

**Memorandum of Agreement between
United Food and Commercial Workers Local 7 and Attention, Inc. d/b/a TGTHR**

United Food and Commercial Workers Local 7 (the "Union") and Attention, Inc. d/b/a TGTHR for its Chase House facility located in Boulder, Colorado (the "Company") have met concerning workers in a newly organized bargaining unit described herein, and have reached agreement on a new Collective Bargaining Agreement attached hereto.

This MOA and any attachments thereto represent the entire agreement between the parties. Any Union proposal not identified or addressed herein shall be deemed withdrawn. Any proposal of the Employer not identified or addressed here shall be deemed withdrawn. The modification or withdrawal of any proposal in these negotiations shall not be used as evidence in any arbitration or any proceeding between the Parties.


The Parties reserve the right to correct any drafting errors or omissions in this Agreement, and agree that Article and Section numbering may be updated for consistency and order.

This Agreement is conditioned on a peaceful settlement, and is only effective upon ratification by the bargaining unit. The UFCW Local 7 Bargaining Committee recommends the acceptance of this Agreement.

United Food and Commercial Workers Attention Inc. d/b/a TGTHR
Local 7

By: 

Mathew Shechter
General Counsel

By: 

Elly Johnson
Chief Program Officer

AGREEMENT
BETWEEN

ATTENTION INC. d/b/a TGTHR
AND
UNITED FOOD AND COMMERCIAL
WORKERS, LOCAL 7, AFL-CIO

AUGUST __, 2023 to
SEPTEMBER 30, 2025

TABLE OF CONTENTS

Article 1	Recognition and Exclusions.....
Article 2	Union Security
Article 3	Check-Off
Article 4	Bargaining Unit Work.....
Article 5	Management Rights
Article 6	Definition of Classifications
Article 7	Rate of Pay
Article 8	No Reduction in Pay
Article 9	Workweek
Article 10	Overtime and Shift Premiums.....
Article 11	Jury Duty.....
Article 12	Bereavement Leave.....
Article 13	Work off the Clock
Article 14	Paychecks.....
Article 15	Lunch and Rest Breaks
Article 16	Probationary Period
Article 17	Seniority.....
Article 18	Scheduling and Available Hours
Article 19	Discharge and Discrimination.....
Article 20	Leaves of Absence
Article 21	Dispute Procedure.....
Article 22	Union Representative Visitation
Article 23	Union Steward
Article 24	No Strike / No Lockout.....
Article 25	Savings Clause
Article 26	Bulletin Board.....
Article 27	Safety
Article 28	Education and Certification
Article 29	Health and Welfare
Article 30	Retirement.....
Article 31	Paid Leave.....
Article 32	Term of Agreement.....
Appendix "A"	Rates of Pay
Appendix "B"	Job Descriptions.....

**AGREEMENT BETWEEN ATTENTION, INC. D/B/A TGTHR
AND
UNITED FOOD AND COMMERCIAL WORKERS, LOCAL 7**

TERM: AUGUST __, 2023 TO SEPTEMBER 30, 2025

This agreement is made and entered into by and between Attention, Inc. d/b/a TGTHR (the "Employer", "Company", or "TGTHR") and United Food and Commercial Workers International Union, Local 7 (the "Union", "Local 7", or "UFCW"). For and in consideration of the mutual promises and conditions hereinafter set forth, and in order to assure and secure the benefits intended to be derived by the employees and the Employer under these Articles of Agreement herein, it is hereby expressly understood and agreed as follows:

**ARTICLE 1
RECOGNITION AND EXCLUSIONS**

TGTHR recognizes Local 7 as the sole and exclusive collective bargaining agent for the bargaining unit which was certified by the National Labor Relations Board in Case No. 27-RC-302547 on November 4, 2022 which includes all full-time, regular part-time, and relief Youth Support Specialists, Case Managers, and Case Management Associates employed by the Employer at its Chase House location in Boulder, Colorado; but excluding all office clerical employees, managers, professional employees, guards, and supervisors, as defined in the Act, and all other employees.

The term employee, used throughout this Agreement, refers to a bargaining unit employee. A bargaining unit employee is one who is subject to the terms of this Agreement.

**ARTICLE 2
UNION SECURITY**

All employees covered by this Agreement who are members of Local 7 on the effective date of this Agreement shall remain members. This maintenance of membership clause shall have no force or effect unless employees approve this clause in accordance with applicable law.

All employees covered by this Agreement and hired on or after its effective date shall have the right to voluntarily become and remain members in the Union or discontinue membership.

**ARTICLE 3
CHECK-OFF**

Section 1. TGTHR agrees to deduct biweekly dues and initiation fees from the employee's bi-weekly paycheck for employees who have voluntarily and individually certified in writing that such deductions be made.

Section 2. The Employer agrees to deduct amounts designated by employees for the Active Ballot Club when the Employer has been furnished an individual written authorization for making such deductions on a form mutually agreed upon between the Employer and the Union. It is agreed

that the ABC authorization is to be entirely voluntary upon the part of each individual employee and that any such employee may revoke their ABC checkoff authorization upon giving thirty (30) days written notice to the Employer and the Union.

Section 3. On or before the tenth (10th) day following each pay period, TGTHR agrees to submit all funds deducted to Local 7 and a report listing all bargaining unit members who worked during the pay period, their hours worked, their wages paid, and all deductions, including dues, initiation fees, and any authorized ABC deductions.

During new employee onboarding, the Company shall inform bargaining unit employees of their right to become a member of the union and shall provide suitable documentation (as agreed upon by the Union and the Company) to employees facilitating voluntary membership in the Union. TGTHR will promptly provide to the union any completed documentation and the names, dates of hire, classifications, salaries, and home addresses of all new bargaining unit employees. Within ten (10) days following the end of each month, TGTHR will provide to the union the names and last day worked of any employees who have left the bargaining unit during the month.

Section 4. The Union shall indemnify and hold the Employer harmless against any and all claims, demands, suits or other forms of liability that shall arise out of, or by reason of, action taken by the Employer to comply with the terms of this Article.

ARTICLE 4 BARGAINING UNIT WORK

All work performed in the facility at Chase House in Boulder, Colorado covered by this Agreement shall be performed exclusively by the bargaining unit, except that supervisory and non-bargaining unit employees may be temporarily assigned to do bargaining unit work under the following circumstances: in cases of emergency; to instruct or train employees; to demonstrate the proper method of accomplishing the tasks assigned; to avoid mandating overtime; to allow the release of employees for Union or other approved activities; or to provide coverage due to unscheduled absence of other employees. If the employer has more than 24 hours notice of an unscheduled absence, employer shall make reasonable effort to offer the shift to available bargaining unit employees. At all times, up to two (2) members of management may perform bargaining unit work at the facility without restriction.

ARTICLE 5 MANAGEMENT RIGHTS

Section 1. The Employer retains all the customary, usual, and exclusive rights, decision making, management prerogatives, functions and authority connected with or in any way incident to its responsibility to manage the Company or any part of it unless expressly reserved or limited by the terms of this Agreement or applicable law.

Unless expressly reserved or limited by the provisions of this Agreement, the Employer shall have the sole and exclusive right, at its own discretion, to exercise the following rights, which are not meant to be exclusive:

1. Determine the character, extent, location, organizational structure, and methods of its operation/business, including the establishment of new operations or departments and divisions or subdivisions thereof, and the right to expand, maintain reduce or cease its operations.
2. Determine the methods, means and personnel by which such operations are to be conducted.
3. Determine the number of employees required, including the right to discipline or discharge for cause, hire, rehire, promote, or transfer any employee, and the right to relieve employees from duty because of lack of work including the reduction of or adjustment of employee's hours (examples which include but are not limited to, in the case of snow conditions, other unexpected conditions, or if business volume declines)
4. Schedule operations, determine the number, duration, and scheduling of work shifts, the allocation of employees and jobs to be assigned to each shift, and the right to modify those decisions.
5. Assign and direct work, train, and supervise employees, and transfer employees to supervisory, managerial, or other positions outside the bargaining unit.
6. Establish or revise qualifications of employees and performance standards, job requirements, job descriptions, and the right to evaluate the performance of employees.
7. Choose and control the equipment, processes, methods, materials and means to conduct its business, and change them as needed to respond to changing conditions.
8. Establish, modify, eliminate and enforce reasonable work rules, policies and procedures, or continue, modify, eliminate and enforce existing ones, on work-related matters, which include but are not limited to discipline, performance management, attendance, illness, safety, code of conduct, employee relationships, dress code, payroll practices (including time entry), appearance, employee discounts, cell phone and electronic device usage, parking, loitering, drugs and alcohol, smoking, paid time off, and all other work rules.

