

Agreement

between

The State of Delaware

Department of Services for Children, Youth and Their
Families, Division of Youth Rehabilitative Services

And

The American Federation of
State, County, and Municipal Employees, AFL-CIO
Council 81, Local 3384

July 1, 2021 - June 30, 2025

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Agreement

between

The State of Delaware, Department of Services for Children, Youth and Their Families, Division of Youth Rehabilitative Services, hereinafter referred to as the "State"; and the Delaware Public Employees Council 81 of the American Federation of State, County, and Municipal Employees affiliated with the AFL-CIO acting for itself and Local 3384, hereinafter referred to as the "Union".

Article 1 - Purpose

1.1 It is the purpose of this Agreement to promote and insure harmonious relations, cooperation and understanding between the State and employees of the bargaining unit covered herein.

1.2 To facilitate the efficient administration of this agreement, it is understood that whenever a Union or Management official is specified herein, a designee may be substituted.

Article 2 - Union Recognition

2.1 The State recognizes the Union as the exclusive representative for all employees covered by this Agreement for collective bargaining purposes.

2.2 The term "employee" as used herein shall include employees of the Division of Youth Rehabilitative Services, State of Delaware, classified as follows:

MCBB04	CO/Youth Rehab Food Service Supervisor
MDDV04	Youth Care Specialist Supervisor
MDMA03	Youth Rehabilitation Treatment Supervisor
MDMA01	Youth Rehabilitation Treatment Specialist
MDMA02	Youth Rehabilitation Master Treatment Specialist
MDDQ11	Family Service Specialist
MDDQ13	Master Family Service Specialist
MDDQ14	Senior Family Service Specialist
MDCG02	Recreation Program Specialist
MDCG01	Recreation Program Leader
MACC03	Trainer/Educator III
MDDC11	Family Crisis Therapist
	Probation and Parole Officer I
	Probation and Parole Officer II
MBEB01	Senior Probation and Parole Officer

Article 3 - Union Dues Deduction and Security

3.1 All employees, upon completion of thirty (30) days of employment, and upon becoming Union members by signing a legally valid membership/dues authorization card, shall pay dues consistent with the provision of the membership/dues authorization card.

3.2 The State agrees to deduct the designated periodic membership dues uniformly from the earned wages of those employees required to pay such dues in equal amounts each pay period. Such deductions will be made upon the completion and signing of an authorization card (as described in 3.1 above) by the employee.

3.3 Union dues deductions shall be remitted by the State to Delaware Public Employees, Council 81, AFSCME, AFL-CIO.

3.4 The terms “dues” shall not include any fine, assessment, contribution, or other form of payment required from members of the Union.

3.5 Dues deductions for employees returning from leaves of absence will be reinstated following receipt of the necessary employee payroll authorization.

3.6 DSCYF’s Human Resources will provide the Union with a list of hires and terminations, including the effective date of the action, on a quarterly basis. DSCYF’s Human Resources will provide the Union with a seniority list on an annual basis or more frequently if the need arises. DSCYF’s Human Resources will notify the Union of additions or removals of covered positions.

3.7 The State agrees to permit a Union representative to meet with probationary employees, upon notification to their supervisor, for a period of up to thirty (30) minutes during the work time of the Union representative and the probationary employee in order to provide the employees with information about Union membership. This may occur either before or after new employee orientation, provided the Union President or Vice President are provided with advance notice. If sufficient advance notice is not provided, the Union President, Vice President, or other Union representative shall be provided sufficient time to meet with the probationary employee.

3.8 The Union shall indemnify and hold the State harmless against any and all claims, demands, suits and other forms of liability that arise out of or involve any action taken or not taken by the State to comply with any of the provisions of this Article.

Article 4 - Management Rights

4.1 Except where modified by the specific terms of this Agreement, the management of the

Division and its employees, including but not limited to the right to plan, direct and control all Department operations; to determine the method and means by which such operations shall be conducted; to establish standards of service; to schedule and assign work; to maintain the efficiency and certification of its employees; to determine the number of employees to be employed or retained; to determine the necessity for overtime and the amount of overtime required; to allocate resources according to the needs of the Department; to require employees to observe rules and regulations; to hire, transfer, promote, layoff, or relieve employees from duties; to maintain order; and to suspend, demote, discipline and discharge employees for just cause, are the exclusive prerogatives of the State.

