

CONTRACT

BETWEEN

SEIU

LOCAL 105

SERVICE EMPLOYEES
INTERNATIONAL UNION
LOCAL 105

AND

FlagShip™

FLAGSHIP FACILITY SERVICES

EFFECTIVE:

November 27, 2024, through March 12, 2028

AGREEMENT

between

FLAGSHIP FACILITY SERVICES

and

**SERVICE EMPLOYEES
INTERNATIONAL UNION,
LOCAL NO. 105**

**Effective: November 27, 2024 through
March 12, 2028.**

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AGREEMENT

This agreement made and entered into by and between Flagship Facility Services, hereinafter referred to as the “Company” and/or “Employer” and the Service Employees International Union, Local 105, hereinafter referred to as the “Union”, is effective November 27, 2024.

Whereas the Company recognizes the Union as the sole collective bargaining agent for their employees within the industry.

Whereas the parties hereto desire to establish terms and conditions upon which members of the Union shall work for the Company.

Now, therefore, the parties hereto agree as follows:

ARTICLE 1 - NON-DISCRIMINATION

A. No employee or applicant for employment covered by this Agreement shall be discriminated against because of membership in the Union or activity on behalf of the Union. Neither the Company nor the Union shall discriminate for or against any employee or applicant for employment covered by the Agreement on account of race, color, religious creed, age, sex, legal immigration status, language proficiency, sexual preference, gender variance or national origin. It is the continuing policy of the Company and the Union that the provisions of the Agreement shall be applied to all employees without regard to race, color, religious creed, age, sex, sexual preference, gender variance, legal immigration status, or national origin.

The Employer further agrees to duly consider reasonable accommodations for those with mental or physical disabilities.

At least once every three (3) months, the Employer shall, if requested, provide the Union with a list of all discrimination complaints that have been filed against the Employer with federal, state, or local agencies.

- B. The Employer agrees to treat every employee with respect and dignity.
- C. All bargaining unit employees and Employer supervisors shall maintain a work environment that is free of all forms of harassment. Further, the Employer agrees to develop and post a policy regarding harassment and train all employees and supervisors regarding said policy.
- D. Meetings, written communications, and training sessions shall be translated into languages understood by the workers covered by this Agreement where practicable and where a substantial number of employees are affected.
- E. The Employer shall notify the Union of any inquiry by the Immigration and Customs Enforcement and/or Department of Labor, and the nature of such inquiry, within three (3) days of such inquiry.
- F. The Employer and the Union agree to conduct Labor-Management meetings monthly. Said meetings will be attended by the Company's Operation Managers, Shift Managers, designated Labor Liaison and/or Project Manager. Union representatives shall include the Union's internal organizer and a Union steward or Union-designated replacements for Union stewards for each shift and each concourse. Said meetings shall be scheduled by mutual agreement. The goal of said meetings is to resolve significant conflicts, promote employee input into operations and discuss key areas of importance to one or both parties. The parties may meet more often by mutual agreement.
- G. The Labor Relations Manager and the assigned Union Organizer agree to meet weekly to discuss any contract issues. The goal of these meetings is to resolve current conflicts and discuss key areas of importance to one or both parties. The parties shall meet at a regularly scheduled time each week, which can be changed by mutual agreement.
- H. The employer will continue to authorize translation assistance for SIDA badging from either a supervisor

or a coworker, including from a janitor from another contractor if necessary, so long as permitted by the Airport.

ARTICLE 2 - UNION RECOGNITION

- A. The Company hereby recognizes the Union as the sole collective bargaining agent for the employees coming under the jurisdiction of the Union. The Company agrees that all employees who are now, or who hereafter may become employed in any of the classifications listed hereunder or related classifications shall as a condition of employment become and remain members and be subject to the jurisdiction of the Union as provided in Article 3 hereof.
- B. It is understood that the recognition set forth in Paragraph A above covers employees at Denver International Airport only.
- C. Nothing herein shall prevent non-bargaining unit supervisors from performing work normally performed by the employees covered by this Agreement including special projects, for the purpose of instruction, experimentation, when a sufficient number of bargaining unit employees are unavailable for work or in emergencies, provided the Employer has made a good faith effort to offer work assignments to bargaining unit employees.
- D. New Accounts – In the event the Employer is awarded an account at Denver International Airport that is not subject to the mandatory requirements of the City's prevailing wage orders, the Employer agrees to recognize the Union as the bargaining agent for such employees at such time as the Union demonstrates that it represents a majority of the employees at such account. The Employer will notify the Union within one week of award of another account or such less time as may be practical, will allow the Union access to such employees pursuant to this Agreement, and will maintain neutrality on the issues of Union representation.
The Employer agrees that following such recognition,

the employees will be accreted into this bargaining unit and all non-economic terms and conditions of employment of this Agreement shall apply, except that such employees will not have bumping rights into the Company's current bargaining unit, which performs City-work subject to this Agreement. The parties will bargain economic conditions for such new account to take effect one year after recognition, but the parties agree that the provisions of Article 19 shall be in effect at all times during the term of the Agreement.

The Company acknowledges and agrees that it will post such non-City work as it becomes available, so that employees who will have already worked their full 40-hours subject to this Agreement may bid, by seniority, for it as extra work to be done after their 40-hours of City work are finished. When a non-City position is posted, the Company will post (a) a short description of the non-City work to be performed, (b) an estimate of the time to be worked, (c) an estimate of the schedule for the work, and (d) the deadline for bids. If the non-City work position is not filled by this posting/seniority process, the Company may then advertise and fill it as necessary. The parties further agree that there shall be no involuntary transfer or assignment of workers between City and non-City accounts.

ARTICLE 3 - HIRING AND EMPLOYMENT

A. It shall be a condition of employment that all employees of the Company covered by this Agreement who are members of the Union in good standing on the effective date of this Agreement shall remain members in good standing and those who are not members on the effective date of this Agreement shall, on or immediately after the thirtieth (30th) day following the effective date of this Agreement, become and remain members in good standing of the Union. It shall be a condition of employment that all employees covered by this Agreement and hired on or after the thirtieth (30th) day following the beginning of such employment become and remain members in good standing of the Union.

- B. In the event the Company uses an employment agency as a source of new employees, any fee charged will be paid by the Company.
- C. The Company shall inform all employees, at the time of hire, who come under the scope of this Agreement, of the existence and terms of the Agreement and the obligations of such employees as to Union membership. Union Stewards and/or representatives will be allowed to provide a thirty (30) minute paid orientation for all new employees at the conclusion of the new employee orientation sessions conducted by the Employer.
- D. The Company will notify the steward of each shift of any new hires on that shift.
- E. Whenever possible, the Company shall notify the Union of known or planned job vacancies, for the purposes of referring applicants to the job. In hiring, the Employer shall give reasonable consideration to applicants referred by the Union.
- F. The Company shall have each new employee fill out the Union application for membership card and payroll deduction authorization form for withholding of Union dues, at the time of hire. Said forms shall be sent to the Union in accordance with the check-off provisions of the Agreement. The Union agrees to provide the aforementioned forms.
- G. Probationary Period: Each new employee shall serve a probationary period for thirty (30) days during which time they may be discharged by the Company for cause. The employee shall not have recourse to the grievance procedure. The sole exception is that a new hire may submit an alleged claim of violation of the non-discrimination Article of this Agreement to the grievance and arbitration procedure.

ARTICLE 4 - CLASSIFICATION OF EMPLOYEES

- A. The Employer shall provide each employee with reasonable training opportunities for all job duties performed and machines operated within his/her classification. The Employer shall also maintain a list of employees who desire training in job classifications other than the classification that they are currently performing. Opportunities for such training shall be offered by seniority as needed to employees on the list. The Union may review the list upon request.

Custodian II employees shall be given training on the proper operation of machines during their probationary period. Employees who cannot demonstrate that they can properly operate machines (except propane burnishers or high lift equipment) during their probationary period shall be returned to Custodian I status. Custodian II employees who pass their probationary period will be given training on an annual basis. As a part of this training they must demonstrate that they can properly operate all machines. Employees who cannot properly operate machines will be retrained. If they still fail to demonstrate the ability to operate machines properly, they will be returned to Custodian I status.

