

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

**MEXICAN AMERICAN OPPORTUNITY
FOUNDATION**

AND

**SERVICE EMPLOYEES INTERNATIONAL UNION, CLC
LOCAL 521**

DURATION

**October 1, 2013
to
September 30, 2015**

MEXICAN AMERICAN OPPORTUNITY FOUNDATION AND SEIU, LOCAL 521
COLLECTIVE BARGAINING AGREEMENT

THIS AGREEMENT is made and entered by the Mexican American Opportunity Foundation, which together with its administrative staff and representatives will be referred to in this Agreement as the "Employer" and Service Employees International Union, SEIU, Local 521, which together with its officers and representatives will be referred to in this Agreement as the "Union."

ARTICLE I - RECOGNITION

1.0 The Unit: The Employer recognizes the Union as the exclusive representative of a bargaining unit comprised of the following employees:

All full time and regular part time teachers, teachers assistants, case workers/support staff, custodians, homemakers, family services advocates, home visitors and clerical employees employed by the employer in managing the Childcare and related Family Services (Center Based Unit and Administration) tasks located in Salinas, Monterey County, California.

ARTICLE II - SEPARABILITY and SAVINGS

1.0 If any provision of this Agreement should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any provision should be restrained by any tribunal of competent jurisdiction pending a final determination as to its validity, the remainder of this Agreement or the application of such Article or Section as to persons or circumstances other than those as to which it has been held invalid or as to which compliance with or enforcement of has been restrained, shall not be affected thereby.

2.0 In the event of any such invalidation of any provision of this Agreement, the parties agree to meet and negotiate within thirty (30) days of such invalidation for the purpose of arriving at a satisfactory replacement for such provision.

ARTICLE III - MANAGEMENT RIGHTS

The Management has the complete, exclusive, final right to select, hire, discipline, discharge for cause, promote or transfer to equal or better positions; to transfer employees permanently or temporarily to other locations of the employer; to maintain discipline and efficiency of all employees. This Management Rights Clause is non-arbitrable and not subject to bargaining,

whatsoever, during the term of this Agreement limited only by that which is inconsistent with law or violates specific provisions of this contract.

ARTICLE IV - UNION RIGHTS

1.0 Access: It is understood that Union representatives shall not visit Pre-school, Child Care Centers. That only administrative offices (such as 11 Quail Run Circle, #101, Salinas, CA) will be made available for purposes of administering this agreement under the following conditions:

a. Such representative has been authorized by the Union in writing on file with the Employer. Such writing to be signed and executed by the executive officer of the Union;

b. The work to be transacted by the representative shall be transacted in a manner so that there is absolutely no interference with the work of any personnel;

c. The representative will only converse with employees while they are on non-work time, i.e. designated breaks and lunch periods, in areas as agreed by the Employer in advance, on a case by case basis;

d. In the event that the representative needs to visit another work location, such access will only be granted with advance notice and approval by the Executive Director or designee and will not be unreasonably denied.

2.0 Union Bulletin Boards: The Union shall have the right to have notices of official Union matters posted on a designated bulletin board not less than two (2) feet by two (2) feet. Such postings will be submitted to Mexican American Opportunity Foundation for approval prior to posting.

a. All notices will be on 8 ½" x 11" paper, unless there is prior approval by the Office of the President and/or the human Resources Office, signed and dated by the duty authorized Union official. Such notices that will be allowable shall be as follows:

1. Notice of Union recreational and social events;
2. Notice of Dates of Union internal elections;
3. Notice of Results of Union internal elections;
4. Notice of Dates of Union meetings;
5. A current Listing of Union officials and their telephone numbers;
6. Notice of Union Benefits and Programs.

b. The bulletin boards shall not be used by the union for disseminating propaganda of any kind whatsoever. Controversial matters such as political tracts, Union picketing opportunities and internal union gossip must be avoided at

all times. Notices that do not comply with this Article will be removed by the Employer.

3.0 List of Employees: The Union shall be provided a quarterly list of names, employee numbers, classifications, work locations and seniority dates of all employees, covered by this Agreement. On a monthly basis, the Employer will provide a list of any changes.

4.0 Job Stewards: At each work location, the Union will have the right to designate, pursuant to its own procedures, one employee (and one alternate) to serve as the Job Steward. The Union shall inform the employer in writing of each employee so designated.

- a. Represent an employee in any Grievance Procedure, when such grievance procedure can be scheduled "off-the-clock".
- b. The Union shall be authorized to designate one steward and one alternative steward for the limited purpose of the processing and investigating of grievances. Stewards shall be allowed a reasonable amount of paid time off (only one Steward at any one time) for this purpose as long as there is no disruption of work. The Union shall notify MAOF in writing of the individuals selected as soon as possible.
- c. A steward must first obtain permission through the steward's immediate supervisor or normal supervisory channels before leaving their work or work location. It is further agreed that MAOF shall not pay stewards for time spent in handling grievances when they are not regularly scheduled to work.
- d. MAOF agrees to provide unpaid release time for Union representatives to attend mutually agreed meetings. In the case of Contract Negotiations of this Collective Bargaining Agreement, MAOF agrees to provide release time for one representative to attend at paid time. The Union agrees, in so far as possible, to notify Management at least 24 hours in advance of the request for release time, excluding weekends and holidays, the name(s) of the Union representative(s) to be released. Management agrees to arrange/notify for release time with appropriate supervisor(s). Release time arraignments shall include a reasonable amount of travel time.

5.0 New Employee Orientation: Union will supply a new hire packet to the employer, which the employer will give to each new hire during employer scheduled orientation. The employer will allow a Union Representative and/or a shop steward the opportunity to provide a Union orientation to each new employee at the time of hiring for not more than fifteen (15) minutes during paid time.

ARTICLE V - GRIEVANCE PROCEDURE

Grievances and complaints resulting from the operation of this Agreement or arising under specific clauses thereof, or in any way affecting the relations between the Employer and Employees covered thereby, shall be handled in the following manner:

Step 1: Within fifteen (15) working days after the grievant or Union knew or reasonably should have known of the occurrence of the facts upon which the grievance is based, the grievance must be presented to the Human Resource Director. The Human Resource Director shall have ten (10) working days to respond in writing. Upon request of the Union, the Human Resource Director shall meet with grievant, steward and/or Union Representative within ten (10) working days in place of the written response. The Human Resource Director shall have ten (10) working days to render a written decision after the meeting.

Step 2: If the grievance is not satisfactorily resolved at step 1, the grievant, steward or Union Representative shall within ten (10) days from the receipt of the Step 1 response, appeal the grievance to Step 2. Within ten (10) days of the receipt of the appeal to Step 2, the President or his/her duly appointed representative shall meet with the grievant, steward and/or Union Representative. The President or his/her duly appointed representative shall render a written decision on the grievance within five (5) days after the meeting.

