

COLLECTIVE BARGAINING AGREEMENT

Between

Double Tree Bloomington Hotel

And

UNITE HERE LOCAL 17 AFL-CIO

July 30, 2020 through November 30, 2025

**COLLECTIVE BARGAINING AGREEMENT
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COLLECTIVE BARGAINING AGREEMENT

THIS AGREEMENT, effective this 30th day of July 2020, between the UNITE HERE Local 17, AFL-CIO hereinafter referred to as the "Union", and the Double Tree Bloomington Hotel, hereinafter referred to as the "Hotel", "Company" or "Management".

WITNESSETH:

In consideration of the mutual promises and covenants expressly stated herein, the Employer and the Union agree as follows:

ARTICLE 1 PURPOSE AND COVERAGE

1.1 Purpose. The purpose of this Agreement shall be to achieve mutual understanding, harmony and cooperation among the Union, the Employer and its employees; to provide sound working conditions for the employees; to secure a prompt and fair disposition of grievances; to eliminate all interruptions of work and the interference with the efficient operation of the Employer's Hotel; to obtain maximum efficiency in the Hotel; to assure excellent customer relations and service; and to set forth the Agreement covering rates of pay, hours of work and conditions of employment to be observed by the Parties during the life of this Agreement.

1.2 Coverage. For the purpose of this Agreement, the term "employees" shall cover all employees in the food, steward, beverage, service, hotel maintenance (where applicable), and housekeeping departments specifically listed in the Schedule of Wages, but excluding all secretaries, accounting, personnel, front office, sales and catering department, clerical employees, telephone operators, professional employees, and all guards and supervisors as defined by Federal Statutory Labor Law, except as otherwise reflected in an addendum for each Hotel and based upon past practice and custom. The listing of a classification in the Schedule of Wages does not require the Employer to employ any employee in that classification.

1.3 Respect and Dignity. Local 17 and the Employer recognize that workers in the hospitality industry are professional employees deserving of the highest regard. The Union, the Employer, the nonunion and union employees will work together to honor the principles of respect and dignity. The Parties and nonunion and union employees agree that the continued success and operation of this establishment is dependent upon their mutual respect for one another's work.

ARTICLE 2 COMPLETE AGREEMENT

2.1 Complete Agreement. The express provisions of this Agreement constitute the complete collective bargaining contract which shall prevail between the Employer and the Union with respect to wages, hours of work, and other conditions of employment. This Agreement can be added to, detracted from, altered, amended, or modified only by a written document signed on behalf of the Parties by their duly authorized agents and

representatives.

2.2 No Vested Interest Acquired by Employees. Employees shall acquire no vested interest in the rights or benefits granted herein which are not subject to being changed, revised, or divested, in accordance with this Agreement or any subsequent revisions or terminations. All rights or benefits which employees acquire under the terms of this Agreement shall extend only for the duration of this Agreement and shall then terminate, unless expressly renewed or extended for an additional term by written agreement or by application of the automatic renewal clause of this Agreement.

2.3 Union and Management Cooperation. The Union and the Employer agree to work together to enhance the Employer's business and to improve conditions under which employees work. The Union agrees to cooperate with the Employer in maintaining and improving safe and sanitary conditions and practices; and in maintaining, safeguarding, and conserving the equipment, supplies, materials, vehicles, machinery, buildings, and other property used by employees in connection with their work assignments.

2.4 Most Favored Nations. The Union agrees that if after the date of ratification of this Agreement, it enters into a renewal agreement with any other hotel employer in the City of Minneapolis and surrounding area, excluding St. Paul, who operates the same type of establishment as an Employer-Party to this Agreement, and if the Employer-Party to this Agreement believes that said renewal agreement is more favorable in its provisions than the provisions of this Agreement, then the Employer-Party to this Agreement shall be entitled to have the full provisions of said renewal agreement in its entirety upon providing written notice to the Union that said Employer-Party to this Agreement wishes to exercise this option. The Union agrees to notify the Employer's representative of any negotiated renewal agreements and furnish copies thereof upon request.

ARTICLE 3 UNION RIGHTS

3.1 Union Recognition and No Individual Agreements. The Employer recognizes the Union as the duly certified bargaining agent of those employees covered by this Agreement. The Employer agrees not to enter into any agreements or contracts with its employees, individually or collectively, which conflict with the terms and provisions of this Agreement, except as expressly agreed to in the form of a written addendum for each Hotel.

3.2 Union Shop. It shall be a condition of employment for all employees covered by this Agreement that all employees who are members of the Union on the effective date of this Agreement shall remain members of the Union or pay fees in lieu thereof. Furthermore, any of these employees who are not members of the Union on the effective date of this Agreement shall, on or after the thirty-first (31st) day of the effective date of this Agreement, become and remain members of the Union or pay fees in lieu thereof. It shall also be a condition of employment that all employees covered by this Agreement and hired on or after its effective date shall, on or after the thirty-first (31st)

day of their employment, become and remain members of the Union or pay fees in lieu thereof.

3.3 Checkoff. The Employer shall checkoff monthly Union dues and initiation fees and/or other required fees in a manner according to procedures agreed upon between the representatives of both Parties, upon receipt of the written authorization form to deduct union dues or fees signed by the employee. Deductions for checkoff shall be submitted to the Union by the tenth (10th) of each month, but in no event, later than the fifteenth (15th) of the month. New applications will be sent to the Union with the monthly billings.

3.4 Electronic Authorizations. The Union will provide to the Employer verification that dues deductions have been authorized by the employee. Employees may express such authorizations by submitting to the Union a written application form, by submitting to the Union an online deduction authorization, or by any other means of indicating agreement allowable under state or federal law.

3.5 Maintenance of Check-Off. The Employer shall adhere to the provisions in each dues check-off authorization agreed to by an employee regarding renewal and revocation, as permitted by the authorization and applicable law.

3.6 Employee Information. The Employer shall provide each month to the Union an updated electronic bargaining unit list of employees including name, address, telephone number (home and mobile), social security number, email address (where applicable), classification, date of hire, and seniority date. The Union will provide a secure process for sending the information electronically.

3.7 New Employee Orientation. Upon request by the Union, Union representatives shall be afforded the opportunity to meet with new hires for thirty (30) minutes during the new employee orientation session, or within the first thirty (30) days of employment if the Employer does not hold an orientation session within that time frame, without Employer representatives present. The Union shall provide advance written notice of any Union representatives designated to conduct such session. New hires participating in the session will be on paid time. The Union shall not make any disparaging comments about the Employer during such sessions.

3.8 Tip Check-Off. The Employer agrees to honor political contribution deduction authorization from employees in the following form:

I, _____ hereby authorize and direct the PAYROLL DEPARTMENT OF _____ to deduct from my salary the sum of \$_____ per week and to transmit that sum to the UNITE HERE TIP Campaign Committee. My signature shows I understand that (1) my contributions will be used for political purposes to advance the interests of the members of UNITE HERE, their families, and all workers, including support of federal and state candidates and political committees and addressing political issues of public importance; (2) this authorization is voluntary, and contributing to the UNITE HERE TIP Campaign Committee is not a condition of membership in UNITE HERE or any of its affiliates, or a condition of employment; (3) I may refuse to contribute without reprisal; (4) any guideline contribution amounts proposed by UNITE HERE are only suggestions; I may contribute more or less than those amounts, and I will not be favored or disadvantaged by UNITE HERE or the

employer because of the amount of my contributions or my decision not to contribute; and (5) only union members and executive/administrative staff who are U.S. citizens or lawful permanent residents are eligible to contribute. Contributions or gifts to the UNITE HERE Tip Campaign Committee are not deductible for federal income tax purposes. This authorization shall remain in effect until revoked in writing by me. This authorization shall apply while I am employed by my current employer and while I am employed by any future employers that have contracts or bargain collectively with UNITE HERE Local 17.

Signature of Employee _____

Date _____

The political contribution deduction shall be made once each month during which an employee who has performed compensated service has in effect a voluntarily executed political contribution deduction authorization. The money shall be remitted within thirty (30) days after the last day of the preceding month to the UNITE HERE INTERNATIONAL, 275 Seventh Avenue, New York, NY 10001, accompanied by a form stating the name and Social Security number of each employee for whom a deduction has been made, and the amount deducted.

The Union shall indemnify, defend, and save the Employer harmless against any and all claims, demands, suits, or other terms of liability that may arise out of or by reason of action taken by the Employer in reliance upon payroll deduction authorization cards submitted to the Employer.

3.9 Indemnification. The Union shall indemnify the Employer and hold it harmless against any and all suits, claims, demands and liabilities that may arise out of, or by reason of, any action that shall be taken by the Employer for purposes of complying with the foregoing provisions of this Article 3 or in reliance of any authorization or list which shall be furnished to the Employer by the Union under any of such provisions.

3.10 Bulletin Board and Newspaper Boxes. The Employer agrees to provide a space in which the Union may place a bulletin board for the posting of all Union communications in a conspicuous area frequented by employees, provided such material is not detrimental to the labor-management relationship and management receives a copy of any material prior to posting. The Employer also agrees to provide a space for the placement of Union newspaper distribution boxes in a conspicuous area frequented by employees.

3.11 Union Buttons. All employees shall be permitted to wear their official Union button and/or official steward button, which identifies affiliation with the Union, provided the button size is no larger than the present button which is no longer than one and one-half (1½) inch in diameter.

3.12 Union Stewards.

- (a) The Employer recognizes the right of the Union to conduct an election or select from among the employees who are members of the Union, a Chief Steward/Steward(s) to handle such Union business at the Company where they are employed, as may from time to time be delegated to them by the

Union. The name of such Chief Steward/Steward(s) shall be reported to the Employer. The Union shall designate the areas for which the Chief Steward/Steward(s) is responsible. Union Chief Steward/Steward(s) employed by the Employer shall be required to fulfill their obligations to the Employer and the Employer's guests and to perform their job duties as any other employee covered by the Agreement. Shop Stewards shall not interrupt employees while working.

- (b) Union Stewards shall report to the Employer and to the Union violations of this Agreement and shall be entitled to assist in the handling of grievances during mutually agreeable times. Time spent by Stewards in grievance meetings under Section 10.1 during their regular work shift will be considered hours worked. Stewards shall not, however, interfere with the management of the business or direct the work of any employees regardless of whether they believe a grievance exists. Only the General Manager or their designee and the Union's principal officer shall have the authority to alter or modify any terms or provisions of this Agreement. Such changes shall be in writing and signed by both parties.

3.13 Union Visitation. Union representatives and officers shall be privileged to visit the premises of the Employer, generally non-working areas, but, in any event, not guestrooms, at all reasonable hours for the transaction of official Union business. Union Officers and Business Agents shall generally call or email ahead with advanced notice and shall notify the designated management representative of their presence upon the premises and shall not interrupt employees while working.

3.14 Voter Registration. The Employer and the Union will provide employees with the opportunity to register to vote in the employee cafeteria.

3.15 Copies of Agreement. The Employer agrees to provide access to the collective bargaining agreement online to all new hires along with the Employer's Handbook and/or rules. The Union will continue to provide copies of the collective bargaining agreement to the Employees upon request.

3.16 Credit Checks. The Employer agrees that it shall limit credit checks to existing employees applying for internal transfers to any bargaining unit position that has duties encompassing any type of credit or cash handling/banking.

ARTICLE 4 **MANAGEMENT RIGHTS**

4.1 Rights of Management. The Employer and the Union specifically agree that management shall have the right to direct the work force and to determine the policies and methods of operating its Hotel, except as expressly limited by the specific provisions of this Agreement and longstanding custom and past practice. Such management rights and responsibilities shall include, but not be limited to, the following: the right to select the employees it will hire; the right to establish or revise work schedules; to determine the size and composition of its working force; to determine the number and type of equipment,

material, products and supplies to be used or operated; to discipline or discharge employees for just cause; to maintain efficiency of employees; to determine assignments of work; to discontinue all or any part of its business operations; to expand, reduce, alter, combine or transfer, assign, or cease any job, department or operation for business purposes; to introduce new, different or improved methods and procedures in its operations, and to otherwise generally manage the Hotel, except as expressly restricted by the provisions of this Agreement. Provided, however, the Union shall be notified of any new job classification combination.