Custodian II employees will not be disciplined for substandard work if they have not received proper training regarding machine operation.

- B. Custodian I: Any employee performing general clean-up duties using equipment that does not require special training: i.e., dust mopping, damp mopping, vacuuming, emptying trash, spray cleaning, washing toilets, sinks, walls, cleaning chairs, etc.
- C. Custodian II: Any employee performing specialized cleaning duties requiring technical training and the use of heavy and technical equipment, i.e., heavy machine operators floor strippers and waxers, carpet shampooers, spray buffing, relamping, mopping behind machines, high ladder work, chemical stripping and finishing of stainless steel.

- D. Fill-in Supervisors: Any employee who replaces a supervisor in order to coordinate work and ensure that work assignments are completed. These employees may not sign disciplinary write-ups on other employees. However, Fill-in Supervisors can and will refer disciplinary issues to a supervisor or other management. These employees may only serve as Fill-in Supervisors if there is a replacement to do their regular bargaining unit work. Fill-in Supervisors will receive the same hourly rate paid to a regular Supervisor for all hours they work as a Fill-in Supervisor.

Employees with at least one (1) year of service who are interested in being trained as Fill-in Supervisors shall notify their supervisor or any member of management. Interested employees will be chosen to be trained for the role on the basis of (1) ability to communicate to City officials, Company officials and workers; (2) knowledge of the work and area assigned; and (3) seniority. When a Fill-in Supervisor is needed, an employee who has received training will be assigned to the role during a shift they report for work on a rotating basis. Fill-in Supervisors who abuse their role and mistreat co-workers shall be removed from the Fill-in Supervisor assignment.

- E. Deep cleaning of bathrooms shall be performed by 3rd shift. In the event deep cleaning of bathrooms is performed by any other shift, employees performing such work shall be paid the 3rd shift differential for such shift. Deep cleaning shall typically require the closing of a bathroom to the public, but temporary closures for emergency situations (e.g. floods, backed up toilets or urinals, blood spills or vomit cleanup) shall not be considered deep cleaning.

ARTICLE 5 - UNION REPRESENTATION

- A. Union representatives who give oral or written notice of no less than twelve (12) hours to the Labor Relations Manager shall be permitted to visit the operation coming under this Agreement for the purpose of observing conditions under which the employees are working or in order to meet with them in break

rooms, provided such visits shall not interrupt the work of such employees. In the event that the Union needs to have an employee released from work, the Union will give written notification (by fax or e-mail) to the Labor Liaison Manager of the shift, 24 hours in advance or, in the event of an emergency the Union shall notify the Employer with a courtesy phone call and e-mail as soon as practicable. If the Labor Liaison Manager is not available, notice will be made to the Shift Manager. Said notification will state when and for how long the employee is needed; the Company will not unreasonably withhold its consent. The Union is not required to provide notice or make an appointment prior to meeting with represented workers during the workers' non-working hours in public spaces.

- B. The Employer recognizes the Union's right to elect or appoint shop stewards on all shifts for the purpose of policing this agreement and representing employees in grievance meetings. The Union shall designate not more than 2 employees per shift/concourse as Union Stewards. The Union shall provide immediate written notification to the company each time a steward is added or removed from service.
- C. Employees designated by the Union as an authorized Bargaining Committee Member or Labor-Management Committee Member will be granted the necessary time off without pay to carry out the business of the Union regarding the negotiation of this Agreement and attendance at Labor-Management meetings.
- D. All time spent during the Union Stewards' working hours in the actual processing of grievances on site, by an employee designated by the Union as an authorized Union Steward, shall be paid at straight time. No more than one (1) shop steward shall be paid for grievance meetings during the steward's working hours unless the grievant is a shop steward. If the grievance involves more than one (1) shift, no more than one (1) steward shall be paid except as referenced above.
- E. The Company shall furnish a bulletin board at mutually agreeable specific locations for the purpose of posting notices pertaining to Union business. Only authorized

Union representatives shall be permitted to remove notices from the bulletin boards.

- F. Employees shall not be prohibited from wearing a Union button of two (2) inches in diameter or less. Shop stewards shall be entitled to wear an additional button identifying themselves as a shop steward.
- G. Union Leave – Employees designated by the Union to attend Union-sponsored events shall be allowed to take a leave of absence without any loss of seniority rights, including their current work assignment, not to exceed ninety (90) days. Such leave may be extended upon approval from the Employer. Notice of such leave must be made at least ten (10) days in advance. All leaves are subject to the legitimate business needs of the Company and shall not be unreasonably denied. The employee shall notify the Employer at least twenty-four (24) hours prior to their return to work. The Company will continue to make health and welfare contributions on behalf of an employee taking an approved Union leave under this paragraph and provide paid holidays and vacation occurring during the leave period.
- H. The Company will provide the appropriate space and thirty (30) minutes time (plus reasonable travel time) during working hours for one (1) union meeting for each shift per quarter. The Union shall give the Company fourteen (14) calendar days' notice for such meetings, and the Company shall respond to the request within seven (7) calendar days of the request. Such requests shall not be unreasonably denied. If the Company reasonably denies the request, it shall provide alternative dates and times for the meeting at the time of the denial. If the Company fails to respond within seven (7) calendar days of a timely request, appropriate meeting space shall be made available for use by the Union.
- I. The Employer will provide the Union with six (6) SIDA badges for Union representation.

ARTICLE 6 - CHECK-OFF

- A. The Employer agrees to a check-off for the payment of Union dues and initiation fees, and to deduct such payments from the wages of all the employees and remit same to the Union in accordance with the terms of signed authorization of such employees, and according to the method set forth below, and the Employer shall be the Agent for receiving such monies and the deduction of said dues by the Employer shall constitute payment of said dues by the employees. Dues are currently set at 2.25% of gross, regular (straight time) wages.
- B. The regular dues for regular employees shall be deducted from each and every paycheck. For newly hired regular employees, one-half of the full initiation fee and the first dues payment shall be deducted from the employee's first full paycheck in the second month of employment. The balance of the initiation fee shall be deducted from the employee's first paycheck in the following month. In the event an employee terminates their employment before their initiation fee has been completed, the amount necessary to complete the initiation fee shall be deducted from the terminal paycheck. For temporary or casual employees, the Employer will check-off the required dues and forward the amount to the Union once each month in the month following that in which the work was performed. In no event shall such dues deducted by the Employer for temporary or casual employees exceed the regular monthly dues that are paid by the regular employees.
- C. All sums deducted for monthly dues, initiation fees, and voluntary COPE shall be remitted to the Union no later than the 25th day of the month after which such deductions are made together with a list submitted electronically in an .xls, .xlsx, tab delimited .txt or .csv format, specifying the following:
 1. For each employee for whom dues/initiation deductions are made, the employee's name, primary address, primary phone number, union seniority date, total base pay, employee status (active, on leave or terminated), total hours worked in each week of

the pay period, gross earnings in each week of the pay period, initiation fees (if any) deducted from each week of the pay period, COPE deductions (if any) deducted from each week of the pay period, Union dues (if any) deducted from each week of the pay period, amount of said deduction(s) and the employee's ID number.

2. An application for membership for all employees whose names are listed on the check-off for the first time during that month to be sent electronically.
- D. In the event that the Employer fails to deduct and remit the proper Union Initiation fees or dues or fails to comply with any of the terms of this Agreement, and notwithstanding any other provision of the Agreement, the Union shall have the right to take any legal action the Union may consider necessary.
- E. All refunds of members' dues will be handled by the Union.
- F. The Union agrees to hold harmless and to indemnify the Employer for any actions or claims arising out of the withholding of Union dues, fees or assessments including reasonable attorney's fees and costs.

ARTICLE 7 - MAINTENANCE OF MEMBERSHIP

- A. Any employee who does not maintain his/her membership in good standing with the Union shall, upon notice of such fact, in writing from the Union to the Company, be terminated. Membership in good standing shall refer to payment of dues and initiation fees only.