Article 5 - Union Representation and Stewards

5.1 The State recognizes and shall deal with the President and all of the accredited Executive Board Officers and Union Stewards in all matters relating to the application and interpretation of this Agreement, including grievances.

5.2 The State further recognizes the right of the Union to designate one steward from and for each of the following work facilities:

Stevenson House
New Castle County Detention Center
Ferris School- Secure Care Program
Residential Cottages
Churchman Corporate Center
Georgetown State Service Center
Milford State Service Center
Dover Probation Office in the Barrett Building

5.3 A written list of Executive Board Officers and a list of Union Stewards outlining the area to be represented by each Steward shall be furnished to the State immediately after their designation. Further, the Union shall notify the State promptly of any changes of such Executive Board Officers and Union Stewards.

5.4 Upon prior notice to the immediate supervisor, the President of the Union and/or Stewards may leave their places of work without loss of pay with the understanding that the time will be devoted to investigate grievances and attend grievance hearings. The investigation of grievances shall be done with minimal disruption to the workplace and requests to leave the workplace shall not be unreasonably denied,.

5.4.1 The Union Negotiating Committee may leave their places of work without loss of pay to attend negotiations. The employees shall give their supervisors advance notice of the scheduled negotiations.

5.5 There shall be one Steward per employee/class grievance or formal contact relating to

the grievance.

5.6 Employees whose attendance is required by the grievance procedure may attend such hearings during their regularly scheduled working hours without loss of compensation. Requests for approval by the Union for attendance of such employees at grievance hearings shall be made to the Superintendent or Administrative Manager.

Article 6 - Non-Discrimination

6.1 The State shall not interfere with or discriminate against any employees in matters of employment because of membership in or legitimate activity permitted by this Agreement, nor shall the State discourage membership in the Union or encourage membership in any other union.

6.2 The parties agree that there shall be no discrimination against any employee on the basis of race, color, creed, national origin, marital status, age, sex, or political affiliation in the application of the provisions of this Agreement.

6.3 The Union agrees to represent employees by admitting persons into membership without discrimination on the basis of race, creed, color, national origin, marital status, age, sex or political affiliation; further, the Union recognizes its responsibility of noninterference, to not restrain or coerce Division employees in the performance of their duties.

Article 7 - Grievance Procedure

7.1 A grievance is defined as a dispute limited to the application or interpretation of this Agreement, except that complaints which allege a violation of the State Merit Rules may be processed under this procedure through Step Four.

7.2 Employees whose attendance is required by the grievance procedure (as outlined in this Agreement) may attend hearings during their regularly scheduled working hours without loss of compensation. Employees attending such hearings outside of regularly scheduled working hours shall not be eligible for pay for attendance at such hearings.

7.3 Time limits as set forth in this Agreement may be extended, in writing, by agreement of the parties. If no extension is requested by the Union, the grievance will be considered settled on the basis of the State's decision; however, if the State fails to request an extension of time, the grievance may be processed at the next level of the procedure.

7.4 Employees and their immediate supervisor are encouraged to discuss disagreements that may arise under this Agreement and seek and agree upon remedies consistent with the terms set forth in the agreement. Where this cannot be achieved to the satisfaction of an employee, recourse shall be through the grievance procedures commencing at Step 1, other than for appeals

of dismissals or suspension, or for class grievances, all of which shall be filed initially at Step 2.

7.5 To facilitate the efficient administration of this Agreement, it is understood that whenever a State official is specified herein, a designee may be substituted.

7.6 Grievance requests must be submitted in writing and include a brief description of the alleged violation, date of violation and the collective bargaining section allegedly violated and signed by the employee(s) and appropriate Steward, and must be submitted to DSCYF Labor Relations electronically at DSCYF_labor_relations@delaware.gov or by U.S. mail at 1825 Faulkland Rd, Wilmington, DE 19805 within the timeline as outlined below.

7.7 A copy of the written decision shall be distributed to the grievant and those Union representatives present at the grievance meeting, with a copy to the President, within the timeframes as outlined in this Article below.

7.8 STEP ONE- Facility Superintendent or Program Administrator

7.8.1 No later than fifteen (15) calendar days after an event or fifteen (15) calendar days after the employee should have been reasonably aware of an event which leads to a complaint or dispute, the complaint shall be reduced to writing and submitted to the appropriate Superintendent/Administrator and DSCYF Labor Relations as set forth in section 7.6.

