

COLLECTIVE BARGAINING AGREEMENT

between

**CHILD CARE GUILD OF LOCAL 925, SERVICE EMPLOYEES
INTERNATIONAL UNION**

AND

SMALL FACES CHILD DEVELOPMENT CENTER

EFFECTIVE:

June 1, 2024 – May 31, 2027

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PREAMBLE

The purpose of this Agreement is to achieve and maintain harmonious relations between Small Faces and the Union, to provide for equitable and peaceful adjustment of differences which may arise, and to set forth the understanding reached between the parties with respect to wages, hours of work, and conditions of employment. The parties to this Agreement share a common commitment to providing high quality child care, efficiently and effectively.

Small Faces and the Union are committed to a collective bargaining relationship that, acknowledging the limitations imposed by state and program funding, will strive to maximize compensation for child care employees within this funding, to provide high quality working conditions and to enhance an ongoing relationship of trust and respect.

This Agreement has been jointly created by representatives of Small Faces and the Union through the use of the Interest Based Bargaining (IBB) process. We are committed to continued use of the IBB process in our work together, and to resolutions of conflict whenever possible through achievement of consensus upon acknowledgment of all parties' interests.

ARTICLE 1: PARTIES AND PURPOSE

- 1.1. Small Faces Child Development Center (hereinafter referred to as "Small Faces"), and The Child Care Guild Local 925, Service Employees International Union, (hereinafter referred to as the "Union") have made and entered into this Agreement to promote and maintain harmonious relationships between the parties hereto and to establish and sustain fair and equitable practices under the terms of this Agreement.
- 1.2. This Agreement and its provisions shall be binding on all successors and assignees.
- 1.3. Small Faces agrees to voluntarily recognize the Union as the exclusive bargaining representative for all regular full-time and part-time employees and apply the terms of this collective bargaining agreement to these employees upon a showing of majority status at any new or additional facilities of Small Faces in King County.
 - 1.3.1. Majority status shall be established by either a Union authorization card check or a petition signed by employees. If necessary, Small Faces may verify the card check or petition by a neutral party agreed upon by both parties.
 - 1.3.2. In organizing campaigns at new or additional facilities of Small Faces in King County, Small Faces agrees to maintain a neutral position. No supervisors, managers or agents of Small Faces will take action in organizing campaigns in opposition to, or in support of, representation by Local 925, Service Employees International Union.
 - 1.3.3. Disputes over scope of the unit, placement, eligibility or improper conduct by either party shall be subject to Steps 4 and 5 of the Grievance Procedure (Article 24). The Arbitrator shall render a decision within 15 days of the hearing.

- 1.4. Small Faces and the Union agree to cooperate wherever possible to raise the standards of service. The parties agree that providing the highest possible standards of child care will be the primary consideration in their relationship with one another.
- 1.5. The parties further agree that they share the common aim of promoting: fair and reasonable working conditions; effective methods for the prompt resolution of differences, misunderstandings and disputes; dignified and fair treatment of employees in the implementation of all policies and procedures; and an on-going public campaign to explain the direct relationship between funding and quality of care.
- 1.6. Our goal is that employees and employers can count on working in an environment in which they will be treated in a professional manner with dignity and respect.

ARTICLE 2: RECOGNITION

Small Faces recognizes the Union as the sole and exclusive bargaining agent for employees in the bargaining unit. Newly created job titles shall be included in the bargaining unit as applicable. Generally, positions shall be included in the bargaining unit if they meet the National Labor Relations Board Unit Exclusion Guidelines (www.nlr.gov). Small Faces shall discuss newly created job titles with the Union Rep and steward and negotiate into pertinent articles of this Agreement.

Job titles covered by contract:

- Lead Teacher
- Associate Teacher
- Assistant Teacher
- Float Teacher
- Teacher Aide
- Kitchen Supervisor
- Kitchen Assistant
- Office Manager
- Facilities Manager
- Operations Coordinator

ARTICLE 3: NONDISCRIMINATION

- 3.1. Neither Small Faces nor the Union shall discriminate against or in favor of any employee on account of race, color, creed, religion, national origin, age, gender,

political affiliation, sexual orientation, union membership, union activity, disability, marital status, or service in the Armed Forces.

- 3.2. All employees share the responsibility of maintaining a work environment that is supportive of equal employment opportunity. Employees and families served will be treated fairly and with dignity and respect.

ARTICLE 4: STRIKES AND LOCKOUTS

“Strike”, as used in this Agreement, shall be deemed to include any strike, sit-down, slowdown, or other stoppage of work (or concerted interruption of service) for any reason whatsoever. The Union agrees to conduct no strikes, by all or any of the employees it represents, during the term of the Agreement. Small Faces agrees to conduct no lockouts during the period of the Agreement.

ARTICLE 5: ON-GOING SMALL FACES / UNION COLLABORATION

To maintain our common vision, both Small Faces and Union need to collaborate. In the interest of identifying and acting on issues before they become troublesome, the solution will be twofold:

1. **Communication.** We will use email and internet to communicate between meetings and to create an agenda for coming meetings; and
2. **Meetings.** To further strengthen communication/team up for advocacy, there will be one Small Faces/Union meeting annually. The Union will take the lead in scheduling the meeting. Small Faces/Union task forces may be created to work on special projects).

ARTICLE 6: UNION SECURITY

- 6.1. All bargaining unit employees who, on the ratification date of the Agreement, are members of the Union, and all employees who voluntarily become members thereafter, shall, as a condition of continued employment, maintain their membership in the Union in good standing for the duration of this Agreement. Employees who do not choose to join the Union shall begin paying a fair share fee for the costs of representation, as a condition of continued employment, to the Union within thirty (30) days following the signing of this Agreement or date of hire, whichever date occurs last. Any employee who is a member of the Union may voluntarily withdraw from the Union by giving written notice to the Union by certified mail within fifteen (15) days before or after the expiration date of this Agreement and shall pay the fair share fee thereafter.
- 6.2. Dues and fees deduction: Small Faces shall provide for the semi-monthly payroll deduction of union dues and fees, which are uniformly applied to all members in the bargaining unit. Recognized payroll deduction cards which are submitted to Small Faces' payroll officers by the 10th of the month will become effective on the first day of the same month; those received by the 25th of the month will become effective on the 16th day of the same month. Upon issuance and transmission of a check to the Union, Small Faces's responsibility shall cease with respect to such deductions. The Union and each employee authorizing the

assignment of wages for the payment of Union dues and fees hereby undertakes to indemnify and hold Small Faces harmless against all claims, suits or other forms of liability that shall arise against Small Faces for, or on account of, any deduction made from the wages of such employee.

6.2.1. Small Faces shall remit to the Union monthly all bargaining unit dues and fees deducted for that pay period.

6.2.2. Small Faces shall provide the Union with a monthly listing of all employees in the bargaining unit with Union dues deductions for that month.

6.2.3. It is the responsibility of Small Faces to provide the name and schedule of the new hire to the steward within 15 days of hire. Small Faces will also provide the new hire with the steward's name and schedule within 15 days. This information shall be provided in writing. For example, the steward's contact information could be included on a checklist of information new employees receive. The Union local will provide Small Faces with the membership card to be placed in the new employee orientation packet. In the event that there is currently no steward at the center, the SEIU 925 Union rep assigned to child care will serve in this role. Small Faces will assist the steward and new hire in scheduling a 15 minutes orientation meeting. Ideally, this meeting will happen within 15 days of hire, but must happen within 30 days of hire. The steward or employer will get a signed payroll deduction card from the new hire within 30 days of hire. The steward will give one copy of this card to Small Faces and deliver or mail the original card to the Union office, as custodian of record. Memberships may also be submitted online.

6.3. Voluntary Political Check-off. Small Faces will honor voluntary contribution deduction authorizations from employees in the unit for political contributions to SEIU COPE (Committee on Political Empowerment.) Small Faces will deduct the authorized amounts from the individual employee's paycheck and remit those sums to SEIU Local 925, along with a list of the employees and the amount deducted for each employee.

ARTICLE 7: UNION ACTIVITY, VISITATION & BULLETIN BOARDS

7.1. Union Organizer Representative: With prior notice to Small Faces, the Union's Organizer Representative shall have reasonable access to the premises for the purpose of handling grievances and administering this Agreement. Nothing in

this provision shall be interpreted to allow a Union representative to interfere with any work-related activity of any employee.

7.2. Small Faces will make available to the Union a bulletin board for its use.

ARTICLE 8: MANAGEMENT RIGHTS AND RESPONSIBILITIES

Small Faces, through its designated management personnel or agents, has the right and responsibility, except as expressly modified by this Agreement, to control, change and supervise all operations, and to direct and assign work to all employees. Such rights and responsibilities shall include but not be limited to: selection and hiring; training; discipline and discharge; classification, reclassification, and layoff; promotion and demotion or transfer of employees; the establishment of work schedules; the allocation of all financial and other resources; and the control and regulation of the use of all equipment and other property of Small Faces. Small Faces shall determine the methods, technological means and qualifications of personnel by and for which operations are to be carried out. Small Faces shall take whatever action may be necessary to carry out its rights in any emergency situation.

ARTICLE 9: STEWARDS AND STEWARD TRAINING

9.1. The employees of Small Faces will elect at least one steward who is a member of the bargaining unit and who shall be authorized to assist employees with grievances through the grievance procedure of this Agreement (Article 24). The Union shall promptly notify Small Faces if any changes occur regarding the steward. A steward who is processing a grievance in accordance with Steps 2 and 3 of the grievance procedure of this Agreement shall be permitted reasonable time, as arranged in conjunction with Small Faces, to assist in the research and resolution of legitimate employee grievances on Small Faces' property without loss of pay or recorded work time. Stewards shall be on paid time when conferring with Small Faces relative to a grievance. In addition to full stewards, two (2) or more union member advocates will be trained by the union to serve as stewards for investigatory and formal counseling sessions in urgent situations when full stewards and/or SEIU 925 staff are not available. When stewards or member advocates leave employment, they will notify the union of the need for more trained individuals and help recruit them.

9.2. During each year of this Agreement each of the Union's stewards, as provided in Article 9.1 of this Agreement, shall be provided with four (4) hours of release time, without loss of pay, to participate in steward training programs sponsored

by the Union. The Union shall notify Small Faces at least two (2) weeks in advance of the date and time of trainings.

- 9.3. Time off for steward training shall be approved in advance by the steward's supervisor and will be contingent upon the ability to provide proper work coverage during the requested time off.

ARTICLE 10: BARGAINING PROCESS

- 10.1. The bargaining team for negotiations will be made up of at least one representative from management and two or three representatives from the bargaining unit. Each person who participates in bargaining must have training in the Interest Based Bargaining (IBB) process. It is recommended that three members of the bargaining unit be trained. At least two trained bargaining unit members and one management representative must be present at each bargaining session. The bargaining team shall make every effort to complete negotiations in a timely manner, not to exceed eight weeks.
- 10.2. Contract Renegotiations. A good faith effort will be made to complete renegotiation of the center's current contract within eight weeks following the date of expiration of the contract; the current contract will remain in effect until the new contract is completed. By mutual consent of Small Faces and the Union, the contract may be opened for renegotiation at any time.

ARTICLE 11: ADVOCACY

- 11.1. As part of our ongoing campaign to provide the highest possible standard of child care and engage in an ongoing public campaign to explain the direct relationship between funding and the quality of care, it is in each party's best interest to provide reasonable opportunity for members of the bargaining unit to participate in these efforts.
- 11.2. To this end, Small Faces will provide paid release time to employees involved in such advocacy, which includes, but is not limited to: providing public education, testifying before committees, and participating in stakeholder groups. It is understood that the goal of the advocacy is to serve the collective agenda of the Union and Small Faces. Whenever possible, the Union, and Small Faces will work together to find outside funding to pay for substitutes so that employees can participate without causing undue hardship to centers or employees. Small Faces will provide up to eight hours per year paid leave to participate in local or state level advocacy. Requests for paid advocacy leave must be submitted and approved by the Administration in writing as soon as possible prior to the event. Advocacy events include, but are not limited to, giving testimony in Olympia, Seattle or at the County level; or meeting with local, state or federal elected officials.

- 11.2.1. We encourage centers to include the Association/Union vision statement in their parent handbooks and/or a statement about our joint

advocacy and how parents can become involved to advocate for more funding for the childcare system. Examples of how to keep parents updated and included in our joint advocacy work are:

- Having an advocacy bulletin board accessible to parents/families
- Sending/posting regular updates about advocacy through photocopies or email lists.
- And/or forming a joint staff/parent advocacy committee to work for Worthy Wages and quality care within the center or as part of the larger ECE/out-of-school time advocacy movement.

ARTICLE 12: JOB DESCRIPTIONS

12.1. Employees will be provided a copy of their written job descriptions, and of performance evaluation procedures and instruments, before beginning employment. Job descriptions are accurate and specific, reflecting actual job duties, include minimum qualifications for the position, and are changed according to changes in duties. The job descriptions include baseline requirements, personal and educational qualifications, in addition to the job responsibilities.

Job descriptions will be reviewed at least annually, and employees will have input into any revisions. Job descriptions are included in this agreement as appendices.

ARTICLE 13: INTERVIEWING AND HIRING PROCESS

In order to provide staff who will be working with a newly hired employee on a regular basis the chance to assess the applicant's suitability, no applicant will be hired for any position that involves teaching responsibilities without first being observed by co-workers/affected staff in the classroom for a minimum of one hour. Small Faces will make every effort to consult with co-workers/affected staff before making the hiring decision. Small Faces will make the final determination. Small Faces support staff, including aides, teacher assistants, office manager, kitchen supervisor, kitchen assistant, facilities manager, are exempted from observation during the hiring process. The Administration has the discretion to sit in on any second interview observation.

ARTICLE 14: INTERNAL POSTING AND PROMOTIONS

14.1. Program policies shall focus on developing current employees for promotions and leadership positions. If a position becomes available, current employees will be informed simultaneously with the posting of the position inside and outside the center. Preference will be given to qualified internal applicants for promotion (e.g., assistant teacher to lead teacher). Current employees will be given the chance to interview first. If two or more equally qualified employees apply for a position, as measured by past work performance

and by qualifications for the position being applied for, the most senior employee will receive preference.

14.2. In the case of requests for lateral transfers to open positions within each center (e.g., assistant teacher in Room A to assistant teacher in Room B), Small Faces may decline such requests if a transfer is determined not to be in the best interests of the program. The employee requesting the transfer has the right to a conference with Small Faces to discuss Small Faces' decision not to grant the transfer; however, such a conference does not abrogate or modify Small Faces' right to make the decision about the requested transfer.

14.3. It is the employee's responsibility to provide Small Faces with the best possible means of contacting them while on leave. Should a position become available, Small Faces must use this means to contact the employee on leave, in addition to the normal posting practices of the center.

ARTICLE 15: PROBATIONARY PERIOD

15.1. The probationary period will be ninety (90) days. The employee shall have their performance reviewed by the end of the probationary period. The review will be performed as outlined in Performance Evaluations (Article 17).

15.2. During the probationary period, an employee may be terminated without cause, and is not entitled to use the Grievance Procedure (Article 24). Affected staff members are encouraged to offer input to Small Faces concerning the probationary employee's ability in regard to center policies.

15.3. The probationary period may be extended up to an additional ninety (90) days by mutual agreement between Small Faces and the employee. Should the employee not agree to the extension, this decision will be treated as a voluntary resignation, not subject to the Grievance Procedures (Article 24). The evaluation process, conducted before the end of the ninety (90) day Orientation annually and thereafter, consists of:

- Step 1** a self-evaluation completed by the employee
- Step 2** written evaluation by the administration
- Step 3** administration can request input from team members
- Step 4** meeting between the employee and the administration to review the written evaluation and other comments

15.4. Upon satisfactory completion of the probationary period, the newly hired employee becomes a regular employee and is entitled to all employee benefits. An extended probationary period will not affect the employee's receipt of benefits they would otherwise have received. Upon request from the board, staff will provide input on the administration's annual performance evaluation.

15.5. During the probationary period, employees are guaranteed all benefits covered by this contract excluding the following:

- Grievance Procedure (See Article 24)

- Professional Development (see Article 26 for limited exceptions)
- Medical Benefits (see Article 39)
- Paid Time Off (see Article 30 for limited exceptions)
- Paid Medical Leave (see Article 32)
- Paid Employee Initiated Leave (see Article 33)

ARTICLE 16: ORIENTATION PROCESS

- 16.1. In order to provide a comprehensive orientation to new staff regarding the policies, procedures, and philosophy of the center overall, as well as the specific classroom(s) new staff members will be working in, Small Faces will establish a two-tiered orientation process: Center Orientation and Classroom Orientation. Both tiers of the Orientation will have checklists and signature pages to be signed by both the designated staff member and the new hire once this aspect of orientation is complete. Small Faces will specify and maintain specific details of orientations and checklists. Small Faces will designate center and classroom orientation trainer(s). Small Faces is responsible for completing both tiers of new staff orientation within thirty (30) days of hire.
- 16.2. The goal of the Center Orientation is to provide new staff with an overview of the center-wide policies and procedures, and will take place outside the classroom with a designated staff member. Employees are not required to be responsible for caring for children during the Center Orientation. New staff will be provided all policies and procedures relevant to their position and classroom.
- 16.3. The goal of the Classroom Orientation is to provide new staff with an overview of the classroom-specific layout, procedures, and activities. The Classroom Orientation will take place in the classroom(s) with a designated staff member, will include a walk-through of the classroom and a review of the daily routine.
- 16.4. New employees will be provided 24 hours of paid time to complete the Center and Classroom Orientations.
- 16.5. New staff will be provided with a time to review and reflect on orientations and checklists with a designated staff member within forty five (45) days of hire.

ARTICLE 17: PERFORMANCE EVALUATIONS

- 17.1. The intent of the evaluation process and its outcome is, in addition to providing the basis for making personnel decisions, to also serve as a learning

tool to develop goals for further staff development, using a method that reflects Small Faces' philosophical approach to learning.

