

TENTATIVE AGREEMENT

The undersigned parties covenant and agree that the following represents a tentative agreement for a collective bargaining agreement expiring on October 31, 2021.

All terms contained in the current collective bargaining agreement not specifically addressed herein shall remain in the collective bargaining agreement in their current form. Changes to the collective bargaining agreement are reflected with bold text for new language or stricken text for language that is being eliminated. Any contract language not specifically addressed herein shall remain unchanged. The Agreement shall be for three (3) years with year 3 reopener negotiations to begin in August 2023 for November 1, 2023 implementation) on the topics of wages, premium share and vacation payouts and accruals at separation.

1. **ARTICLE III – CODE OF ETHICS AND CONDUCT**

All employees shall receive ~~and are required to comply with the Knights of Columbus Code of Ethics and Conduct (Code)~~. Our Code reflects our Core Values and explains how they guide the Order's activities and business operations. Our Code is a resource to help make sound decisions, even in complex situations. We must conduct all the Order's activities and business in accordance with applicable laws and regulations, our Code and internal policies. We are all expected to: uphold our Core Values by always acting with Integrity, maintain the highest levels of Professionalism, consistently strive for Excellence in our shared mission, and treat others with the utmost Respect.

Maintaining our Core Values and principals in this Code is in the best interests of the Order and helps secure the trust we have built with our members and their families, business partners, fellow employees, and the public.

The Order agrees that any discipline that is issued as a result of a violation of the Code of Ethics and Conduct shall be for just cause.

2. **ARTICLE V – SUBCONTRACTING**

Notwithstanding any other provision in this Agreement, before the Order decides to subcontract bargaining unit work, the Union will be notified as much in advance as practical as to the nature of the work and the reasons for subcontracting such work. The Order will give due consideration to the suggestions of the Union before making its final decision as to whether or not such work will be subcontracted. A

meeting will be held between the Union and Order within seven (7) calendar days of the Order's notification. ~~This provision shall be subject to Article X—Grievance Procedure and Arbitration step 5.~~ **If the parties fail to reach an agreement, then Michael Ricci shall be the arbitrator, and all arbitration proceedings shall be conducted in accordance with the rules of the American Arbitration Association (“AAA”) as follows:**

First, the Union shall contact Arbitrator Ricci within two (2) weeks of the date of the meeting between the Union and the Order.

Second, Arbitrator Ricci shall schedule the arbitration to take place within two (2) weeks. The arbitration may be scheduled in the evening or on weekends.

Third, the evidentiary portion of any arbitration under this Article V shall be completed within fourteen (14) calendar days. The Order and the Union shall make their representatives and witnesses available to this evidentiary hearing process during normal business hours as well as during nights and weekends.

Fourth, at the conclusion of the evidentiary hearing process, the Union and the Order shall have five (5) calendar days to submit post-hearing briefs directly to the arbitrator. No reply briefs shall be permitted.

Fifth, after the submission of post-hearing briefs, the arbitrator shall have seven (7) calendar days to issue a decision.

Sixth, failure to follow these agreed to timelines (First-Third) by either the Order or the Union will cause a default arbitration award to be issued against either the Union or the Order.

Seventh, the issue or submission shall be decided within two (2) hours of the start of the first evidentiary hearing.

Eighth, the hearing or hearings shall be held at the offices of Ryan & Ryan or at the offices of the Federal Mediation and Conciliation Service in East Hartford, CT.

3. ARTICLE VII – UNION SECURITY AND VOLUNTARY CHECK-OFF

Section 3. The Union shall admit to membership any employee on the terms and conditions generally applicable to other members. Membership in the Union shall not be denied or terminated for reasons other than the failure of the employee

to tender the periodic dues and fees uniformly required as a condition for acquiring or retaining membership.

The bylaws and constitution of OPEIU Local 153 dictate when, how, and why membership is revoked. Membership in the Local may be revoked for reasons outside the failure of the employee to tender dues.