7.8.2 Within fifteen (15) calendar days following receipt of the written grievance, the Superintendent/Administrator shall give a written response to the grievance.

7.9 STEP TWO- Division Director

7.9.1 If the decision of the Superintendent/Administrator is unsatisfactory, the employee may appeal the grievance in writing to the Division Director/Designee and DSCYF Labor Relations within fifteen (15) calendar days after the Step 1 written decision is issued to the grievant and those Union representatives present at the Step 1 hearing.

7.9.2 The Division Director or Designee, shall within fifteen (15) calendar days following receipt of the written grievance request, meet with the employee, who may be accompanied by the Steward and President. The Division Director or Designee shall issue a written decision within fifteen (15) calendar days after the meeting.

7.10 STEP THREE- Secretary, Department of Services for Children, Youth and their Families

7.10.1 If the decision of the Division Director or Designee is unsatisfactory, the employee may, within fifteen (15) calendar days after the Step 2 decision has been issued, appeal the grievance in writing to the Secretary and DSCYF Labor Relations. Such appeal shall be made in writing.

7.10.2 The Secretary or Designee shall hold a meeting with the employee within fifteen (15) calendar days and shall give a decision in writing within fifteen (15) calendar days following the meeting referred herein.

7.10.3 The Step 3 meeting shall be attended by the aggrieved employee, who may be accompanied by the President of the Union, the Steward, and a representative of Council 81. The Secretary may be accompanied by other State representatives.

7.11 STEP FOUR- Pre-Arbitration

7.11.1 If the decision of the Secretary is unsatisfactory, it may be appealed to the State Secretary of the Department of Human Resources (“Secretary of DHR”). Such appeal shall be made in writing within twenty (20) calendar days after receipt of the Secretary/Designee’s Step 3 written decision.

7.11.2 The Secretary of DHR or designee shall schedule this meeting with the Union within fifteen (15) calendar days.

7.11.3 If the grievance is not resolved at this meeting, the Union may submit a written request for arbitration only if the grievance involves a provision of this Agreement.

7.12 ARBITRATION:

7.12.1 Notice of any appeal to Arbitration shall be filed with the State Secretary of the Department of Human Resources (“Secretary of DHR”) within thirty (30) calendar days following the Step 4 meeting.

7.12.2 The Arbitrator shall be selected by agreement between the State Secretary of the Department of Human Resources (“Secretary of DHR”) and the Union within twenty (20) calendar days. In the event the parties cannot agree within the twenty (20) calendar day period on an Arbitrator, the Arbitrator shall be selected under the Voluntary Arbitration Rules of the American Arbitration Association.

7.12.3 The decision of the Arbitrator shall be final and binding on the parties and the Arbitrator shall be required to issue the written decision within thirty (30) calendar days after the close of hearing.

7.12.4 The arbitration award shall be in writing and shall set forth the Arbitrator's opinion and conclusions on the issue(s) submitted.

7.12.5 The Arbitrator shall limit decisions strictly to the application and interpretation of the provision of this Agreement.

7.12.6 The Arbitrator shall be without power to make any decision contrary to or inconsistent with, or modify or vary in any way, the terms of this Agreement.

7.12.7 The fee for the Arbitrator's service and expenses, the American Arbitration Association, and the cost of the proceedings shall be paid equally by the State and Union. If either party desires a verbatim record of the proceeding, it shall pay for the record. If the other party desires a copy, the costs shall be shared equally.

7.12.8 The State shall permit all persons pertinent to the grievance to be given time off from duty, without loss of pay, to appear at the hearing. Any employee attending such hearings or conference outside of regularly scheduled working hours shall not be eligible for compensation for attendance at such hearings.

7.13 ALTERNATIVE STEP 3

7.13.1 If the grievance involves a subject governed by the Merit Rules and is appealed, it shall be appealed to the State Secretary of the Department of Human Resources (“Secretary of DHR”) and then the State Merit Employee Relations Board (“MERB”). Time limits to be adhered to in such appeals are outlined in Chapter 18 of the Merit Rules.

Article 8 - Work Week and Work Schedules

8.1 The standard work week for all full-time employees shall begin at 12:00 a.m. Sunday and end at 12 midnight the following Saturday and shall consist of 37 ½ hours of work.