- 17.2. All employees are evaluated by the end of their probationary period and at least annually thereafter.
- 17.3. The evaluation process must include: (1) a self-evaluation completed by the employee; (2) a written evaluation by the supervisor, a copy of which will be given to the employee at or before the evaluation meeting; (3) where and when applicable, an opportunity for peer or team evaluation; (4) a meeting between the employee and the supervisor. The details of Small Faces' evaluation procedures are included in this agreement as appendices.
- 17.4. Employees will have the opportunity annually to evaluate the director. The purpose of this evaluation is to provide input for consideration by the director. This procedure will not infringe upon the right of the board of directors to evaluate management.

ARTICLE 18: HOURS OF WORK

- 18.1. Employee schedules and classroom assignments are specified at the time of hire. Classroom assignments are stable, allowing for occasional changes due to unexpected circumstances.
- 18.2. Hours of work will not be reduced in response to daily fluctuations in child enrollment or attendance. On-going work schedule re-assignments of more than one week shall be discussed in a meeting with affected employees as far in advance as possible (ideally two weeks notice will be given). If an employee has questions or concerns regarding the scheduling change, they have the right to a meeting with the director to find the best possible solution that maintains acceptable classroom ratios, takes into account employee input and provides the best solution for the children, employees and classrooms affected.
- 18.3. Definitions for Small Faces
- Regular signifies that employees are assigned to a regularly established position for at least 20 hours/week. Regular employees are benefits eligible.
 - Temporary means that employees are hired to work a limited period of 6 months or less on a full or part time basis to fill a temporary position, such as leave or illness relief. Temporary employees are not benefits eligible though they are covered by some parts of this Agreement.
 - Substitute means that employees are hired to work part-time with irregular schedules. Substitute employees are not benefits eligible, though they are covered by some parts of this Agreement.

ARTICLE 19: MAJOR CHANGE PLANNING

Major Change in this contract will be defined as change of facility, reorganization, contracting out, and post disaster response. Reorganization is a change in the center's program, structure and/or service. Employees must receive

at least thirty (30) calendar day's notice of the reorganization date. Employees will have the opportunity to provide input regarding change of duties. Affected employees will be included in discussions regarding reorganization. To this effect, a forum for open discussion shall be created when major changes take place. A suggested forum is a labor management committee (see Article 55). A Labor Management committee shall be consulted prior to contracting out positions covered under the Agreement.

ARTICLE 20: LAYOFFS & RECALL

20.1. Reduction, Layoff, and Recall Procedure and Rights: Layoff Procedure

"Layoff" is defined as a reduction in the work force causing severance of employment or reduction in hours.

Before these procedures are used, the Small Faces Board will consider all alternate cost-cutting measures that can be used in lieu of layoffs. Before initiating layoff procedures, Small Faces will hold a special LMC meeting with the Union 30 calendar days prior to the implementation of either a layoff or a reduction.

At this meeting, Small Faces will supply the following information:

- Whether the action is a reduction or layoff
- Updated Seniority List
- Reason for the reduction or layoff

Employees may be laid off or have their hours reduced due to lack of work, lack of funding, and/or reorganization of the program. Small Faces will first ask for voluntary layoffs by seniority within the affected workgroup(s); if voluntary layoffs are insufficient, employees will be laid off or have their hours reduced according to the procedure below. Said procedures take into consideration seniority and job classification. Temporary and substitute employees will be laid

off before regular employees. Layoffs of regular employees, will be determined by seniority within the following workgroups:

Administrative Support

Tier A: Office Manager, Operations Coordinator

Facilities Support

Tier A: Facilities Manager

Instruction

Tier A: Lead Teacher, Mentor Teacher

Tier B: Associate Teacher

Tier C: Assistant Teacher, Classroom Aide

Nutritional Support

Tier A: Kitchen Supervisor

Tier C: Kitchen Assistant

Float teachers will be categorized according to their designation as an Associate, or Lead Teacher.

When layoffs are deemed necessary, Administration may enact Layoffs within the workgroup, starting from least senior to most senior in Tier C, then to Tier B, etc. If a job classification is left vacant through layoff this will be deemed a reorganization and trigger a special LMC meeting and impact bargaining as designated in Article 19.

If the person selected for layoff is more senior, and qualified for work in another workgroup, Small Faces will notify the employee selected for layoff for which positions they may be qualified. The employee may elect to transfer to a position in another workgroup in which they are qualified and is not a promotion. The least senior person within that workgroup will then be the employee selected for layoff.

Small Faces will notify the Union in writing of all bargaining unit members selected for layoff at the same time employees are notified.

Upon layoff, employees may cash out accumulated paid time off up to 80 hours.

20.2. Recall/Restoration of hours.

Employees on laid off status will be recalled/have their hours restored in consideration of seniority and job classification. When employees are recalled to employment, they will retain their seniority and original anniversary date. If the employee received payment for accumulated paid time off at the time of layoff, leave accrual will be reinstated based upon the original anniversary date of hire. If the employee does not respond to email notice of recall within five (5) business days, notice of recall shall be sent by certified or registered mail to the last address of record. It is the responsibility of the laid off employee to keep the center notified of their current mailing address. A recalled employee will be given up to five (5) calendar days following receipt of the letter to accept the employment offer by signing and returning the appropriate copy of the recall notice to the center. Employees shall retain their earned seniority, for purpose of recall, for a period of up to One (1) year. Employees on lay off for more than one (1) year shall lose their rights under this Agreement.

20.3. An employee recalled to work is obligated to take said work, if the job classification, rate of pay, and shift (e.g. 8-4 vs. 10-6) are the same or better. An employee who declines said work for which they are qualified, shall forfeit their rights to recall. Upon return to active employment, seniority, wages and leave accrual will be reinstated as appropriate.

ARTICLE 21: SENIORITY

21.1. Seniority is defined as the continuous length of service with the center from the most recent Date of Hire. Time spent on leave of absence without pay or on layoff shall not be included in computing seniority.

21.2. Seniority shall be lost following an employee's resignation, termination for cause, failure to return from a leave of absence or expiration of recall rights. Seniority shall be maintained for employees rehired up to one (1) year following an employee's resignation.

21.3. Seniority for benefit accrual purposes shall include all time accredited to the employee up to the date of entering into the Bargaining Unit.

ARTICLE 22: ADMINISTRATIVE LEAVE

22.1. In the event that Child Protective Services (CPS), or any other regulatory authority requires that an employee be placed on administrative leave, they will be paid at their regular rate of pay during the investigation for up to five (5) working days. Administrative leave of more than five working days shall be with or without pay dependent upon the facts involved and as determined by Small Faces. If an employee is placed on administrative leave at the direction of Small

Faces, the Leave will be paid until which time the reason for leave has been resolved.

- 22.2. At the conclusion of the administrative leave, the employee may be returned to normal duties without prejudice, placed on corrective action, or discharged, depending upon the nature of the incident and the outcome of the investigation. Any corrective action or discharge will be in accordance with the Corrective Disciplinary Action/Termination procedure (Article 23).

ARTICLE 23: CORRECTIVE DISCIPLINARY ACTION/TERMINATION

- 23.1. The purposes of this article are:
- to provide fair, consistent treatment of all employees regarding disciplinary procedures;
 - to communicate to employees when they are failing to meet job requirements;
 - to work with employees to develop specific plans for improvement and to provide an appropriate amount of time to make that improvement; and
 - to provide a sound, factual basis to terminate employees who do not improve during the corrective action process.
- 23.2. Representation in Corrective Action. Employers will notify employees in writing that they have a right to have a union representative present upon request at Steps 2, 3, and 4 of this process. Given the employers' responsibilities under the WACs, (see: 110-300-0345 Supervising Children; 110-300-0331 Prohibited behavior, discipline, and physical removal of children; 110-300-0475 Duty to protect children and report incidents, 110-300-0420 Prohibited Substances) and the employee's Weingarten Rights, both the union and the employer share an interest in expediting the investigation process. This protects both staff and children. Many situations require reporting within 24 hours. The union will train multiple members to serve as a steward/advocate in investigatory meetings. Union staff will prioritize Small Faces should representation be requested, especially for the investigatory and corrective action meetings related to reportable WAC violations. In order to protect the child care license, the employer may need to document corrective action before allowing the member to return to the premises.
- 23.3. No employee shall receive a corrective action plan or be terminated except for Just Cause. The concept of Just Cause in union contracts (as outlined in Appendix V) is the standard that management must adhere to when disciplining or discharging an employee. It will provide a positive method for improvement rather than punitive action. Small Faces will determine the specific step at which the process begins based on the nature and severity of the problem. All steps of corrective action will be accompanied by a written action plan per Appendix II of the CBA. After any step of corrective action, if there is insufficient improvement after a reasonable period of time, then management may proceed to the next step of corrective action. The only time that steps of corrective action may be skipped

is if the misconduct or inadequate performance is egregious, in which case the employer may determine the specific step at which the process begins depending on the degree of egregiousness. Examples of egregious misconduct or egregious performance issues include but are not limited to:

- Assault
- Arson
- Theft
- Gross indecency
- Negligence that could have or did lead to severe financial harm to the employer
- Negligence that could have or did result in severe physical harm to others
- Sexual harassment
- Hate speech: racist, misogynistic, or other derogatory language
- Improper treatment of children
- Intoxication on the premises
- Possession or use of weapons or firearms on the premises
- Taking paid leave under false pretenses, such as, but not exclusively, bereavement leave
- Falsifying documents
- etc.

All written action plans will include all of the elements of the Sample Corrective Action Plan (see [Appendix II](#)). A copy of all written action plans and formal counseling memos will be given to the employee.

23.4. Steps of Corrective Action Process

The corrective action process pertains to misconduct or performance issues that are related. Misconduct or performance issues arising that are not related to prior misconduct/inadequate performance need to be on a new and separate corrective action track.

Small Faces will designate a supervisory member of the administration to meet with employees for the purposes of corrective action on a case-by-case basis. The employee may request to meet with another supervisory member of the administration which request will not be unreasonably denied.

Step 1 Informal Counseling: The employee will be provided written documentation of informal counseling. The letter will include an action plan. The employee and the designated supervisor may meet to discuss concerns at the request of the employee.

Step 2 Formal Counseling: The employee and the designated supervisor meet to develop a work plan for the employee to improve performance. This step may involve administrative personnel other than the employee's immediate supervisor. The supervisor will set a timeline for improvement and write a memo to the employee summarizing the meeting including the specific plan and timeline. All written documentation of performance issues shall remain in the employee file to ensure that a complete record of the employee's performance and progress is maintained. If there is insufficient improvement in performance after a reasonable amount of time, Small Faces may proceed to Step 3.

Step 3 Final Counseling: This step may involve administrative personnel other than the employee's immediate supervisor. Final counseling includes the development of a written action plan which will identify specific problem areas, performance objectives, suggestions for remedying, and a reasonable timeframe for improvement.

Small Faces may provide the employee a decision-making period of one day of paid time away from the work site, either before or after the final counseling meeting, to be used by the employee to consider the consequences of failure to follow the action plan. If Small Faces decides to provide a decision-making day, the employee will be given a list of expectations and problem area statements prior to the day taking place. If, after the decision-making day, the employee determines that they want to continue working at the center under the prescribed expectations, they will be expected to follow the performance guidelines in the final counseling action plan. If the employee determines that they cannot work under the prescribed performance expectations, the employee will have the choice to resign or be terminated. If there is insufficient improvement in performance after a reasonable amount of time, Small Faces may proceed to Step 4.

Step 4 Termination or Demotion: If the employee's performance has not shown sufficient improvement or if the severity of the offense warrants immediate termination or demotion, the employee may be terminated demoted. Prior to termination or demotion, a termination or demotion meeting will be scheduled with the employee.

23.5. **Evaluation of Corrective Action Status:** Within one year of entering the Corrective Action process Small Faces must meet with the employee and write a memo acknowledging improvement or describing the continuation of the Corrective Action.

23.6. **Resolution of Corrective Action Status:** If the employee's performance has sufficiently improved at any step during the corrective action period, the supervisor will write a memo to the employee citing the specific performance improvements and stating that the employee is no longer in the corrective action

process. The employee will then be expected to continue to maintain performance standards.

- 23.7. What is subject to Grievance Action: Step 1 may not be grieved. Steps 2-4 may be grieved according to the grievance procedure (Article 24).

ARTICLE 24: GRIEVANCE PROCEDURE

24.1. The purpose of this procedure is to provide an orderly method of resolving grievances/conflicts in the workplace.

24.2. Each center and the Union commit to address and resolve issues in a fair and responsible manner using informal problem solving and conflict resolution methods when possible. Our relationship depends on mutual respect and trust, built on our ability to recognize and resolve disagreements as they arise.

24.3. Definitions.

- **Grievant:** A grievant is an employee, or in a case involving more than one member, a “group grievance.”
- **Grievance/Conflict:** Grievance/conflict is defined as a dispute involving the interpretation or application of the specific terms of this Agreement.
- **Days:** “Days” in this procedure are work days.
- **Timelines:** Grievances/conflicts shall be processed in the following manner and within the stated time limits. Time limits provided in this procedure may be extended only by mutual written agreement. Failure on the part of Small Faces at any step of this procedure to communicate the decision on a grievance/conflict within the specified or mutually extended time limits shall permit the grievant to lodge an appeal at the next step of the procedure. Failure on the part of the grievant (employee or Union) to present or proceed with a grievance/conflict within the specific or mutually extended time limits shall permit Small Faces to proceed to the next step of the procedure

24.4. Process.

Grievants may request union representation at any step in the process. At any step of the grievance process if the management representative hearing the grievance is the instigator of the alleged violation of rights, then grievance will be heard by a different management representative in the interest of allowing a non-biased hearing of the grievance. Process may be modified by mutual agreement of the parties.

Step 1 Informal Level: Informal Submission of Grievance/Conflict to Supervisor.

Within fifteen (15) days following the occurrence of the event giving rise to the grievance/conflict, or fifteen (15) days after the event is known or

reasonably should have been known, the employee shall attempt to resolve the grievance/conflict informally with the immediate supervisor. Notification to the supervisor will be in writing. The immediate supervisor shall meet informally with the employee.

If a satisfactory resolution is not reached, the grievant may proceed to Step 2.

Step 2 Formal Level: Written Submission of Grievance/Conflict to Supervisor.

Within ten (10) days of the Step 1 meeting, the Union Steward and/or Representative together with the grievant shall submit to the immediate supervisor a completed Standard Grievance Form (see Appendix I). Within 10 days following receipt of the completed grievance form, the immediate supervisor will meet with the grievant and the union representative.

If the grievant wishes to amend sections f, g and/or h of the submitted Standard Grievance Form, they shall submit the amended form to the immediate supervisor prior to meeting. If the amended form is submitted less than five (5) days prior to the grievance meeting, Small Faces may extend the timeline to meet by five (5) days from receipt of the amended form.

The immediate supervisor will inform the grievant and the Union in writing of their response to the grievance/conflict within ten (10) days of the presentation of the grievance/conflict.

If a satisfactory resolution is not reached, the grievant may proceed to Step 3. Where another level of authority does not exist, the grievant may proceed to Step 4.

Step 3 Next level of authority: Written Submission of Grievance/Conflict to the next level of authority

Where a next level of authority exists, the Step 2 process will be repeated with said authority, using the grievance form completed in Step 2. If a satisfactory resolution is not reached, the grievant may proceed to Step 4. Further levels of authority may be consulted before proceeding to Step 4.

Step 4 Mediation

The Union shall request within ten (10) days, the grievance mediation services of the Federal Mediation and Conciliation Service. Any cost of the mediation will be equally shared. Refer to Appendix III for definitions. If satisfactory resolution is not reached in Step 4, the grievant may proceed to Step 5.

Step 5 Arbitration

The Union or Small Faces may elect to proceed to arbitration if mediation reaches impasse. Parties are encouraged to utilize expedited arbitration.

Written notice of a request for arbitration shall be made to the Union or Employer with ten (10) days following completion of the mediation process.

Arbitration shall be limited to issue(s) involving the interpretation or application of specific terms of the Agreement.

The parties will request a list of arbiters from the Federal Mediation and Conciliation Service. Taking turns, each party will strike names one at a time until one arbiter's name is left. That arbiter will be contacted to conduct the arbitration. The parties agree that the arbiter shall have no power to render a decision that adds to, subtracts from, alters or modifies in any way the terms and conditions of the Agreement.

The arbiter's decision shall be made in writing and the arbiter shall be encouraged to render the decision within thirty (30) calendar days of the close of arbitration hearing.

The parties agree that the decision of the arbiter will be final and binding on all parties. The cost of the arbitration shall be borne equally by the parties and each party shall bear the full cost of presenting its own case.

Small Faces has no duty to maintain the status quo or to restore status quo pending arbitration. But if return to the status quo is ordered by the arbiter, the return shall be affected as per the arbiter's award.

- 24.5. There will be no reprisals against the grievant or others as a result of their participation in this process.

ARTICLE 25: CONFLICT RESOLUTION

- 25.1. In order to promote a peaceful work environment and actively practice the skills we are trying to teach the children; all Union Small Faces will develop a conflict resolution process to resolve conflicts between staff. Whenever possible, Small Faces are encouraged to develop such policies for their other bodies such as Boards and Parent Groups. The purpose of this process is to actively solve problems before they escalate. Affected staff and the

director/designee will work together to resolve the issue in a timely manner preferably including a first meeting within 10 working days.

- 25.2. Small Faces may address the need for ongoing conflict resolution training during meetings.
- 25.3. Small Faces shall include in the employee handbook a description of opportunities for member participation in decision-making processes.