ARTICLE 8 - WAGES

- A. The wage scales in Appendix "A" attached hereto and hereby made a part of this Agreement are minimum wage scales.
- B. Work time shall not be computed in units of less than

- one-quarter (1/4) hours per shift.
- C. Where employees are receiving wage scale in excess of those provided in the prior agreement between the parties; they shall receive the cents per hour increases provided in Appendix "A", classification and wages.
- D. All disbursements for wages shall be made bi-weekly by voucher check, which shall show the total number of hours worked and an itemized list of all deductions made therefrom. If the Employer fails to issue an employee a paycheck on payday, the Employer shall issue the employee a paycheck by the end of the business day that the error is brought to the attention of the Employer or by the end of the payday, whichever is later. If the Employer makes an error on an employee's paycheck, the Employer will, upon written notice from the employee, make a good faith effort to issue a replacement check within two (2) working days from the date that the error is brought to the attention of the Employer. Such payroll corrections shall be on standardized electronic forms, as agreed to by the parties. A copy of each such payroll correction shall be provided to the Company, the Union and the employee. The Employer will provide a copy of the written notice of the error to the Union within three (3) business days. However, in no event shall the Employer not issue a replacement check within three (3) business days. If the Employer fails to issue a replacement check within three (3) business days for any error of fifty dollars (\$50.00) or more, the Employer shall pay the employee a ten-dollar (\$10.00) penalty for every day the replacement check is late, beginning from the third working day after the Employer was first notified, not to exceed twice the amount of the error. However, penalties shall not be capped if the Employer takes more than two pay periods to correct the error.

The Manager on Duty and/or other designated representative shall meet on a bi-weekly basis with the Union stewards and the Union Organizer to resolve outstanding payroll claims. The parties need not meet if there are no outstanding payroll claims for the scheduled meeting.

- E. The Union shall have the right to inspect the paycheck

of any employee covered by this Agreement after the same has been returned to the Company by the bank with respect to any employee grievance or where the Union has reasonable grounds to believe that the Company is not adhering to the terms of this Agreement and the Company shall make the timecard and payroll records available to the representative of the Union upon request at any time within six (6) months from the date paid.

- F. The Employer shall pay employee wages by direct deposit. The Employer shall, upon request and within two (2) business days, provide to the Employee a printed copy of an itemized pay statement, as required under Colorado Revised Statute 8-4-103.

ARTICLE 9 - HOURS AND OVERTIME

- A. Seven and one-half (7 ½) hours shall constitute a normal day's work.
- B. Thirty-seven and one-half (37 ½) hours within a calendar week shall constitute a normal work week.
- C. Any time worked in excess of seven and one-half (7 ½) hours in one (1) day or in excess of thirty-seven and one-half (37 ½) hours in one week shall constitute overtime and shall be paid for at the rate of time and one-half (1 ½) at the employee's basic straight time hourly rate of pay.
- D. Employees working 7 ½ hours per day and who are required to remain on the premises 8 hours per day will receive ½ hour paid lunch. It is expressly understood that each employee shall be entitled to one fifteen (15) minute uninterrupted rest period with pay during each four (4) hours of work, and each employee shall receive an uninterrupted lunch period of thirty (30) minutes, as close to the middle of the shift as is practicable. Employees working ten (10) hours or more shall be provided with a third, fifteen (15) minute uninterrupted rest period, which may be taken at the beginning of their overtime period.

- E. Employees shall be offered overtime assignments on

the basis of seniority. The Employer will maintain a list of employees requesting overtime in order to facilitate the offering of overtime by seniority. The Union may review this list upon request. In the event that no employee volunteers for the overtime assignment, the least senior employee in the classification shall be obligated to accept the overtime assignment. Mandatory overtime shall only be required in response to emergency situations, such as un-forecasted significant snow events. In no event shall any employee be required to accept any overtime assignment of more than four (4) hours, unless an employee is required to stay over on 3rd shift they shall be allowed to stay over for the full 8-hour shift. If the employee is required to stay over on 3rd shift and does not desire to stay over beyond four (4) hours, the Company will provide secure transportation for the employee's return home and shall provide a meal. The type of transportation shall remain in the Company's sole discretion. The Company will only secure transportation in the event that public transportation is not available within one hour of the end of the employee's work period. Employees will not be subject to discipline for obtaining a meal in another concourse during an approved meal or break period. No employee will be required to accept more than two (2) overtime assignments in the same month. Such assignments shall not be on consecutive days. The employee can reject the forced overtime if she/he has a personal or family emergency that makes her/his ability to work overtime that day not possible.

- F. Any employee who is called in for extra work and/or overtime assignment shall be guaranteed a minimum of four (4) hours pay for each call in. Employees shall receive no less than 2 hours advance notice in the event they are required to work overtime.

ARTICLE 10 - WORKING CONDITIONS AND JOB EXPENSE

- A. It is hereby agreed that the Company shall carry Worker's Compensation Insurance on each employee coming under the terms and provisions of this Agreement. In the event of an injury to a bargaining unit member, the Employer shall provide the employee and the Union with a copy of the injury report within

- seven (7) days of the injury.
- B. The Company agrees to provide proper safety appliances and equipment to safeguard the health and safety of employees. The Company agrees to observe state laws regarding working conditions for employees.
- C. The Employer may implement reasonable new policies on dress code requirements but shall meet with the Union at least thirty (30) days prior to implementation to discuss such policies.
- D. Employees shall not be liable for accidental breakage provided such breakage is reported as soon as possible but not to exceed twenty-four (24) hours. Employees will not be held financially liable for loss or theft of any safety appliance or equipment unless the employee has been willfully negligent with respect to degree of care, custody and control employee has over incident.
- E. Any employee required to move from job to job in the course of his/her duties shall be paid for such time spent in traveling plus transportation cost, unless otherwise provided for by both parties in writing.
- F. Any employee who works in a higher classification and rate of pay will receive such pay for all hours worked in the classification.
- G. The Company agrees to supply, maintain and replace all tools, equipment, cleaners, polishes, rags, brushes, brooms, wax, etc. necessary for the employees to perform their jobs. Rubber gloves will be furnished and worn out gloves will be replaced if returned. The Company shall provide new uniforms every other year, and replacement clothing and necessary materials as soon as possible, but under no circumstances longer than two weeks after requested. Employees shall not be disciplined if their clothing is damaged and the Employer does not have a replacement available. Employees shall be required to pay for uniforms not returned upon separation of employment.

The Company shall provide work shoes or boots on an annual basis and in addition, will also replace upon approval worn out shoes or boots within two (2) weeks

of an employee's request. Reasonable requests will not be denied. Alternatively, employees who prefer to provide their own approved shoes or boots shall be permitted to do so.

- H. The Company shall continue to reimburse the cost of parking (per month) to employees who were employed by the Employer prior to January 1, 2017 who furnish a monthly parking receipt from the approved parking lot.

For all employees hired on January 1, 2017 or later, the Company shall provide each employee a monthly EcoPass or reimburse the employee for the cost of parking up to \$36 per month upon receipt of a monthly parking receipt (including by forwarding the receipt by email) from the approved parking lot. Should the cost of employee parking increase, the parties shall meet within thirty (30) days to discuss the increased cost. Elections to change from EcoPass to parking reimbursement, or vice versa, may be requested up to four (4) times per year, with fourteen (14) days' notice before the month in which the Pass or reimbursement is sought.

- I. The Employer shall provide a locker for each employee's use, to store personal articles during their work shift. (i.e., coats, boots and other personal items during shift).

J. Mobile Phone Usage:

1. Employees may clock in and clock out on their personal mobile phones. Alternatively, employees may clock in and clock out by using an electronic tablet available from their supervisor.
2. Employees who voluntarily use their personal mobile phone (including any Bluetooth device) to communicate with supervisors about their work duties during working times shall not be subject to discipline.
3. No employee shall be required to use their personal mobile phones for training.
4. Employees shall be paid a mobile phone stipend of no less than \$5.00 per pay period.

ARTICLE 11 - MAINTENANCE OF PRESENT WORKING CONDITIONS

- A. Present hours of work or conditions will not be reduced except where mutual agreement is reached between the parties or in the event the City and County of Denver by or through its agents requests a reduction in work hours. The parties agree to bargain in good faith over the implementation of such reduction and the Employer agrees to notify the Union in writing prior to bargaining or implementing said reduction.

