

**SEIU LOCAL 1021 AND CATHOLIC CHARITIES
COMPREHENSIVE TENTATIVE AGREEMENT
AUGUST 28, 2025**

ARTICLE 27. HOLIDAYS

Section 1. B. Floating Wellness Day

In addition to the holidays listed above, all Regular Full-Time and Regular Part-Time Employees will receive two (2) Floating Wellness Days per calendar year. The Floating Wellness Days will be paid at eight (8) hours per day for Regular Full-Time Employees and pro-rata hours per day for Regular Part-Time Employees.

The following conditions apply to the Floating Wellness Day:

- All requests are subject to management approval based on operational needs;
- The Floating Wellness Days must be used within the calendar year it is granted;
- There will be no carryover of unused Floating Wellness Days to the following year;
- There will be no cash payout or buyback of unused Floating Wellness Days; and/or
- Employees who separate from employment will forfeit any unused Floating Wellness Day.

ARTICLE 31. CELL PHONE STIPEND

All Regular Full-Time and Regular Part-Time Employees will receive a thirty-five dollar (\$35.00) taxable stipend per month. The stipend will be included on the Employee's first paycheck for the following month and every subsequent month thereafter.

ARTICLE 29. SALARIES

Section 1. Salary Step Schedule

Minimum salaries will be paid in accordance with the Salary Schedule (Appendix A wage scales) attached hereto and made part of this Agreement. Each job title and its corresponding placement on the Salary Schedule will also be made a part of this Agreement. In the event an employee is promoted, their anniversary date will change to the effective date of their promotion. The official pay rate will be the hourly rate.

- Year one: All current employees within the first pay period following July 1, 2025: an increase of 5% an hour (inclusive of the annual step increase)
- Year two: All current employees within the first pay period following July 1, 2026: an increase of 4% an hour (inclusive of the annual step increase)

- Year three: All current employees within the first pay period following July 1, 2027: an increase of 2% an hour (inclusive of the annual step increase)

Employees will progress through 10 steps in the salary table attached as Appendix "A" - Pay Scales on July 1st of each year.

Beginning July 1, 2025, the minimum wage for the bargaining unit will be \$25 per hour.

Employees who have been with the Catholic Charities for more than ten (10) years of service and who are no longer eligible for step increases that are stepped out before July 1st, 2022 wage increase will receive longevity pay.

As outlined in Article 40 under Labor Management Committee Catholic Charities and SEIU 1021 will meet quarterly unless both parties mutually agree to change the frequency. The LMC will consist of 3 management representatives and 3 employees representatives designated by the Union who shall participate on work time without loss of compensation. The LMC shall meet within 90 days after contract ratification to discuss topics related to the performance evaluation process.

[...]

Section 16. Language Skills

a. Bilingual Pay

Employees who are required to use bilingual skills in providing services to clients of the Employer will be compensated at the rate of fifty-five dollars (\$55.00) per bi-weekly pay period. In order to qualify for bilingual pay, employees must consistently use another language in the performance of their duties and pass a language test.

"Consistently" shall be defined as the utilization of bilingual language skills on more than one (1) occasion during any given business day or within the course of an eight (8) hour shift, as documented by the employee's supervisor, manager, and/or director on the Language Skills Assessment Form. (Appendix 'C').

The language test must be completed within thirty (30) days of when a supervisor, manager, and/or director designates an employee as performing job duties in another language (bilingual) and recertified every three (3) years or upon expiration of this Agreement, whichever occurs first. The test requirement may be satisfied by either: (1) providing certification from an approved language certification organization recognized by Catholic Charities, including but not limited to: Language Testing International (LTI), American Council on the Teaching of Foreign Languages (ACTFL), ALTA Language Services, Language Line Solutions, or the American Translators Association (ATA); or (2) having the employee's supervisor, manager, and/or director complete and submit the Language Skills Assessment Form (Appendix 'C') to the People and Culture Unit (PAC). Supervisors must observe the employee's language skills over a minimum five (5) day period before completing Appendix 'C'.