The above Management Rights are not all-inclusive, and not set forth for purposes of limitations, but instead indicate the type of matters or rights which belong to or are inherent to management except as may be expressly reserved or limited by the other Articles of this Agreement.

The Employer not exercising any right hereby reserved to it, or exercising its function in a particular way, shall not be deemed a waiver of its right to exercise such function, or preclude the Employer from exercising, the same in some other way not in conflict with the express provisions of this Agreement.

ARTICLE 6 DEFINITION OF CLASSIFICATIONS

Section 1. Job Descriptions - Youth Support Specialist, Case Management Associate and Case Manager job descriptions are as set forth in Appendix B. The Primary Responsibilities of the job descriptions shall not be modified without the consent of the Union, which shall not be unreasonably withheld.

Section 2. Work Performed Between Classifications. Youth Support Specialists will not be assigned duties exclusive to the Case Manager or Case Management Associate unless the employee consents. The Case Manager or Case Management Associate may be assigned duties of the Youth Support Specialists.

ARTICLE 7 RATES OF PAY

Section 1. The classifications, wages, and special conditions applicable to employees are set forth in Appendix "A," attached hereto, and, by this reference made a part hereof.

Section 2. During the life of this Agreement, the Employer shall not raise or lower bargaining unit rates of pay except as dictated by the wage scales set forth elsewhere in this Agreement, or otherwise by written consent of the Union.

ARTICLE 8 NO REDUCTION IN PAY

Section 1. No employee, who prior to the effective date of this Agreement was receiving more than the rate of wages designated in this Agreement for the class of work in which they are engaged, shall suffer a reduction in the rate of wages because of the adoption and application of this Agreement. No employee shall be asked to make any verbal or written agreement that shall conflict with this Agreement in any way.

ARTICLE 9 WORKWEEK

Section 1. The workweek for the Case Manager and the Case Management Associate consists of five eight (8) hour days per week, Monday through Friday. The workweek for Regular Full-Time Employees consists of 30 or more hours of scheduled work per week. The workweek for Regular Part-Time Employees consists of less than 30 hours of scheduled work. Scheduled shifts are between four (4) and eight and a half (8.5) hours in length. However, the length of scheduled shifts may be adjusted based upon Program needs, such as summer breaks, school breaks and holiday breaks, so long as such shifts are not less than four (4) hours or more than eight and one half (8.5) hours. The workweek for all Chase House employees may also include transport opportunities, Weekly Staff Meetings, All Staff Meetings, and Monthly Trainings which if they occur outside of scheduled shift are paid for time actually worked.

Section 2. Minimum Weekly Scheduling. Regular Full-Time Employees shall be scheduled at least thirty (30) hours of work each week. Regular Part-Time Employees shall be scheduled at

least eight (8) hours of work each week. This Minimum Weekly Scheduling shall not apply in any week where the available hours are reduced as a result of an Act of God, facility closure, or other emergency beyond the control of the Employer.

Section 3. The Employer may not schedule split shifts, which is defined as a break in the employee's shift longer than the normal lunch period without the employee's consent.

ARTICLE 10 OVERTIME AND SHIFT PREMIUMS

Section 1. Overtime (Hourly Employees Only): Overtime compensation at the rate of time and one-half (1-1/2x) the employee's base hourly rate of pay shall be paid under the following conditions:

- a. For all time worked in excess of twelve (12:00) hours in any one (1) calendar day.
- b. For all time worked in excess of forty (40) hours in any one (1) work week (excluding duty-free meal breaks) (Sunday 12:00 AM through Saturday 11:59 PM).
- c. For all time worked in excess of twelve (12) consecutive hours without regard to the starting or ending time of the workday.

Section 2. No Pyramiding of Overtime. It is understood and agreed that there shall be no pyramiding of overtime provided for under Section 1 of this Article for the same hours of work.

Section 3. Night Premium. Work performed (regardless of whether it is performed by hourly or salaried employees) onsite at Chase House between 12:00am and 7:30am (on any day of the week) shall be compensated an additional \$6.50 per hour. This section becomes effective October 1, 2023. Until October 1, 2023, the Employer agrees to continue its current pay practices with respect to overnight shift bonuses.

ARTICLE 11 JURY DUTY

Whenever any employee is required to serve on a jury during their regularly scheduled working hours, they shall be compensated at their regular salary or rate of pay for up to eight hours of the first day of such service. If the jury service continues beyond one day, the employee shall be compensated \$50 per day for the next two days of jury service. Beginning with the fourth day and thereafter, the juror is paid \$50.00 per day by the State of Colorado for state, district, or county courts. Employees must notify their supervisor as soon as they learn they have been summoned as a juror so that work arrangements can be made and provide the jury summons and a note from the Clerk of the Court confirming the employee's service.

ARTICLE 12 BEREAVEMENT LEAVE

Section 1. Full-time and regular part-time bargaining unit employees shall be granted paid leave of up to three (3) days to make arrangements, attend a funeral, and/or grieve an immediate family member.

Section 2. An employee may request additional days which may be approved under exceptional circumstances. If there is PTO available, this benefit will be used for the additional days; otherwise, the additional days will be unpaid.

Section 3. The immediate family is defined as the employee's parent, step-parent, grandparent, grandchild, aunt, uncle, brother, sister, spouse, significant other, children, step-children, father-in-law, mother-in-law, and the same relations of their spouse or a significant other.

Section 4. Employees shall be granted up to one (1) working day's leave without pay to attend to the burial and other final arrangements of a pet who has regularly resided with the Employee.

ARTICLE 13 WORK OFF THE CLOCK

There shall be no free work, or work "off the clock" for any non-exempt employees.

ARTICLE 14 PAYCHEKS

Employees shall be paid biweekly, and not later than the Friday following the biweekly period. All employees shall be offered a direct deposit option. Employees shall have access to pay stubs through the Company's Payroll Service Provider. Upon request, the Company agrees to assist employees with printing pay stubs.

ARTICLE 15 LUNCH AND REST BREAKS

Section 1. The nature of business needs at Chase House make an uninterrupted meal period impractical, employees are permitted to consume an on-duty meal while performing duties. In such situations, employees may consume a meal of choice on the job and be fully compensated for the on-duty meal period without any loss of time or compensation.

Section 2. When a work shift exceeds (2) hours, an employee shall be entitled to one (1) ten-minute paid break. An employee shall be entitled to a further ten (10) minute paid break for each four (4) hour period thereafter in the same shift. Paid breaks, to the extent practical, shall be in the middle of each 4-hour work period.

Section 3. No deviations from the above-allotted times shall be allowed unless mutually agreed to by the Union and the Employer and reduced to writing.

**ARTICLE 16
PROBATIONARY PERIOD**

New employees shall be on probation for a period of sixty (60) calendar days, during which time they may be discharged by the Employer in its sole discretion for any reason whatsoever with no recourse to Article 21 Dispute Procedure. During this probationary period, employees shall not acquire any seniority status. If an employee is employed beyond said sixty (60) calendar days, their seniority shall then relate back to and be measured from the first (1st) day of hire. This probationary period may be extended an additional thirty (30) calendar days by mutual agreement between the Employer and the Union.

