WGAE – CBS Interactive
2025-2028 CBS News Digital Agreement
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WGAE – CBS Interactive
2025-2028 CBS News Digital Agreement

I. PREAMBLE

AGREEMENT made as of this 22nd day of July, 2025 by and between the WRITERS GUILD OF AMERICA EAST, INC., a membership corporation duly organized and existing under and by virtue of the laws of the State of New York and having its principal office at 250 Hudson Street, New York, New York 10013 (hereinafter called the “WGAE” or the "Union"), acting on behalf of itself, and CBS Interactive Inc., a corporation duly organized and existing under and by virtue of the laws of the State of California and having its principal office at 1515 Broadway, New York, NY 10036 (hereinafter called “CBSi” or “Company” or “Employer”).

This Agreement shall be known as the “CBS News Digital Agreement,” and it shall be binding upon and inure to the benefit of the WGAE and the Company.

In consideration of the mutual covenants herein contained, it is agreed as follows:

II. SCOPE & RECOGNITION

A. This Agreement applies to Employees who are involved in the creation of digital news content for the CBSNews.com and CBS News social media platforms and is limited in its application to Associate Managing Editors, Associate Producers, Content Producers, Copy Editors, Digital Content Producers, Digital Producers, News Editors, Push & Platform Editors, Reporters, Senior Content Producers, Senior Digital Producers, Senior Editors, Senior Social Media Producers, Social Media Producers and Writers, Lifestyle.

Excluded are all full-time staff employees, managers, office staff, clerical employees, contractors, guards, professionals, and supervisors as defined by the National Labor Relations Act, as amended.

B. The Company recognizes the WGAE as, the sole and exclusive bargaining agent with respect to wages, rates of pay, hours of work, and other conditions of employment for those covered under the Agreement. The Company agrees that it will, during the term of this Agreement, deal exclusively with the Union as the collective bargaining representative of employees covered by this Agreement so long as the Union complies with the warranty of representation set forth in subparagraph A above. Notwithstanding the foregoing, this Agreement does not and is not intended to cover persons who sell individual pieces of material or content to the Company on a freelance basis.

C. The Company will not interfere with the right of any person employed by it to become a member of the Union and will not discriminate against, interfere with, or coerce any member of the Union because of such membership.

D. The Union warrants that it represents for collective bargaining purposes a majority of the Staff and Per Diem employees engaged in creation of digital news content for CBSNews.com and CBS News Social media platforms, and will continue to do so for the duration of this Agreement.

E. The Company agrees to notify the Union, in writing, promptly after the employment of any Employee hired under the terms of this Agreement as to the name, social security number, employment date, shop, classification, starting weekly salary, and email address of each Employee. The Company will also furnish the home address of the Employee except when the individual asserts a valid legal confidentiality privilege, in which case the Company will supply the business address. Upon request, once each year the Company will provide the Union with a current list of all Employees employed under this Agreement. In the event the Company should transfer any employee covered by this Agreement to a position not covered by this Agreement, or if an Employee resigns, the Company will notify the Union in writing of such change.

F. Job postings for bargaining unit positions will state "this is a position covered under the collective bargaining agreement with the Writers Guild of America East."

III. UNION SECURITY

A. The Company agrees that it will not continue any Employee in its employ under this Agreement unless he/she is a member in good standing of the Union or has made application for membership in the Union within thirty (30) days following the beginning of his/her employment, or the effective date of this Agreement, whichever is later.

B. The failure of any Employee covered hereunder to be or become a member in good standing of the Guild by reason of a refusal to tender the initiation fees or periodic dues and assessments uniformly required on a percentage basis of gross wages or incorporated with dues so uniformly required shall obligate the Company to discharge such person upon written notice to such effect by the Union unless such dues and/or initiation fees are tendered within five (5) days after the mailing of such notice to the Company and the Employee.

C. Nothing in this Article shall be construed to require the Company to cease employing any Employee if the Company has reasonable ground for believing that:

(l) Membership in the Union was not available to such Employee on the same terms and conditions generally applicable to other members; or

(2) Such Employee's membership in good standing in the Union was denied or terminated for reasons other than failure of the Employee to tender periodic dues and initiation fees uniformly required by the Union as a condition of acquiring or retaining membership in good standing.

D. If the Company should employ an applicant not a member of the WGA, it shall, prior to the beginning of such applicant's work, refer the applicant to the Union for information as to the Union membership requirements.

E. The Company will request its Personnel Department to furnish to all new Employees covered by this Agreement with a copy of the Union Security Provision of this Agreement.

IV. DUES CHECK-OFF

A. The Company agrees upon 30 days notice thereafter from the Guild, it will deduct initiation fees and membership dues and assessments uniformly required on a percentage basis of gross wages or incorporated with dues as designated by the Guild upon receipt from each Employee who individually and in writing signs a voluntary check-off authorization card in the form and in the manner provided below and provided that all other circumstances comply with all applicable provisions of the federal law.

WRITERS GUILD OF AMERICA

"I, the undersigned, hereby authorize and direct CBS Interactive, Inc. to checkoff from my wages every week union membership dues and assessments uniformly required as well as initiation fees, if owing, (initiation fees to be prorated over a twelve week period) as promulgated by the Union according to the procedure set forth in the constitution of the WGAE and pay same to the Writers Guild of America East, Inc., 250 Hudson Street, New York, New York 10013.

This authorization and assignment shall be irrevocable for the term of the applicable collective bargaining contract between the Guild and the Company, or for a period of one year from the date appearing hereon, whichever is sooner, and shall automatically renew itself for successive yearly periods or applicable contract year period unless and until I give written notice to terminate to the Company and the Guild at least twenty (20) days prior to the expiration date of the present contract or the one-year period from date of signature. If no such notice is given, my authorization shall be irrevocable for successive periods of one year thereafter with the same privilege of revocation at the end of each such period."

WITNESS: ______________ SIGNATURE: __________________ DATE: _____

V. DUTIES/JOB DESCRIPTIONS

A. Employees may be assigned to perform duties in any category. Moreover, Employees may be assigned to perform similar and related non-exclusive functions for any media, emerging media, distribution outlets, devices and/or delivery systems. Assignment of category shall be at the sole discretion of management. An Employee may be assigned to perform duties in another category for no additional compensation.

B. Consistent with existing practices, nothing contained in this Agreement shall prohibit the following individuals from performing work covered by this Agreement for the Company, provided that such manager is engaged to perform managerial/supervisory duties: including, but not limited to, Deputy Managing Editor, Managing Editor, Senior Managing Editor, Manager, Director. Management may assign non-unit employees to perform work covered by this Agreement, provided that such individual is engaged primarily to perform other duties. The Company agrees that no employee will be laid off as a direct result of the use of this Section.

Duties include but are not limited by the following:

Social Media Associate Producer

- Utilize editorial judgement and social media expertise to recommend the best treatment for each of the various social platforms.
- Produce and edit videos that will engage audiences on Facebook, Instagram, Twitter, TikTok and YouTube – often utilizing in-platform tools and features to render the text and graphics more authentic to the audiences we are trying to reach.
- Identify the most shareable and newsworthy nuggets (quote, moment etc.) from larger news events and episodes of broadcast shows, which can be broken out as separate stories and social posts; produce that story in either text or video form, as the situation dictates.
- Write share language for videos, articles and images that are simultaneously concise, shareable and fully in context and in line with the CBS News brand.
- Backfills other team members as needed.

Social Media Producer

- Create videos, graphics, articles, and share language that best play to each social media platform's strategies.
- Write smart, catchy and accurate pieces on a variety of topics.
- Translating CBS News television packages into digital videos tailored specifically to Facebook, Twitter, Instagram and TikTok
- Writing trending news stories for CBSNews.com
- Producing and editing shareable videos and quote graphics
- Proactively identifying stories and social activity trending online and how we can use it.
- Composing social headlines and share language consistent with the CBS News brand.
- Identify the most shareable and newsworthy nuggets (quote, moment, etc.) from longer broadcast and streaming segments, as well as articles, then quickly spin them into social assets.
- Work with CBS News talent, including O&Os and affiliates, to script, record and produce original social.
- Backfills other team members as needed.

