

## **ARTICLE 4. UNION ASSOCIATION RIGHT & RELEASE TIME FOR UNION RESPONSIBILITIES**

### **Section 1. Notification to Local and Unit Officials.**

All references in the contract to notifying the Guild shall be e-mailed to the Guild local office and the Guild union officers at raicestxunion@gmail.com, unless otherwise specified.

### **Section 2. Recording Release Time for Union Responsibilities and Designation of Employees**

RAICES shall create a timesheet code for all union release time described in this Article. Employees shall log union release time accurately. RAICES and the Guild shall make a good faith effort to ensure work needs and necessary union business do not conflict. Time spent on union responsibilities will be paid in accord with Sections 3, 4, and 5 of this Article but will not be considered time worked. However, absent urgent circumstances, the combined total of hours worked and time spent on union responsibilities by an employee will not exceed 40 hours in a work week.

The Guild shall notify RAICES in writing of employees designated under this article.

### **Section 3. Union Meetings.**

Subject to availability and upon reasonable written notice by the Guild, RAICES shall provide space on its premises and/or use of equipment (such as, screens, monitors, power cords) and access to the internet in order to facilitate remote meetings of employees. Employees shall be excused from work with pay for up to one (1) hour each quarter to attend Union meetings.

### **Section 4. Conduct of Union Business by Bargaining Unit Employee-Representatives.**

For every twenty-five (25) Bargaining Unit employees, one (1) employee may be designated by the Guild as a Union representative. Employees designated in writing by the Guild as representatives shall be granted time off from their work, without loss of pay, to conduct Union business, including administering the contract and handling grievances, subject to scheduling with their supervisors, and subject to a maximum of forty (40) hours per month for all such Union representatives in the aggregate.

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### **Section 5. Participation in the Union Contract Bargaining Team.**

The Union bargaining team, whose size may be up to 6% or up to 15 members, whichever is greater, % of the Bargaining Unit, shall be excused from work to participate in scheduled contract negotiations, including caucuses during bargaining sessions. Leave under this section shall be in addition to union release time in section 4. The Guild shall notify RAICES of the members of the

The Guild reserves the right to add to, subtract from or modify these proposals during the course of negotiations.

