

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

THROUGH THESE DOORS

AND

**MAINE SERVICE EMPLOYEES ASSOCIATION –
SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 1989**

DURATION: May 4, 2025 through June 30, 2027

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ARTICLE 1 – RECOGNITION

Through These Doors (TTD) recognizes MSEA-SEIU Local 1989 (the Union) as the exclusive collective bargaining representative of the Employees in the following classifications of Employees with respect to wages, hours of work, and other terms and conditions of employment:

All full-time and regular part-time Educators, Advocates, and non-supervisory Shelter and Facilities Managers, employed by TTD at its Maine facilities; but excluding confidential employees, managerial, and guards, professional employees, and supervisors as defined by the National Labor Relations Act.

ARTICLE 2 - UNION MEMBERSHIP

Employees in positions covered by this Agreement may become members in MSEA SEIU at any time, including during their first six (6) months of employment, by providing a written request to MSEA-SEIU. MSEA-SEIU is solely responsible for processing any change to membership status. MSEA-SEIU shall promptly notify TTD of any validly executed membership application or request to drop membership. In the event that TTD receives a membership application or a request to drop membership directly from an Employee, it shall promptly forward such application or request to MSEA-SEIU for processing.

The Union shall determine the amount for Union dues to be charged to members consistent with both applicable law and this Article and shall certify to TTD the amount.

TTD agrees to deduct MSEA-SEIU membership dues and contributions to Political Action by Service Employees and Retirees (PASER) from the pay of those Employees who individually request in writing that such deductions be made. Employees who have already authorized such deductions shall not be required to submit new authorizations upon the execution of this Agreement. The Employee's written authorization for payroll deductions shall contain their name and work location. Such authorization shall be transmitted electronically by an authorized representative of the Union to TTD through TTD's applicable payroll clerk.

No dues shall be made from Workers' Compensation benefits, Maine Paid Family and Medical Leave benefits, or from any payroll period in which earnings received are insufficient to cover the amount of the deduction, nor shall such deductions be made from subsequent payrolls to retroactively cover the period in question.

TTD shall remit to the Union at 5 Community Drive, Augusta, Maine, (or electronically) all deductions of dues made from the wages of Employees, together with a list of all Employees from whom dues have been deducted. TTD shall be relieved from making such "check-off" deductions upon: (a) termination of employment, (b) transfer to a job other than one covered by this Agreement, (c) layoff from work, (d) an agreed-upon leave of absence or disability, or (e) revocation of the "check-off" authorization in accordance with its terms or with applicable law.

TTD Employees' dues deductions shall be automatically resumed after they return to the bargaining unit when they have been paused, when they: return to a unit position after a temporary promotion out of the unit, are recalled from layoff, or return from an agreed-upon leave of absence or disability.

Any change in the amounts to be deducted shall be certified to TTD's Co Executive Directors by the Treasurer of MSEA-SEIU at least thirty (30) days in advance of the change.

The aggregate deductions per payroll period of all Employees shall be submitted by electronic fund transfer, together with a list of employees' last name, first name, payroll date, dues/status, and income protection status, to MSEA-SEIU as soon as practicable but no later than ten (10) business days after such deductions are made.

The Union shall indemnify, defend, reimburse, and hold TTD and its directors, officers, and employees, in their individual, official, and professional capacities, harmless against any and all claims, demands, suits, unfair labor practices, or other forms of liability that may arise out of, or by reason of, any action taken or not taken by TTD, the Union, an Employee, or any third party for the purposes of complying with this Article.

Nothing in this Article shall affect payroll deductions for non-Union activities.

ARTICLE 3 – LISTS AND NEW EMPLOYEES

TTD agrees to furnish the Union with the names of newly hired Employees in the bargaining unit, their addresses, classifications of work, location of employment, their dates of hire, and names of terminated or suspended Employees in the bargaining unit, together with their dates of termination or suspension, and names of Employees in the bargaining unit on approved FMLA, parental leave, or military service leave. TTD will provide this information to the Union in the month following the month in which the activity occurred. The Union agrees that it will use this information only for Union business and will use good faith efforts to protect employee privacy.

Union Orientation

Each new Employee in the bargaining unit shall be allowed one (1) hour of paid work within their first six (6) months of employment to meet with a representative of MSEA-SEIU which shall be scheduled with prior permission from TTD.

ARTICLE 4 - DOCUMENTATION FOR WORK

To ensure a safe and tolerant work environment for all employees, TTD agrees not to reveal to the immigration authorities the name, address, or immigration status of any Employee, or to update employee records, including verifying employment eligibility, except when required by law or mandated by a funding grant, or when authorized by the Employee to preserve their work status.

Employees may request the presence of a Union representative during any reverification process post hire that requires the Employee's attendance.

ARTICLE 5 - ACCESS

A. Union Representative

A representative of the Union shall have reasonable access to TTD for the purpose of conferring with TTD, shop stewards of the Union and/or Employees in the bargaining unit, and for the purposes of administering this Agreement. Representatives of the Union shall provide advance notice of the intent to visit a TTD location and shall schedule a time to visit that is timely and mutually agreed upon by one of the Co-Executive Directors or their designee. Such visits shall not interfere with the operation of TTD. The Union's Representative shall have access to TTD's designated meeting space at the administrative office for meeting with its members.

B. Bulletin Boards

TTD will provide Employees with a bulletin board at each location or on TTD's Public Drive, which shall be used for the purpose of posting proper Union notices. Such bulletin boards shall be placed at places readily accessible to Employees in the course of employment.

ARTICLE 6 - JOB DESCRIPTIONS

TTD must have current job descriptions for all bargaining unit jobs. Job descriptions must include a general description of the responsibilities, required skills, and minimum qualifications for the job. Job descriptions will be accessible to all employees.

An Employee who believes the job description for their position is not current may request a review of the job description. TTD will furnish a new job description to Employees whenever their job description is changed. TTD will furnish job descriptions for the positions in the bargaining unit to the Union upon request.

ARTICLE 7 - SUCCESSORSHIP

Obligation to Notify

TTD shall give notice of the existence of this Agreement to any purchaser or transferee.