Step 3: In the event the two parties are unable to agree, the matter shall be referred to arbitration, by written notice, by the moving party and a copy of such notice sent to the opposing party within ten (10) working days after receipt of the Step 2 response. The parties shall request a list of seven (7) arbitrators from the National Academy of Arbitrators. Each party shall alternately strike three (3) names from the list of seven (7), and the remaining arbitrator shall be selected to decide the case. The party that strikes first shall be determined by a coin toss. Other than dismissal cases, the decision shall be rendered within fifteen (15) calendar days after said hearing. In dismissal cases, the Union shall have thirty (30) calendar days from the date of the termination to elect to arbitrate or not. If the Union elects to arbitrate and thereafter decides not to, they shall bear the full cost of the arbitrator. If the matter is heard, the decision of the arbitrator shall be made immediately at the conclusion of the hearing. Any monetary award in the decision of the arbitrator (panel or FMS) shall not exceed six (6) months salary or wages. The expense of the Arbitration shall be borne equally by the Employer and the Union.

In dismissal cases, if the Union requests a postponement of the arbitration, they will waive any back pay from that point forward to the arbitration. If the Mexican American Opportunity Foundation requests a postponement they will incur any additional costs from such a postponement. If there is a request to postpone by an Arbitrator, either the Union or the Mexican American Opportunity Foundation may request another arbitrator rather than agree to a delay. Dismissal cases will

use expedited arbitration. Additionally, in dismissal cases the grievance must proceed directly from dismissal to arbitration.

1. Grievance and arbitration hearings shall be held at mutually convenient times.
2. Time limits contained in this Article may be waived upon mutual written consent of the parties.

ARTICLE VI - WORK STOPPAGE

No Strikes/No Lockouts: During the term of this Agreement, neither the Union, nor its respective officers or representatives shall urge, call, sanction or engage in any work stoppage, slowdown, or other concerted interference with normal Employer operations for any cause whatsoever. In the event of any actual or threatened strike, slowdown, or other work stoppage, the Union and its officers, representatives and affiliates shall take all reasonable steps within their control to avert or end the same.

The Employer agrees that it shall not engage in a lockout of unit members during the term of this Agreement. The term "lockout" is intended to cover a situation where the employer refused to permit employees to work in an effort to obtain bargaining concessions from the Union.

ARTICLE VII - NON DISCRIMINATION

1.0 Pursuant to Federal and State Laws: Pursuant to applicable Federal and State laws, the Employer and Union agree not to discriminate against any employee based upon race, color, creed, national origin, religion, sex, age, physical handicap, marital status, sexual preference, political affiliations, or union activities. If any Employee believes that he/she has been the subject of a discrimination, they shall provide a written complaint to their supervisor, the Human Resources Department or the President of MAOF as soon as possible after the incident. Employee's complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses. MAOF will immediately undertake effective, thorough and objective investigation of the harassment allegations. The Union may represent and assist the employee in presenting their claim.

While these matters may not be the subject of the Grievance Procedure set forth in this agreement, they may be presented by the employee to the Federal Equal Employment Opportunity Commission and/or the California Department of Fair Employment and Housing.

ARTICLE VIII - UNION SECURITY and DUES DEDUCTIONS

1.0 Authorizations: All employees covered by this Agreement and who are employed on the effective date of this Agreement, shall, not later than the thirty-first (31st) calendar day following the effective date of this Agreement, either (1) become members of the Union in good standing and remain members in good standing during the course of their employment, or (2) pay to the Union fair share representation fees as determined by the Union. Probationary employees shall not be subject to this provision until the ninety-first (91st) date of their employment.

2.0 Termination: Upon receipt of written notice to the Employer and upon examination of documented proof that an employee has not complied with the above requirements, the Employer shall terminate the employment of such employee within fifteen (15) calendar days after receipt of such written notice unless thereafter the employee complies with the above requirements within said time period.

3.0 Remittance to Union: A deposit approximating the amount of dues so deducted shall be remitted to the Union on payday, and the reconciled amount will be supplied to the Union within ten (10) days after the deductions are made, together with a list of affected employees.

4.0 Dues Deductions: In instances where a dues deduction is not taken from an employee who has a valid authorization form on file, the missed deduction(s) will be taken from a subsequent salary payment and remitted to the Union.

5.0 Cope Deductions: Employees may voluntarily elect to have contributions deducted from their paychecks for the SEIU Local 521 COPE fund. Such deduction shall be made upon signed authorization from the employee and shall be continued until such authorization is revoked in writing. The employer shall transmit such deductions along with the regular dues deductions in a single check.

6.0 Indemnity/Hold Harmless: The Union agrees to indemnify and hold the Employer harmless against any and all liabilities (including reasonable and necessary costs of litigation) arising from any and all claims, demands, suits, or other actions relating to the Employer's compliance or attempted compliance with either this Article or the requests of the Union pursuant to this Article, or relating to the conduct of the Union in administering this Article. The Union shall have the right to determine and decide all matters relating to settlement and conduct of litigation with respect to this Article. In no case shall Employer funds be involved in any remedy relating to this Article. Any underpayments to the Union resulting from the Employer's failure to make a required deduction shall be remedied by additional deductions from the affected employee(s).

6.0 Overpayments: Any overpayments to the Union resulting from excessive deductions shall be remedied either by refund from the Union to the affected employee(s) or by a credit against future payments by the affected employee(s).

7.0 Employer to Furnish Information: The Employer will furnish any information needed by the Union to fulfill the provisions of this Article.

ARTICLE IX - HOURS and OVERTIME

1.0 Hours of Work: The normal daily hours of work for full time employees are eight (8) hours per day, Monday through Friday, with one (1) hour for lunch. Morning start times will coincide with the opening and closing of each program's daily schedule requirements. Therefore, staggered start times for employees will prevail. Employees on a rest break are not authorized to leave the premises where they are employed.

For the purpose of computing hours worked, time during which an employee is excused from work because of holidays, vacation, or leaves of absence shall be considered as time not worked by the employee. Prior to any change of a permanent nature that affects an employee's work or daily hours of work, The employer will notify the affected employee(s) and the Union, in writing, at least fifteen (15) days, if practicable, in advance of any permanent change. Upon request of the Union, the employer agrees to meet with the Union and the affected employee(s) at least two (2) weeks, if practicable, prior to the change of work or daily hours of work.

2.0 Overtime: It is understood by the parties that Unit employees are not authorized to work overtime, beyond an eight (8) hour day or over forty (40) hours per week. Such employees must have written authorization from the MAOF President or designee to work overtime in advance of the overtime work.