4. **ARTICLE IX – NO STRIKE/NO LOCKOUT**

Section 1. During the life of the Agreement the Union shall not call or sanction a strike stoppage of work, sit-down, slow-down or any other form of interference affecting the operations of the Order including but not limited to a sympathy strike. Any violation of this section may be submitted to expedited arbitration **or by either party to the National Labor Relations Board or State or Federal Court.**

Section 2. During the life of the Agreement the Order will not conduct a lock-out. Any violation of this section may be submitted to expedited arbitration **or by either party to the National Labor Relations Board or State or Federal Court.**

5. **ARTICLE X – GRIEVANCE PROCEDURE**

Section 2. All grievances shall be settled in the following manner:

STEP 1: Within fifteen (15) work days of when the Union and/or employee knew or should have known of the incident complained of, the grievant and/or the department steward shall submit in writing the grievance to the **Department Head**. ~~If there is no supervisor or the grievance is against the department head, the grievance will be submitted directly to the department head and shall be considered a Step 2.~~ **The grievance shall be in writing and shall set forth the issue(s) involved, the section(s) of the contract in question and the Union's recommendation to resolve the issue.** The grievant and/or the department steward and the ~~supervisor~~ **Department Head** shall then meet within two (2) working days to discuss the grievance in an attempt to resolve the issue. The **Department Head** ~~supervisor~~ will submit a written response to the Step 1 meeting to the grievant and the steward within three (3) working days from the Step 1 meeting. Nothing in this Step 1 procedure shall preclude ~~an employee, and/or a steward~~ **and/or Business Representative** from meeting informally with the ~~supervisor~~ **VP of Human Resources (to include the supervisor or Department Head if necessary)** in an attempt to resolve an issue prior to filing a formal Step 1 grievance.

~~STEP 2: If the Step 1 grievance has not been resolved by the supervisor, the grievant and/or steward may, within five (5) working days of the date of the receipt of the written response to Step 1, submit the grievance to the department head in writing. The department head shall meet with the grievant, the department steward and the Chief Steward within two (2) working days of receipt of the Step 2 grievance. The department head shall answer the grievance in writing to the grievant and the Chief Steward within three (3) working days thereafter.~~

STEP 2: If the Step 1 grievance has not been resolved by the Department Head's answer, it may be submitted within five (5) working days thereafter to the Director or VP of Human Resources. A meeting shall be scheduled within two weeks, which may be attended by the grievant, the steward, the Chief Steward, and the Business Representative, for the Union, and by the supervisor and/or Department Head and the Director or VP of Human Resources (or Designee) for the Order.

The Order shall not be obliged to pay for time lost from work as a result of attendance at any such meeting to more than four employees of the bargaining unit or in excess of three hours of pay for any said employees. The Chief Steward and the Business Representative shall be given a written answer to all grievances discussed at this step on the second Monday following this meeting. If the grievance is not resolved at STEP 2, the parties may, by mutual agreement, request that a federal mediator provide assistance prior to resorting to STEP 3.

~~STEP 3: If the grievance has not been resolved by the department head's answer, it may be submitted within five (5) working days thereafter to the Director of Human Resources. A meeting shall be scheduled within two weeks, to be attended at least by the grievant, the department steward, the Chief Steward, and the Business Representative, for the Union, and by the supervisor and/or department head and the Director of Human Resources (or Designee) for the Order.~~

~~The Order shall not be obliged to pay for time lost from work as a result of attendance at any such meeting to more than four employees of the bargaining unit or in excess of three hours of pay for any said employees. The Chief Steward and the Business Representative shall be given a written answer to all grievances discussed at this step on the second Monday following this meeting. If the grievance is not resolved at STEP 3, the parties may, by mutual agreement, request that a federal mediator provide assistance prior to resorting to STEP 4.~~

STEP 3: Mediation. If no satisfactory settlement of the grievance is reached in Step 2, the Union or the Order may request mediation (conducted by FMCS) by giving written notice to the other not later than 30 calendar days after the Order has given its written answer to the grievance in Step 2. Any

grievance not scheduled for mediation as evidenced by the lack of a designated hearing date and arbitrator twelve (12) months after the date of the second step answer, shall be deemed to have been settled on the basis of the second step answer.