Sr. Social Media Producer

- Work with CBS News talent, including O&Os and affiliates, to script, record and produce original social.
- Acting as one of the leaders on the team, advising social media producers on story priorities, production techniques and best practices, in day-to-day coverage, breaking news situations and during special events.
- Appear onscreen in original social videos and/or record track for voiceovers.
- Producing and editing original video packages for CBS News' various social media channels and the CBS News Streaming Network
- Developing strategy for social channels and the optimization of show content for social platforms.
- Utilizing analytics to inform strategy and experimentation.
- Producing bespoke social content with talent, either as standalone social pieces or to preview segments on the show.
- Generating innovative and creative ideas for ways to drive tune-in and grow audience on social.
- Senior producing other producers' video packages and scripts.
- Performing the role of a senior producer on original production shoots in the field
- Provides supervisory coverage when necessary.
- Composing social headlines, articles and share language that are both highly shareable and consistent with the CBS News brand.
- Backfills other team members as needed.

Digital Content Producer/Digital Producer

- Write stories, clip videos and optimize content across platforms on a wide variety of beats and across network shows.
- Clip and publish videos, ensuring they are SEO-friendly with compelling headlines, and they write original stories and repurpose broadcast reporting for the web; flag and facilitate video fixes, replacements and other changes as required, collaborating with the video team when necessary.
- Write and edit clear, accurate, fact-driven copy and craft compelling headlines on deadline in a fast-paced environment.
- React quickly to breaking news, writing and publishing articles, videos, YouTube streams and sending push alerts when needed.
- Clips and publishes videos, writes SEO-friendly and compelling headlines/descriptions, chooses and crops thumbnails.
- Reviews video content uploaded to CBSNews.com, YouTube and Paramount+, ensuring it follows Rights & Clearance and Standards guidelines and is factually accurate and error-free; follows up with producers for clarifications when necessary.
- Provides the video team with headlines/descriptions for full episodes when requested.
- Works with show EPs and producers on securing and publishing web-safe segments, extended interviews, web extras and clears full episodes, archive content and other show segments for CBSNews.com and YouTube

- Maintains, curates and updates CBS News YouTube channels, runs live streams and leverages tools within the platform and third parties to help grow audiences.
- Regularly reviews and maintains show landing pages, builds and maintains video playlists across several distribution points and makes other CMS-related updates as requested.
- Drafts and sends error-free push alerts across platforms, including app, desktop, OTT, email, text and instant messages (like WhatsApp) and for partner platforms.
- Creates and publishes original videos – news-of-day videos, long-form thematic content, marathons, archive content and short-form slips and other content as requested.
- Pitches and writes articles for CBSNews.com, produces in the CMS and adds to media management system.
- Prewrites articles for pre-planned interviews and collaborates with correspondents on article edits, ensuring content has proper citations and accurate quotes and information.
- Assists with rollout plans for major events and interviews, drafting promotional language, headlines/descriptions and other copy as needed.
- Trains new hires and colleagues on job responsibilities and programs.
- Backfills other team members as needed.

Push & Platform Editor

- Send push alerts across platforms, writing stories as needed, clipping and optimizing videos across platforms, sending newsletters and pitching content to editorial partners.
- Respond quickly to breaking news, identify high-interest stories and use strong editorial judgment to determine the best way to frame content and distribute stories across CBS News and partner platforms.
- React quickly to breaking news, writing and publishing articles, videos, YouTube streams and sending push alerts when needed.
- Clips and publishes video segments, writes SEO-friendly and compelling headlines/descriptions, chooses and crops thumbnails and helps digital producers when needed.
- Reviews video content uploaded to CBSNews.com, YouTube and Paramount+ (and other necessary partner platforms), ensuring it's live on CBSNews.com, YouTube and other necessary platforms, follows Rights & Clearance and Standards guidelines, and is factually accurate and error-free.
- Pitches and writes articles for CBSNews.com; produces article in the CMS and adds to the media management system.
- Drafts and sends error-free push alerts across platforms, including app, desktop, OTT, email, text and instant messages (like WhatsApp) and for partner platforms.
- Collaborates with other departments on push alert messaging and strategy as needed.
- Contributes to rollout documents, creates push plans, prewrites language and gets approvals for planned coverage.
- Pitches articles and coordinates with editorial distribution partners; creates content and posts on partner platforms as needed (NewsBreak, Reddit, Flipboard, etc.)

- Maintains, curates and updates CBS News YouTube channels, leveraging tools within the platform and third parties to help grow audiences.
- Programs additional streams based on YouTube live stream needs, coordinates with the Desk and sets up and runs streams on YouTube.
- Trains new hires and colleagues on job responsibilities and programs.
- Contributes to regular analytics reports and presentations as needed.
- Backfills other team members as needed.

<u>Digital Reporter/Reporter/ Writer, Lifestyle</u>

- Write quick, accurate copy on deadline and coordinate with the growth, search and social teams to amplify reporting.
- Work on both quick-turn, high-interest news of day pieces, and topical explainers.
- Pitch, write and produce daily stories on deadline.
- Identify trending topics and high-interest angles to cover.
- Cover breaking news.
- Optimize all stories for search with compelling headlines, internal links and search-friendly URLs.
- Contribute to CBSNews.com live blogs.
- Write up broadcast scripts and newsmaking network interviews for CBSNews.com
- Work with the video team to get clips posted online to embed within segments.
- Scan competitors, social media, Google Trends, Dataminr and beyond for story ideas.
- Use data to inform decisions.
- Backfills other team members as needed.

<u>News Editor/Editor/Copy Editor</u>

- Cover breaking news and stories on a wide range of topics, including politics, health, crime, finance, culture and entertainment.
- Write and edit clear, accurate, fact-driven copy and craft compelling headlines on deadline in a fast-paced environment.
- Coordinate, produce and update web coverage of news stories, gathering the latest information from a variety of sources, always being mindful of CBS News standards.
- React quickly to breaking news, writing and publishing articles and running live blogs.
- Write and edit captions and publish videos from CBS News network and streaming coverage and embed live streams in written articles on developing stories.
- Manage CBSNews.com digital pages.
- Work across CBS News and Stations teams to publish the best of CBS News to our website.
- Track content performance via analytics tools to help inform your decision-making.
- Optimize all stories for search.
- Edit copy across platforms, including video metadata and push alerts.

- Clip and publish videos as needed.
- Send CBS News app, Apple News and OTT alerts to segments of the audience based on user behavior and location as needed.
- Send breaking emails as needed.
- Backfills other team members as needed.

Senior Editor

- Reinforce CBS News standards, style and digital best practices in the editing process.
- Help oversee longer-term editorial projects as designated by Management.
- Coordinates pitches and story assignments, as designated by Management
- Coordinate, produce and update web coverage of news stories, gathering the latest information from a variety of sources, always being mindful of CBS News standards.
- React quickly to breaking news, writing and publishing articles and running live blogs.
- Write and edit captions and publish videos from CBS News network and streaming.
- Manage CBSNews.com digital pages
- Work across CBS News and Stations teams to publish the best of CBS News to our website.
- Track content performance via analytics tools to help inform your decision-making.
- Optimize all stories for search.
- Edit copy across platforms, including video metadata and push alerts.
- Clip and publish videos as needed.
- Send CBS News app, Apple News and OTT alerts to segments of the audience based on user behavior and location as needed.
- Send breaking emails as needed.
- Backfills other team members as needed.