ARTICLE 8 - MANAGEMENT RIGHTS

Except as specifically altered or modified by the terms of this Agreement, TTD retains the exclusive right to manage its facilities; to direct, control, and schedule its operations and work force and to make any and all decisions affecting TTD, whether or not specifically mentioned herein. Such prerogatives, authority, and functions shall include but are not limited to the sole and exclusive right to:

- hire
- promote / demote
- layoff
- assign, transfer
- discipline (including suspension) or discharge for just cause
- select and determine the number of its Employees, including the number assigned to any particular work; to increase or decrease that number
- direct and schedule the work force
- determine the location and type of operation
- determine and schedule when overtime shall be worked
- install or remove equipment
- determine the utilization or discontinuance of methods, procedures, materials, and operations by Employees of TTD
- determine the work classification of Employees
- promulgate, post and enforce reasonable rules and regulations governing the conduct and acts of Employees during work hours and require their observance
- select supervisory employees
- train Employees
- create, combine or abolish any department or facility, in whole or in part
- introduce new, or changed methods of operations
- establish, change, combine, or abolish job classifications, in whole or in part, and determine job content and qualifications; and set standards of performance of the Employees
- and in all respects carry out in addition, the ordinary and customary functions of management.

TTD not exercising any function hereby reserved to it, or its exercising any such function in a particular way, shall not be deemed a waiver of its right to exercise such function or preclude TTD from exercising the same in some other way not in conflict with the express provisions of this Agreement.

ARTICLE 9 - SENIORITY

A. Overall Seniority Date

Except as otherwise specified in Section 3 below, upon successful completion of the probationary period, the Employee's most recent date of hire shall become the Employee's overall seniority date. In the event that two or more Employees are hired on the same date on or after the effective date of this Agreement, seniority will be established by process of using total hours actually worked for Employees from the start of their employment through the end of their probationary period (excluding any extension period). The Employee with the greatest number of hours shall be deemed to have greater overall seniority.

B. Loss of Overall Seniority

Seniority shall be broken if the Employee:

- Voluntarily terminates employment;
- Is discharged for "just cause";
- Has been laid off for more than twelve (12) consecutive months;
- Fails to return to work in accordance with the terms of a leave of absence.

C. Overall Seniority Date Adjustments

Rehires who return to work more than 365 calendar days following the last day of their previous employment period will be assigned a new seniority date, as specified in Section 1. Rehires who return to work within 365 calendar days following the last day of their previous employment period will be assigned the same seniority date as their previous period of employment adjusted forward by the number of calendar days the Employee was not employed by TTD.

D. Seniority Lists

TTD will, within one (1) month after the execution of this Agreement furnish to the Union a copy of the seniority list. Such a list shall be maintained by TTD and shall be updated every six (6) months. The list will conclusively establish an Employee's seniority for all purposes until the next list is posted unless the Employee and/or the Union protests it, in writing, within ten (10) days of delivery of the list.

ARTICLE 10 - POSTING AND FILING VACANCIES

Notice of vacancies for all positions in the bargaining unit shall be clearly posted with an appropriate description of the position and made available to all TTD Employees for a minimum of five (5) business days prior to filling the position. TTD reserves the right to advertise for the position externally as well.

Internal candidates will be encouraged to apply.

ARTICLE 11 - LAYOFFS

A. Layoff

Any reduction in the number of Employees working in a classification or position.

B. Notice

In the event that TTD determines layoffs are necessary, TTD will give the Union and Employees within the affected job classification as much notice as possible but in no case less than thirty (30) calendar days written notice absent unforeseeable circumstances outside of TTD's control, in which case notice shall be given as soon as practicable after the need for layoffs is known. The notice will identify the date of the proposed action and the Employees who will be laid off.

C. Effects Bargaining

At the Union's request, TTD shall meet with the Union over alternatives to layoffs and effects of layoffs. The meeting will be scheduled by agreement of the parties within ten (10) business days of the request.

D. Factors for Selection

TTD may consider a number of factors in conducting layoffs, including but not limited to the following:

- Availability of funding,
- Programmatic needs and operational continuity for the department,
- Transferable skills,
- Multilingual needs, and the diversity, equity and inclusion goals of TTD,
- Seniority.

ARTICLE 12 - JOB SECURITY

Non-Bargaining Unit Employees

TTD may use supervisors, agency employees, volunteers, interns, and/or other non-bargaining unit Employees to perform bargaining unit work, including situations where supervisors perform bargaining unit work following a layoff of unit Employees due to financial reasons; provided, however, that the use of such non-bargaining unit workers is not intended to result in layoffs of bargaining unit Employees or permanently replace or reduce the hours of bargaining unit Employees.

ARTICLE 13 - ORIENTATION, TRAINING AND SUPPORT

A. Orientation to New Positions and Departments

TTD will provide adequate orientation and training for all new Employees and those Employees transferring into a new position. Adequate, for the purposes of this section, includes but is not limited to training on Essential Duties and Responsibilities of the position as well as to gain a working knowledge of the organization, its mission, and functions. TTD will solicit and consider feedback from Employees in training to assess comprehension and ability to perform the tasks of the job. The new Employee's supervisor is responsible for maintaining an orientation checklist, which is available to the Employee to view and use, with their supervisor, as a tool to complete orientation tasks.

All Employees who provide direct service and/or education for TTD must successfully complete the Comprehensive Advocacy, Intervention, Response, and Ethics Training (CAIRET). Failure to do so will result in termination of employment. All reasonable effort will be made to assist the Employee until such time as TTD's primary CAIRET trainer determines that successful completion is not reasonably possible.

All Employees who provide education prevention services for TTD must successfully complete the Principals of Effective Prevention Training from the Centers for Disease Control. Failure to do so will result in termination of employment.

Position specific training and orientation may be required based on system requirements, community partner agreements, and/or funding sources. For example, positions working within the correctional facility are required to complete the required facility orientation and training. In addition to training/orientation requirements when Employees are working in other settings, employment is contingent upon facility and/or partner clearance and approval of each Employee.

Failure to successfully complete any of the training/orientation listed above will result in termination of employment. Training/orientation will be evaluated by external metrics and standards set by system, community partner, and/or funder. Employees must pass these metrics and standards to continue employment with TTD.

B. Employee Orientation and On-the-Job Training

All new and transferred Employees will receive orientation and on-the-job training from a Program Director, their direct supervisor, or in some cases, an experienced Employee designated by the supervisor. Some aspects of on-the-job training consist of witnessing the provision of service or education. These opportunities to see how the job is done in real time do not replace training instruction but provide an illustration of an interaction.

