



Michigan United Collective Bargaining Agreement June 23, 2024

Michigan United and Michigan United Action are represented by SOUL of MU & MUA (Statewide Organized United Labor of Michigan United and Michigan United Action), affiliated with the Newspaper Guild of Detroit, Local 34022

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PREAMBLE

This Agreement is entered into by and between Michigan Organizing Project, doing business as Michigan United, hereinafter referred to as “MI United” or the “Employer”, and the Newspaper Guild of Detroit, CWA Local 34022, hereinafter referred to as “The Guild” or the “Union”.

ARTICLE 1: SCOPE OF AGREEMENT

This document constitutes the Agreement resulting from the collective bargaining negotiations between Management and the Union. If any term or provision of this Agreement is held by a court or administrative agency to be in conflict with any law or regulation, such term or provision shall continue in effect only to the extent permitted by law or regulation, without affecting or impairing any other term or provision of this Agreement. In the event of such a holding, Management and the Union shall enter into immediate collective bargaining to arrive at a mutually satisfactory replacement provision. During the course of such negotiation, the other terms of this Agreement shall continue in full force and effect unless amended or modified as provided.

ARTICLE 2: RECOGNITION

1. Michigan Organizing Project hereby recognizes Newspaper Guild of Detroit, CWA Local 34022 (The Guild) as the exclusive bargaining representative of all regular full and part-time employees of MI United, excluding all supervisors, managers, and confidential employees as defined by the National Labor Relations Act.
2. Current covered classifications include Communications Coordinator, Communication Specialists, Deep Canvass Organizer, Environmental Justice Organizer, Faith Organizer, Immigrants Rights Organizer, Legal Services Coordinator, Movement Politics Organizer, Policy Manager, Healthcare Organizer.
3. MI United agrees to notify the Guild upon the creation of any new non-exempt positions and agrees to bargain a salary or wage and any conditions unique to the position.
 - a. Joint Consultation: The Employer agrees to notify the union when new positions are about to be posted and discuss where they fit into the structure of the organization in relation to the union and management.
 - i. The employer agrees to notify when title and work responsibilities may change.
 - b. Positions unable to be filled: If at any time a position can not be filled due to a lack of qualified applicants it is the right of the Employer to seek assistance by contracting an outside firm to do the work. Any such outside firm will not be held to this agreement and will be governed by its own work rules and labor agreements.
4. Bargaining unit work includes work previously or presently performed by bargaining unit employees, work similar in function to such past or present bargaining unit work, and any new work assigned to be performed by bargaining unit employees. Bargaining unit employees shall not be terminated and replaced by the use of contractors or employees outside of the bargaining unit to perform such work.
5. From time to time, Michigan United receives funding for short-term organizing projects that have a certain end date. Such projects are typically nine (9) months or less in length. Michigan United has a longtime practice of hiring employees for these projects on a short-term basis under individual employment contracts, with the end date of their employment set pursuant to the terms of their individual contracts when they are hired ("contractual employees"). MI United will not have contractual employees longer than nine (9) months. In the event there is a position funded longer than nine months, MI United will meet and bargain with the Guild.

Contractual employees are not part of the recognized bargaining unit covered by this Agreement. The terms and conditions of employment for contractual employees will be governed by their individual employment contracts. Contractual employees have no right to continued employment beyond the end date set out in their contracts.

ARTICLE 3: DUES CHECK OFF

1. Upon an employee's voluntary written assignment, the Employer shall deduct bi-weekly from the weekly earnings of such employee and pay to the Guild no later than the 15th day of each month an amount equal to Guild initiation fees, dues, and assessments. Such amounts shall be deducted from the employee's earnings in accordance with the Guild's schedule of rates furnished to the Employer the Guild. Such a schedule may be amended by the Guild at any time. An employee's voluntary written assignment shall remain effective in accordance with the terms of such assignment. The Employer shall accept digital signatures on written assignments.
2. In the event that Michigan law (e.g., Act No. 176 Public Acts of 1939, Act No. 348 Public Acts of 2012) is amended and/or repealed in such manner to permit union security language such as the following to be included in collective bargaining agreements, the following language will, upon the effective date of such change, become operative or, if the following language is not permitted, such language as is permitted by law will be incorporated into the Agreement:
3. Not less than thirty (30) calendar days following the execution of the Agreement or not less than thirty (30) calendar days following the beginning of employment, whichever is later, all employees covered by this Agreement shall, as a condition of continued employment, become and remain members of the Newspaper Guild of Detroit to the extent of remitting to the Guild membership dues uniformly required as a condition of acquiring or retaining membership in the Guild whenever employed under and for the duration of this Agreement.

ARTICLE 4: COMMITMENT & VALUES

1. All parties to this Agreement agree to maintain an atmosphere of mutual responsibility, dignity, and respect to ensure that these objectives are achieved.
2. MI United promotes a culture of participatory democracy and encourages the expression of all ideas and opinions that relate to program, mission, vision, and other items of concern, as long as such expression occurs at an appropriate time and place.
3. MI United supports an atmosphere of free speech within the organization, including the employees' right to open debate without judgment or retaliation for their views, as long as such debate is done in a respectful manner and with the understanding that decisions about work and assignments rest with the manager or management team.
4. MI United values an organization of open dialogue and will meet with the Guild to discuss areas and matters of concern as necessary.

ARTICLE 5: INFORMATION TO THE GUILD

1. Annual Information

MI United will furnish the Guild annually with the following information in connection with employees represented by the Guild:

- a. Name
- b. Start date
- c. Classification (for example, full-time, part-time, fellow)
- d. Rate of pay, whether hourly or salary
- e. Work location
- f. Date of birth
- g. Home address

2. Monthly Information

MI United shall notify the Guild monthly in writing or electronically of the following:

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

ARTICLE 6: LABOR MANAGEMENT COMMITTEE

1. The parties will establish a joint Labor-Management Committee (LMC) comprised of three (3) union-appointed members and three (3) management-appointed members. Members of the LMC and any ad hoc working groups will be chosen with a commitment to maintaining diverse representation and avoiding a disproportionate burden of responsibility on internal teams or departments.
2. The LMC shall meet at least quarterly and, at its discretion, more frequently. The purpose of the Labor Management Committee (LMC) is to promote communication, problem-solving, diversity and increased effectiveness of the MI United staff as a whole and to develop a more effective, democratic organization. The LMC will resolve to identify and resolve issues of mutual concern to MI United and the Guild. The LMC further will support and facilitate the attainment of MI United's goals and enable employees to be more effective in accomplishing MI United's mission. The committee may take up non-grievance issues that affect the relations of an employee and MI United.
3. The purpose of the Labor Management Committee (LMC) is to promote communication, problem-solving, diversity, and increased effectiveness of the MI United staff as a whole and to develop a more effective, democratic organization. Since budgetary realities affect staff and the work of MI United, LMC members shall have access to the budget report and profit and loss statement annually and when appropriate. The LMC cannot change the language or the application of the collective bargaining agreement. The LMC is empowered to deal with subjects outside of the collective bargaining agreement as well as with the application of the agreement.

ARTICLE 7: NON-DISCRIMINATION

1. **Non-Discrimination** MI United will not discriminate against any person or employee because of race, color, creed, personal financial status, ethnicity, religion, sex, sexual orientation, gender identity, personal pronoun usage, age, national origin, disability, veteran status, HIV status, immigration status, educational status, caste, formerly incarcerated or returning citizen or union activity. MI United is an equal-opportunity employer. Both parties are firmly committed to maintaining a work atmosphere in which people of diverse backgrounds may grow personally and professionally.

All parties value mutual respect and encourage mediation when necessary.

All parties to this agreement agree to maintain an atmosphere of mutual responsibility, dignity and respect to ensure that these objectives are achieved.

2. **Bullying and Intimidation** MI United promotes a healthy workplace culture where all employees are able to work in an environment free of bullying behavior and intimidation.

MI United considers workplace bullying and intimidation unacceptable. MI United encourages all employees to report any instance of bullying behavior to their immediate supervisor and/or another director. Employees who feel they are subject to bullying may also file a grievance. Any reports of this type will be treated seriously and investigated promptly and impartially. MI United will protect an employee who reports bullying conduct from retaliation or reprisal.

ARTICLE 8: JUST CAUSE AND PROGRESSIVE DISCIPLINE

MI United's disciplinary and corrective action process is progressive and is designed to protect and promote the fair treatment of all employees. MI United has the right to discipline and/or discharge employees only for just cause.

MI United is responsible for identifying alleged problems with employee behavior or performance and then addressing them with the employee.

An Employee has the right to review their personnel file upon their request. The MI United may only terminate an Employee after the accumulation of three (3) written warnings in one thirty six-month period, except in the case of serious misconduct, as detailed below.

Any disciplinary documentation will be removed from personnel files after 18 months.

There are four levels of discipline, any one of which may be employed at any time, depending upon (i) the particular circumstances and (ii) the severity of the problem:

- 1. Verbal Warning with written documentation**
- 2. Written Warning**
- 3. Suspension**
- 4. Discharge**

No employee shall be discharged except for just cause. The Employer will normally follow progressive discipline prior to discharging an employee, except that the Employer may immediately terminate an employee for engaging in serious misconduct after a full investigation. Serious misconduct includes but is not limited to insubordination; theft of personal or organizational property; abusive language or behavior toward a supervisor, colleague, board member, or member of the public; and working under the influence of illegal substances.

ARTICLE 9: GRIEVANCE AND ARBITRATION

The Guild has the right to file a grievance in accordance with the following procedures outlined below regarding disputes with MI United relating to interpretation.

