be five (5) Regular Employee categories: a) Full-Time; b) Part-Time; c) Fixed-Term; d) Temporary; e) On-Call.

a Regular Full-Time. A regular full-time employee is one who works in a regular position requiring at least thirty five (35) hours per week. Any employee designated as regular full-time will accumulate and receive fringe benefits as provided in this Agreement.

b Regular Part-Time. A regular part-time employee is one who works in a regular position requiring more than 20 hours but less than thirty-five (35) hours per week. Any employee designated as regular part-time will accumulate and receive fringe benefits as provided in this Agreement. All Regular Part-Time Employees will accrue vacation, holiday, and sick leave on a pro-rata basis, based on hours worked, but in no case more than thirty five (35) hours per week.

Regular Part-Time Employees shall receive pro-rated vacation pay, sick leave pay, holiday pay and bereavement leave based on the proportion of their normally scheduled hours of work to a forty (40) hour week. In addition, such Employees shall be covered by the jury duty provisions of Article 23, section 11, all insurance benefits provided for in Article 17, and the additional benefits provided for in Article 19.

c Fixed-Term. A Fixed-Term Employee is a Full-Time or Part-Time employee hired for a specific term or into a position specifically tied to restricted funding, the duration of which exceeds six (6) months of continuous employment.

A Fixed-Term position can be either Full-Time or Part-Time and is eligible for all benefits described above for Regular Full-Time or Regular Part-Time Employees.

The specific dates of the fixed-term appointment will be announced on the job posting and included in the employee's appointment letters.

Termination of employment will occur at the conclusion of the fixed term. In the event funding for the same project is extended, the position may extend to the completion of the project with the written consent of the Employee and the Union.

Any Fixed-Term Employee employed for more than one (1) year (not less than 1040 hours per year) in the same classification shall be offered regular employment in the appropriate Regular Part-Time or Regular Full-Time status, except as otherwise agreed among the Employer, the Employee, and the Union.

If the Employer decides to convert the Fixed-Term position to a regular position, the incumbent in the Fixed-Term position will have the right of first refusal of hire to the regular position.

Employees concluding a Fixed-Term will be considered internal candidates for any openings for which they may be qualified.

The Employer shall not use Fixed-Term employment to avoid hiring regular

employees.

d Temporary Employees

A Temporary Employee has a regular schedule and is employed for not more than six (6) months.

If the Temporary Employee is not replacing an Employee on an approved leave of absence and the temporary employee works a Regular Full-Time or Regular Part-Time schedule for more than 6 months, the Employer and the Union will meet and discuss if the position should be made a Regular Part-Time or Regular Full time position.

Temporary employees are not eligible for benefits and are not covered by the CBA.

If the Employer decides to convert a Temporary position to a regular position, the incumbent in said position will have the right of first refusal of hire to the regular position.

Employees classified as Temporary will be considered internal candidates for any openings for which they may be qualified.

The Employer shall not use Temporary employment to avoid hiring permanent employees.

e On-Call

An On-Call Employee is called on an as-needed basis and has an intermittent schedule. On-Call Employees are not covered by the CBA.

If an On-Call employee works a minimum of one thousand forty (1040) hours within a twelve (12) month period they will be reclassified as a Regular Full-time or Regular Part- Time Employee provided there is a budgeted position. If there is no such permanent position both parties will meet and bargain.

Employees classified as On-Call will be considered internal candidates for any openings for which they may be qualified.

The Employer shall not use On-Call employment to avoid hiring regular employees.

f Use of Volunteers/Interns

COFAM shall not use paid or unpaid volunteers or interns to displace bargaining unit Employees. COFAM will not keep authorized budgeted positions vacant, nor is it the intent of COFAM to initiate the reduction of the number of budgeted positions for the purpose of using volunteers/interns.

Section 4. ***Reports***

COFAM shall provide pay period reports to the Union, listing the names of Fixed-Term and Temporary Employees, payroll and non-payroll, who have been used for the pay period, their start date, their hourly rate, the department they are working for, an explanation of duties,

and either their end date or expected end date, and the number of hours worked per pay period. This pay period data shall be delivered quarterly to the Chief Shop Steward and mailed to the Union Field Representative.

ARTICLE 3 UNION SECURITY

Section 1. *Membership*

It shall be a condition of employment that all Employees of COFAM covered by this CBA, within thirty-one (31) days of the execution date of this CBA or date of hire, whichever occurs later, shall either become and remain members of the Union in good standing, or commence and continue payment to the Union of a monthly service fee equal to regular monthly union dues.

Section 2. *Employment Notification*

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

1. Employee Number
2. Full Name
3. Home Address (address, city, state, zip)
4. Work Phone
5. Work Cell Phone
6. Home Phone (If provided by the employee.)
7. Personal Cell Phone (If provided by the employee)
8. Work E-mail Address
9. Personal E-mail Address (If provided by the employee)
10. Hire Date
11. Seniority Date
12. Birth Date
13. Job Classification
14. Job Type (full-time, part-time, temporary, exempt or nonexempt, per diem, as needed, etc.)
15. Pay Rate
16. Pay Step

17. Pay Status (active, on leave, etc.)

18. Department

19. Last Paid Date

The Employer will provide a Status Change Report in electronic malleable format on a monthly basis for all Employees with employment status changes including, but not limited to newly hired, rehired, transferred or promoted into and/or out of the bargaining unit placed on leaves of absence of any type, placed on or recalled from layoff, separated (including retirement), and termination. The Human Resources Department will distribute the Union's membership/service payer form and a list of current Union Stewards provided by the Union to new employees. COFAM will invite the Union to the periodic new employee orientation that is provided to groups of new employees.

The Union will receive 7-day advance notice of any new employee orientation and be provided up to 30 minutes to make a presentation about the Union, provide union material and information, and to discuss Employee rights and obligations under the CBA. The Employer will allow the Union or designee up to thirty (30) minutes to do the presentation without loss of pay. During such time, the Employer personnel present and other non-represented Employee(s) shall leave the orientation room

Section 3. ***Union Dues***

a COFAM will deduct from each Employee's wages the amount of Union dues as specified by the Union, for all Employees covered by this CBA who have voluntarily provided COFAM with a written assignment authorizing such deductions.

b COFAM will deduct from an Employee's wages the amount of any designated per pay period contributions to COPE for political activity for those Employees covered by this CBA who have voluntarily provided COFAM with a written assignment authorizing such deductions. Employees who have authorized voluntary deductions shall, for administrative convenience of the parties, be permitted to revoke an authorization for the deduction of the political contributions only during the month of October of any year. They shall be so advised in writing by the Union at the time they execute their authorizations.

c The Employer will provide a Dues Report in electronic malleable format for each pay period for each Employee for whom there is a Union deduction. Such report will include: Employee identification number, first and last name, membership status, rate of pay, hours worked, and gross pay.

Section 4. ***Indemnification***

The Union shall indemnify COFAM and hold it harmless against any and all suits, claims, demands, and liabilities that shall arise out of or by reason of any action that shall be taken by COFAM for the purpose of complying with the foregoing provisions of this Article, or in reliance on any list or certificate which shall have been furnished to COFAM under any of such provisions.

Section 5. ***Religious Exemption***

Notwithstanding any provision of this Article, any Employee who is a member of a bona-fide religion, body or sect which has historically held conscientious objections to joining or financially supporting public Employee organizations shall be exempt from the requirements of Section 1 of this Article; provided, however, that such an Employee shall be required, in lieu of compliance with Section 1 of this Article, to pay sums equal to regular monthly union dues to a non-religious, non-labor charitable fund exempt from taxation under Section 501 (c) (3) of the Internal Revenue Code, chosen by the Employee from a list of three (3) such funds agreed to by COFAM and the Union or, absent that list, to any such fund chosen by the Employee. Proof of such payments shall be made on a monthly basis to COFAM and the Union as a condition of continued exemption from the requirements of Section 1 of this Article.

ARTICLE 4 DISCRIMINATION

Section 1. ***Equal Employment***

COFAM and the Union agree that in order to provide equal employment and advancement opportunities to all Employees and applicants for employment, COFAM will comply with all applicable state and federal employment discrimination laws. COFAM will make all employment decisions, including without limitation, decisions regarding hiring, assignment, compensation, promotion, overtime, access to benefits, discipline and termination, without regard to the Employee's or applicant's race, color, creed, religion, national origin, citizenship (so long as authorized to work in the United States), gender, sexual orientation, political affiliation, marital status, physical or mental disability, medical condition, veteran status, gender identity, age, or on the basis of genetic information.

Section 2. ***No Reprisal***

No Employee or applicant for employment covered by this CBA shall be discriminated against by the Employer or the Union because of membership or non-membership in the Union or participation or non-participation in activities on behalf of the Union; and the Union agrees that Employees covered hereby shall be admitted to membership without discrimination.

Section 3. ***Sexual Harassment***

Employees have the right to a workplace free from sexual and other unlawful harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other offensive and unwelcome conduct engaged in because of someone's gender when: (1) submission to such conduct is made either explicitly or implicitly as a term or condition of employment or an employment decision; (2) submission to or rejection of the conduct is used as a basis for making an employment decision; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment. Sexual harassment may include conduct that is visual, verbal, physical, or some combination of such conduct, and may include gender-based harassment of a person of the same sex as the harasser.

An Employee or applicant who experiences, witnesses, or becomes aware of an incident of possible sexual or other unlawful harassment by any person on COFAM premises should report it immediately to anyone of the following: the Employee's supervisor, the Director of Human Resources or their designee. If, for any reason, the Employee cannot report the conduct

to any of these individuals, they may report the conduct to any manager. While COFAM will endeavor to keep all such reports as confidential as possible, it cannot guarantee confidentiality at the expense of a prompt and thorough investigation of the report. An Employee or applicant may, in good faith, raise concerns and make reports of sexual harassment or other unlawful harassment without fear of reprisal or retaliation.

Section 4. ***Harassment***

COFAM will not tolerate disrespectful, demeaning, or threatening behavior in the workplace including, the bullying of Employees by managers, supervisors, Union representatives, or coworkers. It shall therefore be a violation of this Article and section for any manager or supervisor, union representative or Employee to badger, intimidate, threaten, or otherwise bully another Employee. Nothing in this section restricts a manager's reasonable

exercise of authority or expression of dissatisfaction with an Employee's unsatisfactory job performance. A manager may reasonably exercise their authority and may express dissatisfaction with an Employee's unsatisfactory job performance.

Section 5. ***Reasonable Accommodation***

a COFAM will meet with individual Employees or applicants for employment who allege a need for reasonable accommodation to perform the essential functions of their jobs due to a bona fide physical or mental disability. COFAM will comply with state and federal disability discrimination laws and it will advise the Union of proposed accommodations that conflict with this CBA.

COFAM and the Union recognize that COFAM has an obligation under federal and state disability laws to reasonably accommodate an Employee's disability, unless COFAM can demonstrate that the accommodation will impose an undue hardship. COFAM and the Union also recognize that as part of the disability accommodation process, COFAM and the Employee are required to engage in an interactive process to determine what if any reasonable accommodation may be provided to the Employee. If any proposed reasonable accommodation conflicts with or requires interpretation of this CBA, COFAM, the Employee and the Union will meet to determine if a resolution is possible. In the event that an accommodation request cannot be resolved due to a conflict with the CBA, COFAM and the Union will notify the Employee in writing.

b Light Duty

An Employee temporarily unable to perform their regular duties because of illness, injury, or other medical disability may, for a reasonable period of time, be permitted to perform other work they are qualified to do within the medical restrictions established for the Employee by a doctor, if COFAM, in its discretion, determines that it has such work available. In exercising its discretion to determine if such work is available, COFAM will not act arbitrarily.

ARTICLE 5 UNION STEWARDS AND REPRESENTATIVES

Section 1. ***Representation***

There shall be a maximum of five (5) Stewards and three (3) alternates, who will be selected from among the Employees in the unit in a manner determined by the Union. To the

extent possible, there will be at least one (1) Steward at each museum location where ten (10) or more unit members are regularly employed. Within thirty (30) days of the selection or any change of Stewards the Union will notify COFAM of the names of the Stewards and alternates who have been selected or changed. No Employee will be recognized as a steward or alternate unless COFAM has received official notice from the Union of their selection. The Union may designate one (1) of the stewards as Chief Shop Steward.

Section 2. ***Steward Duties***

The Steward at the applicable museum or the Chief Shop Steward or, in the Steward's or Chief Shop Steward's absence, the designated alternate, shall, upon notification and approval of their supervisor, which will not be unreasonably withheld, be allowed such reasonable time as is necessary during working hours, without deduction in pay, to perform the following duties:

a To investigate and process grievances and appeals. Stewards shall advise their supervisors of the area or work location where they will be investigating or processing grievances and of the grievances involved.

b The Employee shall have the right to have the Steward or an alternate present during any grievance step meeting. Should the Employee elect to have a Steward or alternate present, COFAM will make arrangements for the Steward or alternate to be relieved of their duties, to be present at the step meeting.

c An Employee shall have the right to have a Union representative present at any meeting with supervisors or COFAM representatives which is disciplinary in nature. ("Weingarten Rights")

d Grievance Investigation: Union representatives and Stewards will not disrupt or interfere with COFAM operations. COFAM will not unreasonably deny the Union's request to extend a grievance step deadline in order for the steward to complete his/her investigation of the grievance.

Section 3. ***Union Access***

A duly authorized Union Field Representative shall be admitted, upon reasonable prior notice to and approval by COFAM, which shall not be unreasonably withheld, to the worksites during normal working hours for the purposes of assisting the Steward in adjusting grievances and administering the terms and conditions of this CBA. If COFAM withholds such approval, it will, to the extent reasonably possible, make alternate arrangements for the Union to perform its duties under this Article. The Union Field Representative will not meet with Employees while they are performing work or interfere with the normal operations of COFAM.

The Union Field Representative will be issued an identification badge. If a new Union Field Representative is assigned to COFAM, the new Representative will make application to the Director of Human Resources or designee for an identification badge. The identification badge will not be unnecessarily denied. The Union Field Representative must comply with the notification requirements of this Article.

Section 4. ***Due Diligence***

Both the Union and COFAM will perform their duties under this Article as expeditiously as possible.

Section 5. ***Steward Training***

All designated Shop Stewards (up to a maximum of five (5) Stewards) will be allowed up to sixteen (16) hours annually to attend Shop Steward training. The Employer will provide eight

(8) hours annually of paid release time. The Employer must be notified at least ten (10) business days in advance of any release time. Shop Stewards must first get prior approval, which shall not be unreasonably denied.

ARTICLE 6 MANAGEMENT RIGHTS

Except as specifically and expressly limited or modified by the specific written Articles, Sections, subsections and provisions of this CBA, COFAM retains any and all rights and

prerogatives of management enjoyed prior to the execution of this CBA. Nothing in this CBA shall be deemed to limit COFAM in any way in the exercise of regular and customary functions of management including, but not limited to, the following:

1. The authority to direct its workforce, including the right to determine the availability of work, hours of work, job content, and the duties and responsibilities of each job, and to determine whether or not particular assignments are to be performed by Employees covered by this CBA;

2. The authority to transfer work and Employees and the authority to design and implement safety and security measures and to implement plans to improve efficiency, safety and security;

3. The authority to determine the methods, processes, and means by which COFAM carries out its business, including the introduction of new technology;

4. The authority to make all decisions concerning the hiring, skills, abilities, and qualifications of its Employees and the authority to transfer, demote, discipline, discharge and lay off Employees;

5. The authority to determine the need for, and identity of, suppliers, contractors, and subcontractors;

6. The authority to determine expansion, contraction or reorganization of COFAM's operations, and to determine appropriate staffing levels;

7. The authority to establish and enforce reasonable rules and regulations pertaining to conduct and deportment of Employees and to determine Employee competency. COFAM may publish and enforce a Code of Ethics and Employee Handbook. This Agreement supersedes any contrary provision in the Code of Ethics or the Employee Handbook.