All Employees in training shall be introduced to the facility in which they work, their workstation and others', and the equipment to be used. Employees working in other facilities will be introduced to the facility they work in when allowable by the facility. All Employees in

training will receive training on data entry, reporting, and documentation necessary for their work.

C. Employee Handbook

TTD will maintain a current copy of the Employee Handbook on the TTD's Public Drive. The Public Drive is accessible on TTD devices (laptop, desktop, mobile phone) whenever there is internet access. Employees may download and/or print a PDF copy of the handbook. Notice of updates will be provided to Employees within one (1) week of TTD's Board of Directors' approval.

D. Professional Development

TTD believes in supporting the professional growth of Employees, fostering a culture of lifelong learning, and staying current with regard to information and trends in the movement. To that end, TTD seeks professional development opportunities for Employees and attempts to make it possible for Employees to attend, as time and funding allow. TTD prioritizes participation in events and webinars offered through particular sources, which are in-line with its organizational philosophy and may not approve of training that differs from the way TTD does its work. Participation in developmental opportunities should be approved by the Employee's supervisor and/or the Co-Executive Directors, and is subject to such factors as cost, distance, quality and content, relationship to individual position responsibilities, and other factors.

E. Ongoing Resources and Support

TTD supervisors provide regular support and supervision. Employees may request a specific supervision meeting with their supervisor on a particular schedule. The supervisor will make a good faith effort to meet this request or may come back with an alternate schedule.

F. Advocate Meetings

TTD shall periodically provide time during regularly scheduled meetings attended by direct service Employees to discuss and process the work.

ARTICLE 14 - PERSONNEL RECORDS

TTD will make an Employee's personnel file available for the Employee's review and copying at the location where the files are maintained and during normal working hours. For the purpose of this section, a personnel file includes, but is not limited to, any formal or informal Employee evaluations and reports relating to the Employee's character, work habits, compensation and benefits and non-privileged medical records relating to the Employee that TTD has in its possession.

Concurrently with placing any formal disciplinary documentation or formal performance evaluation into an Employee's centrally maintained personnel file, the Employee shall be informed of or given a copy of the documentation. The Employee may submit a timely rebuttal,

which shall be placed in their personnel file with the formal disciplinary documentation or formal performance evaluation.

With the consent of the Employee, TTD will make an Employee's personnel file or portions of it available for Union review and copying if the information is relevant to representing members of the bargaining unit. The Union will request the relevant documents in writing including a statement of relevance and provide a copy to TTD.

ARTICLE 15 – PERFORMANCE EVALUATIONS

TTD will perform regular performance evaluations to provide constructive feedback to Employees to enable them to perform satisfactorily and contribute fully to the mission of TTD.

Newly hired Employees shall be evaluated after their first six (6) months of employment. TTD may provide feedback more often to encourage the Employee's growth and awareness.

TTD may alter the performance review tools and process.

The Employee's supervisor will discuss the evaluation with the Employee, provide the Employee with a copy of it, and give the Employee an opportunity to make written comments on the evaluation form before the form is placed in the Employee's personnel record.

No formal discipline or discharge shall happen in a performance evaluation meeting.

ARTICLE 16 - DISCIPLINE AND DISCHARGE

TTD reserves the right to discipline or discharge any Employee for any lawful reason. TTD shall consider, among other things, the seriousness and frequency of employee misconduct when determining appropriate discipline, which may include immediate discharge. TTD recognizes the concept of progressive discipline. Employees, however, are not entitled to a particular number of warnings before TTD may impose discipline up to and including discharge. Failure to discipline or discharge an Employee for violation of a rule shall not constitute a waiver of TTD's right to discipline or discharge Employees for the same or other violations in the future.

A. Just Cause

No Employee who has completed the initial probationary period shall be discharged or subject to disciplinary action without just cause. Discipline may be one include the following: Verbal Warning, 1st written warning, 2nd written warning, suspension or final written warning) or discharge, or may include a performance plan reasonably designed to address the performance issue.

B. Probationary Employees

A newly hired Employee shall be considered a probationary Employee for a period of six months. During this period, TTD will have the opportunity to evaluate the Employee's

performance, deportment, and general suitability for employment with TTD. TTD may terminate a probationary Employee at its discretion, and discharge will not be subject to the Grievance and Arbitration Procedure of this Agreement; although, any probationary Employee may obtain Union representation after completion of the training period. Periods of unpaid leave shall not count toward the completion of probation.

C. Right to Representation

In any meeting that could reasonably lead to disciplinary action or discharge of that Employee, the Employee will have the right to Union representation. The Employee will be allowed to use paid work time of no more than one (1) hour to locate a representative or steward to attend the meeting.

D. Documentation

All formal disciplinary action must be in writing and must state the reason for the action. TTD must provide written documentation of disciplinary action to the Employee, and a copy becomes part of the Employee's personnel file. The Employee has the right to respond in writing to any disciplinary notices and have that response placed in the Employee's personnel file.

E. Administrative Leave Pending Investigation

TTD may place an Employee on either paid or unpaid administrative leave to investigate cases of serious misconduct. TTD will forward the name of any Employee who is placed on administrative leave to the Union when the leave is initiated. The investigation will be conducted as soon as reasonably possible given the circumstances.

ARTICLE 17 - GRIEVANCE AND ARBITRATION PROCEDURE

A. Definition of Grievance

A grievance is defined as any dispute over the interpretation or application of this Agreement, TTD's policies, or law, including discipline or discharge of an Employee (other than an Employee in the initial six (6) month probationary period who may not challenge discipline or discharge actions under this Agreement but may otherwise exercise rights to grieve).

B. Principles

The parties recognize that many grievances will be discussed and resolved between TTD, a Union representative, and the Employee(s). The goal of the parties is to resolve grievances at the lowest step possible. Employees are encouraged to discuss the subject matter of a potential grievance with their immediate supervisor at any time before filing a written grievance. However, this recommendation does not change the time limits specified in this article for filing a grievance. Grievances may be referred to a higher step or sent back to a lower step by mutual written agreement of the parties.

C. Timelines

Failure of TTD to answer a grievance at any step within the specified time shall not be deemed acquiescence thereto but shall entitle the Union to proceed to the next step. When the Union fails to submit the grievance to the next step within the timelines specified herein, the grievance is considered withdrawn, and the grievance shall not thereafter be considered subject to the Grievance and Arbitration Procedure of this Agreement. The parties may only extend timelines by agreement in writing.