**ARTICLE 17
SENIORITY**

Section 1. An employee's seniority is their most recent length of continuous service at Chase House expressed in actual hours worked combined with hours of authorized leave. For purposes of this provision, "hours of authorized leave" shall mean all paid sick leave, vacation/PTO, paid unworked holidays, bereavement leave, and any other paid time off set forth under this Agreement, as well as unpaid leaves of absence permitted by this Agreement, including, but not limited to medical leaves of absence, FMLA leave, Colorado FAMLI leave, and union leave. For paid leaves, such hours for all employees shall be equal to the actual number of hours paid by the Employer. For unpaid leaves (including FAMLI leave), such hours shall be equal to:

<u>Employee Classification</u>	<u>Hours of Authorized Leave for Unpaid Leaves Equals</u>
Full Time	30 Hours Per Week
Part-Time	8 Hours Per Week
Relief	No Credit for Unpaid Leaves

Section 2. Termination/Loss of Seniority. Seniority shall terminate and be lost for any of the following reasons:

1. Voluntary separation.
2. Overstaying a granted leave of absence or vacation.
3. Failure to report for work upon recall after a layoff within five (5) days after mailing of recall notice sent by registered letter to the last address furnished in writing to the Employer by the employee.
4. Discharge for just cause.
5. Failure to perform any work for the employer for a period in excess of six (6) months. authorized leaves of absence are excepted from this provision.
6. Acceptance of a non-bargaining unit position with TGTHR.

Section 3. Seniority Lists. Bargaining unit seniority lists shall be provided to the Union on no more than two (2) occasions during the calendar year, upon request by the Union.

Section 4. Lay-Offs. If the Employer discharges Employees for lack of work or other business reasons, adjustments to the workforce will occur as follows:

1. The Employer will first request voluntary resignation from existing bargaining unit employees.
2. An employee who is to be laid off from a classification in the facility shall displace the shortest service employee in the same classification in the facility. An employee thus displaced from said classification shall have the option of displacing the shortest service employee in a lower classification in the facility whose job the bumping employee is qualified to perform, provided any displaced employee has lesser service. Any employee being laid off shall be allowed to take a layoff in lieu of displacing a shorter service employee, but then shall be entitled to recall rights to the employee's original classification only.

Notwithstanding the foregoing, the Employer may, in the event of a compelling business reason notify the Union in writing that it wishes to lay off a more senior employee or deny bumping rights to a higher classification employee seeking to bump in to a lower classification. In such circumstances, the Union and the Employer shall meet within seven (7) days to discuss the same, before which the Employer shall not effectuate the lay-off. If the Union objects to the Employer's notification on or before the date of the meeting described herein, the Union shall have the right to immediately demand expedited arbitration, which shall be held within thirty (30) days from selection of an arbitrator.

When an employee has exercised the right to displace a lower classification person in the facility and it is found by the Employer or the employee that the employee is not qualified to perform said job during the first thirty (30) days in the lower classification, the employee shall be allowed the right to take a layoff or displace the shortest service employee in yet a lower classification in the facility whose job the employee is qualified to perform, provided any displaced employee has lesser service. When the employee has exercised the right to displace a lower classification person in the facility the second time, and it is found by the Employer or the employee that the employee is not qualified to perform said job during the first thirty (30) days in the lower classification, the employee shall be allowed the right to take a layoff.

Section 5. The employer shall not fill a vacant position with a new applicant for employment if there are employees of the bargaining unit who have been laid-off within the last six (6) months who are qualified to perform the duties needed in the vacancy. Laid off employees shall be recalled as needed, with seniority as the determinative factor (unless the employer can show through overwhelming evidence that another candidate is more qualified), to jobs in the classification from which they were laid off. Following recall from layoff of six (6) months or less, seniority credit will be restored to the amount immediately prior to layoff. Employees do not accumulate seniority while on layoff.

Section 6. Probationary Period for Promotions. When any employee is promoted to a higher classification, the employee shall be on probation for a period of thirty (30) days. If the Employer

determines the employee is not meeting the requirements of the position during the probationary period and no just cause for discharge exists, the employee shall be returned to the prior classification if such a vacancy exists at the time. If there be no vacancy, the employee shall be deemed to have been laid off as provided for under Section 5 of this Article.

Section 7. Demotions for Just Cause. Except under the layoff provisions, no employee shall be demoted from a higher classification within the bargaining unit without just cause.

ARTICLE 18 SCHEDULING AND AVAILABLE HOURS

Section 1. Salaried Employees. Salaried employees are generally expected to report to work Monday through Friday, for at least eight (8) hours each day. Chase House operations and licensing require that individuals with certain decision-making authority be on-call (available to respond to a call within a reasonable amount of time). The Program Manager will make reasonable efforts to schedule On-Call weeks evenly among the Case Manager, the Case Management Associate and the Program Manager.

Section 2. Definitions. Regular full-time employees are hourly and salaried employees who are normally scheduled at least thirty (30) hours per week. In addition, any employee who works an average of at least thirty (30) hours per week in the prior 2 calendar quarters shall become a Regular Full-Time Employee.

A "regular part-time" employee shall mean any employee who is normally scheduled to work less than 30 hours per week.

A "relief" employee shall mean any employee who is not regularly scheduled. Relief staff actively pick up open shifts and fill in for critical needs as requested.

Section 3. An hourly employee may request to change from full-time to part-time or relief, or part-time to relief. The Employer shall have the discretion to grant or deny such request, based upon the best interest of the program. Hourly employees may request to change to either part-time (from relief) or full-time (from either relief or part-time). If the request is denied, the Employer shall maintain the employee's request for a period of six (6) months. If a full-time or part-time position becomes available, the position will be offered to the person the employer reasonably determines to be the best qualified candidate, including any non-employees. If selection is made exclusively among existing employees who are substantially similar in qualification, the following will be considered when choosing a candidate:

1. the employee who has made the earliest request to move into such a position within the last 6 months;
2. the employee with greater seniority.

All requests required by this Section must be submitted in writing to the Human Resource Department and are limited to one request per rolling twelve (12) months.

Section 4. Hourly Employees. At least thirty days before the beginning of each calendar quarter, the Employer shall:

1. Determine the available work shifts for each classification for the following quarter.
2. Contact full-time employees and request said employees' preferred work shifts and availability for the quarter. Full-time employees will have 7 days to provide their preferences. Full-time employees must request at least thirty (30) hours, but not more than forty (40) hours per week.
3. Contact part-time employees and request said employee's preferred work shifts and availability for the quarter out of shifts not selected by full-time employees. Part-time Employees will have 7 days to provide their preferences. Part-time employees must select at least eight (8) scheduled hours per week.
4. The Program Manager will then create a presumptive schedule in accordance with the following priority of considerations:
 - a. The preferences of Full-time employees.
 - b. The preferences of Part-time employees.

The preferences of employees within each classification (Full or Part-time) will be considered based upon seniority.

The Program Manager will then assign shifts based upon the best interests of residents, considering the individual strengths and abilities of the employees. In making such assignments, deviations from the presumptive schedule shall not be for arbitrary, discriminatory, or capricious reasons. Absent extraordinary circumstances, employees will not be scheduled more than forty (40) hours per week. Full-time employees will be scheduled at least 30 hours per week. Any remaining overnights shifts will be assigned in reverse seniority order.

The Employer shall then distribute the planned work schedule to employees at least 7 days before the beginning of the calendar quarter. Said planned schedule shall not be modified for arbitrary, discriminatory, or capricious reasons, but modifications based upon newly discovered operational needs may be made after the schedule is distributed. No employee's hours shall be reduced (once scheduled) on account of fluctuations in the number of program participants.

Section 5. Additional Hours / Overtime. In the event that, following the distribution of the quarterly work schedule, additional hours become available, said hours shall be offered to qualified employees via text and/or e-mail, and the first individual to respond and accept the hours shall be assigned. The Employer shall be entitled to maximize the hours of all employees prior to offering overtime.

Section 6. Employee-Initiated Schedule Changes. Employees are expected to report to work as scheduled, regularly work their scheduled hours, be on time and be prepared to start work. Any request by an employee to change the Schedule, such as shift-swapping, will be subject to

Management approval and must be made in accordance with the terms of this Agreement and applicable policies promulgated by the Employer.

ARTICLE 19 DISCHARGE AND DISCIPLINE

Section 1. TGTHR hereby agrees not to discriminate against any employee or discharge an employee because of membership in the Union and/or for upholding Union principles; and further, with the exception of probationary employees, no employee who falls within the bargaining unit shall be disciplined, demoted, or discharged without just and sufficient cause.

Section 2. No employee shall be transferred or assigned for arbitrary, capricious or discriminatory reasons.

