

25 APR 2017

MEMORANDUM OF AGREEMENT (MOA)

ON

Air Force Instruction (AFI) 34-144, Child and Youth Programs

References:

- A. AFI 34-144, Child and Youth Programs dated 2 March 2016
- B. AFI 36-703, Civilian Conduct and Responsibility, dated 18 February 2014
- C. MOA on AFI 36-703, Civilian Conduct and Responsibility dated 29 April 2016

1. The American Federation of Government Employees (AFGE) Council 214 and Air Force Materiel Command (AFMC), hereafter referred to as the Union and Management, hereby enter into this Memorandum of Agreement regarding subject Air Force Instruction as it applies to bargaining unit employees covered by the Master Labor Agreement (MLA) between the parties.

2. AFI 34-144 (reference A) is a wide ranging instruction designed to give guidance over one of the most important areas to Air Force personnel, their children. The AFI contains guidance for the Child and Youth Programs (CYP), which encompasses Child Development Centers (CDC), Family Child Care (FCC) Programs, Youth Programs (YP) School-Age Care (SAC), and Youth Sports.

CYP Facilities

3. Any unsafe playground equipment or other equipment and facilities used during outdoor play will be identified in the daily outdoor inspection prior to the playgrounds being used. Unsafe equipment will be placed off limits. Management will inform BUEs of any equipment deemed unsafe for use and will ensure that repairs are completed within a realistic time span. In the event that the scheduled repairs will take more than six months to complete appropriate alternative arrangements will be made for outdoor play.

4. All animal feces found in the outdoor play area during the daily inspection will be annotated on the daily checklist and removed prior to children using the outdoor play area.

5. BUEs will report all improperly working laundry machines to management. Management will place the improperly working machine off limits for use until repair/replacement of the improperly working machine occurs. BUEs will not use any improperly working laundry machine.

6. Fire alarms or intercom systems that cannot be heard on the playground must be reported to Management as soon as discovered. At least one back up telecommunication system (Example: walkie-talkies or cordless phones) will be made available to staff. In the event that none of the aforementioned systems are operable a manager or clerk can verbally inform staff of issues.

7. Civil Engineering and the Local Union will be notified when the temperature in CYP classrooms exceeds 78 degrees for informational purposes. In the event that temperatures exceed the 82 degrees established by AFI 34-144 management will notify CE immediately. Management will contact the Local Union when heating/cooling issues can affect personnel and children. In situations where normal operations cannot be restored within the same working day, alternative arrangements will be made for children and personnel to ensure health and safety.

8. CYP staff must annotate peeling and flaking paint on the daily opening/closing checklists. Management will ensure a work order is submitted to Civil Engineering for peeling or flaking, and, when feasible, will ensure the area is covered, blocked, or placed off limits until repairs occur. It is understood that all paint is non-toxic, but still may be harmful to children if ingested.

9. In the event of CCTV malfunctions no employees will be permitted to work alone with children. A second staff member must be present when CCTV is inoperable and the CCTV malfunction must be fixed as soon as possible.

10. New construction of CYP facilities is a multi-year process. Staff will be informed when construction on a new facility is approved. Local unions will be notified of any renovations or new construction that could affect BUEs.

CYP Personnel

11. CYP BUEs will receive a copy of their position description at the time of their initial employment and the supervisor will annotate receipt on the NEO 1098 form. CYP BUE performance standards will be in accordance with the applicable section of the MLA.

12. CYP staff are given the opportunity to evaluate their own performance annually in writing. Employees may request training on writing effective "self-assessment" of their performance. The Local union president will be invited to attend and assist in the self-assessment training. The Local president may designate a representative to attend on his/her behalf. Performance feedback will be conducted in accordance with the MLA. Copies of the past four years of written performance evaluations, self-assessments, and supervisor feedback will be retained in the Employee's supervisor work folder.

13. CYP BUEs will be instructed by management on expectations to meet the needs of the youth and communication and cooperation among the work group. Personnel

standards pertaining to the conduct of BUEs will be governed by AFI 36-703, Civilian Conduct and Responsibility and the related MOA on AFI 36-703.

14. OPM Form 178 will be used for certification of all medical examinations of staff, to include behavior capability of BUEs. All standards or determination of behavior capability of BUEs will be made by a qualified health provider.

15. Staff are allowed to receive a copy of all debrief materials and observations, to include NEO observations and formal written observations, from feedback, training, and any other sessions where debrief information is recorded, to include those written by the supervisor, upon request.

16. Specifics of the management of child maltreatment allegations are handled through the AF Medical Operations Agency. The Family Advocacy Office (FAO) is notified whenever allegations arise in accordance with AFI 40-301, and the appropriate agencies as applicable (Local County Child Protective Services, Office of Special Investigation, and Security Forces Squadron) will be notified if the case meets the reasonable suspicion guidelines.