~~STEP 4: Mediation. If no satisfactory settlement of the grievance is reached in Step 3, the Union or the Order may request mediation (conducted by FMCS) by giving written notice to the other not later than 30 calendar days after the Order has given its written answer to the grievance in Step 3. Any grievance not scheduled for mediation as evidenced by the lack of a designated hearing date and arbitrator twelve (12) months after the date of the third step answer, shall be deemed to have been settled on the basis of the third step answer.~~

STEP 4: Arbitration. If no satisfactory settlement of the grievance is reached in Step 3, the Union or the Order may request arbitration. Any grievance not scheduled for arbitration as evidenced by the lack of a designated hearing date and arbitrator twelve (12) months after the date of the third step (Mediation), shall be deemed to have been settled on the basis of the second step answer.

~~STEP 5: Arbitration. If no satisfactory settlement of the grievance is reached in Step 4, the Union or the Order may request arbitration. Any grievance not scheduled for arbitration as evidenced by the lack of a designated hearing date and arbitrator twelve (12) months after the date of the fourth step (Mediation), shall be deemed to have been settled on the basis of the third step answer.~~

Michael Ricci shall be the arbitrator, and all arbitration proceedings shall be conducted **in accordance with the rules of the American Arbitration Association (“AAA”)**, as follows:

~~First, the evidentiary portion of any arbitration under this Article V shall be completed within fourteen (14) calendar days. The Order and the Union shall make their representatives and witnesses available to this evidentiary hearing process during normal business hours as well as during nights and weekends.~~

~~Second, at the conclusion of the evidentiary hearing process, the Union and Order shall have five (5) calendar days to submit post-hearing briefs directly to the arbitrator. No reply briefs shall be permitted.~~

~~Third, after the submission of post-hearing briefs, the arbitrator shall have seven (7) calendar days to issue a decision.~~

~~Fourth, failure to follow these agreed to timelines (First-Third) by either the Order or the Union will cause a default arbitration award to be issued against either the Union or the Order.~~

~~——Fifth, the issue or submission shall be decided within two hours of the start of the first evidentiary hearing.~~

~~——Sixth, the hearing or hearings shall be held at the offices of Ryan & Ryan or at the offices of the Federal Mediation and Conciliation Service in East Hartford, CT.~~

Section 3. Expedited Arbitration. A grievance resulting from the denial of a request for vacation or a leave of absence or from a claimed violation of Article IX shall be handled in the following manner:

Within 5 working days of the denial of request for vacation or leave of absence, the grievant shall submit a request on a Grievance/Expedited Arbitration form to the department head. If the grievance has not been resolved by the department head within 1 working day of submission of the grievance, the Union may submit the Grievance/Expedited Arbitration form to the Director of Human Resources who will confer with the Chief Steward in an effort to settle the matter.

For a claimed violation of Article IX, either the Union or the Order may initiate the Expedited Arbitration process within 5 working days of the commencement of the claimed strike or lockout. If the grievance cannot be resolved within three (3) days of the date the Grievance/Expedited Arbitration form is submitted to the Director of Human Resources, the party initiating the arbitration shall submit the matter to the American Arbitrators Association. The arbitrator shall hear the grievance as soon as possible and shall be instructed to issue an oral decision at the conclusion of the arbitration hearing.

6. ARTICLE XI – SENIORITY LAYOFFS

Section 1. (a) Seniority shall be defined as the right of precedence accruing to employees based on length of continuous service in the employ of the Order, in whatever status if the change in status is involuntary, and shall be applied as hereinafter provided. The seniority of a regular employee is determined by the length of service, computed in years, months, and days from original date of hire(or

date of rehire following the most recent break in service if seniority has ceased or been lost under this Agreement).

(b) An employee's length of continuous service shall be broken and seniority shall cease for any of the following reasons:

(1) Voluntary Resignation.

(2) Retirement.

(3) Discharge for just cause.

(4) Layoff for a period of more than eighteen consecutive months.

(5) Not returning from a leave of absence within the time allowed.