Earnest efforts will be made to settle issues with informal discussions prior to reducing them to writing. The parties shall meet and seek possible resolution of the issue.

Step One:

If the informal discussions do not resolve the grievance, the Guild shall submit a written complaint (the "Grievance") to the appropriate supervisor and the Executive Director within thirty (30) business days after the aggrieved party knew or reasonably should have known, of the act or condition giving rise to the Grievance. The Grievance shall set forth the nature of the conduct complained of, the date(s) when it occurred, the contract provisions that were allegedly violated, and the relief or remedy sought.

MI United shall meet with the Guild within five (5) business days of receiving the Grievance in an attempt to agree on a settlement to the Grievance. MI United will respond to the Grievance in writing within ten (10) business days of such meeting. If MI United is unable to respond within this deadline, or if the Guild and MI United cannot reach a resolution within five (5) business days of the Guild's receipt of MI United's written Response, the parties will proceed to the next step of these Grievance Procedures.

Step Two: Optional Mediation

If both parties agree, they may choose to utilize mediation to attempt to resolve the issue. Upon agreement to enter mediation, the parties agree to use a free Federal Mediation and Conciliation Services (FMCS) mediator for such mediation.

Alternatively, upon the rejection of the grievance by MI United, the Guild and the affected employee(s) may choose to submit a rebuttal letter concerning the issue grieved to MI United Human Resources, who shall place the rebuttal in the employee's personnel file if the rebuttal is in response to a discipline. If the rebuttal concerns a non-disciplinary grievance, Human Resources shall place the rebuttal in a file for such documents. Upon request, employees shall be allowed to view their own personnel file and the separate rebuttal file.

Step Three: Arbitration

If the Grievance is not settled in Step One (or Step Two if the parties pursue mediation), the Guild shall notify the Executive Director in writing within ten business (10) days of the Executive Director's Response Deadline (or within ten (10) business days of the last mediation meeting) of its intent to proceed to arbitration.

If the parties cannot agree upon an impartial arbitrator within ten (10) business days of the Guild's notice of intent to arbitrate, the parties shall request that the Federal

Mediation and Conciliation Service submit a list of seven (7) possible arbitrators. The parties shall alternate striking names, with The Guild striking the first name, and after each party has struck three (3) names each, the remaining person on the list shall be appointed as the arbitrator (the "Arbitrator").

The Arbitrator shall be bound and governed by the provisions of this Agreement and shall have no power to add or subtract from, ignore or modify any of the provisions of this Agreement.

MI United and the Guild agree to equally split the expense of an arbitration. The written decision of the Arbitrator shall be final and binding upon both parties.

The time limits established in this Article may be extended by mutual written agreement between MI United and the Union. If a grievance is not presented within the specified time limits, it shall be considered waived. If a grievance is not appealed to the next step within the specified time limits, it shall be considered resolved on the basis of the last answer provided, and there shall be no further appeal or review. In the event MI United does not respond within the specified time limits, the grievance may advance, at the Union's request, to the next step.

ARTICLE 10: SENIORITY

An employee's seniority date shall be the employee's first day of work with MI United as either a bargaining unit or non-bargaining unit employee. Except as provided below, employees shall retain their original seniority date only while continuously employed by MI United. For purposes of this provision, employees shall be deemed continuously employed by MI United while on approved paid leave of absence from MI United and while employed by MI United in a non-unit position. Former employees who return to employment in a unit position will be deemed new hires for the purpose of seniority date and probationary period.

Employees who are laid off will retain their original seniority date for up to eighteen (18) months, and employees who take an approved unpaid leave of absence from MI United will retain their original seniority date for up to six (6) months.

ARTICLE 11: HIRING

MI United shall notify all employees, by email or similar method, of any vacancy in an existing or newly created position it intends to fill. MI United may also advertise the position externally at the same time it posts internally.

MI United employees shall have five (5) working days from the date of the posting to apply for the vacancy. If employees who apply within five (5) working days meet the minimum qualifications, they shall be interviewed first by the MI United hiring manager prior to interviewing outside applicants unless the internal bidder is unavailable. After five (5) working days, MI United employees are still eligible to apply as an internal applicant up until the position closing date, but they will not necessarily be interviewed before external applicants.

ARTICLE 12: JOB DESCRIPTIONS

MI United will provide each employee, within one (1) week of the employee's start date, a job description of the duties and responsibilities which the employee is expected to perform. A copy of the job description will be maintained in the employee's personnel file.

The job description will be reviewed and updated as necessary at the end of the employee's probationary period, as needed and annually, and at the employee's request to their supervisor if there are significant changes to responsibilities or role.

For changes to job descriptions made after the initial hire, the employee will have the opportunity to share input regarding changes to their job description through their supervisor prior to MI United's finalization of the revised description.

Due to the changes in job descriptions and structure that are currently being implemented, the Guild and MI United agree to meet 18 months after the effective date of this Agreement to review and assess the effectiveness of the job descriptions.

ARTICLE 13: EVALUATIONS

MI United is committed to providing employees with regular feedback on the quality of their work, their success at meeting and exceeding goals, and areas for improvement. MI United employees who have finished their probation period will receive a formal, semi-annual performance evaluation conducted collectively with their supervisor. The formal performance evaluation will include a written self-evaluation by the employee, a written evaluation by the supervisor, and a meeting between the supervisor and employee to review and discuss the feedback. The results of the performance evaluation will be included in the employee's personnel file.

An employee has the right to submit a written response to performance evaluation within two (2) weeks of the completion of the process, and that written response shall be included in the employee's personnel file.

Employees will also have an opportunity to complete an annual formal written evaluation of their direct supervisor. To protect the integrity and separation of both evaluation processes, supervisor review of supervisee evaluations will occur after employees and supervisors have met and discussed the results of the employee's own performance evaluation. Supervisors will receive and review supervisee feedback as part of the final step of the supervisors' annual performance evaluation process. All feedback from supervisees, to the extent that it is possible, will be collected and reported to the supervisor anonymously. Supervisors will review the feedback with the staffers that they supervise and consider what adjustments could be made in the annual evaluation process.

Employees may request an evaluation or an evaluation of their supervisor outside of the annual evaluation process.

ARTICLE 14: SUPERVISION AND WORKLOAD

Regular supervision meetings shall be held between supervisors and employees. At a mutually agreeable and pre-scheduled time. Supervision meeting agendas shall generally follow a standardized process with adjustments made as needed to successfully complete the work. Both parties should aim to reschedule within a reasonable amount of time after their agreed upon meeting if either party is unable to attend.

In addition, employees can request informal check-ins or coaching sessions with their supervisors at any time. Supervisors must make themselves available for requested coaching sessions based on the availability of both the managers and the employees.

By the end of an employee's first month of employment, and on at least a quarterly basis, an employee and his/her/their supervisor shall create and/or revise a mutually agreed-upon work plan for the employee, reflecting the employee's job description, team goals, professional development goals, and including clear benchmarks. Any changes to the goals or benchmarks will be made in a manner that allows the employee to successfully transition to new goals and requirements and will be discussed at a check-in meeting.

Employees may discuss their concerns with a Guild representative at any time. If deemed necessary, the Guild representative may choose to approach the Director of Operations & HR to share workload concerns raised by an employee that have not been satisfactorily addressed by the supervisor.

When feasible, an employee has the right to request a change of supervisors. The request will be considered and acted upon based on the merits of the request.

ARTICLE 15: ACCESS TO PERSONNEL FILES

MI United shall maintain personnel records, which include an employee's application, cover letter, resume, pre-employment material, and all pertinent documents concerning the employee's employment record, job description, compiled performance evaluations, and documentation of disciplinary action or changes in employment status.

An Employee has the right to review/their personnel file upon their request.

ARTICLE 16: HEALTH AND SAFETY

The Employer shall be responsible for providing Employees with the resources necessary to do their work, as well as providing for a safe, healthy and harassment-free, work environment. A healthy and safe work environment is one in which all utilities are functioning at their expected levels, including but not limited to heat/air conditioning, power, phones, internet, air quality and sewer. The Employer will not reject reasonable requests to work remotely if the work environment is not safe, harassment-free, and healthy.

ARTICLE 17: PROFESSIONAL DEVELOPMENT

Employer-required training. MI United shall pay the expenses of any training it deems necessary for employees' performance and requires employees to participate in. Time spent at Employer-required trainings shall be considered regular work time, and the Travel and Per Diem policy shall apply.

Employees may suggest training that they believe will expand their knowledge and enhance their abilities. This will be taken into consideration by the employee's manager based on the employee's current workload and their career goals and growth. Approval for additional training will be at manager's discretion.

ARTICLE 18: OUTSIDE EMPLOYMENT

MI United recognizes that employees often pursue opportunities for engagement outside their formal work at the organization. Both MI United and the Guild recognize the desire to support employees in pursuing such opportunities and development, while recognizing that such outside engagements may present challenges or potential conflicts with their existing MI United work. Outside employment is only permitted if the outside employment is approved by management and the manager of the individual. Requests for outside employment will not be unreasonably denied.

ARTICLE 19: UNION RIGHTS AND RELEASE TIME

1. **Union Meetings.** Subject to availability and upon reasonable request by the Guild, Michigan United shall provide space on its premises and use of its communications technology for meetings of bargaining unit employees at mutually agreeable times.
2. **Conduct of Union business by bargaining unit employee-representatives.** Upon advance request by the Guild, unit employees designated as Union representatives shall be granted reasonable flex time from their work for collective bargaining and grievance handling. Employees designated as Union representatives are permitted to take union meetings and discussions at physical locations supervised by MI United. These meetings are to be taken in a discreet location, and representatives are entitled to privacy.