Sr. Content Producer/Sr. Digital Producer

- Clips and publishes video segments, writes SEO-friendly and compelling headlines/descriptions, chooses and crops thumbnails.
- Ensures all necessary video content gets uploaded to CBSNews.com, YouTube and Paramount+ (& other partners) and follows guidelines by Rights & Clearance, Standards and Law; helps facilitate fixes, replacements and other changes as required
- Publishes original video content, including thematic episodes and marathons, made for CBSNews.com and YouTube and maintains a content calendar with future ideas – ensures all original content is cleared by the show(s), Rights & Clearances and any other necessary parties
- Maintains, curates and updates assigned CBS News brand YouTube channels.
- Requests and sets up YouTube live streams as needed, managing slates and OTT presence.
- Coordinate with talent, correspondents and producers, etc. on booking, shooting and producing longform content that can be repurposed for YouTube (such as podcast shoots, on-set shoots, etc.)

- Draft and send breaking news and segmented push alerts across platforms, including app, desktop, OTT, email, text and instant messages and for partner platforms.
- Helps coordinate detailed rollout plans across departments for specials, documentaries and other major news events, creating and executing a promotional plan (crafting push copy, prewriting articles and video heds/deks, etc.)
- Helps maintain a content calendar and contributes to planning meetings, working with the SEO team on coverage plans as needed.
- Able to perform all the responsibilities of a digital producer and push & platforms editor.
- Backfills other team members as needed.

<u>Associate Managing Editor</u>

- Coordinate, produce and update web coverage of news stories, gathering the latest information from a variety of sources, always being mindful of CBS News standards.
- React quickly to breaking news, writing and publishing articles and running live blogs.
- Write and edit captions and publish videos from CBS News network and streaming.
- Manage CBSNews.com digital pages.
- Work across CBS News and Stations teams to publish the best of CBS News to our website.
- Oversee longer-term editorial projects and coverage areas as assigned by Management.
- Manage and edit content, determining the stories to prioritize and assign, editing to the highest standards and coaching writers so that their work improves over time.
- Make proactive decisions on coverage plans, assigning, editing and publishing in alignment with CBS News standards and our website's best practices to stay competitive in a fast-paced online news environment. Coordinate on push alerts, video and other elements.
- Coordinate with other business units, including network shows, beat units and CBS Stations, on coverage plans.
- Work with senior management to continue developing and communicating best practices on breaking news coverage across shifts.
- Optimize all stories for search.
- Edit copy across platforms, including video metadata and push alerts.
- Clip and publish videos as needed.
- Send CBS News app, Apple News and OTT alerts to segments of the audience based on user behavior and location as needed.
- Send breaking emails as needed.
- Leads coverage on select shifts
- Backfills other team members as needed.

VI. <u>SHOP STEWARDS AND INSPECTIONS</u>

A. Duly authorized representatives of the Union may investigate or inspect the operations of the Company which are covered by this Agreement at reasonable hours and in such manner so as not to disturb normal operations of the Company.

The Company further agrees to recognize Employee(s) designated by the Union as Shop Steward(s) or Alternate Steward(s) and to permit such person(s) to engage in such legitimate Union activities that do not interfere with normal operations. Upon request of the Employee, the Company shall release any Employee who is elected to the Union Council or as a Shop Steward to allow such Employee to attend scheduled Council and/or Shop Steward meetings.

B. The Company agrees to recognize Employees designated by the Union as Bargaining Committee Members, and, as mutually agreed by the parties, the Company shall release them to attend collective bargaining sessions

VII. SEPARABILITY

If any provision of this Agreement violates or requires either party to violate any applicable laws, to that extent, such provision shall be of no effect. All other provisions of this Agreement shall remain in full force and effect.

VIII. MODIFICATION OF EXISTING AGREEMENTS, TRANSFER OF RESPONSIBILITY

A. The Company agrees that it will, and does hereby, modify all existing contracts and arrangements with Employees to bring the same into conformity with the provisions of this Agreement with respect to all work to be performed subsequent to the effective date hereof; provided, however, that nothing herein contained shall be deemed to modify or affect the terms of any existing contract or arrangement between the Company and any Employee which are more favorable to such Employee than the terms of this Agreement.

B. The Company agrees that it will not enter into a contract with or employ, any Employee on terms and conditions less favorable to him/her than those set forth in this Agreement. Only the Union and the Company shall have the right to waive any of the provisions of this Agreement, provided, however, that the Company may only waive those rights and benefits which it has under this Agreement, and the Union may only waive those rights and benefits which it, or any of its members, has under this Agreement. The terms of this Agreement are minimum and the Company agrees that nothing herein contained shall prevent an Employee from negotiating or obtaining better terms than the minimums herein.

C. This Agreement shall be binding upon the parties, their successors and their assigns.

IX. NO DISCRIMINATION

The Company and the Union agree to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, national origin, religion, sex, age, disability, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, veteran’s status, gender identity and gender expression, any other characteristic protected by law, or union activity.

Any dispute under the provisions of this Article shall not be subject to arbitration.

X. ANTI HARASSMENT

The Company shall ensure that its Non-Discrimination and Anti-Harassment policy is available to all employees.

XI. BULLETIN BOARDS

The Company agrees to provide bulletin boards suitably placed for the sole use of the Guild.

XII. MANAGEMENT RIGHTS/ OWNERSHIP OF MATERIAL PRODUCED

A. Except as modified or restricted by this Agreement, all managerial rights, prerogatives and functions are retained and vested exclusively in the Company, including, but not limited to, the rights, in accordance with its sole and exclusive judgment and discretion: to reprimand, suspend, discharge, or otherwise discipline Employees; to determine the number of Employees to be employed; to hire Employees, determine the qualifications and assign and direct their work; to promote, demote, transfer, lay off, recall to work; to set the standards of productivity, the products to be produced, and/or the services to be rendered; to maintain the efficiency of operations; to determine the personnel, methods, means and facilities by which operations are conducted; to set the starting and quitting time and the number of hours and shifts to be worked; to close down, or relocate the Company's operations or any part thereof; to expand, reduce, alter, combine, transfer, subcontract, assign or cease any job, department, operation, or service; to control and regulate the use of machinery, facilities, equipment, and other property of the Company's; to introduce new or improved research, production, service, distribution, and maintenance methods, materials, machinery and equipment; to determine the number, location and operation of departments, divisions, and all other units of the Company's; to issue, amend and revise policies, rules and regulations, and to take whatever action is either necessary or advisable to determine, manage and fulfill the mission of the Company and to direct the Company's Employees. The Company's failure to exercise any rights, prerogative, or function hereby reserved to it, or the Company's exercise of any such right, prerogative or function in a particular way, shall not be considered a waiver of the Company's right to exercise such right, prerogative or function or to preclude it from exercising the same in some other way not in conflict with this Agreement.

B. The material prepared in the course of work for the Employer, as between the Employee and the Employer, shall be the sole and exclusive property of the Employer and may be used, reused, exploited, by the Company, and their parents, subsidiaries and related companies and their licensees in any manner (including, without limitation, the editing and re-editing of any recorded material) and in any media device and/or delivery system now or herein after known, devised, existing, contemplated, recognized and/or developed throughout the world in perpetuity. Employee requests for use of material owned by the Company and/or rights to materials created outside of the scope of their work for the Employer, shall be subject to the guidelines in the Company's BCS.

The Company shall promptly notify any current employee after their work is removed from CBSNews.com or a specific vertical within CBSNews.com. Should the Company intend to remove the entirety of CBSNews.com's archives or a specific vertical within CBSNews.com, they will give current employees one (1) month's notice before its removal so that employees have time to download their work.

XIII. NO-STRIKE/NO-LOCKOUT

A. The Company agrees that, during the existence of this Agreement and so long as the Union performs its obligations hereunder, it will not lock out any of the Employees covered by the terms hereof unless and until the Union fails or refuses to comply with any preliminary arbitration award so long as such preliminary arbitration award is in effect, or with a final arbitration award.

B. The Union agrees that, during the existence of this Agreement and so long as the Company performs its obligations hereunder, and unless and until the Company fails or refuses to comply with any preliminary arbitration award so long as such preliminary arbitration award is in effect, or with a final arbitration award, (1) it will not strike against, picket or boycott the Company, or directly or indirectly interfere with any of the Company's operations, as to the Employees covered by this Agreement with respect to services rendered hereunder; (2) neither the Union nor any officer, executive, official or executive employee of the Union will directly or indirectly authorize, aid, encourage, direct, abet or participate in any such strike, picketing, boycott or interference with any of the Company's operations; (3) it will instruct its members to perform their contracts with the Company and will at the same time instruct them not to strike against, picket or boycott the Company.