ARTICLE 26: PROFESSIONAL DEVELOPMENT

- 26.1. Small Faces and the Union recognize that professional development of child care teachers is an essential part of providing high quality child care. The intent of this Article is to foster an environment in which employees and employers work together to promote professional development.
- 26.2. Training time: Each full-time employee shall have access to a minimum of 10 hours annually of paid time in which to pursue training relevant to their professional development. In years where the budgeted or allotted hours for employee training is not equivalent to 10 paid hours per employee, Small Faces will provide in house ECE training equivalent to the difference. Each employee can choose to either apply this to Employer provided trainings or to additional offsite training which may include STARS trainings and trainings mandated from various sources other than Small Faces (state, city, county, etc.). Each part-time employee will receive prorated training time. This time shall be paid at the regular rate of pay, not to include overtime.
- 26.3. Training money: Each employee shall have a minimum of \$600 annually to apply towards tuition, books and fees for state mandated trainings and college credits relevant to their professional development. Each part-time employee will receive prorated training money. The \$600 may be applied towards Employer-required training that meets STARS requirements, by mutual consent of the employees and Employer. The \$600 shall not be applied towards any training at which attendance is required by Small Faces which does not meet STARS requirements. The \$600 may be applied towards STARS trainings and trainings mandated from various sources other than Small Faces (state, city, county, etc.).
- 26.4. In order to utilize the training time or money, the employee must submit a request to the director or designee in advance of the actual training. Small Faces may approve the request, redirect it, or deny it. Some criteria which may be used in making this decision include: relevancy to employee's professional development, availability of scholarship money (Employer may require employee to apply for available scholarship money), cheaper alternatives (identical first-aid classes may range from free to \$60), and staff coverage (if the proposed training takes place during work hours). If Small Faces denies the request, the reasons for the denial must be explained and fairly applied to all applicants. It is recommended that the request/approval process be conducted in writing, but each center may develop their own policies relevant to their structure

and culture. A sample approval form is in the appendix of this collective bargaining agreement.

- When the center registers and pays for an employee to attend a workshop and the employee is unable to attend, the employee must find a co-worker to attend in their stead or reimburse the center for the cost.
- Employees will be paid at the applicable rate of straight time or overtime.
- Each workshop must be documented by the employee, reviewed by the Administration and placed in the employee's training file.

26.5. Probationary employees may use a maximum of 5 hours training time and \$50 of training money, unless otherwise authorized by Small Faces. Training time and money may be prorated for new hires.

26.6. Extra training may be available to support children with special needs/concerns.

26.7. Small Faces will annually invite employee input into the budgeting process for Professional Development.

26.8. The Union and Small Faces will look for opportunities to work together to identify additional funding sources for professional development.

26.9. 26.10 Mentor Teachers. In order to meet the professional growth needs and support of staff, Small Faces has developed the role of Mentor Teacher (see job description in appendices). See Employee Handbook for criteria.

ARTICLE 27: PLANNING TIME

27.1. Planning time is an integral part of providing high quality child care. It is the intent of this language that Small Faces provide adequate amount of planning time.

27.2. A minimum of one half (1/2) hour per child enrolled in a classroom of paid planning time will be provided for each preschool classroom team per week. The planning time will be allocated among members of the bargaining unit equitably and according to their responsibilities. Planning time may be scheduled on a daily, weekly and/or monthly basis. Lead and Associate teachers in each room will have three (3) hours of paid planning time and one (1) hour of team meeting time (which could be at the all-staff meeting). Teachers will be allowed to suggest and review their planning schedule. This time will be spent on planning activities that directly affect classroom goals, including but not limited to documenting children's learning, photo documentation, newsletters, calendars, cleaning, observations and curriculum planning. All planning will take place on site, unless administrative approval is provided for off-site planning work.

- 27.3. If planning time is missed, staff and administration will collaborate to make it up on site within one week.
- 27.4. Employees are not required to be responsible for caring for children during their planning time, as accomplished through the program's staffing pattern and/or the employment of substitute or floater teachers or other staff as appropriate. The planning time schedule is reworked in the Fall or as needed for changes.
- 27.5. When job duties require additional tasks, including but not limited to Individual Learning Plans ("ILPs"), Individual Education Plans ("IEPs"), letters of recommendation, behavior logs, the employee shall notify Center management and the two shall create a mutually agreed upon plan about when such duties will be carried out.

ARTICLE 28: PREP TIME

Definition: "Prep Time" refers to time to complete tasks needed to set up, clean up, and close down a classroom. (See Small Faces handbook for a list of "prep time" tasks.)

Each full-day classroom shall have three (3) thirty (30) minute prep times in a day. Each half-day classroom shall have two (2) thirty (30) minute prep times in a day.

Prep times will be reflected in the official schedule.

Only one teacher is needed to accomplish prep time tasks. The goal is that the employee performing the prep time tasks will not be responsible for children during the thirty (30) minute prep time; staffing will be a consideration.

ARTICLE 29: SUPPLIES AND EQUIPMENT

Employees will have input in selection of materials, equipment, and curriculum supplies both for their individual classrooms, and for those intended for common use.

ARTICLE 30: IN-SERVICE TRAINING/RETREAT/CLEANING

- 30.1. Small Faces will be closed to children a minimum of ten (10) full days per year, or for an equivalent cumulative time, for in-service training, retreats and/or classroom cleaning and preparation. This is considered regular work time for employees. Staff shall have input into the agenda for closure time. A committee of Small Faces management and SEIU 925 representatives will meet no later than July of each calendar year to provide input into the year's in-service plans.
- 30.2. The ten (10) in-service days that Small Faces will be closed are a Thursday and Friday before the end of public school before summer break,

Monday through Thursday the week before Labor Day, Two consecutive days in October, and two consecutive days in April. In years when Seattle Public Schools does not begin their school year on the Wednesday after Labor Day, a Labor Management Committee will convene to make an alternate plan for the end of summer in-service days. There will be an additional 2-hour evening in-service staff meeting during the summer session. The date will be jointly decided by the administration and the staff. Small Faces may require employees absent on in-service days to make up equivalent hours, except when on extended or family leave. These hours may be assigned outside of an employee's regularly scheduled work hours.

ARTICLE 31: PAID TIME OFF

- 31.1. Due to the demanding nature of child care work, child care workers experience a high level of mental and emotional stress. This is one of the contributing factors to the high rate of burnout, turnover and absenteeism in the field. In order for child care workers to provide high quality child care, they need adequate time off. It is the intent of the language to set a minimum standard for personal, sick and vacation leave to help foster a healthy work environment.
- 31.2. Small Faces will award Paid Time Off (PTO) which combines personal, sick and vacation time. Employees may use their accrued PTO in the following ways:
- For planned vacations
 - For planned personal days
 - To deal with their own illness, injury or health condition.
 - To take care of a family member (including domestic partners) with an illness, injury or medical appointment.
 - When their place of business has been closed by order of a public official for health reasons.
 - For reasons related to domestic violence, sexual assault, or stalking.
- 31.3. Upon hire, employees will be awarded the equivalent hours of three (3) days PTO based on their schedule. Thereafter employees will accrue a minimum of two and a half (2.5) hours PTO per forty (40) hours paid from the start of their employment and will be paid at their regular salary or hourly rate for the number of regular, scheduled hours they would otherwise have worked during each leave period. Requests for any leave will be made in writing to the Administration using the Leave Form with a minimum of twenty-four (24) hours' notice, with exceptions for emergencies. It is the intention that the associate and lead teachers in each classroom make an effort not to take leave at the same time, to avoid leaving two substitutes in control of a classroom. Employees are

responsible for arranging substitute coverage for planned periods of paid time off.

31.3.1. Incremental Increases: On the 1st anniversary of an employee's starting employment date, benefits eligible employees will begin accruing three (3) hours of PTO for every forty (40) hours paid to be used by the 2nd anniversary date. On the 2nd anniversary date, benefits eligible employees will begin accruing three and a half (3.5) hours PTO for every forty (40) hours paid to be used by the 3rd anniversary date. On the 3rd anniversary date, employees will begin accruing four (4) hours PTO for every forty (40) hours paid to be used by the 4th anniversary date. On the 5th anniversary date and every succeeding year, benefits eligible employees will begin accruing four and a half (4.5) hours of PTO for every forty (40) hours paid to be used by their next anniversary date.

31.3.2. PTO Rollover: Benefit eligible employees who have unused PTO on January 1st will roll over up to 80 hours of the unused PTO. Unused PTO exceeding 80 hours will be cashed out, up to 40 hours. Unused PTO exceeding 120 will be forfeited in the new year.

31.4. Unused PTO of a regular employee changing employment between bargaining unit and non-bargaining unit positions shall move with the employee.

31.5. Substitute arrangements will be made as far ahead as practical in any given situation. Small Faces administration will make all efforts to approve/deny time off requests in a timely fashion, no longer than half of the notice given by the employee. (Ex. Employee submits a PTO request 60 days in advance, then the request must be approved/ denied no later than 30 days before paid time off is set to begin.)

31.6. If time off is denied due to a lack of substitute availability or response, employees may be given the option to find alternate coverage for their shift. In cases of illness, employees will not be required to find their own substitutes.

31.7. Small Faces will make its best effort to maintain a healthy substitute teacher list to ensure adequate coverage options for their individual center's needs. A list of current substitute teachers and their contact information will be maintained on site and available to all teachers.

31.8. Employees may donate PTO from their earned total to other employees by making a written request to do so to the administration of Small Faces.

ARTICLE 32: HOLIDAYS

Small Faces is closed for paid holidays on the following days: New Year's Day, MLK Jr Day, Presidents Day, Memorial Day, Juneteenth, 4th of July, the Friday before Labor Day, Labor Day, Thanksgiving and the Friday after Thanksgiving,

Winter Break (which will be five days, Monday through Friday containing Christmas Day when it is on a weekday).

If a holiday falls on Saturday, the center will observe it the Friday before; if the holiday falls on a Sunday, the Monday following will be observed.

Floating birthday holiday:

Additionally, eligible employees may designate one day within ten (10) work days before or ten (10) work days after their birthday to take as a paid floating holiday.

Small Faces is encouraged to respect the needs of employees who observe holidays outside of the dominant/majority culture, to the extent possible given center staffing needs. To be eligible for paid holidays employees must be a regular employee, including regular employees in their probationary period. Employees must have worked the last scheduled workday before the holiday unless they have advance approval of the administration to be off or can produce a doctor's note at the administration's request.

Employees will receive holiday pay based on their scheduled shift.

ARTICLE 33: PAID MEDICAL LEAVE

- 33.1. In addition to accrued Paid Time Off, employees are eligible for the following types of Paid Medical Leave:
- 33.2. Wellness Leave: Employees may apply for up to sixteen (16) hours of wellness pay annually. Wellness pay may be used for the following reasons:
- To schedule annual COVID and/or flu vaccine shots
 - To recover the day after getting COVID and/or flu vaccine shots
 - Annual medical, dental and vision checkups
 - Other needed doctor or dentist visits
- 33.3. Extended Illness/Injury Leave:
- Employees who are out with a new illness or injury for more than three (3) days may apply for extended illness/injury leave after using PTO to cover the first three (3) days.
 - Documentation of the need for further recovery from a health care provider is required to apply for extended illness/injury leave.
- 33.4. COVID Recovery Leave:
- Employees who test positive for COVID-19 may apply for COVID recovery leave after using PTO to cover the first three (3) days
 - COVID Recovery Leave is available up to ten (10) days of recovery after the onset of symptoms or first positive test date, whichever is earlier, with proper documentation.
 - Employees must submit a positive COVID test, labelled with employee's name and date the test was taken, to apply for any COVID recovery
 - Employees must submit a positive rapid COVID test, appropriately labelled, each day to apply for any COVID recovery pay between the sixth and tenth day after symptom onset or first positive test date, whichever is earlier.
- 33.5. Employees may use a combined maximum of twenty (20) days of Extended Illness/Injury Leave and COVID Recovery Leave in any twelve (12) month period.

ARTICLE 34: EMPLOYEE INITIATED LEAVE

34.1. **Generally:** employees are entitled to take bereavement and extended medical/family leave; they may be eligible for educational leave. Employees who fail to return to work on the agreed upon completion date of the leave of absence will be considered to have resigned from employment effective the last day worked before the start of the approved leave. If a leave of longer than a month is approved, no personal/sick/vacation time or additional seniority need accrue to the employee; no medical or other benefits need be paid by Small Faces.

Leave Request Procedure: Requests for any leave will be made in writing to the Administration. The request must specify a definite time period and a detailed reason for the request. Extension of leave time must be obtained by a written request 15 working days before the end of the first leave and may require a doctor's explanation. Total leave of absence time will not exceed 90 days in a 24-month period beyond any paid personal or vacation leave except in the case of actual periods of disability related to pregnancy and childbirth.

34.2. **Bereavement Leave:** Five (5) days of paid bereavement leave will be granted to an employee for a death in the immediate family, i.e. mother, father, sister, brother, spouse, son, daughter, mother-in-law, father-in-law, foster parent, step-parent, grandparent, or domestic partner. Bereavement leave may be taken without exception in the event of a death within an employee's immediate family. Other requests for bereavement leave will be considered on a case-by-case basis. Bereavement leave for immediate family members will be paid at the employee's regular rate. Additional leave may be granted, for a mutually agreed upon length of time, upon request. For this additional time, employees have the option of using paid leave time or requesting unpaid leave time.

34.3. **Extended Medical and Family Leave:**

34.3.1. Small Faces will comply with the federal, state, and city leave laws, as they apply. The details for the applicable types of leave will be described in the Employee Handbook.

34.3.2. Leave up to 12 weeks:

- An employee, upon completion of one (1) year of continuous employment and having worked at least one thousand two hundred fifty (1250) hours that year, shall be entitled to up to twelve (12) weeks unpaid Extended Medical and Family leave per year.
- The employee will give management as much advance notice as possible (and at least thirty (30) days in the event of family leave). Employees will meet with the Director or authorized representative to create a written plan for the leave. Small Faces will create an Extended Leave Written Plan form, to be attached as an appendix to this bargaining agreement. The form must

include space for a written plan and signatures of the employee, employer and union steward. The employee has the right to have the union steward present at this meeting. When possible the plan will be based on written doctor recommendations so as to determine the probable extent of the leave. In order to preserve relationships, the director may ask employees to attend staff meetings, schedule visits in the classroom or assume light duty tasks at home (i.e. phone conversations, research, write letters to children) for which they will be paid their regular hourly rate.

- The employee is expected to check in (by phone, by email, or in writing) with the Administration at least once a month till the end of the planned leave. If the employee does not contact the Administration on the monthly schedule, the job will be considered abandoned 72 hours after the agreed upon contact date. By mutual agreement, an alternate check-in plan may be developed.
- Extended medical or family leave may be taken without exception for: (1) serious health condition of, or injury to, the employee, the employee's spouse, or the employee's child (or other dependent); (2) birth to, or adoption of a child by the employee and/or the employee's spouse.
 - A serious health condition is one that would leave the employee unable to perform the functions of the job. In general, a serious health condition is one that if left untreated, would result in a period of incapacity of more than three days, in-patient care in a hospital, hospice or residential medical care facility, and leaves the employee unable to perform their job, as determined by a licensed health care provider.
- Small Faces may require, and the employee may choose, that any or all accumulated PTO be applied to the leave. If leave is requested for an illness/injury that also qualifies for paid Extended Illness/Injury Leave, Small Faces may reduce the amount of unpaid Extended Medical Leave by the number of days already qualifying for paid leave.
- On return, Small Faces has the right, when in the best interests of the program, to transfer the employee to another shift or place them in a similar or equivalent job upon the employee's return, though not with any loss of seniority, or reduction in pay, work hours, or benefits.

34.3.3. Leave between twelve (12) weeks and one (1) year:

By mutual consent, an extended family or medical leave may continue beyond the twelve (12) week period, but not to exceed one year. As soon as it is known that a leave may extend past 12 weeks, the employee and the Director (or designees) will meet to update the Extended Leave Written Plan. The form includes space for a written plan and signatures of the employee, employer and union steward. The employee has the right to have the union steward present at this meeting. When possible, the plan will be based on written doctor recommendations so as to determine the probable extent of the leave.

- The employee is expected to check in (by phone, by email, or in writing) with the Administration at least once a month till the end of the planned leave. If the employee does not contact the Administration on the monthly schedule, the job will be considered abandoned 72 hours after the agreed upon contact date. By mutual agreement, an alternate check-in plan may be developed.
- On a case-by-case basis, Small Faces may cover some or all medical premiums of the employee up to the same level as covered prior to leave after the initial 12-week period and up to 1 year. An employee's feedback will be taken into consideration when extending coverage and premiums, including self-pay percentages, if any.
- When the extended unpaid leave approaches the end of a year, Small Faces will provide information to the employee on alternate medical insurance coverage.
- On return, up to a year after starting unpaid Medical or Family Leave, Small Faces has the right, when in the best interests of the program, to transfer the employee to another shift or place them in a similar or equivalent job upon the employee's return, though not with any loss of seniority, or reduction in pay, work hours, or benefits.

34.4. **Educational Leave:** When feasible, Small Faces will continue employing an employee who wishes to temporarily reduce their regular paid hours of work to complete early childhood education (or other work related) college and/or pre-college coursework; and, when feasible, will also return the employee to their previous (or an equivalent) position following completion of an educational leave. After one year of employment, unpaid educational leave may be

requested; and by mutual consent of Small Faces and the employee, up to one year of leave may be taken.

- 34.5. Employees may request other unpaid leave. Employees must give as much notice as possible. Small Faces may grant or deny requests based on staffing considerations and other criteria.

ARTICLE 35: CHILD CARE FOR FAMILIES OF ENROLLED CHILDREN

Employees will not provide child care services to enrolled families during Small Faces operating hours except with written permission from the Administration. Employees on paid or unpaid leave are included in this provision. Regularly scheduled hours during unplanned closures of the center are considered to be during Small Faces operating hours. In cases of short-term closures (less than 3 days), child care services to enrolled Small Faces families will be approved unless the employee is scheduled for remote work. Paid holidays are not considered to be during Small Faces operating hours. Families of enrolled children will agree not to engage employees in providing child care for any of their children during Small Faces operating hours. This agreement will be included in Small Faces' enrollment packet for new families.

ARTICLE 36: CENTER CLOSURES

- 36.1. All regular employees will be paid, at their regular salary or hourly rate and for their regular hours, for all holidays (as specified in [Article 31](#)).
- 36.2. All employees will be paid for all scheduled hours, at their regular salary or hourly rate, on days (or part days) when Small Faces closes the center or sends employees home early for emergency reasons (e.g. snow, loss of power).