Union meetings, including Labor Management Committee meetings, are to be expressed in the organization's global calendar to prevent scheduling conflicts for union members.

3. **Additional Release Time.** The foregoing provisions in Sections 2 and 3 do not preclude the parties from agreeing to additional release time on a case-by-case basis. The Labor Management Committee may review the adequacy of time provided under Section 2 of this Article at the end of the first year of the contract.

ARTICLE 20: MANAGEMENT RIGHTS

1. **Management Rights.** MI United shall have the sole and exclusive right to establish its mission, goals, and programs; to manage its business; to decide each and every question pertaining to its mission, goals, programs, and business; and it shall retain all statutory rights, privileges, and preparatives generally held by management, except to the extent they are clearly and unequivocally waived or limited in this Agreement. This includes the right to determine the type of work to be done, the location of work, the method and process of rendering services, and the right to establish work and quality standards. MI United further has the exclusive right to establish new jobs and to change the content of existing job descriptions. The foregoing, however, is not intended to diminish MI United's commitment to an exchange of ideas and information with the Union on all matters affecting the workplace.
2. **Commitment to Union Labor.** MI United has a strong commitment to organized labor and the right of collective bargaining. When feasible, MI United will give preference to unionized contractors who may provide products and services.

ARTICLE 21: HOURS

1. **Hours.** A full-time workweek is 40 hours per week. Depending on work requirements, more than 40 hours per week may occasionally be necessary. Employees are allowed to manage their own hours so long as they are present during important meetings, maintain communication with their supervisors, and effectively manage and complete their work. Individual work schedules may vary depending on the needs of each individual and team.
2. **Regular, Full-Time.** Employees who work 40 hours weekly and maintain continuous employment status are regular, full-time employees. The week is defined at Sunday through Saturday for the calculations of a 40 hour week.
3. **Flex Time.** In the event that an employee works more than 8 hours early in the work week, the employee and supervisor may, by mutual agreement, flex the remaining pay period schedule to equal a total of eighty 80 hours.
4. **Overtime.** When required due to the needs of the organization, employees may be required to work overtime. In accordance with MCL 408.414a, Employees shall receive compensatory time at 1.5 hours for every hour worked in excess of 40 hour a week, or, at their election, overtime pay at 1.5 for every hour worked in excess of 40 hours a week. Overtime needs to be pre-approved by an employee's manager. Compensatory time needs to be paid at the end of each quarter if it is not used.

ARTICLE 22: PAID TIME OFF

1. **Holidays.** MI United observes and allows time off with pay for the following holidays:
 - a. New Year's Eve - December 31st
 - b. New Year's Day – January 1st
 - c. Martin Luther King, Jr. Day – 3rd Monday in January
 - d. President's Day – Third Monday in February
 - e. Cesar Chavez Day – March 31st
 - f. May Day – May 1st
 - g. Memorial Day – Last Monday in May
 - h. Juneteenth – June 19th
 - i. Independence Day – July 4th
 - j. Summer Break- Between May 1st and Sept 30th a week will be designated before February 15th of that year.
 - k. Labor Day – First Monday in September
 - l. Indigenous Peoples Day - Second Monday in October
 - m. Veterans Day - November 11th
 - n. Trans Day of Remembrance - November 20th
 - o. Thanksgiving Day – 4th Thursday in November
 - p. Day after Thanksgiving
 - q. Winter Break (Two weeks)-Management designates the break before Labor Day

If a holiday falls on a weekend, MI United will inform employees when the holiday will be observed.

Ordinarily, holidays falling on a Saturday will be observed the preceding Friday; holidays falling on a Sunday will be observed the following Monday.

2. **Holiday Pay** If an employee is required to work on a holiday, if it is less than 4 hours they get 4 hours of holiday back if it is more than 4 hours then they get a whole day off of the employees choosing within the pay period.

To receive holiday pay, an employee must be at work or taking an approved absence on the work days immediately preceding and immediately following the day on which the holiday is observed. An approved absence is a day of paid vacation or paid sick leave. If an employee is absent on one or both of these days because of an illness or injury, the organization may require verification of the reason for the absence before approving holiday pay.

3. **Vacation** Vacation is earned based on seniority. Below is the schedule for vacation accrual.
 - a. Hire date through 2 year anniversary: 15 days/yr
 - b. 3rd year through 4th year anniversary: 18 days/yr

- c. 5th year and over: 22 days/yr
4. **Vacation Carry Over** Vacation can be rolled over based on seniority.
- a. Hire date through 2 year anniversary: 5 days/yr
 - b. 3rd year through 4th year anniversary: 8 days/yr
 - c. 5th year and over: 11 days/yr

To account for the fact that new hires will not start with vacation time, we will allow employees to go to negative 2 days vacation. This vacation will have to be paid back through accrual before vacation can be used again. Negative vacation can only be used in the case of a health emergency, and at a manager's discretion.

5. **Sick Time:** All employees are eligible for sick time at the accrual rate below. Employees accrue sick time each pay period and can accumulate up to two work weeks of sick time per year. Part-time employees will accrue and accumulate sick time at a prorated rate. (Example: A salaried 20-hour work week employee would accrue 40 hours of paid sick time in a span of a year). Hourly employees accrue 1 hour of sick time for every 26 hours worked and accumulate sick time commensurate to their worked hours. To ensure that all new full-time employees have a minimum amount of sick time available, they will start with 16 hours before accruing more. The starting amount of sick time will be prorated for part-time and hourly employees based on their scheduled work hours.
6. **Family and Medical Leave.** MI United will provide federal Family Medical Leave Act (FMLA). In the case MI United staff is smaller than 50 employees and is no longer covered by FMLA, MI United will honor the terms of FMLA. Employees who anticipate the need for time off to deal with family, or medical issues may submit a request for unpaid leave to their supervisor and/or the Executive Director.
7. **Parental Leave.** MI United will provide up to twelve (12) weeks of paid family leave for employees who have already worked for Michigan United for more than fifteen (15) months. This time can be used for the birth or adoption of a child. Parental Leave must be initiated within six weeks of the birth or adoption of the child unless otherwise approved by the Executive Director. For employees who have been on staff for less than fifteen (15) months they will receive six (6) weeks paid and six (6) weeks unpaid leave.

The use of the twelve (12) weeks shall be at the discretion of the employee and be discussed with their supervisor and the Executive Director. The employee shall have the option to use all or a portion of the twelve (12) weeks on a part-time or intermittent schedule within one year of the child's birth.

Insurance benefits will continue to be active during this leave period. Upon completion of the leave, the employee will be allowed to return to the same or a substantially similar position at the same salary as the employee earned prior to the leave. Conversely, an employee who takes parental leave extends a good faith commitment to the organization that they will come back to their position after the parental leave is over.

ARTICLE 23: LEAVES OF ABSENCE

1. **Bereavement Leave** Upon the death of a member of their family or loved one, employees shall receive a five (5) day leave, with pay, for days when otherwise scheduled to work. The employee shall designate when such leave shall start. In the case that bereavement requires out-of-state travel, an employee will be granted an additional two days as long as the travel is in the country. For out-of-country travel, an employee shall be granted an additional four days on top of the initial five days.
2. **Military Leave.** In accordance with state and federal law, employees who must be absent from work for military service are entitled to take a military leave of absence. All employees who are eligible for this leave may use it.

When an employee's military leave ends, that employee will be reinstated to the position they would have held if continuously employed, as long as the employee meets the requirements of federal and state law. Employees who are called to military service must tell their supervisors as soon as possible that they will need to take military leave. An employee whose military service has ended must return to work or inform MI United that they want to be reinstated in accordance with these guidelines:

- a. For a leave of 30 or fewer days, the employee must report back to work on the first regularly scheduled workday after completing military service, allowing for travel time.
- b. For a leave of 31 to 180 days, the employee must request reinstatement within 14 days after military service ends.
- c. For a leave of 181 days or more, the employee must request reinstatement within 90 days after military service ends.

To maintain organizing capability Michigan United will be allowed to hire temporary employees to take the place of those on Military Leave. Nothing will change the fact that immediately upon the return of a military service member will be reinstated in their position.

3. **Jury Duty/Court Appearance.** All employees are entitled to take time off, as necessary, to fulfill their jury obligations when called to perform jury service. Employees will be paid for up to five (5) days of jury service; if the employee's service extends beyond this period, the remainder of the leave will be unpaid.

Written proof of call to jury duty and/or jury service is required upon return to work. Employees must inform their supervisor when they receive a jury duty summons. If the employee is chosen to sit on a jury, they must inform their supervisor how long the trial is expected to last.

No employee will face discipline or retaliation for jury service.

4. **Time Off for Voting.** Employees may take paid leave for any Tribal, State, Municipal, or National election, whether primary or general, in their area for up to four (4) hours every calendar year. Employees shall inform their supervisor if they plan to take voting leave. Paid leave will also be allowed for employees who are nationals of other countries to travel to their respective consulates for voting purposes. This leave must be used to vote early or vote by mail and may not be used to take time off on election day.
5. **Sabbatical Leave.** After four years of full-time service, judged from the start date of the employment, employees are eligible for a two (2) month sabbatical. Any time spent as a part-time employee during this period will be counted pro-rata. To take a sabbatical, employees must first gain approval from their supervisors and the Executive Director sixty (60) days in advance. They must also submit a sabbatical plan during which they outline the goals of their sabbatical. Upon return from sabbatical, employees will present a written paper or presentation on their learning at a staff meeting, retreat, or other function.