4.2 Other Union Agreements. Whenever the Union negotiates an agreement with a hotel or motel, a copy of such agreement shall be delivered to the Employer's Labor Relations Representative.

ARTICLE 5

NO STRIKE/NO LOCKOUT

5.1 No Strikes or Lockouts. The Union agrees that there shall not be any strike, sympathy strike, stoppage of work, slowdowns, boycotts, refusal to handle merchandise, picketing of the Employer's establishment covered by this Agreement or other interruption of work or interference with the Employer's Hotel during the term of this Agreement or any extension; and the Employer agrees that there shall be no lockouts during the term of this Agreement or any extension. Participation by any employee in any such practices is prohibited by this Section shall be considered just and reasonable cause for discharge or other disciplinary action by the Employer; and subject to the Grievance and Arbitration Procedure in Article 10.

5.2 Unauthorized Action. In the event any violation of the previous paragraph occurs which is unauthorized by the Union, the Employer agrees that there shall be no liability on the part of the International or Local Union or any of their officers or agents, provided that in the event of such unauthorized action, the Union first meets the following conditions:

- (a) The Union shall declare publicly that such action is unauthorized by the Union if requested to do so by the Employer.
- (b) The Union shall promptly order its members to return to work, notwithstanding the existence of a picket line, if requested to do so by the Employer.
- (c) The Union shall not question the unqualified right of the Employer to discipline or discharge employees engaging in, participating in, or encouraging such action. It is understood that such action on the part of the Employer shall be final and binding upon the Union and its members and shall in no case be construed as a violation by the Employer of any provision of this Agreement. However, an issue of fact as to whether or not any particular employee has engaged in, participated in, or encouraged any such violation may be subject to arbitration. Only the fact as to whether or not an employee is engaged in a violation of this Article may be subject to

the grievance and arbitration provisions of this Agreement, and the Arbitrator shall have no authority to alter the discipline issued by the Employer.

5.3 Jurisdictional Dispute. It is agreed that any jurisdictional dispute between any union or unions involved with this Agreement shall not result in or interfere with the business of the Employer in any manner.

ARTICLE 6

PAY GRATUITIES AND JOB CLASSIFICATIONS

6.1 Minimum Rates. The minimum rates of pay for the job classifications covered by this Agreement are set forth in the Schedule of Wages, which is attached and made a part of this Agreement. There shall be no lessening of wages or direct cost item fringe benefits now prevailing established by prior agreements and by past practice. Direct cost item fringe benefits are defined as meals, uniforms, holidays, vacations, parking and insured or funded fringe benefits.

6.2 Merit Increases. The wage scale as set forth in the Schedule of Wages of this Agreement reflects minimum rates and does not prohibit an employee from receiving a higher wage. The Employer may, in its sole discretion, provide a higher wage to an individual employee without having to pay the same amount to every employee in the same classification, If the Employer provides the employee a higher rate the Employer will notify the Union.

6.3 Statement of Wages. The Employer shall make available to each of its employees at the time of payment of wages, a statement showing the name of the Employer, name of employee, hours worked at straight-time pay, hours worked at premium or overtime pay, rate(s) of pay, Vacation pay, holiday pay, vacation accrual, personal days, and authorized deductions.

6.4 New Classifications and Combinations. When the Employer establishes a new job classification or a combination of two or more job classifications within the scope of this Agreement, the Union shall be notified and the rate of pay for the new job classification or combination of job classifications shall be subject to negotiation with the Union. If the Parties fail to reach an agreement, the matter shall be pursued through the Grievance and Arbitration Procedure in Article 10.

6.5 Higher Rate. An employee shall be paid the higher rate of pay for all work performed in a higher job classification and shall be paid the lower rate for all work performed in a lower paid job classification. This shall not apply where the change in job classification may be considered a minor factor, or is unscheduled, infrequent, of short duration, or is due to an emergency.

6.6 Full-Time Payroll Employees. Regular full-time employees are employees who have completed their probationary period and work an average of eighty-five (85) hours a month.

6.7 Business Costs. In accordance with applicable laws, employees shall not have unauthorized deductions made from their checks for such business costs as walkouts, bad checks, incorrect credit card stamps, addition errors, overpouring, cash register shortages or breakages. Employees shall follow the employers cash handling policy.

6.8 Gratuities.

- (a) All gratuities shall be the sole property of the serving person or persons. The Employer shall not require employees to divide gratuities, nor shall an employee be required to pay the gratuity service charge on credit cards.
- (b) Where a service charge is placed on a guest's bill, the bill will state that a gratuity is not included. The bill will also include a place for the guest to add a gratuity.
- (c) Employees shall reimburse the Employer gratuities paid on returned credit card charges provided proof of guest's failure to pay Employer is shown to the employee.
- (d) Where a gratuity is not included in a "special package" price, the voucher for food or beverage will state that "a gratuity is not included". (See Addendum)

6.9 Ala Carte Compensation. If the Employer wishes to change the method of compensation for ala carte service persons, the Employer agrees to negotiate with the Union and reach prior agreement before any such change is put into effect. In the event the Parties bargain to impasse, such unresolved issue shall be arbitrated in accordance with the arbitration procedure in Section 10.3.

ARTICLE 7
MEALS, UNIFORMS AND EMPLOYEE AREAS

7.1 Meals.

- (a) The Employer shall continue to provide employees meals free of charge and only while on duty or as otherwise provided.
- (b) Meal periods shall be an uninterrupted one-half (1/2) hour for which the employee is not to be compensated. If employees are required to work any portion of the meal period, they shall receive the regular hourly rate for the entire meal period. Employees are responsible for clocking in and out at the beginning and end of each thirty (30) minute meal period. There will be no automatic deductions of the one-half (1/2) hour. No present employee shall suffer a wage reduction or be imposed with added hours through the effect of this Agreement. Present meal periods shall not be increased in order to defeat the purpose of this section.

- (c) The Employer shall provide meals which are palatable and wholesome. A selection of meal items shall be available to include one (1) hot entrees. The meal shall be served under clean and sanitary conditions.
- (d) Should problems arise concerning food quality or content, the parties agree to create an ad hoc committee to resolve the problem.

7.2 Uniforms. The Employer shall provide uniforms and the laundering for culinary staff and upkeep for all employees who are required to wear uniforms in accordance with the Employer's established policies. The Employer shall replace uniforms as needed in a timely manner.

b) Uniforms shall be designed and maintained in such a manner as to account for the conditions in which employees work, the tasks they perform, and safety and health issues.

7.3 Regular Rate of Pay. It is specifically agreed by the Union and Employer that any meals, uniforms, rooms and/or laundering and maintenance of uniforms furnished by the Employer to an employee shall not be considered as part of the employee's regular rate of pay for overtime and wage computation purposes within the meaning of Wage and Hour Law, and that an employee's regular rate of pay is that rate reflected on the Schedule of Wages in Appendix A.

7.4 Employee Areas. The Employer shall maintain dining areas and locker rooms for employees in conformity with the requirements of the applicable sanitary code regulations and health ordinances.

7.5 Culinary. Professional knife sharpening or professional knife sharpening equipment shall be made available once a month for employees required to use knives.

7.6 Stewarding. Water repellent aprons, gloves and rubber boots will be available to those working in the dish area.

ARTICLE 8

HOURS OF WORK, OVERTIME & PREMIUM PAY

8.1 No Guarantee. This Article is intended to indicate the normal number of hours of work. It shall not be construed as a guarantee of minimum or maximum hours of work per day or per week, or of the number of days of work per week, or of working schedules, however, this section is subject to Article 9 on Seniority.

8.2 Standard Workweek. The standard workweek shall consist of forty (40) hours of work on five (5) days, which days shall generally be consecutive. Employer's standard workweek for overtime pay computation purposes shall be one hundred and sixty-eight (168) consecutive hours beginning at 12:01 A.M. Saturday through 12:00 midnight Friday. The Employer agrees to notify the Union of any change in the standard workweek.

8.3 Standard Workday. The standard workday shall be eight (8) working hours within eight and one-half (8 1/2) on the Employer's premises. Whenever practical, split shifts will be abolished. The Employer may establish a regular schedule of ten (10) hour workdays within ten and one-half (10 ½) hours on the Employer's premises. Whenever practical, split shifts will not be used, except in banquets.

8.4 Overtime Work. Employees shall not be required to work overtime unless, in the Employer's opinion, it is a business necessity, in which case such overtime shall be worked based on seniority (volunteers based on highest seniority, required based on lowest seniority) of those employees performing the work on the shift for which overtime is required.

8.5 Rest Between Shifts. No Employee shall be scheduled to work less than eight (8) hours from the end of their last scheduled shift unless the employee agrees, or in the case of an emergency.

8.6 Overtime Pay. All non-exempt employees shall receive overtime pay for all hours worked in excess of forty (40) hours per standard workweek. Employees shall not be required to work overtime unless in the Employer's opinion it is a business necessity, in which case such overtime shall be offered based on seniority (volunteers based on highest seniority, required based on lowest seniority) of those employees performing the work on the shift for which the overtime is required.

(b) The Employer shall not make a practice of requiring employees to work overtime. In general, overtime will be required only whenever necessary, and then on two (2) hours' notice of daily overtime, or in case of emergency, and then maximum possible advance notice will be given. Employees required to work daily overtime will be allowed up to fifteen (15) minutes paid time to make necessary arrangements to accommodate the overtime.

8.7 Daily Premium Pay. All non-exempt employees shall receive premium pay of time and one-half (1 1/2) their regular straight time hourly rate of pay for all hours worked in excess of eight (8) hours per day. However, any shift that begins prior to 12 midnight, but ends after 12 midnight, shall be treated as one day for the purpose of computing pay rates. The time and one-half (1 1/2) premium after eight (8) hours shall not be applicable to employees regularly scheduled for ten (10) hour days.

8.8 Premium Pay for 6th and 7th Day.

- (a) 7th Day - All non-exempt employees shall receive premium pay at the rate of one and one-half (1 1/2) their regular straight-time hourly rate of pay for all hours worked on the employee's seventh (7th) consecutive day of work.
- (b) 6th Day - All non-exempt employees may elect to work on the sixth (6th) day or six (6) out of seven (7) workdays, at the applicable straight time rate of pay, in accordance with the following procedure:

- (1) Available work shall be offered by seniority to those employees in the classification who are not scheduled to work five (5) shifts in the case of servers and bartenders or less than forty (40) hours for other classifications.
 - (2) An employee shall not be eligible for such work if the employee would be entitled to receive overtime pay.
 - (3) Lacking sufficient volunteers for such work in the classification, employees may be required to work on the 6th day, or six (6) out of seven (7) days, at the applicable one and one-half (1 1/2) rate in accordance with 8.8.
- (c) Schedule Requests - If an employee works a sixth (6th) consecutive day or six (6) out of seven (7) days because of the employee's own request or as a consequence of a request for change in schedule by another employee, then that employee shall not receive one and one-half (1 1/2) their hourly rate of pay for that sixth (6th) consecutive day or six (6) out of seven (7) days.

8.9 No Guarantee for 6th and 7th Day. No employee shall be guaranteed work on the sixth (6th) or seventh (7th) consecutive day. No employee shall be required to work on the sixth (6th) or seventh (7th) consecutive day, provided, however, under unusual business circumstances, the seniority list shall be followed in this regard with respect to those working the job.

8.10 No Duplication of Overtime or Premium Pay. There shall be no pyramiding or duplication of overtime and/or premium pay for the same hours worked.

8.11 Work Schedules. All work schedules shall be posted three (3) days prior to the first day of the schedule. Such schedules may be changed in cases of emergencies or business necessities as determined by the Employer. The Employer shall make workers aware of such changes either electronically via phone call, text, email or in writing. An employee will have until 12:00 noon on Friday to advise their manager of any error in the schedule.

