

DEPENDENT CARE PROGRAMS

SECTION 1. PURPOSE: The Parties recognize the need for such parents to secure appropriate child care arrangements during working hours. Employees are encouraged to take advantage of available dependent care programs. To assist those employees in balancing work with family needs, the Agency will:

1. inform employees about the availability of referral services for dependent care programs during orientation (i.e. GSA childcare subsidy, National Association of Child Care Resource and Referral Agencies [NACCRRA]);
2. encourage the use of workplace flexibilities and programs (i.e. flexible work schedules, compressed work schedules, telework, part-time employment, job share, and leave programs);
3. educate employees annually about Federal Flexible Spending Account Program (FSAFEDS) such as Dependent Care Flexible Spending Account (DCFSA) and Long-Term Care Insurance;
4. increase supervisor and employee awareness of family-friendly programs; and
5. provide services as available through the Employee Assistance Program.

SECTION 2. EMPLOYEE NEEDS:

A. It is agreed that the responsible official will grant emergency annual leave requests and consider emergency requests for leave without pay brought about by unexpected changes in child care arrangements, contingent upon operational exigency.

B. The Agency recognizes that it may be necessary for employees to contact child care and elder care providers during duty hours.

SECTION 3. EMERGENCY ESSENTIAL CHILDCARE: Certain childcare facilities require an Emergency Essential Designation letter signed by the Director in order to provide childcare services for those employees who must report to work in the event of a closure. The Agency agrees to provide employees with notice of Emergency Essential Designation requiring childcare in addition to the Emergency Essential Designation signed by their supervisor.



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SECTION 4. FURLOUGHS:

A. Dependent Care Accounts: In case of furlough, incurred eligible dependent care expenses may be reimbursed up to whatever balance is in the employee's dependent care account, as long as the expenses incurred allow the employee (or employee's spouse if married) to work, look for work or attend school full-time. Once dependent care allotments are successfully restarted, remaining allotments will be recalculated over the remaining pay periods to match the employee's annual election amount.

B. Long Term Care (LTC) Accounts: Payroll deductions cease when an employee is placed in a non-pay status and there are insufficient funds to cover the premium(s). In order for an employee to continue LTC coverage, the employee must make payments while in a non-pay status. If LTC Partners do not receive payment for three (3) consecutive pay periods, they will begin to direct bill the enrollee.

SECTION 5. NEW DEPENDENT CARE PROGRAMS: The Agency and the Union will keep each other advised of any status changes regarding dependent care referral services. The Union will be afforded the opportunity to participate in task groups or committees involved in developing and formulating such dependent care programs.

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