D. Group Grievances

The Union, through any Employee who is a steward or a non-employee Union representative, may present a group grievance if the occurrence involves more than one (1) Employee with a similar grievance. Such grievances will be filed in writing at Step 2 of the Grievance and Arbitration Procedure.

E. Discharge Grievances

All discharge grievances shall be filed at Step 2 of the Grievance and Arbitration Procedure within fifteen (15) business days of the effective date of discharge.

F. Grievance Steps

Step 1. The Employee, through their Steward, shall present the grievance in writing to the supervisor within fifteen (15) business days of its occurrence, or when the Employee knew or by reasonable diligence should have known of its occurrence. The supervisor shall attempt to resolve the matter and report their decision in writing to the Employee and Steward within five (5) business days of its presentation.

Step 2. In the event the grievance is not settled by the expiration of the five (5) business day period for supervisor review at Step 1, an appeal may be made to the Co-Executive Directors in writing within ten (10) business days of the denial of the grievance at Step 1 or the expiration of the five (5) business day period for supervisor review, whichever is earlier. The Co-Executive Directors shall attempt to resolve the matter and report the decision in writing to the Employee and Steward within ten (10) business days of its presentation.

Mediation. In the event that a grievance remains unresolved after Step 2, TTD and the Union may mutually agree to pursue mediation through either the Federal Mediation and Conciliation Service (FMCS) or some other mutually agreed upon mediation service.

Stewards will be granted mutually agreed-upon time off during regularly scheduled office hours to investigate and process grievances and to represent MSEA-SEIU workers in investigatory interviews that may lead to discipline for the Employee, upon notice to the Steward's immediate supervisor. Employees shall have a right to Union representation at each step of the procedure. Once an Employee has requested Union representation, TTD and the Union will communicate to find a time that works for TTD, the Employee, and the Union Representative to meet.

G. Arbitration

In the event the grievance is not settled by the expiration of the ten (10) business days period for Co-Executive Director review at Step 2, the grievance may be referred to arbitration by the Union or TTD for disposition by an arbitrator selected in accordance with the procedures of the American Arbitration Association (AAA), but no later than thirty (30) calendar days after the denial of the grievance at Step 2 or the expiration of the ten (10) business day period for Co-Executive Director review, whichever is earlier. If the parties agree to attempt to resolve the grievance through mediation, the time for either party to refer the matter to arbitration will be tolled for up to forty-five (45) calendar days after denial of the grievance at Step 2 or expiration of the ten (10) business day period for supervisor review, whichever is earlier. After the expiration of the forty-five (45) tolling period, the thirty (30) day time period to refer the matter to arbitration will resume.

The fees and expenses of the arbitrator and AAA, if any, shall be borne equally by the parties. All other costs of arbitration, including representation costs and transcripts, will be paid by the party that incurred them.

The award of an arbitrator hereunder shall be final, conclusive and binding upon TTD, the Union and the Employees.

The arbitrator shall have jurisdiction only over disputes arising out of a grievance, as defined in the Definition of Grievance section of this Article, and only as to the issues presented at the lower steps of the Grievance and Arbitration Procedures of this Article. The arbitrator shall have no power to add to, subtract from, or modify in any way any of the terms of this Agreement.

No adjustment or decision may provide retroactivity exceeding sixty (60) days prior to the date of the filing of a written grievance.

ARTICLE 18 - HOURS AND WORK SCHEDULES

A. Work week

TTD's services are available to victims and survivors of domestic abuse 24 hours a day, 365 days a year. To provide these services on an around-the-clock basis in accordance with TTD's mission and required standards, TTD retains the right to define the hours of work and to determine shift rotations, work schedules, and the days and times when shifts begin and end. TTD will strive to provide two (2) weeks of advance notice of changes.

Full-time non-exempt Employees regularly work a 40-hour work week. The work week begins at midnight on Saturday and ends exactly seven (7) days later at midnight on Saturday. If an Employee believes that their work may exceed 40 hours in one (1) week, they shall inform

their supervisor and seek approval to adjust their work schedule accordingly. If adjustment is not possible, the Employee shall seek approval from their supervisor for overtime. Note: Non-approval of overtime does not release TTD from the requirement to pay non-exempt employees for overtime hours worked.

B. Telework

Telework or remote work broadly refers to working in a location other than the primary worksite to which an Employee is assigned and from which they would otherwise work and is also commonly referred to as working off-site or working from home.

Positions at TTD require in-person work to meet with victims and survivors; attend meetings; participate in staff training; hold fundraising events; attend to administrative functions in offices where relevant materials are held; provide trainings, education, and awareness events; and meet with community partners.

The needs of each of TTD's programs inform the Employee's work location and are explicitly stated in the environmental status section of the Employee's job description.

Most employment positions at TTD do not allow Employees to work from home. Employees whose employment positions that specifically state working from home are allowable in their job description will work closely with their supervisor to establish parameters for working from home. The Co-Executive Directors retain the ultimate discretion to allow teleworking.

C. After-Hours On-Call Scheduling

TTD strives to give as much notice to Employees regarding after-hours on-call scheduling. Employees will be provided with at least two (2) weeks of notification prior to being scheduled for after-hours on-call shifts, when possible. If Employees cannot cover their scheduled after-hours on-call shift(s), Employees are responsible for finding coverage for their shift(s). If Employees are unable to find coverage due to disease or incapacity, Employees must notify their supervisor.

Staff may offer to take more shifts, subject to availability and supervisor discretion.

While providing after-hours on-call coverage, Employees will adjust their regular work schedules to compensate for overnight and weekend work.

D. After-Hours On-Call Compensatory Time

Employees covering a weekend after-hours on-call shift will have four (4) hours of compensatory time on the Friday prior to their helpline weekend coverage, and after dispensing of all helpline related duties will not have other scheduled work on the Monday following their weekend coverage.

Employees covering a Monday through Thursday after-hours on-call shift after dispensing of all helpline related duties will not have other scheduled work on the Friday following the Thursday night.

The purpose of compensatory time is to assist Employees in not exceeding a 40-hour work week and in recognition of the fact that employees are working after regularly scheduled hours. If an Employee works more than the scheduled compensatory time, they will notify their supervisor to schedule additional compensatory time or will be paid overtime compensation in accordance with the law.