- B. Sub-contracting of work covered by this Agreement to companies not covered by a collective bargaining agreement with the Union, or to any individual, is prohibited. No employees shall be offered, requested or allowed to sub-contract any work from the Company.

- C. The Company shall not enter into any agreement with an account which will in any way limit the right of the account to hire the employees of the Company or the right of the employees to accept such employment, following termination of the Company's services by the account. In the case where it is necessary for the primary Employer to fill temporary staffing shortages with its subsidiary contractors the Employer shall agree the following protocols:

1. Both regular and floaters on shift will be asked to volunteer to fill temporary shortages.
2. If there are no volunteers, then only floaters will be subject to fill temporary shortages.
3. If no floaters volunteer, then a floater/s will be assigned in reverse order of seniority.

- D. Employees on layoff and extra employees shall receive preference over all new hires in the event the Company hires employees.

- E. The Union shall have the right to conduct an investigation, including the inspection and auditing of any books or records of the Company and at any

job location, building or establishment, in order to determine whether any provisions of this Article have been violated.

- F. In the event the Company's services are terminated by an account, the Company will then furnish the Union the name of said account, its address, the number of members employed, and the hours such members worked on said account prior to the termination. This notice shall be forwarded to the Union at least two (2) weeks prior to the date service is scheduled to terminate.
- G. The Company will agree to establish regular work assignments to the extent that such work assignments are:
 - 1. Limited to those who are performing the same job function in the same work area for five (5) contiguous days of the week.
 - 2. Not open for bid by employees with less than six (6) months seniority. However, if no employees with more than six (6) months of seniority sign the bid, it will then be offered to employees with less than six months in accordance with the provisions of Article 14.
 - 3. Not an impediment to productivity, efficiency or flexibility as it regards the Company's right to redirect and/or reassign in an emergency or as a result of operational necessity.

No area or assignment shall be unreasonably large or disproportionate compared to other areas.

- H. The Employer shall adjust work assignments in order to avoid an undue workload burden on any employee covered by this agreement. There shall be no speedups or increase in the workload so as to impose an undue burden on any employee covered by this Agreement. Employees shall be given an assignment sheet at the beginning of each shift indicating any work to be performed. Employees required to perform more work or clean a larger area than what was awarded

through the bid (or, for floaters, what is a normal work assignment) shall be paid additional assignment differential in the amount of \$3.00 per hour for all hours of the employees' shift when they perform the additional assignment for more than half of their scheduled shift, or if assigned for less than half their shift, for those hours spent performing the additional assignment. The additional assignment differential shall not apply when an employee's regular work assignment is not available or able to be performed on a shift, and substitute or replacement work is being offered, provided that it does not exceed the amount of work awarded in the bid. Additionally, an employee has the right to decline any assignment to perform more work or clean a larger area than awarded in the bid and shall not be sent home in response to such refusal.

Before an employee is disciplined for not completing additional assignments or upon an employee's request, management will study any specific area of concern with the employee to determine if the workload is proper within 5 days of the request. At the end of the study, the shop steward (or Union representative), the employee and Employer management will discuss the results of the study and provide a written description of the current assignment and/or any modifications.

- I. In the event that the City requires the contractor to stagger shift start and break times, the Union and the company agree to negotiate over such changes. Such negotiations shall not exceed 14 days in duration. If no agreement can be reached at the end of this period the company reserves the right to implement its final offer. The Union shall not have the right to strike over the implementation of this provision so long as the city has required the contractor to implement this provision.
- J. The implementation of automation or other new technologies shall not result in the reduction of the bargaining unit. No bargaining unit employee may be laid off and no hours may be reduced as a result of the decision to implement automation.

**ARTICLE 12 - HOLIDAYS/
BIRTHDAYS/ANNIVERSARY**

A. The following holidays shall be observed as holidays with pay for all regular full-time employees:

New Year's Day	Memorial Day	Thanksgiving Day
Martin Luther King's Birthday (On the day recognized by federal government)	Fourth of July	Christmas Day
President's Day	Labor Day	One (1) Floating Holiday

The employees shall not be eligible for holiday pay during the first thirty (30) days of employment unless the employee is required to work on said holiday.

- B. Pay for holidays not worked, but for which an employee is eligible to receive holiday pay, shall be at the employee's regular rate of pay for the holiday as he/she would receive if he/she had worked. Those working the stated holiday shall be paid at the rate of time and one-half (1 ½) for all hours worked on the holiday in addition to holiday pay.
- C. All holidays except for Martin Luther King's Birthday shall be observed on the actual holiday versus the official day as set by the Federal Government.
- D. If a holiday falls on the employee's regular day off, an additional day off with pay shall be granted on the day before or the day after the employee's regularly scheduled day off. The Company may, however, at the employee's option, pay eight (8) hours pay for said holiday in lieu of granting an additional day off with pay. The employee shall advise the Employer one (1) week prior to the holiday whether he/she is going to take an additional paid day off or an extra day of pay in lieu of the day off.

- E. Holidays, whether worked or not, shall be counted as time worked for overtime purposes.
- F. Anniversary Date of Employment: All employees with one or more years of continuous service shall receive their anniversary date of employment as a paid day off, or, at the employee's option shall receive eight (8) hours of pay in lieu of a paid day off. If an employee did not take their Anniversary Date of Employment off and has not already been paid for it, they will receive eight (8) hours pay upon their next anniversary date. The employee may substitute a day off of their choice for their anniversary date of employment with the mutual agreement of the Employer, provided such day is scheduled within one (1) year of its occurrence.
- G. Eligible employees should submit requests for taking their anniversary day, floating holiday or birthday off. These requests shall be submitted in writing no less than seven (7) days in advance of the date desired. If an employee is not able to take their floating holiday off, they will receive eight (8) hours pay upon their next anniversary date. These requests will not be unreasonable denied. If the Company is unable to approve the request, the Company will offer alternative options by the employee's next working day, and employees will be given at least one working day to respond to the offer.
- H. Employees shall receive their birthday as a paid day off or at the employee's option shall receive eight (8) hours pay in lieu of a paid day off. The employee may substitute a day off of their choice for their birthday with the mutual agreement of the Employer provided such day is scheduled within one (1) year of its occurrence. If an employee did not take their birthday off and has not already been paid for it, they will receive eight (8) hours pay upon their next anniversary date. Only employees with 30 days continuous service will be eligible for birthday.

ARTICLE 13 - VACATIONS

- A. The Company will grant two (2) weeks' vacation with pay as set forth below to all employees who have been in the continuous service of the Employer and/or predecessor contractors for one (1) year preceding the period for which the vacation is to be taken and shall have been a regular full time employee during such year.
- B. The Company will grant three (3) weeks' vacation with pay as set forth below to all employees who have been in the continuous service of the Employer and/or predecessor contractors for a period of five (5) years preceding the period in which the vacation is to be taken and shall have been a regular full-time employee during such five (5) year period.
- C. The Company will grant four (4) weeks' vacation with pay as set forth below to all employees who have been in the continuous service of the Employer and/or predecessor contractors for a period of ten (10) years preceding the period in which the vacation is to be taken and shall have been a regular full-time employee during such ten (10) year period.
- D. The Company will grant five (5) weeks' vacation with pay as set forth below to all employees who have been in the continuous service of the Employer and/or predecessor contractors for a period of fifteen (15) years preceding the period in which the vacation is to be taken and shall have been a regular full time employee during such fifteen (15) year period.
- E. Effective January 1, 2023, the Company will grant six (6) weeks' vacation with pay as set forth below to all employees who have been in the continuous service of the Employer and/or predecessor contractors for a period of twenty (20) years preceding the period in which the vacation is to be taken, and shall have been a regular full time employee during such twenty (20) year period.
- F. The amount of vacation which full time employees shall receive shall be in accordance with paragraphs A, B, C, D and E above and shall be payable, at the employee's

option, in the pay period in which the employee's anniversary date occurs or when the employee takes his/her vacation. Vacation pay will be computed at the employee's rate of pay on the employee's anniversary date.

