

Article 29 – MISCELLANEOUS

1. *Bulletin Boards.* The Employer agrees to provide bulletin boards suitably placed in all bureaus and departments, in which employees covered by this Agreement are employed, for the exclusive use of the Guild. The Employer further agrees that employees may use the Employer's email system to communicate with the Employer and the Guild concerning grievances arising under this Agreement.
2. *Jury Duty.* Employees called to serve on juries shall be excused from assigned hours on any day they report for jury duty and shall receive their regular salaries, including applicable differentials, during periods of such jury service, less the jury pay. If notice of a pending jury service is given to the employee's manager at least three (3) weeks in advance, the manager will arrange the employee's regular work schedule to coincide with jury service. If notice is not provided three(3) weeks in advance, the employee's posted work schedule will remain in effect although the employee will not have to report to work on the days she/he is scheduled for jury service. If the absence of an employee would create a hardship on the Employer, the Employer may seek to have the employee excused.
3. *Voting Time.* An employee required to work on election day shall be given time off to vote if his/her working hours are such as to prevent the employee voting outside his/her working hours.
4. *Employee Assistance Program.* The company reaffirms its intention to continue the sponsorship of an Employee Assistance Program for all AP employees and their families.
5. *Dependent Care Program.* The Employer agrees to maintain for all eligible employees a qualified tax-exempt Dependent Care Program. The plan, which is subject to federal, state and local tax regulations, currently permits participants to set aside on a tax-deferred basis up to a salary amount allowed by federal law to be used to pay for day care costs for their children or for disabled parents. Employees who miss the annual enrollment deadline forfeit participation in the plan until the following year's open enrollment period. New hires can enroll within 31 days of hire. All employees may enroll/change their election within 31 days of the birth or adoption of a baby.
6. *Four-Day Workweek.* The Employer and an employee may, by mutual agreement, implement a four-day workweek, subject to the following conditions:
 - a) The employee will work the appropriate total number of hours per week as set forth in Article 18 (Hours, Overtime and Work Schedules) of this Agreement.
 - b) The work time will be spread equally over four days instead of five.
 - c) Hours worked in excess of the workweek will be compensated at time-and-a-half, as in Article 18 (Hours, Overtime and Work Schedules) of this Agreement. An employee working a four-day week shall be entitled to daily overtime pay for work in excess of 25 percent of the contractual definition of a week's work.
 - d) Every attempt will be made by the Employer to give an employee working the four-day week three days off in a row. If this is not possible on a given schedule, management is not restricted from splitting the three days off, but no employee will be scheduled onto a separate trick for any of his/her four days (for example, from day or night to overnight).
 - e) Employees who have agreed to work a 4-day week shall receive the same paid time off benefits specified in this Agreement for vacation and sick/short term disability leave as employees who work a 5-day week,

and shall receive a pro-rated paid time off day for a holiday or personal day. In the event such an employee works on a holiday, he/she shall receive premium pay for all hours worked on the holiday.

7. *Job Sharing.* If agreeable to the company and the employees involved, after consultation with the Guild, employees may share regular AP jobs subject to the following conditions:
 - a) Each employee shall work on the days scheduled for him or her. The scheduled workdays of the employees shall be established with the consent of the Employer and shall not be altered except by consent of the Employer.
 - b) Wages of the employees shall be pro-rated according to the number of days worked.
 - c) Provided a job share participant works fifteen (15) or more hours per week, he/she shall be entitled to enroll in the Employer's group health insurance program subject to the same terms and conditions as a full-time employee.
 - d) Except for group health insurance, the Employer shall not be compelled to pay more than the equivalent of 100% of one employee's benefits.
 - e) The Employer shall not be compelled to find a job-sharing partner for one individual who wants to share a job.
 - f) In the case of two regular employees who want to share a job during the period, a temporary may be hired to replace one of them in a full-time position during the term, with the understanding that the temporary would leave the staff with due notice if the job-sharing was terminated and both regular employees wanted to return to full-time positions.
 - g) Either the employer or any participant may revoke its agreement at any time with at least six (6) weeks' notice.
8. *Parking, Public Transportation Vouchers.* The Employer will continue in the tax-advantage program for parking and/or public transportation as long as it remains allowable under federal law.
9. The Guild shall designate one member of its Human Rights Committee to be the Chairperson who will meet with the Employer twice a year to share ideas. The Chairperson shall suffer no loss or reduction in regular wages and/or benefits because of time spent in meetings with the Employer, or while attending related training seminars presented by the Employer. All other expenses related to attending such meetings will be the sole responsibility of the Guild.
10. *Employee Monitoring.* The Employer uses electronic employee access control systems for lawful business purposes and to assist in the safety and security of the AP's business systems and premises. Electronic card entry, electronic keypad entry, video cameras, and computer sign-on, sign-off records will not be used as "time clocks" for the purpose of logging, tracking, or recording hours worked by an employee.
12. *Business Systems/Use of Computers, Networks and Internet Access* ("Business Systems" hereinafter). The Employer will not use its Business Systems to access or monitor an employee's private computer but reserves the right to monitor electronic traffic and/or communication to and from AP's Business Systems, in accordance with the Business Systems Policy.
13. The Employer will replace damaged or stolen cell phones, cameras, laptops and/or digital recorders of Guild employees if the damage or theft occurred during the course of work for the Employer and if the equipment was required for the assignment. Employees should use Employer equipment instead of personal equipment whenever such equipment is available. (If the employee chooses to use their own equipment when Employer equipment is available the damage or theft is not covered.) No employee will be required to use personal property on assignments.
14. *Lock Boxes.* The Employer shall not require any employee to install a "lockbox" or similar security device within a personal vehicle. When mutually agreeable, the Employer will reimburse an employee for approved costs for purchase and installation of a lockbox or similar security device.