Examples:

1. Lea is scheduled for a weekend after-hours on-call shift beginning on Friday at 5pm and ending on Monday at 9am. Lea works their regular schedule from Monday-Thursday and then leaves four (4) hours early on Friday. Lea takes two (2) calls Friday night into Saturday morning in which they work a total of two (2) hours. Lea takes three (3) calls on Sunday in which they work an additional three (3) hours. On Monday morning at 9am, Lea will pass on all necessary information and wrap up their helpline responsibilities and have no other work scheduled for the day. Monday is a paid, compensatory eight (8) hour day. Lea received twelve (12) hours in compensatory time for their after-hours on-call weekend shift and worked a total of five (5) hours.
2. Marco is scheduled for a weekday after-hours on-call shift beginning on Monday at 5pm and ending on Friday at 9am. Marco works their regular schedule from Monday-Thursday. Throughout the week, Marco takes seven (7) helpline calls after hours and works a total of nine (9) hours. On Friday morning at 9am, Marco will pass on all necessary information and wrap up their helpline responsibilities and have no other work scheduled for the day. Marco will receive one (1) hour of overtime pay because he worked nine (9) hours as opposed to the eight (8) hours compensatory allotted on Friday.

Employees are expected to work their regular shift during the weeks/weekends they are on after-hours on-call except for the compensatory scheduling outlined above.

ARTICLE 19 - BREAKS AND MEAL PERIODS

A. Meal Break

Each Employee who is scheduled to work six (6) hours or more shall be provided a thirty (30) minute meal break. The thirty (30) minute meal break shall be at or around the midpoint of the Employee's work shift and coordinated with the Employee's supervisor. The meal break is paid.

B. Rest Break

Due to the unpredictable nature of advocacy work, specific scheduling of rest breaks is not always possible. Employees are encouraged to take a paid fifteen (15) minute rest break when possible, during their workday. For after-hours on-call shifts there will not be scheduled breaks. Due to the unpredictable nature of the after-hours helpline, specific scheduling of meal

breaks is not possible and often not required. When heavy call volume disrupts the ability to take a meal break, the Supervisor on Call (SOC) will cover for a thirty (30) minute meal break.

C. Wellness Hours

TTD believes that wellness and self-care are vital to maintaining a well-balanced workforce. The intention of this benefit is to prevent and reduce the effects of vicarious trauma and support the need for self-care. TTD has created the following guidelines to help Employees utilize this benefit within the following parameters:

Employees may take one (1) paid hour to attend counseling or to participate in another wellness related activity during work time two (2) times per month or take the time as a two (2) hour block one (1) time per month.

Participating Employees will schedule activities either at the beginning or the end of their workday to limit disruptions of daily agendas.

Participating Employees shall not schedule activities during planned meetings or other prior commitments (including but not limited to team meetings, staff meetings, court, individual meetings, presentations, etc.).

Participating Employees must complete a written request to their supervisor no later than the 15th of the month for the following month (example: December's wellness time requests must be given to the supervisor by November 15 for approval).

Should there be an emergency that causes the need to cancel a planned wellness hour, the Employee shall be able to use the hour/hours at another time during the same month.

Wellness hours do not accrue and cannot be carried over from month to month. They are not a payable benefit upon termination of employment.

ARTICLE 20 - HEALTH & SAFETY

TTD is committed to providing all employees with a safe, healthy, and injury-free workplace and will comply with all health and safety standards established by applicable state and federal laws.

Employees are expected to observe TTD's safety practices and protocols, outlined in the TTD's Employee Handbook, and site-specific procedures, exercise caution in all work activities, and immediately report all accidents and unsafe or unhealthy conditions to their supervisor. In the event the unsafe or unhealthy conditions remain unresolved, Employees should contact a Co-Executive Director.

TTD will provide safety information and training during the onboarding period as well as periodic workplace safety training concerning safety and health hazards, safe work practices, and procedures to eliminate or minimize hazards.

As TTD is a domestic violence resource center with a mission on improving the safety of survivors of domestic abuse, the parties recognize that safety and safety planning are not static but rather continually evolving. TTD will work with employees to create individualized safety plans when safety concerns arise in the workplace.

Any member of the Union who believes there to be a health and safety issue on the job is encouraged to report to a TTD supervisor. Also, in accordance with the TTD policy and federal whistleblower protections, TTD will not retaliate against employees who in good faith report on a health and safety issue.

TTD secures workers' compensation insurance for its employees. Specific coverage and reporting requirements are found in TTD's Employee Handbook and are governed by applicable law.

ARTICLE 21 - RIGHTS OF NURSING PARENTS

In accordance with federal and Maine State law, TTD will provide adequate break time and flexible scheduling during workdays to express breast milk according to the needs of the nursing parent for their nursing child for up to 3 years after their child's birth.

TTD will make reasonable efforts to provide a clean room or other location, other than a bathroom, where an Employee may express breast milk in privacy. The Union recognizes that employees work in spaces that are not owned or operated by TTD and there are limitations as to what TTD can reasonably do.

Upon return from parental leave, the nursing parent will meet with their supervisor to determine appropriate scheduling to meet the needs of the nursing parent.

TTD will not retaliate or discriminate against an Employee who exercises the rights provided under this section.

ARTICLE 22 - COMPENSATION

A. Wages

Employees in all job classifications shall have a minimum hourly wage rate of no less than \$21.12 per hour, to take effect upon the effective date of this Agreement. Such hourly rate shall stay in effect until the next pay increase. All subsequent pay increases shall occur at the start of the first full pay period of each calendar year.

Employees who are actively employed by TTD on the effective date of this agreement shall receive an 8% pay increase in the pay period beginning after the effective date of this agreement, unless an 8% increase is less than the minimum rate, in which case their new pay rate will be equal to the minimum.

Employees who are actively employed by TTD on the effective date of this agreement will receive a one-time payment of \$350 in the first pay period after the effective date of this agreement.

TTD’s minimum starting wage will increase by 2% on January 2, 2026.

Job Classification	Minimum Wage Rate starting in first pay period post ratification of contract for calendar year 2025	Minimum Wage Rate starting in first pay period of calendar year 2026
Advocate	\$ 21.12	\$ 21.54
Educator	\$ 21.12	\$ 21.54

B. Subsequent Pay Increases

During the term of this agreement, Employees in all job classifications shall receive an annual pay increase of 3% in January 2026 and in January 2027, beginning the first full pay period following the start of a new calendar year. This Agreement shall cancel any other compensation increases that may have been obligated.