3.0 Working Full-Time: Employees shall receive compensation at a rate equal to one and one-half (1-1/2) times the regular rate of pay, (or shall be provided compensatory time off in a manner consistent with applicable State and Federal laws at the rate of one and one-half (1-1/2) times the hours worked), for work authorized and performed on the sixth (6th) and seventh (7th) days following the commencement of the regular workweek, or for hours worked in excess of eight (8) hours in one day or in excess of forty (40) hours in any calendar week.

3.1 Working on a Holiday: Employees are not authorized to work on any holiday recognized under this agreement.

4.0 Rest Period: The authorized rest period time shall be based on the total hours worked daily at the rate of ten (10) minutes net rest time per four (4) hours of work. This amounts to two (2) breaks per eight (8) hour shift. Employees on a "rest break" are not authorized to leave the premises where they are employed.

5.0 Employee Job Training: When the employee is required to attend any job-related workshop, in-service training session, Employer shall attempt to have such training during the employee's work hours. The employee shall be paid at the appropriate rate of pay.

6.0 For the purposes of this Agreement, all employees who are paid for (40) or more hours weekly shall be considered full-time employees.

ARTICLE X – SENIORITY

1.0 Seniority shall be defined as the length or period of continuous service with the Employer. Seniority shall be expressed in terms of years, months, and days. If two or more employees are employed within the same classification on the same day, shall be determined by employment records, or if still undecided, then by coin toss. Upon request, the employer will furnish the Union with a current seniority list including employee numbers not more than once every six (6) months.

2.0 Employees do not have seniority status during the initial ninety (90) days probationary period. At the end of the probationary period, seniority will date back to the initial date of employment. A bargaining unit employee who serves the Employer at the Employer's request in an Acting Appointment or in a temporary position outside the bargaining unit shall continue to accrue seniority in accordance with this Article during such service.

3.0 Except as otherwise specifically provided in this Agreement, there shall be no deduction from seniority for any lost time. A break in continuous service shall occur in any of the following instances:

- a. voluntary termination or resignation;
- b. discharge;
- d. Failure to report to work or Call Supervisor for three consecutive work days;
- e. Failure to return from any Leave of Absence or to call Supervisor to advise; and
- f. Death.

4.0 Except as otherwise provided in this Agreement, if an employee is hired or transferred into another program or department within the bargaining unit, his/her seniority shall be transferred to the new program or department within the bargaining unit and she/he shall maintain classification seniority for purposes of layoff and promotion.

5.0 Management personnel may temporarily work in a Unit position to train an employee; or when the exigency of the situation requires the management person to do Unit work, such as when a Unit employee is absent.

6.0 For all purposes under this Agreement, Seniority shall be measured from the date Unit Employee is hired by the Company; all Unit employees hired by Company will be subject to Article X – Seniority and must meet the probationary period (Article X, subparagraph 2.0). There shall be no bumping rights or seniority consideration between the Southern California Units and the Monterey County Units, as both units are covered under separate Collective Bargaining Agreements

7.0 The Union and MAOF shall continue to negotiate provisions related to seniority of temporary employees only, which the parties shall memorialize in a Side Letter of Agreement.

ARTICLE XI RECRUITMENT

1.0 Job Descriptions: The Employer shall maintain job descriptions for each bargaining unit position within their respective program (hereafter “wrp”) and shall provide the Union with copies of each job description. It is understood that the employer shall have the right to assign “other duties” that are reasonable and usual. If the Employer materially revises a job description, the Employer agrees to provide the Union with a copy of the revised job description fifteen (15) work days before its effective date. The Employer agrees to meet with the Union, upon request, within five (5) work days, to discuss any assignments of duties the Union considers unreasonable.

2.0 Notice of Vacancies: A vacancy is defined as a bargaining unit position which no current employee holds and which the Employer desires to fill. Notices of vacancies shall be posted on union bulletin boards in each worksite for a minimum of five (5) working days. Seniority in filling position will be considered as just one item of eligibility. Notices shall include the job title, salary range, a description of the duties of the position, and position status.

3.0 Filling of Vacancies: Probationary employees may not apply. Whenever practical, the Employer’s first preference in filling a vacancy shall be to fill it with an existing qualified bargaining unit employee. If there are multiple qualified candidates for a position, the employee with the most seniority will prevail. The Mexican American Opportunity Foundation will consider certain levels of credentials in regard to filling vacancies. If an employee has received a warning notice with a corrective time frame, Mexican American Opportunity Foundation may choose not to allow the employee to contend for the vacancy during that time frame not exceeding ninety (90) days.

3.1 Regular employees who have applied for and have been awarded a vacancy within the previous six (6) months may not be considered for another vacancy during that six (6) month period. The six (6) month time limit will be waived in the event the vacancy is for a higher level position.

4.0 Temporary Bargaining Unit Work Assignments: If there are any temporary or summer bargaining unit work assignments they shall be offered to bargaining unit

employees "wrp" in accordance with the procedures described in section 4.1 If in the opinion of the Employer, more than one applicant "wrp" (within their respective program) is equally qualified for the summer assignment, the applicant with the most bargaining unit seniority will be offered the assignment.

4.1 The Employer shall communicate to all bargaining unit employees "wrp" the available temporary work assignment including location, days and hours of work, starting and ending date of the temporary work assignment and rate of pay. Within two weeks of such notification, each interested applicant "wrp" (within their respective program) shall make his/her desire to be considered for the assignment known in writing to the Employer's designated representative.

5.0 Substitutes: Substitutes may be used to cover vacation scheduling, sick leave, leaves of absence, and to cover a vacancy pending the awarding of a position. If necessary, supervisors may temporarily substitute in the classroom in order to comply with program regulations. 6.0 Preparation Time: The Employer will strive to provide adequate classroom preparation time according with the requirements of each program.

6.0 Sub-contracting: The Employer shall not subcontract union work unless unit employees are not available to perform the work.