8.12 Replacements. Management shall be responsible for scheduling replacements. If an employee proposes a replacement such substitute must be approved in advance by the Manager.

8.13 Report-in-Pay

a) An employee called in and reporting for work as scheduled without prior notice received by the employee not to so report shall receive a minimum of three (3) hours work or three (3) hours pay for that day at the employee's regular hourly rate; provided the employee is available for work for the full period of time required. Provided, however, bartenders, stewards, housekeeping employees and cooks shall receive report-in-pay of four (4) hours work or four (4) hours pay or work for dinner shift. Report in pay

shall be at the tipped employee adjusted rate.

b) No employee shall be entitled to report-in-pay or other pay if the lack of work is due to any strike, work stoppage, or labor dispute, or to a fire, flood, Act of God, or other condition, which are beyond the control of the Employer.

8.14 Language Specialist. An employee designated by Management to translate at meetings will be paid ten dollars (\$10.00) for such translations.

8.15 Meetings. An employee who attends a mandatory employer meeting that is held on the employee's scheduled day off or is not held within two (2) hours of the employee's scheduled shift, shall receive three (3) hours pay or work. Pay for voluntary meetings (not parties or general sessions that are informational) shall be equal to the actual time in attendance at the meeting. This provision shall not result in a sixth (6th) or seventh (7th) day premium or daily overtime payment.

8.16 Time Off. Employees shall have the right to request to take that portion of the workday off that is necessary for doctor and/or dentist appointments. Such requests shall not be unreasonably denied. Employees needing such time off shall notify the Employer one (1) week in advance whenever possible. Employees shall provide proof of necessary time off at the Employer's request.

8.17 Discontinuance of Business. If it is necessary to temporarily close down for remodeling or close down for a full calendar month or more due to lack of business or permanently close any part of the Hotel, the Employer will give affected employees a minimum of two (2) weeks' notice unless the cause of the discontinuance of the business is beyond the control or knowledge of the Employer. If the Employer fails to give affected employees the two (2) weeks' notice, and no suitable alternative employment is provided, these employees shall receive at least one (1) week pay and up to two (2) week's pay in lieu of the required notice, to be prorated by the period of notice actually given. The Parties acknowledge that unexpected fluctuations of business are beyond the control or knowledge of the Employer in the application of this section.

8.18 Rest Breaks. An employee scheduled to work a minimum of four (4) consecutive hours or more will be provided a minimum fifteen (15) minute paid rest period. Employees are not required to take their paid rest period. However, an employee who does not take a break may not leave before the end of their shift for that reason.

ARTICLE 9 **SENIORITY**

9.1 Definition

- (a) Seniority shall mean continuous length of service in the establishment from first day of work in the classifications covered by this Agreement after completing probation. Such classifications are set forth in Appendix B, incorporated herein. With the exception of the banquet wait staff and banquet bartenders, such seniority shall

be established by being regularly scheduled in a classification. Employees who work on an intermittent basis in another classification shall not build seniority in that classification.

- (b) Banquet Waitpersons and Banquet Bartenders. Banquet waitpersons and banquet bartenders shall accrue seniority from first function worked after completion of the probationary period in the classification within either the regular or extra list where such lists apply. Employees moving from the regular list to the extra list shall be placed on the extra list in accordance with their overall banquet seniority, i.e., dovetailed. Employees moving from the extra to the regular list shall be placed at the bottom of such list.

9.2 Same Start Date. In the event two or more employees begin work on the same day, a numerical suffix will be attached to the seniority date of such employees based on the last four digits of the employee's social security number. The employee with the lowest four-digit number shall be deemed the most senior.

9.3 Probationary Period - New Employees. Any new employee shall be employed on a sixty (60) day probationary basis, during which time they may be discharged without recourse; provided, however, that this probationary period will be automatically extended an additional thirty (30) days after written notice to the Union and the employee of such extension and the reason, therefore. After the probationary period, they shall be placed on the seniority list and their seniority shall then date from the first day of their current period of employment.

9.4 Probation Period - New Classification. An employee promoted to a higher classification shall serve a thirty (30) working day probationary period. During the probationary period, the Employer may return the employee to their previously held classification, room, and schedule, for inability to perform the duties of the new job, or the employee may elect to return to their previously held classification, room, and schedule if the position is not permanently filled; otherwise, the employee shall be given available work in that classification. Employees so returning to previous work shall suffer no loss of seniority.

9.5 Areas of Seniority. The Employer and Union agree to recognize seniority in the following areas:

- (a) Employees shall be laid off and returned to work according to their length of service in their respective job classifications as set out in 9.6 and 9.8 below.
- (b) Scheduling of vacation time.
- (c) Offering of overtime work and requiring in reverse order, subject to Section 8.4.

- (d) Employees may exercise their seniority to not work the holiday, if business permits with the junior employee(s) in the classification being required to work as needed. To be excused employees shall give the Employer two (2) weeks' notice prior to the holiday. Employees regularly scheduled to work the day on which the holiday is celebrated may not be bumped out of their shift.
- (e) Scheduling of Work
 - (1) Where practical, senior employees who are qualified shall be scheduled to receive the maximum number of available hours on the work schedule up to an eight (8) hour day, five (5) day, forty (40) hour week. Senior employees may not claim part of a shift and may claim shifts only when they become available on a regular basis. Split shifts shall be considered separate shifts for scheduling purposes. It is understood that employees shall not be permitted to establish their own work schedules, nor shall they be permitted to work overtime without the specific approval of their Supervisor. Nothing herein shall be interpreted as a guarantee of a minimum number of hours or days of work.
 - (2) The above factors, in the use of part-time employees and work schedules will be recognized in scheduling.
- (f) Promotion, demotion, or transfer to new job openings.
- (g) Upon request in writing, any employee scheduled less than five (5) days per week may exercise their seniority for five (5) days of work per week when additional shifts become vacated on a regular basis, unless such shifts are eliminated. The employee must bid the five (5) day schedule as posted.
- (h) Bartenders whose hours are involuntarily reduced below those for which they are regularly scheduled will be permitted to pick up available hours at banquet bars on the basis of their seniority.
- (i) Preferential Rooms and Stations. When the Employer determines that rooms and/or stations are assigned on a permanent basis, rather than being rotated, all employees shall be given preferential rooms and/or stations on the basis of seniority, provided they are qualified.
- (j) Use of Part-Time Employees. Where practical, the Employer shall not use two (2) or more part-time employees where a qualified, full-time employee is available and requests such hours; except in those scheduling situations where the Employer is required to meet the report in provision 8.13, the available work requires the use of overlapping schedules or a split shift (except wait staff) or where such scheduling is otherwise not practical in the Employer's operations.

Provided, the employee has the qualifications and ability to perform the work.

9.6 Layoffs and Recalls. During layoffs or reductions in the working force, the employee with the least seniority in the job classification affected shall be laid off first. When the working force is again increased, employees on layoff shall be recalled in the order of their job classification seniority, unless circumstances have occurred during the layoff which make them disqualified. Ability to perform the work available shall be a determining factor in following the principle that the last employee laid off will be the first employee rehired.

9.7 Bumping. Bumping shall not be permitted except in cases of layoff as described in 9.5(a).

9.8 Classification Seniority. Employees changing classifications shall begin their seniority for scheduling on day of entry into the new classification. During layoffs or reduction in the work force within a classification, an employee may exercise any accrued seniority in their prior classification to revert to the classification from which they were last transferred.

9.9 Notice of Recall. Where an employee is notified at the time of layoff when they are to report back to work, they will promptly report at such time without further notice. When an employee is not notified at the time of layoff when they are to report back to work, they shall be given three (3) days' notice of when to report back to work if the period of layoff has been less than fourteen (14) days. If the layoff period extends for fourteen (14) days or more, the employee shall be given seven (7) days' notice of the time to report back to work. Notice to report back to work shall be given by a letter to the address furnished to the Employer by the employee. While waiting for an employee to report back to work, the Employer may utilize any other available person to perform the work.

9.10 Loss of Seniority. Seniority and job rights shall be terminated for the following reasons, as well as any other reasons established under the terms of this Agreement:

- (a) Retirement
- (b) Voluntary quitting.
- (c) Discharge for cause.
- (d) Failure to return to work after recall as provided.
- (e) Failure to return to work promptly at the end of an authorized leave of absence, unless due to Act of God.
- (f) Remaining on layoff for longer than twelve (12) months or the employee's length of seniority, whichever is shorter.

- (g) Terminates employment from the regular schedule and works on an intermittent call-basis only.
- (h) Is absent for two (2) consecutive workdays without reporting to the Company the reasons for the absence.
- (i) Works for another employer during a leave of absence. This subdivision shall not apply in situations where the employee is already working for another employer prior to the leave.

9.11 Cross Training. In an effort to maximize the schedules of all full-time and regular part-time employees, voluntary cross-training will be developed and utilized. Employees working outside their classification shall be considered "casual" employees and shall have no seniority rights in such classification unless regularly and routinely scheduled for a minimum of ninety (90) days.

9.12 Job Posting. New job openings will be posted for a minimum of five (5) days, including the weekend and will be awarded to qualified applicants. If qualifications are equal, seniority shall prevail provided, however, the Employer may consider the Employee's disciplinary record. The job opening may be filled from any source on a temporary basis during its vacancy. If there are no bidders or no qualified bidders, Employer may offer the job to any employee it deems qualified or hire a new employee for the job.

9.13 Denial of Promotion/Transfer. If a bargaining unit member is denied a job transfer or promotion, upon their request, the Employer will meet with the employee to discuss the reasons for the selection and discuss preparing the employee for future opportunities.

9.14 Seniority List. The Employer shall furnish an accurate seniority list to the Union within ten (10) days of the date on which this Agreement is signed. Thereafter, the Employer shall notify the Union of each employee who has been separated from employment and such other monthly information on employees as has been provided.

9.15 Lack of Work Hours. The Employer will provide a letter to employees, upon request, stating that they have been out of work due to a lack of hours, provided the employee has not been scheduled for work for a pay period.

ARTICLE 10

GRIEVANCE AND ARBITRATION PROCEDURE

10.1 Grievance Procedure for Employees. Should differences arise concerning the Employer, the Union and/or any employee who has completed their probationary period, as to the meaning and application of this Agreement, the following procedure shall be followed by an employee and the Union.

Step 1: The employee may take up the matter with their supervisor on an informal basis in order to settle the matter promptly. An aggrieved employee may have the Union Steward assist them with Step 1 if they so desire.

Step 2: If the grievance is not satisfactorily settled in Step 1, the aggrieved employee or the Union shall, within fourteen (14) calendar days from the date on which the incident which gave rise to the grievance occurred, file a written grievance with the Personnel Director; provided however, the fourteen (14) calendar day requirement and the written grievance requirement may be waived by mutual written agreement. Failure to file such written grievance within fourteen (14) calendar days shall result in such grievance being presumed to be without merit and it shall be barred from further consideration. The written grievance shall set forth the facts giving rise to the grievance, including the date and persons involved, and designate the provisions of the Agreement which allegedly have been violated.

Step 3: The representative or representatives of the Employer will confer with the Union Steward and/or Union Business Agent within fourteen (14) calendar days after receipt of such written grievance in an effort to settle the grievance unless the time limit is extended by mutual written agreement of the Parties. If not settled at this conference, the Employer shall issue a decision in writing on any such written grievance within seven (7) days from the time such grievance meeting is adjourned.

10.2 Effect of Failure to Appeal. Any grievance not appealed to a succeeding step within the time limits specified shall be deemed abandoned and not entitled to further consideration. Such abandonment by the Employer shall be deemed an acceptance of the grievance as stated and the remedy requested shall be accepted and enforced.

10.3 Mediation. After a grievance has been submitted to arbitration, and prior to any arbitration hearing, the parties may mutually agree to mediate the grievance in an effort to resolve the dispute. The mediator shall be requested from the Federal Mediation and Conciliation Service (FMCS) at no cost to the parties. The Employer and the Union shall give good faith consideration to the recommendations of the mediator.