17. All staff will be informed of the requirement to complete ongoing competency-based training modules and will be provided the opportunity to complete these in a timely manner. A minimum of one hour per week will be granted to the BUE to work on DoD approved competency-based training modules as a condition of employment.

18. Fifteen minute breaks must be given when a BUE works 4 or more consecutive hours with children.

19. BUEs will be afforded the opportunity to request materials for use in the classroom. Materials must meet developmental/accreditation/age guidelines and requirements. In the event that a BUE notifies management that he/she does not know how to incorporate required materials required by regulation or accreditation (i.e. science, math, reading, etc.), training will be provided on how to incorporate materials.

20. BUEs will be provided access to computers with internet access for training purposes and use as a resource.

21. Employees may use parent provided nicknames for children. (Example: Child's name is Robert, parent's state to call him Bobby.) The parent should provide a written statement authorizing the use of this nickname for their child, which will be placed into the child's file. This nickname will be used on all labels, signs, and any other areas where a child's name is used in the classroom. Generalized nicknames (honey, sweetie, buddy, little man, etc.) are not to be used at any time.

22. Training in conflict resolution is provided in New Employee Orientation, section "CYP Positive Guidance and Appropriate Touch Instructional Guide" prior to a BUE working in a classroom. Management cannot enforce BUE use of conflict resolution until

completion of this module. Conflict Resolution is also included in the Guidance Module which must be completed within 90 days of employment.

23. CYP BUEs will be informed that they may be subject to extended real time monitoring (up to 30 minutes) by parents on CCTV. A sign which states "If you plan to watch your child for more than 30 minutes, we would like to invite you to do so from inside the classroom," or equivalent phrase, will be posted near CCTV monitors which can be viewed by parents. When management becomes aware that a parent's viewing of real time CCTV is in excess of 30 minutes, efforts will be taken to notify the BUEs in that room of the real time viewing and verbally invite the parent into the classroom. Parents may submit requests for reviewing recorded CCTV videos by contacting a manager. Such requests will be acted on as soon as the system has the capabilities and staffing and other factors permit. Requests to obtain copies of CCTV recordings must be made through the Freedom of Information Act (FOIA) Requestor Service Center. These requests must include a review by the installation legal office when submitted for approval.

CYP Operations

24. AF Form 1183 will be used for the hourly accountability of children. Management will not direct the use of any other form for hourly accountability unless this form is superseded.

25. Management will ensure that there are adequate helmets that properly fit each child. Management will provide BUEs training regarding proper helmet fitting and use for children who ride wheeled toys other than riding toys with a low center of gravity, where these items are in use.

26. CYP will follow the most current version of the *American Pediatrics Managing Infectious Diseases in Child Care and Schools* for all illnesses. BUEs will be provided training and access to this manual upon request to management.

27. Management will ensure staff are aware of children's allergies. Management will ask each parent for consent to post a picture of each child with allergies with all allergies for the child listed below to alleviate mistakes or misinformation. In the event a parent does not consent to a picture being posted as stated above, the allergy information will be discretely posted in a list format in accordance with section 7.2 of the AFI.

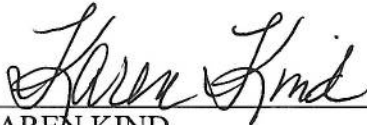
28. When a CYP facility is notified of a safety related inspection or multi-day non-safety related, the Local Union will be contacted as soon as feasible and be invited to attend. In the event that a Union representative cannot be present for an inspection, the inspection will not be delayed and the Local Union may request a copy of the inspection report. When a report is requested, management will provide a copy of the report within five business days of the Union's request or receipt of the report from the inspector, whichever is later.

29. Local union presidents may request to meet with local child care management and

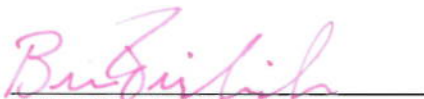
LROs to discuss changes to local conditions impacted by the subject AFI not covered above in this MOA. These requests must be submitted within 20 calendar days of the date on this MOA and the meeting shall occur within 20 calendar days of the meeting request. These timeframes may be extended by mutual agreement between the local parties. The parties should strive to jointly resolve these changes. If the matters cannot be resolved jointly, the parties reserve their rights under the MLA or 5 U.S.C 71. Additionally, the implementation of this AFI and MOA will not be delayed due to these local matters.

30. All remedies available under the MLA or 5 U.S.C. 71 will remain available to the parties if concerns cannot be cooperatively resolved.

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