

AGREEMENT

Between

CHILD START, INC.

And

**SERVICE EMPLOYEES INTERNATIONAL UNION
LOCAL 1021, CTW, CLC**

September 1, 2019 through April 30, 2023

TABLE OF CONTENTS

ARTICLE 1. PREAMBLE	1
ARTICLE 2. RECOGNITION	1
ARTICLE 3. NO DISCRIMINATION/HARASSMENT	1
ARTICLE 4. UNION SECURITY	2
4.1 Notice to the Union	2
4.2 Dues Deduction	2
4.3 Modified Agency Shop	2
4.3.1 Religious Exemption	3
4.3.2 Withdrawal	3
4.4 COPE Deduction	3
4.5 Payroll Deductions and Pay-over	3
4.6 Financial Reports	4
4.7 Hold Harmless	4
4.8 Beginning and End of Year Staff Meetings	4
ARTICLE 5. UNION STEWARDS AND REPRESENTATION	4
5.1 Notice to Employer	4
5.2 Stewards Release Time	4
5.3 Bulletin Boards	5
5.4 Union Access	5
5.5 Use of Facilities	5
5.5.1 Use of Mail System	5
5.6 Joint Labor Management Committee	5
5.6.6 Posting	6
ARTICLE 6. MANAGEMENT RIGHTS	6
ARTICLE 7. EXISTING POLICIES AND NOTIFICATION TO UNION	6
ARTICLE 8. DEFINITIONS	6
ARTICLE 9. HOURS OF WORK	8
9.1 Hours of Work	8
9.2 Overtime	8
9.3 Make Up Time	8
9.4 Rest and Meal Breaks	8

9.5 Part-time Employees-Meal Break	8
9.6 Prep Time	8
ARTICLE 10. INTRODUCTORY WORK PERIOD	9
ARTICLE 11. HIRING, ASSIGNMENT, PROMOTIONS AND TRANSFERS	9
11.1 Site Assignments	9
11.2 Initial Hiring and Promotions	9
11.3 Vacancies	9
11.4 Temporary Site Reassignment for Center-Based Staff	10
11.5 Voluntary Transfer	10
11.6 Involuntary Transfer	11
11.7 Pay Upon Transfer	11
ARTICLE 12. PERFORMANCE APPRAISALS	11
12.1 Appraisals	11
12.2 Meeting to Discuss Appraisals	11
ARTICLE 13. PERSONNEL FILES	12
13.1 Right to Inspect	12
13.2 Notice to Employee	12
13.3 Letter of Warning for Reprimand	12
ARTICLE 14. WAGES AND PAY PROCEDURES	12
14.1 Hourly Rate of Pay	12
14.2 Economic Re-openers	12
14.3 Bilingual and Biliterate Pay	13
14.3.1 General Terms	13
14.3.2 Specific Eligibility	13
14.3.3 Order of Call	13
14.3.4 Proficiency Demonstration	13
14.3.5 Payment	13
14.4 Bi-Monthly Pay	13
14.5 Vacation Pay in Advance	14
14.6 thru	14
14.6.3 Out of Class Pay	14
14.7 Longevity Day Off	14

ARTICLE 15. HEALTH AND DENTAL BENEFITS	14
15.1 Eligibility	14
15.2 Plan Description	14
15.3 Costs of Medical and Dental Plans	14
15.4 Review of Medical and Dental Plans	15
ARTICLE 16. RETIREMENT	15
ARTICLE 17. HOLIDAYS	15
17.1 Eligibility	15
17.2 Saturday/Sunday Holidays	15
17.3 Holidays During Vacation	15
17.4 Holidays Observed	16
17.5 Personal Holiday	16
17.6 Part-Day/Part-Year Personal Holiday	16
17.7 Religious Observances	16
ARTICLE 18. VACATION	16
18.1 Eligibility	16
18.2 Accrual (Twelve Month Employees)	16
18.2.1 Rate of Accrual	16
18.2.2 Usage	17
18.2.3 Part-Time Eligibility	17
18.3 Exclusion of Part-Time Employees (Less than 12 Months)	17
18.4 Payment of Vacation/Paid Leave	17
18.5 Scheduling of Vacation	17
18.6 Vacation While on Leave	17
18.7 Vacation Accrual Cap (for 12 Month Employees)	17
ARTICLE 19. SICK LEAVE AND BEREAVEMENT LEAVE	18
19.1 Sick Leave Usage and Cap	18
19.2 Family Member	18
19.3 Health Care Practitioner's Release	19
19.4 Unused Sick Leave Upon Termination	19
19.5 State Disability Insurance	19

19.6 Short Term Disability	19
19.7 Bereavement	19
19.8 Wellness Pay	19
ARTICLE 20. OTHER LEAVES	19
20.1 Jury Duty Leave	19
20.2 Workers' Compensation Disability Leave	20
20.3 Family Medical Leave Act/California Family Rights Act	20
20.4 Pregnancy Disability Leave	20
20.5 Personal Leave of Absence	20
20.6 Military Leave of Absence	20
20.7 Application for Leave	20
20.8 Leave Administration	20
20.9 Benefits While on Leave	21
ARTICLE 21. REDUCTION IN FORCE (RIF) AND RECALL	21
21.1 Order of RIF	21
21.2 Bumping	21
21.3 Length of Service	22
21.4 Notice	22
21.5 Recall List	22
21.6 Order of Recall	22
21.7 Seniority While of RIF	22
21.8 Leave Accrual	22
ARTICLE 22. GRIEVANCE PROCEDURE	22
22.1 Grievance Definition	22
22.2 Representation	23
22.3 Process	22
ARTICLE 23. MISCELLANEOUS	24
23.1 Safety	24
23.2 Meal Reimbursement	25
23.3 Physical and Health Examination	25
23.4 Drug Free Workplace	25
23.5 No Strike/No Lockout	25

ARTICLE 24. SAVINGS CLAUSE AND TERM OF AGREEMENT	25
ARTICLE 24. SUCCESSORSHIP PROTECTION	26
APPENDIX A. SALARY SCHEDULE	27
APPENDIX B. SIDE LETTER OF AGREEMENT	28
APPENDIX C. SIDE LETTER AGREEMENT CONCERNING NEW EMPLOYEE ORIENTATION	29

AGREEMENT

Between

CHILD START, INC.

And

SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 1021

ARTICLE 1. PREAMBLE

This agreement is entered into by Child Start, Inc: herein referred to as "Employer", "CSI" or "Agency", and Service Employees International Union (SEIU), Local 1021, herein referred to as "Union".

The parties to this Agreement acknowledge that this Agreement constitutes the result of meeting and negotiating in good faith and further acknowledge that all matters upon which the parties reached agreement are set forth herein.

ARTICLE 2. RECOGNITION

2.1 The Employer recognizes the Union as the sole and exclusive bargaining agent for employees in the following bargaining units.

Teachers (Lead, Associate and Classroom Assistant), Parent Aide, Food Service Workers, Substitute Teachers, Home Visitors, Family Advocates, Primary Caregiver, and Primary Caregiver Assistant, excluding all other employees, business office clericals, administrative office employees, casual employees, managers, guards and supervisors as defined in the National Labor Relations Act.

New positions will be placed in the bargaining unit as appropriate and the Union notified. If no agreement can be reached regarding the appropriate placement of new positions, the matter will be submitted to the National Labor Relations Board (NLRB) for unit clarification.

2.2 The term "employee" as used in this Agreement refers to members of the bargaining unit.

ARTICLE 3. NO DISCRIMINATION/HARASSMENT

The Employer and the Union agree that all persons are entitled to equal employment opportunity without regard to: race; color, creed, sex, religion, national origin or ancestry, age, sexual orientation, physical or mental disability or medical condition (to the extent prohibited by law), political affiliation, protected Union activity, or any other consideration made unlawful by federal, state or local law. The Employer and the Union are also committed to providing a work environment free from sexual harassment or harassment based on any of the above categories.