10.4 Arbitration Procedure. If the grievance cannot be satisfactorily settled by the above steps of the grievance procedure, either of the Parties may request Arbitration by giving the other Party written notice of its desire to arbitrate within fourteen (14) calendar days after the Employer or the Union has made its final written answer as provided in Step 3 (unless the Employer and the Union mutually agree in writing to extend the time limit), in which event the grievance shall be arbitrated according to the following procedure:

The Party desiring to arbitrate shall request the Federal Mediation and Conciliation Service (with a copy of such request to the opposite Party) to furnish the Parties with a panel of seven (7) names of impartial arbitrators. From this panel a representative of the Employer and the Union shall select the Arbitrator. The Arbitrator shall be selected by each Party striking in turn one strike at a time, three (3) names from the list of seven (7)

persons, the complaining Party having the first strike. The person remaining on the list after each Party has exercised its strikes shall become the Arbitrator. Either party may request additional lists if those supplied are not satisfactory; to a maximum of three (3) lists. The Parties may select an Arbitrator by other means if such other method of selection is confirmed by a written stipulation.

The selection of the Arbitrator and the hearing shall be within thirty (30) days of the request for Arbitration, whenever practicable.

The expenses of the Arbitrator shall be borne equally by the Union and the Employer, each Party bearing its own preparation and presentation expenses.

No evidence shall be introduced as to the withdrawal, during negotiations, of any proposal to change this Agreement.

10.5 Final and Binding. Any decision reached at any stage of these grievance proceedings or by the Arbitration Procedure shall be final and binding upon the Employer, the Union and the employees involved. The Employer, the Union and the aggrieved employee shall comply in all respects with the result of such decision reached. The Parties agree that such decision shall be enforceable in a court of law.

10.6 Arbitrator Limitations. Only one (1) grievance, including "group" grievances, may be decided by the Arbitrator at any hearing, however, the parties may agree to waive this requirement in writing. The Arbitrator shall not have the power to add to, ignore, or modify any of the terms, conditions, or sections of this Agreement. Their decision shall not go beyond what is necessary for the interpretation and application of this Agreement in the case of the specific grievance at issue. The Arbitrator shall not substitute their judgment for that of the Parties in the exercise of rights granted or retained by this Agreement. The Arbitrator shall render no award which shall be retroactive beyond the date the grievance was originally filed with Employer (except in cases of improper wage rate), or impose any liability not explicitly expressed herein.

10.7 Award of Arbitrator. Where an employee has been discharged in violation of this Agreement, the Arbitrator may order the employee reinstated, either with or without back pay for loss of income resulting from such discharge. The Arbitrator's written decision shall be issued within sixty (60) days of the hearing, unless otherwise mutually agreed in writing.

10.8 Mitigation of Damages. An Arbitration award for back wages, if any, shall be reduced by unemployment compensation, workers' compensation, or replacement income.

10.9 Contract Remedy. When an employee has any complaint, grievance, or difference regarding the application of the terms and conditions of this Agreement, it is agreed that the grievant will use the grievance/arbitration procedure, section 10.1 and 10.3 -10.6 set forth above before attempting to take the matter elsewhere.

10.10 Employer/Union Grievances. Any grievance the Employer or Union may have raised within the time limits set forth in Step 2 shall be reduced to writing and submitted to the other Party's designated representative who will arrange a meeting according to the provisions set out in Step 3, section 10.1 above. If the matter is not satisfactorily settled at this Step, the grievance may be processed through the Arbitration Procedure hereafter.

10.11 Past Practice. The Parties agree to recognize the standards as set forth in Elkouri and Elkouri, How Arbitration Works, determining past practice.

ARTICLE 11

DISCIPLINE AND DISCHARGE

11.1 Discipline and Discharge. The Employer will discipline employees for just cause only. Discipline will normally be in the following form:

- (a) Verbal warning
- (b) Written warning
- (c) Suspension
- (d) Discharge

Progressive discipline need not be followed in incidents of violations of a serious nature as provided in the Employer Handbook or Standards of Conduct, a copy of which shall be provided to each Employee.

11.2 Written Notices. Written reprimands, notices of suspension and notices of discharge, which are to become part of the employee's file, shall be read and signed by the employee. Such signature shall in no way be an admittance of wrongdoing on the part of the employee. A copy of such reprimands and/or notices shall be given to the employee and scanned and emailed to the Union.

11.3 Warning Notices – Cancellation. Warning notices shall not be used as a basis for discipline after a period of twelve (12) months.

11.4 Suspension and Discharges. All suspensions and discharges will be in written form and copies will be mailed to the Union immediately upon issuance of such notices. Discharges will be preceded by a suspension during which an investigation of the incident leading to the discharge will be conducted. No employee shall be placed on suspension pending investigation status for an unreasonable period of time. An issue specifically brought by the employee to a Human Resources representative shall be responded to within seven (7) calendar days, excluding weekends. Such timeline may be extended by mutual agreement.

11.5 Disciplinary Meetings. In the event a meeting is held for disciplinary purposes, the affected employee shall have the right to have a Union steward and/or Union representative present.

11.6 Interpreters. Upon the request an employee, the Employer shall provide interpreters for employees not fluent in English during any investigate interview that may lead to discipline or discharge. The Union shall endeavor to provide an interpreter if the Employer does not have someone available.

11.7 Confidentiality. The Employer may decline to give the employee the name of the complaining party, but must divulge such information to the Union at the time of discipline, which information the Union shall keep confidential, and to the employee at an arbitration hearing if so directed by the Arbitrator.

11.8 Right of Review. The Union shall have the right of review of any discharge of an employee who has completed the probationary period by following the grievance procedure of this Agreement.

11.9 Posting of Rules. All rules shall be conspicuously posted by time clocks or on employee bulletin boards. The Employer's rules shall not conflict with this Agreement.

11.10 Personnel Files. The Employer shall at reasonable times and at reasonable intervals, upon the request of an employee, permit that employee to inspect such employee's personnel files on their own time.

ARTICLE 12 **LEAVES OF ABSENCE**

12.1 Personal Leave. Any employee desiring a leave of absence from the job because of extraordinary personal or family circumstances after exhaustion of vacation time must first secure written permission from the Employer. Personal Leave shall not exceed thirty (30) calendar days and can only be taken once every twelve (12) months. Longer personal leave may be granted by the Employer in its discretion. The Employer shall not be expected to grant a leave of absence that will interfere with the Employer's operations. Leaves of absence shall be without pay. During a leave of absence, the employee shall not engage in gainful employment unless the leave is the result of the employee being hired for a position of full-time service with the Union. The employee must report to work promptly after the leave has expired. Failure to comply with this Article shall result in the complete loss of seniority rights of the employee involved. Seniority shall, but vacation or other benefits shall not, accrue or be provided during Personal Leave. An employee must complete their probationary period in order to be eligible for consideration for a Personal Leave of Absence.

12.2 Leaves for Injury and Sickness. Any employee, after exhaustion of vacation time, who completes their probationary period and becomes ill and presents a physician's statement of such illness to the Employer shall be granted an unpaid sick leave for a period not to exceed thirty (30) days. Such sick leave may be extended for successive thirty (30) day periods upon presentation of a physician's statement that the employee's

health or physical condition is such as to prevent them from performing the essential functions of the job for a maximum period of twelve (12) months within any twenty-four (24) month period or length of seniority (whichever is shorter) from the first day of absence. Seniority shall, but vacation or other benefits shall not, accrue or be provided during the Medical Leave. This leave shall be taken concurrently with available FMLA leave. In the event the Employee requires an extension of leave, such request must be made prior to exhaustion of the approved leave period.

- a) A physician's statement shall not be necessary for illness or injuries of short duration: i.e., of up to two (2) days.
- b) Return to Work – Prior to exhaustion of the approved leave, the employee shall notify the Employer when they are ready to return to work and furnish the Employer a medical certificate from their physician that they are physically able to perform the essential duties of their job. The Employer, at its cost, may require a separate medical examination to determine the fitness of an employee to perform the essential duties of their job prior to returning the employee to work.

12.3 FMLA Leave. Eligible employees may be entitled to up to twelve (12) unpaid work weeks of leave during any twelve (12) month period under the Family and Medical Leave Act of 1993 (FMLA). Employees must first use any earned vacation days, except for one (1) week, forty (40) hours five (5) days, forty (40) hours), as part of the twelve (12) week leave. Family and Medical Leave shall not be in addition to other leave time off under this Agreement and shall be taken concurrent with any other leave. Employees must apply, provide all required documentation, and qualify in order to receive Family and Medical Leave. Eligible employees shall have their health benefits continued for the duration of their Family and Medical Leave under the conditions, coverage would have been provided if they had continued employment during this period. The Employer shall pay minimum contributions to maintain coverages according to the Health Fund. If an employee fails to return from their Family and Medical Leave, except for a continuation, reoccurrence or onset of a serious health condition, or something else beyond the employee's control, the Employer may recover all of the health care coverage premiums paid during the Leave.

12.4 Maternity Leave. An employee shall be granted a maternity leave of absence, without pay, under the same terms and conditions as are provided for leaves of absence for sickness under 12.2 of this Article to be taken concurrent with available FMLA leave.

12.5 Child Care Leave. Eligible employees shall receive "Child Care Leave" in accordance with the Minnesota Parenting Leave Act. Such leave shall be taken concurrent with available leave under FMLA and Maternity Leave. An employee shall be granted an unpaid childcare leave of absence of up to six (6) months in connection with the birth or adoption of their child. When possible, the employee shall notify the Employer of such intent three (3) months prior to the leave. Seniority shall accrue during such leave, but vacation or other benefits shall not accrue or be provided during "Child Care Leave".

12.6 Return from Leave of Absence. Any employee returning from an authorized leave as stated in this Agreement shall return to their previously held job classification and schedule (hours, days and room) provided that neither has been abolished and the employee is qualified. In the event the schedule has been abolished and cannot be reestablished, the employee may bump into any schedule commensurate with their accrued seniority. Return to previous schedule will only be guaranteed if the leave is less than ninety-one (91) days.

12.7 Military Leave. A regular employee who enters the Armed Forces of the United States shall have the right to their former position as may be required by law.

12.8 Jury Duty. Any regular employee, exclusive of probationary, on-call or extra employees, required to serve on court jury (not grand jury), shall be given a leave of absence for the jury duty period and shall be paid the difference between their jury pay and the wages they otherwise would have earned during straight-time hours of available employment at their regular rate.

Provided, however, such jury duty pay shall be subject to the following conditions:

- (a) Available for Work and Notice. The employee must be available for work on the regular workday immediately preceding and following jury duty; and must notify the Employer prior to jury service and at the end of each week of jury duty.
- (b) Jury Service of Half Day. Jury service of a half day or less requires the employee to be immediately available for work for the rest of the day.
- (c) Holiday Pay and Jury Duty. Employees shall receive holiday pay according to the Holiday Article of this Agreement regardless of jury duty service.
- (d) Evidence of Jury Duty Pay. Employees shall submit evidence of jury duty pay before pay adjustments will be authorized; provided, that allowance for travel time or other expenses shall not be considered jury duty pay in computing wages due employees.

12.9 Bereavement Leave. All full and part time, employees, exclusive of probationary, on-call or extra employees are eligible for bereavement pay and leave up to three (3) days for the purpose of attending the funeral or mourning service related to the death of an employee's immediate family. The immediate family shall include the employee's spouse, domestic partner, child, foster or stepchild, parent, sibling, parent-in-law, grandparent, and grandchild. An employee must also notify the Employer of the need for bereavement leave and, afterwards, of the facts of the bereavement leave. The tip-adjusted rate, as set forth in Article 15.11, will be applied.

12.10 Union Business.

- (a) The Employer agrees to grant the necessary time off without pay to any employee delegated to attend a labor convention up to a maximum of seven

(7) days for two (2) employees at any one time and two (2) employees annually.