ARTICLE 20 LEAVES OF ABSENCE

Section 1. **Sickness, Injury or Pregnancy.** An unpaid medical leave of absence may be granted to regular full-time employees for absences arising from the employee's illness, injury, or pregnancy. The rights afforded in this Section are intended to provide unpaid leave to employees who are not eligible for unpaid leave under the Family and Medical Leave Act. This leave may be approved under the following circumstances:

- The employee is not eligible for FMLA leave.
- The employee has exhausted all available FMLA leave.

For a medical leave to be granted, the following conditions must be met:

- The employee has completed ninety (90) days of employment with TGTHR.
- The employee notifies their immediate supervisor as soon as possible of the need for medical leave.
- All available vacation/PTO and Sick Pay time are used at the beginning of the leave of absence.
- The employee submits to the supervisor a written statement from the attending medical provider outlining the reason for leave and the estimated time needed. TGTHR may require the employee to obtain an opinion from a medical provider selected by TGTHR.
- The immediate supervisor and Human Resources approve the leave.

Medical leaves, and any extension of leaves, will generally be limited to no longer than 6 weeks. An employee ready to return to work from leave must present a medical provider's statement indicating ability to return to work. Employee requests will not be unreasonably denied.

The employer may require the leave to run concurrently with other forms of paid leave.

Section 2. Union Leave. Leaves of absence without pay for Union business, not to exceed ten (10) days in duration and no more than once per calendar year per employee, shall be granted by the Employer to employees who have completed one (1) year of service, provided the request is made at least thirty-seven (37) days in advance of the of the calendar quarter and that the leave does not interfere with the operations of Chase House. Not more than one (1) bargaining unit employee may be on union leave at any time without the consent of the employer.

Section 3. Leaves of absence without pay for reasonable periods not to exceed thirty (30) days may be granted by the Employer to regular employees who have completed one (1) year of service for other reasons mutually agreed to between the Employer and the employee. An additional thirty (30) days may be granted upon mutual agreement between the Employer and the employee.

ARTICLE 21 DISPUTE PROCEDURE

Section 1. Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important such matters be resolved before serious problems develop. An employee having a job-related concern is encouraged to first report the concern to their supervisor. Any dispute concerning the interpretation or application of this Agreement, or compliance with any provision of this Agreement, shall be considered a grievance, and be resolved through the following procedure:

Step 1. The grievance shall be presented by the employee(s) and/or Local 7 Representative to the employee's supervisor, within ten (10) calendar days after the grievant knew, or reasonably should have known, of the occurrence of the event which gives rise to the grievance. The employee's supervisor has ten (10) calendar days to provide a response. The same time limits apply for a grievance made by the Employer; such grievances must be presented to the Union's representative.

Step 2. In the event a satisfactory resolution is not reached at Step 1, the grieving party has ten (10) calendar days from the date of receipt of the Step 1 response, to submit the grievance to the other party's Step 2 representative. The grievance must be reduced to writing, specify the act or event grieved, the date of the occurrence, the identity of the aggrieved party or employee(s), the specific provision of the Agreement that has been allegedly violated and the remedy sought. TGTHR's designated representative and the Local 7 representative shall meet (during normal working hours) within ten (10) working days after submission of the written grievance to attempt to resolve the grievance. The party hearing the grievance shall have seven (7) calendar days after the meeting to provide the grievant with a written response.

Step 3. If the grievance cannot be satisfactorily resolved in the above procedure, either party may, within thirty (30) days from the date of the Step 2 meeting, request arbitration and the other party shall be obligated to proceed with arbitration in the manner hereinafter provided. Such requests must be in writing.

The party requesting arbitration shall request a list of arbitrators from the Federal Mediation and Conciliation Service (FMCS) within ten (10) calendar days of notifying of its intent to arbitrate. The FMCS shall provide the Union and the Employer with a list of seven (7) arbitrators. A flip of the coin will be used to determine who strikes first. The remaining Arbitrator after the striking procedure, will be the chosen Arbitrator. The parties must participate in the striking process within ten (10) calendar days of receipt of the list of seven (7) arbitrators.

The arbitrator's decision shall be final and binding on both parties. The Employer and union agree to share the cost of the Arbitrator equally. The arbitrator is bound strictly by the provisions of the Agreement and shall not have the authority to add to, detract from, modify, or amend this Agreement or to limit or impair any legal right of the Employer, the Union or the Employees. The Arbitrator shall have no power to establish wage rates or scales or to change any existing wage scale or wage structure. The Arbitrator shall have no power to substitute their discretion for that of the Employer's where the Employer is afforded complete discretion by this Agreement. The Arbitrator may hear only one grievance at a time unless the parties agree to a consolidation.

The decision of the Arbitrator shall be based solely on applicable law and the evidence and arguments presented to the Arbitrator by the parties. The Arbitrator is explicitly authorized by the parties to decide unfair labor practice issues under the National Labor Relations Act, including but not limited to claims regarding protected concerted activity.

Section 2. Upon mutual agreement and at any time after Step 2, any such grievance may be submitted to mediation with the FMCS. Submission to mediation will suspend any applicable deadlines in this article.

Section 3. All deadlines contained within this article may be extended by mutual written agreement of the Employer and the Union. Failure by the employee, Union, or Employer, to submit a grievance in accordance with these time-limits, without such extension, shall constitute abandonment of the grievance. Failure by the Employer or Union to respond within the time limits set forth, without such extension, will equate to a denial of the grievance and allows the grievant to proceed to the next step of the procedure.

Section 4. The Union and the Employer agree to equally share all costs and fees of the Arbitrator. Each party shall bear its own attorneys' fees and costs in arbitration.

Section 5. The arbitrator shall have all the rights, power, and duties herein given, granted and imposed upon them; but their award shall not change, alter or modify any of the terms and conditions set forth in this Agreement.

ARTICLE 22 UNION REPRESENTATIVE VISITATION

Section 1. The President of the Union, their designee, or the Business Representative, thereof shall be permitted on Chase House property for the purposes of conferring at reasonable times with

management and/or with individual bargaining unit employees. The Union representative may interview employees on site during breaks and only by prior arrangement with the Employer, at least twenty-four (24) hours in advance, in a private room designated by the Employer. At all other times, the Union representative must be accompanied by an authorized representative of the Employer.

Section 2. The Union's agent(s) will notify and disclose the purpose of the visit to the Director of Programs or their designee, at least twenty-four (24) hours in advance of entering the facility. The Union representative(s) will respect all forms of confidentiality and will not disrupt the operations of the company in conducting Union business. Further, the union representative(s) will not engage in direct conversations with residents.

Section 3. Under no circumstances will Union representative visits be granted if it conflicts with the licensing or accreditation of the Chase House program.

Section 4. The Employer agrees to honor Weingarten rights, and, in any investigatory or other meeting which may lead to the imposition of discipline, the Employer agrees to only hold such meetings in the presence of a representative of the union.

ARTICLE 23 UNION STEWARD

The Union shall have the right to designate up to two (2) stewards within the facility who shall have among their responsibilities, the administration of this Agreement. Stewards who are on duty shall be permitted to attend any investigatory or disciplinary meetings concerning bargaining unit employees, as the representative of the union.

ARTICLE 24 NO STRIKE / NO LOCKOUT

Section 1. During the term of this Agreement there shall be no lockouts by the Employer. The closing down of the operation or any part thereof, or the curtailment of operations for business reasons shall not be considered a lockout.

Section 2. During the term of this Agreement, the Union, its officers, agents, representatives, Union Representatives as defined in this Agreement, shall not engage in, authorize, or sanction any strike, sympathy strike, picketing, boycotting, slowdowns, walkouts, work stoppages, sit downs, refusal to cross a picket line, curtailment, or any other interruption of work or other economic action of whatsoever nature against the Company.

Section 3. Should there be any violation of the prohibitions set forth in Section 2 of this Article the Union, shall forthwith denounce such action by immediate notice to the Employer, and by other reasonable notice to all employees engaged in such action. This notice will state that the employee(s) are engaged in an unauthorized strike, interruption of work or other violation of Section 2 of this Agreement, and, under the terms of this Agreement between the Employer and the Union, said Employee(s) are obligated to return to work.