ARTICLE XII LAYOFF AND RECALL

1.0 Permanent Layoff: Permanent layoff shall be defined as a reduction in the Workforce.

2.0 Permanent Layoff Procedures: In the event of a permanent layoff, temporary employees in the classification shall be laid off first. Then, if further reductions in workforce are necessary, regular employees shall be laid off in inverse seniority within classification. In the event of a permanent layoff, the affected employee(s) shall be notified in writing of the impending layoff at least two (2) weeks in advance. If the employer has received adequate notice itself of the need for a layoff and has the proper funding, Employer shall give up to one months notice. The provisions of this Article and the decisions by management pursuant to this section shall not be arbitrable. The Union shall be sent copies of all layoff notices. Upon request, the Employer shall meet with representatives of Local 521 regarding the effects of the lay-off on Unit members.

a. If there is a vacant position in the same classification, the affected employee shall have first preference for that position and may move to that position if they have the necessary qualifications, classification, education, experience, licenses, or certifications required by State or Federal regulations or collaborative Employer agreements, and language proficiency.

b. In the absence of a vacant position as described in (a.) above, the affected employee may repiece a less senior employee in a classification the

affected employee has previously held unless they no longer meet the minimum qualifications contained in the job description. The employee shall replace the least senior employee in that classification. The affected employee may choose to accept the permanent layoff rather than bump another employee from a position or move to a lower or equal classification.

c. If the employee has no placement rights described in (a.) and (b.) above, the employee may take any vacant position for which they meet the qualifications.

d. The affected employee who replaces another employee in the same or equal classification shall retain their current rate of pay and continue to receive all regular pay increases. The affected employee who bumps to a lower classification shall enter the pay range of the classification at the pay rate nearest to their rate of pay.

e. The Employer shall provide to the affected employee and the Union an updated seniority list with the layoff notice in order for the affected employee to determine their options. Upon request, the Employer shall also provide the affected employee and/or the Union a listing of all known vacancies. An employee shall have five (5) workdays after receipt of the layoff notice and seniority list to give written notice to the Employer of their intention to accept a vacant position or replace another employee. If the employee fails to provide timely notice, they will forfeit placement rights pursuant to this section.

3.0 Recall: Employees on permanent layoff shall be recalled in the following manner:

a. An employee whose hours have been reduced pursuant to this section shall be offered any available increases in hours in the classification involved provided the necessary classification, education, experience, licenses, or certifications required by State or Federal regulations or collaborative Employer agreements, and language proficiency for the vacancy prior to a new employee being hired in that classification.

b. Permanently laid off employees shall have recall rights for up to twelve (12) months from the last day of work. Recall shall be by seniority, with the most senior employee in the affected classification being recalled first. A permanently laid off employee shall be offered both full and part-time positions. An employee may refuse an offer to return to a non-comparable position (i.e. in terms of pay, hours, classification grade, and/or benefits) and remain on the recall list.

c. The Employer shall provide the Union with a recall list and copies of all notices of recall in advance of recall notices being mailed to employees.

d. The Employer shall notify an employee of recall by sending a certified letter by US Mail to the employee's most recent address on file, at least one (1) week prior to the date that the employee is scheduled to return to work. It is the employee's responsibility to notify the Human Resources Department of any change in address. Notice of acceptance of recall may be by telephone to the Human Resource Department, but must be confirmed in writing.

e. No new employee may be hired until all employees on layoff who are qualified for the available positions and desire to return to work have been recalled. Substitutes shall not replace unit employee positions.

f. In the event a permanently laid off employee declines recall from layoff for a comparable position or does not return to work on the date that the employee has been scheduled to report to work, the employee shall be deemed to have voluntarily resigned their employment.

ARTICLE XIII – REDUCTION OF HOURS

Notwithstanding the provisions of this Agreement, the reduction of hours of any employee covered by this Agreement shall be implemented through negotiations between the Union and MAOF. In the event MAOF and the Union are unable to reach agreement within thirty (30) days of negotiations regarding the reduction of hours of any employee covered by this Agreement, the Union and MAOF shall submit the dispute to an arbitrator for a final and binding decision directly to Step 3 of the Grievance Procedure.

ARTICLE XIV - EVALUATION PROCEDURES

The Union and the Employer agree to follow the evaluation procedures set forth in the Mexican American Opportunity Foundation Policy and Procedures Employee Handbook. Evaluations shall be based on observations or knowledge and in accord with the facts and not upon unsubstantiated or undocumented charges or rumors. An employee may request a one-time meeting with management in regard to the evaluation and may have a Union Representative present.

ARTICLE XV - DISCIPLINE AND DISCHARGE

1.0 The Employer shall have the right to immediately discharge any employee for just cause, such as (but not limited to) major dishonesty, intoxication, failure to perform work as normally required, after having been previously warned in writing for similar breach in accordance with the principles of progressive discipline and just cause standards, loss of credentials, possession or use of illegal drugs, narcotics, or alcohol, major insubordination

and physically assaulting another employee or visitor on MAOF premises, violation of child's rights, and willful falsification of a material fact on an employment application or any official MAOF internal or client document. In all other disciplinary cases an employee shall not be discharged unless he has had one oral warning and one previous warning notice in writing. A copy may be presented to the Union upon their request. The Union will be provided with a copy of all proposed MAOF working and safety rules. No warning notice shall be valid for more than two years from the date of issuance and shall be removed from the employee's record at the end of said two year period, provided that during the interim two year period, employee has not received an additional warning for the same or different infraction.

1.1 Just Cause: The Employer shall not reprimand, suspend or terminate any employee without just cause. An employee may appeal a disciplinary action through the grievance procedure. Just cause is defined as set forth in Section 1.0 above and includes all disciplinary situations.

1.2 Prior to Disciplinary Action: Prior to taking disciplinary (suspension, demotion, or dismissal) action against an employee, the responsible administrator shall advise the employee that disciplinary action may be taken and schedule a meeting to discuss the matter. The employee shall, upon request, be entitled to be accompanied at this meeting by a Local 521 representative (or steward). Non-availability of the employee or representative for more than a reasonable time shall not delay appropriate action, if any.

2.0 Files: An employee shall be provided a copy of all adverse written materials prior to or at the time they are placed in his/her personnel file maintained at the Employer's offices. No warning notice shall be valid for more than two years from the date of issuance and shall be removed from the employee's record at the end of said two-year period, provided that during the interim two-year period, employee has not received an additional warning for the same or different infraction.

2.1 Rights: The employee must sign or initial any such adverse material and may prepare a written response which shall be attached to the material. Such signature on an adverse document will only signify receipt, not that the employee agrees with the substance of the document. Except where an employee is terminated, if after five (5) working days the employee has not acknowledged receipt of the warning notice, employee should forfeit his/her right to arbitration on the matter. Upon reasonable prior notice, an employee shall have the right to inspect his/her personnel file during the normal office hours of the Employer without loss of pay. The employee's Union representative shall have the right, with the written consent of the employee, to inspect his/her personnel file. An employee shall also be entitled to a copy of any document the employee is requested to sign.