Section 17. Timekeeping

Employees working in the field may clock in and out using their mobile devices, provided that their device and the timekeeping application have geolocation capabilities. Management retains the sole right and discretion to authorize or restrict the use of mobile devices for clocking in and out, based on program needs, client needs, or business necessity. Additionally, all submitted timesheets must be verified and approved by the Director or Deputy Director. Failure to properly record time may result in disciplinary action.

Section 18. Remote Work Accommodation

Where an employee's duties allow them to work remotely (i.e., at home (residence) or another Catholic Charities SF program/location), an employee may request to work remotely up to two (2) days per business week. Eligibility for a Remote Work Accommodation schedule begins after the successful completion of the six (6) month probationary period. A request for a Remote Work Accommodation schedule must be submitted in writing via email to the employee's direct supervisor. Management retains the right and discretion to authorize or restrict a Remote Work Accommodation schedule based on program needs, client needs, or business necessity. Approval of a Remote Work Accommodation schedule is also contingent upon the roles and responsibilities specific to the union employee's function and whether those duties align with a remote work arrangement. Management may deny or modify a Remote Work Accommodation request if it does not meet program needs, client needs, business necessity, or if the employee's job duties are not compatible with a Remote Work Accommodation schedule. A decision will be provided within fifteen (15) business days of the request. The request shall not be unreasonably denied or modified. If, after receiving a response from the supervisor, the requesting employee wishes to have their Remote Work Accommodation schedule request further reviewed, they may submit a follow-up request to the People and Culture (PAC) Unit via email. The PAC Unit will have twenty (20) business days to respond to the employee's request for a review.

APPENDIX "C" - LANGUAGE SKILLS ASSESSMENT FORM

CATHOLIC CHARITIES SF - BILINGUAL EMPLOYEE LANGUAGE SKILLS ASSESSMENT

Employee Name: _____ Employee ID: _____
Department: _____ Position: _____
Language Being Assessed: _____ Assessment Period: _____

INSTRUCTIONS: Supervisor must observe employee using bilingual skills for minimum 5 work days before completing this form. Check YES or NO for each criterion based on direct observation.

SPEAKING SKILLS

- YES ☐ NO ☐- Employee conducts full client conversations in the second language (minimum 5 conversations observed)
- YES ☐ NO ☐- Employee explains Catholic Charities services clearly in the second language (minimum 5 explanations observed)
- YES ☐ NO ☐- Employee responds to client questions without requesting English translation (minimum 5 conversations observed)
- YES ☐ NO ☐- Clients understand employee without requesting repetition (minimum 5 conversations observed)

LISTENING COMPREHENSION

- YES ☐ NO ☐- Employee accurately follows client instructions given in second language (minimum 5 conversations observed)
- YES ☐ NO ☐- Employee correctly documents client information provided in second language (minimum 5 conversations observed)
- YES ☐ NO ☐- Employee responds appropriately to client concerns expressed in second language (minimum 5 conversations observed)
- YES ☐ NO ☐- Employee identifies and addresses client needs without language barriers (minimum 5 conversations observed)

FREQUENCY OF USE

- YES ☐ NO ☐- Employee uses second language minimum 60% of direct client service time (minimum 10 conversations observed)
- YES ☐ NO ☐- Employee served minimum 10 clients in second language during assessment period (minimum 10 conversations observed)
- YES ☐ NO ☐- Employee utilized second language skills each day of assessment period (minimum 10 conversations observed)

PROFESSIONAL COMMUNICATION

- YES ☐ NO ☐- Employee maintains professional tone and vocabulary in second language (minimum 5 conversations observed)
- YES ☐ NO ☐- Employee demonstrates cultural sensitivity when using second language (minimum 5 conversations observed)
- YES ☐ NO ☐- Employee accurately conveys agency policies in second language (minimum 5 conversations observed)

CERTIFICATION: Employee must receive YES on at least eight (8) of fourteen (14) criteria to qualify for bilingual pay.

Total YES responses: ____ / 14 QUALIFIED: ☐ YES ☐ NO

I certify that I directly observed this employee's language skills during the assessment period and that the information provided above is accurate.

