

Agreement by and between

UFCW 21 and Skagit Regional Health



Effective through: March 31, 2022



YOUR VOICE, YOUR UNION, YOUR CONTRACT

About UFCW 21

UFCW 21 is a large, strong, progressive, and diverse union, representing more grocery workers, retail workers, and professional and technical health care workers than any other union in the state.

With over 46,000 members united, we have the power and resources to take on tough employers, represent members on the job, raise standards in our industries, and support laws that make a difference for working families.

My Union Representative:

My Union Steward:

With a union you and your co-workers have a voice in decisions about your work life—wages, benefits, holidays and vacations, scheduling, seniority rights, job security, and much more. Union negotiations put us across the bargaining table from management—as equals.

A negotiating committee of your co-workers and union staff negotiated this contract. How does the negotiating committee know what issues are important? Union members tell us. The issues raised in contract surveys and proposal meetings help us decide what to propose in contract negotiations. Stewards and union representatives report on issues that arise on the job, talking with members about grievances, problems, and needs. They have a hands-on sense of what the issues are.

The more that union members stand together and speak out with one voice, the stronger the contract we can win. A contract can only take effect after union members have a chance to review the offer and vote on it.

A union is as strong as its members. It's no secret—an active and united membership means a stronger union—which means a better contract.

TABLE OF CONTENTS

	<u>Page</u>
ARTICLE 1 RECOGNITION	1
1.1 Covered Facilities	1
1.2 Bargaining Unit.....	1
1.3 Accretion.....	1
ARTICLE 2 UNION MEMBERSHIP AND REPRESENTATION	1
2.1 Union Membership	1
2.2 Dues Deduction.....	2
2.3 Conference Rooms.....	2
2.4 Access to Premises.....	2
2.5 Local Unit Shop Steward.....	3
2.6 Bulletin Board.....	3
2.7 Union Leave for Collective Bargaining Negotiations	3
2.8 Voluntary Political Action Fund.....	3
2.9 Union Orientation	4
2.10 Union Leave.....	4
2.11 Rosters.....	4
ARTICLE 3 MANAGEMENT RIGHTS	4
ARTICLE 4 CATEGORIES OF EMPLOYEES	5
4.1 Regular Full-time Employee.....	5
4.2 Regular Part-time Employee.....	5
4.3 Per Diem Employee	5
4.3.1 Per Diem Definition.....	5
4.3.2 Per Diem Scheduling Requirements	5
4.4 Probationary Employees	5
ARTICLE 5 EMPLOYMENT PRACTICES	6
5.1 Discipline and Discharge	6
5.1.1 Just Cause.....	6
5.1.2 Employee Acknowledgment.....	6
5.1.3 Employee Discipline Rebuttal	6
5.2 Employment Record	6
5.3 Health Tests	6
5.4 ID Badges and Lanyard	7
5.5 Notice of Job Descriptions and Job Titles	7
5.5.1 Job Title Changes.....	7
5.6 Job Posting.....	7
5.7 Nondiscrimination.....	7
5.8 Notice of Resignation	7
5.9 Occupational Safety and Health.....	7
5.10 Parking	7
5.11 Uniforms/Scrubs	7
5.11.1 Donning and Doffing	8
ARTICLE 6 SENIORITY.....	8

6.1	Definitions.....	8
	6.1.1 SRH Seniority	8
	6.1.2 Job Title Seniority.....	8
	6.1.3 Per Diem Seniority.....	8
	6.1.3.1 Per Diem Accrual.....	8
	6.1.3.2 Transfer and Return	8
	6.1.3.3 Per Diem to FTE Seniority	8
6.2	Non-Bargaining Unit Position and Seniority	8
6.3	Posting of Seniority.....	9
	6.3.1 Semiannual Seniority Roster Update	9
6.4	Termination of Seniority.....	9
ARTICLE 7 REALLOCATION, LAYOFF, RECALL AND SEVERANCE		9
7.1	Reallocation	9
	7.1.1 Designated Work Period.....	9
	7.1.2 Reallocation of Staff	9
	7.1.3 Posting Period.....	9
	7.1.4 Reallocation with same number of positions	9
	7.1.5 Reallocation with fewer number of positions	10
	7.1.5.1 Reallocated Employee’s Options.....	10
7.2	Layoff Definition	10
	7.2.1 Layoff Order	10
	7.2.2 Application of Seniority and Bumping in Layoff.....	10
	7.2.2.1 Layoff Bumping.....	11
	7.2.2.2 Bumping into a new Job Title.....	11
	7.2.2.3 Bumping Wage Placement.....	11
7.3	Layoff Recall	11
7.4	Layoff Severance Pay	11
	7.4.1 Severance Calculation.....	12
ARTICLE 8 HOURS OF WORK AND SCHEDULING.....		12
8.1	Definitions.....	12
	8.1.1 Work Week Period.....	12
	8.1.2 Work Shift.....	12
	8.1.3 Work Schedule.....	12
	8.1.4 Shift Staffing Model	12
8.2	Posting Work and Shift Schedules.....	12
	8.2.1 Extra Shifts.....	12
	8.2.2 Sequential Twelve Hour Shifts	13
	8.2.3 Trades.....	13
	8.2.4 Changes to Posted Schedule	13
8.3	Scheduling Leave for Work and Shift Schedules	13
	8.3.1.3 Unforeseen PTO Shortage	13
	8.3.2 Monthly Scheduling of PTO.....	14
8.4	Meal Period and Rest Breaks	14
	8.4.1 Meal Period.....	14
	8.4.2 Rest Breaks	14
	8.4.4 Change in the Law	14