- G. Employees shall be solicited during December of each year for their vacation preferences for the coming year. The Employer will set aside time in the schedule that equates to the amount of vacation hours earned per full time employee of vacation during the scheduling process. Such vacation requests shall be granted on the basis of seniority. The Employer shall post all approved vacations by January 15th. Any request submitted after December 31st will be considered by seniority but an employee may not displace a less senior employee who submitted their vacation request before December 31st. At the conclusion of the vacation period, the employee will return to his/her normal weekly schedule and assignment.
- H. The last hiring date of the individual employee shall determine his/her eligibility for vacation. Vacations shall be taken at any time after the employee's anniversary hiring date, but prior to his/her next anniversary hiring date. Vacation shall not be cumulative.
- I. In case of an approved leave of absence or layoff of greater than thirty (30) days, an employee's anniversary date, for the purpose of determining eligibility of vacation, shall be changed by adding it to the period of his/her absence or layoff. An employee who is laid off through reduction in work force and recalled within thirty (30) days or an employee who returned from an approved leave of absence of thirty (30) days or less, shall be considered as having been continuously employed as to vacation right.
- J. An employee who is terminated, laid off or who resigns, will receive prorated vacation pay.
- K. Whenever a holiday falls during an employee's vacation period and such holiday would be paid to the employee in the event he/she was not on vacation at the time it

occurred, the employee will be given an extra day's pay or an additional day of vacation with pay, at his/her option.

- L. Vacation pay shall be paid in a separate payment in the same manner of the employee's normal wage payment: pay card or direct deposit.

ARTICLE 14 - SENIORITY

- A. Seniority is defined as continuous employment within the bargaining unit with the Employer from date of hire or continuous employment within the bargaining unit (including with any previous or current janitorial contractor at the Airport), whichever is longer. Employees who transfer between janitorial contractors shall be credited with seniority from their original hire date in that position. Seniority will be broken if:
 - 1. Employee quits or is terminated for just cause.
 - 2. Employee is laid off and not recalled for a period of more than one (1) year.
 - 3. Employee fails to return from an authorized leave of absence.
- B. Seniority shall prevail in the assignment of shifts, work assignments, vacation scheduling, layoffs, reductions in staff, days off and recalls.
- C. All shift openings, regular work assignments, days off and job opportunities shall be posted for at least seven (7) days and awarded to the most senior qualified employee who applies for the position. The Employer shall have the right to temporarily fill the position during the posting period. On the first day of each quarter (i.e. January 1st, April 1st, July 1st and October 1st) and upon request of the Union, the Employer shall provide the Union with a copy of all job postings for the previous month with the successful bidder(s) noted on each, as well as an updated seniority list of each shift that includes days off and regular work assignments as well as names and seniority dates.

- D. If an employee bids into a higher classification and fails to perform satisfactorily during the first thirty (30) days in the new job, the employee shall have the right to return to his/her previous classification.
- E. In the event that the Employer finds it necessary to eliminate any regular work assignments, days off, or shift jobs, any affected employee(s) shall then have the right to displace any less senior employee. The employees shall post any such changes, and in the event that no employee signs for this change, the least senior employee shall be required to accept the posted change with 7 days notification by the Employer.
- F. Bidding and Job Assignments. All bids will occur at least once every 12 months unless the parties mutually agree otherwise. The Company shall post the shift bid. Thereafter, all Employees shall be provided with at least seven (7) calendar days to submit bid choices. The Company shall post the deadline for submitting shift bids. Within seven (7) calendar days of the deadline, the Company shall post the results of the shift bid.

Regular work assignments, shift assignments, concourse assignments, and days off will be bid as follows:

- 1. Days off will be bid and posted within the concourse and shift, assuming that no additional employees are needed to work within the concourse and shift. If new employees are needed on the concourse the bid for days off will be open to all employees assigned to this shift. If open to all employees on the shift the bid will be posted on each concourse and the main terminal.
- 2. Concourse assignments will be bid within the shift, assuming that no additional employees are needed on the shift. If new employees are needed on the shift the bid for concourse assignment will be open to all employees. In all cases bids for concourse assignments will be posted on all concourses and the main terminal.

3. Shift assignments will be open to all employees and posted on all concourses and the main terminal.
4. Regular work assignments will be bid and posted within the concourse and shift, assuming that no additional employees are needed to work within the concourse and shift. If additional employees are needed on the concourse the bid for regular work assignments will be open to all employees assigned to this shift. If open to all employees on the shift the bid will be posted on each concourse and the main terminal.
5. The Company will provide, upon request, a list of all regular work assignments and the employees assigned to each area. If it is found that there are work assignments that are not assigned, the Company will agree to post those areas within seven (7) calendar days.
6. The Company will not eliminate regular work assignments unless mandated by the City of Denver or necessary for operational reasons. The Company will provide at least seven (7) days' notice to the Union prior to eliminating regular work assignments unless prevented for legitimate reasons.
7. Floater assignments shall be equitably rotated in seniority order.
8. If the Company gains new space at DEN for cleaning, the Union and the Company will meet within thirty (30) calendar days to negotiate over job assignments to ensure that no employee is subject to an undue work burden.

ARTICLE 15 - DISCIPLINE/DISCHARGE

- A. The Employer shall discipline or discharge employees only for just cause. The Employer shall issue a disciplinary notice within seven (7) calendar days of the offense or the Employer's knowledge of the offense. If the employee is absent at the expiration of the seven (7) day period, the deadline will be extended until the

employee's return to work. The Employer shall notify the Union of all disciplinary action and the reasons therefore at the time of notification of the employee or as soon thereafter as practicable.

- B. An employee shall have the right to have a shop steward and an interpreter present at any meeting where disciplinary action might be imposed or at any investigatory meeting which may lead to discipline. The supervisor will advise the employee of this right, and will, at the employee's request, contact the steward (or Union representative) to be present at any such meeting. The Employer shall coordinate interpretation for any employee who does not speak English. If an interpreter is not immediately available or if the grievant or steward objects to the interpreter offered by the Employer, the meeting shall be rescheduled at the request of the employee or the Union steward/internal organizer. Deadlines for presenting discipline may be extended by mutual agreement for up to five (5) additional days to ensure that an appropriate interpreter is made available. The Union agrees to provide an interpreter within this time period.
- C. Disciplinary notices shall be removed from the employee's file six (6) months from the date of issuance. Any employee shall have the right to inspect his/her personnel file, upon request to the project manager, who will establish a mutually agreeable time for the employee to inspect his/her file.
- D. The Employer shall have the right to implement reasonable new work rules or clarifications provided that such rules or clarifications are posted at least thirty (30) days prior to implementation. The Employer agrees to meet with the Union and at least one Union Steward on the effects of new rules or clarifications.
- E. When an employee is suspended with no prior disciplinary action due to the severity of the infraction, then the employee may be placed on a three-month probation for that infraction only.

ARTICLE 16 - HEALTH AND WELFARE

The Company will offer health benefits to employees, as follows:

A. The Company will continue to contribute 100% of the monthly premium for individual coverage (not less than \$614.59 per month as of January 1, 2025, \$638.56 as of January 1, 2026, \$664.10 as of January 1, 2027, and \$690.67 as of January 1, 2028).

B. The Company will continue to contribute 75% of the monthly premium for employee plus child coverage (the amount the Company will pay will not be less than \$691.89 per month as of January 1, 2025, \$719.57 as of January 1, 2026, \$748.35 as of January 1, 2027 and \$778.28 as of January 1, 2028), for employee plus spouse coverage (the amount the Company will pay will not be less than \$783.80 per month as of January 1, 2025, \$815.15 as of January 1, 2026, \$847.76 as of January 1, 2027 and \$881.69 as of January 1, 2028), and for employee plus family coverage (the amount the Company will pay will not be less than \$1,042.12 per month as of January 1, 2025, \$1,083.80 as of January 1, 2026, \$1,127.16 as of January 1, 2027 and \$1,172.25 as of January 1, 2028).

C. The Company will notify the Union three (3) months in advance of the open enrollment period. The Company agrees to negotiate with the Union regarding any change in health care costs, level of benefits or insurance carrier, subject to the provisions of Art. 19. The Company has no intention to change the health insurance plan design or coverages during the term of the collective bargaining agreement.