ARTICLE 7 EMPLOYEE LOUNGE FACILITIES, MEETING FACILITIES AND BULLETIN BOARDS

Section 1. *Employee Lounge Facilities*

COFAM will provide lounge facilities at each worksite with at least fifteen (15) Employees. Currently these worksites are: 1) the deYoung Museum, and 2) The Legion of Honor.

Vending machines will be available for the use of Employees in lounge facilities at each worksite. COFAM shall be responsible for the vending machines. Proceeds from sales made through these vending machines shall be allocated exclusively for maintaining and improving the lounge facilities.

The Employee lounge facilities at each worksite will be outfitted with furnishings along the lines of the August 28, 1984 Joint Break Room Study. A Joint Committee composed of an equal number of representatives from COFAM and from the Union may recommend allocation of the proceeds from the vending machines.

Section 2. *Use of Meeting Facilities*

COFAM shall reasonably make available to the Union, without charge, conference rooms and other meeting areas on the same basis as these facilities are made available to the public, for the purpose of holding meetings to conduct Union business within the scope of its representation of the unit during off-duty periods. The Union shall provide timely advance notice of such proposed meetings.

Section 3. *Bulletin Boards*

COFAM will provide the Union with a glass enclosed, locked bulletin board, to which the Union has a key at a mutually agreed location in each Museum facility. The Union bulletin boards may be used for the posting of official Union notices, meeting announcements, elections, bargaining updates, and information about the Union or its activities.

ARTICLE 8 JOB DESCRIPTIONS

Section 1. *Definition*

COFAM shall draw up and maintain position descriptions outlining in general terms typical duties and responsibilities for each position covered by this CBA, copies of which shall be provided to the Union Representative upon request.

Section 2. *Change in Duties*

If there is a substantial change in duties and responsibilities of a position after the date of this CBA, the individuals required to perform these new duties and responsibilities shall have their pay and position descriptions changed accordingly.

Section 3. ***Work in a Higher or Lower Position***

a Employees regularly assigned to perform work in more than one position (except for rest period and meal relief) shall be paid based on the number of hours worked in each classification. Employees who are temporarily assigned to work in a higher-classification and assume all the responsibilities of that higher classification will receive the rate of pay for their normal classification for the first ten (10) days. If their temporary assignment to the higher classification lasts longer than ten (10) days, they shall receive the rate of the higher classification, but not less than five percent (5%) above the pay rate for their normal position, retroactive to the beginning of the temporary assignment. Employees temporarily assigned to work in a lower classification shall maintain their existing rate of pay. If the temporary assignment exceeds three (3) months the parties agree to meet to discuss.

b If an Employee or the Union Representative believes an Employee has been assigned temporarily to perform work outside of the Employee's classification, the Union may request a meeting with the Human Resources Director or designee. The Human Resources Director or their designee will meet with the Union and/or the Employee. At the meeting, the Union will propose a wage rate to compensate the Employee for the out of classification work being performed. If COFAM and the Union agree to a work-out-of-class wage rate that rate will be applied to all hours worked in the temporary assignment retroactive to the date the Union requested the meeting. If the parties do not agree, the Union may utilize the grievance and arbitration procedures of this Agreement.

c Employees who are temporarily reassigned to work in another classification will continue to accrue hours in their regularly assigned classification for purposes of calculating seniority and step increases.

d All reclassification requests not involving temporary assignments will be submitted to the Human Resources Director or their designee on a timely and as needed basis.

ARTICLE 9 SENIORITY

Section 1. ***Definition***

a Seniority shall be defined as length of service from the most recent date of hire, except as provided in Section 5 of this Article. Seniority shall be broken by resignation, discharge for just cause, eighteen (18) months of continuous unemployment from COFAM, or failure to report to work within seven (7) days of a recall from layoff (provided notice by certified mail is given) other than a recall under the terms of Article 9, Section 5 of this CBA, unless COFAM and Union mutually agree otherwise. If COFAM finds there are extenuating circumstances, it will make every reasonable effort to honor an extension request of not more than seven (7) additional days.

b In applying seniority, Regular Full-Time Employees will be given preference over Regular Part-Time Employees. Employees who on July 1, 1981 had a normal workday of seven

(7) hours and a normal workweek of thirty-five (35) hours and who continue to work that schedule under the provisions of Article 8, Section 1, shall be considered Regular Full-Time Employees for all purposes of this Article.

Section 2. ***Use of Seniority in Scheduling***

In scheduling vacations, leaves, assignment of days off and overtime, COFAM will give preference to the senior Employee in the position to the extent reasonably practicable to Museum operations under the circumstances.

Section 3. ***Filling of Vacancies***

a All vacancies in the unit that would mean a possible promotion or transfer for Employees in the unit will be posted by COFAM on a bulletin board at each Museum designated by mutual agreement for that purpose. Postings shall be dated at the time of posting. Copies of postings shall be provided to the Chief Shop Steward by the first (1st) day of posting. Employees shall have at least five (5) working days from the date of that posting to make application in writing for the vacancy. In comparing applicants for the vacancy (whether unit Employees or outside applicants) where two (2) or more applicants are qualified in skill and ability, and one is not substantially more qualified than the other, the senior applicant shall be given preference.

b Employees successfully bidding on a job shall undergo a ninety (90) day probationary period in the new position. Should the Employee fail to meet COFAM's reasonable standards for the new position, they shall be returned to their former position without loss of seniority or wage rate.

c If a promoted Employee is receiving a salary in their present position equal to or above the entrance step in the promoted class, the Employee's salary in the promoted class shall be adjusted to two (2) steps in the compensation schedule over the salary received in the lower class, but not above the maximum of the salary range of the promoted position. If the Employee is receiving a salary in their present position which is less than the entrance step of the salary range of the promoted position, the Employee shall receive a salary step in the promoted class which is closest to an adjustment of seven and one-half (7-1/2) percent above the salary received in the position from which promoted, but not above the maximum of the salary range of the promoted position.

Section 4. ***Use of Seniority for Special Events***

Where COFAM desires to seek volunteers to work a special event from among the Employees in the unit who will not otherwise be assigned to work that special event, it shall post a notice at least five (5) working days in advance of the event, or such shorter time as is reasonably practical under the circumstances, with a copy of such notice given to the Union Chief Shop Steward at the time of posting. The notice shall specify the date and time of the event, the positions and numbers of Employees COFAM is seeking and the applicable rates of pay. In selecting from among COFAM Employees responding to the notice, where two (2) or more qualified applicants are reasonably equal in skill and ability, COFAM shall give preference to the Employee with the most seniority.

Section 5. ***Layoff and Rehire***

a For the sole purpose of this Layoff and Rehire Section, seniority shall be defined as the length of service from the most recent date of hire or promotion in the position. Employees who move to a different position shall retain their position seniority in the first position for the purposes of bumping under paragraph (c) of this Section.

b In the event of layoffs, the least senior Employee in the position where the layoff occurs will be the first laid off. Recall from layoff shall be in reverse order of layoff; that is, the last Employee laid off in the position shall be the first recalled.

c In the event of layoffs Employees may exercise bumping rights as against less senior Employees in other positions provided that the Employee is qualified in skill and ability and has prior experience in the position with COFAM.

d An Employee who has completed the probationary period in a position who is laid off and is returned to or bumps down to a position formerly held on a permanent basis, shall receive a salary at a step based upon the original hire date in the position to which the Employee is returned. An Employee who is returned to a position not formerly held on a permanent basis shall receive a salary at a step based upon actual permanent service in the position from which laid off.

e Employees with less than five years of continuous service shall receive one (1) month notice of permanent layoff or one (1) months' pay in lieu of that notice. Employees with five or more years of continuous service shall receive two (2) months' notice of permanent layoff or two (2) months' pay in lieu of that notice. The Union shall be given a copy of the notice when the Employee is notified.

f As soon as practicable, but at least thirty (30) days prior to the layoff of Employees caused by subcontracting, COFAM shall notify the Union in writing of such intent and will, upon written request of the Union, meet and confer with the Union about the effects of

subcontracting on the bargaining unit. COFAM, in its discretion, shall seriously consider alternatives to subcontracting as may be suggested by the Union. In addition to the layoff and recall rights stated in this Article, COFAM shall provide severance pay for the affected Employees as follows:

Two (2) weeks' straight time pay after one (1) year of service and one (1) additional week of straight time pay for each additional year of service to a maximum of ten (10) weeks' straight time pay or the pay in lieu of notice set forth in paragraph (e) above, whichever is greater. Severance pay shall be paid if the Employee is permanently laid off.

g Employees shall not accrue seniority (either as defined in Section 1 or Section 2) or benefits while on layoff, but shall not forfeit previously accrued seniority and benefits as a result of layoff, unless layoff extends for eighteen months or more without a break.

ARTICLE 10 HOURS OF WORK

Section 1. *Weekday/Workweek*

COFAM's "workday" shall be defined as the consecutive 24-hour period from 12:00 a.m. through 11:59 p.m.

COFAM's "work week" shall be defined as the consecutive seven-day period from 12:00 a.m. on Wednesday, through 11:59 p.m. the following Tuesday.

Section 2. ***Normal Workweek***

The normal workday schedule for a Regular Full-Time Employee is eight (8) hours per day completed within not more than nine (9) hours. Employees normally scheduled to work seven (7) hours a day will complete their shifts within eight hours. The normal workweek schedule for a Regular Full-Time Employee is five (5) consecutive workdays.

Section 3. ***Meal Period Election/Rest Break***

Employees who work in excess of five (5) hours in a workday will be scheduled a one (1) hour unpaid lunch period. Employees eligible for a one-hour unpaid meal period, may elect to shorten their meal period to thirty (30) minutes. The election applies to all meal periods in the workweek. An Employee must submit an election form which must be approved by and at the discretion of the Employee's manager. An Employee may only make or change an election twice per year. An Employee must clock out at the beginning of the meal period and back in at the conclusion of the meal period. Employees will receive a paid fifteen (15) minute rest break for every four (4) hours worked or, major portion thereof, during a workday.

Section 4. ***Flex-Time.***

COFAM and the Union, in consultation with the Employee(s) affected, may agree in writing to alternate or flex-time work schedules. The alternate and flex schedules may include but, are not limited to, normal workday schedules, hours, flex-time, full-time workweeks of less than five (5) days, job sharing, reduced workweeks and/or part-time work. Pay and other benefits will be determined in accordance with the provisions of Article 16, provided the Employee works at least twenty hours per week. Alternate and flex schedules will remain in effect so long as they are mutually agreeable. When either party requests a change in such arrangements intended to last more than thirty (30) days, such change shall require ten (10) days written notice to the other party.

Section 5. ***Canceling Work***

Employees shall receive no compensation when properly notified (two (2) hour notice) that work applicable to the position is not available because of inclement weather conditions, shortage of supplies, traffic conditions, or other unusual circumstances. Employees who are not properly notified and report to work and are informed no work applicable to the position is available shall be paid for a minimum of two (2) hours. Employees who begin their shifts and are subsequently relieved of duty due to the above reasons shall be paid a minimum of four (4) hours and for hours actually worked beyond four (4) hours, computed to the nearest one-quarter (1/4) hour.

Section 6. ***Changing Work Schedules***

Where reasonably practical, COFAM shall give fourteen (14) calendar days' notice, in writing, to the affected Employee and the Union of permanent changes to work schedules. In situations involving non-permanent changes to electronic or written work schedules, COFAM will provide the Employee with no less than fourteen 14) calendar days' notice in advance of the schedule change.

Section 7. ***Overtime***

Nothing in this Article will affect the availability of overtime for Employees.

Section 8. ***Remote Work***

Employees may submit a request to work remotely in accordance with COFAM's remote work policies. Such requests will be submitted in writing to the employee's supervisor or manager. A remote work request may be submitted at any time during the year. The decision to grant or deny such request will be communicated to the employee by the supervisor/manager within 15 days of the request. The request shall not be unreasonably denied. COFAM's expectation is, unless excused for a valid reason, telecommuting eligible employees will work on-site at the museums up to four (4) days per week.

ARTICLE 11 OVERTIME AND COMPENSATORY TIME OFF

Section 1. ***Definition***

Except as provided in Section 2 and exclusive of part-time Employees, any time worked under proper authorization of the Employee's supervisor, in excess of the regular or normal workday or workweek shall be designated as overtime and shall be compensated at one and one-half (1-1/2x) times the base hourly rate; provided that the Employee(s) having a normal workday of less than eight (8) hours or a normal workweek of less than forty (40) hours shall not be entitled to overtime compensation for work performed in excess of the specified normal hours until they exceed eight (8) hours per day or forty (40) hours per week. When calculating overtime, sick leave, and vacation, do not qualify as time worked for compensation of overtime. Legal holidays qualify as time worked for compensation of overtime.

Section 2. ***Compensatory Time***

Employees who have earned overtime compensation under Section 1, above, may in lieu of that compensation elect to take compensatory time off at the rate of one and one-half (1-1/2x) times for time worked in excess of the normal work schedules of eight (8) hours per day and forty (40) hours per week. Compensatory time off will be scheduled by mutual agreement between COFAM and the Employee; provided that if it is not possible to schedule such time off within three (3) months of the date the overtime hours are worked or if the Employee is laid off or terminated without having received that time off, the Employee will be paid the overtime compensation for those hours rather than receiving compensatory time off.

Section 3. ***Approval***

Overtime or compensatory time, to be valid, must be approved in advance by the Employee's supervisor.

Section 4. ***Night Shift Premium***

Employees who are assigned to work a shift, inclusive of overtime, at least one (1) hour of which occurs between 5:00 PM and 11:00 PM and which is not a flex-time arrangement voluntarily requested by the Employee, shall be compensated at seven percent (7%) percent above their base rate of pay for each hour worked. Employees who are scheduled or assigned to work and work at least one hour between the hours of 11:00 PM and 7:00 AM, not including

flex-time arrangements, will be paid ten percent (10%) above their base rate of pay for each hour, or portion thereof, worked during these hours.

Section 5. ***Unscheduled Call Back Pay***

Employees called back to their work locations after leaving COFAM at the completion of their workday shall be granted a minimum of four (4) hours' pay at the applicable rate, or shall be paid for all hours actually worked at the applicable rate, whichever is greater. The hours worked by the Employee shall not be reduced for the purpose of avoiding payment of this minimum for such unscheduled callbacks.

Section 6. ***After Hours***

Regular Full-Time Employees required to work overtime after 8:00 P.M. will be reimbursed up to thirty ($30) dollars for cab fare or other transportation costs provided the Employee presents an appropriate receipt. Any Employee required to work overtime after 8:00

P.M. will be allowed an unpaid half-hour (1/2) lunch period or, receive a fifteen ($15) dollar meal allowance.

Section 7. ***Report-In Pay***

An 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 scheduled day's work at their regular rate of pay (but not less than four (4) hours).

Section 8. ***Call Back Pay***

An Employee who is sent home early or who completes their assigned shift and is later called back into work, will be paid a minimum of four (4) hours pay or for all hours worked, whichever is greater.

Section 9. ***Turn Around Pay***

Employees will have ten (10) hours of rest between work periods. The ten (10) hour rest period will be measured from the time the Employee clocks out of the first day to the time the Employee clocks in on the second day. If the Employee's scheduled shift start time on the second day is within the ten (10) hour period, the Employee's start time will be moved to provide the Employee with ten (10) hours of rest or, the Employee will be paid, at an overtime rate, for the hours worked within the ten (10) hour rest period.

Section 10. ***Force Majeure***

It is agreed that if by reason of fire, accident, riot, Act of God, epidemic, war, the public enemy, or for any other cause in the general class, the Employer is unable to conduct business, the Employer will notify the Employees and the Union Field Representative. The Union and the Employer will meet and discuss if the Employee(s) shall be entitled to compensation for time lost during said period of time lost. This condition shall be a subject of the Grievance and Arbitration procedure.

ARTICLE 12 PROBATIONARY PERIOD

There will be an initial probationary period of ninety (90) days continuous active employment for all Regular, Part-Time and Fixed-Term Employees which can be extended by mutual agreement for an additional sixty (60) days. Employees absent from work for periods of one (1) week or more will have their probationary period extended by the length of their absence. Upon the successful completion of the probationary period, the Employee's seniority for all purposes shall be counted from the first (1st) day of that employment. During the probationary period, COFAM may discharge a probationary Employee for any reason, without cause. A probationary Employee who is terminated will not have recourse to the grievance and arbitration procedures.