- (b) In the event that an employee is elected to a position of full-time service with the Union, the employee shall continue to accrue their seniority during the period of leave. Upon completion of service in the Union, the employee shall be returned to their former job as provided in the Return from Leave section, provided the employee notifies the Employer of such return within ninety (90) calendar days after completion of Union service.

12.11 Leave Benefits. In the case of parenting and medical leaves taken pursuant to the Family and Medical Leave Act, the Employer shall make sufficient group health insurance contributions, as determined by the Greater Metropolitan Hotel Employers-Employees Health and Welfare Fund ("Fund") to pay for the employee's insurance coverage for up to twelve (12) weeks of leave. The Fund shall make available group health insurance to employees at the employee's own expense for any portion of a parenting or medical leave in excess of twelve (12) weeks. In the case of other leaves which would otherwise result in loss of group health insurance coverage, the Fund shall make available group health insurance, to employees for the duration of the leave, at the employee's own expense, and otherwise consistent with the Consolidated Omnibus Budget Reconciliation Act ("COBRA"). Employees shall retain pre-leave seniority and shall accrue seniority during all authorized leaves. Failure to return to work promptly at the end of an authorized leave of absence, unless due to an act of God, shall result in complete loss of seniority rights. The Employer may attempt to recover the cost of medical premiums paid during a covered leave of absence should the employee fail to return to work as provided for under the Family and Medical Leave Act.

12.12 Coordination with Applicable Laws. The parties to this Agreement agree that the provisions of this entire Article 12 shall be administered so as not to conflict with applicable federal or state laws governing leaves of absence. Where applicable, leaves of absence granted under this Article may run concurrently with any applicable leave rights the employee may have under the Family and Medical Leave Act. Where the provisions of this Agreement are more favorable to the employee than those provided under law, the terms of this Agreement shall prevail.

ARTICLE 13 **IMMIGRATION**

13.1 Immigration. The employer remains committed to hiring and employing legal immigrants. Employer recognizes the contributions such immigrants have made to the Hotel and has no interest in unnecessarily or hastily removing such valuable employees from its workforce. Employer is also committed to abiding by all applicable immigration and naturalization laws. In the event employer receives notice of a change in status for an existing employee, it is committed to giving that employee ample opportunity, consistent with governing law, to establish that they are permitted to continue to work for employer before ending employee's employment with employer, where required. With the understanding that the Employer will and must

comply with governing law in all circumstances and that that law shall take precedent in the event of a conflict, Employer agrees as follows:

1. The Employer agrees that it will not take any adverse action against an employee solely as a result of change in immigration status, or the receipt of a no-match letter, unless required by federal law. Instead, Employer will advise the employee of the circumstance and give employee an opportunity to provide necessary paperwork, consistent with governing law.
2. Upon request, which must be made no less than fourteen (14) days in advance of the requested leave, an employee may be released for up to three (3) unpaid working days during the term of this Agreement in order to attend to DHS proceedings and any other related matters for the employee and the employee's immediate family (parent, spouse, and/or dependent child). Employer may require verification of such proceedings.
3. An employee who is subject to immigration or deportation proceedings shall not be discharged solely because of such pending proceedings, provided the employee remains authorized and available to work in the United States. Except as covered by paragraph 2 of this section, absences associated with such proceedings are not excused absences.

ARTICLE 14 **PERSONAL DAYS**

Regular employees who have completed their probation by January 1st shall receive two paid (2) personal day to be used in that calendar year which shall not carry over. Regular employees who have completed one (1) year of service shall receive a total of three (3) days. Tip adjustment shall apply to the Personal Days.

ARTICLE 15 **HOLIDAYS**

15.1 Holidays Observed. The following shall be observed as paid holidays for all full-time and part-time employees hereafter referred to as eligible employees:

New Year's Day	Memorial Day
Independence Day	Labor Day
Thanksgiving Day	Christmas Day

15.2 Holidays Not Worked. All eligible employees, exclusive of probationary, shall receive holiday pay for the above listed holidays; provided the part-time employees regularly work the day on which the holiday falls. The holiday pay shall be based on the hours the employee normally works on that day of the week; to a maximum of eight (8) hours or ten (10) hours based on the employee's regular schedule.

15.3 Holidays Worked. All eligible employees who work on a holiday shall be paid straight time for the number of hours regularly scheduled, plus straight time for the number of hours actually worked on the holiday. However, if the holiday hours worked exceed the number of hours regularly scheduled the excess hours shall be paid at one and one-half (1 ½) times the employee's contract rate of pay.

15.4 Eligibility. To receive pay for the holiday, the employee must have worked their scheduled workday immediately preceding and immediately following the day on which the holiday is observed, unless the absence is caused by illness and just cause has been presented that there were unable to work on that day.

15.5 Preference for Holidays. Work on holidays shall be on a seniority basis as provided in Article 9.5(d).

15.6 Disqualification. Employees shall not be eligible for holiday pay if:

- (a) The employee is on layoff consisting of minimum of five (5) days (including the holiday), on a leave of absence, in military service or on suspension, except eligible full-time employees with over one (1) year of service who are laid off (refer to Section 15.10)
- (b) The employee has been absent for a period of thirty (30) consecutive days prior to said holiday.
- (c) The employee fails to work on said holiday if scheduled to do so, except in the case of a bona fide illness and just cause for such absence has been presented to the Employer.

15.7 Holiday During Vacation Period. Where an employee entitled to a paid holiday as provided above and the holiday falls within the employee's vacation period, such employee shall be allowed an additional day of vacation with pay or holiday pay, at the option of the Employer.

15.8 Computation of Overtime. Eligible employees required to work on any of the recognized holidays shall receive straight-time pay for the actual hours worked on such holidays in addition to the holiday pay. Holiday pay shall not be considered hours worked for computation of weekly overtime pay. Employees shall not be rescheduled to defeat the purpose of holiday pay except by mutual agreement between the Employer and employee.

15.9 No Disqualification. An employee shall not be disqualified for holiday pay if failure to work on the days immediately preceding the holiday or the workday immediately following the holiday is due to:

- (a) Layoff from work when notification of such layoff occurs on the workday immediately preceding the holiday or the workday immediately following the holiday.

- (b) Death in the employee's immediate family; within the meaning of Section 12.9 Bereavement Pay.
- (c) Illness or accident which occurs during working hours on either of such days and prevents the employees from continuing work.
- (d) Jury duty which requires the absence of the employee.
- (e) Emergency conditions occurring on the workday immediately preceding the holiday or the workday immediately following the holiday over which the employee has no control and which, despite their exercise of diligent effort, prevent them from working all or part of such days.

15.10 Layoff of Eligible Full-Time Employees. As an exception to Section 15.6 above, an eligible, full-time employee with one (1) year or more of continuous employment with the Employer who is laid off during a period of six (6) days immediately preceding a recognized holiday, or six (6) days immediately following a recognized holiday shall not suffer a loss in holiday pay to which they are otherwise entitled.

15.11 Tipped Employee Holiday Pay Adjustment. In addition to their regular hourly rates, all qualifying tipped employees working in the classifications of door attendants, bell stand, bell captain, cocktail server, ala carte server, regular banquet server, banquet captain, room service server, and room service captain shall be compensated at a rate of six and 50/100 (\$6.50) dollars per hour for non-worked Holiday pay not to exceed fifteen and 50/100 (\$15.50) dollars per hour. Captains not to exceed sixteen and 50/100 (\$16.50) dollars per hour.

ARTICLE 16 **VACATIONS**

16.1 Amount of Vacation.

- (a) All regular full-time and regular part-time employees who have at least one (1) full year of seniority shall be entitled to a paid vacation on the following basis, except terminated employees who have worked six (6) months or more as noted in Section 16.6:

<u>Continuous Service</u>	<u>Vacation Period</u>
One year, but less than two years	.01923
Two years, but less than ten years	.03846
Ten years, but less than twenty	.05769
Twenty years, but less than forty years	.07692
*Forty years or more	.09615

*(when the Employee hits their next Anniversary date)

- (b) Temporary layoffs or leaves of absence during the year shall not interrupt the continuity of seniority for the purpose of determining the amount of vacation for which an employee is eligible.
- (c) Employees shall be entitled to receive their vacation pay before they leave for vacation.

16.2 Vacation Pay. Employees shall be entitled to vacation benefits at straight-time rates of pay on the same basis that their work is performed. Employees working either full-time or short shifts shall be paid vacation pay based on total hours paid in the accrual year, including premium, overtime, vacation, and holiday hours. However, no employee shall be entitled to more than forty (40) hours of vacation pay per week. The following shall be the method of computing vacation pay

- (a) Number of months in the accrual year times 1/12 times the number of weekly average hours.
- (b) After two (2) full accrual years, two (2) times the number of weekly average hours.
- (c) After ten (10) full accrual years, three (3) times the number of weekly average hours.
- (d) After twenty (20) full accrual years, four (4) times the number of weekly average hours.

16.3 Scheduling Vacation Periods. To the extent business requirements permit, employee requests for a specific period in which to take vacations will be honored. Furthermore, the most senior employees shall have preference as to the time they take their vacation so far as the efficient operation of the business will permit. Where more than one (1) employee in a job classification desire their vacations at the same time, vacation periods will be assigned according to seniority. Employer and the employee may mutually agree upon time of vacation period. Vacation requests are to be approved or denied within seven (7) days of the employee's request.

The Employer reserves the right to schedule vacations so that they will not interfere with business operations, but each employee should be entitled to take their vacation not later than six (6) months after they have qualified for it. Vacations are not cumulative and must be taken within the vacation period established by the Employer. This section shall not be construed to reduce vacation benefits established by past practice.

Employees shall be permitted to roll over a maximum of two (2) weeks of vacation from one year to the next. For example, if an employee gets four (4) weeks of vacation, the maximum amount of vacation shall not exceed six (6) weeks. The employer maintains its right to approve when vacation may be used. Vacations in excess of two (2) weeks cannot be carried over from one vacation period to another without the specific

authorization of management in writing. Any vacation carried over will be paid at the wage rate in effect at the time the vacation is earned.

16.4 No Work During Vacation. Once a request for vacation has been approved by the Employer, the vacation dates shall not be changed unless by mutual consent of the Employer and the employee.

16.5 Terminated Employees. Employees who are discharged or who terminate their employment shall be entitled to pro-rated vacation pay earned and computed in accordance with Section 16.2 above. Provided, however, employees voluntarily terminating employment must first notify the Employer two (2) week prior to such termination in order to be eligible to receive such pro-rated vacation pay.

16.6 Terminated Employees - Six Months to One Year. All employees whose employment relationship with the Employer is terminated and who have been employed continuously for a period of six (6) months or longer during any twelve (12) month period in which vacations are earned shall be paid vacation benefits on the basis of two (2) days for the first six (6) months of such employment and one-half (1/2) day for each additional month of such employment up to the maximum vacation allowance provided for in the foregoing. This shall not apply to employees terminated for cause or to employees who fail to give notification as provided in Section 16.5.

16.7 Tipped Employee Vacation Adjustment. In addition to their regular hourly rates, tipped employees working in the classifications of door attendants, bell stand, bell captain, cocktail server, ala carte server, regular banquet server, banquet captain, room service server and room service captain shall be compensated at the rate of six and 50/100 (\$6.50) dollars per hour for all vacation hours taken and paid not to exceed fifteen and 50/100 (\$15.50) dollars per hour; Captains not to exceed sixteen and 50/100 (\$16.50) dollars per hour.

ARTICLE 17
DEPARTMENT-SPECIFIC PROVISIONS

BANQUETS

17.1 Banquet Definition. A banquet shall be deemed to be any reserved function with a preset menu and a fixed cost including cocktail parties, supervised by the Catering Department.

17.2 Banquet Employee Compensation. Banquet waitpersons/set-up shall receive the following percent of the Banquet service charge.