3.0 Progressive Discipline: The principles of progressive discipline shall be followed, in that each additional infraction of policy, rules or procedures may

carry a penalty which is more severe. There are some violations that are so severe that the Employer may terminate the employee for committing a first offense. (see paragraph 1.0 above). Unless the circumstances warrant the imposition of a more severe disciplinary action, disciplinary actions shall be administered in the following order:

- a. Informal meetings and oral reprimands;
- b. Written deficiency and warning notice with time frames for corrective action;
- c. Action warranting suspension. (Employer need not suspend);
- d. Termination.

Other examples of violations warranting discipline are contained in the Mexican American Opportunity Foundation Employee Handbook.

4.0 Privacy: Discussions between a Unit employee and Employer supervisor concerning the employee's unsatisfactory work performance or work-related problems shall, to the extent practicable, be conducted privately. For the purpose of this section, "privately" means either a private location, or a location, which may be in public view but is not within earshot of other employees.

5.0 Notwithstanding any of the provisions of this Agreement, MAOF shall not be required to progressively discipline any employee when the employee has engaged in extrane misconduct, or when MAOF is required by external regulations to immediately terminate the employee. Additionally, it is understood by MAOF and the Union that nothing in this section is intended by either party to waive the just cause standard for employee discipline.

ARTICLE XVI - TRANSFERS

1.0 Transfer: A "transfer" shall mean a change of an employee's work location to another work location without a change in the employee's classification, and without a change in the employee's status from full-time or part-time. A transfer must be within the same program. Transfers may be initiated by either the employee (voluntary) or by the Employer (temporary).

2.0 Voluntary Transfer: A request for voluntary transfer shall be submitted to the program administrator by the employee. Such request will be kept on file for one (1) school year. If a desired work site has a vacancy, and there are multiple transfer requests from qualified individuals, the employee with the most seniority will prevail. If an employee has received a warning notice with a corrective time frame, Mexican American Opportunity Foundation may choose not to process the transfer request during that time frame not exceeding ninety (90) days.

3.0 Administrative Transfer Procedures: An involuntary transfer of an employee is one instituted by the Employer for a temporary period, not to exceed fifteen (15) days, caused by a work place necessity, such as meeting a child/teacher mandated ratio. In such case the employee selected shall immediately accept such transfer. Reasonable mileage expenses incurred by the employee will be recognized by MAOF. No employee shall be involuntarily transferred for punitive or disciplinary reasons or in reprisal for the exercise of any right provided by this Agreement.

ARTICLE XVII - LEAVES OF ABSENCE

1.0 Leave of Absence Defined: A leave is an authorized absence from a job classification granted to permanent employees, for a specified purpose and period of time, with the right to return to active service.

2.0 Rights Upon Return: An employee returning from an approved leave will be returned to the location from which the leave was taken to their position. An employee that does not return to work within 120 days from the start of said leave will not have return rights to a position in his/her classification.

3.0 Applications: Applications for leaves of absence must be submitted on or before the dates established by this Article. The Employer may make exceptions to this requirement.

4.0 Cancellation or Early Return from Leave: A request by an employee for cancellation of a leave or an early return from a leave once commenced shall be granted, subject to the employer, in its sole decision, having the ability to accommodate the employee.

5.0 Bereavement Leave: The bereaved employee will be granted up to three (3) days of paid bereavement leave when the death is of an immediate family, spouse, father, mother, sister, brother, grandparent, grandchild, in-law member, step-parent, step-sibling, or stepchild and domestic partner. (If the funeral services are more than 500 miles from the employee's home, the use of PTO for two additional days can be used with the approval of the supervisor.)

6.0 Personal Leave: Non-Occupational and Non-Medical Short/Long Term Leave of Absence:

a. A short/long-term non-occupational non-medical leave of absence is generally any approved leave that will be unpaid leave after all paid time off is exhausted. Short term is considered under two weeks. Long term is considered two weeks or more.

b. A written request must be submitted thirty (30) days prior to leave even when there is no paid time left.

c. Consideration of a short term emergency leave of absence may be given to those who have been employed less than six (6) months of continuous employment.

d. In the event of an emergency, the request for leave must be submitted in writing within one (1) working day before the unpaid leave of absence takes place. An extension of an approved leave, which is at the sole discretion of the employer, may be granted with a one (1) working day notice.

e. The employee will not receive paid benefits of any kind during a non-occupational or non-medical short/long term leave of absence and shall not be paid for holidays, nor accrue paid time off. Health /medical benefits will be effective to the end of the month the leave is taken.

f. The employee must use any accrued paid time off as part of the leave. The amount accrued paid time off will not lengthen the amount of leave to which the employee was otherwise approved.

g. Regardless of the nature of the leave of absence, the employee is requested to submit a completed "Request of Leave of Absence" to the Supervisor as soon as possible. MAOF must be given notice of any request for Leave at least five (5) days in advance of the requested period start time.

h. If the employee takes actions during the leave that are inconsistent with an intention to return to employment with MAOF, such as accepting full-time employment with another employer, the employee will be considered to have voluntarily terminated employment with MAOF. If the leave of absence expires and the employee does not contact the supervisor concerning a date of return to work, the employee will be considered to have voluntarily terminated employment with MAOF.

7.0 Family Medical Leave Act (FMLA): Family Care and Medical Leave shall be granted in accordance with all applicable codes.

8.0 Pregnancy Disability Leave Policy: Female employees are entitled to Pregnancy Disability Leave (PDL) during pregnancy, childbirth or related medical conditions up to a maximum of four (4) months. The employee may take this leave as needed, for any related pregnancy disability. It is not required that the leave be taken in one continuous period. To apply, the employee will follow the procedures described in the Mexican American opportunity Foundation Policies and Procedures Handbook. The employee will be reinstated to the same or comparable position unless one of the conditions described in the handbook exists. If the employee cannot be reinstated to the same position, MAOF will offer the employee a similar position.

9.0 Military Leave: Employees who are drafted, recalled to active military service, or attend military reserve training in the United States Armed Forces, shall be granted unpaid leave of absence in accordance with Federal and State laws governing military leave.

10.0 Jury Duty Leave: Employees will be paid their regular pay while on jury duty up to a maximum of five (5) working days each calendar year.

10.1 All jury fees received shall be remitted to the Employer except gas mileage fees, except jury fees earned on holidays, during vacation, or on any days an employee is not in paid status, or that amount of the daily jury fee which exceeds the employee's daily gross earnings.

10.2 A copy of the summons or written documentation of time served must be submitted to the Payroll Office along with time cards.

11.0 Industrial Injury/Illness Leave: An employee who is absent from Employer service because of an injury or illness that arose out of and in the course of employment, and for which temporary disability benefits are received under the worker's compensation laws, shall be entitled to a leave of absence under the following conditions:

a. Allowable leave of absence shall be for up to six (6) months for the same and/or related injury or illness. An additional leave may be granted by mutual agreement.

b. An employee absent under this section shall be paid in full for the first day of the occurrence.

c. Each employee who received a work-related injury or illness that requires medical attention or absence shall fill out an incident or worker's compensation report provided by the Employer, in accordance with the law.