8.5	Temporary Reduction in Hours	15
	8.5.1 Hospital and MSW (Hospice and Non-Hospice).....	15
	8.5.2 Clinics	15
	8.5.3 Agency/Travelers.....	15
	8.5.4 Hours Not Worked.....	15
	8.5.5 Mandatory TRH Limitation	15
8.6	Posted Furlough Hours	15
ARTICLE 9 COMPENSATION		16
9.1	Compensation Related Definitions	16
	9.1.1 Base Rate of Pay	16
	9.1.2 Normal Rate of Pay.....	16
	9.1.3 Regular Rate of Pay	16
	9.1.4 Shift Differential	16
	9.1.5 Scheduled Standby.....	16
	9.1.6 Scheduled Standby Call-Back.....	16
	9.1.7 Unscheduled Call In.....	16
	9.1.8 Premium Pay	16
	9.1.9 Time/Pyramiding Restrictions	16
9.2	Full and Part Time Base Wages.....	16
	9.2.1 Current Employees.....	16
	9.2.3 Longevity Increases	17
	9.2.3.1 Transfer Wage Placement.....	17
	9.2.4 Fixed Base Wage Increases	17
	9.2.5 Lead Pay Positions added to the Bargaining Unit	17
	9.2.7 New Hire Wage Placement.....	17
9.3	Per Diem Compensation	18
9.4	Wage Premium in Lieu of Benefits for FTE Employees.....	18
9.5	Shift Differential	18
9.6	Scheduled Standby Pay	18
9.7	Scheduled Standby Call-Back Pay.....	18
9.8	Unscheduled Call-In Pay	18
9.9	Premium Pay	18
	9.9.1 Work on Holidays	18
	9.9.2 Weekend Premium.....	19
	9.9.3 Work on Regularly Scheduled Weekend Off Premium.....	19
	9.9.4 Work After Shift Premium.....	19
	9.9.5 Relief Lead Premium	19
	9.9.6 Rest Between Shift.....	19
9.10	Report Pay.....	19
9.11	Telephone Calls	19
9.12	Statutory Overtime.....	19
9.13	Floating	20
ARTICLE 10 BENEFIT PLANS.....		20
10.1	Health Insurance	20
	10.1.6 Benefits Committee	21
10.2	LTD Insurance	21