D. The employee portion of health insurance costs will be deducted from the employee's paycheck.

E. The Company will continue to provide dental and vision insurance under the provisions listed above.

F. The Employer will continue to provide employees with access to pet insurance.

ARTICLE 17 - LEAVE OF ABSENCE

- A. An application for a leave of absence shall be made in writing ten (10) days in advance by an employee requesting leave. The request will contain the requested start and end date of the leave. The leave of absence will be approved or denied in writing by the Company. Approval shall not be unreasonably denied. No benefits, with the exception of seniority, will accrue during a leave of absence and vacation time will be used and paid as part of the leave of absence. Seniority shall continue to accrue during the first ninety (90) days of an authorized leave of absence.
- B. Employees who have been employed by the Company for at least three (3) months may request a leave of absence in writing. The leave of absence will be without pay and will not exceed ninety (90) days. If an employee does not report back to work on the agreed date, termination may result unless the employee requests an extension in writing three (3) days prior to the scheduled end date of the leave and the Company has approved the extension.
- C. Employees returning from leave of absence of less than ninety (90) days shall be returned to their previous shift and regular work assignment. Employees returning from leave of absence greater than ninety (90) days shall be returned to the nearest comparable assignment to that which they left.
- D. FMLA Leave. The Family Medical Leave Act ("FMLA") makes it unlawful for any Employer to interfere with, restrain, or deny the exercise of any right provided under FMLA and to discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA. If an employee believes that his or her Employer has violated the FMLA, the employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an Employer. FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights. The

Company will comply with all applicable requirements of the Family and Medical Leave Act and applicable state law. The FMLA requires private employers with fifty (50) or more employees to provide eligible employees up to twelve (12) weeks of unpaid, job-protected leave in any 12-month period for certain family and medical reasons. Leave to care for a covered recovering injured or ill military service member is the exception to the 12-week rule. In this circumstance, leave may be up to twenty-six (26) weeks, but not to exceed a combined total of twenty-six (26) weeks of all type of FMLA leave. The 12-month period is a rolling period measured backward from the date an employee uses any FMLA leave. Job-protected medical leave will not be extended beyond twenty-six (26) weeks, unless otherwise required by law. Furthermore, any leave that an employee is entitled to under state law will run concurrently with the extra medical leave provided by the Company under the policy described in the preceding sentence.

Employee Eligibility. The FMLA defines eligible employees as employees who: (1) have worked for the Company for at least 12 months; and (2) have worked the Company for at least 1,250 hours in the previous 12 months.

Leave Entitlement. Eligible employees may take leave for the following reasons: (1) to care for the employee's child upon birth or to care for a child upon the child's placement with the employee for adoption or foster care; (2) to care for a parent, spouse, or child with a serious health condition; (3) when the employee is unable to work because of the employee's own serious health condition; (4) to perform covered needs due to a covered family member's active duty status or call to active duty status; or (5) to care for a covered service member recovering from an injury incurred in the line of duty or active duty.

Serious Health Condition. According to the FMLA, a "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves: (1) inpatient care (i.e., an overnight stay in a hospital, hospice or residential medical facility),

including any period of incapacity or any subsequent treatment in connection with the inpatient care; or (2) "continuing treatment" by a health care provider. For further information on what is considered "continuing treatment," contact the Company's Human Resources Department. Spouses employed by the same employer are jointly entitled to a combined leave of 12 work weeks of family leave to care for a parent who has a serious health condition. However, each spouse may take up to 12 work weeks of leave to care for a child or spouse with a serious health condition.

Birth, adoption, or foster care of children. FMLA leave for birth or placement for adoption or Foster care must conclude within 12 months of the birth or placement. If both spouses are employed by the Company, they are jointly entitled to a combined leave of 12 work weeks of family leave for the birth of their child or placement of a child with them for adoption or foster care.

Military family leave. The FMLA can be used for covered military family leave. The FMLA permits employees with "any qualifying exigency" arising out of the fact that the spouse, son or daughter, or parent of the employee is on active duty (or called to active duty) as part of a contingency operation, or for certain retired personnel as defined by law, to take up to 12 weeks of leave in a 12-month period. The FMLA also permits "a spouse, son, daughter, or parent, or next of kin" up to 26 weeks of leave in a single 12-month period to care for a covered service member recovering from a serious injury or illness incurred in the line of duty on active duty. Eligible employees are entitled to a combined total of up to 26 weeks of all types of FMLA leave during the single 12-month period. For information on what is considered a "qualifying exigency," contact the Company Human Resources Department.

Intermittent or reduced work schedule leave. In certain circumstances, eligible employees may take FMLA leave intermittently (for example, in blocks of time) or by reducing their work schedule. If FMLA leave is to care for a healthy child after the birth or placement for adoption or foster care, you may take your FMLA leave intermittently or on a reduced work

schedule only with the Company's permission. If the FMLA leave is because of a serious illness or to care for a seriously ill family member, you may take the leave intermittently or on a reduced work schedule if it is medically necessary as certified by the treating health care provider.

E. The Colorado paid Family and Medical Leave Insurance (FAMLI) program.

The FAMLI program allows employees who qualify to apply for FAMLI leave benefits for any of the following reasons:

1. Caring for a new child during the first year after the birth, adoption, or foster care placement of that child.
2. Caring for a family member with a serious health condition.
3. Caring for your own serious health condition.
4. Making arrangements for a family member's military deployment.
5. Obtaining safe housing, care, and/or legal assistance in response to intimate partner violence, stalking, sexual assault, or sexual abuse.

Leave application process to the FAMLI Division.

Employees may apply for FAMLI benefits by submitting an application to the Colorado Department of Labor and Employment ("CDLE"). Such applications will be submitted directly to the State of Colorado FAMLI Division, or the Third-Party Administrator if the Employer has adopted a private plan alternative, not to Employer or the Union. Applications may be submitted in advance when the need for qualified leave is foreseeable. The approval or denial of benefits by CDLE shall not be subject to the grievance and arbitration procedures in this Agreement.

Providing Notice of FAMLI Leave to the Company.

Even if the employee has submitted or plans to submit an application to the FAMLI Division for FAMLI benefits, the employee must notify the Employer prior to starting any leave or missing any work if possible. When the need for leave is foreseeable, the employee must provide 30 days' notice prior to the start of their planned leave to Employer. When the need for leave is unforeseeable, the employee must notify the Employer as soon as practicable.

- F. Personal Leave Days: Employees who have completed ninety (90) days of employment may request up to two (2) personal leave days per year. The employee will submit a written request specifying the day(s) and date(s) which he/she wishes to take off. Such leave will be subject to Management approval and shall not be unreasonably denied. In the event the employee has accrued sick time, said sick time may be used for personal leave days above. These requests will not be unreasonably denied. If the Company is unable to approve the request, the Company will offer alternative options by the employee's next working day, and employees will be given at least one working day to respond to the offer.

- G. The Employer will grant leaves of absence to current employees in semi-retirement status (over age 62) to accommodate Social Security earning limits. Employees returning from such leave shall be placed in the closest available open position to that which they had at the time of the leave. Days off, shift assignment, work assignment, and concourse assignment are not guaranteed. The employee must provide at least sixty (60) days' notice of their intent to request such a leave. If no position is available at the time an employee offers to return, such employee shall be offered positions which become available on a seniority basis. The employee shall give at least two (2) weeks' notice of their desire to return from leave. The parties agree to investigate job sharing options for such leaves if feasible. Returning employees cannot bump into an existing filled position but will maintain seniority for pay purposes and *pro rata* vacation benefits.

- H. For all unpaid leaves except FMLA, if the employee commences the leave after the 15th day of the month, the Company will pay health insurance during the first month of the leave; if the employee returns from leave before the 15th day of the month, the Company will pay health insurance during the last month of the leave; otherwise, all months will be initially paid by the Company, but the Company will then be reimbursed for those payouts by the employee. However, the employee shall have the right to cancel his/her health insurance with the understanding that she/he will not be able to re-enroll until the next open enrollment period.
- I. Medical documentation from providers in other countries substantiating a leave of absence shall be accepted on the same basis as documentation from providers from the United States. Employees shall be permitted reasonable additional time to submit medical documentation from providers in other countries.