Effective 19	4-1-	Banquet Service Charge	Banquet Waitperson	Banquet Set Up	Banquet Bartender
		24%	13.70%	1.45%	13.0%

The Banquet service charge shall be pooled and divided on a weekly basis. Each server and Captain shall receive an equal portion of the service charge based on total number of hours worked during the week. Bus persons will continue to share in the pool as they have in the past (i.e., ½ of their hours will count toward the pool).

17.3 "Temp" Employees. In the event that the Hotel uses Temps as Banquet Servers the Hotel will increase the overall Banquet Servers service charge pool by the then-current minimum wage per hour for each hour worked by a Temp during that function, with a four (4) hour minimum per Temp. The service charge will then be divided among all servers, including Temps, based on all hours worked during that event with the Temps share going to the Hotel.

17.4 Service Charge on Guaranteed Meals. Service charges shall be paid on the guaranteed number of meals paid for by the customer.

17.5 Service Charge on Complimentary Functions. Servers who work a promotional, complimentary, discounted, sales promo or house function for which the Hotel does not charge the guest will be paid a service charge percentage consistent with the schedule in Section 17.2 above. The service charge will be calculated on the retail value of the function.

17.6 Full Function. Where clean-up is delayed until the conclusion of speeches or a program, only the number of employees sufficient to do the clean-up need be retained and those that do not remain shall nevertheless share in the compensation.

17.7 Re-setting Function Fee. When a Banquet function has been set up and then must be moved to a different location, a twenty-five dollar (\$25.00) fee will be added to the server gratuity pool and a fifteen dollar (\$15.00) fee will be added to the Banquet set-up pool.

17.8 Banquet Employee Benefits. Regular banquet employees shall be granted the benefits listed below according to the terms and conditions as set forth in the appropriate section(s) or Article(s) as shown:

Jury Duty - Section 12.8

Bereavement Pay - Section 12.9

Holidays - Article 15

Vacations – Article 16

Health & Welfare – Article 28

401K – Article 30

17.9 Regular Banquet Employees. The Employer shall maintain a regular waitperson and regular banquet Bartender list which shall contain all regular banquet service employees who work on a fulltime call basis. The seniority list of all regular banquet employees shall be posted every three (3) months and upon request of the Union. The Employer shall provide an updated list of all regular and all extra banquet employees to the Union.

a) Regular employees who are cancelled from a function shall be able to be rescheduled on another function according to their seniority ranking.

b) Banquet scheduling procedure will allow for each banquet wait staff to put in writing which shifts they prefer (AM or PM shifts or both). When available, preferred shift will be honored by seniority.

c) The Banquet Managers will honor those requests to the best of their availability; however, business needs will dictate the department schedule.

17.10 Banquet Waitpersons Seniority. Regular full-time banquet waitpersons moving to the part time seniority list shall be dovetailed according to their seniority date. Regular part time waitpersons moving to the full-time banquet waitpersons' seniority list shall be placed at the bottom of the list.

17.11 On-Call Banquet Employees. On-Call Employees will be scheduled based on their ranking. Employees who do not take at least one available shift in a six (6) month rolling period shall be moved to the bottom of the list.

17.12 Employer Records. The Employer shall maintain records on all banquets and functions and the amount of service charge or gratuities deposited with the Employer for the employee along with the actual amount or method of distribution submitted to the employees. An employee or Union representative shall be permitted to inspect the banquet employee compensation record during usual office business hours

17.13 Holiday Pay - Banquet Employees. Regular banquet waitpersons and bartenders holiday pay shall be calculated by totaling previous yearly hours as of January 1 of each year and dividing by fifty-two (52) weeks then dividing by five (5) workdays. The resulting number of hours shall be paid for each holiday of the new year, Employees who have worked less than one (1) year as a regular banquet employee shall receive three (3) hours of holiday pay for each holiday worked.

17.14 Vacation Pay - Banquet Employees. Regular banquet waitperson and bartender vacation pay shall be calculated by totaling their previous yearly hours as of January 1 of each year and dividing by fifty-two (52) weeks and multiplied by the number of weeks earned vacation benefits.

RESTAURANT SERVERS

17.15 Restaurant service persons shall receive eighteen percent (18%) of the menu price as a gratuity when serving parties of eight (8) or more.

17.16 House Functions. Ala carte service persons shall receive fifteen percent (15%) of the menu price when serving in-house functions in dining room and bars. Staff and employee meetings not held in restaurants or bars shall be paid the employee percentage of the house service charge.

DELIVERY

Hotel will pay two dollars (\$2.00) for delivery of amenities when negotiated and collected from customer.

For package delivery to guest rooms, Hotel will pay the Bellman the following:

- 0 to 5 pounds: \$2.50
- 6 to 20 pounds: \$4.00
- 21 to 50 pounds: \$6.00
- Over 50 pounds: \$9.00

For package delivery related to conference business, the Hotel will pay the Bell Staff in accordance with the schedule above.

For crate & pallet delivery related to conference business, the Hotel will pay the Convention Staff according to the following schedule:

- Crates: \$12.50
- Pallets: \$20.00

Tour Group Luggage. The Hotel will pay two and 50/100 dollars (\$2.50) per piece brought in and two and 50/100 dollars (\$2.50) per piece brought out when negotiated and collected from the customer.

VALET PARKING

\$2.00 for cars May through October
\$3.00 for cars Between November and April on overnight car retrieval

BELLMAN/DOORMAN/VAN DRIVERS

Bell Captain rate: \$9.00 per hour (increases shall be consistent with the % or cents per hour of the Bellman)

Bellman who makes a van run during a Bellman shift will be paid the Van Driver rate for the full hour of the van run.

Drivers may be required by the Hotel to obtain and maintain a commercial drivers' license (CDL) endorsement. The Hotel will pay the cost.

ROOM SERVICE

Room service waitstaff shall receive the following gratuity and delivery charge amounts:

•An eighteen percent (18%) gratuity shall be placed on the guest check as follows and paid to the server.

All ala carte orders
All retail amenity orders paid for by the guest
All house functions served by Room Service
All complimentary items signed on a manager's charge

ARTICLE 18 **HOUSEKEEPING DEPARTMENT**

18.1 Room Cleaning. No housekeeping employee shall be required to clean an unreasonable number of rooms. Room Attendants shall not be required to clean more than fifteen (15) rooms total in an eight (8) hour shift.

18.2 Room Bonus. Effective May 1, 2022, Room Attendants who clean more than fifteen (15) rooms in an eight (8) hour shift shall be paid seven dollars (\$7.00) per room in addition to their base pay.

18.3 No Service Rooms. "No service" rooms shall not be counted as a cleaned room. A room attendant may be assigned other work in lieu of such rooms but shall not be required to leave early.

18.4 The Employer shall supply housekeeping services to occupied guest rooms no less often than every third (3rd) day (e.g., Sunday check-in, a room attendant will be assigned to clean the room on Wednesday). Room attendants cleaning a room which has not received housekeeping service for two (2) or more consecutive preceding days shall receive one and one quarter (1.25x) the ordinary credit for the type of room being cleaned. The one and one quarter (1.25x) credit is intended to reduce one (1) room from base quota for every four (4) such rooms cleaned; no partial credit is intended.

18.5 Assistance. A housekeeping employee may request assistance when the nature of the work to be performed is quite difficult or hard to perform. No room attendant shall be required to perform work which requires standing on a ladder, chair, bathtub, or vanity.

b) Laundry Scheduling. Based on business needs the Employer shall generally schedule three (3) laundry employees shall be scheduled on a daily basis. One (1) additional laundry attendant shall be scheduled on days that have eighty percent (80%) or more of the hotel rooms as checkouts.

18.6 Vomit/Defecation Pay. Any employee required to clean vomit or defecation will be paid an additional fifteen dollars (\$15.00) for such duty. Such pay will be subject to the approval of the Executive Housekeeper. Effective May 1, 2022, such rate will increase to twenty dollars (\$20.00) for such duty.

18.7 Supplies. The Employer shall provide sufficient linen, equipment, and cleaning materials to all Housekeeping Employees. Room attendants shall not be disciplined for not completing their room assignment if the Hotel has not provided sufficient supplies, including linen, to complete their duties.

18.8 Extra beds. Room attendants will be paid one and 50/100 dollars (\$1.50) for each Rollaway/cot made up in the room that was part of their daily room assignment for stay overs. Effective May 1, 2022, the rate will increase to two and 50/100 dollars (\$2.50).

18.9 Multiple Floors and Suites. Room attendants assigned rooms on more than three (3) floors during a shift shall have the total number of assigned rooms reduced by one (1). When both rooms adjoining Rooms 115, 118, 215 and 218 are rented together as one (1) large suite, the cleaning of that suite will be assigned three (3) credits.

18.10 Gratuities. Gratuities left by guests in hotel rooms are for the exclusive benefit of room attendants.

18.11 Renovations. In the event that the Employer renovates rooms, adds amenities to rooms, or makes any changes which would affect the daily workload of the room attendants, the Employer agrees to provide the Union with a comprehensive review of the proposed changes at least thirty (30) days in advance. The Parties shall meet and bargain over the impact of those changes.

ARTICLE 19 **BARGAINING UNIT WORK**

19.1 Bargaining Unit Work. Non-bargaining unit employees shall not perform bargaining unit work, except in cases of last-minute calls offs, emergencies, training employees, or to cover needed work when employees are absent or unavailable. Non-bargaining employees does not refer to or include temporary agency workers, i.e., persons utilized from a third-party employment agency.

19.2 Temporary Workers/Event Workers. In the event that the Employer has a need to use any temporary/staffing agency, the Employer will agree to consider the feasibility of giving preference to any signatory staffing agency of the Union.

19.3 Subcontracting. The parties agree that it is desirable to maintain the integrity of the existing bargaining unit. The Employer shall not subcontract out bargaining unit work, except as done in the past. However, if qualified help is not available, this shall in no way restrict the right of the Employer to temporarily hire employees on an emergency basis from any available source. The Employer shall not churn temporary employees for the purpose of avoiding hiring regular employees.

ARTICLE 20 **STATE AND FEDERAL LAW**

20.1 Recognition of Applicable Laws. Nothing contained in this Agreement shall be deemed or construed to require, directly or indirectly, the Employer to do anything inconsistent with the laws or regulations of any competent governmental agency (City, State or Federal) having jurisdiction over the Employer's Hotel. The Union and the Employer agree that neither will compel, force, or cause, directly or indirectly, the other

respective Party to do anything inconsistent with any applicable laws.

20.2 Equal Opportunity. The Union and Employer agree that there shall be no discrimination by either Party which violates any of the City, State or Federal laws, ordinances, or regulations on Equal Opportunity Law.

ARTICLE 21 **PREGNANCY PROTECTION**

If an employee so requests, and consistent with both the employee and Employer's obligations under applicable law, the Employer shall provide a reasonable accommodation related to such employee's pregnancy, childbirth, or related conditions, including but not limited to the need to express milk for a nursing child. "Reasonable accommodation" may include, but not be limited to, more frequent or longer breaks, time off to recover from childbirth, temporary transfer to a less strenuous or less hazardous position, job restructuring, light duty, additional break time, reduction in room assignments, private non-bathroom space to express breast milk, assistance with manual labor and modified work schedules. Any time off provided as a reasonable accommodation will run concurrently with any protected leave the employee is otherwise entitled to take for the condition under applicable law.

ARTICLE 22 **PANIC BUTTON/SAFETY**

22.1 No later than December 31, 2022, the Employer shall provide a safety alarm to each employee assigned to work in a guest room without other employees present, at no cost to the employee. Each employee shall be required to carry the device with them at all times when working and to utilize such device when they believe there is an ongoing crime, harassment, or other emergency in the employee's presence. The devices shall be able to summon immediate on scene assistance to their location from another employee or security guard. The purpose of this section is to protect employee safety. The device may not be used to track or discipline for productivity-related issues. The employee in danger may cease work and leave the immediate area where the incident occurred to await the arrival of the employee or security personnel responsible for providing immediate assistance.