When the Seattle public schools are closed due to inclement weather conditions, the Center will close. If the school district delays opening, the Center will open at 9:00 AM. If the inclement weather falls during a public school closure break, then Small Faces will defer to the University of Washington's closure plan as posted on their website.

If Small Faces is closed for inclement weather on a day that is within one week of any in-service days, Small Faces will reschedule the in-service day for a Saturday within the next 20 days in order to provide regular child care services on what was the in-service date.

- 36.3. If a center annually has one or more scheduled closures of more than a day's duration (e.g. winter or spring break), regular employees will be paid at their regular salary or hourly rate, and for their scheduled hours.
- 36.4. Small Faces may assign remote work for employees during emergency closures.

Understanding that, in general, staff and administration will not be able to work at a level of effort or efficiency equal to their usual output because of the increased challenges of working remotely Small Faces shall only assign at-home tasks designed to take less than an employee's regularly scheduled weekly hours. When possible, Small Faces will assign work during an employee's regularly scheduled shift.

Small Faces shall take into account schedules of staff members who are providing care for their own children or other family members when creating work plans. Employees may request to have work rescheduled if it interferes with basic caregiving routines. Employees may request to adjust work schedules for other circumstances hindering the timely completion of assigned tasks.

When technological issues are a barrier to completing online work requirements the affected staff and the administration will meet to develop a plan to remove those barriers and/or make workable accommodations. Small Faces acknowledges the importance of avoiding extra expenses for employees during a closure.

ARTICLE 37: SUBSTITUTES

- 37.1. Qualified, trained substitutes are an essential part of providing high quality child care and supporting a high-quality work environment. Substitutes will meet minimum qualifications as defined in center addenda, and receive a brief orientation.
- 37.2. Classroom employees will assist with the orientation of the substitute to room procedures. To the best of their ability, the Employer will arrange to provide new substitutes with at least a 1 hour paid orientation to each classroom (to be done before the employee is asked to substitute in that room when possible). Substitutes will be encouraged to focus on learning the names of children during these 1-hour orientations. These substitutes will also receive an informational packet including a written classroom schedule and a list of duties to which substitutes may refer. The Director, Assistant Director, Program Supervisor or Mentor Teacher will orient substitutes before employment to each classroom's substitute notebook which will contain pertinent information regarding the room and any children in the classroom with special needs.
- 37.3. Substitute arrangements will be made as far ahead as practical in any given situation. In cases of illness, employees will not be required to find their own substitutes. The more time in advance of an absence due to illness that the

employee can notify the Center, including the afternoon of the day before, the more opportunity the administration has to provide adequate staffing for children and programs. An employee who is ill is expected to notify the Center preferably within 2 hours of the scheduled shift start to allow the Administration adequate time to arrange staff coverage. Employees need to complete a request as noted in Article 30.2. In these circumstances the employee is responsible for arranging substitute coverage. When resources are exhausted, the administration may be called for consultation.

- 37.4. When transitioning from a substitute position into regular employment, a substitute will be compensated at a rate higher than that of a new hire for the same position with regard to pay raises and vacation accrual. The compensation will take into account time spent at the center in the last two years. See Wage Ladder in Appendices

ARTICLE 38: JURY DUTY

Small Faces will adhere to all laws applicable to jury duty. Employees will not be required to use accrued leave time for jury duty. Employees who serve on jury duty will be granted unpaid leave.

ARTICLE 39: WAGES

Small Faces and the Union are committed to a collective bargaining relationship that, acknowledging the limitations imposed by state and program funding, will strive to maximize compensation for child care employees within this funding, to provide high quality working conditions and to enhance an ongoing relationship of trust and respect. Small Faces will have a wage scale for all job classifications, which will reward the following: longevity, relevant education, job responsibility and/or prior work experience. Small Faces will comply with the provisions of the Seattle Minimum Wage Ordinance when creating their wage scale.

In the event Small Faces cannot provide an annual increase, both parties will bargain annually wage increases (if any) for each year this Agreement is in effect. Each increase, rationale and effective dates will be determined as per the bargaining process outlined in Article 10. The Union and Small Faces agree to a wage reopener in the second year of the contract (June 1st 2025-May 31st 2026) and the third year of the contract (June 1st 2026-May 31st 2027) to discuss the wage scale and additional increases to compensation.

In order to be awarded annual pay increases after one (1) year of employment, employees must have submitted documentation of up to date completion of employment requirements defined by the Department of Children, Youth and Families (DCYF) including but not limited to: current 10 hours STARS training, CPR, First Aid, Bloodborne Pathogens, and Food Handler's permits. Employees who have completed documentation of training requirements before the end of the fiscal year (August 31st) will be awarded their annual pay increase on September 1st. Employees who submit documentation of training requirements no later than twenty (20) days after the end of the fiscal year (August 31st) will be awarded their annual pay increase on the date when documentation and training are confirmed as

complete by the administration and will receive back pay equivalent to hours worked from the due date to the date of completion. Employees who complete their requirements after 20 days from the due date will be awarded their annual pay increase on the date when documentation and training are confirmed as complete by the administration but will not be awarded back pay.

During the school year, staff may earn wage increases across the scale upon completion and documentation of training benchmarks indicated on the wage scale. Documentation must be evaluated by the Administration for the wage increase.

39.1. Hire-in Wages:

Small Faces uses a Wage Ladder model to determine hire in placement wages and annual negotiated raises (see Appendix VI).

39.2. Working Outside of Job Description:

Small Faces may temporarily assign work to employees when there are unfilled positions that are outside of their current job description. If employees are performing these duties for more than two weeks, they will be compensated at the rate of pay equivalent to the hire-in wages for the other job title (given said employee's education and experience level) if it is higher than their current pay as long as they are performing said work.

39.3. Educational Raises:

- Staff who complete 20 clock hours of documented STARS hours during the DCYF required period will receive a 1% educational raise when appropriate training certificates are presented to the Administration.
- Employees have up to one year to earn the raise. Credits may not be carried over to the next school year.

39.4. College credit options and requirements:

- After earning 3 credits in a school year (September 1 to August 31), an employee is eligible for an educational raise.
- Credit courses must be in Early Childhood Education or directly related classes.
- Employees in this program satisfy the required 10 hours of workshops with the first 10 hours of class. Employee payment requires proof of attendance from the instructor.

ARTICLE 40: MEDICAL BENEFITS

Employers will offer medical benefits to employees, with Small Faces paying 100% of the premium for benefits eligible employees.

Medical, vision, and dental coverage is available for employees at Small Faces 60 days after the 1st of the month after hire. Documentation of acceptance is kept in the Personnel Files.

Major changes to health care insurance coverage, such as changing carriers, increasing deductibles, or changing the structure of the care plan offered will be made in mutual agreement in a Labor Management Committee (See Appendices for medical plan options offered as of 2024 negotiations)

ARTICLE 41: TRANSPORTATION BENEFITS

Small Faces will provide each benefits eligible employee an ORCA card that can be used for public transportation costs on any eligible services through King County Metro and partner organizations in some other counties. ORCA cards must be returned at the end of employment. Employees will be charged \$5 for replacement of lost cards.

ARTICLE 42: CHILD CARE TUITION BENEFIT

Small Faces provides up to three (3) preschool child care spots and three (3) after school child care spots for children of employees. Employees who wish to enroll their child in an open spot must apply for any government subsidy for which they may be eligible. Small Faces will discount tuition for children up to 100% after applying all awarded subsidies. If all reserved spots are currently filled, an employee may choose to enroll their child in another spot at full tuition. Who may access open spots will be determined by availability and center wide employee seniority.

ARTICLE 43: RETIREMENT PLAN

43.1. Small Faces will set up a 401K for eligible employees. Employees will be eligible for retirement contributions one year after their date of hire.

Starting on the eligibility date, Small Faces will contribute \$100 into each eligible employee's 401K account each month. Employees may elect to have the Employer withhold additional funds to be contributed pre-tax into the account up to the federally defined maximum amount for the year.

Matching funds –

For employees who have been employed for at least one (1) year at Small Faces and choose to contribute at least 2% of their income into their 401K account, Small Faces will match the difference between the \$100 monthly contribution and 2% of the employee's income. By default, Small Faces will begin automatic deductions of 2% of income for employees starting on their one (1) year anniversary of employment.

For employees who have been employed for at least three (3) years at Small Faces and choose to contribute at least 3% of their income into their 401K account,

Small Faces will match the difference between the \$100 monthly contribution and 3% of the employee's income.

For employees who have been employed for at least five (5) year at Small Faces and choose to contribute at least 5% of their income into their 401K account, Small Faces will match the difference between the \$100 monthly contribution and 5% of the employee's income.

Small Faces will annually schedule information sessions to inform employees of retirement options under the plan.

ARTICLE 44: CHAIN OF COMMAND

If temporarily absent from the center, the director, assistant director, and/or program supervisor shall leave a competent designated employee in charge who meets the qualifications of lead staff. Employees may choose whether or not to take on "in charge" duties in the director's absence, unless these duties are mandated by their job description. When the designated person is performing these duties for more than one full day, they will receive "in charge" pay. Decisions made by the designated employee while in charge will be subject to the director's review upon return. Any employee may be compelled to take on "in charge" duty for a short time in the case of an emergency. In Charge Pay for staff in the chain of command line or the designated Lead who assumes responsibilities on day two of the director, assistant director, and program supervisor's absence will be paid \$.50/hr in addition to their hourly wage.

ARTICLE 45: RATIOS

Minimum classroom ratios will meet state licensing requirements. Employers and the Union will work on solutions to achieve better than state minimums, in order to provide high quality, developmentally appropriate care; ensure the children's health, safety and well-being; and improve working conditions for teachers.

ARTICLE 46: CHILDREN WITH SPECIAL NEEDS/CONCERNS

Procedures shall be in place to work children with special needs /concerns that shall include a collaborative process involving parents, teachers, staff, administrators and other professionals as needed. In general, Small Faces will consider additional training, support and/or staffing resources for rooms having children with special needs /concerns. The cost of these trainings could be above and beyond other pre-established Professional Development allocations (see Article 26). Teachers will refer to the Inclusive Education Policy. Administration will make every effort to support the staff through additional training, support, or staffing, as they become aware of special needs of individual children after enrollment. Employees are also eligible to use their staff development funds for off-site training in this area.

ARTICLE 47: SICK POLICY FOR CHILDREN

In order to provide a safe and healthy working environment for employees, policies that describe the conditions under which children are excluded from the classroom will be implemented in accordance with Small Faces' family handbook and Public Health requirements.

ARTICLE 48: OPENING AND CLOSING CENTERS

When feasible, as determined by Small Faces, more than one employee will be present at all times the center is open. An employee who has to stay beyond the end of their scheduled shift will be paid at least at their regular rate of pay, or at an overtime rate of pay if applicable, for all hours worked.

ARTICLE 49: LATE FEES

Small Faces has the ultimate responsibility to enforce the policy.

ARTICLE 50: ASSIGNED WORK OUTSIDE OF REGULAR SCHEDULES

- 50.1. Employees will be compensated at their regular rate of pay for any officially assigned responsibilities at a mandatory center-sponsored event. Employee responsibilities and roles will be defined prior to the event. Employee input will be solicited regarding scheduling of mandatory events.
- 50.2. Small Faces and the Union will convene a Labor Management Committee annually in July to determine a parent-teacher conference plan for the next school year that meets the work-life balance needs of families and employees.

ARTICLE 51: SECURE BUILDINGS

Small Faces will provide, to the best of their ability, a work site which promotes the physical health and safety of both children and adults, and will endeavor to prevent access by unauthorized persons. Employees will be provided a secure place to store personal belongings.

ARTICLE 52: EMPLOYEES' RESTROOM

Small Faces will provide access to at least one restroom with an adult-sized toilet and a locking door to ensure privacy.

ARTICLE 53: EMPLOYEES' LOUNGE

Small Faces will provide all employees with access to a space which is physically separate from classroom space, to serve as a site for employees to spend break periods. This space should be conducive to work and rest.

ARTICLE 54: TELEPHONE ACCESS

Each center shall provide employees with private access to a phone and will not limit employee's access to personal phones during breaks and for personal emergencies. Small Faces will notify employees of phone access policy and procedures upon hire.

ARTICLE 55: TERMINATION/RESIGNATION POLICY

- 55.1. Resignation is a voluntary action initiated by employees which results in employees leaving their positions. Employees should submit a written letter of resignation two (2) weeks prior to resignation. Primary/lead teachers are asked to give 4 weeks notice prior to resignation.
- 55.2. Employees who are still in their probationary period, or have had their Probationary Period extended, may be terminated without cause during this period. Initial 3 days of awarded PTO do not count towards hours eligible to be paid out for employees terminated or resigning during their probationary period.
- 55.3. Employees who are terminated or resign are eligible for the following:
- Salary earned but not yet received
 - Up to 40 hours of PTO earned but not yet taken (Regular Employees only)
 - The opportunity to continue medical, dental and vision coverage under the provisions of COBRA, where applicable.
- 55.4. Small Faces' staff and management will develop procedures for dealing with the effects of employee termination on children, teachers and families.

ARTICLE 56: LABOR /MANAGEMENT COMMITTEES

- 56.1. The parties recognize the importance of timely and open discussions between Small Faces and the bargaining unit and its representatives on matters of mutual interest at each center. This Article establishes a procedure for either party to initiate discussions regarding administration of this agreement, quality care, and other matters of general concern affecting conditions of employment.
- 56.2. A labor management committee shall consist of not more than 4 bargaining unit members/union representation, and a like number representing Small Faces, including board members. The committee shall meet on an as-needed basis as agreed by the parties, and either party may initiate a meeting. Meeting times shall be mutually agreed upon. Members of the bargaining unit shall be granted time off without loss of pay for all regularly scheduled hours not worked due to meeting attendance. Likewise, Small Faces will not be required to compensate committee members for time spent after their regularly scheduled hours.
- 56.3. A proposed agenda will be prepared by the convening group and distributed reasonably in advance of the meeting. The agenda for these Committee meetings will be limited to items which are of a group, rather than individual interest or concern. The committee, through its representatives, shall write down any outcomes agreed upon at the meeting. If agreed upon in advance by both the union and Small Faces, either party may have one or more guests

who offer expertise or perspective valuable to the discussion, or an observer. Guests and observers are not to participate in decision making nor interrupt in any way the proceeding of the Committee.

- 56.4. It is the responsibility of the union members serving on the Labor Management Committee to explain controversial outcomes to other union members.
- 56.5. The labor/management committee will not be used to supplant the grievance procedure or corrective discipline procedure (Articles 23 and 24).
- 56.6. In case of loss of, or change in, state or programmatic funding, labor/management committees will be empowered to modify the relevant clauses of the CBA. Either party reserves the right to reopen the CBA to modify the relevant clauses. Every effort will be made to include the same individuals who negotiated the original CBA. Any modifications will go through the ratification process before going into effect.

ARTICLE 57: SEVERABILITY

- 57.1. Each and every clause of this contract shall be deemed severable from each and every other clause of this contract. In the event that any clause(s) shall be determined finally to be in violation of any law, only the said clause(s) shall be deemed of no force and effect, and then only to the extent that any may be in violation. Should such a determination occur, it will not impair the validity and enforceability of the rest of the contract, including any and all provisions in the remainder of any clause, sentence or paragraph in which the offending language may appear.
- 57.2. In the event Small Faces and the Union are unable to mutually agree upon language to replace that held invalid by law, the parties agree to resolve their disagreement through the mediation and arbitration steps of the Grievance Procedure (Article 24).

ARTICLE 58: DURATION AND EMPLOYEE PAY FOR BARGAINING

- 58.1. This Agreement shall become effective June 1, 2024 and remain in force through May 31, 2027. Should either party desire to reopen negotiations for this Agreement, said party shall serve the other with written notice not less than sixty (60) calendar days prior to the termination date. Should such timely notice be served, bargaining shall commence at a date that is mutually agreed upon by the parties.
- 58.2. Employees who bargain this Agreement will be paid for their regularly scheduled shift at their regular rate of pay for those hours that overlap with their regular shift. If the Bargaining meeting plus travel time from the Center and returning to the Center is less time than the employee's regular shift for that day,


the employee may be required to complete their shift at the Center in order to receive full payment for that shift.

Signed this date: 2/5/2025

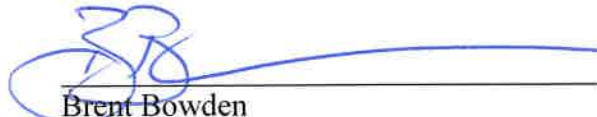
Small Faces Child Development Center



John Otto
Small Faces Child Development Center
Executive Director

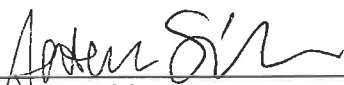


Ruth Lett
Small Faces Child Development Center
Board Director



Brent Bowden
Small Faces Child Development Center
Board Co-Chair

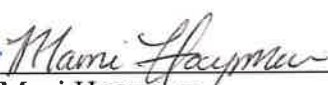
**SEIU Local 925
The Child Care Guild**



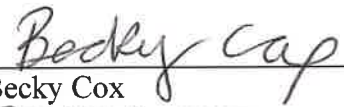
Autumn Snider
SEIU 925, Small Faces
Teacher



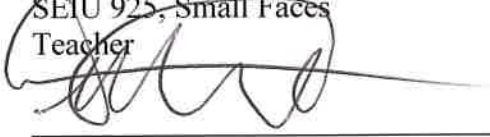
Liz Potter
SEIU 925, Small Faces
Operations Coordinator



Mani Hooyman
SEIU 925, Small Faces
Teacher



Becky Cox
SEIU 925, Small Faces
Teacher



Mara Cartner
SEIU 925, Small Faces
Teacher



Abby Wolk
SEIU 925
Organizer

APPENDIX I - AUTHORIZED EMPLOYEE GRIEVANCE FORM

Steward or Union Representative: Please complete items (a) through (h).

(a) Date: _____

(b) TO: _____

Director or next level of authority

Phone number _____

(c) FROM: _____

Name of Employee, Grievant

Phone number _____

(d) I hereby submit this written grievance at step 2, since it was not resolved informally at Step 1 with my immediate supervisor.