ARTICLE 4. UNION SECURITY

4.1 Notice to the Union

The Employer shall provide the Union with the names and job titles of employees hired or terminated within thirty (30) business days of their hiring or termination. This report shall be sent to both the SEIU Local 1021 Membership Department and the assigned Field Representative. The Employer shall allow the Union to supply a new member packet to be distributed to newly hired employees in classifications represented by the Union. CSI will provide the Union with copies of signed dues authorization cards. Upon reasonable notice and request by the Union, and to the extent that such information is in the possession of CSI, CSI will provide SEIU Local 1021 with electronic notification in malleable electronic format of the following information for all employees in the bargaining unit (full member, service fee payer, charitable contribution, and employees hired prior to March 1, 2003 who have "opted out"): name, job title, hire date, classification, work site, work and personal phone numbers, home address, work email addresses, and membership status.. Name and home address information will also be supplied to the Union for service fee payers who fail to turn in an authorization card, within thirty (30) days of being hired. When orientation is taking place at the Child Start Inc., Administrative Office, Child Start Inc., shall allow the Union's assigned Field Representative fifteen (15) minutes to present information about the Union, which must be prescheduled on the agenda with the Recruitment Coordinator.

If the Union's assigned Field Representative is unavailable to attend orientation at the Child Start Inc. Administrative Office, the Union's assigned Field Representative may meet with a new employee to present information about the Union pursuant to the following conditions:

1. The meeting shall take place within forty-five (45) calendar days of the employee's first day of employment; and
2. The meetings shall occur during non-child time, when possible, and at a time when it will not negatively impact child supervision ratios; and
3. The meeting date and time must be mutually agreed upon and prescheduled with the Center Director.

4.2 Dues Deduction

For employees hired prior to March 1, 2003 and upon receipt of a written check off authorization form from an employee covered by this Agreement, the Employer will deduct from the pay of such employee a sum equal to Union membership dues. Dues for that period shall be forwarded to the Union monthly.

4.3 Modified Agency Shop

All SEIU-represented employees, hired after March 1, 2003 must either join the Union and pay dues or pay a service fee to the Union or execute a written declaration claiming a religious exemption from the requirement. Any SEIU-represented employee hired by CSI after March 1, 2003 shall be provided through Human Resources, a notice advising that the Employer has entered into an Agency Shop agreement with the Union.

Such notice shall include a form for the employee's signature authorizing payroll deduction of the Union dues or a service fee, or to request an exemption and to authorize the appropriate charitable contribution in lieu of Union membership or service fee payment. Employees shall have thirty (30) calendar days

following initial date of employment to fully execute the authorization form and return said form to Human Resources. If the employee fails to return the authorization form, CSI will initiate payroll deduction for service fees effective the next full pay period.

4.3.1 Religious Exemption

Any SEIU-represented employee who is a member of a bona fide religion, body or sect which has historically held conscientious objections to joining or financially supporting an employee organization shall be permitted upon presentation of verification of active membership in such religion body or sect to make a charitable contribution equal to the service fee in-lieu of Union Membership or service fee payment.

Declaration of, or applications for, religious exemption and any supporting documentation shall be forwarded to the Union within ten (10) working days of receipt by CSI. The Union shall have thirty (30) calendar days after receipt of a request for religious exemption to challenge any exemption granted by the Business Services Director. If challenged, the deduction to the charity of the employee's choice shall be held/stopped pending resolution of the challenge.

4.3.2 Withdrawal

Employees covered by the Modified Agency Shop provision shall be entitled to revoke authorization for Union dues and/or agency fee payments during the month of July of each calendar year while the MOU is in effect, forward a written request to the Business Services Director setting forth the desire to revoke said authorization. The Business Services Director shall promptly forward a copy of said letter to the Union. To be considered, any letter shall be received within the month of July of each calendar year while the MOU is in effect.

4.4 COPE Deduction

CSI will allow voluntary contributions to COPE SEIU Local 1021 through payroll deduction upon receipt of authorization.

4.5 Payroll Deductions and Pay-over

The effective date of dues, service fee deductions or charitable contributions shall be the next full pay period after receipt by Human Resources of the authorization form.

Charitable deduction shall only be by regular payroll deduction. For purposes of this Article, charitable deduction means a contribution to one of the following organizations: Solano Food Bank or Napa Food Bank. These organizations shall be exempt from taxation under 501 (c) (3) of the Internal Revenue Code.

The employee's earnings must be sufficient, after other legal and required deductions are made, to cover the amount of the dues or service fees authorized. All legal and required deductions have priority over Union dues and service fees.

When an employee is in a non-pay status for an entire pay period, no withholding will be made to cover the pay period from future earnings.

In the case of an employee who is in a non-pay status during only part of the pay period and the salary is not sufficient to cover the full withholding, no deduction shall be made.

CSI shall promptly pay to the designated payee all sums so deducted.

4.6 Financial Reports

The Union shall annually submit copies of a financial report similar to that required by the Labor-Management Disclosure Act of 1959 to Human Resources. Copies of such reports shall be available to employees at the offices of the Union.

Failure to file such a report within sixty (60) days of the close of the Union's fiscal year shall result in the termination of all agency fee deductions, without jeopardy to any employee, until such report is filed.

4.7 Hold Harmless

The Union shall indemnify and hold harmless Child Start, Inc., its officers, and employees from any and all claims, demands, suits, or any other action arising from the Agency Shop provisions herein. In no event shall the Employer be required to pay from its own funds Union dues, service fees or charitable contributions which the employee was obligated to pay, but failed to pay, regardless of the reason(s).

4.8 Beginning and End of Year Staff Meetings

The Union shall be placed near the beginning on the agenda of Beginning and End of Year Staff Meetings and permitted fifteen (15) minutes to speak with members to the extent that these meetings occur. Child Start shall provide the Union reasonable notice of the meeting date(s). During its presentation, the Union will make no disparaging comments about the employer, or any comments about any issues about which Child Start and the Union are currently meeting and conferring. Should there be any change in Field Representative of SEIU Local 1021, the continuance of this provision is subject to mutual agreement.

ARTICLE 5. UNION STEWARDS AND REPRESENTATION

5.1 Notice to Employer

The Union shall notify the Employer in writing of those employees designated as Union Stewards and any subsequent changes. The Union shall be entitled to select a steward and an alternate steward for each center employing more than five (5) employees. One of the stewards may be designated by the Union as Chief Steward, along with one alternate who may serve as the Chief Steward when the Chief Steward is absent or unavailable due to Employer's operational needs.

5.2 Steward's Release Time

Stewards shall perform Union business on their own time except for the following or as provided elsewhere in this Agreement:

Act as a representative of a grievant/employee at the specified steps of the grievance procedure and provide representation during investigatory interviews conducted by the Employer, if the grievant/employee so desires. The Chief Steward may, with the approval of the Business Services Director, utilize this time for problem solving and grievance prevention. Representation by a Union steward shall be conducted and paid as work time, not to exceed an aggregate of twelve (12) hours per month. Hours may be carried over to a following month in the same Program year.

5.3 Bulletin Boards

The Employer agrees to provide space on existing bulletin boards in non-public areas of Employer facilities, which the Union may use to post notices of Union business. A copy of all notices posted on the bulletin board shall be provided to the Business Services Director prior or simultaneous to posting. The space provided will be maintained by the Union. The Employer retains the right to remove objectionable materials after notice to the Union.

5.4 Union Access

Subsequent to notifying the Business Services Director, a Union representative shall have reasonable access to the Employer's premises for the purpose of administering this Agreement. Union stewards and field representatives shall not interfere with normal agency operations. No steward may leave duty or work for purposes of representation as defined in 5.2, without the approval of his/her supervisor or other authorized management. Such release will not be capriciously denied.

5.5 Use of Facilities

The Union will be permitted to use rooms at CSI's main headquarters when not otherwise in use, provided permission is secured from the Executive Director in advance. Such use is limited to business of the local Union. In addition, rooms at other CSI facilities may be available provided advance permission is granted. Permission may be denied based on operational needs, lease provisions and/or shared space arrangements.