22.2 In the event that the Employer receives an accusation that a guest has made an unwanted sexual advance, request for sexual conduct, or other verbal or physical conduct of a sexual nature towards an employee or towards another guest of the establishment the Employer shall complete an incident report and shall investigate the accusation. At the conclusion of the investigation, the Employer shall take any appropriate remedial measures to protect its employees and guests. At the conclusion of the investigation, the Employer shall inform the complaining employee of the steps that were taken in response to the employee's accusation. Upon a reasonable request, the Employer shall reassign the employee to a different floor or work area away from the guest for the entire duration of the guest's stay.

22.3 Upon receipt of an allegation of sexual assault or other criminal conduct by a guest against an employee, the Employer shall promptly contact local law enforcement with jurisdiction, immediately notify the employee that law enforcement has been contacted, that they may be asked to provide a statement, and that they have a right to decline to do so, and provide the employee with sufficient paid time to provide a police statement, and shall fully cooperate with any investigation into the incident undertaken by the agency.

22.4. When an allegation of sexual assault or criminal conduct by a guest against an employee is supported by a police report and statement made by such employee under penalty of perjury, the Employer shall inform the guest that they are prohibited from returning to the Hotel and shall maintain such prohibition for returning to the Hotel for a period of at least three (3) years.

22.5 There shall be no retaliation against any employee for seeking to enforce their rights under this Article 22 by any lawful means or for otherwise asserting rights under this Article.

ARTICLE 23 **EQUIPMENT**

23.1 Supplies. The Employer shall provide employees with sufficient supplies, equipment, and cleaning materials needed for the timely, safe, efficient, and effective performance of their duties. Employees shall not be disciplined for not completing their work assignments if the Employer has not provided sufficient supplies, including linen, to complete their duties, provided the employee has given immediate notice to management of any insufficiency so that the problem can be rectified.

23.2 Defective Equipment. Employees shall report on forms supplied by the Employer all defects of equipment. In the event such reported defect affects safety, the Employer shall investigate the condition to determine its safety and, if necessary, effect repairs to operate such equipment. No employee shall be required to use equipment that they reasonably consider to be in an unsafe condition.

ARTICLE 24 **TECHNOLOGICAL CHANGES AND AUTOMATION**

24.1 Technological change includes, but is not limited to, the use of machines (including by way of example only, computers, robots, handheld devices, and tablets), automation, software, systems, programs, applications, or other scientific advancements to replace or substitute for, improve, alter, increase, or decrease, or evolve the type or manner of work performed by employees in the Employer's workplace.

24.2 The Employer will provide the Union thirty (30) days' notice of upgrades, modifications, improvements, or extensions of technology currently in use by bargaining unit employees. The 30-day notice requirement shall not apply to routine software or system upgrades.

24.3 The Employer shall give the Union as much advance notice as practical of any technological change before it is implemented. In the event the Employer intends to design such technological change, the notice shall be given before any design work on the technology is publicly announced and completed. The Employer shall explain to the Union the intended function of the technology, the nature of the technology and who will develop it, the timing of its planned implementation, and the expected work needed to implement the technology and keep it running. If the Union questions or objects to the change, the Employer shall promptly negotiate in good faith the foregoing matters with the Union. The Employer shall share prototypes with the Union, if necessary, subject to an appropriate confidentiality agreement.

24.4 If an agreement cannot be reached in the negotiations, the Employer may implement its final offer and the Union may choose to move the issue, as well as the impact and effects of the change, to arbitration as described in Article 11 of this Agreement.

ARTICLE 25 **ESL PROGRAM**

The parties agree to examine the feasibility of establishing an ESL Program in compliance with the negotiated policy in place for each Hotel.

English Proficiency. While English is the language of the workplace, the Employer recognizes the right of employees to use the language of their choice when speaking among themselves during work hours provided that such conversations are conducted in a manner that is respectful of guests and other employees and is consistent with quality guest service.

ARTICLE 26 **WORKPLACE SAFETY**

26.1 Safety Committee. The parties shall create a safety committee consisting of at least two (2) management representatives and two (2) bargaining unit employees. The committee shall meet at regular intervals to review, discuss, and make recommendations concerning cleaning products, safety, efficiency, and suggestions for improving the cooperative working relationship between Employees and the Employer.

26.2 Right to Refuse Unsafe Assignment. An employee may refuse a work assignment if they have a reasonably good faith belief that such assignment subjects them to unusually dangerous conditions which are not normally part of the job. Prior to exercising their rights under this Section 26.2, the employee shall promptly notify management of the perceived unusually dangerous condition. The Employer may not discriminate or retaliate against an employee for exercising their rights.

ARTICLE 27
MEDICAL EXAMINATIONS

27.1 The Employer may require and pay for physical and medical examinations, including drug testing in compliance with the negotiated Drug and Alcohol Testing policy in place for each Hotel, of employees for job-related reasons and may lay off or release employees unable to satisfactorily pass such examinations. The Union may require the Employer to furnish a physician's certificate with respect to employees terminated for medical reasons. Furthermore, the Union may pay for and proceed with an independent medical examination of such employees.

ARTICLE 28
HEALTH AND WELFARE

28.1 Generally. The Employer agrees to continue to contribute and support the Greater Metropolitan Hotel Employers-Employees Health and Welfare Fund hereinafter "Fund." The limits of such contribution shall be as follows:

a) Contributions. The Employer agrees to contribute to the Fund for each hour paid in the previous month (e.g., May contributions based on April hours) to all employees under the jurisdiction of this Agreement:

Effective May 1, 2022, the Employer agrees to contribute to the Fund three dollars and eighty-two cents (\$3.82) for each hour paid to all employees based on the April 2022 hours.

Effective May 1, 2023, the Employer agrees to contribute to the Fund four dollars and two cents (\$4.02) for each hour paid to all employees based on the April 2023 hours.

Effective May 1, 2024, the Employer agrees to contribute to the Fund four dollars and twenty-six cents (\$4.26) for each hour paid to all employees based on the April 2024 hours.

Effective May 1, 2025, the Employer agrees to contribute to the Fund four dollars and fifty-five cents (\$4.55) for each hour paid to all employees based on the April 2025 hours.

- (b) Benefits. The Fund Trustees are expressly authorized to adjust benefit levels and/or eligibility for same to maintain the solvency of the Fund.
- (c) Employer Obligation. The Employer's obligation to contribute to the Health and Welfare Fund is limited to the amount of contribution specified in Article 27.
- (d) The Trustees are directed to develop a dependent child well-care program under the jurisdiction of the Fund.

- (e) Employees pay no premium cost for individual benefits during the term of the agreement, but the Trustees reserve the right to make benefit adjustments to keep the Fund solvent and viable.
- (f) The Union will ensure that prior to November 1st, 2014, and each year thereafter, that the Employer will receive a letter from the fund stating that all terms if the Health and Welfare fund for the next year are in compliance with the Affordable Care Act (ACA). If the Employer fails to receive such letter, or the fund is not in compliance, the Employer may request that the contract be reopened to negotiate provision(s) to the fund to comply with the ACA.

28.2 Bound to Trust Agreement. The Employer acknowledges that in carrying out the terms and provisions of this Agreement, it shall be bound by all the terms and provisions of the Agreement and Declaration of Trust, covering the Greater Metropolitan Hotel Employers-Employees Health and Welfare Fund and the Parties, by this Agreement incorporate by reference all the terms and provisions of said Agreement and Declaration of Trust as though fully set forth herein together with such amendments as may be made thereto.

28.3 Delinquent Payments. The failure, refusal or neglect of the Employer to report and pay the Fund the contribution required herein on or before the tenth (10th) day of the month following the month in which the employee worked, shall subject the Employer to liability for the principal and in addition, liquidated damages of twelve percent (12%) of the delinquency, eight percent (8%) interest on the delinquency and reasonable attorney's fees and costs incurred in the collection of the delinquency; provided the Employer is served with at least fourteen (14) calendar days written notice of default. In the event that an employee working under the jurisdiction of this Agreement is rendered ineligible to receive benefits by virtue of the Employer's failure to pay the contribution required herein, the Employer shall be liable and responsible for any claim for benefits to which the employee would otherwise have been entitled.

28.4 Delinquency Enforcement. In enforcing the Employer's obligation set forth in this Article after due notice to the Employer of its delinquency, neither the Union nor the Fund shall be obligated to invoke or exhaust the Grievance and Arbitration Procedure set forth in Article 10 prior to initiating an action for legal and/or equitable relief.

28.5 Audits. The Trustees of the Fund shall have the right to audit and inspect the Employer's payroll, social security tax withholding or other such records of the Employer, as may be deemed necessary by the Trustees in order to determine the Employer's compliance with the terms and provisions of this Article.

28.6 Self-Pay. All eligible employees who fall below the required hours for Health & Welfare coverage shall be permitted to self-pay up to the time period for extended coverage established by federal legislation provided they do so in accordance with the standards and procedures established by the trustees/federal legislation.

28.7 National Health Program. Should the Employer be required by Federal law

to provide coverage equal to or better than those benefits provided by the Fund, the Parties hereto agree that the Employer shall be permitted to cease its contribution to the Fund.

ARTICLE 29

DEFINED BENEFIT RETIREMENT PLAN

29.1 Generally. Effective May 1, 1985, the Employer shall contribute to the "Minneapolis Hotel Employers-Employees Defined Benefit Retirement Plan" (hereinafter the "Defined Benefit Plan"), at a rate of zero cents (\$.00) for each hour paid to each employee under the jurisdiction of this Agreement. The basic pension benefit of this plan will be nine dollars (\$9.00) per year of credited service to a maximum of twenty (20) years of service to be offset by the value of benefits developed under the Defined Contribution Plan. The plan formerly known as the Minneapolis Hotel Employers-Employees Defined Benefit Retirement Plan merged into the UNITE HERE Workers Pension Plan in 2006.

29.2 Bound to Trust Agreement. The Employer shall be bound by all terms and provisions of the agreements and plan documents as now existing or hereafter amended pursuant to which the Defined Contribution Plan and the Defined Benefit Plan are maintained. All such documents, including subsequent amendments and all rules and procedures adopted pursuant to those documents, are hereby incorporated by reference in this Agreement and their terms and provisions shall be binding upon the Employer and the Union as if they were fully set forth in this Agreement. The Employer agrees to execute a participation agreement effective with the effective date of this Agreement.

29.3 Contributions and Delinquencies. The Employer shall be obligated to make contributions required to the Defined Benefit Plan and the Defined Contribution Plan at such times and in accordance with such procedures as the trustees of either or both plans shall from time to time establish. In no event, however, shall the Employer be obligated to make such contributions more frequently than monthly and in no event shall such contributions be due before the tenth (10th) day of the calendar month following the calendar month for which the contribution is made (and during which occurred the paid hour with respect to which the contribution is made). If the Employer shall fail to make contributions at such time or in accordance with such procedures as may be established by the trustees, the Employer shall be liable to either or both of the Plans for the amount of unpaid contributions and, in addition, liquidated damages, interest, costs of collections and other amounts which may be lawfully demanded and collected by either or both plans; provided the Employer is served with at least fourteen (14) calendar days written notice of default. In no event shall either plan be permitted or obligated to invoke or exhaust the Grievance and Arbitration Procedures set forth in this Agreement prior to initiating action for legal or equitable relief.

29.4 Waiver. The Union, as bargaining agent for each of the affected employees of the Employer, acknowledges that employees subject to this Agreement are included in a unit of employees covered by a collective bargaining agreement and that retirement benefits have been the subject of good faith bargaining between the Union and the Employer. The Union, as bargaining agent for each of the affected employees, waives on behalf of each employee covered under this Agreement the right to participate in any

ARTICLE 33
TERM OF AGREEMENT

This Agreement shall be in effect for a period of five (5) years commencing on the first (1st) day of August 2020 and shall continue to and including the thirtieth (30th) day of November 2025, and be automatically renewed thereafter, unless at least sixty (60) days prior to the termination date either Party serves written notice upon the other by certified mail of a desire to terminate, change or modify this Agreement.