A probationary Employee may use accrued paid sick leave.

ARTICLE 13 PERFORMANCE EVALUATIONS

Employees will have their performance evaluated by their direct supervisor on an annual basis. COFAM will make its best efforts to complete performance evaluations no later than April 1 of each year. The purpose of the evaluation will 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, including, but not limited to the Employee's job performance, the established goals and the Employee's experience at work. Part of the annual performance evaluation shall also include the opportunity for the Employee to anonymously provide feedback on their supervisor. At any time during the year, employees may submit anonymous feedback about their supervisor to the Human Resources office.

Following an evaluation meeting between the supervisor and the Employee, the written performance evaluation will 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 evaluating the Employee's job performance and for the growth of the Employee and is not to be used as a disciplinary document. The Annual Performance Evaluation process does not replace regular communications between the supervisor and Employee.

At the request of either COFAM or the Union, the Labor Management Committee shall meet and confer to review the prior year's evaluation process and meet and confer over the next year's process.

ARTICLE 14 DISCIPLINE AND DISCHARGE

Section 1. *Definition*

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.

Understanding that the purpose of discipline is to change unacceptable behavior, and that each disciplinary situation must be evaluated upon its specific facts, COFAM will adhere to

the principles of progressive discipline. 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 steps of progressive discipline are as follows:

1. Counseling. A corrective discussion between the manager and the Employee designed to give guidance and to assure understanding of expectations and requirements. If documented, the Employee will receive a copy.

2. Informal Written Instruction. A corrective instruction between the manager and the Employee designed to identify the issue and to provide clear directions as to expected future performance. This instruction is documented and held in the manager's working files and a copy is provided to the Employee.

3. Written Warning. The first formal step of the progressive discipline process, will result in a discussion between the manager, a Union Representative and the Employee with documented specifics of the issue, referencing all prior counseling's and instructions, confirming that continued unacceptable behavior may result in escalated discipline. This step may be repeated up to two (2) times for the same infraction. If requested by the Union, the Human Resources Director or designee may be present at this meeting.

4. Suspension. Step two of the formal progressive discipline process. The Employee is removed from paid duty for a period not to exceed ten (10) days for failure to change behavior. Depending upon the nature of the offense and the corrective actions previously taken, suspension may not be applicable

5. Dismissal. The final step of the progressive discipline, the Employee is separated from their position with COFAM.

Counseling and informal written instruction are corrective in nature, and are precursors to the formal disciplinary process. They are not grieveable.

Records of counseling and informal written instruction will be placed in the employee's personnel file only if discipline for that behavior progresses beyond the written warning stage, and will be considered inactive after one year, if there are no similar incidents.

In addition, the following may take place during an investigation:

COFAM may place an Employee on Paid Administrative Leave in one (1) week increments, while it investigates a complaint against the Employee. Paid Administrative Leave is not a punitive step.

Nothing in this Article will affect or limit an Employee's Weingarten Rights in any manner.

ARTICLE 15 GRIEVANCE AND ARBITRATION

Section 1. *Adjustment of Grievances*

A grievance is a written complaint concerning a dispute between COFAM and the Union relating to the interpretation or application of or, compliance with, this CBA. All grievances will be reduced to writing by Step 2 and handled in accordance with the following procedure.

Section 2. *Grievances*

A grievance will contain the date on which the grievance arose, a brief but specific statement of the facts giving rise to the grievance, the Article(s), Section(s) and subsection(s) of the CBA allegedly violated, and a statement of the remedy requested.

Grievances relating to discharge must be initiated at Step 2 within thirty (30) calendar days after the termination. Any other grievance must be initiated at Step 2 within forty-five (45) calendar days after the facts upon which it is based first occurred or reasonably could have been known to exist. Failure to present the grievance within the time and in the manner described will constitute a waiver of the grievance. The affected Employee may attend the grievance step meetings.

Step 1 - The Steward or Union Field Representative, will first discuss the grievance with the Director of Human Resources or designee. A representative of the Human Resources Department may involve the immediate supervisor. COFAM will give its reply to the grievance within five (5) working days after the Step 1 meeting with the immediate supervisor.

Step 2 - If the grievance is not satisfactorily adjusted at Step 1, or if an answer is not provided to the Union within the time specified, the grievance will be processed to Step 2. The Union Field Representative and Director of Human Resources or designee will meet within five

(5) working days to discuss the grievance. COFAM will reply to the grievance within five (5) working days after the Step 2 meeting.

Step 3 - If the grievance is not satisfactorily adjusted at Step 2, or if an answer is not provided by COFAM the Union may, within ten (10) working days of the date on which the answer was due, request, in writing to the Director of Human Resources or designee, that the grievance be submitted to arbitration. Failure to request arbitration in the time and manner described will constitute a waiver of the grievance.

Section 3. *General, Union and Museum Grievances*

A general grievance impacting a substantial number of Employees, or, a grievance brought on the basis of the Union's interests or, a grievance COFAM wishes to process against the Union, will be initiated at Step 2. If the grievance is filed by COFAM, the terms "COFAM" and "Union" shall be interchanged in Steps 2 and 3. Failure to submit or pursue the grievance in the time and manner provided for in this Article will constitute a waiver of the grievance. If the grievance is not adjusted at Step 2, it may be referred to arbitration as provided for at Step 3.

Section 4. ***Arbitration***

a If arbitration is requested, COFAM and the Union shall meet and confer within seven (7) calendar days of the request in order to select an arbitrator to hear and determine the grievance. In the event the parties are unable to agree upon an arbitrator, the grieving party shall immediately request a list of seven (7) impartial arbitrators from the Federal Mediation and Conciliation Service. Within five (5) working days after the receipt of that list the parties will discuss the selection of an arbitrator. The parties will flip a coin to determine which party will strike the first name from the list. Thereafter, the parties will alternately strike names from the list until one (1) name remains. Failure of the party requesting arbitration to follow the procedure for selection of an arbitrator set forth in this Section shall constitute a waiver of the grievance. The arbitrator selected shall hear the submitted grievance as expeditiously as possible. The expenses of the arbitrator shall be shared equally by the parties. The decision of the arbitrator will be final and binding upon all parties.

b. The arbitrator selected does not have jurisdiction to add to, subtract from, change, alter or modify any of the terms of this CBA. The arbitrator may not hear or decide the merits of a grievance before they decide (the arbitrator) that the grievance has been timely processed.

Section 5. ***Extension of Time Limits***

The time limits mentioned in this Article may be extended only by written agreement signed by both parties specifically stating that a time limit(s) is to be extended.

ARTICLE 16 WAGES AND POSITIONS

Section 1. ***Increases***

There shall be wage increases based on the following schedule. These increases shall be reflected in the salary schedule for all employees and classifications in the bargaining unit for each year of the contract.

For employees employed as of the date of ratification by Local 1021, effective the pay period that includes April 1, 2025, employees/classifications will receive and across the board wage increase of three percent (3%).

Within the first pay period after April 1, 2026, all employees/classifications shall receive an across the board wage increase of three and a half percent (3.5%).

Within the first pay period after April 1, 2027, all employees/classifications shall receive an across the board wage increase of three and a half percent (3.5%).

Section 2. ***Accountability***

a COFAM shall maintain records of accumulated vacation, sick leave and compensatory time off which shall be updated every three (3) months. The current balance shown on these records shall be furnished to the Employee upon request.

b If an Employee is scheduled to be on vacation for one (1) week or more, they may, upon at least ten (10) working days' written notice, arrange with the Chief Financial Officer

or their designee to receive any pay-checks that would normally be received during that vacation period at an address designated by the Employee for that vacation period, or at some mutually convenient time within the week preceding the beginning of that vacation period.

c The Employee shall be notified, in writing, at the time of the implementation of a step increase.

d Cash overtime payable under this CBA shall be paid on a separate check from the Employee's regular wages where overtime in the applicable pay-period exceeds ten (10) hours.

e At the end of each pay-period, all timesheets must be signed off by the Employee's department head.

f COFAM is implementing an automated web-based timekeeping system. This timekeeping system and the existing manual timekeeping system may be available to bargaining unit employees. Bargaining unit employees may use the manual time keeping system (on-site time clocks). Telecommuting approved employees have access to the web based time clock. Employees who are assigned exclusively to work on site may request an accommodation to utilize the web based time clock. Such requests will be evaluated and may be granted on a case by case basis and shall not be unreasonably denied. Regardless of the time keeping system used, employees are required to accurately record their hours worked in compliance with the state and federal legal requirements applicable to COFAM for the keeping of accurate time records.

Section 3. ***Longevity Pay Premium***

Employees will receive a longevity pay premium after ten (10) years of service of one dollar ($1.00) per hour. After fifteen (15) years of service, Employees will receive a longevity pay premium of one dollar and fifty cents ($1.50) per hour.

Section 4. ***Minimum Wage***

All bargaining unit employees employed as of April 1, 2025 will receive a minimum wage of twenty-five ($25.00) per hour.

Effective April 1, 2027, the minimum wage for all bargaining unit classifications will be twenty-five dollars and fifty cents ($25.50) per hour.

ARTICLE 17 HEALTH, DENTAL AND VISION

Section 1. ***Group Insurance Programs***

COFAM will enroll eligible Employees in group medical, dental, vision and life insurance plans. During the term of this Agreement, COFAM will offer eligible Employees two HMO group medical insurance plans: one plan will be a Kaiser Permanente Plan and the other HMO will be a non-Kaiser Permanente HMO Plan. There shall be no material change to the employees' medical, dental, vision or life insurance plans during the life of this agreement unless in accordance with Section 2, below.

Employees will be enrolled on the first of the month following their hiring into an eligible position. Employee contributions to the monthly premiums will be made through pre-tax deductions from wages.

Section 2. ***Medical Insurance***

Future Increases To Medical Insurance Premiums

If the monthly premium for the group medical insurance HMO plan(s) is increased COFAM will pay ninety percent (90%) of the increase and the Employee will pay ten percent (10%) of the increase. The Employee's share of the premium increase will accumulate and be added to the monthly premium amounts set forth above .

If COFAM receives a quote for renewal of an existing HMO health insurance plan(s) indicating that premiums will increase by 10% for any HMO, COFAM will, within three (3) business days of receiving the renewal quote offer to bargain with the Union concerning the proposed increases including, the purchase of a substitute insurance plan(s) and all other matters pertinent to the costs and coverage of the group HMO insurance plan(s). COFAM will solicit bids from several insurance carriers and will present all bids to the Union. If the parties cannot agree on the purchase of a substitute HMO plan(s) COFAM may purchase a substitute plan(s) in order to maintain the same premium cost or a premium cost similar to what it paid in the prior year provided that the Employee's co-pay does not increase by more than one hundred (100%) percent. During the term of this CBA, COFAM will not substitute a high deductible medical insurance plan for either of the existing HMO plans. COFAM may offer medical insurance plans in addition to the existing HMO plans.

Any bargaining concerning group HMO medical insurance renewals or the purchase of a substitute insurance plan(s) must be completed at least fifteen (15) business days before the commencement of the annual open enrollment period for the medical insurance plan(s).

Section 3. ***Dental Insurance***

COFAM will pay one hundred (100%) percent of the premium for each coverage level (i.e. Employee Only, Employee Plus One, and Employee Plus Family) for Employees who participate in dental plan agreed upon by the Union and COFAM.

Section 4. ***Vision Plan***

For Employees not covered by the Kaiser Permanente Vision Services plan, COFAM will pay one hundred percent (100%) of the premium for each coverage level (i.e. Employee Only, Employee Plus One, and Employee Plus Family) for Employees who participate in the VSP vision plan.

Section 5. ***Life Insurance***

Effective July 1, 2013, COFAM will provide all eligible bargaining unit Employees group life insurance in the amount of or equal to one times (1x) salary. If COFAM's Life Insurance carrier allows Employees to purchase additional supplemental life insurance, Employees may purchase such supplemental insurance. The purchase of supplemental insurance for an Employee, their spouse, domestic partner or dependent children is governed solely by the terms and conditions of the life insurance plan and the carrier's willingness to extend such

supplemental coverage. If an Employee elects to purchase supplemental life insurance coverage and authorizes a payroll deduction COFAM will deduct the premium cost from the Employee's regular payroll check. The Employee will be solely responsible for the premium for any supplemental life insurance coverage.

Section 6. ***Healthcare Reform Legislation***

Health care reform legislation passed by the United States Congress and signed by the President in 2010 will be implemented during the term of this Agreement. In addition, existing health care reform legislation may be amended and new health care reform legislation may be passed at the federal, state and local level. To the extent that health care reform legislation changes COFAM's obligations to provide or pay for medical, vision or dental insurance under this Agreement or to the extent it imposes additional obligations, costs or duties upon COFAM to provide or pay for health care or medical, dental or vision insurance coverage for COFAM Employees or their dependents, COFAM reserves the right to reopen the affected medical, dental and/or vision provisions of this Agreement and to bargain with the Union over such changes and the effect of such changes on wages and benefits of COFAM Employees.

Section 7. ***Flexible Spending Accounts***

COFAM will continue to administer a cafeteria-style Flexible Spending Account (FSA), as provided for in Section 125 of the Internal Revenue Code, which may be used by Employees to set aside monies on a pre-tax basis, as permitted by the IRS Code, to (i) a Health Care Flexible Spending Account (HCFSA) or (ii) a Dependent Care Assistance Account (DCAA).

Section 8. ***EAP Services***

COFAM will offer eligible Employees EAP services.

Section 9. ***COBRA***

COFAM will provide appropriate and timely notice to allow Employees on layoff or on leaves of absence to obtain COBRA continuation coverage of COFAM's group health insurance programs.

Section 10. ***Domestic Partners***

COFAM will continue coverage of the domestic partners of unit members, who meet the terms and conditions of the City domestic partners provision, on the current Health Plan provider systems. COFAM will pay dependent benefit coverage for such partners. COFAM will copy the Union on all communications related to this Section.

Section 11. ***Medical Insurance Reopener***

COFAM and the Union agree to reopen the medical insurance provisions of Article 17 and to negotiate, in good faith, concerning possible changes to the medical insurance program if any of the following occur:

a If COFAM receives a quote for renewal of an existing HMO health insurance plan(s) indicating that premiums will increase by 10% for any HMO, COFAM will, within three (3) business days of receiving the renewal quote, offer to bargain with the Union. The parties will

bargain over the purchase of a substitute insurance plan(s) and all other matters pertinent to the costs and coverage of the group HMO insurance plan(s) for the next plan year. COFAM will solicit bids from several insurance carriers and will present all bids to the Union. If the parties cannot agree on the purchase of a substitute HMO plan(s) COFAM may purchase a substitute plan(s) in order to maintain the same premium cost or a premium cost similar to what it paid in

the prior year provided that the Employee's co-pay does not increase by more than 100%. During the term of this CBA, COFAM will not substitute a high deductible medical insurance plan for either of the existing HMO plans. COFAM may offer medical insurance plans in addition to the existing HMO plans.

Any bargaining concerning group HMO medical insurance renewals or the purchase of a substitute insurance plan(s) must be completed at least fifteen (15) business days before the commencement of the annual open enrollment period for the medical insurance plan.

b There is a material change in the insurance carrier network of doctors available to COFAM. If new networks of doctors become available or if existing networks of doctors are no longer available to COFAM Employees, the parties will meet and bargain over a solution.

c New medical insurance plans or medical insurance products become available to COFAM or existing programs are discontinued or become too costly to continue.

Section 12. ***Leave Share Bank***

An Employee shall be eligible to receive donations of sick leave to be included in the Employee's sick leave balance if they are suffering from a serious health condition, or are caring for a spouse, child, or domestic partner who has suffered from a serious health condition, which prevents the Employee from being able to work. A serious health condition involves either (1) inpatient care in a hospital, hospice, or residential health care facility, or (2) continuing treatment or continuing supervision by a health care provider which prevents the Employee from working their regularly scheduled hours. Leave share donation is intended to provide compensation to an Employee during an approved leave that would otherwise be unpaid. It cannot extend a covered leave of absence (i.e. Long Term Disability payments).