C. In the event of any strike by any other union, or by the Union concerning members or matters not covered by this Agreement, the Employees covered by this Agreement shall not be required to perform duties not ordinarily performed by them prior to said strike.

D. The Company will not discipline any Employee because of his/her refusal as an individual to cross any duly authorized WGAE picket line against the Company.

XIV. GRIEVANCE PROCEDURE

A. STEP 1: If any dispute shall arise concerning the interpretation or application of the Agreement, it shall be taken up between the employee, with or without the WGAE Steward or WGAE representative, as the employee may elect, and the Employer's designated representative.

B. STEP 2: If any question of interpretation or application of this Agreement is not settled under paragraph A above, either party may file a written grievance within forty-five (45) days of the date the party first became aware of the facts or event which give rise to the grievance.

C. STEP 3: Any such question as to interpretation or application of this Agreement which is not settled in accordance with the foregoing paragraphs of this Article may be appealed to arbitration. Such arbitration shall be administered by the American Arbitration Association (AAA) in accordance with the Labor Arbitration Rules, provided that if such grievance has not been submitted to arbitration within forty-five (45) days following the date that the grievance was submitted in writing, such grievance shall be deemed to have been abandoned. Such written request for arbitration shall include a description of the incident giving rise to the grievance and specific Article or Articles of the Agreement alleged to be violated. In the event of any such request for arbitration, an Arbitrator shall be selected in accordance with the AAA Labor Arbitration Rules.

D. POWERS OF THE ARBITRATOR: The arbitrator shall have no power to modify, alter, add to or amend any provision of the Collective Bargaining Agreement, and any award shall be final and binding upon the parties.

Each party will bear its own expenses in carrying out the provisions of this Article and the parties will share equally in the expenses of the arbitrator.

E. Time limits set forth in this Article may be waived by the mutual consent of the parties.

XV. <u>SALARIES</u>

A. Effective July 22, 2025, minimum annual salaries for all employees shall be as follows:

Title	**Minimum salary**
<u>Dot com</u>	
News Editor/Editor/Copy Editor (exempt)	$91,500
Digital Reporter/Reporter/Writer, Lifestyle (exempt)	$95,000
Senior Editor (exempt)	$111,000
Associate Managing Editor (exempt)	$121,000
<u>G&E</u>	
Digital Content Producer/Digital Producer (non-exempt)	$82,500
Push & Platform Editor (non-exempt)	$86,500
Sr. Content Producer/Sr. Digital Producer (non-exempt)	$116,000
<u>Social Media</u>	
Social Media Associate Producer (non-exempt)	$73,500
Social Media Producer (exempt)	$82,500
Sr. Social Media Producer (exempt)	$102,000

B. Increase all employees' salaries and minimums as follows:

- Effective July 22, 2025, 3% increase to employees who were not eligible for the January 2025 Merit increase;
- Effective July 22, 2025, all other current employees covered by this Agreement, shall receive a one-time ratification bonus of $1,500 which will be processed within forty-five (45) days;
- 3.5% increase to all salaries and minimums effective July 22, 2026; and
- 3% increase to all salaries and minimums effective July 22, 2027.
- An employee paid less than the minimum rate set forth in Paragraph A above as of July 22, 2025 shall receive the greater of the minimum rate or the increase provided in Paragraph B.

C. As a result of an open position (i.e. vacancy, illness, vacation) or open shift due to reassignment. if an Employee is scheduled by management to perform work that is within the scope of a higher-paid title for each shift worked. he or she shall receive no less than the minimum rate of pay for that title. meaning that if an employee's salary is at or above the upgraded title, no additional pay is due. It is also understood that if an Employee is scheduled to cover a shift for someone else who has been upgraded pursuant to this Paragraph such Employee also is eligible for upgrade as applicable.

Employees assigned to act as a Deputy Managing Editor, Managing Editor, Senior Managing Editor, Manager, Director, or other equivalent role on a specific shift shall receive an seventy-five dollars ($75) for each shift so assigned. in addition to all other compensation for which he or she is due.

D. No deductions directly or indirectly shall be made from employees' salaries, except for withholdings or deductions which are required by law or are provided for in this Agreement, and except for deductions for employee benefits where mutually agreed upon between the employee and the Company.

XVI. WORK WEEK, WORK DAY AND OVERTIME

I. Non-Exempt Employees

For non-exempt classifications, the following work day/work week rules will apply:

A. The regular work week for all employees shall consist of forty (40) hours in five (5) days or forty (40) hours with four (4) ten (10) hour workdays (inclusive of meal periods). The Company may require the rendition of services for more than forty (40) hours or on more than five (5) days or more than four (4) days if an employee is on a four (4) day, ten (10) hour schedule in any week, subject to the payment of overtime for any time worked in excess of forty (40) hours or on days worked in excess of five (5) or four (4) days if on a four (4) day ten (10) hour work week schedule. Each Employee shall be granted two (2) consecutive days off each week; or three (3) consecutive days if the employee is on a four (4) day, ten (10) hour work week.

The workweek shall run from 12:00 a.m. Sunday to 11:59 p.m. Saturday, and an employee may be assigned to work for any five (5)/ four (4) days during this period.

B. The workday shall consist of eight (8) hours if an employee is on a five (5) day work week and ten (10) hours if an employee is on a four (4) day ten (10) hour work week, inclusive of a one-half (1/2) hour paid meal period. The meal period may be given at any point during the work day. In the alternative, an employee may be assigned to an on-duty meal, in which case the work day shall consist of eight (8)/ten (10) consecutive hours. It is understood that the Employer may, but need not, assign the meal period to be taken at a specific time. The Company may require the rendition of services for more than eight (8) hours or ten (10) hours if an employee is on a four (4) day ten (10) hour work week, subject to payment of overtime for any time worked in excess of eight (8), or ten (10) hours if an employee is on a four (4) day ten (10) hour work week. The Company agrees to schedule as consecutive hours (inclusive of meal periods) the hours worked during any day. If an on-duty meal period or a meal period of less than thirty (30) minutes is given, a penalty of twenty dollars ($20) shall be paid.

C. If an employee is required by the Company to work on any day in excess of five (5) in any work week, or four (4) days provided the employee is on a four (4) day ten (10) hour work week, he/she shall be credited with a minimum of eight (8) hours, or ten (10) hours if on a four (4) day ten (10) hour work week of time worked on such day and be compensated therefor at the rate of time and one half of his/her hourly rate of pay, computed on the basis of a five day week of eight (8) hours, or ten (10) hours if on a four (4) day ten (10) hour work week per day inclusive of meal period. However, sixth (6th) and seventh (7th) day premiums shall be paid only for the sixth (6th) or seventh (7th) day actually worked, e.g., days not worked or partially worked due to absences such as vacation, sick leave, leave of absence, compensatory days off, etc., shall not count towards consecutive days. However, the Company agrees that jury duty shall count towards consecutive days.

D. Any hour or part thereof in excess of forty (40) hours worked per week shall be considered overtime. Overtime is mandatory and the Employer has the right to assign overtime. Overtime shall be compensated at the rate of time and a half for hours worked after forty (40) in a week. Meal periods shall be excluded from the computation of overtime. No overtime shall be worked without prior management approval or authorization.

E. Night Shift Differential: For each hour worked between Midnight and 6:00 a.m. each employee so working is to receive, in addition to his/her regular compensation, a premium equal to fifteen percent (15%) of his/her regular hourly rate of pay.

II. Exempt Employees

For exempt classifications, those who meet the threshold salary and duties test for exempt status under the Fair Labor Standards Act, no limitation shall apply to the days or hours of work, except as provided below:

A. It is the intention of the Company, in so far as practicable, to give exempt employee(s) two (2) consecutive days off each week. With reference to work on a sixth (6^{th}) or seventh (7^{th}) day in a week shall be paid for each day so worked at one fifth (1/5) of the applicable weekly rate.