IN WITNESS WHEREOF, the Employer and the Union hereby execute, sign and attest to this Agreement this 25th day of August, 2022.

FOR THE EMPLOYER:
Double Tree Hotel

By: Komal Patel
Date: 8/23, 2022

Double Tree Hotel

By: Jyoti Kapoor
Date: 8/23, 2022

UNITE HERE Local 17, AFL-CIO

Christa Sarrack
Christa Sarrack
President

Date: 8/25, 2022

Sheigh Freeberg
Sheigh Freeberg
Secretary/Treasurer

Date: 8/29, 2022

other pension, profit sharing, stock bonus or other retirement plan (whether or not a qualified plan) maintained by the Employer.

ARTICLE 30
DEFINED CONTRIBUTION PLAN

30.1 The current Defined Contribution Plan shall be merged into the UNITE HERE National Plus Plan. Employees shall be permitted and encouraged to participate in the companion 401K Plan and make contributions on their own behalf with pre-tax dollars in addition to the Employer contribution. The Employers shall cooperate with the representatives of the National Plus Plan to insure that employees are afforded the opportunity to sign up for and participate in the Plan. The National Plus Plan provides for individually directed accounts by employees for both the Employer and employee portions of contributions. Vesting is as follows: Employee contribution: 100% from first dollar. Employer contribution: two (2) years of service. Employee shall earn one-half (1/2) year of service if they have four hundred (400) hours in the Plan Year and one (1) year of service if they have one thousand (1,000) hours in the Plan Year. Employees shall be given Plan materials by the Employer. Such Plan materials shall be provided by the Plan.

30.2 Effective May 1, 2006, the Employer shall increase the contribution to thirty-five cents (\$0.35) per hour on all hours paid for all employees with one (1) year of service or who are vested in the Plan by virtue of service with another participating Employer or prior service with the same Employer.

ARTICLE 31
SUCCESSORS AND ASSIGNS

The Employer and the Union agree to abide by all Federal and State Labor Laws with respect to successorship. This Agreement shall be binding upon the successors, assigns, purchasers, lessees, or transferee of an Employer whether such succession, assignment or transfer be affected voluntarily or by operation of law or by merger or consolidation with another company, provided the establishment remains in the same line of business.

ARTICLE 32
SAVINGS CLAUSE

If any sections of this Agreement should be held invalid by operation of law or by any tribunal of competent jurisdiction; or if compliance with or enforcement of any provision should be restrained by such tribunal pending final determination as to its validity, the remaining provisions of this Agreement shall not be affected thereby but shall continue in full force and effect. Provided, furthermore, the Union and the Employer agree to meet and confer within two (2) weeks of any ruling invalidating any Article section or portion of this Agreement to negotiate a lawful provision on the same subject if practicable.

APPENDIX "A" WAGES

Dining Room	12/1/2021	12/1/2022	12/1/2023	12/1/2024
Server				
Minimum wage + vacation adjustment				
Captain				
Start	\$11.75	\$12.46	\$13.20	\$13.73
12 Months	\$12.80	\$13.57	\$14.39	\$14.96
24 Months	\$13.44	\$14.25	\$15.10	\$15.71
36 Months	\$14.09	\$14.94	\$15.83	\$16.47
48 Months	\$14.67	\$15.55	\$16.48	\$17.14
Bus person				
Start	\$11.88	\$12.59	\$13.34	\$13.88
12 Months	\$12.95	\$13.72	\$14.55	\$15.13
24 Months	\$13.60	\$14.41	\$15.28	\$15.89
36 Months	\$14.28	\$15.13	\$16.04	\$16.68
48 Months	\$14.84	\$15.73	\$16.68	\$17.34
Host/Hostess				
Start	\$14.08	\$14.92	\$15.82	\$16.45
12 Months	\$15.37	\$16.29	\$17.27	\$17.96
24 Months	\$16.10	\$17.06	\$18.09	\$18.81
36 Months	\$16.90	\$17.92	\$18.99	\$19.75
48 Months	\$17.58	\$18.64	\$19.76	\$20.55
Cashier				
Start	\$11.75	\$12.46	\$13.20	\$13.73
12 Months	\$12.80	\$13.57	\$14.39	\$14.96
24 Months	\$13.44	\$14.25	\$15.10	\$15.71
36 Months	\$14.09	\$14.94	\$15.83	\$16.47
48 Months	\$14.67	\$15.55	\$16.48	\$17.14

Bell Stand	12/1/2021	12/1/2022	12/1/2023	12/1/2024
Bell/Van Driver				
Start	\$15.00	\$15.00	\$15.00	\$15.00
12 Months	\$15.00	\$15.25	\$15.50	\$15.75
24 Months	\$15.00	\$15.50	\$15.75	\$16.00
36 Months	\$15.00	\$15.75	\$16.00	\$16.25
48 Months	\$15.46	\$16.00	\$16.25	\$16.50

CDL Bell/Van Driver				
Start	\$17.00	\$17.00	\$17.00	\$17.00
12 Months	\$17.00	\$17.25	\$17.50	\$17.75
24 Months	\$17.00	\$17.25	\$17.75	\$18.00
36 Months	\$17.00	\$17.25	\$18.00	\$18.25
48 Months	\$17.46	\$18.00	\$18.25	\$18.50

Room Service	12/1/2021	12/1/2022	12/1/2023	12/1/2024
Server	Minimum wage + Vacation adjustment			

Banquets	12/1/2021	12/1/2022	12/1/2023	12/1/2024
Banquet Captain	\$1 above Minimum wage + vacation adjustment			
Banquet Server	Minimum wage + Vacation adjustment			
Cocktail Server	Minimum wage + Vacation adjustment			
Bartender				
Start	\$11.93	\$11.93	\$11.93	\$11.93
12 Months	\$12.55	\$12.55	\$12.55	\$12.55
24 Months	\$13.20	\$13.20	\$13.20	\$13.20
36 Months	\$14.22	\$14.22	\$14.22	\$14.22
48 Months				
Convention Services				
Start	\$13.16	\$13.95	\$14.79	\$15.38
12 Months	\$14.33	\$15.19	\$16.10	\$16.75
24 Months	\$15.00	\$15.90	\$16.85	\$17.53
36 Months	\$15.72	\$16.66	\$17.66	\$18.37
48 Months	\$16.35	\$17.33	\$18.37	\$19.11

Culinary	12/1/2021	12/1/2022	12/1/2023	12/1/2024
Skilled Cook				
Start	\$17.89	\$18.96	\$20.10	\$20.91
12 Months	\$19.46	\$20.62	\$21.86	\$22.74
24 Months	\$20.42	\$21.65	\$22.95	\$23.87
36 Months	\$21.44	\$22.73	\$24.10	\$25.06
48 Months	\$22.31	\$23.65	\$25.07	\$26.07

Cook 1				
Start	\$17.50	\$18.55	\$19.66	\$20.45
12 Months	\$19.04	\$20.19	\$21.40	\$22.25
24 Months	\$19.99	\$21.19	\$22.46	\$23.36
36 Months	\$20.99	\$22.25	\$23.59	\$24.53
48 Months	\$21.85	\$23.16	\$24.55	\$25.53
Cook 2				
Start	\$17.17	\$18.20	\$19.29	\$20.06
12 Months	\$18.69	\$19.82	\$21.01	\$21.85
24 Months	\$19.60	\$20.78	\$22.02	\$22.90
36 Months	\$20.59	\$21.83	\$23.13	\$24.06
48 Months	\$21.41	\$22.70	\$24.06	\$25.02
Baker				
Start	\$17.10	\$18.12	\$19.21	\$19.98
12 Months	\$18.61	\$19.73	\$20.91	\$21.75
24 Months	\$19.51	\$20.68	\$21.92	\$22.80
36 Months	\$20.51	\$21.74	\$23.04	\$23.96
48 Months	\$21.33	\$22.61	\$23.97	\$24.93

Pantry-Dish-Storereroom	12/1/2021	12/1/2022	12/1/2023	12/1/2024
Head Pantry				
Start	\$12.99	\$13.77	\$14.59	\$15.18
12 Months	\$14.10	\$14.95	\$15.84	\$16.48
24 Months	\$14.80	\$15.69	\$16.63	\$17.30
36 Months	\$15.52	\$16.45	\$17.44	\$18.14
48 Months	\$16.16	\$17.13	\$18.16	\$18.88
Pantry				
Start	\$12.80	\$13.57	\$14.39	\$14.96
12 Months	\$13.96	\$14.79	\$15.68	\$16.31
24 Months	\$14.65	\$15.53	\$16.46	\$17.12
36 Months	\$15.38	\$16.30	\$17.28	\$17.97
48 Months	\$16.01	\$16.97	\$17.98	\$18.70
Stewarding				
Start	\$13.35	\$14.15	\$15.00	\$15.60
12 Months	\$14.58	\$15.46	\$16.39	\$17.04
24 Months	\$15.31	\$16.22	\$17.20	\$17.89
36 Months	\$16.06	\$17.02	\$18.04	\$18.76
48 Months	\$16.72	\$17.72	\$18.78	\$19.53

Runner				
Start	\$12.48	\$13.23	\$14.03	\$14.59
12 Months	\$13.61	\$14.42	\$15.29	\$15.90
24 Months	\$14.30	\$15.15	\$16.06	\$16.71
36 Months	\$15.02	\$15.92	\$16.87	\$17.55
48 Months	\$15.61	\$16.55	\$17.54	\$18.25

Housekeeping	12/1/2021	12/1/2022	12/1/2023	12/1/2024
Housekeeping, Laundry Public Space				
Start	\$13.35	\$14.15	\$15.00	\$15.60
12 Months	\$14.58	\$15.46	\$16.39	\$17.04
24 Months	\$15.31	\$16.22	\$17.20	\$17.89
36 Months	\$16.06	\$17.02	\$18.04	\$18.76
48 Months	\$16.72	\$17.72	\$18.78	\$19.53

Barista	12/1/2021	12/1/2022	12/1/2023	12/1/2024
Barista				
Start	\$12.74	\$13.51	\$14.32	\$14.89
12 Months	\$13.89	\$14.73	\$15.61	\$16.24
24 Months	\$14.57	\$15.45	\$16.38	\$17.03
36 Months	\$15.33	\$16.25	\$17.22	\$17.91
48 Months	\$15.92	\$16.88	\$17.89	\$18.61

*** Over scale employees will receive the same percentage or cents per hour increase.

*** Employees at accelerated rates will get their increases as they move to their next progression step

*** All increases will be added to existing step progressions.

APPENDIX B
SENIORITY CLASSIFICATION

1. Bell Captain and Assistant Bell Captain
2. Bell stand
3. Door Attendants
4. Room Service Captains
5. Room Service Waitpersons
6. Housekeeping Services (includes room cleaners, housepersons, lobby cleaners, linen room, linen/garment repair)
7. Kitchen Utility (includes silver polishers, dishwashers, glass washers, pot washers, steam table servers, runners, night cleaners - kitchen, restaurants and bars, stewards, uniform custodians)
8. Storeroom Clerks
9. Bartenders (includes front bar and service bar)
10. Cocktail Servers
11. Skilled*, Pastry chef, Key and Extra Cooks
12. Line Cooks*, Fry Cooks
13. Utility Cooks*, Head Pantry and Pantry
14. Pastry Helper, Baker
15. Hostesses/Hosts
16. Cashier
17. Dining Room Captains, Extra Captains
18. Ala Carte Waitpersons
19. Ala Carte Buspenders
20. Banquet Setup, Convention Services
21. Banquet Captains
22. Banquet Servers
 - a) Regular
 - b) Part-time
23. Banquet Bartenders
24. Banquet Buspenders
25. Banquet On Calls
26. Maintenance
27. Laundry

*In the event of a layoff in these cook classifications, the laid-off employee(s) shall have the opportunity to exercise their established seniority to bid into a lesser skilled classification at the hourly pay rate of the new classification.

**This classification shall be limited to twenty (20%) percent of the cooks in the establishment; rounded up.