10.3	Retirement Plan.....	21
ARTICLE 11	PAID TIME OFF and EIB	21
11.1	PTO Eligibility.....	21
11.2	PTO Eligible Hours.....	21
11.3	PTO Accrual Matrix	21
11.4	Use of PTO	22
11.5	PTO Designated for Paid Sick Leave	22
	11.5.1 Usage.....	22
	11.5.2 Notice.....	22
	11.5.3 Certification and Verification	23
11.6	Maximum Accruals.....	23
11.7	PTO Payment Upon Termination	23
11.8	Unscheduled Use of PTO.....	23
11.9	Washington Sick Leave Bank.....	23
11.10	PTO and Changes in PTO-Eligible Status	24
	11.10.1 Change to Per Diem or Pay in Lieu of Benefits Status.....	24
	11.10.2 Change from Per Diem or Pay in Lieu of Benefits Status	24
11.11	Extended Illness Bank (EIB) Accumulation.....	24
11.12	Use of EIB.....	24
11.13	Payment from EIB	24
11.14	EIB and Per Diem Status	25
11.15	EIB and Worker’s Compensation	25
ARTICLE 12	LEAVES OF ABSENCES	25
12.1	Definitions.....	25
12.2	Federal and State Leave Laws	25
12.3	Leave Request.....	26
12.4	Jury Duty.....	26
12.5	Personal Leave	26
12.6	Bereavement Leave.....	26
12.7	Professional Development Leave	26
12.8	Employee Convenience Days	27
ARTICLE 13	GRIEVANCE PROCEDURE.....	27
13.1	Grievance Defined	27
13.2	Time Limits.....	27
13.3	Informal Resolution	27
13.4	Grievance/Arbitration Process.....	28
ARTICLE 14	LABOR MANAGEMENT COMMITTEE	29
ARTICLE 15	GENERAL PROVISIONS	29
15.1	State and Federal Laws	29
15.2	Complete Agreement	30
15.3	No Strike or Lockout	30
ARTICLE 16	TERM OF AGREEMENT.....	30
APPENDIX A	– JOB TITLES	32
APPENDIX B	– WAGE SCALE	35
APPENDIX C	– JOB GROUPS FOR BUMPING.....	36
APPENDIX D	– CLINIC TERMS AND CONDITIONS	41

APPENDIX E – MSW (HOSPICE) TERMS AND CONDITIONS 43

APPENDIX F – SRH/UFCW STAFFING CONCERN FORM..... 47

APPENDIX G – MSW (NON-HOSPICE) TERMS AND CONDITIONS..... 48

APPENDIX H – PROTECH TERMS AND CONDITIONS 49

MEMORANDUM OF UNDERSTANDING ONE

Interpreters Terms and Conditions 51

MEMORANDUM OF UNDERSTANDING TWO

Maintenance Engineers Scheduled Standby Pay 53

MEMORANDUM OF UNDERSTANDING THREE

Staffing 54

MEMORANDUM OF UNDERSTANDING FOUR

Labor-Management Committee Training 55

MEMORANDUM OF UNDERSTANDING FIVE

Transition to New Longevity 56

MEMORANDUM OF UNDERSTANDING SIX

Initial Balance for PSL-PTO and Pay-Out for Employees Above PTO Maximum 57

THIS AGREEMENT is made and entered into by and between Skagit County Public Hospital District No. 1, d/b/a Skagit Regional Health (hereinafter referred to as “SRH” or the “Employer”), and the United Food and Commercial Workers, Local 21 (hereinafter referred to as the “Union” or UFCW 21).

ARTICLE 1 RECOGNITION

1.1 Covered Facilities. For purposes of this Agreement, Skagit Regional Health consists of all existing facilities owned or solely operated by Skagit Regional Health in Washington State. These entities are referred to collectively herein as “SRH” or “Employer.”

1.2 Bargaining Unit. SRH recognizes the Union as the sole and exclusive bargaining agent for, and this Agreement shall cover, all full-time, part-time and per diem employees in covered facilities in those Job Titles listed in Appendix A, which shall exclude all other employees and supervisors, confidential, temporary and casual employees. Employees in those Job Titles assigned to Hospice of the Northwest LLC shall be included as members of the bargaining unit.

1.3 Accretion. For newly acquired clinics solely operated and/or owned by SRH, SRH shall have the right to establish and implement the initial terms and conditions of employment for employees at any newly established or acquired clinic, including reclassifying Job Titles not in Appendix A to this agreement to Job Titles in Appendix A. Employees with Job Titles in Appendix A will be accreted into this bargaining unit. SRH will notify the Union of terms and conditions covering any employee with a Job Title in the current Agreement, and will provide the Union with a list of positions not in Appendix A from the newly acquired clinic. Upon written request by the Union within 20 days of the notice, SRH agrees to bargain over the terms and conditions of employees at such clinic with Job Titles in Appendix A, and to discuss whether other employees in the newly acquired clinic should be included in the bargaining unit.

ARTICLE 2 UNION MEMBERSHIP AND REPRESENTATION

2.1 Union Membership.

All employees subject to this Agreement shall elect:

- to become or remain members of the Union.
- To not become or not remain members of the Union.

Non-members have the option to pay or not pay an agency fee to the Union for representation services.

SRH will notify employees of membership and dues deduction requirements/options at the time of ratification of this Agreement, hire, or transfer.