Section 13. ***Eligibility***

1. The recipient Employee must have passed the introductory probationary period and must be a Regular Full or Regular Part-Time Employee.

2. The recipient Employee, the family of the recipient Employee, or other person designated by the recipient Employee must submit a request to the Human Resources Director.

3. The recipient Employee is not eligible so long as they have paid leaves available; however, the request may be initiated prior to an anticipated date leave balances are exhausted.

4. A medical verification indicating the duration of requested leave must be provided by the recipient Employee.

5. A recipient Employee is eligible to receive only the amount of time needed to cover their approved leave.

6. Donations shall be made in hourly increments. Employees may donate up to forty (40) hours of sick time per year, as long as a five (5) day sick leave balance is maintained.

7. The donor Employee's donated time shall be converted to the recipient Employee's sick leave balance and all sick leave provisions apply, including integration with Disability Insurance and Worker's Compensation Benefits. Time donated in any pay- period may be used in the following pay-periods. No retroactive donations will be permitted.

8. The donor's hourly value will be converted to the recipient's hourly value and then added to the recipient's sick leave balance on an hour-for-hour basis. In addition, the donated leave shall be used to offset the Employee's benefit costs.

There are no tax consequences to an Employee who donated leave-to-leave time; the donating Employee may not claim the leave as income or as a deductible expense or loss. The Employee receiving the donated leave however does have tax consequences, in that the paid leave received by the Employee will be considered "income" for tax purposes. In other words, taxes are withheld and the income is included in the recipient's W-2, it is not a "gift". The leave time is paid to the recipient at their base rate of pay.

Section 14. ***Domestic Violence or Sexual Assault Leave***

If an Employee is a victim of domestic violence or sexual assault, the Employee may take an unpaid leave of absence. Accrued but unused paid time off benefits (vacation, sick) and/or Leave Share Donation may be used for this type of leave. The maximum length of unpaid leave an Employee may take under this policy is twelve (12) weeks. Reasons for leave include:

- To obtain or attempt to obtain any legal relief, including but not limited to a temporary restraining order or other injunctive order.

- To help ensure the Employee's or the Employee's child's health, safety or welfare.

- To seek medical attention for injuries caused by domestic violence or sexual assault.

- To obtain psychological counseling related to an experience of domestic violence or sexual assault.

- To participate in safety planning and to take other actions to increase safety from future domestic violence.

ARTICLE 18 RETIREMENT PLANS

a All bargaining unit members who are participants in COFAM's Defined Benefit Pension Plan ("Plan") will remain participants in the Plan and will continue to accrue retirement

benefits in accordance with the terms of the Plan until at least March 31, 2020, The Defined Benefit Plan will be a subject of the reopener negotiations per Article 16, Wages and Positions. The Union may name one person and one alternate to be appointed as a voting member of the committee to administer the COFAM Retirement Income Plan.

b Employees who were employed as of October 31, 2002 will be eligible to participate in the 403(b) plan. The 403(b) plan will allow eligible Employees to make pre-tax contributions to the maximum extent permitted by law.

c All Employees who commenced Regular Full-time, Regular Part-Time or Fixed-Term employment after October 31, 2002 are eligible to participate in a 401(k) plan. Effective January 1, 2013, COFAM will make a dollar-for-dollar match of Employee contributions to COFAM's 401(k) plan, up to a maximum of seven (7%) percent.

Employees who have completed one (1) full and continuous year of employment will be eligible for COFAM's annual matching contribution to the Employee's Defined Contribution Plan account based on the following formula, as shown in the table below: for Employees who have completed one (1) full and continuous year of employment, COFAM will make an annual contribution matching the Employee's contribution up to a maximum of one (1%) percent of the Employee's eligible compensation as defined in the 401(k) plan document ("base pay").

COFAM will increase its match of the Employee's contribution by two (2%) percent for each additional year of full and continuous employment thereafter until COFAM's matching contribution equals seven (7%) percent of the Employee's base pay as shown below. In no event will the contributions of the Employee, COFAM or the combined contributions of the Employee and COFAM exceed the contribution limits established under the Internal Revenue Code.

Years of Service	Employer Match
1	No match
2	Match Employee contribution up to 1% of Employee's base pay
3	Match Employee contribution up to 3% of Employee's base pay
4	Match Employee contribution up to 5% of Employee's base pay
5	Match Employee contribution up to 7% of Employee's base pay

The Employee's eligibility, participation and benefits under COFAM's Retirement Plans are governed by the terms of the applicable retirement plan.

ARTICLE 19 ADDITIONAL BENEFITS

Section 1. *Museum Store*

COFAM shall provide all Regular Full-Time and Regular Part-Time Employees covered by this CBA with a twenty (20%) percent discount for all purchases made at the de Young and Legion Museum Stores above one ($1.00) dollar excepting magazines, reduced books and reduced objects. Purchases under this Article must be limited to an Employee's personal use, and any abuse of the benefits provided by this Article can lead to disciplinary action and/or revocation of the privilege for the individual Employee(s) involved. In addition, Employees covered by this CBA shall be given the same benefits as Complimentary Members of COFAMs.

Section 2. ***Clothing Reimbursement***

The Employer will provide or reimburse Employees for all protective gear or clothing required by OSHA or Cal-OSHA. The Employer will determine if the protective gear of clothing is required by law, subject to the grievance and arbitration procedures of this agreement.

Visitor Experience Employees required by the Employer to wear a uniform and Employees who are required to wear safety shoes or gear will be reimbursed up to two hundred fifty ($250.00) dollars per year for the verified purchase or replacement of uniforms, shoes or safety gear.

Section 3. ***Professional Development***

If an Employee desires to take a work-related course, workshop, seminar or conference and COFAM determines in its discretion that it is in COFAM's interest for the Employee to do so, it will make such arrangements regarding time and expenses for the course, workshop, or seminar as are mutually agreeable to the Employee and COFAM. COFAM shall make the determination with a lens for equity.

Section 4. ***Pet Insurance***

Provided the Employer continues to offer a group pet insurance program, Employees will be provided the opportunity to purchase such insurance.

Section 5. ***Commuter Benefits***

Provided there is sufficient participation to continue the program, COFAM will continue to provide a commuter flexible spending plan to help pay eligible commuting expenses. COFAM will also offer a "Commuter Check" program providing pre-tax deductions for certain commuter expenses as allowed under the fringe benefit rules of Section 132(f) of the Internal Revenue Code.

Section 6. ***Use Of Employee Vehicles***

a Reimbursement

Employees who are requested to use their own vehicle for COFAM business shall be reimbursed for mileage at the rate established by the Internal Revenue Service for such mileage reimbursement and for all necessary parking and toll expenses.

b Insurance

When COFAM requests an individual to use their private vehicle for COFAM business and an accident occurs during on duty hours, COFAM shall reimburse the Employee for the cost of any deductible to a maximum of five hundred ($500.00) dollars and of any necessary car rental to the extent not covered by the Employee's insurance to a maximum of two hundred fifty ($250.00) dollars upon proof that the Employee has incurred that expense and provided the Employee is not cited for a violation of law in connection with the accident unless the Employee is subsequently exonerated.

c Rights of Refusal

Unless a condition of employment, an Employee shall have a right to refuse the use of their private vehicle for COFAM business.

ARTICLE 20 VACATIONS

Section 1. *Accrual Rate*

Current Regular Full-Time Employees will accrue paid vacation at the following rates: one hundred twelve (112) hours per year after one (1) year of continuous employment through three (3) years; one hundred sixty (160) hours per year after three (3) years of continuous employment through fourteen (14) years; and two hundred eight (208) hours per year after fifteen (15) years of continuous employment.

In addition, at the end of five (5) years of continuous service and again at the end of ten (10) years and fifteen (15) years of continuous service, Regular Full-Time Employees will receive a one (1) time vacation allowance of forty (40) hours of vacation pay. Regular Part- Time Employees will accrue paid vacation pro-rata based upon the ratio of their regularly scheduled weekly work hours to a forty (40) hour week.

Years of Service	Vacation Accrual Rate per hour	Annual Equivalent for Full-Time (80 hrs/pp) Employees	Maximum Accrual (hours)
1 – 3 years	0.05385	14 days (112 hours)	360
3 – 15 years	0.07692	20 days (160 hours)	360
15+ years	0.10	26 days (208 hours)	360

Vacation hours accrue on regular hours worked and any paid time off (vacation, sick time, etc.).

Section 2. *Maximum Accrual*

Employees are encouraged to take their vacation in the year it is earned. Once an eligible Employee accrues the maximum, they will stop accruing paid vacation benefits until vacation is taken and the Employee's accrual balance drops below the maximum.

Section 3. *Holidays*

Should a holiday be observed on an Employee's regularly scheduled workday during the Employee's vacation, the Employee will receive an additional eight (8) hours of paid vacation.

Section 4. *Vacation Scheduling*

Advance approval is necessary for all vacations. Employees must complete a vacation request, using the Museum's web-based timekeeping system, and have it approved by the Employer prior to the beginning of the requested vacation. The Employer will respond to vacation request(s) within fourteen (14) calendar days of the request in writing. For vacation requests of five (5) days or more, requests may be submitted up to twelve (12) months in advance but not less than two (2) weeks in advance. Accrued vacation time cannot be taken until after successful completion of the introductory probationary period, unless agreed by the Employer prior to hire date, and at no time can an Employee take more vacation than has been

accrued. Once approved, the Employer will not cancel a vacation except in work emergency situations not including a manager's inattention to staffing needs. In the unlikely event of such a vacation cancellation, COFAM will reimburse the employee for any losses such as non-refundable plane/hotel reservations or deposits upon acceptable verification of the loss with documentation. An employee may not take unpaid time off before using all accrued vacation and compensatory time.

Section 5. ***Vacation Payout***

a No later than December 31st of each year, employees may submit a form to the Human Resources Department making an irrevocable election to cash-out up to two weeks of accrual vacation. The cash-out will occur in the final pay period of March in the next calendar year. To be eligible for the accrued vacation cash-out: (1) the Employee must have two (2) weeks of vacation accrual on the date the irrevocable election form is submitted to Human Resources; and 2) the Employee must maintain a balance of at least one (1) week of accrual vacation throughout the following year.

b Paid vacation benefits accrue but may not be taken during the probationary period. After the completion of the probationary period, an Employee whose employment is terminated will receive a prorated vacation pay benefit for vacation accrued but not taken. For purposes of computing the amount of paid vacation due to an Employee upon termination, vacation accrues on the basis of one-twelfth (1/12th) of the applicable accrual rate set forth in Section 1 for each full month of continuous employment up to the maximum. Employment periods of less than a full month are not counted.

ARTICLE 21 HOLIDAYS

Section 1. ***Definition***

The following days are the holidays observed by COFAM:

January 1, the day designated by the City and County of San Francisco for observation of Martin Luther King's Birthday,

the third Monday in February (President's Day), the last Monday in May (Memorial Day),

June 19 (Juneteenth)

July 4,

the first Monday in September (Labor Day),

the second Monday in October (Indigenous People's Day), November 11 (Veteran's Day),

Thanksgiving Day,

the day after Thanksgiving Day, December 25

If January 1, June 19, July 4, November 11, or December 25 falls on a Sunday, that Sunday will be observed as the holiday for Employees normally scheduled on Sunday and the

following Monday will be the observed holiday for eligible Employees not regularly scheduled to work on the Sunday. If January 1, June 19, July 4, November 11, or December 25 falls on a Saturday, that Saturday will be observed as the holiday for Employees normally scheduled to work on Saturday and the preceding Friday will be observed as the holiday for eligible Employees not regularly scheduled to work on the Saturday.

Section 2. ***Compensation***

COFAM will pay Regular Full-Time Employees holiday pay at the Employee's straight-time rate times (x) eight (8) hours for each holiday. Regular Part-Time Employees will receive holiday pay based on the rate and average number of hours they are regularly scheduled per day. For holidays that fall on Saturday or Sunday, employees who are normally scheduled to work on those days shall receive overtime pay of one and one-half (1-½) time their regular rate of pay for working on those days.

If a holiday falls on an Employee's regular day off, the Employee may, subject to operational needs, schedule a day off with pay in lieu of holiday pay. The day off must be scheduled within sixty (60) days of the date of the holiday or the holiday pay will be paid out. An eligible Employee required to work on an observed holiday will, in addition to holiday pay, be paid at one and one-half (1-1/2) time their regular rate of pay or, at the option of the Employee, be given compensatory time off at the rate of one and one-half (1-1/2) hours for each hour worked. If the Employee works overtime on an observed holiday, the Employee will receive overtime for all overtime hours worked. (i.e. for a Regular Full-Time Employee; eight (8) hours holiday pay plus eight (8) hours pay at time and one-half (1-1/2) plus overtime premium for overtime hours worked.

Section 3. ***Eligibility***

To be eligible for holiday pay, an Employee must be in a paid status on the last scheduled workday before the holiday and the first scheduled workday after the holiday. An Employee who is laid off at the close of business the day before a holiday, who has worked not less than five (5) previous consecutive workdays shall, be paid for the holiday.

Section 4. ***Exceptions***

Persons employed for holiday work only, or persons employed on a part-time work schedule which is less than twenty (20) hours per week, or persons employed on an intermittent part-time work schedule (not regularly scheduled), or persons on leave without pay status both immediately preceding and immediately following the legal holiday shall not receive holiday pay.

ARTICLE 22 SICK LEAVE

Section 1. ***Recognition***

A Regular Full-Time Employee accrues paid sick leave at the rate of four (4) hours every two (2) weeks of active employment. A Regular Full-Time Employee may accrue up to a maximum of one thousand forty hours (1040) of paid sick leave. Regular Part-Time Employees accrue paid sick leave on a pro-rata basis based upon the ratio of the Regular Part-Time Employees' regular weekly schedule to a forty

(40) hour week. During the first six (6) months of employment, bargaining unit employees may borrow against future sick accruals up to eight (8) hours of paid sick leave.

Section 2. ***Definition***

Accrued sick leave may be used to cover absences from work under the following circumstances: (a) personal injury, illness or disability, including physical, mental, and emotional injuries or illnesses; (b) medical appointments that cannot be scheduled outside of working hours; (c) quarantine purposes as set forth in the State or County Health Orders; or (d) to care for sick family members (parents, spouse, dependent children, partner or others who are permanent members of the Employee's household).

Section 3. ***State Disability Insurance (SDI)***

Paid sick leave benefits will be integrated with SDI and workers' compensation benefits.

Section 4. ***Notification***

An Employee must telephone their supervisor or leave a recorded or written message stating the need for and the expected duration of an absence, at least forty-five (45) minutes prior to the start of their shift. Unless an Employee has an attendance problem and has been notified in writing to the contrary, a doctor's certificate verifying a medical reason for an absence is not required for absences of less than five (5) days.

Section 5. ***Doctor's Appointments***

Except in cases of emergency, an Employee must provide their supervisor written or electronic notice of a medical or dental appointment at least one full working day before the appointment. If medical and dental appointments cannot be scheduled outside the Employee's normal work hours, such appointments should be scheduled during the first or last three hours of the Employee's workday. COFAM may require the Employee to provide a doctor's certificate verifying the Employee's presence at the appointment. If COFAM is provided sufficient advance notice of the appointment, it will provide the Employee with advance notice that the certificate will be required.

ARTICLE 23 LEAVES OF ABSENCE

Section 1. ***Bereavement Leave***

Employees will be granted up to five (5) days of paid bereavement leave for activities and responsibilities related to the death of an immediate family member. For purposes of bereavement leave, "family member" shall include the following: parent, stepparent, grandparent, grandchild, family-in-law of a domestic partner, spouse or domestic partner, sibling, child, stepchild, adopted child, foster child, aunt, uncle, cousin, niece, nephew, brother-in-law, sister-in-law, legal guardian or any permanent member of the Employee's household or a person designated by the employee as someone to whom they have a special family like relationship. An additional two (2) days of paid bereavement (a total of seven (7) days) leave will be granted if travel exceeds 4 hours each way. In extraordinary circumstances an Employee may request additional time off from the Director of Human Resources or designee. Upon request, Employees will provide COFAM with documentary evidence of attendance at the funeral or memorial service. Employees may request an unpaid leave of absence of up to ninety

(90) days when necessary to resolve legal and personal issues resulting from a death. This leave shall not be unreasonably denied. Bereavement leave may be taken intermittently and must be used within three (3) months of the family member's death.