Employee signature

Date

(e) My Union representative in this grievance is:

Name of representative

Phone number

(f) Description of grievance and date it occurred: (use additional paper as necessary to report fully)

(g) What corrective action are you requesting?

(h) Sections of the Agreement allegedly violated:

copy to: SEIU Local 925 office & staff personnel office (where applicable)

APPENDIX II - CORRECTIVE ACTION PLAN SAMPLE FORMAT

Date: _____

Employee Name: _____

Designated Supervisor: _____

Corrective Action Step: _____

The purpose of the Corrective Action is to help employees align with Small Faces practices and policies and to aid in the process of professional growth and development. You may request a meeting with your direct supervisor to discuss this corrective action and action plan.

Issues covered in this notice:

Policies or practices of Small Faces that offer guidance in this situation:

This issue impacts children and a harmonious work environment because:

To ensure that the quality of care/harmonious work environment is maintained, the following changes in practice need to be made:

Failure to meet and sustain the outlined expectations could result in further implementation of the Corrective Action Process up to and including job re-assignment, demotion or termination.

This action plan will be reviewed in _____ work days.

I acknowledge that I met with (Supervisor name) _____
, on (Date) _____ to discuss this corrective action. I acknowledge that I
was given the option, in writing, prior to this meeting, to have my Union Steward at this
meeting.

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____

Name of Union Representative (if applicable): _____

Union Representative's Signature: _____

APPENDIX III - DEFINITIONS

Members of the Bargaining Unit: Employees of Small Faces who are represented by the union and covered by the provisions of the Joint Collective Bargaining Agreement. A list of the bargaining unit positions is included in the CBA.

Mediation: Mediation is assertive action taken by a neutral intermediary who works directly with all disputing parties and/or their representatives. The Mediator assists the disputants to achieve accord by facilitating joint meetings of the disputants and/or transmitting information and proposals between the parties. While the Mediator rarely offers opinions regarding substance, persuasion is often used to assist the disputants in crafting their own agreement and promoting reconciliation. The Mediator may be chosen by an agency or authority not a party to the dispute or selected by mutual agreement of the disputants.

Arbitration: Arbitration is a formal hearing and ruling process conducted by a neutral authority. The arbitrator considers verbal and/or written testimony and is empowered to make a determination regarding the merits of the substantive positions of disputants. The arbitrator may be chosen by an outside agency or authority but is most frequently selected by mutual agreement of the disputants. Variations of the arbitration process include:

Advisory Arbitration: Advisory Arbitration is a process in which acceptance of the arbitrator's determination is at the discretion of the disputants.

Voluntary: Voluntary Advisory Arbitration is entered into at the volition of the disputants.

Mandatory: Mandatory Advisory Arbitration is required by statute.

Binding Arbitration: Binding Arbitration is a process in which the determination of the arbitrator is imposed upon the disputants.

Voluntary: Voluntary Binding Arbitration is entered into at the volition of the disputants.

Mandatory: Mandatory Binding Arbitration is required by statute.

Limited Ruling Scope: Some arbitration procedures provide that the arbitrator must select from among the stated final positions of the disputants and may not deviate in any way from among those stated positions.

Unlimited Ruling Scope: The Some Arbitration procedures provide that the arbitrator has discretion to craft a resolution that deviates from any of the positions of the disputants.

Date of Hire: Date on which an employee begins work at Small Faces excluding substitutes or on-call employees.

Date of Separation: The last date on which an employee works at Small Faces.

Layoff: a reduction in the workforce causing severance of employment or reduction in hours.

Regular Assigned Duties: Each employee's regular work duties that significantly conform to the job description pertaining to their position.

Regular Work Hours: means an employee's designated shift, including starting and ending times. Total Work hours includes regular work hours of an employee's designated shift including starting and ending time plus other time spent in which an employee fulfills the requirements of employment.

Reorganization: Significant changes in Center programming, structure, and/or service that involves extensive changes in personnel which can include changes in work assignments, salaries and other compensation.

Sample Optional Parent Advocacy Statement for Parent Handbooks:

Our center employees are unionized with The Child Care Guild/SEIU 925. Staff and management in Guild centers work together through the ACE-Guild Association. Here is the ACE/Guild vision statement:

Small Faces and The Child Care Guild/SEIU 925 strive for a collaborative relationship so that we may jointly work to: Raise standards for quality care, increase respect for Early Childhood Education and Out-of-school- time staff, and advocate for a Worthy Wage for those in the ECE/OST field, all while keeping costs for families affordable through our advocacy efforts with business and government,

Our move to unionization came through our work with the Worthy Wage movement, which works to involve parents, teachers, directors, and business and government leaders in creating funding solutions to end the child care staffing crisis. The crisis is a revolving door of teachers and support staff due to the low wages in child care resulting in an almost 40% national staff turnover annually. There are ways families can help us create a stronger system of child care with professional, well-compensated teachers:

We close for one day each year for advocacy and we ask you to come and/or support these activities.

We may ask you to contact your representatives to support certain bills that affect the staff, you, and your children and we invite you to come to our regular lobby days.

Let us know if you want to be on our advocacy email list!

We ask you to be another voice advocating for the importance of our vision and sharing the need for Worthy Wages and quality care with friends, coworkers, family and neighbors.

APPENDIX IV - SAMPLE REQUEST FOR TRAINING FUNDS

COURSE APPROVAL REQUEST FORM

NAME _____ DATE _____

Staff may gain course approval for: First Aid, CPR, HIV Education, Food Handlers permit, the STARS 20 hour basic course, the 10 additional hours of STARS approved courses per year, community college courses, neighborhood courses or any other early-childhood related courses.

Name of the course: _____

Date and time: _____

Is it a STARS approved course? yes no

Please attach additional written materials if available.

Would you like the Center to cover the cost of the course? yes no

Would you like this to be paid time? (Staff is allotted 10 hours paid time per year for education purposes) yes no.

Would you like this to be paid release time from your regular scheduled hours of work? yes no.

This course has been approved: yes no.

If not, why not?:

Staff is required to fill out a planned time off request form.

Signature _____ Date _____

APPENDIX V - THE CONCEPT OF “JUST CAUSE” IN UNION CONTRACTS

Union contracts usually include a reference to “just cause”. It is most often found in one of the following clauses: discipline and discharge; probationary period; personnel files; management rights; or in some other contract article. Even if “just cause” is not explicitly in a contract, arbitrators will usually apply the just cause standard anyway. Just cause is the standard that management must adhere to when disciplining or discharging an employee. It means that in union settings, Small Faces must have a reason to act in disciplining an employee and the reason must be just and fair. In non-union workplaces, the employee is an at-will worker and can be disciplined or fired for whatever reason or no reason at all.

The concept of just cause is well established in labor law. There are specific tests that have been generally recognized as defining just cause. In brief, they are as follows.

1. **Notice.** Was the employee adequately warned of the consequences of their conduct?
This means that Small Faces must have clear rules of conduct at the workplace that are either written or oral, including the consequences for violating such rules. Some cases however may not warrant such a requirement because they are so egregious or commonly understood, such as; drinking on the job; patient abuse; theft; or insubordination.

Reasonable Rule or Order. Was Small Faces' rule or order reasonably related to efficient and safe operations?

Small Faces' rule must not be arbitrary, capricious or discriminatory and must be related to Small Faces' stated goals and objectives.

Investigation. Did management investigate before administering the discipline?

Small Faces must investigate before imposing any discipline. The burden is on Small Faces to gather all of the facts, documents and witnesses. However, Small Faces may suspend an employee, with pay, pending investigation.

Fair Investigation. Was the investigation fair and objective?

Small Faces must conduct a fair and timely investigation. It must respect the employee's rights to due process and to union representation. The investigation must be made objectively and without a rush to judgment.

Proof. Did the investigation produce substantial evidence or proof of guilt?

The investigation should produce substantial proof of a violation. The conclusions of guilt must be supported by the evidence.

Equal Treatment. Were the rules, orders, and penalties applied evenhandedly and without discrimination?

The rules must be applied consistently to all of the employees. The application cannot be discriminatory or selective. If other employees who commit the same offense are treated differently there may be evidence of discrimination or what is referred to as “disparate treatment”. Also, if enforcement of a rule has been lax in the past, management cannot suddenly reverse course without first warning employees of tighter enforcement of the rule.

Appropriate Discipline/Penalty. Was the penalty reasonably related to the seriousness of the offense and the past record?

The degree of discipline must be related to the seriousness of the violation. For instance, an employee generally cannot be terminated for an isolated instance of tardiness. Mitigating circumstances must also be taken into account as well as the employee's past record. The concept of "progressive discipline" is recognized as an integral part of just cause. This means that Small Faces issues increasingly serious penalties for repeated violations (such as- verbal warning, written warning, suspension, termination). However, some serious violations in fact may require harsher discipline from the outset.

Appendix VI - Small Faces Wage Ladder

2024

Increase September 1, 2024	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50
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Starting Hourly Wages for New Hires

Year	Lead	Associate	Assistant/Aide/Substitute	Mentor Teacher	Operations Coordinator
Sep. 2024	\$25.50	\$23.50	\$22.50	\$26.50	\$32.35

Lead roles include: Lead Teacher, Kitchen Supervisor, Facilities Manager, Office Manager
Associate roles include: Associate Teacher, Kitchen Assistant

Experience in Field*	
Add	\$0.20 per year up to 20 years

Education	12 credits ECE, ECE initial certificate, CDA, 45 credits	20 credits ECE, ECE short certificate or equivalent, AA in unrelated field, 90 credits	AA in ECE, 47 credits ECE, ECE state certificate or equivalent, BA in unrelated field	BA in ECE, 120 credits 60 in ECE or MA in unrelated field	MA/MS in ECE or Child Development
Add	\$0.25	\$0.50	\$1.00	\$1.25	\$2.00

Wage Increases after Hire

Education	12 credits ECE, ECE initial certificate, CDA, 45 credits	20 credits ECE, ECE short certificate or equivalent	AA in ECE, 47 credits ECE, ECE state certificate or equivalent	BA in ECE	MA/MS in ECE or Child Development
Add	\$0.25	\$0.25	\$0.50	\$0.25	\$0.75

Milestones	Initial 30 hours STARS	each year on the anniversary of hire
Add	\$0.25	\$0.35

* Prior experience is defined in the following way:

- Directly related years of experience calculated at 1:1 ratio:
 - Experience in a licensed child care
 - Experience in a licensed family home center
 - For after school: teaching at an elementary school

Somewhat related to child care, experience calculated at 1:½ ratio:

- Summer camp counselor
- Theater, enrichment classes, or art camps or lessons
- Volunteer experience
- Behavioral or Occupational child therapy
- Other child care not in a licensed child care program

Small Faces

Child Development Center

JOB DESCRIPTION: LEAD TEACHER

Summary: Small Faces teachers are creative, dependable, organized and enthusiastic individuals responsible for planning and implementing a quality program. Teachers have excellent communication skills with children, faculty and families. Teachers are dedicated to creating a learning experience for children rooted in the principals of Purposeful Play and Social Justice as outlined in Small Faces' Mission and Values.

Immediate Supervisor:

Program Supervisor

Qualifications:

Education:

- Minimum: Has 30 hour STARS Basic training or equivalent as approved by MERIT or willingness to obtain within 30 days of hire, and willingness to work towards at least a short certificate in ECE or MERIT-approved equivalent
- Preferred: CDA, WA state short certificate, Montessori certification, or 20 or more college credits in Early Childhood Education

Experience:

- Minimum: At least one year experience with children of the same age as the assigned classroom
- Preferred: Three years experience with the age group of the assigned classroom

Other Qualifications:

- Complies with all requirements for child care providers from DCYF, including, but not limited to, CPR/First Aid training, a clear portable background check, and continuing education hours (see WAC 110-300-0105 and 110-300-0106)
- Dependable, able to arrive on time each day
- Friendly, collaborative, and enthusiastic about being in the classroom
- Self-directed
- Committed to sustaining a culturally diverse work environment and fighting racism and bias
- Able to communicate effectively and relate sensitively to adults and children from diverse ethnic and socio-economic groups, both verbally and in writing
- Able to be aware of surroundings, see, and hear the children
- Able to prevent or instantly respond to unsafe or harmful events
- Completion of a Small Faces Lead Teacher portfolio that has been approved by the administration

Essential Functions:

In classroom:

- Coordinate the instructional team, which may consist of Co-Lead Teacher, Associate Teacher, Assistant Teacher, Teacher Aides, classroom volunteers and all other personnel involved in the classroom

- Provide ongoing training for the classroom teachers on classroom procedures and center philosophy through modeling and during classroom team meetings
- Maintain a safe and enriching environment for children
- Regular, predictable attendance, arrive on time each day and do not be frequently absent without approval
- Supervise children by sight and sound anywhere in the Center, including the gym, playground, or on a field trip, and supervision by at least sound for children using the restroom
- Implement and facilitate activities and curriculum that teach children to actively fight racism and bias
- Use language consistent with Small Faces anti racist and social justice goals
- Are aware of and follow minimum licensing requirements (WAC) from the Department of Children, Youth and Families
- Prepare and implement weekly lesson plans using an emergent curriculum
- Coordinate teaching team to ensure the completion of bi-annual developmental assessments of children
- Documenting child and classroom activities in photos, writing, and other mediums
- In collaboration with the teaching team and administration, develop individualized care plans for children with disabilities and/or diagnosis that require accommodations
- Keep up with ongoing documentation that keeps an individualized care plan up to date such as ABC notes from classroom observations.
- Complete all necessary documentation in a neat and timely fashion including (but not limited to), weekly photo posting, weekly family communications, and ouch reports
- Prepare, facilitate and attend family-teacher conferences a minimum of two times each year, once between the months of October and December and once between the months of May and August, for each child
- Lead and facilitate a process that documents each individual child's learning journey
- Communicate, verbally and in writing, with parents about their children and classroom activities
- Check classroom email account and Center App each day for updates from families and administration
- Coordinate with teaching team to plan for Summer Session each April/May
- Aid individual children who experience difficulty in the group or who temporarily lose their physical or emotional control
- Implement Small Faces' inclusive education policy by gathering and utilizing resources that support children with disabilities
- Accurately maintain classroom budget
- Maintain and organize classroom supplies
- Keep the classroom clean and sanitized
- The usual methods of performing the job's daily functions require: lifting up to 50 lbs., carrying, pushing, and/or pulling, frequent stooping, sitting and rising from the floor, kneeling and/or crouching, and significant finger dexterity, and the ability to spend approximately 80-90% of the day walking or standing

At hire, or within 90 days of hire, a Lead Teacher will demonstrate proficiency such that they will be able to train new staff and guide teaching team in the following:

- Positive Discipline
- Enterprise Talk
- Emotion Coaching

- Problem Solving with Children
- Emergent Curriculum

Other duties:

- Give performance review information to the administration for members of teaching team
- Greet parents/families daily
- Wear suitable and neat clothing for working with children
- Attend and chair weekly staff meetings
- Attend all staff workshops, work days, and meetings as required
- Attend all family functions as required
- In an emergency disaster, employee is required to stay at work until released by an administrative authority
- Other duties as deemed necessary by the administration

Small Faces

Child Development Center

Job Description: Associate Teacher

Summary:

Small Faces teachers are creative, dependable, organized and enthusiastic individuals responsible for planning and implementing a quality program. Teachers have excellent communication skills with children, staff and families. Teachers are dedicated to creating a learning experience for children rooted in the principals of Purposeful Play and Social Justice as outlined in Small Faces' Mission and Values.

Reports to: Lead Teacher

Immediate Supervisor: Program Supervisor

Qualifications:

Education:

- Minimum: Has 30 hour STARS Basic training or equivalent as approved by MERIT, or willingness to obtain within 30 days of hire.
- Preferred: CDA, WA state short certificate, Montessori certification, or 20 or more college credits in Early Childhood Education

Experience:

- Minimum: At least one year experience with children of the same age as the assigned classroom
- Preferred: Two years experience with the age group of the assigned classroom.

Other Qualifications:

- Complies with all requirements for child care providers from DCYF, including, but not limited to, CPR/1st aid training, a clear portable background check, and continuing education hours (see WAC 110-300-0105 and 110-300-0106).
- Dependable, able to arrive on time each day.
- Friendly, collaborative, and enthusiastic about being in the classroom.
- Committed to sustaining a culturally diverse work environment and fighting bias.
- Able to communicate effectively and relate sensitively to adults and children from diverse ethnic and socio-economic groups, both verbally and in writing.
- Able to be aware of surroundings, see, and hear the children
- Able to prevent or instantly respond to unsafe or harmful events.

Essential Functions:

In classroom:

- Are aware of and follow minimum licensing requirements (WAC) from the Department of Children, Youth and Families (DCYF)
- Prepare and implement lesson plans using an emergent curriculum with guidance from the Lead Teacher(s)
- Assist Lead Teacher(s) in a process that documents each individual child's learning journey while in the classroom
- Assist Lead Teacher(s) in the coordination and completion of annual developmental assessments of children
- Document and share with families child and classroom activities in photos, writing, and other mediums
- Assist Lead Teacher(s) and administrators in developing and implementing individualized care plans for children with disabilities and/or diagnosis that require accommodations
- Assist Lead Teacher(s) in keeping ongoing documentation that keeps an individualized care plan up to date such as ABC notes from classroom observations
- Complete all necessary documentation (both physical and digital) in a neat and timely fashion including (but not limited to) weekly photo posting, weekly family communications (typically a weekly email)
- Use language consistent with Small Faces anti racist and social justice goals
- Communicate, verbally and in writing, with parents about their children and classroom activities.
- Check classroom email account and Center App each day for updates from families and administration.
- Assist Lead Teacher(s) in preparing for and facilitating family-teacher conferences a minimum of two times each year, once between the months of October and December and once between the months of May and August. This includes writing conference notes and attending the conferences.
- Aid individual children who experience difficulty in the group or who temporarily lose their physical or emotional control.
- Coordinate with the Lead Teacher(s) in maintaining classroom budget.
- Maintain and organize classroom supplies
- Keep the classroom clean and sanitized, following the minimum cleaning requirements defined by DCYF.
- Maintain a safe and enriching environment for children, including areas such as Dramatic Play, Art and Reading areas.
- Assist Lead Teacher(s) with Summer Session planning each April/May.
- Regular, predictable attendance, arrive on time each day and do not be frequently absent without approval.