2.1.1 Any employee union member who is also a member of, and adheres to established and traditional tenets or teachings of a bona fide religion, body or sect which has historically held conscientious objections to joining or financially supporting a labor organization shall not be required to join or financially support the Union as a condition of employment. Such employee shall, in lieu of dues pay sums equal to such dues to a non-religious charity or to another charitable organization mutually agreed upon by the employee and the Union. A religious objection must be declared in writing to both the Union and SRH Human Resources. Any employee exercising their right of religious objection must provide the Union with monthly documentation of payments made

to the agreed upon charitable organization or be considered in violation of the Membership provisions in this Article. SRH will not deduct religious exemption charitable organizational contributions from the employee's paycheck.

2.2 Dues Deduction. During the term of this agreement, SRH will deduct monthly dues from the pay of those employees covered by this Agreement who are members of the Union and who voluntarily execute a payroll deduction authorization form. When filed with SRH, the Authorization Form will be honored in accordance with its terms, unless an employee requests that SRH stop deducting dues, in which case SRH will notify the Union and will honor the employee's request except as otherwise specified in this Section 2.2. If the Union notifies SRH within fourteen (14) days of SRH's notice that the employee has agreed in an Authorization Form signed after June 27, 2018 to authorize the deduction of dues for a fixed period of time, not to exceed one year or the expiration of this Agreement (whichever occurs first), and if the Union provides a copy of the Authorization form, SRH will then continue deducting dues from that employee's pay for the remainder of that fixed period of time, at which point SRH will then automatically stop deducting dues. SRH shall not be required to honor any agreement by an employee to the automatic extension or renewal of an authorization to deduct dues for a fixed period of time after the employee has requested that SRH stop deducting dues. Deductions will be promptly transmitted to UFCW Local 21 by check payable to its order. Upon issuance and transmission of a check to UFCW Local 21, SRH's responsibility shall cease with respect to such deductions. UFCW Local 21 and each employee authorizing the payroll deduction for the payment of union dues or any other union payment hereby undertakes to indemnify and hold SRH harmless from all claims, demands, suits, or other forms of liability that may arise against SRH for or on account of any deduction made from the wages of such employee. SRH shall be obligated to honor only an authorization to deduct the specific percentage amount specified, in writing by the employee. SRH shall have no obligation or responsibility for calculating, computing, or verifying the amount to be deducted.

2.3 Conference Rooms. Subject to availability the Union may use conference rooms for meetings of the bargaining unit, with or without Union staff present. The Union will provide SRH's designated conference coordinator at least twenty-four hours advance request for conference room use. An existing Union reservation will not be changed without email permission from the Union or when a change is requested by the Senior Executive Team or the SRH Board of Commissioners. The Union must promptly notify the designated conference coordinator if a conference room is no longer needed.

2.4 Access to Premises. Duly authorized representatives of the Union shall be permitted at all reasonable times to enter the facilities operated by SRH for the purpose of observing working conditions and investigating grievances; provided however that the Union's representative shall,

- a) When visiting the Hospital notify the Human Resources Business Partner/designee before such visit of the time and area he/she wishes to visit, and confine his/her visits to such areas as agreed upon.
- b) When visiting a clinic location notify the Human Resources Business Partner/designee at least 24 hours before such visit (or less as agreed with the Human Resources Business Partner/designee) of the time, area and clinic location he/she wishes to visit, and confine his/her visits to such locations and area as agreed upon.

Transaction of any business shall be conducted in appropriate non-work, non-patient locations subject to general rules applicable to non-employees, with employees during their non-working time and shall not interfere with patient care or services needs as solely determined by SRH. Representatives of the Union

shall have access to all areas available to the general public. A representative of management will accompany the Union representative through non-public areas. Twenty-four hour notice is not required for meetings (including grievance meetings) mutually set by SRH and the Union.

2.5 Local Unit Shop Steward. The Union shall have the right to select Shop Stewards from among the employees in the bargaining unit. The Union shall notify SRH Human Resources, in writing, of the names of the Shop Stewards at the time of appointment or any changes. The Shop Steward shall not be recognized by SRH until the Union has given written notice to SRH Human Resources of the selection. Shop Stewards shall not transact Union business on their or other employee's working time or in a manner which in any way interferes with patient care or services needs as solely determined by SRH. Shop Stewards may request use of conference rooms to meet regarding grievance investigation in accord with Article 2.3 *Conference Rooms*. When an employee requests a specific Shop Steward be present at an investigatory meeting and that Shop Steward is unavailable or cannot be released due to staffing and/or patient care needs as solely determined by SRH, SRH is not required to postpone the interview and any available Shop Steward may be substituted. A Shop Steward who is on duty and who is requested by an employee to attend an investigatory meeting or authorized to attend a meeting in a Shop Steward capacity by the terms of this Agreement will be allowed to use either PTO or unpaid leave to attend the meeting provided such leave time does not conflict with staffing and/or patient care and service needs as solely determined by SRH.