Section 2. ***Reproductive Loss Leave***

Employees will be granted Reproductive Loss Leave following a reproductive loss event. An employee who has been employed with COFAM for at least 30 days may take up to five (5) scheduled workdays of Reproductive Loss Leave, two (2) of which will be paid. The employee must take Reproductive Loss Leave within three months of the event, but the Reproductive Leave of Absence need not be taken consecutively. An employee may use accrued paid time off that is otherwise available to the employee.

An employee may experience multiple reproductive loss events in a 12-month period. Under such circumstances, the employee may take Reproductive Loss Leave following each Reproductive Loss Event but not more than 20 days in a 12-month period.

"Reproductive Loss Event" means the day or, for a multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction.

"Failed adoption" means the dissolution or breach of an adoption agreement with the birth mother or legal guardian, or an adoption that is not finalized because it is contested by another party. This event applies to a person who would have been a parent of the adoptee if the adoption had been completed.

"Failed surrogacy" means the dissolution or breach of a surrogacy agreement, or a failed embryo transfer to the surrogate. This event applies to a person who would have been a parent of a child born as a result of the surrogacy.

"Miscarriage" means a miscarriage by a person, by the person's current spouse or domestic partner, or by another individual if the person would have been a parent of a child born as a result of the pregnancy.

"Assisted reproduction" means a method of achieving a pregnancy through an artificial insemination or an embryo transfer and includes gamete and embryo donation, excluding pregnancy achieved through sexual intercourse.

COFAM will maintain the confidentiality of any employee requesting Reproductive Loss Leave. Any information provided to COFAM will be maintained as confidential and will not be disclosed except to internal personnel or counsel, as necessary, or as required by law.

Section 3. ***Military Service***

Employees who are in the military reserve shall be granted such time as necessary to fulfill their training commitment and shall receive the difference between their normal base rate of pay and the amount of military pay and allowances received, for up to one (1) month.

Section 4. ***Special Leave***

a Any Employee who is an active candidate for any political office shall, upon one

b month's prior written application, be granted a leave of absence, without pay but without loss of seniority, for a period of up to ninety (90) days for the purpose of actively participating in their campaign.

c Employees will be granted time away from work without pay as required by law to appear, pursuant to a subpoena or other court order, as a witness in a judicial proceeding other than on behalf of COFAM, to appear at school as a parent or guardian when requested by the school for purposes of a pupil suspension, or to perform emergency duty as a volunteer firefighter. Employees are required to provide reasonable advance notice of any need for such time away from work, and are expected to return to work if at least two hours of their normal workday remains.

d Employees shall be granted paid release time of two (2) hours per child per semester/quarter, up to a maximum of four (4) hours per child per year, to attend parent-teacher conferences. In addition, an Employee who is a parent, guardian, grandparent having custody, or the partner of a parent, guardian, or grandparent having custody, of one or more children in kindergarten or grades 1 to 12, or attending a licensed day care facility, will be granted time away from work without pay of up to forty (40) hours each fiscal year, but not to exceed eight (8) hours in any calendar month of the fiscal year, to participate in the activities of the school or licensed day care facility of any child of the Employee, provided the Employee, prior to taking the time off, gives reasonable notice of the planned absence. The Employee may use accrued vacation time or compensatory time off during the planned absence.

Section 5. ***Leaves for Union Business***

Up to two (2) Employees in the unit in any calendar year shall upon prior written application to COFAM at least one (1) week in advance of the proposed leave, be entitled to a leave of absence without pay for a period of up to ten (10) days apiece each calendar year to attend functions of the Union.

Section 6. ***Extended Medical Leave***

Upon completion of the introductory probationary period, an Employee who has exhausted their paid sick leave due to illness, injury or disability, including mental illness, may with the approval of COFAM upon written application of the Employee be granted a leave of absence without pay for a period of up to six (6) months from the date of occurrence without loss of seniority. In administering this provision, COFAM shall not unreasonably withhold its approval of an application for extended medical leave. Prior to the end of an approved extended medical leave, the Employee may apply in writing to have such leave extended for up to an additional six (6) months, and COFAM may, in its discretion, approve such extension.

Should such request for extension be denied, COFAM shall provide a written reason for such rejection. To be considered for extended medical leave, an Employee must indicate in writing an intention to return to their former position, or a comparable position, upon termination of the leave. At the request of COFAM, the applying Employee shall also submit a doctor's certificate stating the estimated time of recovery and return to work, which shall be updated periodically, at the request of COFAM. Prior to returning to work, the Employee must obtain a

doctor's certificate. The doctor's certificate must be from a medical provider, legible and sufficiently understandable for purposes of the Employee's return to work. COFAM may request clarification of the doctor's certificate.

Section 7. ***Personal Leave Without Pay***

Employees having completed one (1) year of continuous employment shall, upon making written application at least one (1) month in advance (excluding emergencies) indicating their commitment to return to work at the end of the proposed leave, and upon obtaining the approval of COFAM, be granted a personal leave without pay for a period of up to six (6) months without loss of seniority. In administering this provision, COFAM shall not unreasonably withhold its approval of timely applications for personal leave without pay. COFAM may, in its discretion, grant an application for personal leave submitted after completion of the introductory probationary period. Prior to the end of an approved personal leave, the Employee may apply in writing to have such leave extended for up to an additional six (6) months, and COFAM may, in its discretion, approve such extension. Should such request for extension be denied, COFAM shall provide a written reason for such rejection.

Section 8. ***Pregnancy/Child Leave***

If an Employee is medically unable to work due to pregnancy, childbirth or a related medical condition, the Employee shall be granted sick leave (or extended medical leave) for such period of disability. During a pregnancy-related disability leave, COFAM agrees to maintain or make available insurance coverage in accordance with applicable pregnancy- related disability law.

Section 9. ***Family and Medical Leave Policy***

Employees who have at least twelve (12) months of service with COFAM and who have been employed for at least one thousand two-hundred fifty (1250) hours within the twelve (12) month period immediately prior to commencing the leave, may, as permitted by the Federal Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA), take up to twelve (12) weeks of family and medical leave within a twelve (12) month period, which COFAM calculates on a calendar year basis. Family and Medical Leave may be taken because of the birth or adoption or foster care of a child or the serious illness of a child, parent, spouse or others who are permanent members of the Employee's household. Family and Medical Leave is unpaid, except to the extent such leave qualifies for payments under California's Family Temporary Disability Insurance (FTDI) program, as described in Section 10, below, and the Employee applies for such FTDI program benefits, unless the Employee elects to use accrued and unused vacation or sick leave for family care purposes or to supplement FTDI payments in order to receive full regular pay while receiving such payments as part of that leave. COFAM may require the Employee to use accrued sick leave for the Employee's own serious illness.

COFAM will continue to make its health insurance contribution as of the time the leave commences on behalf of the Employee and to make the other insured benefits available to the Employee at their expense during the period of Family and Medical Leave. Where possible, the Employee shall give reasonable advance notice to their supervisor of the need for the leave (at least thirty (30) days in advance, if known) and schedule the leave to avoid disruption of COFAM's operations. COFAM may require a health care professional's certification of the need for and duration of the leave. Family and Medical Leave under this section is separate and distinct from the pregnancy-related disability leave provided for in Article 23, Section 7. COFAM

will follow the current FMLA/CFRA law requirements. At least thirty (30) days prior to requesting a FMLA/CFRA leave, an Employee may request COFAM to recognize one (1) person, permanently residing in the Employee's household, as a family member.

Section 10. ***Return to Duty***

Upon return from any leave of absence of six (6) months or less, the Employee shall be reinstated to their former position, if it exists, or, if not, to a position as nearly comparable to his/her former position as is reasonable under the circumstances. Upon return from any leave of absence of more than six (6) months, the Employee shall be returned to their former position or the most comparable position available in the sole discretion of COFAM. Provided the Employee meets the qualifications listed on the job description, training will be provided. Failure to return to work at the end of an approved leave of absence, without prior written approval from COFAM, may be grounds for termination.

Section 11. ***Family Temporary Disability Insurance Program***

Under the prevailing provisions of California's Family Temporary Disability Insurance (FTDI) program, as enacted under California Senate Bill No. 1661, allowing for the deduction of amounts from Employee pay become effective, COFAM may deduct from each Employee's normal pay and pay over to the California Employment Development Department (EDD), the amount established by the EDD, or other applicable California agency, to be deducted to fund the FTDI program. Such amounts may be deducted and paid over in accordance with the rules and regulations established by the Director of the EDD from time to time. An Employee's accrued vacation and sick leave entitlement will be coordinated with FTDI benefits to allow the Employee to receive up to their full regular pay while receiving FTDI benefits. In no case shall an Employee receive a greater amount than his/her applicable wage rate while receiving FTDI benefits.

Section 12. ***Jury Duty***

An Employee who is summoned as a witness on behalf of COFAM or as a juror for a judicial proceeding, shall be entitled to leave with pay less the amount of juror or witness fee paid for the period required for such service. If an employee whose museum work schedule includes Saturdays and/or Sundays, their museum work schedule shall be changed temporarily as necessary so that in combination with their jury service they will have two (2) days off per week for the duration of that jury service. An Employee who is summoned to serve as a witness in cases which involve outside employment or personal business affairs shall be placed on leave without pay unless vacation or compensatory time off is requested and granted. The Employee on such paid or unpaid leave shall return to work immediately each day they are dismissed by the court during regularly scheduled working hours.

ARTICLE 24 PERSONNEL FILES

Section 1. ***File Requests***

Upon submission of a written request to the Director of Human Resources or designee, Employees shall, at reasonable times, be entitled to see their personnel files. This Article does not apply to records relating to the investigation of a possible criminal offense or to letters of reference. An Employee may obtain a copy of any document in their personnel file by making a request, in writing, to the Director of Human Resources. An Employee may prepare a written

comment related to a document contained in their personnel file. The Employee will deliver a copy of the comment to the Director of Human Resources or designee and the comment will be placed in the file along with the document(s) to which it relates.

Section 2. ***Requests for References***

Requests for employment information concerning separated Employees should be referred to the Human Resources Department. Unless the former Employee provides COFAM with a written authorization to release additional information, the Human Resources Department will only release the Employee's dates of employment, positions held and final salary.

ARTICLE 25 HEALTH & SAFETY

Along with such responsibility as the City and County of San Francisco has to provide safe, healthy and well maintained work environments for COFAM Employees and patrons, there shall be a Health and Safety Committee composed of four (4) representatives appointed by COFAM and four (4) appointed by the Union. Such Committee shall meet at least on a quarterly basis to discuss health and safety matters and to make recommendations to COFAM, which shall be considered by COFAM in its discretion. Where a recommendation made to COFAM is not accepted, an explanation will be made to the Health and Safety Committee in a timely manner.

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 will be established and will be composed of up to three (3) permanent management representatives of the employer and two (2) permanent bargaining unit employees representatives from 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 canceled by mutual agreement. The committee will meet during normal business hours at a mutually agreed upon time and place to discuss topics of mutual interest and concern, including but not limited to: job classifications, team building, health and safety, procedure, pending programmatic and structural proposals.

ARTICLE 27 DIVERSITY COMMITTEE

The Union may select up to three (3) bargaining unit employees to participate in COFAM's Diversity, Equity and Inclusion Committee. If Committee meetings are conducted during an employee's scheduled work hours, the employee will not lose pay. The Committee will determine how often it meets and the content of its agendas.

ARTICLE 28 OUTSIDE EMPLOYMENT

Employees may engage in outside employment provided that it is disclosed to COFAM, approved in advance, undertaken during off-duty hours and in accordance with the following guidelines:

1. Outside employment shall not adversely affect or interfere with the performance of an Employee's official duties of COFAM, exploit the name and reputation of COFAM or reflect discredit on COFAM.

2. In making a determination as to whether outside employment poses a conflict of interest, Employees are expected to exercise reasonable judgment. Outside employment should not be accepted, unless authorized, if it creates a conflict of interest. or the appearance of a conflict of interest. All employment that may create a conflict of interest, or the appearance of a conflict of interest must be disclosed by the Employee annually on the conflict of interest form.

3. The use of COFAM equipment and facilities by Employees for outside employment is not permitted unless the employee receives authorization from the Employee's supervisor.

4. The use of COFAM materials (office supplies, office services, telephone, e-mail address postage, etc.) for outside employment or personal use is not permitted.

5. Upon hire, each Employee shall complete the conflict of interest form provided by COFAM. The form, among other things, requires Employees to disclose any and all outside employment that may create a conflict of interest

ARTICLE 29 COMMUNICATIONS

Any official communications under this CBA shall be sent: To the Union at:

Service Employees International Union Local 1021
Rhode Island Street, Suite 100
South San Francisco, CA 94103-5134
Attention: Union Field Representative of COFAM

To COFAM at:

Corporation of The Fine Arts Museums
de Young Museum
Hagiwara Tea Garden Drive
San Francisco, CA 94118

Attention: Christine Moss, Chief Human Resources Officer

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

ARTICLE 30 SEPARABILITY OF PROVISIONS

Any provisions of this CBA which may be in conflict with any applicable law, regulation or executive order shall be suspended and inoperative to the extent, and for the duration, of such conflict, but that shall have no effect on the remainder of the CBA which shall remain in full force and effect in accordance with its terms.

ARTICLE 31 AMENDMENT

The parties acknowledge that during the negotiations which preceded this CBA each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this CBA. This CBA represents the entire agreement and understanding between COFAM and the Union. COFAM and the Union may by mutual agreement, amend or modify any provision of this CBA and its appendices and exhibits. Any such amendment or modification must be in writing executed by the duly authorized representatives of each party, and any verbal amendment or modification shall be of no force or effect. If new circumstances arise which may or does affect the terms and conditions of the Employee's employment, upon request, the parties will meet and bargain over any proposed changes.

ARTICLE 32 NO STRIKE, NO LOCKOUT

Neither the Union nor any Employee shall engage in or participate, directly or indirectly, in any strike, sympathy strike, slowdown, picketing, sick-in, stoppage, boycott or other interference with, or interruption of, work or COFAM's operations during the term of this CBA, and COFAM will not lock out any Employee during the term of this CBA. Employees who violate the terms of this Article shall be subject to disciplinary action, including discharge, and shall not be entitled to have recourse to grievance or arbitration except for the sole purpose of determining whether they did in fact violate the terms of this Article. The Union shall within reason attempt to stop any violation by any Employee of the terms of this Article.

ARTICLE 33 ARTIFICIAL INTELLIGENCE

For the duration of the 2025-2028 collective bargaining agreement COFAM will not implement generative artificial intelligence ("AI") with the intention of laying off bargaining unit employees.

COFAM will notify and meet and confer with the Union over any intended implementation of AI that will or may affect the terms and conditions of employment of bargaining unit employees.

The Labor Management Committee will convene, at the request of either party, to discuss developments in AI technologies.

ARTICLE 34 VISITOR EXPERIENCE SEATING

COFAM will provide seating for all Visitor Experience employees at all posts. Visitor Experience employees are permitted to use the seating if customer service, safety, and location reasonably permits their use. Chairs at the Membership and Admission desks will be ergonomic.

ARTICLE 35 TERM

This CBA shall be in effect from April 1, 2025 to and including March 31, 2028, and from year to year thereafter unless at least sixty (60) days prior to March 31, 2028 or at least sixty

(60) days prior to any subsequent anniversary date thereafter, either party gives written notification to the other of its desire to terminate or to make changes in this CBA. The party

giving such notice must deliver to the other party at least forty-five (45) days prior to March 31, 2028, or to any subsequent anniversary date thereafter, a written document setting forth the changes desired.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed by their respective authorized representatives.