Supervisor Name: _____ Title: _____

Supervisor Signature: _____ Date: _____

Department Director Approval: _____ Date: _____

FOR PAC USE ONLY:

Date Received: _____ Processed By: _____ Effective Date: _____

ARTICLE 35. HEALTH INSURANCE PLAN

A. Benefits Eligibility

All Regular Full-Time and Regular Part-Time Employees are eligible to participate in the Health Insurance Plan ("Flexible Plan"). Those Employees working less than 30 hours or more a week who were 'grandfathered' in the previous agreement will retain their eligibility.

B. The Employer will contribute a set amount per month to each Employee's individual Flexible Plan. The total flex dollar will be calculated as follows:

Single Kaiser Plan
Single Dental Plan

Any portion of the flex amount not used for Section 125 pretax deductions will be paid out as taxable income at 75%.

C. Plan Menu

The Plan Menu is as follows:

Medical Plan – Kaiser high plan
Dental Plan
Vision Plan

Spending Accounts:

1. Dependent Care Spending Account
2. Health Care Spending Account

D. Operation of the Plan

The Plan will operate pursuant to Catholic Charities CYO's Summary Plan Description ("Plan"). The Plan will comply with applicable government code sections and will be furnished to Employees and the Union upon request.

If the increase to health care premiums for the medical plan is above seven (7%), both agree to negotiate within two (2) months before the Plan enrollment, with the understanding that such negotiation may trigger a wage re-opener.

In the event a change required by law negatively impacts either party, the affected party may reopen the Agreement for the purpose of negotiating over the impact of those changes. However, changes to the Agreement dealing with said impact will only go into effect by mutual agreement. The parties will attempt to reach an agreement within sixty (60) days of the law changes and, if they are unable to do so, the matter will be referred to mediation for an additional ninety (90) days.

If any reduction in a benefit is a result of the actual insurer changing the benefits under the specific plan listed above, the agreement will not be reopened. The Union and employees will be notified of changes made by the carrier when the Employer receives notification. However, should a plan be eliminated or substantially modified, the Employer will notify the Union and this Agreement will be reopened to negotiate regarding alternatives.

E. Administrative Costs

The Employer will pay the administrative costs for the Plan, except that the Employees will pay the portion of the administrative costs associated with the Department Care and Health Care spending accounts through a payroll deduction.

F. Forfeitures

At the end of the Plan year, unused amounts designated by an employee to their Dependent Care or Health Care Spending Accounts will be forfeited as required by applicable law.

G. Miscellaneous

1. Applicable Law

This Plan is subject to all applicable law(s), and the Employer may make any changes necessary in the Plan and the Rules in order to comply with applicable law(s). The Employer will notify the Union of all changes to be made in order to comply with applicable law(s) at the earliest time possible, but no later than thirty (30) days after the law(s) is/are announced.

2. Unpaid Leave

During any unpaid leave of absence, there will be no insurance contributions or premiums paid by the Employer and all flex credits and payments will cease except as

provided in Article 23. Leave of Absence. All Employees on unpaid leave may continue their coverage at their own expense, under COBRA, during their leave.

ARTICLE 24. SICK LEAVE

Section 1. Accrual

Paid sick time is provided to regular full-time, and regular part-time employees. Regular full-time employees accrue paid sick time at the rate of eight (8) hours per month; regular part-time employees accrue paid sick time at their regular hourly rate, on a pro-rated basis, determined by the number of hours they are regularly scheduled to work per week. For purposes of the sick leave accrual, eligible regular hours (ERH) will be defined as straight time hours worked plus vacation hours plus holiday hours plus jury duty hours. In no event will the ERH exceed eight (8) hours per day (2080 hours per year) for the purpose of calculating the sick accrual. Sick leave may be accumulated to a maximum of four hundred and eighty (480) hours. In the event at Employee is sick and has exhausted accrued sick leave, the Employee may request to take vacation time to make up the time lost or take the time unpaid. Unpaid time may be considered a leave of absence (see Article 23. Leave of Absence). Employees will not be allowed to have a negative sick leave balance.