Section 4. Any employees who engage in the conduct described in Section 2 during the term of this Agreement, may be subject to discipline up to and including termination of employment.

ARTICLE 25 SAVINGS CLAUSE

Section 1. In the event any provision of this Agreement shall be declared invalid by a court of competent jurisdiction, such decision shall not invalidate the entire Agreement; and further, should any Federal State, or local law, government rule or regulation issued by any of its departments, agencies, or representatives invalidate any provision of this Agreement, all other provisions not so affected shall continue in full force and effect.

Section 2. In the event a provision is invalidated as provided for above, either party may request, in writing, to meet and bargain over the subject of the invalidated provision and any related provisions, and the other party shall be obligated to so bargain within thirty (30) days thereof. Notwithstanding the foregoing, neither party shall be entitled to engage in self-help (i.e. strike or other work stoppage, lockout, implementation of the proposed change) during the remaining term of this Agreement.

ARTICLE 26 BULLETIN BOARD

The Employer agrees to furnish a bulletin board for the use of the Union within the Chase House facility. Material placed upon the bulletin board shall be restricted to the following types of notices:

1. Notices of Union recreational and social affairs.
2. Notices of Union elections, Union appointments, and the results of Union elections.
3. Notice of Union meetings.
4. Notice concerning Union or Employer operated benefit programs.

All such Notices must be submitted to the Program Manager or their designee prior to posting. No inappropriate communication is permitted on the bulletin board and the Employer may remove inappropriate communication posted on this bulletin board (e.g. profanity, vulgarity, abusive or derogatory language, etc.).

ARTICLE 27 SAFETY

Section 1 – General Provisions

A) The Company agrees that it has the sole responsibility to provide a safe and healthy workplace and to correct safety and health hazards. The Company shall maintain all equipment and machinery, including vehicles, in good working order.

B) It is the responsibility of each management employee and each bargaining unit employee to follow and support a culture of safety. The Company will ensure that employees at Chase House are adequately trained in verbal de-escalation, crisis management, trauma informed care, motivational interviewing, youth/staff relationships, positive youth development and other behavioral interventions.

C) In order to ensure adequate safety, the Company will make every reasonable effort to have three (3) employees, whether bargaining unit or not, onsite at Chase House between the hours of 9:00 AM to 5:00 PM Monday through Friday, as long as the Chase House program is in operation. During these hours, if operational needs reduce onsite staff to one (1) employee, the Company will ensure no more than six (6) residents remain onsite. Under no circumstances will the company have less employees on duty than the number required by its residential childcare facility license.

Section 2 – Safety

- A) Employees may raise any safety concerns or recommendations at any time with the Chase House Program Manager or Human Resources.
- B) Team Meetings are typically held every week. Each Team Meeting will include a mandatory agenda item for Safety when all employees may raise any safety concerns or safety improvement recommendations. Employees are encouraged to recommend training topics to help promote safety in the facility. The Program Manager will respond to the Team in writing in a timely manner to each safety concern raised by an employee during these meetings.
- C) Upon request, the Company shall make available for review by the Union's designated representative documentation of employee injuries and related safety issues but may exclude or redact any irrelevant or confidential personal health information of the residents or employees.

Section 3 – PPE/Safety Equipment

The Company shall furnish all safety equipment required by federal, state, or local authorities for the protection of the employees. Requests by employees for additional safety equipment shall not be unreasonably denied.

Section 4 – Injuries

The Company shall promptly notify the Union President or their designee of the occurrence of any illness or accident resulting in serious injury to an employee. For the purpose of this Section, a "serious injury" shall be any injury that requires the Company to notify a state or federal government agency.

Section 5 – Training

The Company will provide each bargaining unit member with a minimum of ten (10) hours of training concerning appropriate health, safety, and/or responding to resident behavioral issues with pay every year. Once every year, the Company shall seek the input of the Union's designated training representative regarding the agenda, schedule and location of training for the coming year.

Section 6 – Specific Safety Measures

No bargaining unit employee shall administer medication without applicable certification, including, but not limited to, current QMAP certification.

Further, the Union and the Employer agree that, within ninety (90) days from the ratification of this Agreement by the bargaining unit, they shall meet to discuss the potential adoption of an electronic medication administration record system (MARS) to replace the paper-based system presently in use at the facility. The Employer agrees to take reasonable steps to determine the feasibility, and, if appropriate, implement such a system.

ARTICLE 28 EDUCATION AND CERTIFICATION

Section 1. In addition to new employee training, the Employer shall provide a minimum of twenty (20) hours per year of paid training for each employee. Employees shall be required to maintain a current Basic Life Support (CPR/First Aid) certification. BLS training shall be scheduled at the employee's discretion outside of normal work hours. The Employer shall pay for all training (including BLS training) and pay employees their normal hourly rate for attending any such training (including BLS training).

Section 2. To the extent the employer chooses to maintain its current Professional Development and Continued Learning program, qualifying bargaining unit employees may participate in the program pursuant to its terms and conditions, which shall be the same for bargaining unit and non-bargaining unit employees.

Section 3. The Employer agrees to meet with the Union upon request during the term of this Agreement to discuss career advancement and training opportunities that may be available to bargaining unit employees.

ARTICLE 29 HEALTH AND WELFARE

Section 1. The Employer agrees that during the term of this Agreement and any extension thereof, it shall not reduce the current level of medical, dental, or vision plan benefit coverage provided through the Kaiser KP CO Silver 2500/45, KP CO Gold 1500/30 RX Copay, KP CO Platinum 400/20, Dental Guardian 2000, and the Guardian Vision Savings plans, so long as such plans remain commercially available, nor raise the cost to employees by increasing the percentage of the premium paid by employees, co-payments, deductibles, co-insurance, or out-of-pocket

maximums, except by mutual agreement. The Employer agrees that it shall provide written notice of any benefit plan changes to the Union and employees at least fifteen (15) days in advance of the annual open enrollment period. In the event such plans are no longer commercially available, the Employer shall notify the Union in writing as soon as practicable, and either the Employer or the Union shall have the right to reopen this Agreement within thirty (30) days of said notice and the parties shall forthwith meet and bargain in good faith concerning replacement health plans. In any such circumstance, the Employer shall maintain equal or greater health and welfare benefits for bargaining unit employees.

Section 2. Employees have expressed an interest in securing a preferred provider option ("PPO") style plan for employees, whether through the Union's Rocky Mountain Unions and Employers Trust Plan or another plan provider. There shall be established a Joint-Labor Management Committee, consisting of at least one (1) representative of the Union designated by the Union President, at least one (1) bargaining unit employee selected by the Union, and at least one (1) member of Management designated by the Employer who shall meet, not less than ninety (90) days prior to the anticipated commencement of open enrollment for the 2025 and 2026 plan years to discuss in good faith the selection and implementation of a PPO option for bargaining unit employees. The Employer further agrees to provide appropriate demographic information for the Union to secure bids from third parties to provide such coverage in advance of the meetings.

Section 3. The Employer agrees to maintain basic accidental death and dismemberment ("AD&D") coverage for all employees during the term of this Agreement and any extension thereof, and further not to reduce the level of AD&D benefit nor increase the cost to employees of said benefit.

ARTICLE 30 RETIREMENT

Section 1. The Company shall maintain its existing 403(b) plan (the "Plan") and bargaining unit employees shall be entitled to participate in that Plan upon the same terms and conditions applicable to other non-managerial employees. Bargaining unit employees shall be entitled to a 100% match on elective deferrals up to 3% compensation, and the same non-elective contributions as other non-represented, non-managerial employees. The Company shall not materially change eligibility and qualification terms of the Plan without the Union's written consent.

Section 2. In the event applicable law or regulations are changed so as to require a modification to the Plan that would be otherwise prohibited by Section 1 above, the Company shall provide the Union President written notice of the same. Upon written request of either the Company or the Union, made within thirty (30) days of the notice, the parties shall meet and bargain concerning the legal or regulatory changes and this Article. No changes to this Article shall be effective without mutual consent.

ARTICLE 31 PAID TIME OFF

Section 1.