(6) More than two (2) days absent without notice, except in cases of substantiated exigent circumstances.

~~Section 5. No regular employee shall be laid off until all temporary, probationary and part-time employees, except those part-time employees working less than thirty seven and one half hours for health reasons or those working part time for more than five years, have been dismissed in this sequence. In the event of a reduction in force, or the elimination of a bargaining unit position which requires a layoff, the order of layoff shall be as follows: 1) temporary employees in the affected department; 2) probationary employees in the affected department; and 3) part-time employees in the affected department; then 4) full-time employees in the affected department.~~

A laid-off employee may bump the lowest seniority employee within the same department in the same or lower wage group, provided the laid-off employee has greater seniority and is qualified to perform the work. If there is no bumping opportunity within the department, the laid-off employee may bump the least senior employee IN THE SAME OR in a lower wage group in the bargaining unit, provided the laid-off employee has greater seniority and is qualified to perform the work. Any employee exercising bumping rights shall serve a sixty (60) day probationary period in the new position to determine his or her ability to successfully perform the duties of the new position. If the employee is unable to perform the work satisfactorily, the employee shall be laid off and the recall procedures followed to fill the position. If an opening occurs within the employee's original recall period

in the position he or she formerly held, he or she shall have a right to fill the position.

7. ARTICLE XV – VACATIONS

Section 11. The Order and the Union agree that:

- **Effective October 30, 2023 the change cash out of vacation pay at departure shall be reduced from a two (2) year accrual to eighteen (18) months. This change shall not be applicable unless management has implemented this change (or more significant changes prior to October 30, 2023).**
- **Vacation will be subject to a year 3 reopener (Negotiations to begin in August 2023 for November 1, 2023 implementation) on wages, premium share and vacation payouts at separation.**
- **Current vacation blackouts shall remain in effect through the end of July 2022. Thereafter, one (1) employee per department shall be permitted the use of accrued vacation based on seniority and business needs. These vacation requests shall be subject to discussion with HR leadership and shall not be unreasonably denied.**

8. ARTICLE XVI – SICK LEAVE- LEAVES OF ABSENCE

SICK LEAVE:

Section. 1 (a) For 2021, each employee will accrue sick time based on original hire month. Original hire months are segmented into quarters...

<u>Original Hire Month</u>	<u># of Annual Sick Days</u>	<u>Monthly Accrual Rate</u>
Q1 (Jan-Mar)	12	1 Day
Q2 (Apr – Jun)	9	.75 Days
Q3 (Jul – Sep)	6	.50 Days
Q4 (Oct – Dec)	3	.25 Days

All new hires who start in 2020 or 2021 will accrue sick time at a monthly rate of 1 day per month (12 sick days).

Effective 1/1/2022 all Union employees will have a monthly sick time accrual rate of 1 day per month (12 sick days).

The Union and Order recognize that the following language was applicable prior to 1/1/2022: **(MOVED OLD SECT. A LANGUAGE PER OUR DISCUSSIONS)**

Prior to November 1, 2020, full-time employees shall earn one (1) day each month worked to a total of twelve (12) days per year. Prior to November 1, 2020, each full-time employee who shall have been continuously employed for at least six (6) months but less than one (1) year shall be allowed six (6) work days' as sick days with pay, plus an additional sick day with pay for each month of continuous employment in excess of six (6) months, but not to exceed twelve (12) sick days in all.

(b) Each employee may accumulate unused sick days with pay up to a maximum of ninety (90) days. If an employee becomes entitled to more than ninety (90) sick days with pay, on the employee's anniversary date the Order shall pay the employee one-half (1/2) day's pay for each sick day with pay in excess of ninety (90).