ARTICLE 32. COMMUTER BENEFITS

Section 2. Taxable Commuter Benefits

Catholic Charities Employees commuting to a Catholic Charities location five (5) days per week will be eligible to receive a forty-five (\$45) dollar taxable monthly stipend for their use for commuting costs such as parking, gas, tolls, and other costs associated with commuting.

ARTICLE 38. HEALTH AND SAFETY

Section 5. Compliance with Health and Safety Regulations

Catholic Charities SF agrees to provide a safe and healthful workplace and comply with all applicable Federal, State, and Local health and safety regulations. Catholic Charities SF and SEIU Local 1021 will establish (no more than ninety (90) days after ratification of the CBA) a Joint Health and Safety Committee with equal representation from management (no more than three (3) members) and union employees (no more than two (2) union employees plus the SEIU Union/Field Representative) to address

workplace hazards and ensure compliance. The Joint Health and Safety Committee will meet once every quarter at a date and time designated and mutually agreed to by both Catholic Charities SF and SEIU Local 1021. The Joint Health and Safety Committee meeting will not be longer than one (1) hour unless a longer period of time is required under Section 6. Joint Health and Safety Committee Grievance Resolution. The meetings may be virtual. Employees who are members of the Joint Health and Safety Committee will be approved to participate (PAC will send notice to the respective supervisor and/or manager) and receive their regular hourly rate of pay for attending.

Section 6. Joint Health and Safety Committee Grievance Resolution

The Joint Health and Safety Committee shall serve as the initial forum to discuss and resolve any and all Grievances filed by SEIU Local 1021 and/or union members related to health and safety matters. The Committee will aim to address such Grievances informally and collaboratively before proceeding to the formal Grievance Procedure outlined in the CBA under ARTICLE 11. GRIEVANCE PROCEDURE or other administrative forums.

Other than meeting once a quarter, the Joint Health and Safety Committee will meet promptly (no more than fifteen (15) business days from the date of the incident) upon receipt of a Grievance to ensure timely resolution.

APPENDIX "A" - WAGE SCALES

7/1/2025	\$25 min. wage or 5% (whichever is greater)										(including 1.5% Step Increase)
Professional / Licensed	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	
PL1	25	25.375	25.755625	26.1419594	26.5340888	26.9321001	27.3360816	27.7461228	28.1623147	28.5847494	
PL2	27.6315790	28.0460526	28.4667434	28.8937446	29.3271507	29.767058	30.2135639	30.6667673	31.1267688	31.5936704	
PL3	30.2631579	30.7171053	31.1778618	31.6455298	32.1202127	32.6020159	33.0910461	33.5874118	34.091223	34.6025914	
PL4	32.8947368	33.3881579	33.8889803	34.397315	34.9132747	35.4369738	35.9685284	36.5080563	37.0556772	37.6115124	
PL5	35.5263158	36.0592105	36.6000987	37.1491002	37.7063367	38.2719317	38.8460107	39.4287009	40.0201314	40.6204333	
Support Services	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	
SS2	25	25.375	25.755625	26.1419594	26.5340888	26.9321001	27.3360816	27.7461228	28.1623147	28.5847494	
SS3	26.3203215	26.7151263	27.1158532	27.522591	27.9354299	28.3544613	28.7797782	29.2114749	29.649647	30.0943917	
SS4	27.6406429	28.0552526	28.4760814	28.9032226	29.3367709	29.7768225	30.2234748	30.676827	31.1369794	31.6040341	
SS5	28.9609644	29.3953789	29.8363096	30.2838542	30.738112	31.1991837	31.6671715	32.142179	32.6243117	33.1136764	
Maintenance Services	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	
MS2	25	25.375	25.755625	26.1419594	26.5340888	26.9321001	27.3360816	27.7461228	28.1623147	28.5847494	
MS3	26.3203215	26.7151263	27.1158532	27.522591	27.9354299	28.3544613	28.7797782	29.2114749	29.649647	30.0943917	

