

Section 1: Sunset Clause

This Agreement shall continue until the parties conclude negotiations for a successor collective bargaining agreement. However, the terms contained herein shall not be considered part of the status quo and the party seeking to continue any of these terms in the successor collective bargaining agreement shall have the obligation to make such proposal.

In the 4th quarter 2025, Nava shall meet with the Union to provide an update on its expected 2025 performance, including, fringe rate, wrap rate, minimum annual hours, and company-wide utilization rate, and the impact of these negotiated changes on those metrics.

In 2026, if Nava notifies the Union of its intent to reopen the collective bargaining agreement pursuant to Article X(5), Wages, Nava shall provide the Union with notice no later than January 15, 2026. The parties shall meet expeditiously and in good faith and use their best efforts to come to an agreement on the reopener before the end of March, so that all employees (represented and non-represented) can receive their merit bonuses and annual increases on the same schedule.

Section 2: Timekeeping Policies

(a) Policy Clarifications & Trainings

Within thirty (30) days of execution of this agreement, Nava shall:

1. Revise its timekeeping policy to provide better clarity to staff about billing practices and conduct a training session with billable bargaining unit staff, Contract Leads, People Managers, and Program Managers in May of 2025 on billing practices, which shall be recorded so that it can be viewed by new employees as part of the onboarding process and reviewed by existing employees as needed during office hours. Nava's revised timekeeping policy shall be made available to employees on Sage.
2. Create guidance that explains how employees trying to work extra hours to hit their Annual Hours Minimum should secure those hours. Guidelines will:
 - a. Detail a process for the employee to quickly secure high-value non-billable work that will count towards the Annual Hours Minimum. Work will be made available for billable staff in any discipline who are contractually or otherwise prevented from billing the necessary hours to an assigned client project.
 - b. For each project with a cap on weekly billable hours, the project-specific timekeeping documentation will include a) the circumstances under which overtime requests are likely to be approved, and b) circumstances under which the unbillable project code may be used, if any.
3. Establish a process to ensure that People Managers and Program Managers will provide consistent answers to specific billing use case questions within a contract.
4. People Managers shall meet quarterly with employees to discuss their progress towards their minimum annual hours. If an employee is having difficulty meeting their minimum

annual hours, managers shall review the guidance described in 2(a) above with them to come up with a plan to work additional hours.

5. Create updated guidance and create FAQs for employees about how to use the now limited sick time policy, including best practices for: (i) communicating sudden absences, and (ii) filing for other forms of leave such as FMLA or short term disability,
6. Timekeeping and billing issues, including, revisions to the guidance described in this Paragraph 2 or creation of additional guidance, shall be a standing agenda item for the Labor-Management Committee.

Section 3: Wages

(a) Annual Hours Bonus

Article X(4), Cash Bonus Plan, shall be revised to provide that if Nava meets the financial targets set forth in Article X(4) of the collective bargaining agreement and bonuses are paid in calendar year 2026 or calendar year 2027 to billable bargaining unit employees, they shall be paid to billable bargaining unit employees who, in calendar years 2025 and 2026 who exceeded the Annual Hours Minimum for the calendar year. Non-billable bargaining unit employees shall continue to participate in the Cash Bonus Plan based on the eligibility criteria in the collective bargaining agreement.

The maximum bonus paid to any employee shall not exceed five thousand dollars (\$5,000).

(b) Effective Date of 2025 Annual Increases and Merit Increases

If the parties reach a tentative agreement by Wednesday April 9, 2025, the across-the-board annual increases and any merit increases shall be implemented with an effective date of April 1, 2025 in accordance with Article X, Wages, of the collective bargaining agreement, and bonuses shall be paid two (2) business days after ratification.

Section 4: Leave

All references in this section to “non-represented” employees, shall also include the executive team.

