

## YouthCare Employee Handbook vs. Union Contract Comparison

Employee Handbook (Before Union)	Union Contract
Swing Shift Differential: None	Swing Shift Differential: \$.25/hour
Overnight Shift Differential: \$.50/hour	Overnight Shift Differential: \$.75/hour
Bilingual Pay: \$.50/hour before organizing, increased to \$1.00/hour during negotiations	Bilingual Pay: \$2.00/hour
Pay in lieu of benefits for on-call employees: none	Pay in lieu of benefits for on-call employees: \$1.75/hour
Raises: management's decision, usually once per year	Raises: \$.50/hour raise effective Nov. 1, 2022; additional 3% raise effective Jan 1, 2023; 2% raise at your anniversary date of hire; 2024 & 2025 to be negotiated
No ORCA Pass	ORCA Business Passport provided by YouthCare with \$16/mo employee cost share
7 paid holidays and 4 floating holidays	10 paid holidays and 4 floating holidays, adding Juneteenth, Indigenous People's Day & Veteran's Day
Vacation Accrual: 0-1 year, 3.33 hrs/pay period (10 days/year) 1-2 year, 3.67 hrs/pay period (11 days/year) 2-3 year, 4.33 hrs/pay period (13 days/year) 3-5 year, 5 hrs/pay period (15 days/year) 5-10 year, 6.67 hrs/pay period (20 days/year) 10+ years, 8.33 hrs/pay period (25 days/year)	Vacation Accrual: 0-1 year, 5 hrs/pay period (15 days/year) 1-2 year, 5.33 hrs/pay period (16 days/year) 2-3 year, 5.67 hrs/pay period (17 days/year) 3-5 year, 6.5/pay period (19.5 days/year) 5-10 year, 7.17 hrs/pay period (21.5 days/year) 10+ years, 8.33 hrs/pay period (25 days/year) The contract also includes process for vacation request approval & scheduling vacation around holidays, staff not being asked to find their own coverage, and vacation requests not being revoked once approved
Vacation payout maximum upon termination: 3 weeks	All accrued and unused vacation will be paid out on employee's final paycheck as long as employees provide two-week notice or are terminated
Sick leave: Employees accrue on a pro-rated basis between 2 and 4 hours per pay period depending on regular schedule	Health related leave: Employees will accrue 2 hours per 40 hours worked (including overtime), pro-rated for employees working less than 40 hours per week.
No previous equivalent	Mental health related leave: Employees may be released for the remainder of their shift with pay with management approval in the event of situations that impact safety, wellness, or create adverse working conditions. Employees will also be allocated 16 hours of mental health leave (8 hours for on-call employees) each year which may be used as needed.
Parental Leave: 10 days paid for employees who have worked at YouthCare for at least 1 year.	Parental Leave: 20 days paid for employees who have worked at YouthCare for at least 1 year. This leave, and other paid leave accruals, can be used to supplement Paid Family & Medical Leave or Short-term disability
Discipline: At Will Employee Status. Can be fired without cause. No representation.	Discipline: Only for Just Cause, right to representation in disciplinary meetings
Dispute resolution: Open-Door Policy	Dispute Resolution: Formal legally binding Grievance Procedure to respond to disputes about discipline or discharge and contract violations
Inclement weather: YouthCare decides when inclement weather policy is in effect. Staff who must report to work to cover receive time and a half. Staff already working receive time and a half only for hours they are required to stay beyond the end of their shift in the event their relief is late.	Inclement weather: The contract defines inclement weather situations. Staff who are authorized to work at home will receive regular pay. If a work site is closed and an employee is told not to work on location or remotely, they will receive normal pay for their scheduled shift. Staff who are already on site or report to work on site will receive time and a half. In cases where employees are working overtime, they will be paid two times their regular rate of pay. If an employee needs to rest between shifts and is unable to travel home safely, the employer will provide lodging.



### **Some of the new rights and protections in our Union Contract:**

- Notification of dates and times of the YouthCare Board of Directors meetings and the right to report to it and/or its committees up to 4 times per year
- Budget monitoring and notification of funding to increase transparency and provide employees information about contract termination & renewal dates relevant to their job security
- Annual report with the current salary range of all executive management roles
- The right to bargain over change to Employer Policies and Job Descriptions
- Job postings to be emailed internally prior to posting externally and include primary workdays and shifts, expectations about flexibility, salary range, primary work location and qualifications
- Internal hiring and promotion language to support career advancement for employees
- Language access so employees required to use bilingual skills for their position can be provided certain written documents translated into their preferred language
- Notice for permanent relocation of programs and mileage reimbursement for additional commuting caused by temporary relocations of more than 5 miles
- Seniority rights for hiring including for on-call employees, and for employees wishing to change to a different shift in their program when there is a vacancy
- Improvements for on-call employees including: pro-rated holiday pay for those working 24 hours/week or greater on average, clarity around scheduling and that once an on-call employee selects a shift, that shift will not be changed within 10 days of the shift, access to participate in YouthCare's 401K Retirement Plan after one year
- Staff training with timelines of what is to be provided to new staff and on an ongoing basis, and training access language so staff can be released to participate in trainings
- Program orientation guaranteeing employees an overview of essential program information before working in a program they are unfamiliar with
- Employer will give at least 30 days' notice for employer-initiated schedule changes unless mutually agreed. This means employees cannot be required to work outside of their regular schedule without notice but can agree when a change works for them. Employees will also not be required to change their schedule to avoid overtime but may do so by mutual agreement
- Clear process to request a flexible schedule on a regular or ongoing basis, and 30 days' notice and an explanation if required to change to a fixed schedule
- Minimum 10 hours off between scheduled shifts, unless mutually agreed, and 12 hours between shifts whenever possible