C. Stipends

All Employees who cover TTD’s 24-hour helpline will be responsible for contributing to after-hours on-call coverage. Employees covered by this Agreement shall be paid a stipend in addition to their hourly compensation at the rate of \$37.50 for each night, Monday through Thursday, and \$50 for each day/night combination, Friday through Sunday. For example, if an Employee works an after-hours on-call shift on Wednesday, Thursday, and Sunday in one (1) two (2) week pay period, they will be paid an additional \$125 in their regular pay. Note: the Employee is responsible for reporting the completion of the shift in timesheet records and will be paid for the shift in their next paycheck.

When Employees are engaged to perform helpline work while on-call, such as receiving helpline calls, seeking support from a supervisor, or inputting data for helpline interactions, they are paid at their regular rate of pay. Otherwise, they are on their own, unpaid, time.

At the beginning of each fiscal year during the term of this Agreement, stipends will receive a 5% increase to reflect increasing cost of living.

D. Mileage Reimbursement

TTD will provide reimbursement to Employees for certain work-related car trips that exceed a minimal limit. Mileage reimbursement is a benefit, as it is not required by law. Employees are required to support or document their work-related trips, to explain the purpose of the trip, and the points of departure and destination on approved forms, which must be approved by their supervisor before payment.

All Employees will be assigned one TTD site which is considered to be their 'home site.' TTD will reimburse Employees at the federal standard mileage issued by the IRS rate per mile for non-commuting, job-related travel. TTD maintains a mileage chart for all regular trips. When Employees incur non-commuting, job-related travel, they will use the mileage chart to determine the number of miles traveled. Exceptions to this rule:

- If the Employee leaves from and/or returns to their home, and mileage is less than the mileage chart, then the Employee is expected to use mileage from home.
- If the Employee combines trips, or takes a trip that is not on the chart, they are expected to track their own mileage and use that on the reimbursement form.
- Employees will not be reimbursed for trips of less than five (5) miles, round-trip.

Employees are expected to submit all reimbursement forms no later than the 10th of the month for the previous month. For example, Employees may submit reimbursement forms for December no later than January 10th. In case of emergency, the Employee may seek a waiver from their supervisor.

E. Maine's Paid Family and Medical Leave Act (PFML)

Employees will cover the maximum share of the contributions, currently 0.5% of eligible wages, through payroll deductions. TTD will contribute the remaining 0.5% due under the PFML Act. TTD may apply for permission to substitute a private plan (either self-funded or insured) from the Maine Department of Labor, with the discretion to implement the plan following its approval.

ARTICLE 23 - INSURANCE AND RETIREMENT

A. Health and Dental Insurance

Bargaining unit Employees are eligible to subscribe in TTD's health and dental insurance plans on the same terms and conditions as offered to the other employees of the organization who are not within the bargaining unit.

B. Retirement Benefits

Bargaining unit Employees are eligible to participate in TTD's retirement plan on the same terms and conditions as offered to the other employees of the organization who are not within the bargaining unit.

C. Disability Insurance

Bargaining Unit Employees are eligible to subscribe in TTD's Life and Disability Insurance policy on the same terms and conditions as offered to the other employees of the organization who are not within the bargaining unit.

ARTICLE 24 – BEREAVEMENT LEAVE

TTD's full and part-time Employees are eligible for up to one (1) work week of leave with pay, equivalent to that Employee's typical work week schedule, in the case of a death in the Employee's immediate family.

Immediate family for purposes of this section is: spouse, spousal equivalent, child, parent, foster parent, foster child, parent-in-law, grandparent, grandchild, sibling, stepchild, stepparent, stepsibling, or persons for whom there is a deep and significant personal bond akin to the bond that often exists between immediate family members.

An Employee may split the time to take time at the time of the death and use a portion later when the service/memorial is not held within one (1) work week of the time of death. Bereavement leave shall always be taken in increments of a full workday, equivalent to the Employee's regularly scheduled workday. For example, if an Employee is scheduled to work six (6) hours on Monday, they will be granted a six (6) hour bereavement day.

Employees shall be granted up to four (4) hours of bereavement leave with pay to attend the service/memorial of a friend or non-immediate family member.

Employees shall be granted one (1) day of leave with pay in the event of the death of a personal pet.

The Employee must notify their supervisor immediately upon learning of the need for the leave. An Employee desiring any other time off for purposes of bereavement or sympathy may utilize Earned Time Off or unpaid time, with prior approval of their supervisor.

ARTICLE 25 - NON-DISCRIMINATION

A. Non-Discrimination

TTD is committed to being an inclusive workplace that respects employee differences and supports employees to ensure their fullest degree of success within the organization. Central to TTD's values is the work of challenging all systems of oppression and violence. TTD recognizes that it cannot work to end the oppression of domestic violence without addressing all forms of oppression. Therefore, TTD is committed to equity and inclusion principles and the premise that expanding diversity within the organization enhances a culture of belonging within the workplace and furthers the understanding of TTD's mission.

TTD Employees are held to the Guiding Principles as set out in TTD's Employee Handbook. Included in the Guiding Principles are to use patience and kindness; avoid judgment and self-righteousness; be open to feedback as an opportunity to grow; and be willing to help others grow by providing respectful, constructive feedback. Also, from TTD's Employee Handbook, TTD Employees will use direct communication to enhance relationships and resolve disputes, and all Employees are responsible to help each other resolve conflicts and/or discourage negative talk about coworkers to foster a work culture of respect and mutual appreciation.

TTD and the Union agree that each will fully comply with applicable laws regarding discrimination and will not illegally discriminate against any Employee because of religious creed, race, color, age, gender, national origin, ancestry, physical or mental disability, sexual orientation, or other characteristic protected under state or federal law.

Both parties agree to encourage any Employee who believes they have been subject to illegal discrimination in violation of this statement to utilize the internal review procedure established by TTD's Equal Employment Opportunity or Sexual Harassment Policy, whichever is applicable. There will be no retaliation or other adverse action taken by any party against an Employee who makes a good-faith complaint, reports an incident of illegal discrimination or harassment, or who in good faith provides information in the course of the investigation of such a complaint or report

Any Employee found to have engaged in unlawful discrimination or harassment shall be subject to discipline, up to and including termination.