FOR THE EMPLOYER

CORPORATION OF THE FINE ARTS MUSEUMS

10.9.25
Date
Christine Moss
Chief Human Resources Officer

10/9/2025
Date
Katie Ferguson
Associate Director of Human Resources

FOR THE UNION

SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 1021

Francisco Rosas 9/26/25
Date

Cynthia Inaba 9/26/25
Date

Bobbi Marshall 9/26/25
Date

Chelsea Boone 9/26/25
Date

Sasha Hippard 9/26/25
Date

Michele Herzberg-Moran 9/26/25
Date

Paul Palacios
Date

Isabella Holland 10/1/25
Date

Michelle Wright 10/08/25
Date

Appendix A – Wage Scale Effective April 1, 2025

Museum Job Title	**Hourly Range**						
	Step 1	**Step 2**	**Step 3**	**Step 4**	**Step 5**	**Step 6**	**Step 7**
Data Services Assistant	22.7967	23.9366	25.1335	26.3902	27.7098	29.0953	30.5501
Receptionist	24.2147	25.4255	26.6968	28.0317	29.4333	30.9050	32.4503
Admin Assistant to the Director, Art Division	24.3921	25.6118	26.8924	28.2371	29.6490	31.1315	32.6881
Admin Asst to Public Programs	24.3921	25.6118	26.8924	28.2371	29.6490	31.1315	32.6881
Content Marketing Assistant	24.3921	25.6118	26.8924	28.2371	29.6490	31.1315	32.6881
Editorial Assistant	24.3921	25.6118	26.8924	28.2371	29.6490	31.1315	32.6881
Marketing & Communications Administrative Assistant	24.3921	25.6118	26.8924	28.2371	29.6490	31.1315	32.6881
Marketing Assistant	24.3921	25.6118	26.8924	28.2371	29.6490	31.1315	32.6881
Public Relations Assistant	24.3921	25.6118	26.8924	28.2371	29.6490	31.1315	32.6881
Publications Assistant	24.3921	25.6118	26.8924	28.2371	29.6490	31.1315	32.6881
Group & Tourism Sales Associate	25.3494	26.6169	27.9478	29.3452	30.8125	32.3532	33.9709
Sales Associate	25.3494	26.6169	27.9478	29.3452	30.8125	32.3532	33.9709
Stock Clerk	25.3494	26.6169	27.9478	29.3452	30.8125	32.3532	33.9709
Visitor Experience Associate	25.3494	26.6169	27.9478	29.3452	30.8125	32.3532	33.9709
Costume Mounting Assistant	26.0229	27.3241	28.6904	30.1250	31.6313	33.2129	34.8736

Museum Job Title	Hourly Range						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Data Services Associate	26.1469	27.4543	28.8271	30.2685	31.7820	33.3711	35.0397
Member Services Associate	26.1469	27.4543	28.8271	30.2685	31.7820	33.3711	35.0397
Museum Courier	26.6611	27.9942	29.3940	30.8637	32.4069	34.0273	35.7287
Receiving & Fulfillment Clerk – Museum Stores	26.6611	27.9942	29.3940	30.8637	32.4069	34.0273	35.7287
Retail & E-Commerce Assistant	26.8385	28.1805	29.5896	31.0691	32.6226	34.2538	35.9665
Lead Sales Associate	27.1043	28.4596	29.8826	31.3768	32.9457	34.5930	36.3227
Lead Visitor Experience Associate	27.1043	28.4596	29.8826	31.3768	32.9457	34.5930	36.3227
Visual Merchandiser	27.1043	28.4596	29.8826	31.3768	32.9457	34.5930	36.3227
Digital Project Coordinator	27.7603	29.1484	30.6059	32.1362	33.7431	35.4303	37.2019
Web Content Coordinator	27.7603	29.1484	30.6059	32.1362	33.7431	35.4303	37.2019
Audio Visual Technician Specialist	28.2363	29.6482	31.1307	32.6873	34.3217	36.0378	37.8397
Graphic Designer	28.7883	30.2278	31.7392	33.3262	34.9926	36.7423	38.5795
Communications Coordinator	29.0366	30.4885	32.0130	33.6137	35.2944	37.0592	38.9122
Content Marketing Coordinator	29.0366	30.4885	32.0130	33.6137	35.2944	37.0592	38.9122
Development Associate	29.0366	30.4885	32.0130	33.6137	35.2944	37.0592	38.9122

Museum Job Title	Hourly Range						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Digital Engagement Coordinator	29.0366	30.4885	32.0130	33.6137	35.2944	37.0592	38.9122
Digital Marketing Coordinator	29.0366	30.4885	32.0130	33.6137	35.2944	37.0592	38.9122
Docent Council Coordinator	29.0366	30.4885	32.0130	33.6137	35.2944	37.0592	38.9122
Education & Public Programs Coordinator	29.0366	30.4885	32.0130	33.6137	35.2944	37.0592	38.9122
Equity School Partnership Coordinator	29.0366	30.4885	32.0130	33.6137	35.2944	37.0592	38.9122
Facility Rentals Associate	29.0366	30.4885	32.0130	33.6137	35.2944	37.0592	38.9122
Marketing Coordinator	29.0366	30.4885	32.0130	33.6137	35.2944	37.0592	38.9122
Membership Marketing Associate	29.0366	30.4885	32.0130	33.6137	35.2944	37.0592	38.9122
Public Programs Coordinator	29.0366	30.4885	32.0130	33.6137	35.2944	37.0592	38.9122
Publications Associate	29.0366	30.4885	32.0130	33.6137	35.2944	37.0592	38.9122
Sales and Outreach Coordinator	29.0366	30.4885	32.0130	33.6137	35.2944	37.0592	38.9122
School Group Scheduler	29.0366	30.4885	32.0130	33.6137	35.2944	37.0592	38.9122
Social Media Coordinator	29.0366	30.4885	32.0130	33.6137	35.2944	37.0592	38.9122
Ticketing Operations Coordinator	29.0366	30.4885	32.0130	33.6137	35.2944	37.0592	38.9122
Image Production Technician	29.6567	31.1396	32.6966	34.3315	36.0481	37.8506	39.7432

Museum Job Title	Hourly Range						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Senior Accounts Clerk	30.2418	31.7539	33.3416	35.0087	36.7592	38.5972	40.5271
Senior Payroll Clerk	30.2418	31.7539	33.3416	35.0087	36.7592	38.5972	40.5271
Archives Assistant	30.4229	31.9441	33.5414	35.2185	36.9795	38.8285	40.7700
Assistant Registrar	30.4229	31.9441	33.5414	35.2185	36.9795	38.8285	40.7700
Collections Care Assistant	30.4229	31.9441	33.5414	35.2185	36.9795	38.8285	40.7700
Collections Information Specialist	30.4229	31.9441	33.5414	35.2185	36.9795	38.8285	40.7700
Conservation Technician, Costume Mounting	30.4229	31.9441	33.5414	35.2185	36.9795	38.8285	40.7700
Data Services Specialist	30.4229	31.9441	33.5414	35.2185	36.9795	38.8285	40.7700
Exhibition Graphics Preparator	30.4229	31.9441	33.5414	35.2185	36.9795	38.8285	40.7700
Exhibitions Assistant	30.4229	31.9441	33.5414	35.2185	36.9795	38.8285	40.7700
Library Project Cataloguer	30.4229	31.9441	33.5414	35.2185	36.9795	38.8285	40.7700
Museum Technician	30.4229	31.9441	33.5414	35.2185	36.9795	38.8285	40.7700
Project Processing Archivist	30.4229	31.9441	33.5414	35.2185	36.9795	38.8285	40.7700
Administrative Coordinator for Development	31.9080	33.5034	35.1786	36.9376	38.7845	40.7238	42.7600
Administrative Coordinator to the Director of Curatorial Affairs	31.9080	33.5034	35.1786	36.9376	38.7845	40.7238	42.7600

Museum Job Title	Hourly Range						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Administrative Coordinator, Exhibitions	31.9080	33.5034	35.1786	36.9376	38.7845	40.7238	42.7600
Administrative Coordinator, Marketing and Communications	31.9080	33.5034	35.1786	36.9376	38.7845	40.7238	42.7600
Associate Exhibition Designer	31.9080	33.5034	35.1786	36.9376	38.7845	40.7238	42.7600
Collections Information Coordinator	31.9080	33.5034	35.1786	36.9376	38.7845	40.7238	42.7600
Communications Associate	31.9080	33.5034	35.1786	36.9376	38.7845	40.7238	42.7600
Development Coordinator	31.9080	33.5034	35.1786	36.9376	38.7845	40.7238	42.7600
Donor Relations Coordinator	31.9080	33.5034	35.1786	36.9376	38.7845	40.7238	42.7600
Exhibition Graphic Designer	31.9080	33.5034	35.1786	36.9376	38.7845	40.7238	42.7600
Facilities Administrative Coordinator	31.9080	33.5034	35.1786	36.9376	38.7845	40.7238	42.7600
Individual Giving & Research Coordinator	31.9080	33.5034	35.1786	36.9376	38.7845	40.7238	42.7600
Lead Graphic Designer	31.9080	33.5034	35.1786	36.9376	38.7845	40.7238	42.7600
Museum Educator	31.9080	33.5034	35.1786	36.9376	38.7845	40.7238	42.7600
Retail & E-Commerce Coordinator	31.9080	33.5034	35.1786	36.9376	38.7845	40.7238	42.7600

Museum Job Title	Hourly Range						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
School & Family Programs Coordinator	31.9080	33.5034	35.1786	36.9376	38.7845	40.7238	42.7600
School, Family and Youth Program Coordinator	31.9080	33.5034	35.1786	36.9376	38.7845	40.7238	42.7600
Special Events Coordinator	31.9080	33.5034	35.1786	36.9376	38.7845	40.7238	42.7600
Volunteer Coordinator	31.9080	33.5034	35.1786	36.9376	38.7845	40.7238	42.7600
Exhibitions Coordinator	32.5503	34.1779	35.8868	37.6812	39.5653	41.5436	43.6208
Museum Mountmaker	32.5503	34.1779	35.8868	37.6812	39.5653	41.5436	43.6208
Assistant Data Services Manager	32.8298	34.4713	36.1949	38.0047	39.9050	41.9003	43.9954
Assistant Events Manager	32.8298	34.4713	36.1949	38.0047	39.9050	41.9003	43.9954
Assistant Manager of Education & Public Programs	32.8298	34.4713	36.1949	38.0047	39.9050	41.9003	43.9954
Assistant Manager, Membership	32.8298	34.4713	36.1949	38.0047	39.9050	41.9003	43.9954
Assistant Manager, Special Events	32.8298	34.4713	36.1949	38.0047	39.9050	41.9003	43.9954
Assistant Marketing Manager	32.8298	34.4713	36.1949	38.0047	39.9050	41.9003	43.9954
Assistant Social Media Manager	32.8298	34.4713	36.1949	38.0047	39.9050	41.9003	43.9954
Creative and Content Assistant Manager	32.8298	34.4713	36.1949	38.0047	39.9050	41.9003	43.9954

Museum Job Title	Hourly Range						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Associate Editor	33.3440	35.0112	36.7618	38.5999	40.5299	42.5564	44.6843
Associate Web Content Editor	33.3440	35.0112	36.7618	38.5999	40.5299	42.5564	44.6843
Associate Registrar	33.4603	35.1334	36.8901	38.7347	40.6715	42.7051	44.8404
Principal Accounts Clerk	34.1593	35.8673	37.6607	39.5438	41.5210	43.5971	45.7770
Helpdesk Technician	34.2834	35.9976	37.7975	39.6874	41.6718	43.7554	45.9432
Service Desk Technician	34.2834	35.9976	37.7975	39.6874	41.6718	43.7554	45.9432
Health and Safety Officer	34.6735	36.4072	38.2276	40.1390	42.1460	44.2533	46.4660
Senior Exhibition Coordinator	35.0987	36.8537	38.6964	40.6313	42.6629	44.7961	47.0360
Collections Care Specialist	35.1387	36.8957	38.7405	40.6776	42.7115	44.8471	47.0895
Senior Museum Mountmaker	35.1387	36.8957	38.7405	40.6776	42.7115	44.8471	47.0895
Senior Museum Technician	35.1387	36.8957	38.7405	40.6776	42.7115	44.8471	47.0895
Woodshop Operations Specialist	35.1387	36.8957	38.7405	40.6776	42.7115	44.8471	47.0895
Audio Visual Technology Coordinator	35.2586	37.0216	38.8727	40.8164	42.8573	45.0002	47.2503
Head Museum Photographer	35.5242	37.3005	39.1656	41.1239	43.1801	45.3392	47.6062
Communications Project Manager	36.2159	38.0267	39.9281	41.9246	44.0209	46.2220	48.5331

Museum Job Title	Hourly Range						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Curatorial Project Manager	36.2159	38.0267	39.9281	41.9246	44.0209	46.2220	48.5331
Development Manager	36.2159	38.0267	39.9281	41.9246	44.0209	46.2220	48.5331
Digital Project Manager	36.2159	38.0267	39.9281	41.9246	44.0209	46.2220	48.5331
Education Project Manager	36.2159	38.0267	39.9281	41.9246	44.0209	46.2220	48.5331
Event Rentals Manager	36.2159	38.0267	39.9281	41.9246	44.0209	46.2220	48.5331
Events Manager	36.2159	38.0267	39.9281	41.9246	44.0209	46.2220	48.5331
Internal Communication and Content Project Manager	36.2159	38.0267	39.9281	41.9246	44.0209	46.2220	48.5331
Manager of Corporate Partnerships	36.2159	38.0267	39.9281	41.9246	44.0209	46.2220	48.5331
Project Manager, Art Division	36.2159	38.0267	39.9281	41.9246	44.0209	46.2220	48.5331
Project Manager, Exhibitions	36.2159	38.0267	39.9281	41.9246	44.0209	46.2220	48.5331
Project Manager, Marketing and Communications	36.2159	38.0267	39.9281	41.9246	44.0209	46.2220	48.5331
Project Manager, Program and Strategy	36.2159	38.0267	39.9281	41.9246	44.0209	46.2220	48.5331
Public Programs Project Manager	36.2159	38.0267	39.9281	41.9246	44.0209	46.2220	48.5331
Publicist	36.2159	38.0267	39.9281	41.9246	44.0209	46.2220	48.5331

Museum Job Title	Hourly Range						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Editor	36.9255	38.7718	40.7104	42.7460	44.8833	47.1275	49.4839
Head Mountmaker	38.1290	40.0355	42.0373	44.1392	46.3462	48.6636	51.0968
Museum Registrar	38.1290	40.0355	42.0373	44.1392	46.3462	48.6636	51.0968
Principal Museum Technician	38.1290	40.0355	42.0373	44.1392	46.3462	48.6636	51.0968
Technical Production Specialist	38.1290	40.0355	42.0373	44.1392	46.3462	48.6636	51.0968
Collections Database Administrator	38.1300	40.0365	42.0384	44.1404	46.3475	48.6649	51.0982
Data Operations Manager	38.1300	40.0365	42.0384	44.1404	46.3475	48.6649	51.0982
Data Services Manager, Development & Strategic Projects	38.1300	40.0365	42.0384	44.1404	46.3475	48.6649	51.0982
Data Services Manager, Marketing and Education	38.1300	40.0365	42.0384	44.1404	46.3475	48.6649	51.0982
Data Services Manager, Membership	38.1300	40.0365	42.0384	44.1404	46.3475	48.6649	51.0982
Digital Asset and Rights Manager	38.1300	40.0365	42.0384	44.1404	46.3475	48.6649	51.0982
Exhibition Designer	38.1300	40.0365	42.0384	44.1404	46.3475	48.6649	51.0982
Facilities Operations Manager	38.1300	40.0365	42.0384	44.1404	46.3475	48.6649	51.0982
Grants Manager	38.1300	40.0365	42.0384	44.1404	46.3475	48.6649	51.0982
Lead Event Manager	38.1300	40.0365	42.0384	44.1404	46.3475	48.6649	51.0982