2.6 Bulletin Board. A dedicated bulletin board of the same size and location as provided for other unions will be provided to the Union in every Employer-operated facility where bargaining unit employees work. The existing number of designated bulletin board spaces will not be reduced, even if the Employer changes designated break areas.

2.7 Union Leave for Collective Bargaining Negotiations. Up to a total of thirteen (13) employees who are designated by the Union to serve on the Union's negotiating team during collective bargaining negotiations and who are scheduled to work during the negotiation period will be allowed to use either PTO or unpaid leave to attend the negotiation session provided such leave time does not conflict with staffing and/or patient care or services needs as solely determined by SRH.

2.8 Voluntary Political Action Fund.

2.8.1 If an employee voluntarily executes a UFCW political action contribution wage deduction authorization form in the amount of at least two dollars (\$2) per pay period per employee, SRH shall begin effective the first pay day after receipt of the authorization to deduct monthly the sum specified from the pay of the employee.

2.8.2 The parties recognize that UFCW is also obligated under the Federal Election Campaign Act (FECA) to reimburse SRH for its reasonable cost of administering PAC wage deductions. SRH and the Union agree that one-quarter of one percent (0.25%) of all amounts deducted will be used to reimburse SRH for its reasonable costs of administering these monthly wage deduction authorizations (the "administration fee").

2.8.3 The amount deducted (net of the administration fee) and a roster of all employees using payroll deduction for this purpose will be transmitted to the Union by separate check payable to its order each month. Upon issuance and transmission of a check to the Union, the Hospital's responsibility shall cease with respect to such deductions.

2.8.4 The Union and each employee authorizing the assignment of wages for the payment of voluntary political action contributions hereby undertake to indemnify and hold SRH harmless from all claims, demands, suits or other forms of liability that may arise against the SRH for or on behalf of any such deduction made from wages of such employee.

2.9 Union Orientation. During the orientation of new employees, SRH will provide the opportunity for thirty (30) minutes at the end of the orientation for the Union and its designated shop steward and/or Union representative to discuss information about the Union and the terms of this Agreement. The new employee shall receive pay for thirty (30) minutes.

2.10 Union Leave. Elected employee officers and appointed Union Shop Stewards of the Union will be allowed up to a maximum of twenty (20) calendar days of unpaid leave per calendar year provided that, as solely determined by the Employer, it does not conflict with patient care or staffing considerations, the employee requesting such leave submit a written leave request at least thirty days in advance and, unpaid leave is taken in full day increments. With agreement of the employee and the employee's manager, Union leave in excess of amount discussed above may be permitted. Employees may elect to use PTO for this purpose in accordance with current policy and the terms of this Agreement.

2.11 Rosters. The Employer will supply the Union, one month after the signing by both parties of this Agreement and thereafter on a three months calendar basis, a list electronically in EXCEL of all employees covered by this Agreement, including name, address, employee ID number, department, job title, date of hire, rate of pay, FTE status, hire date and/or termination date within the last quarter. The Employer will also provide a list electronically to the Union of new employees with their job title and date of hire/termination every month.

ARTICLE 3 MANAGEMENT RIGHTS

3.1 Prior to the execution of this Agreement with the Union, the rights of the SRH to manage ("management rights") were limited only by applicable federal and state law. The parties agree that the management rights of SRH are not abridged in this Agreement except as specifically set forth by an express provision of the Agreement.

3.2 Without limiting the inclusiveness of the foregoing or SRH's ability to unilaterally act with respect to its management's rights, the parties agree that among the rights of SRH which are not abridged or limited by this Agreement are the right to determine and re-determine the composition of its work force, including the mix of employees required and the composition of work teams or units; to determine the number of employees required and staffing requirements, minimum staffing and criteria; the right to determine and require standards of performance; the right to determine working schedules and to hire, assign, classify, train, orient, evaluate, schedule, suspend, transfer, promote, discharge or discipline employees for just cause and to otherwise maintain the efficiency of its employees; the right to relieve employees from duty because of lack of work; the right to change methods or procedures and to use new equipment; the right to introduce new, modified or improved services, methods or facilities; the right to determine whether the whole or any part of operations of SRH shall continue to operate; and the right to determine whether and what work will be performed by employees of SRH who are employed under this Agreement, assigned to employees outside this bargaining unit or subcontracted except that SRH will give the Union at least 60 days' notice prior to subcontracting implementation and will agree to promptly bargain the effects of the subcontracting if requested by the Union (effects bargaining will not delay the designated implementation date unless otherwise determined by SRH in its sole discretion); the right to implement changes in operational methods

and procedures; the right to determine the kind and location of its facilities and where its services will be performed.