8.2 YRS Employees shall be scheduled to work five days each work week, with each day consisting of seven and one-half (7 ½) hours of work exclusive of an unpaid duty-free period. No employee will be required to work more than five (5) consecutive days without a day off. In each twenty-eight day cycle, the employees will receive a total eight (8) days off, of which there will be a minimum of 1 week-end (Saturday and Sunday) and two consecutive days other than a week-end off.

Exceptions to the standard work week/day are as follows:

8.2.1 Youth Rehabilitation Treatment Specialists at Ferris School and the Residential Cottages will have every third weekend off. In the event that additional staff are made available at Ferris School or the Residential Cottages or the staffing minimums change, the Union, the Division Director and the Superintendent of Ferris and Residential Cottages shall meet to discuss scheduling. If a mutually agreeable schedule is identified, it shall be implemented subject to change in accordance with this Article.

8.2.2 New Castle County Detention Center's and Stevenson House's work schedule will remain the same, subject to change in accordance with Section 8.3.

8.3 The parties agree that work schedule changes and/or work flexibility may be necessary. Prior to any permanent change in existing work schedules, the State will give the Union forty-five (45) calendar days advance notice. Within seven (7) calendar days after the notice date, the State and the Union will meet to discuss the changes and explore options and alternatives. If there is no agreement within ten (10) calendar days after the notice date, the State or the Union may notify PERB of the need for mediation. Within fifteen (15) days after the notice date, the first mediation session will be scheduled. There will be no more than three (3) mediation sessions. The mediation sessions shall be scheduled between fifteen (15) and thirty (30) calendar days after the notice date. If there is no agreement thirty (30) calendar days after the notice date, the mediator will prepare his/her written findings. The mediator's written findings shall be submitted to the parties no later than seven (7) calendar days after the final mediation session. The Secretary for the Department of Children, Youth and Their Families or his/her designee shall review the findings and issue a decision within seven (7) calendar days of receipt of the mediator's findings.

8.4 Employees desiring to change their work schedules may request such changes from their immediate supervisor who, upon assessing the impact of the change on operations, may approve or deny the request.

8.5 Overtime will be distributed by classification on a rotating basis within each overtime unit in seniority order. Overtime unit shall be defined as: 1) New Castle County Detention Center, 2) Stevenson House, 3) Residential Cottages, and 4) Ferris School.

8.6 Permanent and probationary employees who desire overtime shall sign the overtime book indicating shift and days available for overtime work.

8.7 If sufficient coverage cannot be obtained under Section 8.6, casual/seasonal employees who have signed up in a separate book shall be offered the opportunity to work on a rotating basis by seniority.

8.8 If sufficient coverage is still not available and there are no volunteers from the shift working within the institution, employees may be frozen on a rotating basis in inverse order of seniority within the overtime unit.

Section 8A: Community Services Work Schedules

8A.1 The regularly scheduled work day for Community Services employees shall be 7½ hours and the regularly scheduled work week shall consist of 37 ½ hours, Monday through Friday.

8A.2 The normal work day shall fall between 7:00 a.m. and 6:00 p.m. Employees shall have a minimum 30 minute unpaid duty-free period.

8A.3 The parties agree that alternative work schedules are desirable to increase services to clients and/or to enhance the quality of employee work life.

8A.4 Due to the administrative and professional nature of the positions covered in this Agreement, all employees are responsible for fulfilling the duties of their positions, regardless of the hours of work or schedule, which may include working after 6:00 p.m. and/or beyond Monday - Friday.

8A.5 An employee request for an alternative work schedule shall be considered on the following basis:

- The employee shall work 37 ½ hours each week and is responsible for meeting all contact standards
- Any requests for an alternative work schedule shall be made in writing to the employee's supervisor. Such request shall not be unreasonably denied.
- Requests that are denied shall not be subject to the grievance procedure.
- Any deviation requested under this section shall not constitute a permanent schedule change.

8A.6 DYRS/Community Service employees in Family Service Specialist, Senior Family Specialist and Master Family Services positions hired or transferred in after September 1, 2002, may be required to work beyond 6:00 p.m. Such alternative work schedule may be necessary for one of the following reasons, where these duties are better met outside of the employee's regularly scheduled work day:

- to perform job duties related to contact standards, which may include curfew checks by phone.
- to accommodate clients and/or families whose DYRS service plan requirements are better met outside the regularly scheduled work day.