5.5.1 Use of Mail System

The Union shall be permitted to use CSI's mail system and have access to employee mail boxes provided that a copy of all notices to be distributed to employees shall be provided to the Business Services Director either in advance or simultaneous to depositing said notices in CSI's mail system. The Employer retains the right to refuse to distribute objectionable materials after notice to the Union. The Union shall be provided a mailbox at a mutually agreed upon site.

5.6 Joint Labor Management Committee

Child Start Incorporated and the Union agree that it is in the best interest of the children, parents, employees and management to foster a mature and cooperative labor management relationship. To that end, the parties agree to establish a Joint Labor Management Committee (JLMC).

5.6.1 The Union may select a member from each region for a total of four (4) employees who may be released from regular duties to attend such meetings. However, no employee shall be released while children are present. In addition, one representative of the Union may attend.

5.6.2 Management may select an equal number of participants.

5.6.3 Meetings will be scheduled at mutually agreeable times and places.

5.6.4 A Chair and Secretary will be selected at the beginning of the first meeting held each calendar year. Agendas will be established well in advance of the meetings in order for the other party to prepare for the agenda item. The Secretary will keep minutes which will be shared with all JLMC members.

5.6.5 Subject matters appropriate for agenda items shall include, but shall not be limited to the following: National Head Start news; funding and program updates; anticipated program changes (like site closures or moves); Personnel Policy and Procedure updates; communication at CSI; and other items as may be of interest to both parties. Items that are not appropriate for agenda items for JLMC include grievances, disciplinary actions or matters subject to collective bargaining (unless the parties specifically and mutually agree to place such items on the agenda).

Following completion of the time study in the Side Letter Agreement (Appendix 8), the parties have agreed to specifically examine and discuss in a JLMC process the following items: Caseload Cap for Home Visitors, hiring and retaining an employee dedicated to completing data entry for Home Visitors, and Home Visitor Substitute to cover the work of a Home Visitor who is out on approved leaves. Additionally, the Union's proposals on personal safety training for Home Visitors and Family Advocates and paper work reduction were also deferred to the JLMC.

5.6.6 Posting. Upon signature execution of this ratified agreement, and in lieu of the Employer printing any paper copies for both existing members and new hires, the Employer shall electronically post this MOU on the Employer's Intranet (accessible by employees only). Additionally, the Employer shall include the SEIU, Local 1021 web link, the SEIU Member Resource Center telephone number and the assigned Union Field Representative's name and SEIU email address on the Employer's Intranet site.

ARTICLE 6. MANAGEMENT RIGHTS

The Agency retains all rights not expressly abridged by this contract and applicable laws and other regulations.

ARTICLE 7 EXISTING POLICIES AND NOTIFICATION TO UNION

The Employer has existing policies, procedures, regulations and practices. These shall remain fully in force unless otherwise and specifically abridged, modified or changed by way of this Agreement.

The Employer agrees to notify the Union in writing of any new policies or changes to existing policies, affecting wages, hours or working conditions not covered by the Agreement before implementation of such policies or changes. Upon request of the Union, CSI agrees to meet and confer regarding changes.

ARTICLE 8. DEFINITIONS

Transfer:	Change from a position in the same classification to another position in the same classification within the same program (i.e., Head Start vs. grant funded).
Promotion:	Advancement on a career path.
Demotion:	Downward movement to a lower paying classification.
Internal Hiring:	Position open only to existing employees.
Open Hiring:	Position open to employee and general public.

Regular Full-time Employee:	Employed forty (40) hours per week and a minimum of nine and one half (9-1/2) months per year. Full benefits eligibility and covered by Labor Agreement.
Regular Part-time Employee:	Employed between twenty (20) and up to forty (40) hours per week at least nine and one-half (9-1/2) months per year. Full medical eligibility and pro-rata leave accrual based on regularly scheduled hours. Covered by Labor Agreement.
Part-time Employee: (less than 20 hours week)	Employed less than twenty (20) hours a week at least nine and one-half (9-1/2) months a year. Not eligible for medical/dental benefits, life insurance or retirement benefits. Eligible for pro-rate leave accrual based on regularly scheduled hours. Covered by the Labor Agreement.
Regular Substitute:	May be employed either full-time or part-time. Not assigned to particular classroom or site. Covered by Labor Agreement.
On Call Substitute:	No guarantee of hours or days. Not benefit eligible and not covered by Labor Agreement.
Temporary Employee:	May be employed by CSI or temporary services agency to cover for regular employee on leave. Temporary employee shall not be retained beyond one hundred twenty (120) days. Not covered by Labor Agreement.
Provisional Employee:	Employee does not possess required educational units while in process of obtaining correct units. Hired for specific time period. Eligible for benefits based on regularly scheduled hours covered by Labor Agreement except for appeal of termination.
Part Day Part Year Employee:	Employed in the Head Start program option serving children a minimum of one hundred twenty-eight (128) days and less than twelve (12) months.
Full Day Full Year Employee:	Employed for twelve (12) months in the Head Start program option serving children a minimum of two hundred thirty-two (232) days.
Head Start Funded:	Employee's position is funded through the Head Start approved grant. Other Grant Funded: Employee's position is funded through other funding sources (not Head Start).
Other Grant Funded:	Employee's position is funded through other funding sources (not Head Start).
Combo Funded:	Employee's position is funded through more than one funding source such as Childcare voucher program
Project Work:	Employees hired for time specific project funded through grant pay, leave and benefit levels specified by grant rather than collective bargaining agreement.

ARTICLE 9. HOURS OF WORK

9.1 Hours of Work

The workweek for purposes of determining overtime is Monday through Sunday, beginning and ending at midnight on Sunday. Rest or coffee breaks are considered as time worked.

9.2 Overtime

Employees will be paid overtime compensation at the rate of one and one-half (1-1/2) times their regular hourly rate for work in excess of eight (8) hours per day or forty (40) hours per week.

9.3 Make Up Time

Employees may, with the permission of their manager/immediate supervisor, schedule make-up time within a forty (40) hour workweek in accordance with CSI procedures. Requests for make-up time shall not be unreasonably denied. Denial of make-up time is not subject to the grievance procedure. In cases where the Union believes that the request has been unreasonably denied, the Union may request in writing that the Executive Director review the denial. The Executive Director or designee shall review the Union's request and respond in writing within twenty (20) business days of receipt. The Executive Director or designee's response shall be final. CSI reserves the right to eliminate Make Up Time with thirty (30) days notice to the Union and employees.

9.4 Rest and Meal Breaks

Rest Periods - Each employee shall be entitled to take one (1) ten (10) minute rest break for each four (4) hours of work performed by such employee in a work day. Such rest break shall be taken after two (2) hours of work, if possible. Authorized rest period time taken shall be counted as time worked.

Employees will not be compensated for their meal breaks unless they are required to work during their breaks. An "on duty" meal break is permitted only when the nature of the work prevents the employee from being relieved of all duty. If the employee is required to eat with the children, meals will be provided by CSI.

Employees required to work more than ten (10) hours in any work day will be allowed a second meal break no later than six (6) hours after returning from their first meal break.

9.5 Part-time Employees - Meal Break

Part-time employees scheduled to work for more than five hours per day will receive a meal break of not less than thirty (30) minutes. The meal break may be waived at the request of the employee and agreement of CSI if the total work period of the employee is no more than six hours for the day.

9.6 Prep Time

Full-day, full-year Lead Teachers shall receive four (4) hours of preparation time per week, subject to staffing and operational limitations.

Primary Caregivers shall receive two (2) hours of preparation time per week, subject to staffing and operational limitations.

ARTICLE 10. INTRODUCTORY WORK PERIOD

The first six (6) months of employment at Child Start, Inc. and the first six (6) months in any new position is considered a trial period, and employees shall be considered introductory during this time. The introductory period shall be extended for the length of time an employee is on approved leave of absence. The introductory period may be extended for another three (3) months by the Employer, if it is determined that more time is needed to adequately determine suitability of the employee to the position.