If an employee has been a contract employee with the organization in the past and worked more than two (2) years as a contract employee over the last six (6) years, that will count as half the time earned towards a sabbatical. They will have to work two complete years on full-time staff to earn the sabbatical.

6. **Unpaid Leaves of Absence.** Employees of three (3) years or more of continuous service may, upon timely request and in the employer's discretion, be granted a leave of absence without pay not exceeding six (6) months in duration, provided that the number of employees who may be on leave at the time shall be restricted to a reasonable number, with regard for efficient operations. In case of an instance where an employee may need an unpaid leave of absence due to unforeseen circumstances, he/she/they may request the leave. Such a leave such as this will be considered seriously by management and will not be unreasonably denied when there is a need by the employee.

ARTICLE 24: WAGES

1. General Wage Provisions

Part-time employees shall be paid on an hourly basis equivalent to the weekly minimum salary provided for that employee's classification and experience.

There shall be no reduction in salaries during the life of this Agreement.

Nothing in this Agreement shall prevent the MI United from granting increases above top steps, bonus payments and other compensation in addition to contractual wages. The Guild will be notified at the time such increases, bonus payments or other compensation is made.

Should MI United create a new job or job classification in the bargaining unit, or should an existing job be modified to the extent that a dispute arises between the parties as to the appropriate minimum for such a modified job, the MI United and the Guild will meet to determine the appropriate minimum. If agreement on the appropriate minimum cannot be reached, the Guild may submit the dispute to final and binding arbitration. The new minimum shall be effective upon the date the new or modified job was created.

New employees will start at the base pay of 50,000 and they will get a percentage raise on their hiring anniversary. Current employees at the signing of this agreement will get raises at the anniversary of the signing of this agreement.

At the time of promotion, employees who are moving from Organizer 1 to Organizer 2 get a 2% increase in their salary. An employee moving from Organizer 2 to Senior Organizer gets a 2% percent increase. An employee who moves from Organizer 1 to Senior Organizer would get a 4% increase.

2. Wage Minimums

	Starting Minimum	Year 2 (1.5%)	Year 3 (1.5%)
Organizer, Communications			
Legal Services	\$50,000	\$50,750	\$51,511.25
Organizer 2 (2%)	\$51,000	\$51,765	\$52,541.48
Senior Organizer (2%)	\$52,020	\$52,800.30	\$53,592.30

ARTICLE 25: INSURANCE

1. **Healthcare.** Michigan United provides a Simply Blue HSA PPO Gold \$1500 20% with Rx Drug plan through Blue Cross Blue Shield of MI (see attached plan), vision, and dental benefits to full-time exempt employees and covers 100% of the monthly premium costs. Employees are eligible for coverage beginning on the first of the month following the completion of the first 90 days of employment.

If any employee opts-out and utilizes a different method of health care coverage (for example via a spouse or the private marketplace), Michigan United will provide you \$150 per month to support health care costs.

Michigan United offers medical benefits for a spouse, domestic partner, and/or child(ren). The employee must pay 100% of the cost of coverage by payroll deduction for the spouse, child, or domestic partner.

If changes are made by MI United to the healthcare plan, MI United must meet and bargain any changes with the Guild.

2. **Group and Voluntary Life Insurance.** MI United shall provide life and AD&D (accidental death and dismemberment) insurance coverage at no cost to the employee. Employees may also purchase additional or “voluntary” life and/or AD&D through MI United’s life insurance provider at their own cost. Please refer to the Summary Plan Descriptions for an explanation of the plan benefits and limitations (Attachment II).
3. **Short-Term Disability.** MI United shall provide employees with Short-term disability insurance.
4. **Long-Term Disability.** MI United shall provide employees with Long-Term disability insurance. Employees become eligible after sixty 60 days of employment; see attached Summary Plan Descriptions.
5. **Worker’s Compensation.** If an employee suffers from an illness or injury that is related to their work, they may be eligible for workers' compensation benefits. Workers' compensation will pay for medical care and lost wages resulting from job-related illnesses or injuries. If an employee is injured or becomes ill through work, they should inform their supervisor immediately regardless of how minor the injury or illness might be. To find out more about workers' compensation coverage, contact the Operations team.

ARTICLE 26: RETIREMENT

MI United offers a SIMPLE-IRA plan for employees to participate in. To be eligible, you must have earned at least \$5,000 in compensation during any two preceding calendar years and are expected to receive at least \$5,000 in compensation in the current calendar year.

Michigan United makes a non-elective contribution of 2% of your compensation (salary), whether you contribute a part of your salary or not.

ARTICLE 27: REDUCTION IN FORCE

1. **Dismissals to Reduce the Force.** Dismissals to reduce the force, as distinguished from individual dismissals for just and sufficient cause, shall not be made until the MI United notifies the Guild thirty (30) days in advance that such dismissals to reduce the force are necessary. This thirty (30) day period shall not be deemed to be in addition to any statutory notice requirement.

MI United shall notify the Guild of any proposed dismissals to reduce the force, specifying the job title, number of employees, and the facts upon which the employer relies to establish the necessity of a reduction in force.

Dismissals to reduce the force shall be made in the inverse order of bargaining unit seniority from among the employees within the particular job title affected.

Dismissals to reduce the force shall proceed according to the following timetable:

- a. Thirty days prior to the intended effective date, the Company shall give notice of the layoffs, including the number to be laid off from specific job classifications.
- b. 7 days after the announced force reduction staff affected will turn in equipment and no longer be required to come into work but will be paid out till the end of the 30 day period.
- c. The layoffs shall be effective on the 30th day following the initial notice.

An employee who leaves the bargaining unit shall have their seniority frozen for purposes of layoff and recall only as of the date of leaving the bargaining unit. If that employee returns to the bargaining unit, seniority shall resume upon the date of return to the bargaining unit.

2. **Severance Pay.** Employees affected by a reduction in force or who have volunteered for a reduction in force will receive one week's pay per year of service, a maximum of twenty-six (26) weeks. Severance pay shall be computed at the highest weekly salary (exclusive of overtime, bonuses and payment for special work) received during the twenty-six (26) weeks previous to dismissal.

ARTICLE 28: MISCELLANEOUS

1. **Pay Period.** MI United's pay period for all employees is biweekly on Friday. If payday falls on a federal holiday, employees may receive their paycheck on the preceding workday. Paychecks are directly deposited into checking and/or savings accounts.
2. **Paychecks.** MI United's pay period for all employees is biweekly on Friday. If payday falls on a federal holiday, employees may receive their paycheck on the preceding workday. Paychecks are directly deposited into checking and/or savings accounts.
3. **Travel and Reimbursement.** MI United shall pay all legitimate expenses of the employee incurred in the service of the employer. Reimbursements will be paid within two pay periods after being submitted by the employee.
4. **Per Diem.** When an employee is required to travel for work overnight will be paid \$60 per diem.
 - a. Breakfast - \$15
 - b. Lunch - \$20
 - c. Dinner - \$25
5. **Technology and Cell Phone Stipend.** MI United will provide cell phones with unlimited minutes, unlimited texting, and a data plan or a monthly reimbursement of \$65/month for all employees.
6. **Mileage.** All employees receive \$75 per month for any transportation expenses incurred as a part of work duties. Employees who use their own vehicle for Michigan United travel outside the State or extended in-state trips will be reimbursed at the federal non-profit rate in addition to the monthly travel stipend.
7. **Termination or Significant Changes to DACA, TPS, or DED.** In the case of significant changes made to DACA, TPS, or DED, MI United will work with the affected workforce to find the most equitable solution for the affected workforce.

If an equitable solution cannot be found, MI United will provide the affected workforce with severance benefits including paying out accrued PTO.
8. **Delays from USCIS.** In the event that USCIS has delays with renewing employees' work authorization documents, MI United will work with the affected employee to find the most equitable solution for the affected workforce. MI United will make every effort to reserve the affected employee's position as long as agreed upon or until USCIS issues a decision on the affected employee's work authorization document.

If an equitable solution cannot be found, MI United will offer to provide the affected workforce with severance benefits including paying out accrued PTO should the affected workers wish to take that course.

9. **Lactation Accommodation.** When MI United requires employees to work from a location other than their home, MI United will support employees in finding a private lactation location where they can express milk or nurse their children, if desired. For employees who are required to take overnight travel, MI United will provide reimbursement for the cost of shipping expressed milk home in dry ice by overnight delivery, per the expense reimbursement guidelines.
10. **Job Security from Artificial Intelligence and Advancements in Technology.** The use of artificial intelligence (AI) and advancements in technology (AT) in the workplace should be to increase the potential impact of workers and should not be used to replace workers. No bargaining unit employee will be laid off as a result of AI or AT.

ARTICLE 29: DURATION

1. This contract shall commence on the 23rd day of June 2024 and expire on the 23rd day of June 2027 and shall continue in effect from year to year thereafter unless written notice of desire to amend this Agreement is served by one party upon the other, not less than sixty (60) days and not more than ninety (90) days prior to the expiration date or the same date of any subsequent contract year.
2. This Agreement shall be binding upon the parties hereto, and shall be binding upon any successors or assignees by merger, consolidation, or otherwise, of either party.
3. When notice of desire to negotiate is provided pursuant to section 1 of this Article, the terms and conditions of this contract shall remain in effect until such negotiations are lawfully terminated.