12.0 Union Leave: Subject to management approval, an unpaid leave of absence may be granted to employees accepting a position with the Union for a period of up to one (1) year. A written request for such leave must be submitted at least thirty (30) days in advance of the proposed start of the leave. No compensation shall be paid for any period of Union Leave. Decisions made by management under this paragraph are not arbitrable.

ARTICLE XVIII - HOLIDAYS

1.0 Holidays: All employees shall receive holiday pay for those holidays listed below:

New Year's Day

Memorial Day

Day After Thanksgiving

Martin Luther King

Independence Day

Christmas Eve

Presidents Day
Cesar Chavez Day

Labor Day
Thanksgiving Day

Christmas Day

2.0 Friday shall be the observed holiday for all purposes for holidays, which fall on a Saturday; Monday shall be the observed holiday for all purposes for holidays, which fall on a Sunday.

3.0 If a holiday occurs while an employee is on PTO, that day will be credited and paid as a holiday.

4.0 Employee must work their full scheduled the day before and the full scheduled the day after the holiday to qualify for paid holiday, unless one of the following applies:

- a. The employee is on an approved Personal Time Off (PTO);
- b. A doctor verification of illness for self and/or immediate family will be provided, and PTO hours are available.
- c. An extreme situation, if Personal Time Off (PTO) hours are available.

5.0 Notwithstanding the provisions of this Agreement, less than full-time employees shall be paid holiday pay on a prorated basis.

ARTICLE XXIX - Personal Time Off (PTO) Benefits

1.0 PTO Earned for Active Service: Regular full-time and regular "summer off" employees will earn Personal Time Off (PTO) from the first day of employment. No PTO is earned during the "summer off" period. No PTO is earned during any unpaid non-medical leave of absence of two weeks or more.

1.1 Accrual of PTO: Accrual of PTO shall be determined based on the factors and in the manner set forth in the following table: 15 days (120 hours) per year for eligible employees with less than five (5) years of service. 20 days (160 hours) per year for eligible employees with over five (5) years of service.

1.2 PTO May be Changed to Another Leave: PTO may be interrupted or terminated in order to begin illness leave, bereavement leave, jury duty leave or military leave.

1.3 Paid at the Base Salary Rate: PTO shall be paid at the time the vacation is taken.

2.0 Accruals: Employees may accrue up to 5 weeks of PTO during their first five years of employment. Employees may accrue up to seven (7) weeks of PTO thereafter. When an accrued cap is reached by an employee, such employee MUST take vacations as they accrue during that fiscal year so that the accrual cap is not exceeded.

3.0 Fiscal Periods: Employees must take their earned/accrued PTO within the program's fiscal period whenever it is programmatically possible, unless the amount is within the accrued limits described above.

3.1 Closing Program: When a specific project is being closed down all earned PTO, not otherwise taken, shall be paid to the employee upon project termination.

4.0 Approved Unpaid Leave: Employees on an approved unpaid leave of absence will be required to exhaust all accrued PTO before the approved unpaid leave of absence begins.

5.0 PTO Procedures: Described in the MAOF Policy and Procedure Employee Handbook as follows:

5.1 Benefits – Personal Time Off (PTO):

a. Personal Time Off (PTO): MAOF has established Personal Time Off (PTO) benefit plan for all of its eligible full-time employees. The PTO benefit plan is designed to provide personal time off that can be used as vacation time, sick leave time, or a period of rest and relaxation time away from work without loss of pay or benefits. The PTO is earned and vested (accrued) as the employee works a regular schedule, full-time or as regular full-time summer off employee. Note: Employees on unpaid leave of any kind, such as days that have been docked, or on approved leave without pay do not earn, accrue or vest PTO.

b. Eligibility for Personal Time Off (PTO) Benefits: Regular full-time and full-time summer-off employees earn PTO from the 1st day of employment. The hire date is hereinafter known as the 'Anniversary Hire Date.' The anniversary is used to establish the employment tenure of the employee. The anniversary hire date establishes the date in which the employee begins to earn, vest, and accrue PTO hours/days. An individual PTO ledger is maintained for recording the earned PTO time, PTO days taken and the balance of PTO days remaining, if any. Employees that work in programs on a ten month per year cycle will not earn PTO during the layoff period in the summer. It will continue to be optional for the employee to work during the close down periods in December and Easter, depending on fund availability and management needs.

c. How PTO Time is Earned: Regular full-time and regular full-time summer-off employees, with less than five (5) years of continuous employment may earn PTO in the following manner:

- Up to fifteen (15) days or 120 hours earned while working, within a twelve (12) month period, from the date of hire. The PTO is earned, accrued and vested at the rate of 0.0577, per each hour worked. This equates to 120 hours that can be earned within a twelve month period. Calculations are based on 2080 hours of worked time in a twelve month period. Paid PTO is

earned for hours worked only. PTO may be taken after it is earned. The employee twelve month cycle begins at the anniversary hire date. As the PTO hours are earned they are logged as earned and will accrue until taken. Regular full-time and regular full-time summer-off employees, with over five (5) years of continuous employment may earn PTO in the following manner:

- Up to twenty (20) days or 160 hours earned while working, within a twelve (12) month period, from the date of hire. The PTO is earned, accrued and vested at the rate of 0.0769, per each hour worked. This equates to 160 hours that can be earned within a twelve month period. Calculations are based on 2080 hours of worked time in a twelve month period. Paid PTO is earned for hours worked only. PTO may be taken after it is earned. The employee twelve month cycle begins at the anniversary hire date. As the PTO hours are earned they are logged as earned and will accrue until taken.

d. Request for planned or Emergency PTO or Personal Time Off: For planned PTO, it is the responsibility of the employee to request for PTO on a Request for Personal Time Off Form, preferably one month in advance. This gives the supervisor enough time to make arrangements for staffing and to meet the ratio requirements. Note: Emergency Short-term PTO must NOT exceed one full workday without proper notification. In case of an emergency short term PTO leave of one to ten days or less requires that the PTO request be documented and signed by the supervisor as soon as possible using the proper form. Note: Paid PTO will require certification of earned/accrued PTO time. This will certify the hours earned that allows payment of PTO.

e. Monetary Consideration for personal Time Off (PTO): There shall be no monetary consideration in lieu of taking Personal Time Off or PTO. Upon separation of employment from MAOF all earned/accrued PTO will be paid.