Effective January 1, 2022 employees who have a sick day balance of fifteen (15) days or more the following applies:

- **Entire sick day balance will be moved to a "vault" (manually tracked by human resources);**
- **When employee separates from the Order, 50 % of the vault balance is paid from the vault at then rate of pay;**
- **This vault time is available for emergency (FMLA supplement) or regular sick time usage; if vault time is used it is lost from the vault for usage and payout purposes;**
- **This vault time is available for use to supplement short term disability pay at the option of the employee**
- **Employees with a sick day balance of 45 days or more shall have a new balance of added sick time by the Order of 5 days which shall be their new accrual balance;**
- **Employees with a sick day balance of 44 days or less shall have a new balance of added sick time by the Order of 3 days which shall be their new accrual balance;**
- **They shall accrue 1 day per month in accordance with the contract;**
- **All new accrual sick time (not vault time) shall not be paid out yearly or at separation;**
- **new accrual balance is capped at 30 days.**

Employees with a sick day balance of fourteen (14) days or less the following applies:

- No time will be moved to a “vault”;
- These employees shall have a new balance of added sick time by the Order of 3 days which shall be their new accrual balance;
- They shall accrue 1 day per month in accordance with the contract;
- All new accrual sick time shall not be paid out yearly or at separation;
- New accrual balance is capped at 30 days.

For employees hired after 10.31.21 the following applies:

- They shall accrue 1 day per month in accordance with the contract;
- All new accrual sick time shall not be paid out yearly or at separation;
- Accrual balance is capped at 30 days.

(g) An employee who is found to have used sick leave inappropriately (including, but not limited to, engaging in an activity which makes it clear that the employee is not too sick to come to work) will be subject to disciplinary action, up to and including termination. Employees may request a “need a break from work day” from their supervisor.

9. ARTICLE XVII – BEREAVEMENT PAY

An employee who is absent from work on a scheduled work day as the result of the death of his/her spouse, parent (including step-parents), sister, brother, child, step-child, grandchild, grandparent, aunt, uncle, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, or son-in-law, foster child, or anyone living in same household as employee, will be compensated at his/her regular rate of pay for time lost by reason of such absence up to three (3) consecutive work days. An employee who is absent from work on a scheduled work day as the result of the death of his/her niece or nephew will be compensated at his/her regular rate of pay for time lost by reason of such absence for one (1) work day. **The Order will consider requests to extend bereavement in special situations related to COVID-19 or relationships. Any decisions by the Order regarding requests for extended bereavement shall be reasonable.**

10. **ARTICLE XXII – BULLETIN BOARDS**

The Order will maintain a **one** Bulletin Board ~~in all facility cafeterias~~ **at headquarters and one Bulletin Board at the Long Wharf Drive facility in New Haven. All Bulletin Board notices shall also be posted electronically on the Order’s intranet (iLink).** If the Union wishes material to be posted, the material must be furnished to the Order not later than noon of the work day immediately preceding the work day on which it is to be posted. Unless the material relates to normal Union business such as notices of dues increases, the names of Union officers or stewards, meetings, social affairs and the like, the Order is not required to arrange for its posting under this Article without the prior approval of the Human Resources Department. All Union notices submitted as above stated shall be posted no later than 8:00 a.m. of the following work day. Effective on the implementation date of this Agreement all Union jobs shall be posted on the Order’s intranet (iLink) and in all facility cafeterias. All position applications shall be submitted to the Order via the Order’s HRIS (kronos).

11. **ARTICLE XXIV – TRAINING**

Section 5: The Order agrees to pay a ~~\$1.00~~ **\$2.50** per hour increase to employees who are required to train other Local 153 employees **and \$4.00 per hour increase to employees who are required to train a manager.** This training must be pre-approved and signed off by a manager. The manager will submit, on a weekly basis, all completed training hours into the time & attendance system (Kronos).

12. **ARTICLE XXV – RETIREMENT**

Section 5: Employees hired on or after January 1, 2022, will no longer participate in the Order’s defined benefit pension plan and shall participate in a cash-balance pension plan. Each calendar year, employees will receive a “pay credit” in the amount of 7% and an interest credit in the amount of 4%. The pay credit and the interest credit are calculated based upon an employee’s regular base pay which does not include overtime, stipends, differentials, or any extra payments.

If an employee’s employment is terminated for other than just cause during the calendar year, the employee shall receive a pro rata contribution from the employer based upon the number of full months of employment the employee completes during the calendar year, subject to the vesting requirements set forth below.