- Supervise children by sight and sound anywhere in the Center, including the gym, playground, or on a field trip, and supervision by at least sound for children using the restroom.
- The usual methods of performing the job's daily functions require: lifting up to 50 lbs., carrying, pushing, and/or pulling, frequent stooping, sitting and rising from the floor, kneeling and/or crouching, and significant finger dexterity, and the ability to spend approximately 80-90% of the day walking or standing.

At hire, or within 90 days of hire, an Associate Teacher will demonstrate an emerging proficiency in the following:

- Positive Discipline
- Enterprise Talk
- Emotion Coaching
- Problem Solving with Children
- Emergent Curriculum

Other duties:

- Greet parents/families daily
- Wear suitable and comfortable clothing for working with children
- Attend staff meetings
- Attend all staff workshops, work days, and meetings as required
- In an emergency disaster, employees are required to stay at work until released by an administrative authority
- Other duties as deemed necessary by the administration

Small Faces

Child Development Center

JOB DESCRIPTION: ASSISTANT TEACHER

Summary: Small Faces teachers are creative, dependable, organized and enthusiastic individuals responsible for planning and implementing a quality program. Teachers have excellent communication skills with children, staff and families. Teachers are dedicated to creating a learning experience for children rooted in the principals of Purposeful Play and Social Justice as outlined in Small Faces' Mission and Values.

Immediate Supervisor:

Program Supervisor

Qualifications:

Education:

- Minimum: Has 30 hour STARS Basic training or equivalent as approved by MERIT, or willingness to obtain within 30 days of hire.
- Preferred: CDA, WA state short certificate, Montessori certification, or 20 or more college credits in Early Childhood Education

Experience:

- At least one year experience with children, preferably of the same age as the assigned classroom

Other Qualifications:

- Complies with all requirements for child care providers from DCYF, including, but not limited to, CPR/1st aid training, a clear portable background check, and continuing education hours (see WAC 110-300-0105 and 110-300-0106).
- Dependable, able to arrive on time each day.
- Friendly, collaborative, and enthusiastic about being in the classroom.
- Self-directed
- Commitment to sustaining a culturally diverse work environment and fighting bias
- Ability to communicate effectively and relate sensitively to adults and children from diverse ethnic and socio-economic groups, both verbally and in writing.
- Proficiency in oral and written English language
- Ability to be aware of surroundings and see and hear the children, and be able to prevent or instantly respond to unsafe or harmful events.
- The usual methods of performing the job's daily functions require: lifting up to 50 lbs., carrying, pushing, and/or pulling, frequent stooping, sitting and rising from the floor, kneeling and/or crouching, and significant finger dexterity, and the ability to spend approximately 80-90% of the day walking or standing.

Essential Functions:

In classroom:

- Maintaining a safe and enriching environment for children.
- Regular, predictable attendance, arriving on time each day and not frequently absent without approval.
- Supervision of children by sight and sound anywhere in the Center, including the gym, playground, or on a field trip, and supervision by at least sound for children using the restroom.
- Follows DCYF and Small Faces' policies.
- Gives input on curriculum planning
- At weekly meetings and other times, shares with teaching team any observed behaviors of note of the children in the class.
- Gives input on and implements lesson plans written by lead/associate teacher(s).
- May document child and classroom activities in photos, writing, and other mediums
- Using Enterprise Talk, Emotion Coaching, Conflict Resolution, and Positive Discipline techniques and other best practices to scaffold positive social skill building in children.
- Aiding individual children who experience difficulty in the group or who temporarily lose their physical or emotional control.
- Keeping the classroom clean and sanitized.

Other duties:

- Completing all necessary paperwork in a neat and timely fashion including (but not limited to) attendance lists and ouch reports.
- Greeting parents/families daily and communicating about the individual child's day
- Wearing suitable and neat clothing for working with children
- Attending monthly staff meetings.
- Attending all staff workshops, work days, and meetings as required.
- Attending all Small Faces Child Development Center family functions as required.
- In an emergency disaster, employee is required to stay at work until released by an administrative authority.
- Other duties as deemed necessary by the administration.

Small Faces

Child Development Center

JOB DESCRIPTION: ASSOCIATE FLOAT TEACHER

Summary: Small Faces teachers are creative, dependable, organized and enthusiastic individuals responsible for planning and implementing a quality program. Teachers have excellent communication skills with children, staff and families. Teachers are dedicated to creating a learning experience for children rooted in the principals of Purposeful Play and Social Justice as outlined in Small Faces' Mission and Values.

Reports to: Lead Teacher

Immediate Supervisor: Program Supervisor

Qualifications:

Education:

- Minimum: Has 30 hour STARS Basic training or equivalent as approved by MERIT, or willingness to obtain within 30 days of hire.
- Preferred: CDA, WA state short certificate, Montessori certification, or 20 or more college credits in Early Childhood Education

Experience:

- At least one year experience with children, preferably of the same age as the assigned classroom

Other Qualifications:

- Complies with all requirements for child care providers from DCYF, including, but not limited to, CPR/1st aid training, a clear portable background check, and continuing education hours (see WAC 110-300-0105 and 110-300-0106).
- Dependable, able to arrive on time each day.
- Friendly, collaborative, and enthusiastic about being in the classroom.
- Self-directed
- Commitment to sustaining a culturally diverse work environment and fighting bias
- Ability to communicate effectively and relate sensitively to adults and children from diverse ethnic and socio-economic groups, both verbally and in writing.
- Ability to be aware of surroundings and see and hear the children, and be able to prevent or instantly respond to unsafe or harmful events.
- Able to be aware of surroundings, see, and hear the children
- Able to prevent or instantly respond to unsafe or harmful events.
- The usual methods of performing the job's daily functions require: lifting up to 50 lbs., carrying, pushing, and/or pulling, frequent stooping, sitting and rising from the floor, kneeling and/or crouching, and significant finger dexterity, and the ability to spend approximately 80-90% of the day walking or standing.

Essential Functions:

In classroom:

- Are aware of and follow DCYF (Department of Children Youth and Families) and Small Faces' policies.
- Maintaining a safe and enriching environment for children.
- Regular, predictable attendance, arriving on time each day and not frequently absent without approval.
- Supervision of children by sight and sound anywhere in the Center, including the gym, playground, or on a field trip, and supervision by at least sound for children using the restroom.
- At the direction of the Operations Coordinator/administration, fulfills duties in classrooms as assigned.
- Implements curriculum at the direction of classroom Lead and Associate teacher(s).
- Use language consistent with Small Faces anti racist and social justice goals
- May document child and classroom activities in photos, writing, and other mediums in collaboration with Lead and Associate Teachers.
- Using Enterprise Talk, Emotion Coaching, Conflict Resolution, and Positive Discipline techniques and other best practices to scaffold positive social skill building in children.
- Aiding individual children who experience difficulty in the group or who temporarily lose their physical or emotional control.
- Keeping the classroom clean and sanitized, following the minimum cleaning requirements defined by DCYF.

At hire, or within 90 days of hire, an Associate Float Teacher will demonstrate an emerging proficiency in the following:

- Positive Discipline
- Enterprise Talk
- Emotion Coaching
- Problem Solving with Children
- Emergent Curriculum

Other duties:

- Teach in multiple rooms as assigned.
- After checking the PTO calendar, signing PTO forms to cover vacation and time off requests as appropriate.
- Completing all necessary documentation (both physical and digital) in a neat and timely fashion including (but not limited to) ouch reports, head injury forms, event of concern forms
- Greeting parents/families daily
- Wearing suitable and comfortable clothing for working with children
- Attending all staff workshops, work days, and meetings as required
- In an emergency disaster, an employee is required to stay at work until released by an administrative authority.
- Other duties as deemed necessary by the administration.

Small Faces

Child Development Center

JOB DESCRIPTION: TEACHER AIDE

Summary: Small Faces teachers are creative, dependable, organized and enthusiastic individuals responsible for planning and implementing a quality program.

Immediate Supervisor:

Program Supervisor

Qualifications:

- Must be at least 16 years of age
- Interest in and ability to calmly work with children
- Preferred: One year of experience working with children of a similar age

Other Qualifications:

- Complies with all requirements for child care providers from DCYF, including, but not limited to, a clear portable background check, and documentation of a TB test (see WAC 110-300-0105 and 110-300-0106).
- Dependable, able to arrive on time each day.
- Friendly, collaborative, and enthusiastic about being in the classroom.
- Commitment to sustaining a culturally diverse work environment and fighting bias
- Ability to interact effectively and relate sensitively to adults and children from diverse ethnic and socio-economic groups.
- Proficiency in English language
- Ability to be aware of surroundings.

Essential Functions:

In classroom:

- Interacts with children in a safe and kind way.
- Keeps the classroom clean and sanitized.
- Follows DCYF and Small Faces' policies.
- Assists Lead, Associate, and Assistant teachers as needed.
- Regular, predictable attendance, arriving on time each day and not frequently absent without approval.

Other duties:

- Wearing suitable and neat clothing for working with children
- Attending staff workshops, work days, and meetings as required.
- Other duties as deemed necessary by the administration.

Small Faces

Child Development Center

Position: Kitchen Supervisor

Desired Description of Candidate: The Kitchen Supervisor has complete responsibility for the essential functions of the Small Faces kitchen. The person selected for this position must be trained in the field of nutrition and cooking standards for children. This individual must be able to meet licensing requirements and demonstrate sensitivity and maturity in relating to children and adults.

Immediate Supervisor: Program Supervisor

Qualifications:

Education:

- Minimum: High school diploma.
- Preferred: Certificate or education pertaining to nutrition, cooking for large groups, or cooking in an early childhood setting.

Experience:

- Minimum: Interest in requirements of cooking at a child care facility and culinary knowledge
- Preferred: At least one year experience cooking for large groups, or cooking at a child care facility, or similar experience.

Other Qualifications:

- Knowledgeable in healthy food preparation best practices, Department of Early Learning licensing requirements, and state and national laws pertaining to cooking for a child care facility.
- Creative chef capable of creating healthy meals that kids enjoy
- Enjoys working with children to encourage healthy eating habits
- Friendly, collaborative, and enthusiastic about being in the classroom.
- Self-directed
- Commitment to sustaining a culturally diverse work environment and fighting bias
- Ability to communicate effectively and relate sensitively to adults and children from diverse ethnic and socio-economic groups, both verbally and in writing.
- Proficiency in oral and written English language.
- Dependable, able to arrive on time each day.
- Friendly, collaborative, and enthusiastic about working with children and adults
- Seeking suggestions on menu from staff and children
- The usual methods of performing the job's daily functions require: lifting up to 50 lbs., carrying, pushing, and/or pulling, frequent stooping, sitting and rising from the floor, kneeling and/or crouching, and significant finger dexterity, and the ability to spend approximately 80-90% of the day walking or standing.

Essential Functions:

- Regular, predictable attendance, arriving on time each day and not frequently absent without approval.
- Prepare healthy breakfast, lunch, and two snacks on time and in accordance with licensing regulations, state law, USDA child care food practices and all policies and procedures of the Center, and other regulations as needed.
- Plan and revise monthly menus
- Determine needed food and kitchen supply purchases within set budget, order and monitor food and supply inventory
- Coordinate with teaching staff to implement cooking experiences for children
- Keep a sanitary work area according to government and Center regulations
- Attend training workshops
- Read and record messages daily in the Staff message book
- Discuss pertinent problems with the Executive Director or Assistant Director
- Supervise kitchen staff
- Assist the Administration with kitchen staff evaluation
- Interact with children regularly in the classroom and on the playground
- Provide clear instructions available for substitute cook
- Completing all necessary paperwork in a neat and timely fashion including (but not limited to) weekly menus and refrigeration temperature logs.
- Wearing suitable and neat clothing for working in the kitchen.
- Attending all staff workshops, work days, and meetings as required.
- Attending all Small Faces Child Development Center family functions as required.
- In an emergency disaster, employee is required to stay at work until released by an administrative authority.
- Other duties as deemed necessary by the administration.

Kitchen Assistant Job Description

Position: Kitchen Assistant.

Immediate Supervisor: Kitchen Supervisor (In the absence of the Kitchen Supervisor, the Program Supervisor)

Qualifications:

Education:

- Minimum: High school diploma or equivalent

Experience:

- Minimum: Interest in requirements of cooking at a childcare facility and knowledge of commercial food preparation
- Preferred: At least one year experience cooking or meal preparation for groups.

Other Qualifications:

- 18 years of age
- Knowledgeable in healthy food preparation best practices, Department of Early Learning licensing requirements, and state and national laws pertaining to preparing food for a child care facility.
- Enjoys working with children to encourage healthy eating habits
- Friendly, collaborative, and enthusiastic about working with children and adults
- Self-directed
- Commitment to sustaining a culturally diverse work environment and fighting bias
- Ability to communicate effectively and relate sensitively to adults and children from diverse ethnic and socio-economic groups.
- Proficiency in oral and written English language.
- Dependable, able to arrive on time each day.
- Friendly, collaborative, and enthusiastic about working with children and adults
- The usual methods of performing the job's daily functions require: lifting up to 50 lbs., carrying, pushing, and/or pulling, frequent stooping, sitting and rising from the floor, kneeling and/or crouching, and significant finger dexterity, and the ability to spend approximately 80-90% of the day walking or standing.

Essential Functions:

- Prepare snacks and meals in accordance with USDA standards
- Keeping paperwork accurate, to date and on time
- Keeping a sanitary work area according to government regulations
- Keeping an organized and attractive work area
- Attending workshops as needed/when possible
- Discussing pertinent problems with administration
- Maintain food handler's permit
- Interacting with children and adults on a daily basis
- In an emergency disaster, the employee is required to stay at work until released by an administrative authority

Regular Duties:

The following are some of the regular responsibilities of the kitchen assistant:

Basic Food Prep

The kitchen Assistant arrives on time to organize the kitchen and do food prep to streamline cooking and meal presentation, including washing, peeling, and cutting fruits and vegetables; mixing ingredients for various recipes; and cutting cheese and seasoning meats.

Meal Presentation

- The kitchen Assistant supports the kitchen supervisor in organizing the classroom's meal bins before the final product to the classrooms. (In the absence of the kitchen supervisor, the kitchen assistant does this task alone). They both have a working knowledge of the day's meals and menus and understand what each dish calls for before delivery.
- The kitchen assistant will check to make sure that children and staff with allergies or food preferences have an appropriate food substitution.
- Maintains all WAC, USDA, and public health requirements.

Stock Kitchen and Storeroom

The kitchen Assistant receives, stacks, stores, and labels food in the kitchen, cold storage, and storerooms. They transfer food and supplies to the kitchen as needed. Lifting 50 pounds is necessary for these functions.

Cleaning Duties

The kitchen Assistant ensures all areas of the kitchen, food prep, and food storage areas are clean and properly sanitized. This includes washing dishes and cooking equipment, cleaning floors, sanitizing countertops and cutting boards, and maintaining all areas to health code standards.

Kitchen Setup and Breakdown

If they are the first to arrive, the kitchen Assistant turns on the lights, turns on and fills the dish sanitizer, turns on the oven if needed, starts kitchen prep work, and prepares the kitchen and classroom area for service. When they leave, the kitchen staff puts food and dishes away, checks in with the kitchen supervisor, and turns off the dishwasher, all ovens, stoves, and other cooking equipment accordingly.

Small Faces

Child Development Center

JOB DESCRIPTION: OFFICE MANAGER

Summary: The office manager is responsible for creating and maintaining effective systems for operating a child care office, organizing and maintaining file systems, and providing operational, administrative and fiscal support to the program.

Immediate Supervisor: Program Supervisor

Qualifications:

Education and Experience:

- Minimum Associate's Degree, Bachelor's Degree preferred
- 2 years experience in an administrative office setting
- Demonstrated computer proficiency, especially with Microsoft Word, Excel, and Outlook in networked Windows environment
- Demonstrated financial management skills
- Interest in and ability to calmly work with children and adults

Other Skills and Abilities:

- Excellent customer service skills;
- Ability to occasionally step into a classroom as needed and able to comply with all requirements for child care providers from DCYF, including, but not limited to, a clear portable background check, and documentation of a TB test (see WAC 110-300-0105 and 110-300-0106).
- Dependable, able to arrive on time each day.
- Maintaining confidentiality about sensitive information, including staff and family files
- Friendly, collaborative, and able to take constructive suggestions.
- Commitment to sustaining a culturally diverse work environment and fighting bias.
- Ability to interact effectively and relate sensitively to adults and children from diverse ethnic and socio-economic groups.
- Able to communicate proficiently in the English language both verbally and in writing
- Ability to be aware of surroundings.
- Ability to work occasional evenings and weekends.
- Using a clear voice on, having a professional and courteous phone manner
- Wearing suitable and neat clothing for working with the public
- Ability to send and receive email, work often on the computer using databases, spreadsheets, and Google suite
- Cooperative and flexible
- A self directed and detail oriented multi-tasker with ability to work unsupervised
- Maintains a positive attitude while pitching in as needed to assist others
- Shows an interest in adults and children and using tact and courtesy

- The usual methods of performing the job's daily functions require: lifting up to 50 lbs., hearing and answering the telephone, carrying, pushing, and/or pulling, frequent stooping, sitting and rising from a chair, kneeling and/or crouching, and significant finger dexterity, and the ability to spend approximately 80% of the day sitting in a chair, 20% of the day walking or standing.