Holidays. TGTHR recognizes the following holidays: New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Indigenous Peoples Day, Thanksgiving Day, Christmas Day. The holidays recognized by TGTHR for employees covered by this Agreement shall not be changed without the Union's consent.

Salaried employees are also entitled to a floating holiday which can be used at their discretion. Employees must submit a request to use a floating holiday to their supervisor at least two weeks in advance. This floating holiday will become available on an eligible employee's start date and then be renewed at the start of each new fiscal year. Floating holidays must be used before the end of the fiscal year.

If a holiday falls on a Saturday, it will be observed on the preceding Friday. If a holiday falls on a Sunday, it will be observed on the following Monday. Salaried employees who are scheduled to work on the observed holiday will be allowed to float the holiday within 30 days of the observance, with scheduling subject to Program Manager approval.

A. Holiday Pay for Hourly Employees All hourly bargaining unit employees will be paid 1.5 times their regular hourly rate for all hours actually worked during a recognized holiday. For purposes of overnight shifts, the entirety of the shift shall be considered a worked holiday if more than one (1) full hour of the shift falls within the calendar day of the recognized holiday.

B. Unworked Holidays. Full-time hourly employees will be paid at their regular hourly rate for eight (8) hours on an unworked holiday. Part-time hourly employees and relief employees are not eligible for pay for an unworked holiday.

An unworked holiday, even if paid under the terms of this Section, shall not be counted as a day worked for the purpose of computing overtime pay in a holiday workweek.

Section 2. Paid Time Off (PTO).

All employees excluding relief employees shall accrue PTO according to the following schedule:

<u>Length of Service</u>	<u>Accrual Amount Per Hour</u>	<u>Accrual Cap:</u>
	<u>Worked:</u>	
0-24 months	.04615 hours	96 hours
25-96 months	.075 hours	156 hours
More than 96 months	.0923 hours	192 hours

PTO accrues for hours worked. "Hours worked" for hourly employees means hours actually worked. "Hours worked" for salaried employees means forty (40) per week less any hours of leave taken, whether paid or unpaid.

A. Accrual Cap. At no time shall an employee be allowed to accrue PTO in excess of their applicable accrual cap. Employees who reach the accrual cap must fall below the cap in order to begin accruing PTO hours again.

B. Rate of Pay. PTO shall be paid to all employees at the employee's regular base pay rate at the time of the absence.

C. Requesting PTO. Employees are encouraged to submit PTO requests as soon as possible after the quarterly schedule has been distributed. Requests for PTO will be granted based upon the operational needs of the program and shall not be unreasonably denied. When operational needs limit the number of PTO requests that can be granted for the same day(s), the requests will be granted in seniority order.

Section 3. Paid Sick Leave.

The parties intend that the provisions of this section are intended to meet the minimums of the Colorado Healthy Families and Workplaces Act. Each employee shall accrue one (1) hour of paid sick leave for every thirty (30) hours actually worked, up to a maximum of forty-eight (48) hours per calendar year. Up to forty-eight (48) hours of unused accrued sick leave shall carry forward from year to year. Employees may not use more than 48 hours of sick leave in a year. Employees must use accrued sick leave when an absence is due to the following:

1. A mental or physical illness, injury, or health condition, including diagnosis, treatment or preventive care, that prevents them from working;
2. Domestic abuse, sexual assault, or criminal harassment requiring them to seek health care, victim legal services or relocation;
3. To care for a family member experiencing a condition related to 1 or 2 above; or
4. Due to a public health emergency as required by law, or
5. Any other reason allowable under the Colorado Healthy Families and Workplaces Act.

Sick leave may be utilized in one (1) hour increments. Reasonable documentation may be required when an employee is absent at least four (4) consecutive workdays. Paid sick leave will not be used in the calculation of overtime. Employees will not be paid for unused sick leave upon separation.

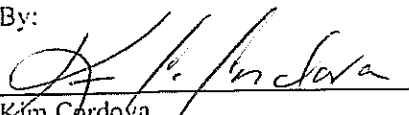
ARTICLE 32 TERM OF AGREEMENT

Section 1. This Agreement shall be in full force and effect beginning at 12:00 am on the first Sunday following ratification of this Agreement and shall remain in full force and effect until 11:59 PM on September 30, 2025 and shall automatically be renewed from year to year thereafter unless either party desires to change or terminate at the expiration. In such event, the party desiring such change or termination shall notify the other party in writing sixty (60) days prior to the expiration date.

IN WITNESS WHEREOF, the parties above-named have affixed the signatures of their authorized representatives this 6 day of Sept. 2023.

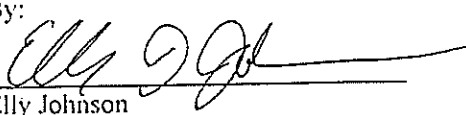
United Food and Commercial Workers Attention Inc. d/b/a TGTIR
Local 7

By:



Kim Cordova
President

By:



Elly Johnson
Chief Program Officer

**APPENDIX "A"
RATES OF PAY**

<u>Classification</u>	<u>Current Rate of Pay</u>	<u>Effective October 1, 2023</u>	<u>Effective October 1, 2024</u>
Case Manager	\$1,009.62 / week	\$1,088.00 / week + up to 2% merit increase (MBPA*)	Increase from 10/1/2023-9/30/24 rates to be equivalent to the percent increase to the salary threshold effective January 1, 2025 and to be set forth in the 2024 Publication and Yearly Calculation of Adjusted Labor Compensation (2024 PAYCALC) as determined by the Colorado Department of Labor and Employment. (Plus MBPA*)
Case Management Associate	\$980.77 / week	\$1,058.00 / week + up to 2% merit increase (MBPA*)	
Youth Support Specialist	\$21.50 - \$21.82 per hour	3% COLA** + up to 2% of September 30, 2023 pay rate as a merit increase (MBPA*)	3.0% (of previous year pay rate) COLA** + up to 2% merit increase (MBPA*)

<u>Classification</u>	<u>Current Rate of Pay</u>	<u>CAT Rate of Pay Increase#</u>
Case Manager	N/A	7.5%
Case Management Associate	N/A	7.5%
Youth Support Specialist	N/A	7.5%

* Merit-Based Pay Adjustment (MBPA): The Merit-Based Pay Adjustment will be up to 2% for all employees achieving "exceeds expectations" on their Annual Performance Review. Employees will be evaluated based on job performance. Employees who do not achieve an "exceeds expectations" designation will not receive an MBPA.

Full-time employees shall be entitled to the greater of the CAT pay increase or MBPA in any given contract year, but not both. In no event shall a MBPA calculated increase be less than a contractually provided increase.

** COLA or the same COLA as the rest of the organization, whichever is greater. If an employee is on a PIP when COLA's are awarded they will not receive a COLA until they return to good standing. Upon returning to good standing, they will receive the COLA they would have received had they not been on a PIP.

Only Full-time Employees are eligible for Certified Addiction Technician (CAT) increase. Eligibility for CAT pay increase requires obtaining and maintaining in good standing a Colorado CAT. CAT pay increases would start effective October 1, 2024 and are not retroactive.

Thank You Bonus

Within sixty (60) days of ratification, the Employer shall pay to each bargaining unit employee a "Thank you" bonus equivalent to one (\$1) per hour worked from January 1, 2023 through the date of ratification, up to five hundred (500) hours. Employees must be employed on the date of ratification to be eligible for the bonus.

TGTHR's Discretionary Bonus Program

Discretionary bonuses may be awarded to recognize employees who have gone above and beyond expected job requirements to make a lasting and meaningful contribution to their job or to TGTHR. A discretionary bonus consideration requires appropriate justification by the employee's manager that the employee:

- Demonstrated extraordinary, meritorious performance that goes beyond expected or required productivity; or
- Successfully completed a special project of significant importance to warrant special recognition, or
- Organized or implemented a business innovation measure that improves efficiency, reduces costs and expenses, increases revenue; or
- Assumed and successfully performed an additional substantial workload for a defined period of time.