7/1/2026			4% yearly increase					(including 1.5% Step Increase)		
Professional / Licensed	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
PL1	26	26.39	26.78585	27.1876378	27.5954523	28.0093841	28.4295249	28.8559677	29.2888073	29.7281394
PL2	28.7368421	29.1678947	29.6054132	30.0494944	30.5002368	30.9577403	31.4221064	31.893438	32.3718396	32.8574172
PL3	31.4736842	31.9457895	32.4249763	32.911351	33.4050212	33.9060965	34.414688	34.9309083	35.4548719	35.986695
PL4	34.2105263	34.7236842	35.2445395	35.7732076	36.3098057	36.8544528	37.4072696	37.9683786	38.5379043	39.1159728
PL5	36.9473684	37.501579	38.0641026	38.6350642	39.2145901	39.802809	40.3998511	41.0058489	41.6209366	42.2452507
Support Services	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
SS2	26	26.39	26.78585	27.1876378	27.5954523	28.0093841	28.4295249	28.8559677	29.2888073	29.7281394
SS3	27.3731343	27.7837313	28.2004873	28.6234946	29.052847	29.4886398	29.9309694	30.3799339	30.8356329	31.2981674
SS4	28.7462687	29.1774627	29.6151246	30.0593515	30.5102418	30.9678954	31.4324138	31.9039	32.3824585	32.8681954
SS5	30.119403	30.5711941	31.029762	31.4952084	31.9676365	32.4471511	32.9338583	33.4278662	33.9292842	34.4382235
Maintenance Services	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
MS2	26	26.39	26.78585	27.1876378	27.5954523	28.0093841	28.4295249	28.8559677	29.2888073	29.7281394
MS3	27.3731343	27.7837313	28.2004873	28.6234946	29.052847	29.4886398	29.9309694	30.3799339	30.8356329	31.2981674
7/1/2027			2% yearly increase					(including 1.5% Step Increase)		
Professional / Licensed	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
PL1	26.52	26.9178	27.321567	27.7313905	28.1473614	28.5695718	28.9981154	29.4330871	29.8745834	30.3227021
PL2	29.311579	29.7512526	30.1975214	30.6504842	31.1102415	31.5768951	32.0505486	32.5313068	33.0192764	33.5145655
PL3	32.1031579	32.5847053	33.0734758	33.569578	34.0731216	34.5842185	35.1029817	35.6295265	36.1639694	36.7064289
PL4	34.8947368	35.4181579	35.9494303	36.4886717	37.0360018	37.5915418	38.155415	38.7277462	39.3086624	39.8982923
PL5	37.6863158	38.2516105	38.8253847	39.4077655	39.9988819	40.5988652	41.2078481	41.8259659	42.4533554	43.0901557
Support Services	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
SS2	26.52	26.9178	27.321567	27.7313905	28.1473614	28.5695718	28.9981154	29.4330871	29.8745834	30.3227021
SS3	27.920597	28.339406	28.7644971	29.1959645	29.633904	30.0784125	30.5295887	30.9875326	31.4523456	31.9241307
SS4	29.321194	29.7610119	30.2074271	30.6605385	31.1204466	31.5872533	32.0610621	32.541978	33.0301077	33.5255593
SS5	30.7217911	31.1826179	31.6503572	32.1251126	32.6069892	33.0960941	33.5925355	34.0964235	34.6078699	35.1269879
Maintenance Services	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
MS2	26.52	26.9178	27.321567	27.7313905	28.1473614	28.5695718	28.9981154	29.4330871	29.8745834	30.3227021
MS3	27.920597	28.339406	28.7644971	29.1959645	29.633904	30.0784125	30.5295887	30.9875326	31.4523456	31.9241307

COMPREHENSIVE TENTATIVE AGREEMENT
AUGUST 28, 2025

The proposals set forth in this Comprehensive Tentative Agreement and all Tentative Agreements previously signed by the Parties will constitute the Parties' Final Comprehensive Tentative Agreement. Any proposal or counterproposals, whether written or oral, not contained herein, or not previously signed by both Parties are deemed withdrawn.

Date: August 29, 2025

Catholic Charities:

(Signature / Printed Name)

Michelle Pommier / Michelle Pommier

Kenneth Ramirez / Kenneth Ramirez

/

/

/

SEIU Local 1021:

(Signature / Printed Name)

Michelle Wright / Michelle Wright

/

/

/

/