Essential Functions:

Office Supplies and Equipment

- Monitors and maintains inventory of office supplies and tracks expenses
- Manages office vendor contracts, including copier, phone system and postage machines
- Maintains phone system, including voice mail
- Provides technical support to staff on office machines
- Provides technical assistance to staff on computer programs as needed

General Office Support

- Regular, predictable attendance, arriving on time each day and not frequently absent without approval.
- Manages the overall office functionality, flow and organization
- Answers and directs telephone calls and responds to requests for information and resources, makes referrals to outside resources, provides customer service to visiting providers and other office guests.
- Performs general office duties including filing, faxing, copying and coordinating bulk mailings.
- Composes correspondence and other written materials as assigned.
- Coordinates electronic calendaring for the gym and other Crown Hill reservations.
- Coordinates inter-office procedures to ensure smooth delivery of information and coordination of services.
- Provides ongoing general administrative support to administration.
- Maintains filing systems and performs record-keeping duties, including confidential information.
- Coordinates and implements fiscal and calendar year transitions for office systems, including fiscal, grant & contract, electronic and funding files.
- Maintains updated agency records, forms, etc. for staff to use for internal purposes, such as timesheets, mileage forms, new hire paperwork, etc.
- Provides training and orientation on office systems, procedures and machines to new staff and maintains office manual.
- Performs other duties as assigned.
- In an emergency or disaster, the employee is required to stay at work until released by administrative authority.

Facilities Manager

Supervisor: Executive Director

Job Summary:

The Facilities Manager is responsible for the professional operation and maintenance of Small Faces Child Development Center and its property Crown Hill Center.

Small Faces is a non-profit corporation that owns and operates Crown Hill Center. Crown Hill Center is a former elementary school and the home of Small Faces Child Development Center, a preschool and afterschool program serving 150 local families. The center also leases classroom space to permanent tenants and hourly community rentals.

Essential duties:

Facilities Manager/Handyman - Handle the day-to-day maintenance issues around the school, respond to emergent issues, keep building and grounds attractive and in good repair. Consult with teaching teams to identify classroom maintenance needs and decide the most cost efficient way to meet them (evaluate value of repairing v. buying new, constructing in house v. purchasing from outside supplier, etc.) The facilities manager will be on call to handle emergency situations as they arise. These situations include responding to building alarms (not including alarms for individual tenants), structural problems and infrastructure problems such as plumbing, electrical, and heating services.

Boiler Manager – must have or get Boiler Supervisor Grade 2 certification within 90 days of hire.

Custodial Manager – over see the cleaning crew and ensure that they are performing work as expected to keep the school clean. Create a custodial plan and advise Executive Director on most effective way to meet this plan.

Real Estate Manager/Tenant Liaison – Oversee tenant and hourly rental agreements, book renters, collect rent, manage entry codes for doors, meet monthly with tenants to identify community building issues and build strong community relationships. Over see the writing of and signing of leases. Monitor that tenant rent is paid in a timely manner. Enforce center policies and procedures for renters. Manage large events at the center. Schedule renter calendar to avoid conflicts.

Volunteer Liason – Identify projects that can be completed by volunteers. Coordinate and oversee work of local volunteer groups at the center.

Skills: The facilities manager will have the following skills or experience.

- Basic facilities repair skills in the areas of carpentry, plumbing, grounds keeping, and custodial
- Supervisory experience
- Ability to work with a minimum of supervision
- Strong interpersonal skills
- Tenant management

Hours and Compensation: The facilities manager is expected to work an average of 40 hours per week on a flexible basis including some weekends and evenings. The pay rate is between \$20 and \$25 per hour depending on experience.

Responsibilities:

- Working closely with the Facility Committee of the Board of Directors to coordinate capital projects.
- Maintaining records on building use activities so that the District can easily verify that the space usage is consistent with the lease terms.
- On call to address emergency situations.
- Identifying, interviewing, and contracting for repair work that is above and beyond the regular custodial and grounds keeping work.
- Maintaining a schedule of contracts that need to be renewed on a regular basis including insurance, boiler maintenance, custodial and grounds keeping services.
- Maintaining a productive working relationship with all tenants.
- Providing the administration with monthly reports of building cash flow status using information provided by the bookkeeper, and lease/rental status.

JOB DESCRIPTION: Operations Coordinator

Summary:

The Operations Coordinator is responsible for maintaining the enrollment, scheduling, rental, billing, and other operations of the child care center. The Operations Coordinator maintains the center waitlist, gives prospective families tours and coordinates the enrollment of new children and billing for child care services. The Operations Coordinator also creates and maintains faculty schedules and oversees the assigning of teachers to cover the daily coverage needs in the classrooms.

Small Faces employees are creative, dependable, organized and enthusiastic individuals responsible for planning and implementing a quality program. Employees have excellent communication skills with children, staff and families. Employees are dedicated to creating a learning experience for children rooted in the principals of Purposeful Play and Social Justice as outlined in Small Faces' Mission and Values.

- Hourly, full time
- \$28-\$35 per hour based on experience and education

Immediate Supervisor:

Program Supervisor

Qualifications:

Education:

- Minimum: Highschool Diploma/GED
- Preferred: BA or Masters in Early Childhood Education and/or Business

Experience:

- Minimum: Three years experience working in a school, child care or non-profit setting coordinating business functions that include communication with clients and organization of operating needs related to staff and clients. One year experience working in an Early Learning and/or After School program either as a teacher or administrative role.
- Preferred: Five years experience with the above. Familiarity with ProCare, LegUp, Google Workgroup apps, Microsoft Office suite.
- Working with a larger organization is a plus (for example, an organization with 50+ employees or more than 100 clients)

Other Qualifications:

- Complies with all requirements for child care providers from DCYF, including, but not limited to, CPR/First Aid training, a clear portable background check, TB test, etc, (see WAC 110-300-0105 and 110-300-0106)
- Dependable, able to arrive on time each day

- Friendly, collaborative, and enthusiastic
- Self-directed
- Commitment to sustaining a culturally diverse work environment and fighting bias
- Ability to communicate effectively and relate sensitively to adults and children from diverse ethnic and socio-economic groups, both verbally and in writing
- Knowledge of play based and emergent curriculums
- Comfortable stepping into classrooms as needed to supplement coverage
- Comfortable answering phones, redirecting calls and relaying phone messages

Essential Functions:

Enrollment

- Give tours to prospective families, presenting the center and it's philosophy and practices in a manner that encourages families to enroll
- Manage waitlist for new enrollment
- Assign children to classrooms, balancing parent scheduling needs with classroom size limits, teacher schedules and tuition income goals of the center
- Coordinate with administration on screening and enrollment process that identifies children who may need individualized care plans
- Create tracking spreadsheets and other tools to track/predict attendance
- Research and coordinate buses for Seattle Public Schools
- Maintain up to date bus lists for attendance tracking
- File immunization records with State
- Create effective communication processes and procedures.
- Respond to parent email requests about enrollment, scheduling and school policies
- Support coordination between outside organizations and classroom/admin: such as Seattle Public Schools, Ballard Pool, King County Metro, etc. to ensure smooth transitions for children away from the center
- Attend and participate in two 2-hour summer orientations for new parents

Family Records

- Ensure that families have all required paperwork on file before child's first day
- Follow up with families on any missing information, changes in information
- Data enter all information about children and their families into our tracking and billing system
- Provide information to classrooms about newly enrolled children and their families
- Provide information to the food program regarding special diets
- Maintain the organization of child files to meet DCYF requirements, including filing completed Ouch, Head Injury and other documentation into child files.

Billing

- Maintain billing program with up to date information about family tuition and rental rates
- Run monthly billing and monitor collection of payments owed

- Coordinate with families to properly note and coordinate alternate payment plans
- Maintain accounting records for new family deposits
- Communicate and coordinate with organizations who supplement child care tuition

Employee Schedules

- Create schedules for classroom teachers that provide for in-ratio coverage at all times
- Ensure center compliance for all legal requirements and applicable portions of the Collective Bargaining Agreement when creating teacher schedules
- Incorporate classroom team meetings, all staff meetings and planning times into the daily schedule.

Substitute Coordination

- Coordinate classroom coverage daily to support successful classrooms and at minimum maintain child/teacher ratios
- Maintain faculty vacation calendar noting planned substitute coverage
- Coordinate with administration to support classroom needs that may impact coverage considerations

Facilities rentals

- Coordinate with prospective renters to rent available space in the center
- Monitor the filing of needed paperwork for rental agreements
- Maintain rental calendar to ensure that spaces are rented efficiently and without double bookings

Supplies

- Update classroom supply budget totals
- Maintain shared office supply list and order items as needed

Other duties as assigned

APPENDIX IX - Extended Leave Written Plan

Name of employee requesting leave: _____ date: _____

Type of leave:

- | | |
|---|---|
| <input type="checkbox"/> Extended Medical Leave | <input type="checkbox"/> Educational Leave |
| <input type="checkbox"/> Extended Family Leave | <input type="checkbox"/> Other Unpaid Leave |

Dates of Leave _____

Is this leave based on written doctor recommendations? _____ If so please attach written doctor recommendation to this form.

Employee is requested to:

- attend staff meetings,
- schedule visits in the classroom
- assume the following light duty tasks at home: _____

Employee will be paid their regular hourly rate for documented completion of these tasks

Other notes pertaining to leave: _____

Employee is expected to check in (electronically or in writing) with the Administration at least once a month till the end of the planned leave. Employee's position will be considered abandoned 72 hours after the agreed upon contact date.

Next contact date: _____

Check in contact info:

Email check in to _____

Mail written check in to:

Small Faces Child Development Center

9250 14th Ave NW

Seattle, WA 98117

Employee's Signature _____ Date _____

Director's Signature _____ Date _____

Steward's Signature (if present) _____ Date _____

I have waived my right to union representation at this meeting: employee initial _____

APPENDIX X - 2024 MEDICAL INSURANCE

BENEFIT SUMMARY

Administered by - Cigna Health and Life Insurance Co.
 For - Small Faces Child Development Center
 Open Access Plus Plan
 OAP Base
 Effective - 04/01/2024



Selection of a Primary Care Provider - your plan may require or allow the designation of a primary care provider. You have the right to designate any primary care provider who participates in the network and who is available to accept you or your family members. If your plan requires designation of a primary care provider, Cigna may designate one for you until you make this designation. For information on how to select a primary care provider, and for a list of the participating primary care providers, visit www.mycigna.com or contact customer service at the phone number listed on the back of your ID card. For children, you may designate a pediatrician as the primary care provider.

Direct Access to Obstetricians and Gynecologists - You do not need prior authorization from the plan or from any other person (including a primary care provider) in order to obtain access to obstetrical or gynecological care from a health care professional in our network who specializes in obstetrics or gynecology. The health care professional, however, may be required to comply with certain procedures, including obtaining prior authorization for certain services, following a pre-approved treatment plan, or procedures for making referrals. For a list of participating health care professionals who specialize in obstetrics or gynecology, visit www.mycigna.com or contact customer service at the phone number listed on the back of your ID card.

Plan Highlights

In-Network

Out-of-Network

Lifetime Maximum	Unlimited	Unlimited
Plan Year Accumulation	Your Plan's Deductibles, Out-of-Pockets and benefit level limits accumulate on a calendar year basis unless otherwise stated. In addition, all plan maximums and service-specific maximums (dollar and occurrence) cross-accumulate between In- and Out-of-Network unless otherwise noted.	
Plan Coinsurance	Plan pays 80%	Plan pays 50%
Maximum Reimbursable Charge	Not Applicable	110%
Plan Deductible	Individual: \$1,500 Family: \$3,000	Individual: \$3,000 Family: \$6,000

- Only the amount you pay for in-network covered expenses counts towards your in-network deductible. Only the amount you pay for out-of-network covered expenses counts towards your out-of-network deductible.
 - Benefit copays/deductibles always apply before plan deductible and coinsurance.
 - Family members meet only their individual deductible and then their claims will be covered under the plan coinsurance; if the family deductible has been met prior to their individual deductible being met, their claims will be paid at the plan coinsurance.
- Note:** Services where plan deductible applies are noted with a caret (^).

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Plan Highlights		In-Network	Out-of-Network
Plan Out-of-Pocket Maximum		Individual: \$4,500 Family: \$9,000	Individual: \$9,000 Family: \$18,000
<ul style="list-style-type: none"> Only the amount you pay for in-network covered expenses counts toward your in-network out-of-pocket maximum. Only the amount you pay for out-of-network covered expenses counts toward your out-of-network out-of-pocket maximum. Plan deductible contributes towards your out-of-pocket maximum. All benefit copays/deductibles contribute towards your out-of-pocket maximum. Covered expenses that count towards your out-of-pocket maximum include customer paid coinsurance and charges for Mental Health and Substance Use Disorder. Out-of-network non-compliance penalties or charges in excess of Maximum Reimbursable Charge do not contribute towards the out-of-pocket maximum. After each eligible family member meets his or her individual out-of-pocket maximum, the plan will pay 100% of their covered expenses. Or, after the family out-of-pocket maximum has been met, the plan will pay 100% of each eligible family member's covered expenses. This plan includes a combined Medical/Pharmacy out-of-pocket maximum. 			
Benefit		In-Network	Out-of-Network
Note: Services where plan deductible applies are noted with a caret (^). Benefit copays/deductibles always apply before plan deductible.			
Physician Services - Office Visits			
Primary Care Physician (PCP) Services/Office Visit		\$30 copay, and plan pays 100%	Plan pays 50% ^
Specialty Care Physician Services/Office Visit		\$30 copay, and plan pays 100%	Plan pays 50% ^
• Includes Naturopathic Services			
Surgery Performed in Physician's Office		Plan pays 80% ^	Plan pays 50% ^
Virtual Care			
Dedicated Virtual Providers - MDLIVE			
MDLIVE Urgent Virtual Care Services		Plan pays 100%	Not Covered
MDLIVE Primary Care Services		\$30 copay, and plan pays 100%	Not Covered
MDLIVE Specialty Care Services		\$30 copay, and plan pays 100%	Not Covered
<ul style="list-style-type: none"> Primary Care cost share applies to routine care. Virtual wellness screenings are payable under Preventive Care. For MDLIVE Behavioral Services, please refer to the Mental Health and Substance Use Disorder section (below). Lab services supporting a virtual visit must be obtained through dedicated labs. Includes charges for the delivery of medical and health-related services and consultations by dedicated virtual providers as medically appropriate through audio, video, and secure internet-based technologies. 			
Virtual Physician Services - Office Visits			
Primary Care Physician (PCP) Services/Office Visit		\$30 copay, and plan pays 100%	Plan pays 50% ^
Specialty Care Physician Services/Office Visit		\$30 copay, and plan pays 100%	Plan pays 50% ^
<ul style="list-style-type: none"> Physicians may deliver services virtually that are payable under other benefits (e.g., Preventive Care, Outpatient Therapy Services). Includes charges for the delivery of medical and health-related services and consultations as medically appropriate through audio, video, and secure internet-based technologies that are similar to office visit services provided in a face-to-face setting. 			

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Benefit

In-Network

Out-of-Network

Note: Services where plan deductible applies are noted with a caret (^). Benefit copays/deductibles always apply before plan deductible.

Convenience Care Clinic

Convenience Care Clinic	\$30 copay, and plan pays 100%	Plan pays 50% ^
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Preventive Care

Preventive Care Office Visit	Plan pays 100%	Not Covered
Preventive Services	Plan pays 100%	Not Covered
<ul style="list-style-type: none"> Includes preventive Mammograms, Papanicolaou (Pap), Prostate Specific Antigen (PSA) tests and colorectal screenings. Diagnostic-related services are covered at the same level of benefits as other x-ray and lab services, based on place of service. 		
Immunizations	Plan pays 100%	Not Covered

Inpatient

Inpatient Hospital Facility Services	Plan pays 80% ^	Plan pays 50% ^
Note: Includes all Lab and Radiology services, including Advanced Radiological Imaging as well as Medical Speciality Drugs		
Inpatient Hospital Physician's Visit/Consultation	Plan pays 80% ^	Plan pays 50% ^
Inpatient Professional Services	Plan pays 80% ^	Plan pays 50% ^
<ul style="list-style-type: none"> For services performed by Surgeons, Radiologists, Pathologists and Anesthesiologists 		

Outpatient

Outpatient Facility Services	Plan pays 80% ^	Plan pays 50% ^
Outpatient Professional Services	Plan pays 80% ^	Plan pays 50% ^
<ul style="list-style-type: none"> For services performed by Surgeons, Radiologists, Pathologists and Anesthesiologists 		

Emergency Services

Emergency Room		\$200 copay, and plan pays 100%
<ul style="list-style-type: none"> Includes ER Physician Charges, Lab and Radiology including Advanced Radiological Imaging (ARI) Per visit copay is waived if admitted. 		
Urgent Care Facility		Plan pays 50% ^
<ul style="list-style-type: none"> Includes Physician Charges, Lab and Radiology 	\$30 copay, and plan pays 100%	Plan pays 80% ^
Ambulance		Plan pays 80% ^
Ambulance services used as non-emergency transportation (e.g., transportation from hospital back home) generally are not covered.		

Inpatient Services at Other Health Care Facilities

Skilled Nursing Facility, Rehabilitation Hospital, Sub-Acute Facilities		Plan pays 50% ^
<ul style="list-style-type: none"> Annual Limit: 60 days 	Plan pays 80% ^	

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Benefit

In-Network

Out-of-Network

Note: Services where plan deductible applies are noted with a caret (^). Benefit copays/deductibles always apply before plan deductible.

Laboratory Services

Physician's Services/Office Visit	Covered same as Physician Services - Office Visit	Covered same as Physician Services - Office Visit
Independent Lab	Plan pays 80%	Plan pays 50% ^
Outpatient Facility	Plan pays 80%	Plan pays 50% ^

Radiology Services

Physician's Services/Office Visit	Covered same as Physician Services - Office Visit	Covered same as Physician Services - Office Visit
Outpatient Facility	Plan pays 80%	Plan pays 50% ^

Advanced Radiological Imaging (ARI)

Outpatient Facility	Includes MRI, MRA, CAT Scan, PET Scan, etc.	Plan pays 50% ^
Physician's Services/Office Visit	Plan pays 80% ^	Plan pays 50% ^
	Plan pays 80% ^	Plan pays 50% ^

Outpatient Therapy Services

Outpatient Physical Therapy	\$30 copay, and plan pays 100%	Plan pays 50% ^
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Annual Limits:

- Physical Therapy – 25 visits
- Limits are not applicable to mental health conditions.