Museum Job Title	Hourly Range						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Patron Engagement Manager	38.1300	40.0365	42.0384	44.1404	46.3475	48.6649	51.0982
Rights Manager	38.1300	40.0365	42.0384	44.1404	46.3475	48.6649	51.0982
Senior Accountant	38.1300	40.0365	42.0384	44.1404	46.3475	48.6649	51.0982
Digital Product Manager	38.8310	40.7726	42.8113	44.9519	47.1995	49.5595	52.0375
Senior Grants Manager	42.0385	44.1405	46.3476	48.6650	51.0983	53.6533	56.3360
Senior Museum Registrar	44.8542	47.0970	49.4519	51.9245	54.5208	57.2469	60.1093

Appendix A – Wage Scale Effective April 1, 2026

Museum Job Title	Hourly Range						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Admin Assistant to the Director, Art Division	25.2459	26.5082	27.8337	29.2254	30.6867	32.2211	33.8322
Admin Asst to Public Programs	25.2459	26.5082	27.8337	29.2254	30.6867	32.2211	33.8322
Administrative Coordinator for Development	33.0248	34.6761	36.4100	38.2305	40.1421	42.1493	44.2568
Administrative Coordinator to the Director of Curatorial Affairs	33.0248	34.6761	36.4100	38.2305	40.1421	42.1493	44.2568
Administrative Coordinator, Exhibitions	33.0248	34.6761	36.4100	38.2305	40.1421	42.1493	44.2568
Administrative Coordinator, Marketing and Communications	33.0248	34.6761	36.4100	38.2305	40.1421	42.1493	44.2568
Archives Assistant	31.4878	33.0622	34.7154	36.4512	38.2738	40.1875	42.1969
Assistant Data Services Manager	33.9789	35.6779	37.4618	39.3349	41.3017	43.3668	45.5352
Assistant Events Manager	33.9789	35.6779	37.4618	39.3349	41.3017	43.3668	45.5352
Assistant Manager of Education & Public Programs	33.9789	35.6779	37.4618	39.3349	41.3017	43.3668	45.5352
Assistant Manager, Membership	33.9789	35.6779	37.4618	39.3349	41.3017	43.3668	45.5352
Assistant Manager, Special Events	33.9789	35.6779	37.4618	39.3349	41.3017	43.3668	45.5352
Assistant Marketing Manager	33.9789	35.6779	37.4618	39.3349	41.3017	43.3668	45.5352
Assistant Registrar	31.4878	33.0622	34.7154	36.4512	38.2738	40.1875	42.1969
Assistant Social Media Manager	33.9789	35.6779	37.4618	39.3349	41.3017	43.3668	45.5352
Associate Editor	34.5111	36.2367	38.0486	39.9511	41.9487	44.0462	46.2486
Associate Exhibition Designer	33.0248	34.6761	36.4100	38.2305	40.1421	42.1493	44.2568
Associate Registrar	34.6315	36.3631	38.1813	40.0904	42.0950	44.1998	46.4098

Museum Job Title	Hourly Range						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Associate Web Content Editor	34.5111	36.2367	38.0486	39.9511	41.9487	44.0462	46.2486
Audio Visual Technician Specialist	29.2246	30.6859	32.2202	33.8313	35.5229	37.2991	39.1641
Audio Visual Technology Coordinator	36.4927	38.3174	40.2333	42.2450	44.3573	46.5752	48.9040
Collections Care Assistant	31.4878	33.0622	34.7154	36.4512	38.2738	40.1875	42.1969
Collections Care Specialist	36.3686	38.1871	40.0965	42.1014	44.2065	46.4169	48.7378
Collections Database Administrator	39.4646	41.4379	43.5098	45.6853	47.9696	50.3681	52.8866
Collections Information Coordinator	33.0248	34.6761	36.4100	38.2305	40.1421	42.1493	44.2568
Collections Information Specialist	31.4878	33.0622	34.7154	36.4512	38.2738	40.1875	42.1969
Communications Associate	33.0248	34.6761	36.4100	38.2305	40.1421	42.1493	44.2568
Communications Coordinator	30.0529	31.5556	33.1334	34.7901	36.5297	38.3562	40.2741
Communications Project Manager	37.4835	39.3577	41.3256	43.3919	45.5615	47.8396	50.2316
Conservation Technician, Costume Mounting	31.4878	33.0622	34.7154	36.4512	38.2738	40.1875	42.1969
Content Marketing Assistant	25.2459	26.5082	27.8337	29.2254	30.6867	32.2211	33.8322
Content Marketing Coordinator	30.0529	31.5556	33.1334	34.7901	36.5297	38.3562	40.2741
Costume Mounting Assistant	26.9338	28.2805	29.6946	31.1794	32.7384	34.3754	36.0942
Creative and Content Assistant Manager	33.9789	35.6779	37.4618	39.3349	41.3017	43.3668	45.5352
Curatorial Project Manager	37.4835	39.3577	41.3256	43.3919	45.5615	47.8396	50.2316
Data Operations Manager	39.4646	41.4379	43.5098	45.6853	47.9696	50.3681	52.8866
Data Services Assistant	23.5946	24.7744	26.0132	27.3139	28.6796	30.1136	31.6193

Museum Job Title	Hourly Range						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Data Services Associate	27.0621	28.4153	29.8361	31.3280	32.8944	34.5392	36.2662
Data Services Manager, Development & Strategic Projects	39.4646	41.4379	43.5098	45.6853	47.9696	50.3681	52.8866
Data Services Manager, Marketing and Education	39.4646	41.4379	43.5098	45.6853	47.9696	50.3681	52.8866
Data Services Manager, Membership	39.4646	41.4379	43.5098	45.6853	47.9696	50.3681	52.8866
Data Services Specialist	31.4878	33.0622	34.7154	36.4512	38.2738	40.1875	42.1969
Development Associate	30.0529	31.5556	33.1334	34.7901	36.5297	38.3562	40.2741
Development Coordinator	33.0248	34.6761	36.4100	38.2305	40.1421	42.1493	44.2568
Development Manager	37.4835	39.3577	41.3256	43.3919	45.5615	47.8396	50.2316
Digital Asset and Rights Manager	39.4646	41.4379	43.5098	45.6853	47.9696	50.3681	52.8866
Digital Engagement Coordinator	30.0529	31.5556	33.1334	34.7901	36.5297	38.3562	40.2741
Digital Marketing Coordinator	30.0529	31.5556	33.1334	34.7901	36.5297	38.3562	40.2741
Digital Product Manager	40.1901	42.1997	44.3097	46.5252	48.8515	51.2941	53.8589
Digital Project Coordinator	28.7320	30.1686	31.6771	33.2610	34.9241	36.6704	38.5040
Digital Project Manager	37.4835	39.3577	41.3256	43.3919	45.5615	47.8396	50.2316
Docent Council Coordinator	30.0529	31.5556	33.1334	34.7901	36.5297	38.3562	40.2741
Donor Relations Coordinator	33.0248	34.6761	36.4100	38.2305	40.1421	42.1493	44.2568
Editor	38.2179	40.1288	42.1353	44.2421	46.4543	48.7771	51.2160
Editorial Assistant	25.2459	26.5082	27.8337	29.2254	30.6867	32.2211	33.8322
Education & Public Programs Coordinator	30.0529	31.5556	33.1334	34.7901	36.5297	38.3562	40.2741

Museum Job Title	Hourly Range						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Education Project Manager	37.4835	39.3577	41.3256	43.3919	45.5615	47.8396	50.2316
Equity School Partnership Coordinator	30.0529	31.5556	33.1334	34.7901	36.5297	38.3562	40.2741
Event Rentals Manager	37.4835	39.3577	41.3256	43.3919	45.5615	47.8396	50.2316
Events Manager	37.4835	39.3577	41.3256	43.3919	45.5615	47.8396	50.2316
Exhibition Designer	39.4646	41.4379	43.5098	45.6853	47.9696	50.3681	52.8866
Exhibition Graphic Designer	33.0248	34.6761	36.4100	38.2305	40.1421	42.1493	44.2568
Exhibition Graphics Preparator	31.4878	33.0622	34.7154	36.4512	38.2738	40.1875	42.1969
Exhibitions Assistant	31.4878	33.0622	34.7154	36.4512	38.2738	40.1875	42.1969
Exhibitions Coordinator	33.6896	35.3741	37.1429	39.0001	40.9502	42.9978	45.1477
Facilities Administrative Coordinator	33.0248	34.6761	36.4100	38.2305	40.1421	42.1493	44.2568
Facilities Operations Manager	39.4646	41.4379	43.5098	45.6853	47.9696	50.3681	52.8866
Facility Rentals Associate	30.0529	31.5556	33.1334	34.7901	36.5297	38.3562	40.2741
Grants Manager	39.4646	41.4379	43.5098	45.6853	47.9696	50.3681	52.8866
Graphic Designer	29.7959	31.2857	32.8500	34.4925	36.2172	38.0281	39.9296
Group & Tourism Sales Associate	26.2367	27.5486	28.9261	30.3725	31.8912	33.4858	35.1601
Head Mountmaker	39.4636	41.4368	43.5087	45.6842	47.9685	50.3670	52.8854
Head Museum Photographer	36.7676	38.6060	40.5363	42.5632	44.6914	46.9260	49.2723
Health and Safety Officer	35.8871	37.6815	39.5656	41.5439	43.6211	45.8022	48.0924
Helpdesk Technician	35.4834	37.2576	39.1205	41.0766	43.1305	45.2871	47.5515

Museum Job Title	Hourly Range						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Image Production Technician	30.6947	32.2295	33.8410	35.5331	37.3098	39.1753	41.1341
Individual Giving & Research Coordinator	33.0248	34.6761	36.4100	38.2305	40.1421	42.1493	44.2568
Internal Communication and Content Project Manager	37.4835	39.3577	41.3256	43.3919	45.5615	47.8396	50.2316
Lead Event Manager	39.4646	41.4379	43.5098	45.6853	47.9696	50.3681	52.8866
Lead Graphic Designer	33.0248	34.6761	36.4100	38.2305	40.1421	42.1493	44.2568
Lead Sales Associate	28.0530	29.4557	30.9285	32.4750	34.0988	35.8038	37.5940
Lead Visitor Experience Associate	28.0530	29.4557	30.9285	32.4750	34.0988	35.8038	37.5940
Library Project Cataloguer	31.4878	33.0622	34.7154	36.4512	38.2738	40.1875	42.1969
Manager of Corporate Partnerships	37.4835	39.3577	41.3256	43.3919	45.5615	47.8396	50.2316
Marketing & Communications Administrative Assistant	25.2459	26.5082	27.8337	29.2254	30.6867	32.2211	33.8322
Marketing Assistant	25.2459	26.5082	27.8337	29.2254	30.6867	32.2211	33.8322
Marketing Coordinator	30.0529	31.5556	33.1334	34.7901	36.5297	38.3562	40.2741
Member Services Associate	27.0621	28.4153	29.8361	31.3280	32.8944	34.5392	36.2662
Membership Marketing Associate	30.0529	31.5556	33.1334	34.7901	36.5297	38.3562	40.2741
Museum Courier	27.5943	28.9741	30.4229	31.9441	33.5414	35.2185	36.9795
Museum Educator	33.0248	34.6761	36.4100	38.2305	40.1421	42.1493	44.2568
Museum Mountmaker	33.6896	35.3741	37.1429	39.0001	40.9502	42.9978	45.1477
Museum Registrar	39.4636	41.4368	43.5087	45.6842	47.9685	50.3670	52.8854
Museum Technician	31.4878	33.0622	34.7154	36.4512	38.2738	40.1875	42.1969

Museum Job Title	Hourly Range						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Patron Engagement Manager	39.4646	41.4379	43.5098	45.6853	47.9696	50.3681	52.8866
Principal Accounts Clerk	35.3549	37.1227	38.9789	40.9279	42.9743	45.1231	47.3793
Principal Museum Technician	39.4636	41.4368	43.5087	45.6842	47.9685	50.3670	52.8854
Project Manager, Art Division	37.4835	39.3577	41.3256	43.3919	45.5615	47.8396	50.2316
Project Manager, Exhibitions	37.4835	39.3577	41.3256	43.3919	45.5615	47.8396	50.2316
Project Manager, Marketing and Communications	37.4835	39.3577	41.3256	43.3919	45.5615	47.8396	50.2316
Project Manager, Program and Strategy	37.4835	39.3577	41.3256	43.3919	45.5615	47.8396	50.2316
Project Processing Archivist	31.4878	33.0622	34.7154	36.4512	38.2738	40.1875	42.1969
Public Programs Coordinator	30.0529	31.5556	33.1334	34.7901	36.5297	38.3562	40.2741
Public Programs Project Manager	37.4835	39.3577	41.3256	43.3919	45.5615	47.8396	50.2316
Public Relations Assistant	25.2459	26.5082	27.8337	29.2254	30.6867	32.2211	33.8322
Publications Assistant	25.2459	26.5082	27.8337	29.2254	30.6867	32.2211	33.8322
Publications Associate	30.0529	31.5556	33.1334	34.7901	36.5297	38.3562	40.2741
Publicist	37.4835	39.3577	41.3256	43.3919	45.5615	47.8396	50.2316
Receiving & Fulfillment Clerk – Museum Stores	27.5943	28.9741	30.4229	31.9441	33.5414	35.2185	36.9795
Receptionist	25.0623	26.3155	27.6313	29.0129	30.4636	31.9868	33.5862
Retail & E-Commerce Assistant	27.7779	29.1668	30.6252	32.1565	33.7644	35.4527	37.2254
Retail & E-Commerce Coordinator	33.0248	34.6761	36.4100	38.2305	40.1421	42.1493	44.2568
Rights Manager	39.4646	41.4379	43.5098	45.6853	47.9696	50.3681	52.8866

Museum Job Title	Hourly Range						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Sales and Outreach Coordinator	30.0529	31.5556	33.1334	34.7901	36.5297	38.3562	40.2741
Sales Associate	26.2367	27.5486	28.9261	30.3725	31.8912	33.4858	35.1601
School & Family Programs Coordinator	33.0248	34.6761	36.4100	38.2305	40.1421	42.1493	44.2568
School Group Scheduler	30.0529	31.5556	33.1334	34.7901	36.5297	38.3562	40.2741
School, Family and Youth Program Coordinator	33.0248	34.6761	36.4100	38.2305	40.1421	42.1493	44.2568
Senior Accountant	39.4646	41.4379	43.5098	45.6853	47.9696	50.3681	52.8866
Senior Accounts Clerk	31.3003	32.8654	34.5087	36.2342	38.0460	39.9483	41.9458
Senior Exhibition Coordinator	36.3272	38.1436	40.0508	42.0534	44.1561	46.3640	48.6822
Senior Grants Manager	43.5099	45.6854	47.9697	50.3682	52.8867	55.5311	58.3077
Senior Museum Mountmaker	36.3686	38.1871	40.0965	42.1014	44.2065	46.4169	48.7378
Senior Museum Registrar	46.4241	48.7454	51.1827	53.7419	56.4290	59.2505	62.2131
Senior Museum Technician	36.3686	38.1871	40.0965	42.1014	44.2065	46.4169	48.7378
Senior Payroll Clerk	31.3003	32.8654	34.5087	36.2342	38.0460	39.9483	41.9458
Service Desk Technician	35.4834	37.2576	39.1205	41.0766	43.1305	45.2871	47.5515
Social Media Coordinator	30.0529	31.5556	33.1334	34.7901	36.5297	38.3562	40.2741
Special Events Coordinator	33.0248	34.6761	36.4100	38.2305	40.1421	42.1493	44.2568
Stock Clerk	26.2367	27.5486	28.9261	30.3725	31.8912	33.4858	35.1601
Technical Production Specialist	39.4636	41.4368	43.5087	45.6842	47.9685	50.3670	52.8854
Ticketing Operations Coordinator	30.0529	31.5556	33.1334	34.7901	36.5297	38.3562	40.2741

Museum Job Title	Hourly Range						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Visitor Experience Associate	26.2367	27.5486	28.9261	30.3725	31.8912	33.4858	35.1601
Visual Merchandiser	28.0530	29.4557	30.9285	32.4750	34.0988	35.8038	37.5940
Volunteer Coordinator	33.0248	34.6761	36.4100	38.2305	40.1421	42.1493	44.2568
Web Content Coordinator	28.7320	30.1686	31.6771	33.2610	34.9241	36.6704	38.5040
Woodshop Operations Specialist	36.3686	38.1871	40.0965	42.1014	44.2065	46.4169	48.7378