ARTICLE 18 - GRIEVANCE AND ARBITRATION PROCEDURE

- A. Any grievance or dispute concerning the interpretation or application of this agreement may be submitted as a grievance. Written notice of a grievance shall be to the company within ten (10) working days of occurrence of the incident giving rise to it.
- B. When such notification in writing is served upon the other party, the following procedure shall be observed:

Step 1: The Company's shift manager shall meet within ten (10) working days of notification by the Union, unless mutually agreed. The Step 1 meeting shall be held with the shop steward and/or Union internal organizer and the grievant, in an attempt to resolve the dispute. The Company representative shall issue their answer to the grievance, in writing, within ten (10) working days of the step one meeting. The Employer shall coordinate interpretation for any employee who does not speak English. If an interpreter is not immediately available or if the grievant or steward objects to the interpreter offered

by the Employer, the meeting shall be rescheduled at the request of the employee or the Union steward/internal organizer. Deadlines for the Step 1 meeting may be extended by mutual agreement for up to ten (10) additional days to ensure that an appropriate interpreter is made available. The Union agrees to provide an interpreter within this time period.

Step 2: If the dispute is not resolved at Step 1, the Union may within ten (10) working days of receipt of the Company's written answer, or within ten (10) working days of the date the answer was due, appeal the grievance to Step 2. The second step meeting shall be held no later than ten (10) working days following the Union's appeal to Step 2, unless mutually agreed by both parties. At this meeting the Union internal organizer, the grievant, and the shop steward, shall meet with the immediate supervisor of the Company who conducted the first (Step 1) meeting, or with the Company's designated Labor Liaison Manager. Said Company representative will provide the Union with the Company's answer to the grievance, in writing, within ten (10) working days. If the dispute is not resolved at the Step 2 meeting, the Union may notify the Company, in writing, within ten (10) working days of when the Step 2 answer was due, of its desire to proceed to arbitration.

Arbitration: The party requesting arbitration shall request a list of arbitrators within ten (10) working days of notifying its intent to arbitrate. In the event the parties are unable to agree upon the selection of an arbitrator, the Federal Mediation and Conciliation Service shall provide the Union and the Company with a list of seven (7) arbitrators. Qualified arbitrators shall be members of the National Academy of Arbitrators. The grieving party shall have the first strike privilege. The parties must agree upon the selection of an arbitrator within ten (10) working days of receipt of the list of seven (7) arbitrators. If a party refuses to participate in the timely selection of an arbitrator, the other party may select the arbitrator from the FMCS list. The arbitrator's decision shall be final and binding on both parties. The arbitrator's fee and all incidental

expenses of the arbitration shall be borne equally by the parties hereto. Arbitration shall be set for a date no later than 150 days from occurrence, unless mutually agreed by both parties, or unless the selected arbitrator is not available within this time period. The arbitrator shall not have the authority to add to, detract from, modify, or amend this agreement.

- C. If either party fails to advance the grievance within the time limits specified in the agreement, the grievance shall be settled based upon the reasonable proposed remedy or the last reasonable position of the other party.
- D. Grievances may be filed by the Employer, with the Union President, for alleged violations of the agreement by the Union.
- E. Nothing contained in this Article shall prevent an employee, the Union, or the Company from taking such action, including legal action, that may be required to enforce any terms or conditions of this agreement.
- F. Mediation Procedure. Once a Grievance has been responded to at Step 2, either party may elect to appeal an unresolved grievance to arbitration using the procedure described above, or the issue may be submitted by mutual agreement to mediation.

The mediator shall be selected by mutual agreement of the parties. The mediator shall serve for a one-day session and is thereafter subject to removal by either party. In the event the parties are unable to agree upon the selection of a mediator, a mediator shall be designated by the FMCS.

The expenses or fees of the mediator shall be shared equally by both parties.

Attendance at the mediation sessions shall be shared equally by both parties, including:

Union:
Spokesperson
Assigned Union Representative
Grievant

Employer:
Spokesperson
Company Representative
Operations Representative

Observers:
By mutual agreement, either party may invite observers limited to a reasonable number who shall not participate in the mediation process.

Neither legal counsel for either party, nor court reporters, or recording devices, nor any type of note takers shall be allowed to be present at the proceedings.

The mediation proceedings shall be entirely informal in nature. The relevant facts shall be elicited in a narrative fashion by each party's spokesperson to the extent possible, rather than through the examination of witnesses. The rules of evidence will not apply and no record of the proceedings will be made.

Either party may present documentary evidence to the mediator, which shall be returned to the parties at the conclusion of the proceedings.

The primary effort of the mediator should be to assist the parties in settling the grievance in a mutually satisfactory manner. In attempting to achieve the settlement, the mediator is free to use all of the techniques associated with mediation, including private conferences with only one party, select individuals, etc.

If settlement is not achievable, the mediator will provide the parties with an immediate opinion, based on the Collective Bargaining Agreement, as to how they think the grievance would be decided if it went to arbitration. Said opinion will not be final and binding, but rather advisory. The mediator's opinion shall be given orally together with a statement of reasons for such.

Either party will be free to return the dispute to arbitration.

Should the mediation be scheduled during the working shift of the grievant, the grievant will be permitted time off work, subject to staffing availability, to attend mediation proceedings, without loss of pay. Union observers may request time off for Union business without pay.

The mediator's opinion will not be recorded, it will have no precedential value, and it will not be offered in evidence in any subsequent case or arbitration.

ARTICLE 19 - NO STRIKE CLAUSE

- A. There will be no strike by the Union and no lockout by the Company during the term of this Agreement.
- B. It shall not be a violation of this Agreement and it shall not be cause for discharge or disciplinary action for any employee covered by this agreement to refuse to go through or work behind any picket line established because of a strike authorized by the Denver Area Labor Federation, AFL-CIO and/or Colorado AFL-CIO, provided such authorized strike and picket line relates to protected activities by the employees of the Company, as a party to this agreement or to activities against another employer who has been struck by his employees, where the strike has been ratified or approved by their representative whom such employer is required to recognize under the law.

ARTICLE 20 - MANAGEMENT RIGHTS

- A. Subject to provisions of this Agreement, the Company shall have the exclusive right to direct the employees covered by this Agreement. Among the exclusive rights of management, but not intended as the wholly inclusive list of them, are the right to plan, direct and control all operations performed at the various places of business serviced by employees covered by this Union Agreement; determine the policies, modes and methods

of performing work; alter, rearrange or change, extend, limit or curtail its services or operations; implement operational changes as are deemed necessary for efficient and economical operations, or as directed by its client; to determine the hours of work, and the starting and quitting times; to determine job content and assign duties and tasks; to specify or assign work requirements and overtime; to staff the operations including determining the size of the workforce, and the employees to be utilized in an area or operation; determine qualifications and provide training to assure productive and efficient service; manage the business and direct the working force; to transfer; to hire; to promote; to demote; to discipline; suspend or discharge for proper cause; to determine the tools, machines and equipment to be utilized or furnished, and to introduce new tools, machines, equipment or processes; to utilize temporary, agency or seasonal employees to supplement the workforce; to establish, implement and enforce reasonable work rules and policies; and to relieve employees from duty because of lack of work or other legitimate reasons.

ARTICLE 21 - SICK LEAVE

- A. Each employee shall be granted one (1) hour of sick leave for every thirty (30) hours worked, accumulative to a maximum of thirty-six days.
- B. Employees begin accruing paid sick leave when the employee's employment begins.
- C. Employees may use accrued paid sick leave to be absent from work for the following purposes:
 - 1. The employee has a mental or physical illness, injury, or health condition; needs a medical diagnosis, care, or treatment related to such illness, injury, or condition; or needs to obtain preventive medical care;

2. The employee needs to care for a family member who has a mental or physical illness, injury, or health condition; needs a medical diagnosis, care, or treatment related to such illness, injury, or condition; or needs to obtain preventive medical care;
 3. The employee or family member has been the victim of domestic abuse, sexual assault, or harassment and needs to be absent from work for purposes related to such crime; or
 4. A public official has ordered the closure of the school or place of care of the employee's child or of the employee's place of business due to a public health emergency, necessitating the employee's absence from work.
 5. Needs to evacuate the employee's place of residence due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the need to evacuate the employee's residence; or
 6. Needs to grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of a family member.
- D. In addition to the paid sick leave accrued by an employee, the Employer will provide employees an additional amount of paid sick leave during a public health emergency in an amount based on the number of hours the employee works pursuant to Colorado Healthy Families and Workplaces Act.
- E. If an Employee uses paid sick leave for four (4) or more consecutive workdays on which the employee ordinarily would have worked, the employer may require reasonable documentation.
- F. An employee shall be eligible to receive cash payment for up to one-half (1/2) of his/her unused annual sick leave accrual (but no more than five (5) days' worth). Such cash payment shall be made in December of each year upon employee request.