Each year a pool of funds approved by TGTHR's Board of Directors as part of the annual budgeting process will be allocated to discretionary bonuses. Following one-on-one performance reviews, Managers will nominate employees who have met one or more of the above justifications. To ensure equity, nominations will be reviewed at an annual meeting attended by TGTHR's management team (Program Managers, People & Engagement Manager, Directors, and Chief Executives). Nominations must receive a 2/3 majority vote to be considered for a discretionary bonus. After being accepted, TGTHR's management team will allocate a portion of the pool of funds to each nominated employee based on the overall value of the contribution that led to their nomination. Discretionary bonuses are generally limited to a maximum of 3% of an employee's current salary or, in the case of hourly employees, 3% of their total pay for the prior twelve months. After being awarded, Discretionary Bonuses will be paid out quarterly over the next 12 months in four equal installments. Employees must be actively employed and in good standing in order to receive each installment.

APPENDIX "B"
JOB DESCRIPTIONS



JOB TITLE: Chase House Case Manager
REPORTS TO: Chase House Program Manager
SUPERVISES: Case Management Associate, Youth Support Specialists, Interns, Volunteers
FSLA STATUS: Full Time, Exempt
DEPARTMENT: Chase House
LOCATION: Boulder, CO

ABOUT TGTHR:

TGTHR (formerly Attention Homes), has established a continuum of care aiming to ensure that youth feel safe, affirmed, comfortable, secure and valued. TGTHR has been committed to ending youth homelessness for 55 years by providing youth with access to a place to live, employment, education, wellness and a supportive community. For more information, visit our [website](#).

If you would like to know more about TGTHR's values, click [here](#).

Do you thrive in a dynamic and ever changing work environment?

Do you have a high threshold for sometimes chaotic but always rewarding work?

Do you want to provide collaborative support to youth that are part of the child welfare system or involved in the juvenile justice system?

Do you want to work in a qualified residential treatment program to support youth who may have experienced trauma?

SUMMARY OF POSITION:

Chase House operates 24/7. The goal at Chase House is to prevent youth from aging out of the foster care system into homelessness. Chase House provides a safe, home-like atmosphere for youth between the ages of 12-18 who have been placed by the state due to family disruption. While at Chase House, youth receive help with their schooling, family coaching services, life-skills development, mental and physical wellness support, and an array of individual and group activities.

Take a tour of Chase House [here](#).

PRIMARY RESPONSIBILITIES

- Maintain a caseload of participants based on Chase House census.
- Develop and maintain each participant's individual plan with the participant and their team throughout youth's stay and upon discharge.
- Oversee medications, medication count, refills, and MAR documentation.
- Manage all paperwork including: assessment document, behavioral plan, monthly reports, roster, medical documentation, and discharge summaries.

1440 PINE ST. SUITE B,
BOULDER, CO 80302
303-447-1206 • TGTHR.ORG

FJ mss

- Coordinate participant schedules, medical appointments, school enrollment, etc and arrange transportation as needed.
- Meet with each program participant weekly to work toward achieving goals on their behavior modification plan.
- Identify/evaluate areas of behavioral change and program participants needs.
- Assist in the development of and co-facilitate psycho-educational group activities.
- Review incoming placement referrals in conjunction with management.
- Facilitate participant staffing section of weekly staff and transitional meetings.
- Other duties as assigned by the immediate supervisor.

PROFESSIONAL QUALIFICATIONS

- Bachelor's in Social or Behavioral Science field and a minimum of three years of experience working directly with youth.
- Knowledge of Cognitive Behavioral Theory, Behavior Modification techniques, Systems theory, Positive Youth Development and Harm Reduction Principles.
- Ability to work weekends, overnight and on-call responsibilities.
- Minimum of 21 years of age.
- Valid CO driver's license (or ability to obtain one) and reliable transportation.
- TGTHR's important work classifies our employees and program participants as high risk. Our staff's health, safety and ability to provide critical services remain our most important priorities. If you are hired, you will be required to prove that you have received the COVID-19 vaccine or are able to receive one within seven weeks of hire.
- Commitment to continued education of social justice, especially the intersection of youth homelessness and race, gender, sexuality, ability, and socioeconomic.
- Strong computer skills, including G Suite and Microsoft Office.
- Strong verbal communication, written communication, and interpersonal skills.
- Be accepting of a variety of lifestyles, behaviors, and cultural and/or spiritual practices.
- Skillset: Detail oriented, problem solver, great time management, set and maintain appropriate boundaries, and the ability to work alone and within a team.
- Willingness and ability to work in a dynamic environment and in a team setting
- Excellent with regulating your emotions and responding according to safety protocols and procedures in events of crisis.
- Ability to sit for long periods of time while performing typing duties on a computer
- Ability to lift and carry objects of 30 lbs.
- Ability to lift, climb, bend, stoop, kneel, crouch, push and other strenuous activities.
- Bilingual, Spanish preferred.

BENEFITS & COMPENSATION *Salary Range: \$52,500.24 per year.*

TGTHR offers competitive compensation and benefits.

- Medical, Dental, Vision, and Accident Insurance
TGTHR pays 85% of employee only premiums and 100% of life insurance
- Paid Time Off
- Paid Sick Leave

1440 PINE ST. SUITE B,
BOULDER, CO 80302

303-447-1206 • TGTHR.ORG

ET mss

- Paid Parental Leave
- Paid Holidays
- Floating Holiday
- Bereavement Leave
- Employee Assistance Program / Counseling Services
- 403(b) Retirement Plan with up to 3% match
- Employee Referral Bonus
- Annual Professional Development & Educational Stipend
- Paid Training
- Flexible Work Environment (depending on position)
- Staff Appreciation Events

TGTHR is pleased to provide professional growth opportunities for full time employees pursuing their LPC or MFT licensure. In exchange for providing counseling services in programs, employees will receive on sight individual and group supervision at no cost to the employee.

TGTHR is a drug-free workplace. Candidates and employees must be able to pass a criminal background check.

Interested individuals, including people of color, LGBTQ+ folks, women, and people with different levels of ability are particularly urged to apply. For more information on our justice, equity, diversity and inclusion (J.E.D.I) efforts, visit our [website](#) .

TGTHR is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. We are strategically invested in creating an equitable, diverse, just, and inclusive work environment.

Last updated Aug 1, 2023

1440 PINE ST. SUITE B,
BOULDER, CO 80302
303-447-1206 • TGTHR.ORG

TS mss



JOB TITLE: Chase House Youth Support Specialist
REPORTS TO: Program Manager
SUPERVISES: N/A
FSLA STATUS: Part Time, Full Time, Relief
DEPARTMENT: Chase House
LOCATION: Boulder, CO

Interested individuals, including people of color, LGBTQ+ folks, women, and people with different levels of ability are particularly urged to apply. For more information on our justice, equity, diversity and inclusion (JEDI) efforts, visit our [website](#).

ABOUT TGTHR:

TGTHR (formerly Attention Homes), has established a continuum of care aiming to ensure that youth feel safe, affirmed, comfortable, secure and valued. TGTHR has been committed to ending youth homelessness for 55 years by providing youth with access to a place to live, employment, education, wellness and a supportive community.

For more information, visit our [website](#). If you would like to know more about TGTHR's values, click [here](#).

Do you thrive in a dynamic and ever changing work environment?

Do you have a high threshold for sometimes chaotic but always rewarding work?

Do you want to provide collaborative support to youth that are part of the child welfare system or involved in the juvenile justice system?

Do you want to work in a qualified residential treatment program to support youth who may have experienced trauma?

SUMMARY OF POSITION:

Chase House operates 24/7. The goal at Chase House is to prevent youth from aging out of the foster care system into homelessness. Chase House provides a safe, home-like atmosphere for youth between the ages of 12-18 who have been placed by the state due to family disruption. While at Chase House, youth receive help with their schooling, family coaching services, life-skills development, mental and physical wellness support, and an array of individual and group activities.

Take a tour of Chase House [here](#).

PROVIDING SUPPORT AT A YOUTH FACILITY MAY LOOK LIKE:

- Create and maintain a safe, supportive, and positive trauma informed environment for youth.
- Practice compassion and empower youth while holding them accountable and maintaining professional boundaries.
- Collaborate constructively with and support staff members and external partners.
- Routinely and consistently apply program expectations by implementing established

✓ mac

behavior modification plans for youth.

