

ARTICLE 3. EMPLOYEE INFORMATION FURNISHED TO THE GUILD

Section 1. Annual Employee Information

RAICES shall furnish the Guild annually a roster of employees in the Bargaining Unit that includes the following information for each employee:

- a) Name
- b) Hiring date
- c) Current Job title (with starting date in that position)
- d) Department
- e) Rate of pay, including hourly pay for part-time employees and hours per week worked
- f) Work location
- g) Date of birth
- h) Race/Ethnicity, if identified
- i) Gender identity and preferred pronouns, if identified
- j) Home address
- k) Personal email address
- l) Phone Number

Section 2. Monthly Employee Information

On a monthly basis, RAICES shall notify the Guild in writing or via email regarding updates to the Section 1 Bargaining Unit roster, including:

- a) New employees – including all the information required in Section 1
- b) Changes in job title and effective date, salary changes by reason thereof, and effective date, and changes of coordinating supervisor for current employees
- c) Salary changes for employees and effective date
- d) Resignations, retirements, deaths, terminations, promotions and/or transfers out of the bargaining unit and the respective dates