The cash balance plan will have the following vesting schedule:

After one (1) year of employment – 33 1/3%

After two (2) years of employment – 66 2/3%

After three (3) years of employment – 100%

Upon separation or retirement, the employee can receive payment for his or her account balance in a lump sum payment, the account balance can be converted into an annuity, or the account balance can be rolled into another retirement plan.

Management will provide the Union with a copy of the final plan document as soon as it is available.

When a Union employee is hired post January 1, 2022, the Chief Steward and HR will meet to discuss any issues or concerns raised by the Union regarding the cash balance plan.

13. ARTICLE XXVI – INSURANCE

Section 7. Insurance plan changes to be made as follows effective July 1, 2019. Employees shall choose the medical coverage they desire. See below:

Option 1 – ~~Cigna Open Access Premier Plan~~

~~Effective July 1, 2019 Employee Premium Share for Premier Plan shall be 6%~~

~~Effective July 1, 2020 Employee Premium Share for Premier Plan shall be 7%~~

~~Effective November 1, 2020 Employee Premium Share for Premier Plan shall be 8%~~

Effective ~~May 1, 2021~~ **July 1, 2022** Employee Premium Share for Premier Plan shall be **9.75%**

Effective July 1, 2023 Employee Premium Share for Premier Plan shall be 10.75%

Option 2 – ~~Cigna Open Access Plus Quality Plan~~

~~Effective July 1, 2019 Employee Premium Share for Quality Plan shall be 3%~~

~~Effective July 1, 2020 Employee Premium Share for Quality Plan shall be 4%~~

~~Effective November 1, 2020 Employee Premium Share for Quality Plan shall be 5%~~

Effective ~~May 1, 2021~~ **July 1, 2022** Employee Premium Share for Quality Plan shall be ~~6~~ **6.75%**

Effective July 1, 2023 Employee Premium Share for Quality Plan shall be ~~6.75~~ **7.75%**

Option 3 – ~~Cigna~~ HSA High Deductible Health Medical Plan

Effective July 1, 2024~~2~~, the Order shall also offer employees the option to participate in a High Deductible (HSA) plan with deductibles of \$3,000 (individual)/\$6,000 (family) and the Order will pay \$750 (individual)/\$1,500 (family) of the applicable deductible. Employee Premium Share for this plan shall be ~~2.50~~ **3.25%**

Effective July 1, 2024~~3~~, the Order shall also offer employees the option to participate in a High Deductible (HSA) plan with deductibles of \$3,000 (individual)/\$6,000 (family) and the Order will pay \$750 (individual)/\$1,500 (family) of the applicable deductible. Employee Premium Share for this plan shall be ~~3.25~~ **4.25%**

Section 8. Insurance plan opt out. Employees shall be given an option one time each year **during open enrollment** to decline the medical coverage described in this Article, provided they execute a waiver and present proof of medical coverage. Employees who elect such option shall be ineligible for medical coverage for twelve (12) months following the effective date pre-existing medical coverage ceases or medical coverage would have commenced had the option not been chosen, unless such employee unavoidably loses coverage through his spouse or due to another qualifying event. Effective July 1, 2021 if an employee elects such option for the applicable fiscal year, the Order shall pay ~~the~~ **each** employee who elects such option \$1,200 **payable over twenty-six (26) pay periods, provided that if twelve (12) or more bargaining unit employees opt-out of medical coverage under this article the payment to each employee shall increase to \$2,400 in the next fiscal year to be payable over twenty-six (26) pay periods.** Payments will commence on the first pay period in July following their selection of the option to decline the medical coverage (prior to June 30 of each applicable year).

14. ARTICLE XXVIII – WAGES

Section 1. (a) Effective and retroactive to November 1, 2018 ~~2021~~, the wage schedule shall be increased by **two point five percent (2.5%)** in all pay tiers.

(b) Pay tiers with applicable hourly wage rates for each pay tier are set forth in Appendix A, Section 1 annexed hereto and made a part hereof.