- Maintain open communication with youths' treatment teams, including case workers, probation officers, parents and others.
- Provide individualized support to youth, including crisis intervention using a variety of techniques.
- Assist youth in developing daily living skills.
- Participate in and facilitate youth groups.
- Work with assigned youth as a "sponsor" to promote prosocial behavior.
- Transport youth to appointments and activities.
- Ensure compliance with TGTHR and State policies, procedures, and legal obligations.
- Maintaining timely and objective records in Salesforce and other data systems.
- Provide support with the youth intake process.
- Maintain household safety including household chores and activities such as cooking, cleaning, and laundry.
- Proactively identify areas of improvement throughout Chase House and its programs.
- Engage in all scheduled staff meetings and training.
- Actively seek out and attend external trainings to promote your professional development.
- Execute responsibilities and manage relationships with a high degree of professionalism.
- Perform other duties as assigned by the immediate supervisor.

PROFESSIONAL QUALIFICATIONS

Required:

- 2 years of college education or a H.S. Diploma (or equivalent) and 1 year of equivalent work experience in Human Service fields.
- Available to work evenings, weekends, overnights; and short notice shifts.
- Commitment to continued education of social justice, especially the intersection of youth homelessness and race, sexuality, gender, ability, and socioeconomics.
- Minimum 21 years of age.
- Valid driver's license required
- Respect confidentiality and maintain dignity and integrity.
- Proof of COVID-19 vaccine or are able to receive one within seven weeks of hire.
- Ability to sit for long periods of time while also performing typing duties.
- Ability to lift a minimum of 30 lbs.
- Ability to lift, bend, stoop, kneel, crouch, push and other strenuous activities.
- Moving up and down stairs throughout the shift.

Preferred:

- Bilingual: English/Spanish is a plus.
- Experience with Salesforce.
- Prior experience working with youth and/or vulnerable populations.
- Customer service experience.

Don't meet every single requirement? At TGTHR we are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyways. You may be just the right candidate for this or other roles.

BENEFITS AND COMPENSATION \$21.50 per hour. TGTHR supports employees with ongoing training and offers competitive compensation and benefits such as a flexible work environment

(F) mss

dependent on work position, medical, dental, vision, and accident insurance, paid time off/sick leave/parental leave/paid holidays/bereavement leave, employee assistance program/counseling services, development and educational opportunities and a 403(b) retirement plan. TGTHR is pleased to provide professional growth opportunities for full time employees pursuing their LPC or MFT licensure. In exchange for providing counseling services in programs, employees will receive on sight individual and group supervision at no cost to the employee.

TO APPLY, [click here](#).

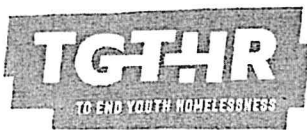
TGTHR is a drug-free workplace. Candidates and employees must be able to pass a criminal check.

TGTHR is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. We are strategically invested in creating an equitable, diverse, just, and inclusive work environment. For more information on our justice, equity, diversity and inclusion (JEDI) efforts, visit our [website](#).

Last Updated: June 02, 2023

1440 PINE ST. SUITE B,
BOULDER, CO 80302
303-447-1206 • TGTHR.ORG

El mcs



JOB TITLE: Chase House Case Management Associate
REPORTS TO: Chase House Program Manager
SUPERVISES: Direct Care, Relief Staff, Interns, Volunteers
FSLA STATUS: Full Time, Exempt
DEPARTMENT: Chase House
LOCATION: Boulder, CO

ABOUT TGTHR:

At TGTHR (formerly Attention Homes), we are building a movement that galvanizes communities, empowers young people, and puts an end to youth homelessness. We won't stop until every young person is valued, empowered and safe. TGTHR is committed to building a culture of equity, inclusivity, and non-violence for all individuals. For more information, visit TGTHR.org.

The following values guide all of our efforts:

- We believe growth is rooted in relationships.
- We believe in wildly celebrating resilience.
- We believe there is strength in diversity.
- We believe in promoting youth voices.
- We believe that housing is a fundamental right.

SUMMARY OF POSITION:

The Chase House Case Management Associate maintains a case load for residential youth in a case management capacity as well as provides and oversees staff training, scheduling and on-shift supervision. This person works closely with the Chase House Program Manager and Chase House Case Manager.

Take a tour of Chase House [here](#).

PRIMARY RESPONSIBILITIES

- Maintain a caseload of participants as assigned by CM and PM and completion of all intake documents in database and program releases with participants on caseload
- Assist PM and CM with incoming placement referrals, new hire onboarding, staff training(s), & scheduling
- All responsibilities of Direct Care Staff
- Work minimum of 2 shifts on schedule as well as flex shifts as needed
- On-call responsibilities to provide support to direct care staff
- Assist CM in medication management/coordination and schedule participant appointments
- Identify and evaluate areas of behavioral change and client needs weekly
- Assist/ Co-facilitate development of psycho-educational group activities
- Develop/maintain participant's individual plan and meeting notes with participant/participant team throughout youth's stay and upon discharge
- Manage/oversee all paperwork including; assessment document, behavioral plan, monthly reports, roster, medical documentation, and discharge summaries

PROFESSIONAL QUALIFICATIONS

1440 PINE ST. SUITE B,
BOULDER, CO 80302
303-447-1206 • TGTHR.ORG

Fl mcs

- Minimum of 21 years of age
- College degree in the Social or Behavioral Science field and a minimum of three years experience working directly with adolescents.
- Knowledge and understanding of Cognitive Behavioral Theory, Behavior Modification techniques, Systems theory, Positive Youth Development and Harm Reduction Principles
- Commitment to continued education of social justice, especially the intersection of youth homelessness and race, gender, sexuality, ability, immigration, and socioeconomics.
- Flexible schedule including weekends, overnight and on-call responsibilities
- Skill set including: detail oriented, problem solving, time management, capable of setting and maintaining appropriate boundaries
- Strong verbal, written, oral communication and interpersonal skills
- Willingness and ability to work in a dynamic environment, in a team setting
- Strong computer skills, including G Suite applications, word processing, spreadsheet, and presentation software
- Valid Driver's License preferred
- Excellent with regulating your emotions and responding according to safety protocols and procedures in events of crisis.
- Ability to sit for long periods of time while performing typing duties on a computer
- Ability to lift and carry objects of 30 lbs.
- Ability to lift, bend, stoop, kneel, crouch, push and other strenuous activities.
- TGTHR's important work classifies our employees and program participants as high risk. Our staff's health, safety and ability to provide critical services remain our most important priorities. If you are hired, you will be required to prove that you have received the COVID-19 vaccine or are able to receive one within seven weeks of hire.

Preferred Qualification:

- Bilingual, Spanish/English preferred.

BENEFITS & COMPENSATION Salary Range: \$51,000/yr

TGTHR offers competitive compensation and benefits.

- Medical, Dental, Vision, and Accident Insurance
TGTHR pays 85% of employee only premiums and 100% of life insurance
- Paid Time Off
- Paid Sick Leave
- Paid Parental Leave
- Paid Holidays
- Floating Holiday
- Bereavement Leave
- Employee Assistance Program / Counseling Services
- 403(b) Retirement Plan with up to 3% match
- Employee Referral Bonus
- Annual Professional Development & Educational Stipend
- Paid Training
- Flexible Work Environment (depending on position)
- Staff Appreciation Events

1440 PINE ST. SUITE B,
BOULDER, CO 80302

303-447-1206 • TGTHR.ORG

151 mss

TGTHR is pleased to provide professional growth opportunities for full time employees pursuing their LPC or MFT licensure. In exchange for providing counseling services in programs, employees will receive on sight individual and group supervision at no cost to the employee.

TGTHR is a drug-free workplace. Candidates and employees must be able to pass a criminal background check.

Interested individuals, including people of color, LGBTQ+ folks, women, and people with different levels of ability are particularly urged to apply. For more information on our justice, equity, diversity and inclusion (J.E.D.I) efforts, visit our [website](#) .

TGTHR is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. We are strategically invested in creating an equitable, diverse, just, and inclusive work environment.

Last updated July 5th, 2023

1440 PINE ST. SUITE B,
BOULDER, CO 80302
303-447-1206 • TGTHR.ORG

F.I. mss