(a) Cap on Sick Leave

Upon Ratification of this Agreement, Article XV, Section (2) of the CBA shall be revised to provide that employees, including non-represented and bargaining unit employees, shall be granted twelve (12) paid sick days on January 1st of each calendar year, unless applicable law provides for a greater number of days for an employee based on their location. Employees hired after January 1st shall receive a pro-rated amount of sick leave. Any requirements for accrual caps, carryover, negative balances or pay-out of unused sick leave shall be governed by the applicable state and local laws in the employee’s location. If Nava increases its sick leave policy for non-represented employees, such changes shall apply to bargaining unit employees.

Upon ratification of this Agreement, all employees shall be granted an equal number of sick days for the remainder of 2025, pro-rated based on the execution date of this Agreement, regardless of any prior sick leave usage.

(b) Leave Without Pay (LWOP)

Article XV, Section (4), shall be revised to include Nava's existing Leave Without Pay (LWOP) policy as follows:

"Nava understands that one's personal life may not always align with an equivalent vacation balance. Nava will consider requests for leave without pay when compelling circumstances require the employee's absence. Unpaid leaves of absence under this section do not include those required by law. Leave without pay is granted at Nava's discretion. LWOP can only be taken in full-day (8 hour) increments. Leave without pay is not considered time worked for purposes of determining eligibility for certain benefits such as vacation time. To use leave without pay, an employee must email your People Manager and People Operations. Instances of LWOP should be communicated as soon as possible. The People Operations Manager will decide if an employee is granted LWOP."

(c) Vacation

Effective upon ratification of this Agreement, Article XV(1), PTO and Leaves of Absence/Vacation, shall be revised to provide that all employees shall accrue up to 120 hours (15 days) of vacation per calendar year in their first year of service. For each additional year of service, the accrual rate/cap shall increase by eight (8) hours, up to a maximum of 20 days (160 hours) of vacation after five (5) years. Employees will only be permitted to rollover up to their yearly accrual rate per year.

If Nava increases its vacation policy for non-represented members, such changes will apply to bargaining unit members.

(d) Floating Holidays

Effective upon ratification of this Agreement, Article XIII(2), Holidays/Floating Holidays, shall be revised to provide that the number of paid floating holidays per year shall be reduced from five (5) to two (2).

Employees who have used floating holidays in excess of two (2) days as of the ratification of this Agreement shall have their accrued vacation days reduced by the number in excess of two (2) days they have taken.

Section 5: Layoffs

(a) Notice

Article XXI, Section 2, shall be revised to provide that when conducting layoffs, Nava will give the union at least fourteen (14) days advance notice of the number of employees the company expects to lay off, broken down by affected department. If such notice is not given, impacted

employees shall be entitled to an additional 2 weeks of severance pay, and an additional month of employer-paid COBRA premiums beyond the amounts specified in Article XXII, subject to the employee executing and not revoking a general release in the form provided by the Employer, and complying with any other requirements of the collective bargaining agreement.

(b) Effects Bargaining

The union retains the right to conduct effects bargaining in the event of layoffs.

Section 6: Working Hours

(a) Working Hours Expectations – Nava and the Union acknowledge and agree to the following working hours expectations:

- (i) Billable employees are expected to bill 40 hours a week to their project.
- (ii) Employees are expected to work 40-45 hours a week (regardless of whether they are billable or not)

Section 7: Professional Development

Article XII, Section 3 shall be revised to provide that the amount of professional development funds available shall be up to one thousand dollars (\$1,000) per employee. The company may also discontinue providing access to LinkedInLearning without increasing the amount of professional development funds provided to employees. Unused professional development budget shall roll-over from year-to-year, with a cap of two thousand dollars (\$2,000) per employee.

Section 8: Health Insurance

Article XII(1), Benefits, shall be revised to provide that Nava may reduce the minimum split for monthly premiums from 75%/25% to 70%/30% for the 2026 plan year. In the event this provision is triggered, Nava will provide the Union with thirty (30) days' notice (or as much notice as is practicable) of such change. In addition, before the next plan year begins, the Union will arrange a meeting with the Steelworkers Health and Welfare Fund (the "Fund") to discuss the benefits and costs of the Fund's plan offerings.

ACCEPTED AND AGREED:

OPEIU/N.U., AFL-CIO

NAVA PBC

By: _____

By: _____

Date: _____

Date: _____