8A.7 Senior Probation and Parole Officers may be required to work beyond 6:00 p.m. and/or on weekends. Such alternative schedules may be necessary for one of the following reasons:

- to perform job duties related to contact standards, including curfew checks.
- to accommodate clients and/or families whose DYRS service plan requirements are better met outside the regularly scheduled work day and week.

Article 9 - Probation, Seniority and Lay-off

9.1 Seniority shall be defined as length of continuous service with the State of Delaware. All full-time, newly appointed employees (excluding lateral transfers with permanent State

status) shall be subject to a probationary period of twelve (12) months which may be extended by mutual consent of the State and the Union.

9.2 During the probationary employment period such employees may be disciplined- up to and including discharge - without the same causing a breach of this Agreement or constituting a grievance. Probationary employees acquire no seniority rights until the probationary period has been completed. Upon completion of the probationary period, they shall be credited with seniority as of their date of hire.

9.3 The parties agree to the principle of seniority within occupational classifications with respect to lay-offs, or reduction in rank due to a lack of funds or work or abolition of positions.

9.3.1 Lay-offs and reductions in rank shall be done by the inverse order of seniority, with seniority defined as the total, continuous service in Delaware State services.

9.3.2 Within a unit of the Division, employees in the same basic occupational classification, but higher rank and paygrade, may displace employees in the same basic occupational classification within a lower rank and paygrade, provided such employee has greater seniority than the employee in the lower rank and paygrade.

9.3.3 After the process specified in Section 9.3.2 has been completed, the remaining employees facing lay-off may exercise their seniority rights at the other facilities within the Division and with occupational classes as defined above that are covered by the Agreement between the parties.

9.3.4 No permanent full-time employee shall be laid off while another person is employed on a probationary, casual, seasonal or temporary basis in the same classification.

9.3.5 Whenever layoffs, as a result of job abolishment or lack of work or funds, becomes necessary, the union and affected employees will be notified no less than 30 calendar days in advance.

9.3.6 Laid off employees shall have recall rights for one (1) year. Employees shall be recalled to their respective occupational classification in the reverse order to that in which they were laid off before any employee may be hired or promoted into such classification within the forecited time limitation. The State shall be conclusively deemed to have satisfied any obligation under this paragraph if it has, by certified mail, return receipt requested, sent a recall notice to the employee's last known address as given to the State by the employee.

Article 10 - Transfers

10.1 The State shall have the right to make transfers in order to meet operational needs or emergency requirements. Transfers are considered a change of location or shift.

10.2 Any temporary transfers that may be made will not exceed thirty (30) calendar days.

10.3 Employees who wish to be considered for transfers between units shall submit a written request to the Division of Personnel Office, with the desired location(s) specified, for placement on a voluntary transfer list. Employees who wish to be considered for transfers within a unit shall submit a written request to the Program Administrator/Facility Superintendent, with the desired shift or location within the unit specified, for placement on a voluntary transfer list. All requests must be updated on an annual basis.

10.4 In filling vacancies, the State will review the transfer lists for assigning employees in a specified work location vacancy. Initial consideration shall be given to employees in the voluntary transfer lists before filling the vacancies by other means. If employee applicants are capable of performing the job, then seniority shall control. Valid reasons for not selecting the most senior employee from the voluntary transfer list shall include, but not be limited to:

- Performance evaluation
- Attendance
- Job conduct
- Special skills

10.5 If the selection is made from the transfer lists, the resulting vacancy shall be filled by the intra-unit transfer list. After exhausting the intra-unit transfer lists, the resulting vacancy shall be filled by means determined by the State.

10.6 Involuntary permanent transfers shall be accomplished on the basis of the inverse order of seniority among employees qualified to fill the assigned vacancy.

Article 11 - Special Rights of the Parties

11.1 The Union has the right to initiate a class grievance affecting more than one employee at Step 2 of the grievance procedure within 15 calendar days after the event which gave rise to the grievance, or within 15 calendar days after it should have been reasonably aware of such event. Appeals of suspension or dismissal may be initiated at Step 2 within the aforementioned time limits.