Note: Therapy visits, provided as part of an approved Home Health Care plan, accumulate to the applicable Home Health Care maximum.

Outpatient Speech Therapy, Hearing Therapy and Occupational Therapy

	\$30 copay, and plan pays 100%	Plan pays 50% ^
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Annual Limits:

- Speech, Hearing and Occupational Therapies – 25 visits
- Limits are not applicable to mental health conditions for Speech and Occupational Therapies.

Note: Therapy visits, provided as part of an approved Home Health Care plan, accumulate to the applicable Home Health Care maximum.

Chiropractic Care

Annual Limit:	\$30 copay, and plan pays 100%	Plan pays 50% ^

- Chiropractic Care – 12 visits

Massage Therapy

Annual Limit:	Plan pays 80% ^	Plan pays 50% ^
---------------	-----------------	-----------------

- Shares outpatient physical therapy calendar year maximum.

Hospice

Inpatient Facilities	Plan pays 80% ^	Plan pays 50% ^
Outpatient Services	Plan pays 80% ^	Plan pays 50% ^

Note: Includes Bereavement counseling provided as part of a hospice program.

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Benefit

In-Network

Out-of-Network

Note: Services where plan deductible applies are noted with a caret (^). Benefit copays/deductibles always apply before plan deductible.

Medical Pharmaceutical Drugs

Cigna Pathwell Specialty SM Medical Pharmaceuticals	Cigna Pathwell Specialty SM Network: Plan pays 90% ^	Not Covered
	All other medical network providers: Not Covered	Not Covered
Other Medical Pharmaceuticals	Plan pays 90% ^	Not Covered

Note: This benefit only applies to the cost of Medical Pharmaceutical drugs administered. Related Facility, Office Visit or Professional charges are covered according to the plan design.

Family Planning

Women's Services Includes contraceptive devices as ordered or prescribed by a physician and surgical sterilization services, such as tubal ligation (excludes reversals)	Plan pays 100%	Coverage varies based on Place of Service
Men's Services Includes surgical sterilization services, such as vasectomy (excludes reversals)	Coverage varies based on Place of Service	Coverage varies based on Place of Service

Abortion

Abortion Services Note: Elective and non-elective procedures	Coverage varies based on Place of Service	Coverage varies based on Place of Service
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Infertility

Infertility Treatment
Note: Coverage will be provided for the treatment of an underlying medical condition up to the point an infertility condition is diagnosed. Services will be covered as any other illness.

Outpatient Dialysis Services

Physician's Services/Office Visit	Covered same as Physician Services - Office Visit	Covered same as Physician Services - Office Visit
Home Dialysis Note: Dialysis visits will not accumulate to Home Health Care maximum	Covered same as plan's Home Health Care benefit	Covered same as plan's Home Health Care benefit
Outpatient Facility Services	Covered same as plan's Outpatient Facility Services benefit	Covered same as plan's Outpatient Facility Services benefit
Outpatient Professional Services	Covered same as plan's Outpatient Professional Services benefit	Covered same as plan's Outpatient Professional Services benefit

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Benefit

In-Network

Out-of-Network

Note: Services where plan deductible applies are noted with a caret (^). Benefit copays/deductibles always apply before plan deductible.

Other Health Care Facilities/Services

	In-Network	Out-of-Network
Home Health Care	Plan pays 80% ^	Plan pays 50% ^
<ul style="list-style-type: none"> Annual Limit: 130 visits (The limit is not applicable to mental health and substance use disorder conditions.) 	Covered same as Inpatient benefit	Not Covered
Organ Transplants		
<ul style="list-style-type: none"> Services paid at in-network level if performed at Cigna LifeSOURCE Transplant Network® Facilities. Travel Maximum - Cigna LifeSOURCE Transplant Network® Facility Only: \$10,000 maximum per Transplant per Lifetime 		Not Applicable
Condition-Specific Care		
<ul style="list-style-type: none"> Must be enrolled in the Condition-Specific Care program for orthopedic treatment prior to surgery and receive care from a specifically designated provider in order to qualify. Includes specific services for surgery, including Facility and Professional charges from admission through discharge. Some limitations may apply. Travel Maximum - \$600 per procedure 		
Durable Medical Equipment and External Prosthetic Appliances		
<ul style="list-style-type: none"> Annual Limit: Unlimited 	Plan pays 80% ^	Plan pays 50% ^
Breast Feeding Equipment and Supplies		
<ul style="list-style-type: none"> Limited to the rental of one breast pump per birth as ordered or prescribed by a physician Includes related supplies 	Plan pays 100%	Plan pays 50% ^
Acupuncture		
<ul style="list-style-type: none"> Annual Limit: 12 visits 	Plan pays 80% ^	Plan pays 50% ^

Note: Services where plan deductible applies are noted with a caret (^).

Mental Health and Substance Use Disorder

Inpatient Mental Health	Plan pays 80% ^	Plan pays 50% ^
Outpatient Mental Health – Physician’s Office	\$30 copay, and plan pays 100%	Plan pays 50% ^
Outpatient Mental Health - MDLIVE Behavioral Services	\$30 copay, and plan pays 100%	Not Covered
Outpatient Mental Health – All Other Services	Plan pays 80% ^	Plan pays 50% ^
Inpatient Substance Use Disorder	Plan pays 80% ^	Plan pays 50% ^
Outpatient Substance Use Disorder – Physician’s Office	\$30 copay, and plan pays 100%	Plan pays 50% ^
Outpatient Substance Use Disorder - MDLIVE Behavioral Services	\$30 copay, and plan pays 100%	Not Covered
Outpatient Substance Use Disorder – All Other Services	Plan pays 80% ^	Plan pays 50% ^

Annual Limits:

- Unlimited maximum

Notes:

- Inpatient includes Acute Inpatient and Residential Treatment.
- Outpatient - Physician’s Office and MDLIVE Behavioral Services - may include Individual, family and group therapy, psychotherapy, medication management, etc.
- Outpatient - All Other Services - may include Partial Hospitalization, Intensive Outpatient Services, Applied Behavior Analysis (ABA Therapy), etc.

Important Note on Mental Health and Substance Use Disorder Coverage: Covered medical services listed above, which are received to diagnose or treat a Mental Health or Substance Use Disorder condition will be payable according to this section titled "Mental Health and Substance Use Disorder."

Pharmacy

In-Network

Cost Share and Supply	
Pharmacy Cost Share	
<ul style="list-style-type: none"> • Retail – up to 90-day supply (except Specialty up to 30-day supply) • Home Delivery – up to 90-day supply • If you receive a supply of 34 days or less at home delivery of a Specialty Prescription Drug, the Specialty home delivery cost share will be adjusted to reflect a Retail (per 30-day supply) cost share. 	<p>Retail (per 30-day supply): Generic: You pay \$10 Preferred Brand: You pay \$40 Non-Preferred Brand: You pay \$80</p> <p>Retail (per 90-day supply): Generic: You pay \$30 Preferred Brand: You pay \$120 Non-Preferred Brand: You pay \$240</p> <p>Home Delivery (per 90-day supply): Generic: You pay \$30 Preferred Brand: You pay \$120 Non-Preferred Brand: You pay \$240</p>

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- **Member Choice Cigna 90 Now:** This network of pharmacies includes major retail chains of Walgreens and CVS, in addition to other grocery, retailer, and independent pharmacies. You will be aligned to either the Walgreens or CVS network based on your existing pharmacy relationship. Where no relationship exists, you will be aligned to Plan sponsor elected Walgreens pharmacy. If that designation is not right for you, there is the option to select CVS. For more information, go to myCigna.com or call the number on the back of your ID card. Retail drugs for a 30 day supply may be obtained In-Network at a wide range of pharmacies across the nation although prescriptions for a 90 day supply (such as maintenance drugs) will be available at select network pharmacies.
- This plan will not cover out-of-network pharmacy benefits.
- **Cigna 90 Now Program:** You can choose to fill your medications in a 30- or 90-day supply. If you choose to fill a 30-day prescription, it can be filled at any network retail pharmacy or network home delivery pharmacy. If you choose to fill a 90-day prescription, it must be filled at a 90-day network retail pharmacy or network home delivery pharmacy to be covered by the plan.
- Specialty medications are used to treat an underlying disease which is considered to be rare and chronic including, but not limited to, multiple sclerosis, hepatitis C or rheumatoid arthritis. Specialty Drugs may include high cost medications as well as medications that may require special handling and close supervision when being administered.
- When you request a brand drug, you pay the brand cost share plus the cost difference between the brand and generic drugs up to the cost of the brand drug (unless the physician indicates "Dispense As Written" DAW) (MAC B).
- **Exclusive specialty home delivery:** Specialty medications must be filled through home delivery; otherwise you pay the entire cost of the prescription upon your first fill. Some exceptions may apply.
- If you use a manufacturer coupon to pay for some or all of the cost of a medication, the value of the coupon may not apply towards meeting your plan deductible or out-of-pocket maximum, if any.
- **SaveOn Specialty Program:** Certain specialty pharmacy drugs may be considered non-essential health benefits and may fall outside of the deductible and out of pocket limits. All drugs in this program are potentially subject to a higher cost share than amounts set forth above. If you participate in the program, cost share may be paid through a manufacturer copay assistance program and your out of pocket cost may be reduced to \$0. If you do not participate in the program, then you will be responsible for the payments of the cost share for these medications and payment will not be applied towards your deductible and out of pocket maximums. See your plan documents for more specific information.
- Your pharmacy benefits share an out-of-pocket maximum with the medical/behavioral benefits.

Drugs Covered

Prescription Drug List:

Your Cigna Advantage Prescription Drug List includes a full range of drugs including all those required under applicable health care laws. Some of the more expensive drugs are excluded when there are less expensive alternatives. To check which drugs are included in your plan, please log on to myCigna.com. Some highlights:

- Coverage includes Self Administered injectable drugs, but excludes infertility drugs.
- Contraceptive devices and drugs are covered with federally required products covered at 100%.
- Insulin, glucose test strips, lancets, insulin needles & syringes, insulin pens and cartridges are covered.

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Pharmacy Program Information

Pharmacy Clinical Management: Essential

Your plan features drug management programs and edits to ensure safe prescribing, and access to medications proven to be the most reliable and cost effective for the medical condition, including:

- Prior authorization requirements
- Step Therapy on select classes of medications and drugs new to the market
- Quantity limits, including maximum daily dose edits, quantity over time edits, duration of therapy edits, and dose optimization edits
- Age edits, and refill-too-soon edits
- Plan exclusion edits
- Current users of Step Therapy medications will be allowed one 30-day fill during the first three months of coverage before Step Therapy program applies.
- Your plan includes Specialty Drug Management features, such as prior authorization and quantity limits, to ensure the safe prescribing and access to specialty medications.
- For customers with complex conditions taking a specialty medication, we will offer Accredo Therapeutic Resource Centers (TRCs) to provide specialty medication and condition counseling. For customers taking a specialty medication not dispensed by Accredo, Cigna experts will offer this important specialty medication and condition counseling.

Clinical Day Supply Program

Your plan includes the Clinical Day Supply Program for specialty drugs which provides a balance between specialty drug waste control and improved therapy adherence. During a stabilization period, certain specialty drugs, dispensed by a Cigna designated specialty pharmacy, may be limited to less than a consecutive 90 day supply. Further, for some drugs with a very high risk for early discontinuation, a split-fill (either 14 or 15 days), may be dispensed. Your cost share will be prorated to reflect the actual days' supply dispensed.

Patient Assurance Program

Your plan includes the Patient Assurance Program, which waives the deductible and reduces the amount you owe for certain medications used to treat chronic conditions included in the program. Additionally:

- Any amount you pay for these medications only count toward meeting your out-of-pocket maximum.
- Any discount provided by a pharmaceutical manufacturer for these medications only count toward meeting your out-of-pocket maximum.

Additional Information

Cigna Diabetes Prevention Program in collaboration with Omada

Cigna Diabetes Prevention Program in collaboration with Omada is a program to help you avoid the onset of diabetes, as well as health risks that might lead to heart disease or a stroke. The program is covered by your health plan at the preventive level, just like for your wellness visit. Program participants have access to a professional virtual health coach, an online support group, interactive lessons, and a smart-technology scale. The program will help you make small changes in your eating, activity, sleep, and stress to achieve healthy weight loss through a series of 16 weekly lessons and tools to help you maintain weight loss over time. You will also be offered the opportunity to join a gym for a low monthly fee and no enrollment fee.

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Additional Information

Maximum Reimbursable Charge

The allowable covered expense for non-network services is based on the lesser of the health care professional's normal charge for a similar service or a percentage of a fee schedule (110%) developed by Cigna that is based on a methodology similar to one used by Medicare to determine the allowable fee for the same or similar service in a geographic area. In some cases, the Medicare based fee schedule will not be used and the maximum reimbursable charge for covered services is based on the lesser of the health care professional's normal charge for a similar service or a percentile (80th) of charges made by health care professionals of such service or supply in the geographic area where it is received. If sufficient charge data is unavailable in the database for that geographic area to determine the Maximum Reimbursable Charge, then data in the database for similar services may be used. Out-of-network services are subject to a Calendar Year deductible and maximum reimbursable charge limitations.

Out-of-Network Emergency Services Charges

1. Emergency Services are covered at the In-Network cost-sharing level as required by applicable state or federal law if services are received from a non-participating (Out-of-Network) provider.
2. The allowable amount used to determine the Plan's benefit payment for covered Emergency Services rendered in an Out-of-Network Hospital, or by an Out-of-Network provider in an In-Network Hospital, is the amount agreed to by the Out-of-Network provider and Cigna, or as required by applicable state or federal law.

The member is responsible for applicable In-Network cost-sharing amounts (any deductible, copay or coinsurance). The member is not responsible for any charges that may be made in excess of the allowable amount. If the Out-of-Network provider bills you for an amount higher than the amount you owe as indicated on the Explanation of Benefits (EOB), contact Cigna Customer Service at the phone number on your ID card.

Medicare Coordination

In accordance with the Social Security Act of 1965, this plan will pay as the Secondary plan to Medicare Part A and B as follows:

- (a) a former Employee such as a retiree, a former Disabled Employee, a former Employee's Dependent, or an Employee's Domestic Partner who is also eligible for Medicare and whose insurance is continued for any reason as provided in this plan (including COBRA continuation);
- (b) an Employee, a former Employee, an Employee's Dependent, or former Employee's Dependent, who is eligible for Medicare due to End Stage Renal Disease after that person has been eligible for Medicare for 30 months.

When a person is eligible for Medicare A and B as described above, this plan will pay as the Secondary Plan to Medicare Part A and B **regardless if the person is actually enrolled in Medicare Part A and/or Part B and regardless if the person seeks care at a Medicare Provider or not for Medicare covered services.**

One Guide

Available by phone or through myCigna mobile application. One Guide helps you navigate the health care system and make the most of your health benefits and programs.

Out-of-Area Services

- Coverage for services rendered outside a network area
- ER and Ambulance paid the same as network services
- Preventive care services covered at 100% for Out-of-Area
- Out-of-Network Deductible and Out-of-Pocket maximums apply

For all other services, plan pays 80% after the out-of-network deductible is met

Complete Care Management

Pre-authorization is required on all inpatient admissions and selected outpatient procedures, diagnostic testing, and outpatient surgery. Network providers are contractually obligated to perform pre-authorization on behalf of their customers. For an out-of-network provider, the customer is responsible for following the pre-authorization procedures. If a customer does not follow requirements for obtaining pre-treatment authorization, a \$750 penalty will be applied.

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Additional Information

Pre-Existing Condition Limitation (PCL) does not apply.

Well-Being Solution: Core Plus

- Health assessment
- Device/app integration
- Personalized online content and data-driven actions
- Social connections/challenges

Definitions

Coinsurance - After you've reached your deductible, you and your plan share some of your medical costs. The portion of covered expenses you are responsible for is called Coinsurance.

Copay - A flat fee you pay for certain covered services such as doctor's visits or prescriptions.

Deductible - A flat dollar amount you must pay out of your own pocket before your plan begins to pay for covered services.

Out-of-Pocket Maximum - Specific limits for the total amount you will pay out of your own pocket before your plan coinsurance percentage no longer applies. Once you meet these maximums, your plan then pays 100 percent of the "Maximum Reimbursable Charges" or negotiated fees for covered services.

Place of Service - Your plan pays based on where you receive services. For example, for hospital stays, your coverage is paid at the inpatient level.

Prescription Drug List - The list of prescription brand and generic drugs covered by your pharmacy plan.

Professional Services - Services performed by Surgeons, Assistant Surgeons, Hospital Based Physicians, Radiologists, Pathologists and Anesthesiologists

Transition of Care - Provides in-network health coverage to new customers when the customer's doctor is not part of the Cigna network and there are approved clinical reasons why the customer should continue to see the same doctor.

Exclusions

What's Not Covered (This Is Not All Inclusive; check your plan documents for a complete list)

- Services that aren't medically necessary
- Experimental or investigational treatments, except for routine patient care costs related to qualified clinical trials as described in your plan document
- Accidental injury that occurs while working for pay or profit
- Sickness for which benefits are paid or payable under any workers' compensation or similar law
- Services provided by government health plans
- Cosmetic surgery, unless it corrects deformities resulting from illness, breast reconstruction surgery after a mastectomy, or congenital defects of a newborn or adopted child or child placed for adoption
- Dental treatments and implants
- Custodial care
- Surgical procedures for the improvement of vision that can be corrected through the use of glasses or contact lenses
- Vision therapy or orthoptic treatment
- Hearing aids
- Reversal of sterilization procedures
- Nonprescription drugs or anti-obesity drugs
- Smoking cessation programs
- Non-emergency services incurred outside the United States
- Bariatric surgery
- Infertility services

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Exclusions

- Treatment of TMJ disorders and craniofacial muscle disorders

These are only the highlights

This summary outlines the highlights of your plan. For a complete list of both covered and not covered services, including benefits required by your state, see your employer's insurance certificate, service agreement or summary plan description -- the official plan documents. If there are any differences between this summary and the plan documents, the information in the plan documents takes precedence.

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