B. Forum Selection for Statutory Claims

An Employee who believes they have been subject to illegal discrimination, harassment, or retaliation, including as defined in the TTD's Equal Employment Opportunity or Sexual Harassment Policy, whichever is applicable, must elect **one (1)** of the following forums for resolution:

- (a) **Arbitration:** The Employee may choose to resolve the claim through final and binding arbitration in accordance with the Grievance and Arbitration Procedure in this Agreement. By electing arbitration, the Employee **knowingly and voluntarily waives** the right to pursue the claim in court and any remedies that might be available in that forum.
- (b) **Litigation:** The Employee may choose to file the claim in a court of competent jurisdiction. By electing litigation, the Employee **knowingly and voluntarily** waives the right to pursue the claim through arbitration and any remedies that might be available in that forum.

C. Covered Claims

This provision applies to any claim of discrimination, harassment, or retaliation arising under federal, state, or local anti-discrimination laws, including but not limited to:

- Title VII of the Civil Rights Act of 1964
- The Americans with Disabilities Act (ADA)
- The Age Discrimination in Employment Act (ADEA)
- The Maine Human Rights Act
- The Maine Whistleblower Protection Act

- Any other applicable anti-discrimination or anti-retaliation law

D. Waiver of Dual Proceedings

Once an election is made, it is final and binding, and the Employee may not bring the same claim in the alternative forum. Employees may not simultaneously pursue the same claim through both arbitration and litigation.

E. Arbitration Request Procedure

If an Employee chooses to utilize the arbitration forum, the Employee may request arbitration of timely grievances starting at Step Two within ten (10) calendar days of the decision resulting from the internal review procedure.

F. Preservation of Rights to File with Government Agencies

Nothing in this agreement precludes, limits, or waives an Employee's right to file a charge or complaint with the Equal Employment Opportunity Commission (EEOC) and/or the Maine Human Rights Commission (MHRC). Provided, however, that the filing of such a charge or complaint does not alter the binding selection of forum made by the Employee for resolution of the dispute.

ARTICLE 26 - NO STRIKE-NO LOCKOUT

No Employee shall engage in any strike, picketing, sit-down, sit-in, slow-down, cessation or stoppage or interruption of work, boycott, or other interference with the operations of TTD for the duration of this agreement.

The Union, its officers, agents, representatives and members, shall not in any way, directly or indirectly, authorize, assist, encourage, participate or sanction any strike, picketing, sit-down, sit-in, slow-down, cessation or stoppage or interruption of work, boycott, or other interference with the operations of TTD, or ratify, condone or lend support to any such conduct or action.

The prohibitions of this Article are intended to apply regardless of the motivation for the strike or other conduct. By way of illustration only, this Article expressly prohibits (1) sympathy strikes (individual or concerted failure to cross a picket line established by another labor organization or by members of another bargaining unit); (2) strikes over disputes that are not subject to arbitration; and (3) strikes in protest of alleged violations of state or federal law. Except as expressly provided in this Agreement, any statutory right that Employees may otherwise have under the National Labor Relations Act to engage in such conduct is hereby expressly waived by the Union.

In addition to any other liability, remedy or right provided by applicable law or statute, should a strike, picketing, sit-down, sit-in, slow-down, cessation or stoppage or interruption of work, boycott, or other interference with the operations of TTD occur; the Union, within twenty-four (24) hours of a request by TTD, shall:

1. Publicly disavow such action by the Employees.
2. Advise TTD in writing that such action by Employees has not been called or sanctioned by the Union.
3. Notify Employees of its disapproval of such action and instruct such Employees to cease such action and return to work immediately.
4. Post notices at Union Bulletin Boards advising that it disapproves such action and instructing Employees to return to work immediately.
5. After delivery of the above statement to TTD, the Union will take no action, which in any way undermines it.

Any Employee who participates in any activity prohibited by this Article shall be subject to discharge or such lesser discipline, as TTD in its discretion shall determine. The Employee shall have recourse to the Grievance and Arbitration Procedure only as to the question of whether they in fact participated in such prohibited activity.

TTD shall be entitled to all appropriate judicial remedies, including but not limited to injunctive relief, if a violation of this Article should occur. In lieu of or in addition to any such action for injunctive relief or damages, TTD may also seek relief under the Grievance and Arbitration Procedure.

ARTICLE 27 - PAID LEAVE AND EARNED TIME-OFF

A. Paid Leaves

1. Earned Time-Off (ETO)

Full and part-time Employees are eligible for Earned Time-off (ETO). TTD has structured the time off benefit to provide maximum flexibility for the variety of employee positions at TTD, to acknowledge TTD's constant availability, and to support a diverse workforce which may recognize a variety of holidays. To this end, ETO must be used for vacation time, holiday observance, or personal matters.

ETO is calculated according to Employees' anniversary dates as follows:

- Upon commencement of employment, employees begin to earn .83 hours for every (eight) 8 hours paid.
- After five (5) years of employment, employees earn .98 hours for every eight (8) hours paid.
- After ten (10) years of employment, employees earn 1.14 hours for every eight (8) hours paid.
- After fifteen (15) years of employment, and each year thereafter, employees earn 1.29 hours for every eight (8) hours paid.

Part-time Employees are eligible for ETO in proportion to the number of hours they actually work. Each employee's normal weekly hours are stated in the employee's offer letter.

Requests to use ETO should be made in writing as soon as possible and submitted to the Employee's direct supervisor. ETO requests are granted as possible, taking into account organizational capacity. Supervisors will work with Employees when conflicting requests are made to resolve scheduling conflicts. Conflicting requests that cannot be resolved by the involved parties will be granted at the discretion of TTD supervisors based on seniority, scheduling parity, direct service coverage, and operational needs. All ETO requests and approvals must be in writing. Approval or denial of requests shall be issued within a reasonable time.

Because TTD encourages Employees to take time off and avoid excessive accumulation, a cap is established for all, based on the annual limit of ETO. That cap, or ceiling, applies as follows for Employees, the ceiling is:

- 16 days for up to five (5) years of employment
- 21 days for six to ten (6-10) years of employment
- 24 days for everyone over ten (10) years of employment.

ETO hours may carry over from fiscal year to fiscal year, but at no point may an Employee carry hours that would cause them to exceed the cap, or continue to earn hours beyond the cap.