Attachment 1: Job Descriptions

Organizer - Level 1

POSITION SUMMARY

Michigan United is building a vibrant, inclusive democracy in Michigan where community members are organizing to build power to affect change at local, state, and national levels. We are working to dismantle systemic barriers perpetuating inequality by building power. Michigan United defines power as the ability to act, and it comes in the form of organized people and organized money. We focus on issues from a racial, economic, immigrant, and environmental justice lens. We are a hub of people-centered leadership development, issue organizing, and civic power building.

Michigan United is dedicated to dismantling white supremacy and patriarchy, transforming lives through tangible victories and leadership development. We believe in the power of a united community driven by a shared vision and strategic action, capable of making significant impacts at local, state, and national levels. Our focus on organizing communities, training leaders, and tackling systemic barriers is crucial in shaping Michigan's future.

Our commitment to a democracy that reflects our base is at the core of our work, guiding us as we organize and mobilize communities, build collective power, and seek just outcomes. We are steadfast in these principles, aiming to create a Michigan where government and economy are inclusive, accountable, and equitable.

Michigan United's approach is grounded in practicality, driven by our values, and focused on building a state where dignity, equity, and justice are realities, not just aspirations. Through strong relationship-building, continuous leadership development, and strategic collective action, we are paving the way for the radical, systemic changes our communities need and deserve.

The Organizer 1 role will organize residents, community groups, and stakeholders that are impacted by these issues, in order to build the power necessary to change policy. The organizer will work to build public support and strategy for local, state, and federal campaigns around Environmental Justice and Healthcare.

This work must be done through an anti-racist and anti-oppression lens.

Michigan United's work is hybrid. Work is conducted in person, in the office, and via video and conference calls.

ESSENTIAL FUNCTIONS

- Build relationships with impacted residents through one-on-ones.

- Identify and recruit leaders, particularly those directly impacted by systemic barriers and racial, economic, immigrant, and environmental injustices through one-on-ones.
- Build a consistent core team of 5 or more leaders of impacted residents to move strategic planning of our campaigns that meet at least once a month.
- Recruit and maintain 20 active volunteers.
- Develop leaders and engage community members in taking roles in campaigns that impact them.
- Recruit members of the community to attend training in organizing skills.
- Help coordinate and drive turnout for direct actions.
- Connect our campaigns to the larger Michigan United vision and theory of change.
- Work closely with c3/c4 organizing staff and leaders to develop, refine, and further the goals of all of the campaigns.
- Can assist in a press event and prepare leaders to effectively convey their message in the media.
- Fundraising via membership building and donations.
- Stay current on issues vital to the affected communities, the political landscape, and other matters that affect the ability of Michigan United to fulfill its mission, goals and objectives.
- Participate in organizational training to expand your organizing and leadership skills.

REQUIREMENTS

- Ability to work evenings and weekends
- Excellent listening and communication skills
- Ability to handle uncomfortable situations and work in different cultural/ community settings
- Serious about achieving qualitative and quantitative goals
- Proficient writing skills
- Ability to work independently and as well as part of a team
- Have access to reliable transportation for in-state travel
- Ability to learn Google productivity tools (i.e., Google Docs, Gmail, Google Calendar)
- Knowledgeable in remote communications

BENEFITS

- Health Insurance and a \$600/year Health Savings Account or monthly Health insurance stipend are available after 90 days of employment
- Individual Retirement Account (IRA) after earning at least \$5,000 within the preceding two year period.
- Internet and phone stipend of \$125 a month
- Fifteen days paid time off for the first and second year of employment; this increases with seniority.

- Paid sick time
- Generous paid holiday policy
- Paid Summer break
- Two-month sabbatical when earned for time at work
- Mileage reimbursement policy

WORK ENVIRONMENT

Employees can be hybrid but must be based in the State of Michigan. Team members are located throughout the state, with our headquarters being in Detroit. There will be in-person events, meetings, and activities. Our work schedule is standard business hours with flexibility. Evenings and weekends are occasionally required. There will be periodic travel around the state, with intermittent out-of-state travel.

APPLICATION DETAILS

- Submit resume, statement of interest, and three references (at least two references must be work-related, one may be personal)
- You may apply here. If you are having difficulties uploading your materials to paylocity please send them via email to: resumes@miunited.org. Please do not submit your resume to both Paylocity and our email.
- Please put the name of the position you are applying for in the email subject line.
- Resumes that do not adhere to these instructions will be discarded.

ORGANIZATIONAL BACKGROUND

Michigan United is a statewide organization of community members and institutions fighting for the dignity and potential of every person. Michigan United organizes along with the following issue areas: immigrants' rights, criminal justice reform, environmental justice, rural issues, healthcare, and civic engagement. Michigan United, along with

Michigan United Action, our affiliated 501(c)(4), is serious about building long-term political power with the aim of transforming our political and economic system into one that puts people and the planet first. Our main office is in Southwest Detroit, with additional offices in Kalamazoo, Grand Rapids, and Flint.

As a racial and economic justice organization, we actively encourage individuals who are underrepresented on the basis of race, ethnicity, income, gender identity, and sexual orientation, as well as those who share the life experiences of the members we serve, to apply.

Michigan United is represented by SOUL of MU & MUA, Statewide Organized United Labor of Michigan United and Michigan United Action in collaboration with the Newspaper Guild of Detroit, Local 34022. The person hired for this position will become a bargaining unit member.

Organizer - Level 2

POSITION SUMMARY

Michigan United is building a vibrant, inclusive democracy in Michigan where community members are organizing to build power to affect change at local, state, and national levels. We are working to dismantle systemic barriers perpetuating inequality by building power. Michigan United defines power as the ability to act, and it comes in the form of organized people and organized money. We focus on issues from a racial, economic, immigrant, and environmental justice lens. We are a hub of people-centered leadership development, issue organizing, and civic power building.

Michigan United is dedicated to dismantling white supremacy and patriarchy, transforming lives through tangible victories and leadership development. We believe in the power of a united community driven by a shared vision and strategic action, capable of making significant impacts at local, state, and national levels. Our focus on organizing communities, training leaders, and tackling systemic barriers is crucial in shaping Michigan's future.

Our commitment to a democracy that reflects our base is at the core of our work, guiding us as we organize and mobilize communities, build collective power, and seek just outcomes. We are steadfast in these principles, aiming to create a Michigan where government and economy are inclusive, accountable, and equitable.

Michigan United's approach is grounded in practicality, driven by our values, and focused on building a state where dignity, equity, and justice are realities, not just aspirations. Through strong relationship-building, continuous leadership development, and strategic collective action, we are paving the way for the radical, systemic changes our communities need and deserve.

The Organizer 2 role will organize residents, community groups, and stakeholders that are impacted by these issues in order to build the power necessary to change policy. The organizer will work to build public support and strategy for local, state, and federal campaigns around Environmental Justice and Healthcare.

This work must be done through an anti-racist and anti-oppression lens.

Michigan United's work is hybrid. Work is conducted in person, in the office, and via video and conference calls.

ESSENTIAL FUNCTIONS

- Build relationships with impacted residents through one on ones.
- Identify and recruit leaders, particularly those directly impacted by systemic barriers and racial, economic, immigrant, and environmental injustices through one-on-ones.

- Have a consistent core team of 8 or more leaders of impacted residents to move strategic planning of our campaigns that meet at least once a month.
- Have a leader lead your core team meeting at least once a quarter.
- Recruit and maintain 30 active volunteers.
- Develop leaders and engage community members in taking roles in campaigns that impact them.
- Can facilitate moments of tension that allows leaders and volunteers to grow in their organizing capacity.
- Recruit members of the community to attend training in organizing skills.
- Help coordinate and drive turnout for direct actions.
- Organize meetings with elected officials to engage members.
- Connect our campaigns to the larger Michigan United vision and theory of change.
- Work closely with c3/c4 organizing staff and leaders to develop, refine, and further the goals of all of the campaigns.
- Can assist in a press event and prepare leaders to effectively convey their message in the media.
- Fundraise via membership-building donations and recruit other organizations to become an institutional member.
- Stay current on issues vital to the affected communities, the political landscape, and other matters that affect the ability of Michigan United to fulfill its mission, goals and objectives.
- Participate in organizational training to expand your organizing and leadership skills.

REQUIREMENTS

- Ability to work evenings and weekends
- Excellent listening and communication skills
- Ability to handle uncomfortable situations and work in different cultural/ community settings
- Serious about achieving qualitative and quantitative goals
- Proficient writing skills
- Ability to work independently and as well as part of a team
- Have access to reliable transportation for in-state travel
- Ability to learn Google productivity tools (i.e., Google Docs, Gmail, Google Calendar)
- Knowledgeable in remote communications

BENEFITS

- Health Insurance and a \$600/year Health Savings Account or monthly Health insurance stipend are available after 90 days of employment
- Individual Retirement Account (IRA) after earning at least \$5,000 within the preceding two year period.
- Internet and phone stipend of \$125 a month

- Fifteen days paid time off for the first and second year of employment; this increases with seniority.
- Paid sick time
- Generous paid holiday policy
- Paid Summer break
- Two-month sabbatical when earned for time at work
- Mileage reimbursement policy

WORK ENVIRONMENT

Employees can be hybrid but must be based in the State of Michigan. Team members are located throughout the state, with our headquarters being in Detroit. There will be in-person events, meetings, and activities. Our work schedule is standard business hours with flexibility. Evenings and weekends are occasionally required. There will be periodic travel around the state, with intermittent out-of-state travel.