Appendix A – Wage Scale Effective April 1, 2027

Museum Job Title	Hourly Range						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Admin Assistant to the Director, Art Division	26.1296	27.4361	28.8080	30.2484	31.7609	33.3490	35.0165
Admin Asst to Public Programs	26.1296	27.4361	28.8080	30.2484	31.7609	33.3490	35.0165
Administrative Coordinator for Development	34.1807	35.8898	37.6843	39.5686	41.5471	43.6245	45.8058
Administrative Coordinator to the Director of Curatorial Affairs	34.1807	35.8898	37.6843	39.5686	41.5471	43.6245	45.8058
Administrative Coordinator, Exhibitions	34.1807	35.8898	37.6843	39.5686	41.5471	43.6245	45.8058
Administrative Coordinator, Marketing and Communications	34.1807	35.8898	37.6843	39.5686	41.5471	43.6245	45.8058
Archives Assistant	32.5899	34.2194	35.9304	37.7270	39.6134	41.5941	43.6739
Assistant Data Services Manager	35.1682	36.9267	38.7731	40.7118	42.7474	44.8848	47.1291
Assistant Events Manager	35.1682	36.9267	38.7731	40.7118	42.7474	44.8848	47.1291
Assistant Manager of Education & Public Programs	35.1682	36.9267	38.7731	40.7118	42.7474	44.8848	47.1291
Assistant Manager, Membership	35.1682	36.9267	38.7731	40.7118	42.7474	44.8848	47.1291
Assistant Manager, Special Events	35.1682	36.9267	38.7731	40.7118	42.7474	44.8848	47.1291
Assistant Marketing Manager	35.1682	36.9267	38.7731	40.7118	42.7474	44.8848	47.1291
Assistant Registrar	32.5899	34.2194	35.9304	37.7270	39.6134	41.5941	43.6739
Assistant Social Media Manager	35.1682	36.9267	38.7731	40.7118	42.7474	44.8848	47.1291
Associate Editor	35.7190	37.5050	39.3803	41.3494	43.4169	45.5878	47.8672
Associate Exhibition Designer	34.1807	35.8898	37.6843	39.5686	41.5471	43.6245	45.8058

Museum Job Title	Hourly Range						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Associate Registrar	35.8437	37.6359	39.5177	41.4936	43.5683	45.7468	48.0342
Associate Web Content Editor	35.7190	37.5050	39.3803	41.3494	43.4169	45.5878	47.8672
Audio Visual Technician Specialist	30.2475	31.7599	33.3479	35.0153	36.7661	38.6045	40.5348
Audio Visual Technology Coordinator	37.7700	39.6585	41.6415	43.7236	45.9098	48.2053	50.6156
Collections Care Assistant	32.5899	34.2194	35.9304	37.7270	39.6134	41.5941	43.6739
Collections Care Specialist	37.6416	39.5237	41.4999	43.5749	45.7537	48.0414	50.4435
Collections Database Administrator	40.8459	42.8882	45.0327	47.2844	49.6487	52.1312	54.7378
Collections Information Coordinator	34.1807	35.8898	37.6843	39.5686	41.5471	43.6245	45.8058
Collections Information Specialist	32.5899	34.2194	35.9304	37.7270	39.6134	41.5941	43.6739
Communications Associate	34.1807	35.8898	37.6843	39.5686	41.5471	43.6245	45.8058
Communications Coordinator	31.1048	32.6601	34.2932	36.0079	37.8083	39.6988	41.6838
Communications Project Manager	38.7955	40.7353	42.7721	44.9108	47.1564	49.5143	51.9901
Conservation Technician, Costume Mounting	32.5899	34.2194	35.9304	37.7270	39.6134	41.5941	43.6739
Content Marketing Assistant	26.1296	27.4361	28.8080	30.2484	31.7609	33.3490	35.0165
Content Marketing Coordinator	31.1048	32.6601	34.2932	36.0079	37.8083	39.6988	41.6838
Costume Mounting Assistant	27.8765	29.2704	30.7340	32.2707	33.8843	35.5786	37.3576
Creative and Content Assistant Manager	35.1682	36.9267	38.7731	40.7118	42.7474	44.8848	47.1291
Curatorial Project Manager	38.7955	40.7353	42.7721	44.9108	47.1564	49.5143	51.9901
Data Operations Manager	40.8459	42.8882	45.0327	47.2844	49.6487	52.1312	54.7378

Museum Job Title	Hourly Range						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Data Services Assistant	24.4205	25.6416	26.9237	28.2699	29.6834	31.1676	32.7260
Data Services Associate	28.0093	29.4098	30.8803	32.4244	34.0457	35.7480	37.5354
Data Services Manager, Development & Strategic Projects	40.8459	42.8882	45.0327	47.2844	49.6487	52.1312	54.7378
Data Services Manager, Marketing and Education	40.8459	42.8882	45.0327	47.2844	49.6487	52.1312	54.7378
Data Services Manager, Membership	40.8459	42.8882	45.0327	47.2844	49.6487	52.1312	54.7378
Data Services Specialist	32.5899	34.2194	35.9304	37.7270	39.6134	41.5941	43.6739
Development Associate	31.1048	32.6601	34.2932	36.0079	37.8083	39.6988	41.6838
Development Coordinator	34.1807	35.8898	37.6843	39.5686	41.5471	43.6245	45.8058
Development Manager	38.7955	40.7353	42.7721	44.9108	47.1564	49.5143	51.9901
Digital Asset and Rights Manager	40.8459	42.8882	45.0327	47.2844	49.6487	52.1312	54.7378
Digital Engagement Coordinator	31.1048	32.6601	34.2932	36.0079	37.8083	39.6988	41.6838
Digital Marketing Coordinator	31.1048	32.6601	34.2932	36.0079	37.8083	39.6988	41.6838
Digital Product Manager	41.5968	43.6767	45.8606	48.1537	50.5614	53.0895	55.7440
Digital Project Coordinator	29.7377	31.2246	32.7859	34.4252	36.1465	37.9539	39.8516
Digital Project Manager	38.7955	40.7353	42.7721	44.9108	47.1564	49.5143	51.9901
Docent Council Coordinator	31.1048	32.6601	34.2932	36.0079	37.8083	39.6988	41.6838
Donor Relations Coordinator	34.1807	35.8898	37.6843	39.5686	41.5471	43.6245	45.8058
Editor	39.5556	41.5334	43.6101	45.7907	48.0803	50.4844	53.0087
Editorial Assistant	26.1296	27.4361	28.8080	30.2484	31.7609	33.3490	35.0165

Museum Job Title	Hourly Range						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Education & Public Programs Coordinator	31.1048	32.6601	34.2932	36.0079	37.8083	39.6988	41.6838
Education Project Manager	38.7955	40.7353	42.7721	44.9108	47.1564	49.5143	51.9901
Equity School Partnership Coordinator	31.1048	32.6601	34.2932	36.0079	37.8083	39.6988	41.6838
Event Rentals Manager	38.7955	40.7353	42.7721	44.9108	47.1564	49.5143	51.9901
Events Manager	38.7955	40.7353	42.7721	44.9108	47.1564	49.5143	51.9901
Exhibition Designer	40.8459	42.8882	45.0327	47.2844	49.6487	52.1312	54.7378
Exhibition Graphic Designer	34.1807	35.8898	37.6843	39.5686	41.5471	43.6245	45.8058
Exhibition Graphics Preparator	32.5899	34.2194	35.9304	37.7270	39.6134	41.5941	43.6739
Exhibitions Assistant	32.5899	34.2194	35.9304	37.7270	39.6134	41.5941	43.6739
Exhibitions Coordinator	34.8688	36.6123	38.4430	40.3652	42.3835	44.5027	46.7279
Facilities Administrative Coordinator	34.1807	35.8898	37.6843	39.5686	41.5471	43.6245	45.8058
Facilities Operations Manager	40.8459	42.8882	45.0327	47.2844	49.6487	52.1312	54.7378
Facility Rentals Associate	31.1048	32.6601	34.2932	36.0079	37.8083	39.6988	41.6838
Grants Manager	40.8459	42.8882	45.0327	47.2844	49.6487	52.1312	54.7378
Graphic Designer	30.8388	32.3808	33.9999	35.6999	37.4849	39.3592	41.3272
Group & Tourism Sales Associate	27.1550	28.5128	29.9385	31.4355	33.0073	34.6577	36.3906
Head Mountmaker	40.8449	42.8872	45.0316	47.2832	49.6474	52.1298	54.7363
Head Museum Photographer	38.0545	39.9573	41.9552	44.0530	46.2557	48.5685	50.9970
Health and Safety Officer	37.1432	39.0004	40.9505	42.9981	45.1481	47.4056	49.7759

Museum Job Title	Hourly Range						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Helpdesk Technician	36.7254	38.5617	40.4898	42.5143	44.6401	46.8722	49.2159
Image Production Technician	31.7691	33.3576	35.0255	36.7768	38.6157	40.5465	42.5739
Individual Giving & Research Coordinator	34.1807	35.8898	37.6843	39.5686	41.5471	43.6245	45.8058
Internal Communication and Content Project Manager	38.7955	40.7353	42.7721	44.9108	47.1564	49.5143	51.9901
Lead Event Manager	40.8459	42.8882	45.0327	47.2844	49.6487	52.1312	54.7378
Lead Graphic Designer	34.1807	35.8898	37.6843	39.5686	41.5471	43.6245	45.8058
Lead Sales Associate	29.0349	30.4867	32.0111	33.6117	35.2923	37.0570	38.9099
Lead Visitor Experience Associate	29.0349	30.4867	32.0111	33.6117	35.2923	37.0570	38.9099
Library Project Cataloguer	32.5899	34.2194	35.9304	37.7270	39.6134	41.5941	43.6739
Manager of Corporate Partnerships	38.7955	40.7353	42.7721	44.9108	47.1564	49.5143	51.9901
Marketing & Communications Administrative Assistant	26.1296	27.4361	28.8080	30.2484	31.7609	33.3490	35.0165
Marketing Assistant	26.1296	27.4361	28.8080	30.2484	31.7609	33.3490	35.0165
Marketing Coordinator	31.1048	32.6601	34.2932	36.0079	37.8083	39.6988	41.6838
Member Services Associate	28.0093	29.4098	30.8803	32.4244	34.0457	35.7480	37.5354
Membership Marketing Associate	31.1048	32.6601	34.2932	36.0079	37.8083	39.6988	41.6838
Museum Courier	28.5602	29.9883	31.4878	33.0622	34.7154	36.4512	38.2738
Museum Educator	34.1807	35.8898	37.6843	39.5686	41.5471	43.6245	45.8058
Museum Mountmaker	34.8688	36.6123	38.4430	40.3652	42.3835	44.5027	46.7279
Museum Registrar	40.8449	42.8872	45.0316	47.2832	49.6474	52.1298	54.7363

Museum Job Title	Hourly Range						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Museum Technician	32.5899	34.2194	35.9304	37.7270	39.6134	41.5941	43.6739
Patron Engagement Manager	40.8459	42.8882	45.0327	47.2844	49.6487	52.1312	54.7378
Principal Accounts Clerk	36.5924	38.4221	40.3433	42.3605	44.4786	46.7026	49.0378
Principal Museum Technician	40.8449	42.8872	45.0316	47.2832	49.6474	52.1298	54.7363
Project Manager, Art Division	38.7955	40.7353	42.7721	44.9108	47.1564	49.5143	51.9901
Project Manager, Exhibitions	38.7955	40.7353	42.7721	44.9108	47.1564	49.5143	51.9901
Project Manager, Marketing and Communications	38.7955	40.7353	42.7721	44.9108	47.1564	49.5143	51.9901
Project Manager, Program and Strategy	38.7955	40.7353	42.7721	44.9108	47.1564	49.5143	51.9901
Project Processing Archivist	32.5899	34.2194	35.9304	37.7270	39.6134	41.5941	43.6739
Public Programs Coordinator	31.1048	32.6601	34.2932	36.0079	37.8083	39.6988	41.6838
Public Programs Project Manager	38.7955	40.7353	42.7721	44.9108	47.1564	49.5143	51.9901
Public Relations Assistant	26.1296	27.4361	28.8080	30.2484	31.7609	33.3490	35.0165
Publications Assistant	26.1296	27.4361	28.8080	30.2484	31.7609	33.3490	35.0165
Publications Associate	31.1048	32.6601	34.2932	36.0079	37.8083	39.6988	41.6838
Publicist	38.7955	40.7353	42.7721	44.9108	47.1564	49.5143	51.9901
Receiving & Fulfillment Clerk – Museum Stores	28.5602	29.9883	31.4878	33.0622	34.7154	36.4512	38.2738
Receptionist	25.9395	27.2365	28.5984	30.0284	31.5299	33.1064	34.7618
Retail & E-Commerce Assistant	28.7502	30.1878	31.6972	33.2821	34.9463	36.6937	38.5284
Retail & E-Commerce Coordinator	34.1807	35.8898	37.6843	39.5686	41.5471	43.6245	45.8058

Museum Job Title	Hourly Range						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Rights Manager	40.8459	42.8882	45.0327	47.2844	49.6487	52.1312	54.7378
Sales and Outreach Coordinator	31.1048	32.6601	34.2932	36.0079	37.8083	39.6988	41.6838
Sales Associate	27.1550	28.5128	29.9385	31.4355	33.0073	34.6577	36.3906
School & Family Programs Coordinator	34.1807	35.8898	37.6843	39.5686	41.5471	43.6245	45.8058
School Group Scheduler	31.1048	32.6601	34.2932	36.0079	37.8083	39.6988	41.6838
School, Family and Youth Program Coordinator	34.1807	35.8898	37.6843	39.5686	41.5471	43.6245	45.8058
Senior Accountant	40.8459	42.8882	45.0327	47.2844	49.6487	52.1312	54.7378
Senior Accounts Clerk	32.3959	34.0157	35.7165	37.5024	39.3776	41.3465	43.4139
Senior Exhibition Coordinator	37.5987	39.4787	41.4527	43.5254	45.7017	47.9868	50.3862
Senior Grants Manager	45.0328	47.2845	49.6488	52.1313	54.7379	57.4748	60.3486
Senior Museum Mountmaker	37.6416	39.5237	41.4999	43.5749	45.7537	48.0414	50.4435
Senior Museum Registrar	48.0490	50.4515	52.9741	55.6229	58.4041	61.3244	64.3907
Senior Museum Technician	37.6416	39.5237	41.4999	43.5749	45.7537	48.0414	50.4435
Senior Payroll Clerk	32.3959	34.0157	35.7165	37.5024	39.3776	41.3465	43.4139
Service Desk Technician	36.7254	38.5617	40.4898	42.5143	44.6401	46.8722	49.2159
Social Media Coordinator	31.1048	32.6601	34.2932	36.0079	37.8083	39.6988	41.6838
Special Events Coordinator	34.1807	35.8898	37.6843	39.5686	41.5471	43.6245	45.8058
Stock Clerk	27.1550	28.5128	29.9385	31.4355	33.0073	34.6577	36.3906
Technical Production Specialist	40.8449	42.8872	45.0316	47.2832	49.6474	52.1298	54.7363

Museum Job Title	Hourly Range						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Ticketing Operations Coordinator	31.1048	32.6601	34.2932	36.0079	37.8083	39.6988	41.6838
Visitor Experience Associate	27.1550	28.5128	29.9385	31.4355	33.0073	34.6577	36.3906
Visual Merchandiser	29.0349	30.4867	32.0111	33.6117	35.2923	37.0570	38.9099
Volunteer Coordinator	34.1807	35.8898	37.6843	39.5686	41.5471	43.6245	45.8058
Web Content Coordinator	29.4510	30.9236	32.4698	34.0933	35.7980	37.5879	39.4673
Woodshop Operations Specialist	37.2787	39.1427	41.0999	43.1549	45.3127	47.5784	49.9574