11.2 Any disciplinary action of a post-probationary employee - up to and including dismissal shall be taken only for just cause.

11.3 Employees shall be entitled to Union representation at all steps of the grievance procedure or during any investigatory interview that they may reasonably believe may result in disciplinary action.

11.4 Monetary fines shall not be imposed as a disciplinary measure.

11.5 In the event disciplinary action is grieved, the Union, upon request, shall be provided a copy of all relevant documents used as a basis for the disciplinary action that is otherwise not of a confidential nature.

11.6 Prior to the implementation of a suspension or dismissal action, employees shall be notified in writing that such an action is being considered and provided the reasons for the proposed action. Such notification shall also inform employees of their opportunity to request a pre-suspension or pre-termination hearing.

11.7 Employees shall be entitled to a pre-suspension or pre-termination hearing, provided they submit a written request for such hearing to the DSCYF Labor Relations electronically at DSCYF_Labor_Relations@delaware.gov or by U.S. mail at 1825 Faulkland Rd, Wilmington, DE 19805 within 10 calendar days of the above referenced notification.

11.8 The pre-suspension or pre-termination hearing shall be held within a reasonable time after the employee has requested such a hearing in compliance with 11.7.

11.9 Pre-suspension and pre-termination hearings shall be informal meetings to provide employees an opportunity to respond to the proposed action and offer any reasons why the proposed action may not be justified or too severe a penalty.

11.10 Any employee failure to comply with the requirement set forth in 11.7 shall be treated as a waiver of any rights set forth in 11.7 - 11.9.

11.11 Disciplinary documentation shall not be cited by the State in any action involving a similar later offense after 2 years, except if employees raise their past work record as a defense or mitigating factor or if the employees past conduct involves an incident of workplace violence and/or child maltreatment.

11.12 The State agrees to use progressive discipline where appropriate.

11.13 No written disciplinary action will be added to the employee's personnel files without first notifying the employee and also giving the employee and the Union a copy.

Article 12 - Performance Review

12.1 The State agrees that it will follow the guidelines put forth in the State of Delaware's Performance Review.

12.2 The State agrees that conferences shall be held between the employee and immediate supervisor to enhance job performance and/or discuss job performance deficiencies and the steps the employee should take to overcome such deficiencies.

12.3 Reviews shall be made by the immediate supervisor and they shall be approved by the next supervisory level of authority.

12.4 When an unsatisfactory performance review leads directly to dismissal or the denial of a pay increase, the review may be grieved starting at Step 2 of the Grievance Procedure. All other grievances over reviews may be grieved only up to Step 3.

12.5 The standard to be applied upon employees grieving their performance reviews is whether the reviewer acted in an arbitrary and capricious manner. The individuals holding hearings at each step of the grievance procedure shall not substitute their judgment for that of the reviewer.

12.6 The State agrees that reviewers shall note special positive performance through commendatory Formal Contacts and mention positive aspects of duty performance in Employee Performance Reviews.

12.7 Any conference concerning job performance and/or the presentation of performance reviews shall be limited to employees and their supervisors.

12.8 The primary purpose of the Performance Review is to inform employees of the acceptability of their work performance and how they can improve their work performance. It is not to be construed as a disciplinary action.

Article 13-Bulletin Boards

13.1 The State agrees to provide adequate bulletin boards for use by the Union.

13.2 The Union may post any appropriate material pertaining to Union matters such as appointments, meeting announcements, social events and Union election results, but excluding any election or partisan campaign material, as long as none of the above matters contain anything profane, obscene, defamatory of any individual or the State; furthermore, no material which may be detrimental to the labor-management relationship may be posted.

Article 14 - Safety and Health

14.1 The State agrees to maintain adequate safety and health standards at all times and will cooperate with the union employees to provide safety and health protections.

14.2 The Union agrees that it will encourage its members to work safely and to cooperate to the fullest extent with the State to eliminate hazardous conditions.

14.2.1 If employees believe their safety or health is endangered due to alleged unsafe

working conditions outside of the normal hazards of their work environment, they shall inform their Immediate Supervisor, who shall determine if such condition exists and take appropriate steps to correct it. The Union shall be notified of any corrective action taken within 15 calendar days of said notification. If the State's actions do not correct a working condition determined to be unsafe, a grievance may be filed at Step 2.