During the initial introductory period, employees may be discharged at the discretion of the Employer, and such discharge shall not be subject to the grievance procedure.

If an employee has been promoted to a new position and does not pass the introductory period, that person shall be returned to the same job, either the previous position or the same job in a different site, if there is a vacancy.

Supervisors are to observe the performance of each employee in a new position. Where appropriate, weaknesses in performance, conduct or attendance should be brought to the employee's attention for correction.

ARTICLE 11. HIRING, ASSIGNMENTS, PROMOTIONS AND TRANSFERS

11.1 Site Assignments (Beginning of program year)

Program needs shall be the first priority in designating site assignments. CSI shall consider employee preference along with skills, experience, length of service, education, training and job performance in placing employees in the site of their preference. If more than one employee expresses preference for an opening at a particular site or region, and the skills and qualifications are equal, the most senior person will be granted his/her preference.

Employees shall be notified of changes in annual assignments as soon as possible after assignments are made.

11.2 Initial Hiring and Promotions

Qualifications for every position shall be determined by the Employer. These overall qualifications shall include consideration such as required skills, experience, length of service, education and training, as well as other relevant factors such as personal skills and experience, interpersonal skills, and work habits. The Employer may also consider affirmative action when making hiring decisions. Internal applicants not granted a promotion may request feedback from Human Resources regarding areas where improvement may be necessary for future promotional opportunities. Human Resources shall respond promptly to these requests.

Employees promoted to a job in a higher salary range shall receive a 5% increase in pay or the entry step in the new classification, whichever is higher.

11.3 Vacancies

When a bargaining unit position becomes available after the initial Program site Assignment process, or a non-management Agency position becomes vacant, the Employer shall post notice of vacancy in the Child Start, Inc. administrative offices for five (5) business days before advertising the position publicly. Notices

of vacancies shall include the minimum qualifications required for the position and a description of duties to be performed. In lieu of posting hard copies at individual Child Start, Inc. sites, the Employer shall "post" said vacancies through electronic distribution (i.e. Intranet, Paycom, email) to all employees in the bargaining unit five (5) full business days before the position is publicly opened. The Employer reserves the right to open the position at any time after the initial five (5) days.

Only the Business Services Director may open a certain position internally. If approved, the job will be posted in-house for a minimum of five (5) business days, in accordance with the procedures above.

The Employer shall determine whether the in-house applicants are qualified for the position. An internal applicant shall be awarded the position if she/he is the best qualified candidate.

The Business Services Director may recommend that the process be opened for announcement outside the agency, if it is determined that there are no qualified in-house applicants.

Copies of job announcements will be sent via email to the Union Field Representative and the Chief Steward.

11.4 Temporary Site Reassignment for Center-Based Staff

The Agency will provide a 5% differential for each hour worked when a Center-Based Teacher, Center-Based Assistant Teacher, Classroom Aide or Site Substitute is being requested to temporarily report to another school site after site assignments have been made. Mileage will be reimbursed in accordance with the IRS Commuting Rule. Notwithstanding the above, CSI reserves all rights to utilize the provision under Article 11.5 - Involuntary Transfer as it deems appropriate.

11.5 Voluntary Transfers

Employees may continually request a transfer to another site within the bargaining unit during the program year. No transfers shall occur on or after the official first day of school (date of children's arrival), or the first day of Family Orientation for Family Advocates. Position openings that occur during the program year will be filled by newly hired staff who will not be guaranteed that site assignment. They will be notified that their assignment is specific to the remainder of that program year. In other words, currently assigned staff may request a transfer to that site at the end of the program year, and before the start of the next program year.

By mid-May, the Employer shall distribute to all employees a list of all nonpermanent site assignments filled during that same program year, as well as any other currently vacant assignments in represented classifications.

11.6 Involuntary Transfer

Before involuntary transfers are made, the Human Resources Department shall request volunteers for the vacant position(s). If there are no volunteers, CSI may involuntarily transfer an employee to another site or position. CSI shall confer with affected employees if an involuntary transfer is necessary and will consider the impact of transfer upon that employee.

Any employee who is involuntarily reassigned based on program need may apply for reassignment for any opening that may occur after said transfer. That same employee would be guaranteed a right to return to the same region after one year in the new assignment if the employee was NOT able to be reassigned earlier.

The guaranteed right to return is to "the region" regardless of program (not limited to full day/full year vs. part day/part year) provided the employee has two few-years with CSI. Region is defined as Napa, Vallejo, Fairfield, and Vacaville/Dixon.

If there are no "openings" then the least senior person in the region would be reassigned to provide a placement for the more senior employee.

Employees reassigned "for cause" have no guarantee of return.

The policy shall exclude involuntary reassignments made due to licensing/performance standards (Head Start requirements).

11.7 Pay Upon Transfer

Employees transferred to a job within the same salary range will continue to receive their existing rate of pay.

Employees transferred, at management's request, for other than cause or reduction in force, to a job in a lower salary range will continue to be paid at their former rate until such time as the pay range exceeds the employee's salary.

Employees transferred at their own request, to a job in a lower salary rate will be paid at the lower rate commencing with the start of the new job.

ARTICLE 12. PERFORMANCE APPRAISALS

12.1 Appraisals

Supervisors shall complete performance appraisals at regular intervals. Between scheduled appraisals, supervisors should discuss with employees, on an informal basis, any performance issues that warrant attention and should keep records of any significant incidents.

12.2 Meeting to Discuss Appraisal

The supervisor and employee shall meet and discuss the evaluation, assess the employee's strengths and weaknesses and set objectives and goals for the period ahead. The employee shall be given the opportunity to examine the written evaluation and make written comments about any aspect of it. The employee and supervisor shall then sign and date the evaluation and forward it for inclusion in the employee's personnel file. The employee shall receive a signed copy of the evaluation. If the employee disagrees with the content of the performance appraisal, the employee may request a meeting with the Executive Director or designee shall review the concerns and respond in writing.

ARTICLE 13. PERSONNEL FILES

13.1 Right to Inspect

Every employee shall have a right to inspect his/her personnel file, as provided by law, in the presence of a representative of the Employer and at a mutually convenient time. An employee may also sign a release form to allow a representative of the Union to inspect the employee's file in presence of a representative of the Employer at a mutually convenient time. An employee or his/her authorized representative may obtain a copy of any document in the personnel file. A reasonable fee for each copy may be charged. Employees may request additional materials be placed in their personnel file. Employees who believe that any file material is incomplete, inaccurate, or irrelevant may submit a written request that the files be revised accordingly. If such a request is not granted, the employee may place a written statement of disagreement in his/her file.

13.2 Notice to Employee

An employee shall be sent a copy of any disciplinary notation or documentation added to his/her file. Employees shall have the right to place a written rebuttal to any derogatory material, evaluation or disciplinary action in their personnel file.

13.3 Letters of Warning for Reprimand

Letters of warning or reprimand shall be removed after three (3) years of the date of issuance upon written request of the employee and further provided there has been no repetition of the behavior or problems identified in the letter.

CSI reserves the right to retain any memoranda relating to complaints by parents, harassment or inappropriate interaction with children. Upon written request of the employee and after three (3) years, said memoranda shall be placed in a sealed file. Access to sealed materials shall be limited to the Business Services Director, court order or subpoena or by written release of the employee.

ARTICLE 14. WAGES AND PAY PROCEDURES

14.1 Hourly Rate of Pay

All employees covered by this Agreement will be paid in accordance with the wage rates set forth in Appendix A. Retroactive to July 1, 2019, each employee in the bargaining unit (at the time of ratification) shall receive a 2.25% increase to their base hourly rate of pay. Retroactive pay shall be paid in the first full pay period following ratification by both parties.