APPLICATION DETAILS

- Submit resume, statement of interest, and three references (at least two references must be work-related, one may be personal)
- You may apply here. If you are having difficulties uploading your materials to paylocity please send them via email to: resumes@miunited.org. Please do not submit your resume to both Paylocity and our email.
- Please put the name of the position you are applying for in the email subject line.
- Resumes that do not adhere to these instructions will be discarded.

ORGANIZATIONAL BACKGROUND

Michigan United is a statewide organization of community members and institutions fighting for the dignity and potential of every person. Michigan United organizes along with the following issue areas: immigrants' rights, criminal justice reform, environmental justice, rural issues, healthcare, and civic engagement. Michigan United, along with

Michigan United Action, our affiliated 501(c)(4), is serious about building long-term political power with the aim of transforming our political and economic system into one that puts people and the planet first. Our main office is in Southwest Detroit, with additional offices in Kalamazoo, Grand Rapids, and Flint.

As a racial and economic justice organization, we actively encourage individuals who are underrepresented on the basis of race, ethnicity, income, gender identity, and sexual orientation, as well as those who share the life experiences of the members we serve, to apply.

Michigan United is represented by SOUL of MU & MUA, Statewide Organized United Labor of Michigan United and Michigan United Action in collaboration with the Newspaper Guild of Detroit, Local 34022. The person hired for this position will become a bargaining unit member.

Senior Organizer

POSITION SUMMARY

Michigan United is building a vibrant, inclusive democracy in Michigan where community members are organizing to build power to affect change at local, state, and national levels. We are working to dismantle systemic barriers perpetuating inequality by building power. Michigan United defines power as the ability to act, and it comes in the form of organized people and organized money. We focus on issues from a racial, economic, immigrant, and environmental justice lens. We are a hub of people-centered leadership development, issue organizing, and civic power building.

Michigan United is dedicated to dismantling white supremacy and patriarchy, transforming lives through tangible victories and leadership development. We believe in the power of a united community driven by a shared vision and strategic action, capable of making significant impacts at local, state, and national levels. Our focus on organizing communities, training leaders, and tackling systemic barriers is crucial in shaping Michigan's future.

Our commitment to a democracy that reflects our base is at the core of our work, guiding us as we organize and mobilize communities, build collective power, and seek just outcomes. We are steadfast in these principles, aiming to create a Michigan where government and economy are inclusive, accountable, and equitable.

Michigan United's approach is grounded in practicality, driven by our values, and focused on building a state where dignity, equity, and justice are realities, not just aspirations. Through strong relationship-building, continuous leadership development, and strategic collective action, we are paving the way for the radical, systemic changes our communities need and deserve.

The Senior Organizer role will organize residents, community groups, and stakeholders that are impacted by these issues, in order to build the power necessary to change policy. The organizer will work to build public support and strategy for local, state, and federal campaigns around Environmental Justice and Healthcare.

This work must be done through an anti-racist and anti-oppression lens.

Michigan United's work is hybrid. Work is conducted in person, in the office, and via video and conference calls.

ESSENTIAL FUNCTIONS

- Build relationships with impacted residents through one on ones.
- Identify and recruit leaders, particularly those directly impacted by systemic barriers and racial, economic, immigrant, and environmental injustices through one on ones.

- Have a consistent core team of 8 or more leaders of impacted residents to move strategic planning of our campaigns that meet at least once a month.
- Have a leader lead your core team meeting at least once a quarter.
- Recruit and maintain 50 active volunteers.
- Can lead a campaign from start to finish.
- Develop leaders and engage community members in taking roles in campaigns that impact them.
- Can facilitate moments of tension that allows leaders and volunteers to grow in their organizing capacity.
- Recruit members of the community to attend training in organizing skills.
- Lead direct actions, including overseeing programming, turnout and design.
- Organize meetings with elected officials to engage members.
- Connect our campaigns to the larger Michigan United vision and theory of change.
- Work closely with c3/c4 organizing staff and leaders to develop, refine, and further the goals of all of the campaigns.
- Can lead a press event and prepare leaders to effectively convey their message in the media.
- Fundraise via membership building and donations and recruit other organizations to become an institutional member.
- Raise money through writing grant, talking to funders to make direct solicitations and working with individual donors to raise money for your campaign
- Stay current on issues vital to the affected communities, the political landscape, and other matters that affect the ability of Michigan United to fulfill its mission, goals and objectives.
- Lead training for all staff and create new training as needed to help staff build the skills to organize.
- Build and nurture relationships with other power building and social justice organizations.
- Represent MU/MPC in coalition spaces.

REQUIREMENTS

- Has completed multiple issues campaigns that involved leaders throughout the process of the campaigns
- Experienced in mobilizing leaders for actions, events and has a current list of leaders they can call on
- Ability to work evenings and weekends
- Excellent listening and communication skills
- Ability to handle uncomfortable situations and work in different cultural/ community settings
- Serious about achieving qualitative and quantitative goals
- Proficient writing skills
- Ability to work independently and as well as part of a team
- Have access to reliable transportation for in-state travel

- Ability to learn Google productivity tools (ie, Google Docs, Gmail, Google Calendar)
- Knowledgeable in remote communications

BENEFITS

- Health Insurance and a \$600/year Health Savings Account or monthly Health insurance stipend are available after 90 days of employment
- Individual Retirement Account (IRA) after earning at least \$5,000 within the preceding two year period.
- Internet and phone stipend of \$125 a month
- Fifteen days paid time off for the first and second year of employment; this increases with seniority
- Paid sick time
- Generous paid holiday policy
- Paid Summer break
- Two-month sabbatical when earned for time at work
- Mileage reimbursement policy

WORK ENVIRONMENT

Employees can be hybrid, but must be based in the State of Michigan. Team members are located throughout the state, with our headquarters being in Detroit. There will be in-person events, meetings, and activities. Our work schedule is standard business hours with flexibility. Evenings and weekends are occasionally required. There will be periodic travel around the state, with intermittent out-of-state travel.

APPLICATION DETAILS

- Submit resume, statement of interest, and three references (at least two references must be work-related, one may be personal)
- You may apply here. If you are having difficulties uploading your materials to paylocity please send them via email to: resumes@miunited.org. Please do not submit your resume to both Paylocity and our email.
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ORGANIZATIONAL BACKGROUND

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As a racial and economic justice organization, we actively encourage individuals who are underrepresented on the basis of race, ethnicity, income, gender identity, and sexual orientation, as well as those who share the life experiences of the members we serve, to apply.

Michigan United is represented by SOUL of MU & MUA, Statewide Organized United Labor of Michigan United and Michigan United Action in collaboration with the Newspaper Guild of Detroit, Local 34022. The person hired for this position will become a bargaining unit member.

Legal Services Coordinator

POSITION SUMMARY

Michigan United is building a vibrant, inclusive democracy in Michigan where community members are organizing to build power to affect change at local, state, and national levels. We are working to dismantle systemic barriers perpetuating inequality by building power. Michigan United defines power as the ability to act, and it comes in the form of organized people and organized money. We focus on issues from a racial, economic, immigrant, and environmental justice lens. We are a hub of people-centered leadership development, issue organizing, and civic power building.

Michigan United is dedicated to dismantling white supremacy and patriarchy, transforming lives through tangible victories and leadership development. We believe in the power of a united community driven by a shared vision and strategic action, capable of making significant impacts at local, state, and national levels. Our focus on organizing communities, training leaders, and tackling systemic barriers is crucial in shaping Michigan's future.

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Michigan United's approach is grounded in practicality, driven by our values, and focused on building a state where dignity, equity, and justice are realities, not just aspirations. Through strong relationship-building, continuous leadership development, and strategic collective action, we are paving the way for the radical, systemic changes our communities need and deserve.

The Legal Services Coordinator to play a key role in overseeing legal services, advocating for immigrant rights, and coordinating the Legal Services Department in Detroit. The legal services coordinator will support the legal staff. The Legal Services Coordinator will assist in the preparation of immigration applications and coordinate the Citizenship and English Language Program. The Legal Services Coordinator will understand and share our values and vision for justice and dignity for all people.

This work must be done through an anti-racist and anti-oppression lens.

Michigan United's work is hybrid. Work is conducted in person, in the office, and via video and conference calls.

ESSENTIAL FUNCTIONS

- ***Oversee English Language and Citizenship Program:*** Recruit, schedule, plan events, and maintain record-keeping for the program. Monitor participant engagement and progress. Adapt curriculum to meet grant requirements and any changes in the USCIS testing requirements.
- ***Legal Assistance Responsibilities:*** Complete immigration applications for representatives' approval, assist applicants with document assembly, conduct appropriate screenings, provide office support, conduct presentations, and interpret at USCIS naturalization interviews (when applicable).
- ***Personnel Responsibilities:*** Oversee and train ESL Instructors, Citizenship Instructors, Legal Services Interns, and Legal Services Volunteers. Instruct citizenship and ESL courses when necessary.
- ***Outreach Responsibilities:*** Acquire clients, network with other legal service providers (Immigration Law and Justice, MIRC, MCIRR, SWIRC, International Institute and private bar attorneys), build relationships with local institutions (schools, faith institutions, Consulates from other countries, etc.), and represent Michigan United organizationally.
- ***Training Responsibilities:*** Attend a virtual 40-hour immigration law training and other relevant sessions. Incorporate leadership training into class curriculum and work with organizing staff to conduct leadership training and connect clients with organizing opportunities.