B. It is the intention of the Company not to require exempt employees to work an excessive number of hours on a regular recurring basis, except as news emergencies may require. However, in the event an exempt employee is required to work excessive hours, the following shall apply:

1. When exempt employees work at least ten (10) hours and up to eleven (11) hours, they shall be entitled to a quarter-day (1/4) of compensatory time off ("Comp Time").

2. When exempt employees work at least eleven (11) hours and up to thirteen (13) hours, they shall be entitled to a half-day (1/2) of Comp Time.

3. When exempt employees work thirteen (13) hours or more, they shall be entitled to a full day of Comp Time.

4. When exempt employees do not meet the daily threshold as provided for above but work at least forty-eight (48) hours in a work week, they shall be entitled to a full day of Comp Time.

5. Comp Time shall be taken at a time mutually agreed upon by the Company and employee. With respect to Comp Time to which an Employee may become entitled pursuant to the foregoing, the Employee may elect to receive payment for relevant Comp Time calculated using the applicable weekly staff salary in lieu of the Comp Time provided he or she notifies the Company within seven (7) days of receiving the Comp Time.

C. Night Shift Differential: For each hour scheduled between Midnight and 6:00 a.m., Employees shall receive a premium equal to fifteen (15%) of his/her hourly rate calculated based on the Employee's annual base salary.

III. All Employees

For all Employees, the following provisions shall apply:

A. If an employee is required by the Company to report for work on any day sooner than ten (10) hours after the completion of his/her previous shift, he/she shall be paid penalty pay in an amount equal to one-half (½) times his/her regular straight-time hourly rate of pay for all hours worked within such ten (10) hour period. Time off for employees shall be scheduled so that a single day off will permit an employee to be continuously absent from employment not less than thirty-four (34) hours, and two (2) consecutive days off will permit such continuous absence not less than fifty-eight (58) hours. If an employee is called in before the expiration of such thirty-four (34) hour period or such fifty-eight (58) hour period, he/she shall be paid penalty pay in an amount equal to one-half (½) times his/her regular straight time hourly rate of pay for all hours worked within such thirty-four (34) hour period or such fifty-eight (58) hour period. The penalty pay specified in this Paragraph shall not be offset against overtime or any other penalties to which he/she may otherwise be entitled.

B. If an Employee who is required to work on a scheduled day off is notified of such assignment less than forty-eight (48) hours prior to the starting time of the assignment, he/she will be paid a penalty of fourteen dollars ($14.00) unless his or her assignment is necessitated by the illness of another unit member, or an unforeseen emergency, which the Company was not aware of twenty-four (24) hours before giving the Employee such notification.

C. Weekly schedules shall be posted electronically seven (7) days in advance. Notwithstanding this, changes to a schedule may be made at any time. Employee is responsible for checking his/her schedule and to call in for his/her schedule upon return from vacation or approved leave of absence. Management is responsible for notifying the Employee of any schedule change made after the end of the Employee's shift.

D. An Employee who is notified by the Company subsequent to completing his/her tour of duty, of a change in his/her daily schedule affecting the starting time for the following day, will be paid a penalty of eight dollars ($8.00), unless his/her assignment is necessitated by the illness of another unit member, which the Company was not aware of twenty-four (24) hours before giving the Employee such notification.

E. If an employee has worked ten (10) consecutive days, for each consecutive day he/she works thereafter and until such time as he/she receives a day off, he/she shall be paid (in addition to any other compensation to which he/she is entitled) additional compensation at half his/her applicable rate of pay. The additional compensation specified herein shall not apply to out-of-town assignments, except in the case of a combination of consecutive days' worked in-town and out-of-town which exceeds ten (10).

F. The Company will not assign an Employee to stand-by without crediting him/her with straight time in four (4) hour segments not to exceed eight (8) hours for the hours during which he/she is required to be on stand-by. The Company may release the Employee within four hours; however, if the Employee is not released within four hours, the Employee shall receive an additional four (4) hours at his/her straight time rate.

XVII. TEMPORARY / PER DIEM EMPLOYEES

A. Except as otherwise expressly provided herein, terms of this agreement shall apply to Temporary / Per Diem employees who may be employed by the Company.

B. Any bargaining unit member who has performed work for the Company on a temporary or per diem basis for at least two hundred (200) shifts during twelve (12) consecutive months, including before the effective date of this Agreement, shall be considered for a full-time staff position in the event there is an open position available.

C. Nothing herein shall be deemed to restrict or otherwise limit the Company's right to employ individuals covered by this Agreement on a Temporary or Per Diem basis.

D. Per Diem Employees may elect to either receive a 10% payment on top base wages in lieu of benefits or participate in the Company Part-Time Health Benefit Plan if eligible. Per Diem employees may make such election within 30 days their date of hire, or during the annual open enrollment period. The Company shall provide employees with proof of enrollment in the Company Part-Time Health Benefit Plan by the start of coverage. Per Diem employees may also participate in the Company 401(k) plan in accordance with the law.

E. A staff employee will receive service credit for his/her past employment as a Temporary Employee as follows: six (6) months credit for each 100 days worked or eight hundred (800) hours worked in each year, and one (1) year of credit for (200) days worked or sixteen hundred (1,600) hours worked. [No Staff employee employed as of July 22, 2025 shall have their service credit, or vacation entitlement reduced as a result of the foregoing.]

XVIII. VACATIONS

A. Bargaining unit employees shall accrue vacation days as follows:

Years of Service	Weeks of Vacation
0-4 years	3
5-14 years	4
15+ years	5

Vacation time starts accruing from the first day of employment as a staff Employee or in accordance with Article XVII, Temporary/Per Diem Employees. Employees are usually not permitted to use vacation during their first 90 days of employment.

B. Vacation requests must be submitted in writing and must be made in advance as follows:

i. For 3–5 consecutive days off: one (1) month in advance.
ii . For 6–10 consecutive days off: two (2) months in advance.
iii. For any time off beyond ten (10) consecutive days off: three (3) months in advance.

Nothing shall prohibit an Employee from making requests any earlier than the schedule set forth above.

Management may limit the number of individuals who may be on vacation at any one time. Vacation scheduling is subject to management's discretion based on operational needs. For requests for 3–5 days off, Management shall respond to an employee's request to schedule vacation time within 10 days. For requests for 6-10 days off, Management shall respond to an employee's request to schedule vacation time within 14 days. For requests for time off beyond ten (10) consecutive days off, Management shall respond to an employee's request to schedule vacation time within 21 days. Requests to utilize vacation days shall not be unreasonably denied.

C. Carryover of vacation from one year to the next shall be in accordance with Company policy.

D. An Employee whose employment is terminated for any reason shall receive vacation severance in accordance with the following Vacation Severance Pay Schedule:

Termination Date	Annual Allotment
January 1 – March 31	25% minus days already taken
April 1 – June 30	50% minus days already taken
July 1 – September 30	75% minus days already taken
October 1 – December 31	100% minus days already taken

XIX. HOLIDAYS

The following days shall be holidays:

New Year's Day (January 1)
Martin Luther King Day (third Monday in January)
Presidents' Day (third Monday in February)
Memorial Day (Last Monday in May)
Juneteenth (June 19)
Fourth of July (July 4)
Labor Day (First Monday in September)
Thanksgiving Day (Fourth Thursday in November)
Friday after Thanksgiving Day
Christmas Day (December 25)

If an employee is required to work on any of the above holidays or if any of them falls on one of his/her regularly scheduled days off, or during his/her vacation, he/she shall receive a compensating day off which shall be taken at a time mutually agreed upon by the Company and employee**.** Such compensating days shall be paid at one-fifth (1/5) of the applicable weekly staff salary if not used within six (6) months of their having been earned. Requests to use compensating days shall not be unreasonably denied. With respect to compensating days off to which an employee may become entitled pursuant to the foregoing, the employee may elect to receive payment of one-fifth (1/5) of the applicable weekly staff salary in lieu of the compensating day off, provided he/she notifies the Company within seven (7) days of the holiday worked that he/she elects such payment.