14.3 The State recognizes that staff suffer loss or damage to personal property in the line of duty, and that such loss is compensable within limits. Loss or damage of personal property is compensable if:

14.3.1 The occurrence is in the line of duty, not through carelessness or forgetfulness while on duty.

14.3.2 A written report is completed which fully explains the circumstances of the occurrence and includes the names of witnesses.

14.3.3 The written report is endorsed by the supervisor, institution administrator and Division Director.

14.3.4 The endorsed report is approved by the Division Director, Administration and Operational Support.

14.4 Compensation will be limited to the cost of average quality of replacement items. The only exceptions are items such as jewelry and watches; a \$50 limit will be placed on these items. Questions and problems should be referred to the Division Director.

14.5 All newly hired Youth Care Specialist Supervisor, Youth Rehabilitation Treatment Specialists, Youth Rehabilitation Treatment Supervisor, and Youth Rehabilitation Master Treatment Specialist shall receive five new uniform shirts during the initial orientation period. Following this initial supply, uniform shirts may be replaced with new shirts one for one as needed.

Article 15 - Labor-Management Meetings

15.1 A Labor-Management committee shall hold regular quarterly meetings at the Divisional level and Institutional level to consider joint projects involving quality of work life/quality of work product, implementation and interpretation of the Agreement, safety and health, and other issues of mutual interest.

15.2 An agenda of subjects to be discussed shall be exchanged by the parties no later than one week prior to the meeting. Subsequent changes to the agenda can be made, but no later than 24 hours prior to the meeting unless otherwise agreed to by the parties. If no written agenda is submitted by either party, there will be no Labor- Management Committee meeting.

15.3 A maximum of 5 representatives from each party shall be permitted to attend the

Divisional level meetings and a maximum of 3 representatives from each party shall be permitted to attend the Institutional level meetings, unless otherwise agreed to by the parties.

15.4 Individual employee grievances are specifically excluded as subjects of discussion, except for those directly concerned with occupational safety and/or occupational health issues.

Article 16 - Work Rules and Regulations

16.1 The State may establish work rules and regulations not inconsistent with any provision of this Agreement. When established, copies of work rules and regulations will be made accessible to employees.

16.2 Should the Union allege that the new work rule or regulation is inconsistent with any provision of this Agreement, it may resort to the grievance procedure at Step 2 as contained herein.

16.3 Should the Union allege that a work rule or regulation change is arbitrary and capricious, it may resort to the grievance procedure, including arbitration, if the subject is negotiable under Delaware law.

Article 17 - Visitation

17.1 Accredited representatives, from the American Federation of State, County and Municipal Employees, AFL-CIO, Council 81, upon request, shall be admitted to a facility of the State during working hours, except in emergency situations, with the approval of the Superintendent or Administrator for the purpose of investigating specific grievances and to ascertain whether or not this Agreement is being observed by the parties. The Union agrees that such visitation is not to interfere with employees' performance of their duties.

Article 18 - Alterations and Waivers of Agreement

18.1 No agreement, alteration, understanding, variation, waiver or modification of any of the terms or conditions contained herein shall be made by any employee or group of employees, or in no case shall it be binding upon the parties unless agreement is made and executed in writing between the State Personnel Office and AFSCME, Council 81, and has been ratified by the Union.

18.2 The waiver of any breach of condition of this Agreement by either party shall not constitute a precedent in the future enforcement of the terms and conditions set herein.

18.3 It is understood and agreed that if any part of this Agreement is in conflict with

mandatory Federal or State laws, including rules and regulations of the Merit System of Personnel Administration, that such part shall be suspended and the appropriate mandatory provision shall prevail, and the remainder of this Agreement shall be affected thereby.

Article 19-Strikes and Work Stoppages

19.1 During the life of this Agreement, there shall be no strikes, stoppages of work, slowdowns, or any direct or indirect interference with the State's operations. Should any of these actions occur, the Union will promptly do whatever is necessary to effect an immediate return to normal duty, and the cessation of such activities.