14.2 Economic Re-openers

CSI and the Union agree to reopen Article 14.1, Hourly Rate of Pay and Article 15, Health and Dental Plans to meet and confer regarding rates for the program years of 2019-2020, 2020-2021, 2021-2022, and 2022-2023. CSI will notify the Union upon receipt of confirmation of the Federal Government approval for funding for the respective program years and agrees to initiate negotiations within thirty (30) days of the notice.

The parties further agree to meet prior to the economic reopener to research and discuss alternatives to the existing Medical Plans. The purpose of these discussions is to explore medical premiums, co-pays, health savings accounts and other cost saving measures to improve health plan options.

14.3 Bilingual and Biliterate Pay

14.3.1 General Terms:

- Limited to languages where there is a demonstrated need (25% class);
- Proficiency in English and the required second language must be demonstrated; and
- Employees must be able and willing to work occasional extra hours that are scheduled in advance.

14.3.2 Specific Eligibility:

- Both languages must be utilized in employee's classroom or site an average of twelve (12) hours per week; and/or
- Employee is utilized to help at sites other than the one to which they are currently assigned.

14.3.3 Order of Call:

- First, employees at work site must be utilized to help in other on site class or after hours meeting;
- Second, eligible employees will be placed on Regional Team rotating list in alpha order (by language). If an employee cannot work the requested hours, the employee's name goes to the bottom of the list.

14.3.4 Proficiency Demonstration:

- Each employee will have to demonstrate verbal fluency in English and the required second language.
- Additionally, to receive Bi-Literate pay, the employee must pass the National Reporting System Certification or another agency-approved certification process that demonstrates the employee possesses the needed literacy skills in the second language.
- Eligible employees must request assessment through Human Resources.

14.3.5 Payment

All eligible employees working at CSI as of May of each year, shall receive an equal Share of available monies for Bilingual pay (\$7,000.00), and for Bi-Literate pay (\$3,000.00). Payment shall be lump sum by separate check.

14.4 Bi-Monthly Pay

Employees will be paid twice a month. If the regular payday occurs on a Saturday, Sunday, or holiday, employees will be paid the last CSI working day prior to the regular payday.

14.5 Vacation Pay in Advance

Employees who are eligible for vacation may request accrued vacation pay in advance of a scheduled vacation provided a written request is submitted to the Fiscal Department at least one (1) pay period prior to the commencement of the vacation.

14.6 Out of Class Pay

Assignments to work out of class shall be made in writing.

14.6.1 A regular employee assigned to work out of class to cover for staff absences/vacancies shall be paid the greater of: (1) an additional five percent (5%) or (2) the wages specified in 14.1. The pay will begin on the first working day worked out of class after five (5) days of working out of class. The pay will end on the last day worked out of class.

14.6.2 An Employee in the Regular, Regional or Site Substitute classification shall be paid out of class pay on the first working day worked out of class after ten (10) working days substituting for a Lead Teacher or Primary Care Giver in the same assignment. The pay will end on the last day working out of class in the same assignment. In such cases, the Regular, Regional or Site Substitute shall receive the greater of: (1) five percent (5%) of pay; or (2) the beginning rate for Lead Teacher or Primary Care Giver, as applicable.

14.6.3 In cases where the employer has at least 5 business days' advance written notice of a planned Employee absence of ten (10) days or more, the waiting periods specified in 14.6.1 shall not apply, and the employee(s) assigned to work out of class shall be compensated at the rate specified in 14.6.1 from the first day working out of class.

14.7 Longevity Day Off

All employees with three (3) years of continuous service as of December 1 of each program year shall receive one additional paid day off. The day shall be scheduled by the employer.

ARTICLE 15. HEALTH AND DENTAL BENEFITS

CSI offers certain benefits to eligible employees. These include group health and dental insurance, life insurance, and salary reduction plans. Eligibility will depend upon the specific requirements of each benefit plan.

15.1 Eligibility

Regular full-time and regular part-time, introductory, and regular substitute employees who work twenty (20) hours or more per week are eligible for benefits which require Agency eligibility.

15.2 Plan Description

All benefits provided by the Agency are described in official documents, which are kept on file in the Human Resources Department. These documents are available for examination by any plan participant or beneficiary. In addition, these documents are the only official and binding materials concerning the Agency's benefits. All summaries and communications both written and verbal shall be referred to as binding in cases of questions or disputes.

15.3 Costs of Medical and Dental Plans

CSI shall continue to contribute \$400.00 towards medical insurance premiums for all employees electing coverage.

Effective January 1, 2018, unless the insurance carrier approves an earlier special open enrollment in 2017, CSI shall contribute \$50.37 towards dental insurance premiums for all employees electing coverage and conduct a new open enrollment for dental insurance.

15.4 Review of Medical and Dental Plans

CSI and the Union agree to review the plans and benefits offered to determine if there are other providers or alternate plan designs that would reduce the costs to the employees. Changes to plans shall be by mutual agreement.

ARTICLE 16. RETIREMENT

Employees may contribute a percentage of earnings on a pre-tax basis to the Child Start, Inc. 401 (k) plan. CSI will contribute matching funds on fifty percent (50%) of the employee's contribution up to a maximum of three percent (3%) of the employee's salary. CSI will provide matching funds after an employee has been employed for one (1) full year. Further, employees hired after March 1, 2003, shall fully vest in the 401 (k) plan after four (4) full years of employment. Employees shall begin partial vesting after one (1) full year of employment.

ARTICLE 17. HOLIDAYS

The schedule of holidays that the Agency will observe during each program year will be published prior to the beginning of the year. Due to the nature of the Child Start programs, all programs do not have the same holiday schedules. Employees should check with the Executive Director for the applicable schedule.

17.1 Eligibility

Full-time employees are eligible to receive their regular rate of pay for each observed holiday. Part-time employees are eligible to receive holiday pay only for holidays on which they would normally be scheduled to work, and only for their regularly scheduled number of hours. Temporary employees and employees on unpaid leaves of absence or on RIF are not eligible to receive holiday pay. Employees must work or be on approved paid leave, except sick leave, the regularly scheduled workday immediately before and after the holiday as listed in Article 17.4, in order to be paid. An employee with an otherwise acceptable attendance record shall be paid holiday pay if he/she provided medical verification that they were ill and unable to work on the day(s) in question.

17.2 Saturday/Sunday Holidays

A holiday that occurs on a Saturday will usually be observed by the Agency on the preceding Friday. A holiday that occurs on a Sunday will usually be observed on the following Monday.

17.3 Holidays During Vacation

If a holiday occurs during an employee's vacation period, the employee will not be charged vacation pay.

17.4 Holidays Observed

New Year's Day	Veteran's Day
Martin Luther King Jr.'s Birthday	Thanksgiving Day
President's Day	Day After Thanksgiving Day
Cesar Chavez Day	Day Before Winter Holiday (December 24)
Memorial Day	Winter Holiday (December 25)
Independence Day	One Personal Holiday
Labor Day	

Personal Day(s) do not carryover from one program year to the next.

17.5 Personal Holiday

The Personal Holiday may be used after the employee has completed ninety (90) days of the initial introductory period. It must be used by the end of the program year or it will be lost.

17.6 Part-Day/Part-Year Personal Holiday

Each employee shall receive one (1) additional Personal Holiday after five (5) years of service and one (1) additional Personal Holiday after ten (10) years of service, for a total of three (3) per program year. Personal Holidays must be used by the end of the program year or will be lost.

17.7 Religious Observances

CSI recognizes that some employees may wish to observe, a period of worship or commemoration, certain days, which are not included in the CSI's regular holiday schedule. Accordingly, employees who would like to take a day off for such reasons may be permitted to do so if the employee's absence from work will not result in an undue hardship on the conduct of the CSI's business, and if the employee's supervisor approves. Employees may use accumulated vacation days, personal holiday, or they may take such time off as an unpaid, excused absence.

ARTICLE 18. VACATION

18.1 Eligibility

It is the policy of the Agency to grant vacations with pay to full-time and part-time regular, introductory and long-term substitute employees in accordance with the guidelines below.

18.2 Accrual (Twelve Month Employees)

Vacations hours are accrued or earned based on the employee's length of service.

