

LETTER OF AGREEMENT

THIS LETTER OF AGREEMENT is made and entered into between the State Code Agencies Teachers Association (SCATA) and the State of Nebraska (State) to amend the 2021-2023 Labor Contract (Labor Contract) between the parties. The Labor Contract language outlined and agreed to below shall amend the Labor Contract sections as specified. This Agreement is effective May 8, 2023. Except as set forth in this Letter of Agreement, the Labor Contract is unaffected and shall continue in full force and effect in accordance with its terms. If there is conflict between this Letter of Agreement and the Labor Contract, the terms of this Letter of Agreement will prevail.

The following sections shall be added to the Labor Contract as follows:

8.22 Mentorship Leave. Up to one hour per week of paid leave may be granted to employees upon request for participation in the State of Nebraska Youth Mentoring Program. All provisions of Mentorship Leave are to be in accordance with the State of Nebraska Youth Mentoring Program. Mentorship Leave is not considered as work time for the purposes of calculating overtime.

8.22.1 In order to be eligible for Mentorship Leave, employees must meet the following requirements:

- a) The employee's current performance review is satisfactory and the employee is not currently on a performance improvement plan;
- b) The mentoring program is on the list of approved youth mentoring programs maintained by Mentor Nebraska;
- c) The employee follows agency guidelines in submitting Mentorship Leave requests;
- d) The employee meets all background checks and additional requirements of the mentoring program;
- e) The employee signs the "Accident Waiver and Release of Liability" form

Employees must provide their supervisor with proof (email, confirmation letter, etc.) that they meet all background checks and additional requirements of the mentoring program they choose or any other documentation requested by their supervisor in relation to Mentorship Leave. Each agency is responsible for verifying the youth mentoring program that the teammate is volunteering for is on the approved mentoring list maintained by and available on the website of Mentor Nebraska.


8.22.2 An agency may deny a request or withdraw approval for Mentorship Leave if the employee's absence is not in the best interest of the State, interferes with agency operations and/or services, or the employee does not meet the eligibility requirements. In

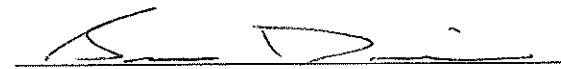
addition, employees must obtain the prior approval of their supervisor related to the time and date of the week that Mentorship Leave is to be utilized.


8.22.3 Employees must follow the State of Nebraska's Acceptable Use Policy. Employees are allowed to review the mentoring options on the database using a state computer, however, must do it on lunch or breaks. Any additional use of State Equipment must be in alignment with the State's and his/her agency's acceptable use policy.

All participation in volunteer mentoring activities is done on the employee's personal time and should not be considered work time. The "Accident Waiver and Release of Liability Form" must be signed prior to participating in volunteer mentoring activities.

Dated this 29 day of March, 2023.


Ryan Burkhardt, Co-Chief Negotiator
SCATA


Sean Davis, Chief Negotiator/Administrator
DAS – Employee Relations
State of Nebraska


Lisa Irwin, Co-Chief Negotiator
SCATA