Section 2. (a) Effective November 1, ~~2019~~ **2022**, the wage schedule shall be increased by **two point five percent (2.5%)** in all pay tiers.

(b) Pay tiers with applicable hourly wage rates for each tier are set forth in Appendix A, Section 2 annexed hereto and made a part hereof.

Section 3. For any "In Tier" Job Movement under the 2012 newly classified job tiers occurring after November 1, 2012, the employee will receive a three percent (3%) increase (this increase is only given once every eighteen (18) months).

Section 4. For any Promotion ("Movement between Tiers") under the newly classified job tiers occurring after November 1, 2012, the employees will receive a five percent (5%) increase (or Tier minimum, whichever is greater).

Section 5. **If the contract is ratified on or before December 12, 2021 by the Union, bargaining unit members shall receive a signing bonus of \$200.00. The Order shall process this payment as soon as possible, using best efforts to do so.**

14. ARTICLE XXIX – MICSCCELLANEOUS

Section. 15. (NEW) The Order shall conduct air quality testing at headquarters and the Long Wharf facility within sixty (60) days of the ratification of this Agreement. If any issues are discovered during the testing, it shall be discussed with the Union and the safety committee.

**APPENDIX C
MEMORANDUM OF AGREEMENT
RETURN TO WORK**

The following constitutes agreement by the parties of all matters expressly negotiated regarding the Order's actions surrounding the return to the workplace (office) from the Covid emergency. Nothing in this agreement permanently changes any provision in the current collective bargaining agreement.

The Order will provide notice to all bargaining unit employees of any new policies and requirements relating to the return to the office including this moa.

1. **Selection Parameters** – the Order will determine which bargaining unit employees will be required to return to the office due to business requirements/needs, roles, and capability to measure productivity.

2. **Return Dates** - the following groups (fully connected and monitored employees (Frank Memmo Depts)) shall return to work no sooner than June 1, 2022. The remaining departments (except for those who have already been conducting in-person work) shall return to work no sooner than March 1, 2022.

3. **Notification Requirements** – the Order will provide notice of at least 30 days to all bargaining unit employees that are directed to return to in-person work at the office.

4. **Screening Procedures & Building Access** – bargaining unit employees will be required to comply with the Order’s Covid vaccination/testing policy.

5. **Safety & Wellness** -

a. The Order will not retaliate against any employee who contracted Covid 19 and has since recovered in its return to in office work .

b. The Order will post language that discusses staying home when sick, cough and sneeze etiquette, masking, social distancing, and personal hygiene at the entrances to all buildings.

c. The Order will provide hand sanitizer stations for all employees, contractors, and visitors.

d. The Order will continue its present routine to clean frequently visited and touched surfaces in the workplace such as workstations, countertops, and doorknobs.

e. Rules regarding employees not eating at their workstations or offices are suspended until further notice.

f. Employees will be allotted 5 minutes of time to sanitize their individual or shared workstations at the beginning and end of each in-person workday. this time shall be part of their regular (non-overtime) hours.

6. **Parking**- The Order will provide at least ten parking places (located at the printing plant) to Union personnel which will be filled on a first come first serve basis. The Order will also use best efforts to supply additional parking at the printing plant beyond these ten spots.

The Union and Order covenant and agree that this is a temporary plan that is subject to change after discussions with the Union.

Dated this ___ day of November 2021.

THE KNIGHTS OF COLUMBUS

By: *Brian Perlini*

Brian Perlini

Vice President of Human Resources

**OFFICE AND PROFESSIONAL EMPLOYEES INTERNATIONAL UNION AFL-CIO
LOCAL NUMBER 153**

By: 

Dylan Wiley

Local 153 of the Office

and Professional Employees

International Union, AFL-CIO

By: Kathy Neville,

Kathy Neville, Chief Steward

By: *Lindsee Baez* _____

Lindsee Baez, Steward

By: Diana Nieves _____

Diana Nieves, Steward

By: *Christopher M Perdo* _____

Christopher Perdo, Steward

By: Carmen J Reyes _____

Carmen Reyes, Chief Steward