Article 20 – Wages

20.1 All Bargaining Unit Employees except for those whose classifications are included in existing collective bargaining agreements containing compensation and those whose classifications include Physical Plant Maintenance/Trades Mechanic I, Physical Plant Maintenance/Trades Mechanic II, Physical Plant Maintenance/Trades Mechanic III, Physical Plant Maintenance/Trades Technician, and Groundskeeper will be placed on Minimum Pay Tables as set forth below:

20.1.1 Years of Service is based on the employee's most recent continuous service with the Department as of June 30 of each year this Agreement is in effect. Service breaks six months or greater shall not be considered continuous and any service prior to the six month break shall not count towards the employees Years of Service for purpose of placement on the Pay Tables.

20.1.2 Wage increases are implemented on the first day of the first pay period of each fiscal year this agreement is effective.

20.1.3 Established classification proficiency and promotional standards shall be maintained.

20.1.4 Movement to the next step on the Minimum Pay Table requires the employee to achieve the required minimum number of whole years of full time qualified service in the Department by June 30 of the effective year (there shall be no rounding up to qualify for any increases). See below for examples of how to calculate eligibility for movement through the Minimum Pay Table based on length of service within the classification series.

Example 1: Family Service Specialist ("FSS") at Pay Grade ("Pay Grade") 10 will have 5 whole years of qualified service as of **June 15, 2021**. On **July 1, 2021**, the employee **will** be eligible to move to the next steps (5, 6,7,8,9) according to the Minimum Pay Table and receive an increase, if any, to the established Minimum Pay Table amount for FSS PG10, 5-9 years of service.

Example 2: FSS at PG 10 will have 5 whole years of qualified service as of **July 15, 2021**. On **July 1, 2021** the employee **will not** be eligible to move to the next steps (5, 6,7,8,9) according to the Minimum Pay Table and receive an increase, if any, to the established Minimum Pay Table amount for FSS PG10, 5-9 years of service.

Example 3: FSS at PG 10 will have 4.75 years of qualified service as of **June 15, 2021**. On **July 1, 2021** the employee **will not** be eligible to move to the next steps (5, 6,7,8,9) according to the Minimum Pay Table and receive an increase, if any, to the established Minimum Pay Table amount for FSS PG10, 5-9 years of service.

20.1.5 If an employee's salary on June 30 of the effective year is over the established Minimum Pay Table amount for the employee's classification, pay grade and length of service, the employee will receive a 2.0% wage increase.

20.2 Newly hired employees and promotions within the bargaining unit are ineligible for advanced starting salaries and said employees shall be receive the amount on the Minimum Pay Table.

20.3 A promotion is movement from a lower pay grade to a higher pay grade within the bargaining unit.

20.3.1 Employees promoted within the bargaining unit shall receive the amount on the Minimum Pay Table based on the employee's classification, pay grade and length of qualified service or 5% whichever is greater, not both.

20.3.2 Employees promoted outside of the bargaining unit shall be compensated according to the State's Compensation Guidelines in effect at the time of the promotion or any applicable collective bargaining agreement.

20.4 Physical Plant Maintenance/Trades Mechanic I, Physical Plant Maintenance/Trades Mechanic II, Physical Plant Maintenance/Trades Mechanic III, Physical Plant Maintenance/Trades Technician, and Groundskeeper will receive the following annual increases:

Fiscal Year 2022	\$750.00
Fiscal Year 2023	2%
Fiscal Year 2024	2%
Fiscal Year 2025	2%

20.4.1 Wage increases are implemented on the first day of the first pay period of each fiscal year this agreement is Agreement.

20.5 Each fiscal year during the effective period of this Agreement, the State will ensure that no employee is below the Federal family of 4 poverty level determined annually by the Federal government.

20.6 Bargaining Unit Employees who are covered by other collective bargaining agreements containing compensation, following the expiration of those other collective bargaining agreements, shall receive 2% wage increases in each applicable fiscal year, unless otherwise agreed to by the parties.

20.7 Casual/seasonal employees included in the Bargaining Unit shall receive wage increases equivalent to the proportional hourly amount of the appropriate salary on the Minimum Pay Table.

Article 21 - Duration

21.1 This agreement shall become effective on **July 01, 2021** and remain in full force and effect until 12:00 midnight **June 30, 2025**.

21.2 It shall be automatically renewed from year to year thereafter, unless either party shall give the other party written notice of desire to terminate, modify or amend this Agreement. Such notice shall be given the other party in writing by certified mail on or before **December 01, 2024** (180 days) or any subsequent year. In the event either party should elect to open the contract for negotiations, those negotiations will begin no later than thirty (30) days after the notification date.