18.2.1 Rate of Accrual

Regular, full-time, introductory and regular substitute employees will accrue paid vacation according to the following schedule:

Service Period
Years 1 through 5
Years 5 through 14
Years 15 and over

Paid Vacation
11 hours/month
14 hours/month
16 hours/month

18.2.2 Usage

Employees may not take paid vacation until they have completed ninety (90) days of the initial introductory period and have actually earned the vacation.

18.2.3 Part-Time Eligibility

Regular part-time, introductory and regular substitute employees, who work twenty (20) hours per week or more, will accrue vacation on a pro-rated basis. The vacation accrual is in proportion to the number of hours regularly scheduled per week. For example a twenty (20) hour per week employee accrues fifty percent (50%).

18.3 Exclusion of Part-Time Employees (Less than 12 months)

Head Start employees who work less than twelve (12) months per year do not accrue vacation hours. However, paid leave is awarded in blocks of time in the winter and spring. Usually there is a two-week winter break in December and a one week spring break in March or April.

18.4 Payment of Vacation/Paid Leave

Vacation pay/paid leave for employees will consist of the employee's regular rate of pay for the vacation or leave period and will be paid on the regularly scheduled payday.

18.5 Scheduling of Vacation

Employees are requested to take vacation when children are not present. Employees must submit vacation plans to their supervisor two (2) weeks in advance for approval. Management reserves the right to designate when some or all vacation must be taken. Supervisors are responsible for ensuring adequate staffing levels and should attempt, when feasible, to resolve vacation scheduling conflicts based on seniority. However, employees who want to change their plans after the vacation schedule has been set, lose their seniority consideration.

18.6 Vacation While on Leave

Employees on leave of absence, other than a military leave, pregnancy disability leave of absence, or leave to care for the serious health condition of a family member or to bond with a new child are required to use all accrued paid vacation time as part of the leave. In addition, employees on an unpaid leave of absence will not accrue vacation time during the leave.

18.7 Vacation Accrual Cap (for 12 Month Employees)

Employees may not receive vacation pay in lieu of time off. Employees are encouraged to take all their accrued vacation credit within the program year in which it is earned. For this reason a cap of one (1) year's accrual is placed on vacation earning. Once an employee has accumulated one (1) year's accrual, vacation hours are no longer earned until vacation time is used. For example, an employee who earns

eleven (11) hours of vacation per month will stop earning vacation time when a total of one hundred thirty-two (132) vacation hours have been earned.

ARTICLE 19. SICK LEAVE AND BEREAVEMENT LEAVE

The Agency may require an employee to submit medical verification to verify a claimed illness (including sickness or non-work related injury), after three consecutive days sick, except that in cases where the Employer reasonably believes there is abuse of sick leave, it may require an employee to submit medical verification for each claimed illness. Where not in conflict with FMLA or other comparable State and Local statute(s), when an employee's sick leave has been exhausted, the Employer may require the employee to submit medical verification for each absence until such time the employee has sick leave accrual. Employees are prohibited from falsifying the reason for an absence. Employees who violate this policy will be subject to disciplinary action, up to and including termination.

19.1 Sick Leave Usage and Cap

Sick Leave may be used for the reasons allowed in the Healthy Workplaces, Healthy Families Act of 2014, currently contained in California Labor Code section 245, *et seq.* Regular full-time employees, Introductory, Regular Substitute employees accrue sick leave at the rate of one workday per month. Employees who work less than forty (40) hours per week accrue sick leave on a pro-rated basis. A full-time maximum of 96 hours may be accrued and used in each calendar year. This includes any carryover accruals from the year prior. The maximum accrual, usage and carryover for part-time employees is pro-rated in accordance with regularly scheduled hours. No additional sick leave will be accrued until the balance drops below the cap.

19.2 Family Member

Family Member shall include the same persons contained in the definition of "Family Member" in the Healthy Workplaces, Healthy Families Act of 2014, currently located in California Labor Code section 245.5(c) as follows:

- (1) A child, which means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis.
- (2) A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
- (3) A spouse.
- (4) A registered domestic partner.
- (5) A grandparent.
- (6) A grandchild.
- (7) A sibling.

19.3 Health Care Practitioner's Release

An employee who is absent for more than three (3) consecutive days on sick leave may be asked to present a health care practitioner's release to return to work.

19.4 Unused Sick Leave Upon Termination

Unused sick leave is not payable upon termination.

19.5 State Disability Insurance

Employees who are absent from work due to illness or disability may be eligible for California State Disability. For information about disability payments an employee should contact his/her supervisor or the Director of Human Resources. If eligible, each employee shall apply for State Disability Benefits. Accrued sick leave and vacation leave shall be utilized to supplement the SDI payments in order to maintain the employee in full pay status until said leave balances are exhausted.

19.6 Short Term Disability

The Agency will provide employees who work a minimum of 20 hours per week with a Short Term Disability plan ("Plan"). Any benefits from the Plan will be offset by any State Disability Insurance benefits received. Employees will pay the cost of the Plan via payroll deduction, but the Agency will reimburse employees the equivalent amount as an "add on" pay item on their paychecks. The "add on" pay is subject to individual income tax deduction, which will be borne by the employee. In the event there is a dispute or conflict with regards to Plan coverage terms and exclusions, the carrier's Plan document shall govern.

19.7 Bereavement

Five (5) days of paid Bereavement Leave shall be granted to any regular employee for the death or estate settlement of an immediate family member (parent, spouse, child, brother, sister, step-child, father in-law, mother in-law, domestic partner, grandparent, grandchild or a sibling). Under certain limited circumstances, two (2) additional days of paid leave may be allowed. Approval of the extended leave must be approved in advance by the Executive Director or his/her designee for extenuating circumstances such as out of town travel beyond 250 miles (one-way). The maximum number of days allowed for bereavement leave shall be seven (7) days. At the employer's discretion and subject to employer's approval, employees may use accrued leaves for additional time off for the death or estate settlement of an immediate family member.

19.8 Wellness Pay

Employees who use three (3) sick leave days or less per program year will receive eight (8) hours of bonus pay at the end of the program year.

ARTICLE 20. OTHER LEAVES

20.1 Jury Duty Leave

Jury Duty Leave with pay is granted, up to a limit of one (1) month per calendar year, to all introductory and regular full and part-time employees who are called to serve on a jury. Introductory employees who serve more than two (2) weeks will have the introductory period extended by the amount of time served. The employee's supervisor must be notified by the employee when he/she receives a summons for jury

duty. The employee is required to report for work during periods when he/she is excused from appearing in court. CSI will pay the employee at the current salary level. The employee is responsible for submitting documentation of time served on jury duty and the amount of compensation received. CSI shall be reimbursed for all jury fees paid to the employee other than transportation and parking.

20.2 Workers' Compensation Disability Leave

Workers' Compensation Leave is provided for employees in case of work related injury or illness. Accrued sick leave and vacation leave shall be utilized to supplement the temporary disability payments in order to maintain the employee in full pay status until said leave balances are exhausted. Payment of health care premiums shall be in accordance with the provisions of the Family Medical Leave Act.

20.3 Family Medical Leave Act/California Family Rights Act

The Agency will comply with the provisions of the Federal Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA). The specific FMLA or CFRA requirements, including the rights and obligations of employees, notification requirements, and the Agency's obligations are available from the Human Resources Department. Family Medical Leave and California Family Rights Leave shall run concurrent with other leaves as provided in this Agreement with the exception of pregnancy disability leave.

20.4 Pregnancy Disability Leave

Employees who are disabled because of pregnancy are entitled to pregnancy disability of up to four (4) months. The disability must be certified in writing by a health care practitioner. The maximum time an employee may take off for pregnancy and baby bonding is seven (7) months: four (4) months pregnancy disability plus twelve (12) weeks family leave to be with the child.

20.5 Personal Leave of Absence

Employees may be granted a leave of absence in cases where the Agency determines that an extended period of time away from the job will be in the best interest of the employee and the Agency.