XX. BENEFITS

A. Payroll Classification: All Staff Employees covered by this Agreement shall be classified for payroll purposes in such fashion as to insure that they will receive, commencing with the date of their staff employment, all employee benefits accorded staff Employees under this Agreement.

B. All Staff Employees covered by this Agreement are eligible to participate in the following Company benefits on the same basis as non-represented staff employees pursuant to the terms of the applicable plans, programs or policies:

Medical Plan
Vision Program
Dental Plan
Life and Accident Insurance Plans
Travel Accident Insurance Plan
Short Term Disability Plan
Long Term Disability Plan
Flexible Spending Account (FSA) Plan
Health Savings Account (HSA)
Adoption Assistance Program
Surrogacy Program
Death Benefit
Tuition Assistance Program

C. The Company agrees that all Employees covered by this Agreement shall be eligible to participate in the Company 401(k) Plan, subject to the terms and conditions of the Plan.

D. A qualified Company representative shall meet with Employees on an annual basis to review all Company benefits in which Employees may participate. This requirement can be met by a meeting open to other employees of the Company.

XXI. <u>SICK LEAVE AND LEAVES OF ABSENCE</u>

A. Sick Leave: Sick Leave for Staff employees covered by this Agreement shall be in accordance with Company Policy, but not be less than eight (8) sick days per year.

B. Leaves of Absence: The Company may in its discretion grant leaves of absence without pay to Employees requesting such leave. In accordance with Company Policy, upon resumption of employment after leave of absence, the period of service prior to such absence shall be included in determining length of service for the purposes of salary, vacation, sick leave, severance, severance pay, reemployment and, subject to the provisions of any applicable pension and insurance plans, pensions and insurance.

Staff Employees covered by this Agreement are eligible for the following leaves of absence provided by the Company, on the same basis as non-represented staff employees, as set forth in the Company Policy Guide:

Maternity/Paternity Leave and Caregiving Leave
Paid Parental Leave
Paid Critical Illness Leave
Bone Marrow/Organ Donor Paid Time Off
Personal Leaves of Absence
Jury Duty
Bereavement Leave
Military Leave
Volunteer Time

Employees are eligible for any leaves of absence provided under applicable law (including but not limited to leaves of absence such as family and medical leave, disability leave and military leave), subject to satisfaction of statutory and any other eligibility requirements per Company Policy Guide.

C. Flex Days: Staff employees covered by this Agreement shall be entitled to two (2) Flex Days, effective January 1, 2026, which they may use for any purpose.

The provisions of Article XVIII governing notice for use and approval of vacation days shall also apply to Flex Days. Unused Flex Days may not be carried over from year to year. However, if an employee is unable to use two (2) paid Flex Days in a calendar year due to the operational needs of the Company, he or she shall be paid for the unused days at the rate of one (1) day's pay for each unused day.

D. In the event any Federal, State or Local applicable law provides greater benefits for leaves of absence than those set forth in this Article, the law of the applicable jurisdiction shall apply to employees in that jurisdiction.

XXII. TRAVELING EXPENSES/OUT OF AREA ASSIGNMENTS

A. Employees covered by this Agreement will be covered under the Company's Early/Late Commute Policy.

B. If an Employee is required to report for work sooner than twelve (12) hours after the completion of his or her previous shift during inclement weather, the Company shall provide him or her with a hotel room upon request. Hotel accommodations will be provided in accordance with Company Policy.

C. If an Employee covered by this Agreement is assigned by the Company to perform work covered by this Agreement outside the geographic jurisdiction of this Agreement, such Employee's wages and working conditions shall be governed by the terms of this Agreement and/or applicable law. Any Employee who receives a day off while on an out-of-area assignment shall be paid for that day off at a rate equal to one-fifth (1/5) of his/her weekly staff salary.

D. The Company shall compensate Employees for all travel expenses incurred in connection with out-of-area work assignments in accordance with Company Policy.

XXIII. DISCIPLINE, DISCHARGE AND LAYOFF

A. PROBATIONARY PERIOD: For Staff Employees, the first six (6) months of employment shall be considered an introductory period. Employees may be terminated without a warning at any time during the introductory period for any reason. If a Temporary/Per Diem Employee transfers to Staff status to perform the same or similar work, the introductory period begins with the adjusted date of hire in accordance with Article XVII, Temporary / Per Diem Employees. Otherwise, the introductory period begins with the effective date of the status change, or the adjusted date of hire.

B. DISCHARGE/DISCIPLINE: The Company shall have the right to impose discipline and/or discharge any Employee covered by this Agreement subject to the following provisions and applicable law:

Staff Employees who are beyond their six (6) month probationary period and who demonstrate unacceptable performance that has not been corrected by verbal discussions may be issued a written warning. The purpose of this written warning is to clarify the areas in need of improvement and to give the Employee an opportunity to demonstrate the willingness and ability to do the job. The warning should summarize the reason or reasons for such a warning and the corrective action required. The Employee shall be advised that lack of immediate and sustained improvement will result in dismissal. The Employee's performance and progress will be carefully evaluated and, if the performance does not improve to the point where the Employee is meeting all of the requirements of the job, the Employee will be terminated. The Employee shall be given a minimum of one (1) month from the date that they received the written warning in which to demonstrate improvement.

A written warning is not required for discharge of an Employee in the event of a layoff or for reasons warranting immediate discharge (including, but not limited to, dishonesty, insubordination, gross misconduct, intoxication and drugs and alcohol (as defined in the Employee Handbook)).

In any case brought by the Union claiming that an Employee's discipline and/or discharge was arbitrary and capricious, the burden of going forward and the burden of proof shall be on the Union. In making a decision, an Arbitrator may not substitute his or her judgment for that of the Company, but he or she is limited to determining whether the Company's decision to discipline and/or discharge the Employee was arbitrary and capricious.

C. <u>PERFORMANCE COUNSELING:</u> If a Staff Employee's job performance is unsatisfactory and the Company does not exercise its right to terminate the Employee immediately, a management critique shall specify the areas in need of improvement, and there will be an opportunity for that Staff Employee to improve his/her job performance.

D. <u>PERFORMANCE EVALUATIONS</u>

The Company will administer performance evaluations for employees covered by this Agreement. Performance evaluations shall be conducted in accordance with prevailing Company Policy. The Company agrees not to use the Performance Evaluation/Goal Setting document as the basis for discipline or discharge. However, the underlying conduct may be used as the basis for discipline or discharge. The provision shall not otherwise limit the Company's ability to discipline or discharge an employee pursuant to other terms in this Agreement.

E. <u>LAYOFF:</u> In the event that the Company determines it is necessary to lay off Employees, the Company shall be free to determine who is to be laid off in its sole discretion.

F. <u>NOTICE</u>: Any Staff Employee terminated under the terms of this provision, other than dishonesty, insubordination, gross misconduct, intoxication and drugs and alcohol (as defined in the Employee Handbook), shall be given a minimum of two (2) weeks notice or pay in lieu thereof.

G. <u>SEVERANCE PAY</u>: In cases of layoff, discharge or separation for reasons other than dishonesty, insubordination, gross misconduct, intoxication and drugs and alcohol (as defined in the Employee Handbook), Staff Employees who have completed one (1) year of service will be eligible to receive two (2) weeks of severance pay for each full year of employment up to twenty-four (24) weeks, but no less than a minimum of eight (8) weeks of pay. Severance payments shall be calculated based upon the Staff Employee's actual base pay at the time of discharge or separation. All severance payments are conditioned on the Staff Employee's execution of a general release of claims on a form determined by the Company prior to the receipt of such severance pay.

XXIV. <u>WORKING CONDITIONS</u>

A. The Company agrees to provide Employees with adequate physical working conditions.

B. Upon request, the Company shall make available to all Employees covered under this Agreement lockable storage space during their shift.