- G. On June 1 and December 1 of each year, the Employer will post a list of all employees and their sick leave accrual.
- H. Employees shall be paid for all accrued, unused paid sick leave at the time of separation from the employer for any reason, including if the contractor loses its contract with the City.
- I. Employees shall be permitted to take unpaid sick leave in the event they do not have sick leave hours to cover the absence from work.

ARTICLE 22 - PENSION

- A. The Company agrees to contribute to the Service Employees National Industry Pension Fund \$0.40 per hour worked for each employee.

ARTICLE 23 - FUNERAL LEAVE

- A. When a death occurs in the immediate family of an employee, he/she shall be granted a leave of absence with pay, three (3) days in state, five (5) days out of state. Immediate family is defined as: spouse, domestic companion, son, daughter, mother, father, sister, brother, mother-in-law, father-in-law, grandparents, spouse's grandparents, daughter-in-law, son-in-law, grandchildren. Employees who are not able to travel out of state due to economic hardship but can demonstrate that a death has occurred in the immediate family of the employee, shall be eligible for three (3) days' pay for funeral/bereavement leave.
- B. After an employee takes paid funeral leave, he/she may request an additional unpaid leave. This extended funeral leave will be provided to the employee for up to six (6) weeks. Benefits shall not be earned or accrue during that period, with the sole exception that seniority shall continue to accrue. Health insurance shall be paid as for other unpaid leaves, in accordance with Article 17(H). Employees wishing to take extended funeral leave

must request it, by calling the Labor Liaison Manager, on or before the expiration of their funeral leave under Article 23(A) above.

- C. The Company reserves the right to ask for reasonable verifiable proof of death, relationship and attendance at funeral.

ARTICLE 24 - OCCUPATIONAL SAFETY AND HEALTH

- A. Any dispute or disagreement regarding a workplace safety and health issue may be submitted to the grievance and arbitration procedure of this Agreement.
- B. All gloves provided employees shall be proper for the substances being handled, and shall be immediately replaced by the Company at the first sign of wear, leakage, improper fit, etc.
- C. It is the goal, right and obligation of the Company to provide a safe and healthful workplace at all times.
- D. The Company agrees to provide proper safety appliances and equipment to safeguard the health and safety of the employees. In addition, the Employer agrees to provide proper safety shoes/boots to all third shift waxers and Kaivac restroom employees in order to avoid accidents in the workplace. The Company agrees to observe State and Federal Laws regarding working conditions for employees.
- E. Employees will not be required to perform work that is unsafe or dangerous to their safety. No employee will be disciplined for refusing to perform unsafe or dangerous work. When an employee is concerned that he/she is being asked to perform unsafe or dangerous work, he/she will consult with the supervisor who will investigate whether the employee has a reasonable right to refuse to do the work. When the supervisor directs the employee to do the work, the employee will do the work forthwith. If the employee disagrees, he/she shall perform the work and thereafter consult with the steward and file a grievance in accordance with the

provisions of this Agreement. If the supervisor agrees with the employee that the work is unsafe or dangerous, the employee will be assigned to alternate work.

- F. An employee receiving treatment for a work-related injury may request an independent medical examination (IME) in accordance with Colorado law (currently CRS § 8-42-107.2). According to that statute, as currently drafted, in order to get an IME the employee must receive an impairment rating from a Company doctor as part of a final admission of liability on the part of the Company; the employee must request the IME on an appropriate form within thirty (30) days of the mailing of the final admission of liability or disputed finding or determination.

ARTICLE 25 - JURY DUTY LEAVE

- A. Any employee who is required to report for jury service on the day and during the hours which he/she is scheduled to work shall be paid the difference between the amount received for jury service and the amount he/she would have earned working his/her regularly scheduled day at the straight time rate.
- B. In order to receive such pay from the Company, the employee must furnish evidence from the court of such service and the amount paid him/her by the court.

ARTICLE 26 - ASSIGNMENTS

- A. The parties agree that in the event that the ownership of the Company is changed by sale, merger, or in any other manner, this agreement shall be included as a condition of such change or transfer, and shall run to its conclusion as the contract of the successor Company. The Union likewise binds itself to hold this contract in force to its termination and agrees that no part of his agreement shall be assigned to any labor organization without consent of parties hereto.

ARTICLE 27 - SAVINGS CLAUSE

- A. Notwithstanding any contract language to the contrary, the parties to this Agreement understand and agree that the language of this Article will supersede and replace any contrary or inconsistent language found elsewhere in the Agreement

Prevailing Wage

- B. Both parties agree that maintaining an equivalency between the prevailing wage/benefit provisions set forth by the City and County of Denver and the terms of this Agreement is in the best interest of both parties. The Union will submit any negotiated contract changes regarding wages, benefits or other economic provision immediately to Denver's Career Service Authority. Both parties agree to act in concert for the purpose of effectuating any required change with the Career Service Authority.
- C. The Union agrees that the Company should be able to submit a competitive bid, based upon the prevailing wage, should the DIA Janitorial Contractors be put out for bid, and the Union agrees to work with the Company to avoid any disparity between the economic terms of this Agreement and the Career Service Authority prevailing wage schedule issued in the bid proposal. Therefore, the parties to this Agreement further agree that when the DIA Janitorial Contractor goes out to bid, if the wage, benefit or other economic provisions to which the Company will be obligated are different in any respect from the wage, benefit or other economic provision contained in the City and County of Denver bid solicitation, then: the Employer or the Union may give notice of its immediate intent to reopen the contract solely with regards to such disparity. The parties agree that upon receipt of such written notice of contract reopener that both sides will immediately, and in good faith, attempt to negotiate a resolution to the disparity issue referenced above. If after thirty days no agreement can be reached, the Employer may implement its last offer regarding the resolution of the above referenced disparity, and the Union can strike over this issue.

ARTICLE 28 - TERM OF AGREEMENT

- A. This agreement shall be effective from the date of ratification, November 27, 2024, and shall remain in effect until March 12, 2028.
- B. Negotiations for a new collective bargaining agreement shall begin no later than January 30, 2028. Both parties pledge good faith efforts to complete such negotiations well in advance of the scheduled expiration date of this agreement.
- C. Appendix "A" and Appendix "B" set forth hereinafter are incorporated as a part of this Agreement, and shall have the same effect as though fully set forth herein.

In witness whereof, the parties have signed their names and affixed the signatures of their authorized representatives on this _____ day of December 2024.

APPENDIX “A” - WAGE SCHEDULE

Hourly Base Pay Rate

Effective March 12, 2025		
Custodian I	\$22.03	+ \$1.00
Custodian II	\$22.38	+ \$1.00
Effective March 12, 2026		
Custodian I	\$24.03	+ \$2.00
Custodian II	\$24.38	+ \$2.00
Effective March 12, 2027		
Custodian I	\$26.03	+ \$2.00
Custodian II	\$26.38	+ \$2.00

SHIFT DIFFERENTIAL

2ND SHIFT - \$0.50/HR
3RD SHIFT - \$1.00/HR

**Differential pay shall be paid for all paid hours under the collective bargaining agreement.

ECO-PASS

The Company will provide an Eco-Pass to all bargaining unit employees.

APPENDIX “B” - FLOATERS

Upon the request of the Union, management will meet with a Union representative and employees to discuss any concerns about floater assignments. The purpose of these discussions will be to allow the parties to discuss items of mutual concern related to floater assignments. Those discussions are not contract negotiations; they do not reopen the collective bargaining agreement, and all terms and conditions of the collective bargaining agreement will remain in effect, including but not limited to Art. 19; the discussions and any decisions by management thereafter regarding those discussions will not be subject to the grievance and arbitration procedures of the collective bargaining agreement.

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