20.6 Military Leave of Absence

A military leave of absence will be granted as required by applicable Federal and State law.

20.7 Application for Leave

When possible, requests for a leave of absence or any extension of a leave should be submitted in writing to the Executive Director thirty (30) days prior to commencement of the leave period, or as soon as is practical. The final decision concerning the request will be made by the Executive Director. All employees on approved leave are expected to report any change of status in their need for a leave or their intention to return to work to the Executive Director.

20.8 Leave Administration

Requests for leave should be submitted to the employee's supervisor as far in advance as possible. Decisions on granting leaves which are optional shall be based on the needs of the Agency.

Employees who are on an approved leave of absence may not perform work for any other employer during that leave, except when the leave is for military or public service. Every employee on a leave of absence for reasons that qualify under the Family Medical Leave Act (FMLA) shall be required to utilize accrued sick and vacation leave and personal holiday time while on leave. Every employee on FMLA or personal leave of absence will be required to utilize all accrued vacation days and the personal holiday at the beginning of the leave, unless the leave was taken to care for the serious health condition of a family member or to bond with a new child.

If an employee fails to return to work at the conclusion of an approved leave of absence, including any extension of such leave, the employee will be considered to have voluntarily terminated employment. Employees on leave shall report any change in their status as soon as possible.

20.9 Benefits While on Leave

The Agency will provide health insurance and other benefits to employees on leave only as required by law. In some instances, employees may be required to pay for the maintenance of benefits. Benefits that accrue according to length of service, such as paid vacation, holiday, personal, and sick days, do not accrue during period of unpaid leave.

ARTICLE 21. REDUCTION IN FORCE (RIF) AND RECALL

The Agency will attempt to avoid a reduction in force and, whenever possible, will consider alternatives to any reduction (RIF) before any final decisions are made.

21.1 Order of (RIF)

Employees within each affected geographical area are to be selected for RIF in the following order:

- Temporary employees are to be subject to RIF first.
- Introductory employees are to be subject to RIF next.
- Employees are to be subject to RIF within classification based on their length of service, provided that the employee retains the required units or permit.

21.2 Bumping

Employees may be reduced or "bumped" to a different or lower Classification, within the affected geographical area, in the following order:

- Vacant position in the same classification or lateral classification for which the employee meets the qualifications.
- Least senior employee in the same classification or lateral classification for which the employee meets the qualifications and further provided that the employee subject to RIF retains greater seniority than the person "bumped".
- Position in lower paid classification provided the employee retains the required units or permit.

21.3 Length of Service

An employee's length of service is measured from the original date of employment with the Agency, including NCCEO time, so long as there has been no break in service greater than thirty (30) days, except for employees who do not work during the summer months.

21.4 Notice

The Union will be provided with as much notice as is feasible but at least one (1) calendar week advance notice prior to employees being notified of the intent to initiate a Reduction and Force. The Union will be afforded the opportunity to meet and confer on the impact. Employees selected for Reduction in Force will be given at least ten (10) working days' notice.

21.5 Recall List

Employees, who are subject to RIF, will be maintained on a recall list for one (1) year. Removal from the recall list terminates all job rights the employee may have. While on the recall list, employees shall report to the Human Resources Department if they become unavailable for recall. Employees who fail to keep a current home address on record with the Agency will lose their recall rights.

21.6 Order of Recall

Employees will be recalled according to need, classification and length of service, provided the employees retain the required units or permit. Notice of recall will be sent by registered mail, return receipt requested, to the current home address furnished by the employee to the Human Resources Department. Unless an employee responds to the recall notice within seven (7) days following receipt of the notice or its attempted delivery, the employee's name will be removed from the recall list and the employee will cease to have any job rights with the Agency.

21.7 Seniority While on RIF

Credit for seniority will continue to accumulate during any RIF of thirty (30) days or less. Employees on RIF for more than thirty (30) days and subsequently recalled within one (1) year from the date of RIF will be credited with the years of service accumulated at the time of layoff.

21.8 Leave Accrual

No vacation or sick leave however will be accrued during a RIF. Accrued vacation pay will be paid at the time of RIF if the RIF is expected to exceed thirty (30) days.

ARTICLE 22. GRIEVANCE PROCEDURE

22.1 Grievance Definition

A grievance is a claim by an employee or the Union that the Agency has violated an express provision of this Labor Agreement or an appeal of a disciplinary action. Disciplinary actions which do not result in termination or loss of pay are subject to the grievance procedure up through Step 3 - Written Appeal to Executive Director. Disciplinary actions resulting in termination or loss of pay are subject to the grievance process up through Step 5- Review by the CSI Board. All disciplinary notices shall be given to the employee in question in writing, and the employee shall be provided the opportunity to respond within 10 business

days of receiving the disciplinary notice. The disciplinary notice shall also be provided with a space to indicate receipt of the notice not necessarily agreement with its content.

22.2 Representation

The employee shall have the right to representation, if desired, by an available Union Representative at any step of the grievance procedure.

22.3 Process

Step 1. - Oral Complaint to Supervisor:

The first step is for the employee to arrange a meeting with his/her immediate supervisor. All meetings must be requested within ten (10) business days of the incident or when the employee reasonably should have been aware of the problem. The supervisor will arrange a meeting within seven (7) business days of receiving the request. This meeting will include the grievant and the supervisor and may also include a Union Representative and an Agency representative. The supervisor will issue a response within seven (7) business days of the meeting.

A grievance alleging that an employee is not being properly compensated pursuant to the terms of this Labor Agreement may skip Step 1 and be submitted directly to Step 2.

Step 2. - Written Grievance:

If the problem is not satisfactorily resolved in Step 1, the grievance shall be presented in writing to the Business Services Director, within five (5) business days of the supervisor's decision. The written complaint must state the issue, specific clause of the Labor Agreement that has been violated, any relevant history to this issue, and the requested remedy. Within ten (10) business days a meeting will take place to discuss the issue. The Business Services Director or designee will then issue a response within ten (10) business days.

Step 3 - Written Appeal to Executive Director:

If the problem is not satisfactorily resolved in Step 2, the employee, or his/her representative may appeal the decision to the next step in writing or via email, to the Executive Director within five (5) business days of the Manager's decision. Within twenty (20) business days of receipt of the grievance, the Executive Director or his/her designee shall schedule and hold a meeting to hear the grievance. The Executive Director, or designee, will issue a written decision within ten (10) business days of the meeting. Steps 1 - 3 of the grievance procedure may be waived by mutual agreement between the Union and the Agency.

Step 4 - Request for Board of Adjustment

If the problem is not satisfactorily resolved in Step 3, then the issue may be appealed to a Board of Adjustment. Both sides have the same fifteen (15) business days to request that the matter be heard by a Board of Adjustment.

The Board of Adjustment is an informal process designed to address and resolve an employee's grievance. The Board of Adjustment shall be comprised of one (1) member selected by the Union and one (1) person selected by CSI and the third shall be a neutral identified and agreed to by the two other representatives of the Board of Adjustment. If the two representatives are unable to agree upon a third representative, a

list of names of neutrals shall be requested from the Federal Mediation and Conciliation Service. The parties shall alternately strike names from the list to determine the neutral. The cost and fees of the neutral representative of the Board of Adjustment shall be shared equally between CSI and the Union.

The Board of Adjustment shall issue a written recommendation which shall be adopted by all parties except as provided below in Step 5.

Step 5 - Review by the CSI Board:

Either party may request a review by the CSI Board of Directors within fifteen (15) days of the receipt of the decision of the Board of Adjustment. If neither party requests a review, then the decision shall be final and binding.

The CSI Board of Directors shall have thirty (30) calendar days from receipt of the request for review from either party to issue a written decision accepting, rejecting or modifying the Adjustment Board's decision unless the parties agree to a mutually agreed upon alternate time frame. In making its decision, the CSI Board shall be bound by the factual findings of the Adjustment Board.