C. The Company will maintain current anti-crime lighting where it exists and give good faith consideration to suggestions for enhanced lighting.

D. The Company will abide by all legal requirements with regard to building evacuation plans and fire drills. Except as directed by a governmental authority, no Employee shall be directed or required to remain at his/her work station if he/she reasonably believes that he/she is in physical danger from fire or other event.

E. The Company shall provide all Employees with active shooter training at a designated time within each employee's shift.

F. Each employee shall be provided a desk and chair, and a reservable space for making private calls.

G. The Company shall provide adequate air filtration.

H. A Joint Committee on Safety and Health will be established. The Committee shall consist of Union and Company representatives and may be convened to discuss physical working conditions affecting covered employees, including response to and protection from threats to workplace safety, worksite safety protocols, evacuation procedures and drills, etc. On an ad hoc basis, either the Union or the Company may include other appropriate individuals in the Committee's discussions.

XXV. TRAINING AND PROFESSIONAL DEVELOPMENT

A. The Company recognizes that during the first week of employment a new Employee may require familiarization with the area of the Company operation to which he/she is assigned, and subject to reasonable operating priorities, the Company will provide such familiarization. The Company shall make reasonable arrangements to provide the familiarization without creating an excessive workload for any other Employee.

B. The Company shall provide adequate training to assist employees assigned to perform new job responsibilities, use new equipment, or perform new working methods, and shall assist employees in acquiring the skills that they will be required to use on the job. Correspondingly, the Union recognizes the Employees' need to acquire such skills in a manner that is responsive to the Company's changing needs, including any new or different methods, operations and/or technology. The nature and amount of such training shall not be subject to grievance, except in a matter concerning employee discharge.

C. The Company is supportive of employees attending conferences and events for source development, lead generation, or reporting purposes. Employees can request to attend such events during work hours through their Manager, provided the team schedule permits and the editorial objectives align with team needs. Management shall respond to such requests within five (5) business days.

D. The Company shall provide access to training opportunities to all employees covered by this Agreement.

E. Within 30 days of July 22, 2025 of this Agreement, the Company and the Guild shall meet to discuss opportunities to attend conferences and professional development training programs, and shall schedule additional meetings no less than twice a year.

XXVI. <u>WORK RELATED COMPLAINTS</u>

A. If a written work-related complaint about an Employee is made a part of the Employee's personnel file, such Employee will be given the particulars of such complaint in writing and a copy will be given to the Union. Any written response by the affected Employee will likewise be made a part of such personnel file. However, no such work-related complaint that is older than three (3) years, during which time no other incident occurred and unless such work-related complaint resulted in the Employee's suspension, shall be used in a grievance and/or arbitration proceeding; provided, however, that complaints against an employee that are related to the safety and well-being of other Employees shall not be subject to the three- (3) year restriction. Additionally, the affected Employee's response, if any, shall accompany the complaint if and when the complaint is made available by the Company for scrutiny by anyone.

B. An Employee may request that he or she be afforded an opportunity to see their own personnel file in accordance with Company Policy.

XXVII. <u>WORKPLACE FEEDBACK</u>

Members of the bargaining unit shall continue to have access to avenues to provide anonymous feedback, including but not limited to, Openline and any other Company-designated resources.

XXVIII. <u>WORKLOAD</u>

A. The Company and the Union shall meet, at the request of the Union, to discuss any scheduling concerns which may arise.

B. The Company and the Guild agree to establish a Workload Committee composed of Guild members and Company management. The Committee shall meet at the request of the Guild not more often than twice per year, on a date no later than thirty (30) calendar days after such request was made to discuss workload and overtime issues. A request for additional meetings shall not be unreasonably denied.

C. At least ten (10) calendar days prior to the scheduled meeting, the Parties will exchange items to be placed on the agenda.

D. Each committee shall engage in open good faith discussions designed to address the issues on the agenda. Further, the Committees shall make a good faith effort to satisfactorily address the issues raised and to make recommendations. The Company, by its Labor Relations Department, agrees to provide a written response to the Guild which will address the items discussed and any recommendations which have been made.

XXIX. CREDITS

Where appropriate, bargaining unit employees shall receive proper credit for work performed for the Company (e.g., bylines, on-screen video credits). Bargaining unit employees and Management will engage in discussions on credits and bylines as concerns arise. The Company shall not credit bargaining unit employees for work or content they did not create.

XXX. EFFECTIVE DATES AND DURATION

The effective dates of this agreement shall be from July 22, 2025 through July 21, 2028.

CBS INTERACTIVE	**WGAE**
By: DocuSigned by: Maria Kenney 3DEB7ABEECD9465...	By: Signed by: Michael Isaac 4A2EC7D3A2D242B...
Maria Truisi Kenney Senior Vice President, Labor Relations CBS Interactive	Michael Isaac Director of Broadcast, Cable, and Streaming News Writers Guild of America East
Date: 10/7/2025	Date: 10/7/2025

Sideletter 1: SENIOR DIGITAL REPORTER

During the 2024/2025 negotiations the Guild proposed to add the title of Senior Digital Reporter to the list of titles covered by this Agreement. This role did not exist at the time of the voluntary recognition.

As such, the parties could not agree on the job duties or responsibilities. However, CBS News Digital is committed to growth opportunities and recognizes that this title may be an additional pathway to development within the organization. Management will consider promotions to Senior Reporter for employees who showcase consistent and sustained excellence in writing and reporting, self-editing, editorial judgment and cultivating sources. Time management skills and attention to detail are also critical.

In the event that Management, within its discretion, promotes or hires a Senior Digital Reporter, such position/title will be covered by this Agreement.

The minimum annual salary for Senior Digital Reporters shall be: $102,000 (exempt).

Sideletter 2: WORKFORCE COMMITTEE

The Company agrees, upon request from the Guild, to set up an annual meeting with Guild representatives to discuss hiring and ongoing concerns of the Guild regarding an inclusive work force. Such meeting will be attended by representatives from the Company's Labor Relations and Inclusion departments. The parties agree that they will work cooperatively and in good faith toward mutual goals. Additional meetings may be scheduled by mutual agreement of the Company and the Guild.

The Company and Guild representatives of the Workforce Committee shall jointly identify specific initiatives to be funded and agree upon reasonable funding for the Workforce Committee, requests for which shall be reviewed by the Company consistent with its procedures for Company employee resource groups.

The Workforce Committee shall discuss such issues as recruitment, retention, advancement and mentorship, and the composition of the current Employer workforce, including at the shop levels, and opportunities for trainings and initiatives (e.g., unconscious bias training) that support the goals of the Workforce Committee. The parties agree that they will work cooperatively and in good faith toward mutual goals. Additional meetings may be scheduled by mutual agreement of the Parties.

Sideletter 3: GENERATIVE ARTIFICIAL INTELLIGENCE

(a) Definitions

The Company and the WGAE acknowledge that definitions of generative artificial intelligence ("Gen AI") vary, but agree that the term generally refers to a subset of artificial intelligence that learns patterns from data and produces content based on those patterns, and may employ algorithmic methods and machine learning (e.g., ChatGPT, Llama, MidJourney, Dall-E). The Company and the WGAE acknowledge that 'Gen AI' refers to a subset of machine learning that generates new content including, but not limited to, text, video, audio, three-dimensional (3D) models, code, and images. A 'Gen AI System' is any machine-based system that uses Gen AI as a core function. The term 'Gen AI' is used for convenience and this provision shall also apply to any technology that is consistent with the foregoing definitions, regardless of its name or designation. Gen AI does not include 'traditional AI' technologies such as those referenced in paragraph (b) below.

(b) <u>Existing Technologies and Practices</u>

The Company and the WGAE acknowledge that the Company has historically used technologies and software applications, including without limitation so-called 'traditional AI' technologies programmed to perform specific functions (e.g., CGI, sound effects, graphics, closed captioning, cyber-security, data collection), and technologies such as those used during any stage of pre-visualization, pre-production, production, post-production, marketing and distribution and may continue to do so, consistent with the evolution of historical practices.