REQUIREMENTS

- Share Michigan United's values and vision.
- Genuine interest in immigrant communities.
- Cultural sensitivity and respect for diverse backgrounds.
- DOJ-Accredited Representative, interest in becoming a DOJ-Accredited Representative, or previous legal experience preferred.
- Excellent time management skills and the ability to prioritize work to meet hard deadlines.
- Ability to maintain a high level of discretion with confidential and/or sensitive information.
- Working knowledge of office equipment.
- Proficiency in Google Workplace, Microsoft Office, and Zoom.
- Excels at working independently.
- Detail oriented and solutions driven.
- Excellent written and verbal communication skills.
- Excellent organizational skills.

- Enthusiastic, creative, and capable of motivating others.
- Fluency in Spanish, French, and/or Arabic is a plus.
- Previous tutoring or teaching experience.
- Access to reliable transportation required.

BENEFITS

- Health Insurance and a \$600/year Health Savings Account or monthly Health insurance stipend are available after 90 days of employment
- Individual Retirement Account (IRA) after earning at least \$5,000 within the preceding two year period.
- Internet and phone stipend of \$125 a month
- Fifteen days paid time off for the first and second year of employment; this increases with seniority.
- Paid sick time
- Generous paid holiday policy
- Paid Summer break
- Two-month sabbatical when earned for time at work
- Mileage reimbursement policy

WORK ENVIRONMENT

Employees can be hybrid but must be based in the State of Michigan. Team members are located throughout the state, with our headquarters being in Detroit. There will be in-person events, meetings, and activities. Our work schedule is standard business hours with flexibility. Evenings and weekends are occasionally required. There will be periodic travel around the state, with intermittent out-of-state travel.

APPLICATION DETAILS

- Submit resume, statement of interest, and three references (at least two references must be work-related, one may be personal)
- You may apply here. If you are having difficulties uploading your materials to paylocity please send them via email to: resumes@miunited.org. Please do not submit your resume to both Paylocity and our email.
- Please put the name of the position you are applying for in the email subject line.
- Resumes that do not adhere to these instructions will be discarded.

ORGANIZATIONAL BACKGROUND

Michigan United is a statewide organization of community members and institutions fighting for the dignity and potential of every person. Michigan United organizes along with the following issue areas: immigrants' rights, criminal justice reform, environmental justice, rural issues, healthcare, and civic engagement. Michigan United, along with Michigan United Action, our affiliated 501(c)(4), is serious about building long-term political power with the aim of transforming our political and economic system into one that puts people and the planet first. Our main office is in Southwest Detroit, with additional offices in Kalamazoo, Grand Rapids, and Flint.

As a racial and economic justice organization, we actively encourage individuals who are underrepresented on the basis of race, ethnicity, income, gender identity, and sexual orientation, as well as those who share the life experiences of the members we serve, to apply.

Michigan United is represented by SOUL of MU & MUA, Statewide Organized United Labor of Michigan United and Michigan United Action in collaboration with the Newspaper Guild of Detroit, Local 34022. The person hired for this position will become a bargaining unit member.

Communications Coordinator

POSITION SUMMARY

Michigan United is building a vibrant, inclusive democracy in Michigan where community members are organizing to build power to affect change at local, state, and national levels. We are working to dismantle systemic barriers perpetuating inequality by building power. Michigan United defines power as the ability to act, and it comes in the form of organized people and organized money. We focus on issues from a racial, economic, immigrant, and environmental justice lens. We are a hub of people-centered leadership development, issue organizing, and civic power building.

Michigan United is dedicated to dismantling white supremacy and patriarchy, transforming lives through tangible victories and leadership development. We believe in the power of a united community driven by a shared vision and strategic action, capable of making significant impacts at local, state, and national levels. Our focus on organizing communities, training leaders, and tackling systemic barriers is crucial in shaping Michigan's future.

Our commitment to a democracy that reflects our base is at the core of our work, guiding us as we organize and mobilize communities, build collective power, and seek just outcomes. We are steadfast in these principles, aiming to create a Michigan where government and economy are inclusive, accountable, and equitable.

Michigan United's approach is grounded in practicality, driven by our values, and focused on building a state where dignity, equity, and justice are realities, not just aspirations. Through strong relationship-building, continuous leadership development, and strategic collective action, we are paving the way for the radical, systemic changes our communities need and deserve.

The Communications Coordinator will work closely with the Communications Director. This person will help to develop and execute communications strategies for our campaigns throughout the state. The Communications Coordinator will work closely with volunteers and organizers to implement communications strategies for each campaign.

The communications department seeks to frame the public narrative of our issues using values based messaging to influence public opinion and stir them to take action. We do this through press events, direct action and public engagement. We believe that the people closest to the problem are closest to the solution, so we seek to elevate the stories of people directly impacted by injustice.

This work must be done through an anti-racist and anti-oppression lens.

Michigan United's work is hybrid. Work is conducted in person, in the office, and via video and conference calls.

ESSENTIAL FUNCTIONS

- **Earned Media**
 - Generate press releases and advisories, make pitch calls, and develop relationships with various media outlets across the state
 - Assist with tracking and catalog of all resulting press coverage
 - Assist managing crisis communications for the organization
 -
- **Digital Organizing and Content Development In Coordination with Fellow Communications Coordinator**
 - Assist writing and posting updates to website using the Wix platform
 - Develop content and assist posting social media content for Facebook, Twitter, Instagram, Tiktok, and other platforms
 - Move supporters from digital engagement to real-life action
 - Assist writing emails and action pages on the EveryAction platform
 - Assist creating newsletters to be shared with members and leaders
- **Crisis Management**
 - Respond to staff needs and emergencies and guide the team through difficult communications situations such as emails and social media posts, press.
- **Communications Stability**
 - Work closely with the communications director to develop, refine and further the messaging of Michigan United campaigns.
 - Stay current on issues vital to the affected communities, the political landscape, and other matters that affect the ability of Michigan United to fulfill its mission, goals and objectives.
 - Build relationships with current and prospective members and deepen their participation by involving them in the communications program.
- **Fundraising**
 - Look for opportunities to use our owned media to generate donations from the public.

REQUIREMENTS

- Experience working with Google docs including word, spreadsheets, drawing, slides and forms;
- Familiarity or ability to quickly learn Wix or WordPress website editor;
- Familiarity with social media platforms including Facebook, Twitter, Instagram, and Tiktok.
- Excellent written and verbal communication skills including
- Comfortable setting clear expectations and holding volunteers accountable to them;
- Ability to motivate diverse groups of people and work well as a team member;
- Self-direction and self-motivation, and ability to work collaboratively and independently;
- Ability to build and maintain constructive, positive relationships;
- Strong commitment to social, racial and economic justice;

- Self-motivation and creative in problem solving;
- Ability to handle multiple job tasks and to meet deadlines;
- Commitment to leadership development of leaders and members;
- Ability to travel in-state and to work flexible hours including weekends and evenings; occasional out of state travel
- Multilingual skills are a plus; and
- Access to reliable transportation is required

WORK ENVIRONMENT

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APPLICATION DETAILS

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Policy Manager

POSITION SUMMARY

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This work must be done through an anti-racist and anti-oppression lens.

Michigan United's work is hybrid. Work is conducted in person, in the office, and via video and conference calls.

ESSENTIAL FUNCTIONS

- Work with Executive Director and organizing teams to develop policy campaigns
- Conduct policy research
- Produce campaign materials
- Build relationships with other policy organizations
- Build relationships with legislators and staff
- Coordinate policy development processes across the organization
- Assist organizers with grassroots policy research processes
- Work to engage members in policy discussions and research

- Build the capacity of members and organizing staff to develop policy
- Coordinate limited policy campaigns as required

REQUIREMENTS

- Experience with Excel or Google Sheets
- Detail oriented
- Ability to function at a high level of productivity, with good organizational skills.
- Self-direction and self-motivation, and ability to work collaboratively and independently;
- Strong commitment to social, racial and economic justice;
- Self-motivation and creative in problem solving;
- Ability to handle multiple job tasks and to meet deadlines;
- Ability to travel and to work flexible hours including some weekends and evenings;
- Multilingual skills are a plus; and
- Access to reliable transportation daily

BENEFITS

- Health Insurance and a \$600/year Health Savings Account or monthly Health insurance stipend are available after 90 days of employment
- Individual Retirement Account (IRA) after earning at least \$5,000 within the preceding two year period.
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Attachment 2: Job Highlights

Organizer 1

- **Builds a consistent core team of 5 or more leaders.**
 - This is not for a campaign; this is the organizer's core team, with whom they regularly meet outside of a campaign they are working on.
 - These are the leaders the Organizer is building up; these leaders should have their own volunteers and people they are training to be leaders.
- **Recruits and maintains 20 active volunteers.**
 - The organizers can call on 20 volunteers, but they need a list of 100 potential volunteers for this to be possible.
- **Participates in organizational training to expand organizing and leadership skills.**
 - These are fundamental trainings that the organizers should be able to train their own leaders on.
- **The focus is on organizing and building your core team.**
 - Organizer 1 can only become Organizer 2 when they have reached the goal of having eight consistent core team members and 30 active volunteers, which means a list of more than 120 possible volunteers.