If the CSI Board rejects or modifies the Adjustment Board's recommendation, the CSI Board shall specify the reason or reasons why the recommendation is rejected in, a written statement which shall have direct reference to the facts found and shall specify whether the material factual findings are supported by substantial evidence. The CSI Board may reject or modify the recommendation of the Adjustment Board only if the material factual findings are not supported by substantial evidence, or for any of the following reasons:

1. The recommendation places an employee, the children or the public at an unacceptable risk of physical or emotional harm from an object point of view.
2. The recommendation obstructs CSI from performing its mandated regulatory function from an objective point of view.
3. The recommendation disagrees with the Board's penalty determination, but the Adjustment Board has not identified material, substantial evidence in the record that provides the basis for that disagreement.
4. The recommendation is contrary to past practices in similar situations presented to the Adjustment Board that the Adjustment Board has failed to consider or distinguish.
5. From an objective point of view, and applied by the Board in a good faith manner, the recommendation exposes the Board to present or future financial or legal liability other than the financial liability of the actual remedy proposed by the Adjustment Board. The decision of the CSI Board shall be final and binding.

ARTICLE 23. MISCELLANEOUS

23.1 Safety

No employee shall be required to work in unsafe or hazardous conditions.

23.2 Meal Reimbursement

Employees required to travel on CSI business may be reimbursed for the cost of all meals during their travel within the guidelines established by CSI. In addition, employees with prior approval, may be reimbursed for meals associated with the approved activities of civic and professional organizations.

23.3 Physical and Health Examinations

CSI shall bear the cost of any physical or health examination that is required as a condition of employment and agrees to pay the cost of an employee visiting the CSI appointed Physician or pay the employee's health plan co-pay.

23.4 Drug Free Work place

The Union and the Employer are committed to maintaining a drug free work place.

23.5 No Strike/No Lockout

The Union agrees not to engage in, or authorize a strike or stoppage of work during the term of this Agreement CSI agrees not to engage in any lockout during the term of this Agreement.

ARTICLE 24. SAVINGS CLAUSE and TERM OF AGREEMENT

24.1 Should any part hereof or any provision(s) herein contained be rendered or declared invalid by reason of any existing or subsequently enacted legislation or by a decree of a court of competent jurisdiction, such invalidation of such part or portion of this Agreement shall not invalidate any remaining portions which shall continue in full force and effect. Local 1021 and the Employer shall, within thirty (30) days, meet and confer regarding the affected portion of this Collective Bargaining Agreement.

24.2 This Agreement shall be in effect from September 1, 2019 to and including April 30, 2023 and from year to year thereafter, unless at least sixty (60) days prior to the first day of September of any subsequent year, either party shall file written notice with the other of its desire to amend, modify or terminate this Agreement. There shall be no opening of any kind for any purpose during the term of the Agreement, other than those specified within this Agreement.

ARTICLE 25. SUCCESSORSHIP PROTECTION

In the event of a sale, transfer or retitling of control of Child Start Inc., Child Start Inc. shall inform the new owners and/or employer entity of the existence of this agreement and its terms and conditions. Child Start Inc. shall do so within a reasonable period of time, but not less than thirty (30) days before the effective date of the sale, transfer, and/or retitle.

Agreed to: October 2, 2019 by:

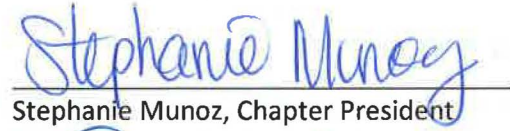
For Child Start, Inc.:


Alicia Fernandez, Board President


Debbie Peralez, Executive Director

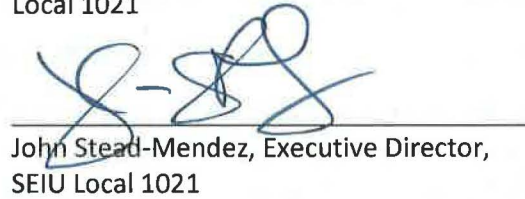

Debbie McGrath, Business Services Director

For SEIU, Local 1021


Stephanie Munoz, Chapter President


Amanda Steiner, Field Representative, SEIU
Local 1021


Del Mallory, Region-A Field Director, SEIU
Local 1021


John Stead-Mendez, Executive Director,
SEIU Local 1021

APPENDIX A

Position		Wage Rate as of 7/1/2019 *
Lead Teacher	BA/BS	\$22.90
Lead Teacher	AA/AS	\$20.28
Primary Caregiver / Lead Infant Toddler Caregiver	BA/BS	\$22.90
Primary Caregiver / Lead Infant Toddler Caregiver	AA/AS	\$20.28
Primary Caregiver / Lead Infant Toddler Caregiver	24 ECE	\$17.92
Home Base Teacher		
Regional Substitute	24 ECE	\$15.99
Regional Substitute	18 ECE	\$15.00
Regional Substitute	12 ECE	\$13.80
FD-FY Substitute	24 ECE	\$15.99
FD-FY Substitute	18 ECE	\$15.00
FD-FY Substitute	12 ECE	\$13.80
FD-FY Substitute	9 ECE	\$13.19
FD-FY Substitute	6 ECE	\$12.88
Associate Teacher / Infant Toddler Caregiver	24 ECE + Teacher Permit	\$17.02
Associate Teacher / Infant Toddler Caregiver	24 ECE + ASC Teacher Permit	\$15.99
Associate Teacher / Infant Toddler Caregiver	18 ECE + ASC Teacher Permit	\$15.00
Associate Teacher / Infant Toddler Caregiver	12 ECE + ASC Teacher Permit	\$13.80
Family Advocate	Fam Dev. Credential	\$16.60
Family Advocate		\$16.18
Classroom Aide	9 ECE	\$13.19
Classroom Aide	6 ECE	\$12.88
Classroom Aide	3 ECE	\$12.58
Classroom Aide	0 ECE	\$12.27
Food Service Worker		\$12.27

* Includes the 2.25% increase per this agreement

APPENDIX B
SIDE LETTER AGREEMENT

**Side Letter Agreement Between
The Service Employees International Union, Local 1021
And
Child Start, Inc.**

The Service Employees International Union, Local 1021 (“SEIU”) and Child Start, Inc. (“Child Start”) have met and conferred in good faith and reached this Side Letter Agreement (“Side Letter”).

The parties hereby agree that, within thirty (30) days from the date that the parties’ successor Collective Bargaining agreement is fully executed by both parties, they will place on the Joint Labor Management addenda for discussion the scope and methodology to be applied to a time study (“Time Study”) regarding the Home Visitor classification.

Should the parties reach an agreement during the Joint Labor Management discussion, the Time Study shall be completed within ninety (90) days from the date of the parties’ fully executed Agreement.

The information garnered from the Time Study conducted pursuant to this Side Letter shall be used to inform Joint Labor Management discussions and best practices.

Appendix C


**SIDE LETTER AGREEMENT TO THE
2019 – 2023 CHILD START INC. / SEIU, LOCAL 1021
MEMORANDUM OF UNDERSTANDING
CONCERNING NEW EMPLOYEE ORIENTATION**

CSI will provide a 20-minute union introduction by a SEIU/CSI Chapter Officer at the New Employee Orientation (“NEO”), which will be scheduled on the second day of the NEO at 3:45 p.m. There shall be no additional pay (i.e. not exceeding eight hours for the workday) for the Chapter Officer to participate at the NEO. This will be done on a trial basis for the duration of the 2019 – 2023 MOU, and its continuance after the expiration of the successor MOU shall be subject to the parties’ mutual agreement at that time. CSI has the right to object to any Chapter Officer’s participation if their attendance will adversely impact CSI’s operations.

This side letter shall sunset upon the expiration of the 2019 – 2023 Memorandum of Understanding.

For Child Start, Inc.

For SEIU, Local 1021



Christopher Boucher 10/2/2019
Attorney Date



Amanda Steiner 10/2/19
Chief Negotiator Date



Stephanie Munoz Date
Chapter President