f. Policy Rules Under Maximum Accrual of Unused Earned PTO Time: The maximum/limit of unused PTO time that the employee can accrue went into effect July 1, 2000, whereby the eligible employee is limited to the maximum accrual of the unused PTO time as listed below:

Years Employed -	PTO Earned -	Annually Maximum /Limit of unused PTO
1 to 5 years -	up to 3 weeks earned -	5 weeks maximum accrual
5 or more years -	up to 4 weeks earned -	7 weeks maximum accrual

When the employee reaches the maximum/limit of unused PTO time allowed under this policy rule, be reminded that PTO must be taken before the employee can begin to accrue PTO again. A holiday occurring during PTO is counted as a paid holiday.

g. Annual PTO-Personal Time Off: PTO may be as vacation leave or other. Therefore, employees may accrue their PTO so it can be taken all in one increment or may with special consideration be split-up throughout one annual period after the anniversary date. Although the PTO is earned from the first day

of employment, it is recommended that it be taken after the anniversary date.

h. PTO – Regular Full-time summer-off Employees on Layoff During Closure Period: Employees who are regular full-time summer-off employees do not accrue Personal Time Off or PTO during the lay-off during summer closure period. The anniversary hire date will not be adjusted. Exception: unless the employee is on an unpaid non-medical leave, the anniversary date may be adjusted.

i. PTO or Personal Time Off Request Submittal: Leave for earned/accrued PTO, must be submitted for approval. When PTO request is planned in advance, it is suggested that the employee submit their request for time off at least one month in advance. MAOF will provide employees with Request for Personal Time Off forms. The form must be completed and submitted to the immediate supervisor for first approval. Final approval will be given after the anniversary date and certification PTO time earned/accrued is verified. PTO will be subtracted from the employee's accrued PTO. Under no circumstances will leave for PTO be granted for more time than is earned/accrued. Any time taken, equal to or more than four (4) hours, must be taken as P.T.O.

j. Personal Time Off – Program Fiscal Periods: Whenever possible, employees should take their earned/accrued PTO within the program's fiscal period.

k. Seniority: Seniority within each program will prevail on selected PTO dates.

l. PTO – Programs Closing Down: In cases where a specific program may be closed down due to lack of funding or other causes, all earned PTO shall be paid to the employee upon termination of program or PTO may be taken prior to the close of the program's operations.

m. PTO – Paycheck: Employees taking extended PTO time, may, upon written request, receive their PTO check for earned work time, at the time of the leave.

n. PTO – Carryover / Accruals: MAOF has a maximum of PTO time that can be accrued. If the employee has reached the maximum amount of PTO allowed, PTO must be taken before the employee begins to accrue again. (See section "f" above, for maximum accruals.)

o. PTO – Approved Unpaid Leave of Absence: Employees on an approved unpaid leave of absence may be required to use all accrued PTO as part of the approved unpaid leave of absence.

p. Unused PTO – Separation from MAOF: Employees who separate from employment with MAOF, for any reason, shall receive their earned payroll check for time worked and a check for all PTO time earned up to the time of separation.

ARTICLE XX - SAFETY CONDITIONS

Employer and Employees both have a vested interest in providing a safe workplace and working in a safe manner and reporting any unsafe conditions in the workplace.

ARTICLE XXI - TUITION REIMBURSEMENT (HEAD START PROGRAM ONLY)

1.0 The Employer may grant tuition reimbursement, available in the appropriate program, to permanent qualified unit employees. Approval for reimbursement shall be obtained on the appropriate form signed by the Employer or designee before any expense is incurred by the employee. Approval shall be at the sole discretion of the Employer. It will not be unreasonably denied. If a request for reimbursement is not approved, the employee shall be entitled, upon request, to receive in writing the reasons for the disapproval.

2.0 All decisions by Management or the Funding Source, with regard to "approvals for reimbursement" shall not be subject to the Grievance Procedure. The employee may request a one-time meeting with management in regard to the reimbursement request and may be represented in this meeting by the Union, if the employee desires.

ARTICLE XXII - WAGES and SALARIES

1.0 For Classifications and Wages, please refer to Appendix "A."

2.0 Upon notification from the employee to MAOF of a payroll error, MAOF shall submit to the employee a check within 48 hours assuming there was a proven error.

3.0 Notwithstanding the provisions of this Article, no employee shall in any way whatsoever experience a reduction in pay.

4.0 In the event an employee is displaced as a result of layoff or rehired by MAOF, the employee shall be paid at the employee's previous rate of pay in the classification.

ARTICLE XXIII - BENEFIT PLANS

1.0 Health and Welfare: At no cost to the employees, MAOF shall provide and pay all premiums for employee-only coverage at, as applicable, 2013 and 2014 calendar year premium rates for dental, vision, and life insurance benefits for all full-time employees covered by this Agreement. Except as modified by this

Agreement, MAOF sponsored Health Benefits (Medical, Dental, Vision and Life Insurance) shall continue as defined in Section V, paragraphs A, B, C, D, E, and F of the MAOF Policy and Procedures employee handbook dated with a Board Approval Date of August 2001. At any time MAOF desires that the Union and Employer reconsider the present Health Plans, full disclosure shall be made to the Union and this Article will be subject to renegotiation.

2.0 Tax Sheltered Annuity Benefit: MAOF has established a 403 (b) Tax Sheltered Annuity Benefit which shall continue as defined in Section V, paragraph 1 of the MAOF Policy and Procedures Employee Handbook dated with a Board Approval Date of August 2001. At such time as MAOF decides to change the Administrative Control of this Benefit, the Union shall be notified. Costs for any such change will not be assessed to the employee without prior negotiations with the Union.

3.0 Changes in Benefit Plans:

- (a) At any time MAOF's lack of funding that effects its ability to continue a benefit plan as it presently exists, the parties will meet to negotiate over any decision to enact any change whatsoever in working conditions related to this Article and the effects related thereto. In the event MAOF and the Union are unable to reach agreement within thirty (30) days of negotiations, the Union and MAOF shall submit the dispute to an arbitrator for a final and binding decision directly to Step 3 of the Grievance Procedure.
- (b) For the purposes of this section, MAOF and the Union agree to meet and discuss options for maintaining and/or improving quality and affordable healthcare plans for employees during the term of this Agreement. It is agreed and understood the provisions of this subsection are not intended to authorize MAOF to implement any terms and conditions of employment.

4.0 Workers' Compensation Insurance Benefits: All employees are covered under the Workers' Compensation Insurance Policy as described in Section V, Paragraph K of the MAOF Policy and Procedures Employee Handbook dated with a Board Approval date of August 2001.

5.0 COBRA: Pursuant to the Consolidated Omnibus Budget Reconciliation Act (COBRA), eligible employees or dependent may have continuation of coverage for a given period of time at their own expense under the Employer's health, dental and vision care plans in the event of termination of coverage.