2. Essential Services Week

TTD is committed to running essential services week during the last full week of the calendar year, if practicable, for Employees. TTD will have total discretion to run essential services week during the last full week of the calendar year as outlined in TTD's Employee Handbook.

3. Sick leave

Full-time and part-time Employees are eligible for paid sick leave to allow Employees to care for themselves or an immediate family member who is ill and/or requires medical attention.

Employees are encouraged to take sick time and stay home rather than come to work sick, for their benefit and that of their co-workers and others they may encounter. Employees shall notify their supervisor as soon as possible if they will be missing all or part of a scheduled shift. Unless an Employee has permission to work from home, work while on sick leave is prohibited. Employees shall not be expected to perform work duties while taking sick leave.

Full-time Employees earn one (1) day (eight (8) hours) for each month worked, up to a maximum of twelve (12) days per year. Sick time may be taken immediately upon hire.

Part-time Employees are eligible for sick days in proportion to the number of hours they actually work. Each Employee's normal weekly hours are stated in the Employee's offer letter.

Employees who do not use sick time during the fiscal year may carry the time into the following fiscal year, up to a maximum of 30 sick days. Employees are not paid for earned but unused sick days upon termination of employment with TTD.

Employees may be advanced the use of sick time above the amount they accrue up to twenty-four (24) hours during the employee's first six (6) months of employment.

Once a TTD supervisor has approved a certain category of time off, Employees are held to using that time off. For example, if an Employee requests and is approved for ETO for vacation but is sick during any or all of the vacation, the time will still be charged as ETO.

4. Parental Leave

Employees will be eligible for leave consistent with TTD's Employee Handbook.

5. Jury Duty and Witness Leave

Employees will be eligible for leave consistent with TTD's Employee Handbook.

6. Victims of Violence Leave

As the domestic violence resource center serving Cumberland County, TTD has a comprehensive Victims of Violence Policy in its Employee Handbook. Employees will be eligible for leave consistent with TTD's Employee Handbook.

7. Voting

As part of the Time to Vote Initiative, TTD provides full and part-time Employees four (4) hours off on election day, at their regular rate of pay. This benefit is available for national, state and local elections. Use of this benefit cannot result in overtime for the work week. Employees are asked to take the time off at the beginning or end of the day, for ease of scheduling, and to connect with their supervisor before finalizing their plan.

B. Time-off records

Employees will have access to their available, used, and remaining sick leave and ETO in an accessible and timely way.

C. Unpaid Leaves

1. Family Medical Leave (FMLA)

TTD provides up to twelve (12) weeks of unpaid job protected leave to Employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care, or childbirth (also available to Employees is TTD's specific policy on parental leave);
- To care for the Employee's child after birth, or placement for adoption or foster care; consistent with, but not in addition to, parental leave under this Agreement;
- To care for the Employee's spouse, child, or parent, who has a serious health condition; or
- For a serious health condition that makes the Employee unable to perform their job.

TTD Employees are eligible after one (1) year of employment (or after 1,250 hours over the previous twelve (12) months).

Use of FMLA leave will not result in the loss of employment benefit that accrued prior to the start of an Employee's leave. During FMLA leave, TTD will maintain the Employee's health coverage under its group health plan on the same terms as if the Employee had continued to work.

Upon return from FML, most Employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

An Employee need not use this leave entitlement in one block. It may be taken intermittently or on a reduced leave schedule when medically necessary. Employees must

make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt TTD's operations.

Employee Responsibilities

Employees must provide thirty (30) days of advance notice of the need to take FMLA leave when the need is foreseeable. When a thirty (30) day notice is not possible, the Employee must provide notice as soon as practicable. Employees must provide sufficient information for TTD to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of leave. Sufficient information may include that the Employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform TTD if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

TTD will inform Employees requesting leave whether they are eligible under FMLA, if the leave will be designated as FMLA protected, and the amount of leave counted against the Employee's leave entitlement. If the Employee is not eligible, TTD will cite a reason for the ineligibility.

2. Military Service Leave

TTD will comply fully with the Uniformed Services Employment and Reemployment Rights Act, USERRA.

ARTICLE 28 - STAFF PARTICIPATION WITH BOARD

TTD recognizes the value of employee input.

At four (4) regularly scheduled board meetings in TTD's fiscal year, a **union represented** Employee selected by the Employer from one of the four non-administrative programs will have the opportunity to present or **assist their supervisor to present** to the Board on their current programming, highlighting their program's successes, challenges, and areas for development. The union represented employee's attendance at the meeting will be limited to the portion of the meeting devoted to their presentation on programming. .

Employees have the opportunity to offer feedback and suggestions to TTD. Employees may provide feedback to the Co-Executive Directors and/or the Chair of the Board of Directors without threat of retaliation.

ARTICLE 29 – SEPARABILITY

If any provision of this Agreement is at any time declared invalid by any court of competent jurisdiction or through government regulations or decree, that decision will not invalidate the entire Agreement, it being the express intention of the parties that all other provisions not declared invalid will remain in full force and effect. In the event of such an occurrence, the parties will meet promptly to negotiate substitute provisions for such parts or portions rendered or declared illegal or invalid to conform such provision to state and/or federal law. The parties agree to construe the invalid provision according to its original bargained purpose and to agree on a narrowly revised provision that as closely as possible achieves such purpose.

ARTICLE 30 - ENTIRE AGREEMENT

This Agreement represents the entire understanding between the parties and there are no agreements, conditions, or understandings, either oral or written, other than as set forth herein. It is further agreed that no amendment, change, modification or addition to this Agreement shall be binding upon either party, unless reduced to writing and signed by both of the parties or such change is made to comply with law and/or existing regulations. The parties have had the opportunity to bargain over all mandatory subjects of bargaining, and they waive their right to bargain over such matters during the term of the agreement.

ARTICLE 31 - DURATION

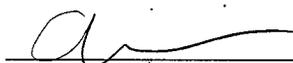
This Agreement shall be effective starting May 4, 2025, and shall remain in effect through June 30, 2027. This Agreement cannot be altered, amended, modified, or waived unless executed in writing between the parties.

SEEN AND AGREED

Through These Doors

MSEA-SEIU Local 1989

By:  Rebecca Hobbs

By:  Angela MacWhinnie

By: 
Jenny Stasio

By: _____