(c) <u>New Gen AI Technologies and Practices</u>

(1) The Company and the WGAE acknowledge the importance of human contributions in the production of work performed under this Agreement and the need to address the potential impact of the use of Gen AI Systems on employment under the Agreement. Except as explicitly set forth herein, it is understood that this Article does not expand or contract any existing rights and obligations under this Agreement. Nothing herein alters the scope of coverage under this Agreement.

(2) Use of New Gen AI Technologies

(i) The Company and the WGAE acknowledge the Company's right to use new technologies involving Gen AI System(s) and the Company's obligation, upon the request of the Guild to negotiate over any impact of such use on bargaining unit employees as required by law. The Company may require employees to use any Gen AI System or the resulting output of such systems for use in connection with the performance of work under this Agreement.

(ii) The Company shall give the Guild at least three (3) weeks' notice of its intent to use Gen AI Systems that will materially impact the employment of bargaining unit members covered by this Agreement.

(iii) Employees may decline to have their byline, or otherwise decline to be credited, on content when Gen AI is used.

(iv) Should an employee use Gen AI Systems in the performance of work under this Agreement, the employee will be required to adhere to Company policies (e.g., policies related to ethics, privacy, security, copyrightability or other protection of intellectual property rights). In any event, the Company retains the right to require that an employee obtain consent from the Company before using

Gen AI Systems, and the Company retains the right to reject the use of Gen AI Systems or any output from such use.

(v) The Company shall indemnify the employee from liability resulting from any claims arising from the approved use of Gen AI Systems including the resulting output occurring in the performance of the employee's duties and within the scope of the employee's employment with the Company, subject to the conditions that:

(A) This subparagraph (iii) shall not apply in any instance in which the injury, loss or damage is the result of or caused by, in whole or in part, the gross negligence or willful misconduct of such employee or other failure to exercise due care in connection with the use of such Gen AI Systems;

(B) Employee is not in breach of the Company's policies which have been disclosed to the employee and the employee has made appropriate disclosure of the use of Gen AI Systems to the Company and received authorization for such use of the Gen AI Systems;

(C) Where applicable, Employee has met the Company's News Standards in the performance of their duties giving rise to the claim;

(D) Immediately upon the employee and/or the Guild being informed of any claim or litigation, the employee and/or the Guild shall notify the Company thereof and give the Company full details of any claim or the institution of any action for which the employee seeks indemnification under this subparagraph, including by delivering to the Company every demand, notice, summons, complaint or other process received; and

(E) The employee shall cooperate fully in the defense of any claim for which indemnification is provided in this subparagraph (iii), including the attending of hearings and trials, securing and giving evidence and obtaining the attendance of witnesses.

(d) In the event the Company lays off a staff employee employed as of July 22, 2025 as a direct result of the Company's use of Gen AI to generate news material, the affected employee shall receive 1.5x severance due under Article XXIII of the Agreement. This provision will be in effect for the term of the 2025-2028 Agreement and will automatically expire on July 21, 2028.

(e) **Enforcement and Dispute Resolution**

Any disputes regarding the interpretation or application of this Sideletter shall be subject to the grievance and arbitration procedures outlined in Article XIV of the Agreement. The Company and the WGAE further acknowledge that all remedies are available with the exception of injunctive relief. For clarity, the arbitrator shall have no authority to prohibit or restrict the use of any Gen AI System or the resulting outputs.

(f) **Semi-Annual Meetings**

Although this Agreement is not a Supplement to the CBS-WGA National Agreement, Employees covered under this Agreement may participate in the Joint Committee on Safety and Health established pursuant to Article XX.(E) of the WGA-CBS National Agreement, and any Diversity Committee established pursuant to that same National Agreement, and any meeting regarding the use of Gen. AI established pursuant to that same National Agreement. Additional meetings may be scheduled by mutual agreement.

Sideletter 4: CONSOLIDATION OF OPERATIONS

A. In the event the Company decides to merge or consolidate the unit covered by this Agreement with a network, station or other operation not covered by this Agreement (including but not limited to a network, station or other operation not owned by Paramount Global), and in the event the Company maintains control over the merged entity, the Company shall notify the Union of its desire to bargain over the effects of the decision, including but not limited to any Company proposal that would permit employees at the merged or consolidated operation not covered by this Agreement to perform work on behalf of the merged or consolidated operation covered under this Agreement. Notice shall be deemed received on the business day on which the notice was received.

B. The Union agrees to meet with the Company within thirty (30) calendar days of receipt of such notification to bargain over the issue set forth in Paragraph A above. Prior to such meeting, the Company shall provide information to the Union concerning all aspects of the claimed merger or consolidation that is requested by the Union and is relevant to the Union's role as collective bargaining representative.

C. Under no circumstances will the provisions of this Agreement be in any way modified for a period of ninety (90) days from the date bargaining commences. Unless there is mutual written agreement otherwise, the number of bargaining unit employees covered by this Agreement on the day before such notice is delivered to the Union as described in Paragraph A above shall not be reduced by layoff during the ninety (90) day bargaining period. The Company shall have no duty to replace employees who voluntarily resign, are terminated due to incapacity or death, or who are terminated for cause during the ninety (90) day bargaining period.

D. The Company and the Union agree to endeavor to complete these negotiations within ninety (90) calendar days from the date the notification referenced in Paragraph A above is deemed received. If no agreement is reached by the Company and the Union during the ninety (90) calendar day bargaining period, the Company may implement its last proposal on consolidation to the Union.

E. The Company and the Union acknowledge that the bargaining contemplated herein shall not constitute a waiver of any legal right held by either of them, and the Company and the Union expressly reserve all of their respective legal positions. If the Company and the Union have not reached mutual agreement within the ninety (90) calendar day bargaining period, either may avail itself of any and all rights each of them may have under the law and any applicable provisions of this Agreement, including the right to initiate proceedings before the National Labor Relations Board. Nothing contained in this Paragraph shall prevent the Company and the Union from continuing negotiations or attempting to reach agreement on their own at any time.

In the event the parties do not reach an agreement during the ninety (90) day bargaining period and the Company unilaterally implements its final offer after the conclusion of the ninety (90) day bargaining period, then the no-strike provision in Article XIII of the Agreement shall be suspended effective upon the date of the implementation. However, if the Union has not exercised its right to engage in a strike within sixty (60) calendar days after the effective date of the implementation, the no-strike provision shall be reinstated.

Sideletter 5: BENEFITS

It is understood that any union represented employee who participates in any Company sponsored benefit plan (e.g., pension plan, medical plan, etc.) and/or policy (e.g. sick leave, jury duty, travel insurance, etc.), does so on the same basis as other, non-union employees of this operation. Therefore, as has been understood in the past, changes may be made in such plan and/or policy which are applicable to other, non-union employees of this operation, and such changes will apply to employees of this operation covered by this Agreement and the Company will not be obligated to bargain over such changes with the Union.

By way of example, but not limitation, changes in any such plan or policy may include termination of the plan or policy, substitution of, or merger with, another plan or policy, or part of such plan or policy, modifications in the terms of the plan or policy, all subject to the condition that where the changes apply to non-union employees of this operation, they will apply to employees of this operation covered by this Agreement without bargaining with the Union. Changes will not be made to apply specifically to employees covered by this Agreement (where such changes are not applicable to the operation's employees generally) unless such changes are first negotiated with the Union.

The parties also agree that notwithstanding anything contained in this Sideletter to the contrary, anyone leasing or buying all or part of an operation cannot literally assume this entire Agreement because certain plans and policies therein are unique to the Company. Thus, anyone buying or leasing all or part of an operation or facility will not be obligated to assume those provisions of the Agreement which relate to benefit plans or policies which are provided by the Company. However, it is understood that if such purchaser/leaser does not assume some or all of the provisions of this Sideletter which relate to benefit plans or policies, that the purchaser/leaser must bargain in good faith with the Union as to what replacement benefit plans or policies shall be provided.