6.0 Notwithstanding any of the provisions of this Agreement, the provisions of this Article shall be implemented effective upon ratification of the Agreement of both MAOF and the Union.

7.0 Notwithstanding any of the provisions of this Agreement, an employee who is regularly paid for thirty (30) or more hours weekly is considered a full-time employee for the purposes of this Article only.

ARTICLE XXIV - TERMS AND CONDITIONS

1.0 Term: This Agreement shall become effective upon notification to the Employer of ratification by the bargaining unit and the Boards of Directors MAOF and shall remain in full force and effect, pursuant to its terms, to and including September 30, 2015 and thereafter extended on a day-to-day basis until canceled by either party upon ten (10) days' written notice.

2.0 The Agreement is subject to renegotiation by either party any time funding is made available or addressed by the Government (Funding Source) that will affect the economics herein.

3.0 Successor Agreement: Either party may, between 60 and 90 days prior to the expiration date of this Agreement, serve written notification upon the other party of its desire to terminate the present Agreement and/or negotiate a successor Agreement. If neither party submits such a timely notification, this Agreement shall remain in effect, beyond its present expiration date, for each successive year thereafter, until such timely notification is sent.

ARTICLE XXV- MILEAGE REIMBURSMET

1.0 Employees using personal vehicle for employer business shall be reimbursed for such usage at the rate authorized by the funding source for all miles driven performing their assigned duties and responsibilities.

ARTICLE XXVI - WORKING OUT OF CLASSIFICATION

1.0 Employees temporarily assigned by their supervisor to a higher rated classification for one work day or more will be paid at the starting rate of the higher rated classification for the time worked in that classification.

ARTICLE XXVII - LABOR MANAGEMENT COMMITTEE

1. The committee should be composed of up to seven (7) employee members of the bargaining unit, but no more than one (1) from any single site, for time spent in labor-management committee meetings. Employee members may be rotated by management twice per 12 month period. The Union may send one (1) of its Staff to participate. The Employer will not transfer employees from one site to another for the purpose of making them ineligible

to serve on the labor-management committee. Employees may be transferred for program purposes and or to comply with the health and safety of the children. Transfers that are intended to comply with Employer mission obligations are recognized as mandatory.

2. The Employer and the Union agree to cooperate whenever possible to raise the standards of professionalism and services. It is recognized that all participants will interact in such manner as to assure positive communication with each other. The Employer and the Union agree to conduct as equal partners when discussing with employees their work related issues during the labor-management committee meetings. These meetings will be conducted on non-working time and shall be voluntary.

ARTICLE XXVIII - MUTUAL SUPPORT

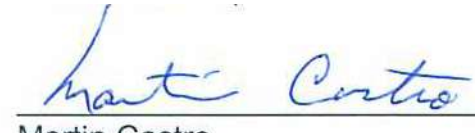
MAOF and the Union agree to collaborate and support MAOF programs within the Monterey County community for the purposes of increasing attendance and student enrollment in MAOF programs.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the 1st Day of October 2013.

Local 521, Service Employees MEXICAN AMERICAN OPPORTUNITY
International Union, CLC FOUNDATION, INC



Joel Avila



Martin Castro



Rosie Rodriguez



Claudia Ruffino



Henry Soria



Stephen A. Gigliotti



Deborah Narvaez

APPENDIX A - WAGES

This Agreement is made and entered into by the Employer and SEIU, Local 521 for unit employees in MAOF.

If at any time funding under a particular program falls short of the necessary funds to pay the levels set forth below, the parties will go back to the bargaining table to review wage and benefit costs. In the event MAOF and the Union are unable to reach agreement within thirty (30) days of negotiations regarding wage and benefit costs, the Union and MAOF shall submit the dispute to an arbitrator for a final and binding decision directly to Step 3 of the Grievance Procedure. Notwithstanding any of the provisions of this Agreement, the Union and MAOF expressly agree that any monetary award in the decision of the arbitrator (panel or FMS) shall have no time limitations of salary or wages.

COLA and Quality Improvement Funds may be granted to the employer with various instructions and specific restrictions. However, the parties agree that they will meet to negotiate the effects that any program funding change or increase in COLA or QIF may have on the economics of this Agreement. Furthermore, the parties will continue to work on possible ways to increase wages for employees who will not receive any COLA and Quality Improvement Funds during the term of this agreement; i.e., State Pre-School, and CDC.

Any save rate employee shall receive COLA and Quality Improvement monies. Any temporary employee hired into full time permanent status will receive the same amount of pay set forth below.

Wage Re-openers: MAOF and SEIU, Local 521 will negotiate wage re-openers for every year of this agreement.

**MEXICAN AMERICAN OPPORTUNITY FOUNDATION
SALARY SCHEDULE**

Child Care/Pre-School Programs				
Classification	Level I	Level II	Level III	Criteria for Level Increase
1. Teacher	\$13.21	\$13.78	\$14.05	Level I Teacher Permit; Level II after 1 year or Master Teacher Permit; Level III after 2 years
2. Associate Teacher	\$12.14	\$12.75	\$13.39	Level I Associate Teacher Permit; Level II after 1 year; Level III after 2 years
3. Teacher Assistant	\$10.01	\$10.57	\$10.73	Level I minimum 6 units in CD/ECE; Level II after 1 year; Level III after 2 years
4. TA with permit	\$11.27	\$11.61	\$12.79	Level I Permit from the Commission on Teacher Credential Level II after 1 year; Level III after 2 years
5. Support Staff/Clerk	\$12.00	\$12.38	\$13.00	Level II after 1 year; Level III after 2 years
6. Custodian	\$10.02	\$10.43	\$10.90	Level II after 1 year; Level III after 2 years
7. Homemaker (Part-Time)	\$10.02	\$10.43	\$10.90	Level II after 1 year; Level III after 2 years

**MEXICAN AMERICAN OPPORTUNITY FOUNDATION
SALARY SCHEDULE**

Clerical Staff				
Classification	Level I	Level II	Level III	Criteria for Level Increase
1. Case Specialist	\$13.88	\$14.58	\$15.31	Level II after 1 year; Level III after 2 years
2. Payment Processing Specialist	\$13.21	\$13.78	\$14.42	Level II after 1 year; Level III after 2 years
3. CEL Specialist	\$14.75	\$15.45	\$16.26	Level II after 1 year; Level III after 2 years
4. Documentation Specialist	\$10.97	\$12.32	\$13.65	Level II after 1 year; Level III after 2 years
5. Receptionist	\$10.50	\$11.03	\$11.56	Level II after 1 year; Level III after 2 years



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