Organizer 2

- **Builds a larger core team of 8 or more leaders.**
 - To maintain and build the organizer's capacity, they must maintain a consistent core team of 8 or more.
 - These leaders need to have their own volunteers they are training to be leaders.
- **Recruits and maintains 30 active volunteers.**
 - Having 30 active volunteers requires a list of more than 150 volunteers that can be engaged at any time.
- **Organizes meetings with elected officials to engage members.**
 - The organizer has a campaign they are working on with their leaders and setting up meetings to engage elected officials on that issue.
- **Recruits other organizations to become institutional members.**
 - This is about recruiting other organizations, non-profits, and businesses to support our efforts to make policy changes.
- **Fundraises via membership building donations, with the addition of recruiting other organizations to be members.**
 - This is key to any organizer's success: raising money to support organizing by tapping into individuals and institutions who align with our issues and campaigns.
- **Can lead a campaign from start to finish.**
 - Having this core team means that the organizer needs to not only participate in organization-wide campaigns but also be able to work with their leaders to develop more localized campaigns.

Senior Organizer

- **Builds an even larger consistent core team of 8 or more leaders.**
 - Continue to maintain and build on the core team of leaders, helping these leaders build their own core teams to expand their organizing capacity.
- **Recruits and maintains 50 active volunteers.**
 - To achieve this, the organizer must maintain a volunteer list of more than 250 volunteers that they can tap into for different actions and events.
- **Leads direct actions and oversees programming, turnout, and design.**
 - This means that the organizer can be the manager and approver of these events.
- **Raises money through writing grants, direct solicitations, and working with individual donors.**
 - At this point, the organizers are writing their own campaign plans and know the kind of support they need to help the leaders in their communities achieve the goals that they have set for themselves.
- **Leads training for all staff and creates new trainings as needed.**
 - After leading campaigns and helping build up their leaders; they know what both leaders and organizers need. Working with organizers and leaders to develop and adapt training materials to advance the organizational and leadership development goals.
- **Has completed multiple issue campaigns involving leaders throughout the process.**
 - This prepares them to represent the organization in coalition spaces.
- **Builds and nurtures relationships with other power-building and social justice organizations.**
 - After organizing leaders and being part of organization-wide campaigns, they take on the responsibility of maintaining relationships with organizations.
- **Represents the organization in coalition spaces.**
 - They have built relationships with organizations and participated in campaigns that prepare them to represent the organization in coalition spaces. They understand the difference between their viewpoint and the viewpoint of the organization they represent and can facilitate difficult conversations despite differences in position.
- **They are experienced in mobilizing leaders for actions and events and have a current list of leaders they can call on.**
 - They have reached a point where they know, based on conversations with their leaders and volunteers, if they are going to show up. They are experienced in running events and know how to work with leaders to get them in a position to succeed in public spaces.

Communications Coordinator

- **Earned media**
 - Generate press releases and advisories, make pitch calls, and develop relationships with various media outlets across the state
 - Assist with tracking and catalog of all resulting press coverage
 - Assist managing crisis communications for the organization
- **Digital organizing and content development in coordination with fellow Communications Coordinator**
 - Assist writing and posting updates to website using the Wix platform
 - Develop content and assist posting social media content for Facebook, Twitter, Instagram, Tiktok, and other platforms
 - Move supporters from digital engagement to real-life action
 - Assist writing emails and action pages on the EveryAction platform
 - Assist creating newsletters to be shared with members and leaders
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 - Respond to staff needs and emergencies and guide the team through difficult communications situations such as emails and social media posts, press.
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 - Work closely with the communications director to develop, refine and further the messaging of Michigan United campaigns.
 - Stay current on issues vital to the affected communities, the political landscape, and other matters that affect the ability of Michigan United to fulfill its mission, goals and objectives.
 - Build relationships with current and prospective members and deepen their participation by involving them in the communications program.
- **Fundraising**
 - Look for opportunities to use our owned media to generate donations from the public.

Legal Services Coordinator

- ***Oversee English Language and Citizenship Program:*** Recruit, schedule, plan events, and maintain record-keeping for the program. Monitor participant engagement and progress. Adapt curriculum to meet grant requirements and any changes in the USCIS testing requirements.
- ***Legal Assistance Responsibilities:*** Complete immigration applications for representatives' approval, assist applicants with document assembly, conduct appropriate screenings, provide office support, conduct presentations, and interpret at USCIS naturalization interviews (when applicable).
- ***Personnel Responsibilities:*** Oversee and train ESL Instructors, Citizenship Instructors, Legal Services Interns, and Legal Services Volunteers. Instruct citizenship and ESL courses when necessary.
- ***Outreach Responsibilities:*** Acquire clients, network with other legal service providers (Immigration Law and Justice, MIRC, MCIRR, SWIRC, International Institute and private bar attorneys), build relationships with local institutions (schools, faith institutions, Consulates from other countries, etc.), and represent Michigan United organizationally.
- ***Training Responsibilities:*** Attend a virtual 40-hour immigration law training and other relevant sessions. Incorporate leadership training into class curriculum and work with organizing staff to conduct leadership training and connect clients with organizing opportunities.

Policy Manager

- Work with Executive Director and organizing teams to develop policy campaigns
- Conduct policy research
- Produce campaign materials
- Build relationships with other policy organizations
- Build relationships with legislators and staff
- Coordinate policy development processes across the organization
- Assist organizers with grassroots policy research processes
- Work to engage members in policy discussions and research
- Build the capacity of members and organizing staff to develop policy
- Coordinate limited policy campaigns as required

Attachment 3: Healthcare, Dental and Vision Plan Documents

Healthcare

Carrier: Blue Cross Blue Shield

Plan Name: Simply BlueSM HSA PPO with Rx SG

Deductible Limits charge yearly at renewal. The information below will be updated 09/2024.

In Network

Deductible Individual: \$1,600

Deductible Family: \$3,200

Out-of-pocket limit: \$4,500 Individual/ \$9,000 Family

Out of Network

Deductible Individual: \$3,200

Deductible Family: \$6,400

Out-of-pocket limit: \$9,000 Individual/ \$18,000 Family

Dental

Carrier: Humana

Plan Name: \$1,500 no Ortho

In Network

Annual Maximum: \$1,500

Deductible Single: \$50

Deductible Family: \$150

Prev/ Basic/ Major (in): 100%/ 80%/ 50%

Waiting Period Major: None

Endodontic Oral Surgery: Included in Basic Services

Periodontic Oral Surgery: Included in Basic Services

Implants: Included in Major Services

Ortho Coinsurance: Not Included

Out of Network

Deductible Single: \$50

Deductible Family: \$150

Prev/ Basic/ Major (in): 100%/ 80%/ 50%

OON Reimbursement: Fee Schedule

Vision

Carrier: Humana

Plan Name: \$130 12/12/24

Network: EyeMed

In Network

Exams Copay: \$10

Exams Frequency: Every 12 Months

Lenses Copay: \$15

Lenses Frequency: Every 12 Months

Frames Allowance: \$130

Frames Frequency: Every 24 Months

Contact Lenses Allowance: \$130

Contact Lenses Frequency: Every 12 Months

Out of Network

Exams Allowance: Up to \$30

Lens Allowance: \$25-\$100

Frames Allowance: Up to \$65

Contact Lenses Allowance: Up to \$104

Attachment 4: Guild Dues


Newspaper Guild of Detroit membership dues are 1.5% of gross weekly wages plus 50 cents per week.

Dues for vacation pay should be deducted the week the vacation pay is given. If any employee receives sick pay or is on paid leave of absence, dues should be deducted according to the above formula. The same applies if an employee receives retroactive pay.

If dues at the local are modified by the membership, the Guild will notify MI United of any changes and will modify this attachment.

SIGNATURES

NEWSPAPER GUILD OF DETROIT


Daniel Caracheo (Jun 26, 2024 13:03 EDT)

Signature


Daniel Caracheo

Printed Name

Chair of SOUL of MU & MUA

Title

MICHIGAN UNITED


Ken Whittaker (Jun 26, 2024 10:58 EDT)


Signature

Ken Whittaker

Printed Name

Executive Director

Title


Stevie Blanchard (Jun 26, 2024 14:32 EDT)

Signature

Stevie Blanchard

Printed Name

Administrative Officer

Title











Michigan United Collective Bargaining Agreement - June 23, 2024

Final Audit Report

2024-06-26

Created:	2024-06-26
By:	Frances Barber (fbarber@miunited.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAmMilJybRd4SeHDDtxH_mzYBgien4IXt

"Michigan United Collective Bargaining Agreement - June 23, 2024" History

-  Document created by Frances Barber (fbarber@miunited.org)
2024-06-26 - 1:35:46 PM GMT
-  Document emailed to Ken Whittaker (ken@miunited.org) for signature
2024-06-26 - 1:35:54 PM GMT
-  Email viewed by Ken Whittaker (ken@miunited.org)
2024-06-26 - 2:57:33 PM GMT
-  Document e-signed by Ken Whittaker (ken@miunited.org)
Signature Date: 2024-06-26 - 2:58:31 PM GMT - Time Source: server
-  Document emailed to dcaracheo@miunited.org for signature
2024-06-26 - 2:58:34 PM GMT
-  Email viewed by dcaracheo@miunited.org
2024-06-26 - 3:26:57 PM GMT
-  Signer dcaracheo@miunited.org entered name at signing as Daniel Caracheo
2024-06-26 - 5:03:42 PM GMT
-  Document e-signed by Daniel Caracheo (dcaracheo@miunited.org)
Signature Date: 2024-06-26 - 5:03:44 PM GMT - Time Source: server
-  Document emailed to Stevie Blanchard (stevie@detroitguild22.org) for signature
2024-06-26 - 5:03:49 PM GMT
-  Email viewed by Stevie Blanchard (stevie@detroitguild22.org)
2024-06-26 - 6:28:45 PM GMT



Document e-signed by Stevie Blanchard (stevie@detroitguild22.org)

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