ARTICLE 4 CATEGORIES OF EMPLOYEES

4.1 Regular Full-time Employee. An employee, so classified in SRH's employment records with a designated FTE, who is regularly scheduled to work forty (40) hours per week or eighty (80) hours in a fourteen (14) day period and who has successfully completed the required probationary period.

4.2 Regular Part-time Employee. An employee, so classified in SRH's employment records with a designated FTE, who is regularly scheduled to work less than forty (40) hours per week or eighty (80) hours in a fourteen (14) day period and who has successfully completed the required probationary period.

4.3 Per Diem Employee.

4.3.1 Per Diem Definition. An employee so classified in SRH's employment records with no designated FTE, who is not guaranteed any number of hours and who is scheduled to work (1) any period when a temporarily augmented work force is needed on a daily, weekly or monthly basis, however not to exceed 60 continuous days; or (2) to fill in for vacations, approved leave, unscheduled absences; or (3) to fill in for unfilled scheduled shifts; or (4) to fill in after an employee leaves their position until a new employee can be hired except that such time shall not exceed 120 continuous days. Per Diem employees do not include temporary service staff such as registry or agency personnel.

4.3.2 Per Diem Scheduling Requirements. Per Diem employees are required to provide their department manager/designee a list of the dates the per diem employee is available to be scheduled to work at least by the 5th of the month preceding the next month (for example availability for the month of August must be provided by the 5th of July). At a minimum, per diem employees must identify for each monthly schedule 4 days at least one of which (where applicable) must be a weekend or night shift, and two holidays (one which is Thanksgiving, Christmas, New Year's Eve, or New Year's Day for Per Diems working at the hospital), when the employee is available to be scheduled. Per Diems working in a clinic must be available to work at least one of: the day after Thanksgiving, day after Christmas, or New Year's Eve. Per Diem employees who fail to make themselves available for the minimum required number of shifts may in SRH's sole discretion be warned in writing upon the first occurrence and administratively terminated for subsequent failure to make themselves available. If a per diem employee is not scheduled on a date the employee identified as being available, the employee is not required to remain available for that shift. Per Diem employees who are not scheduled by SRH to work any shifts during a 6-month period may be administratively terminated. Administrative termination may occur regardless of whether the employee has identified that they are available to work.

4.4 Probationary Employees. A Probationary employee is an employee who has been hired on a full-time or part-time basis and who has been continuously employed for:

1.0 FTE employees: less than 120 days

0.41-.99 FTE employees: less than 160 days

0.4 FTE or less employees, including per diems: less than 90 days of actual work

SRH has the sole discretion to extend an employee's probationary period up to an additional thirty days. During the probationary period, a probationary employee may be terminated or disciplined without notice and without recourse to the grievance procedure. SRH will notify the union if probation is extended.

ARTICLE 5 EMPLOYMENT PRACTICES

5.1 Discipline and Discharge.

5.1.1 Just Cause. Discipline and discharge of regular full and part time employees shall be for just cause. SRH reserves the right to discharge any employee deemed to be incapable or incompetent. SRH shall be the sole judge of the employee's capability and competence; provided however, that such judgment shall be exercised in good faith based upon established performance criteria.

5.1.2 Employee Acknowledgment. A copy of a written disciplinary action issued by SRH will be provided to the employee at the time the disciplinary action is taken or shortly thereafter. The employee shall be required to acknowledge receipt of the written disciplinary action by the employee's signature. The employee's signature will not be construed as admission of guilt or concurrence with the discipline but rather as an indication that the employee has seen and comprehends the gravity of the disciplinary action.

5.1.3 Employee Discipline Rebuttal. An employee may submit a rebuttal letter to any written disciplinary issue and may request that it be put in the employees Employment Record. The Union will receive a copy of any notice of discharge.

5.2 Employment Record.

5.2.1 Each employee has an Employment Record. If an employee believes that any material placed into the employee's Employment Record is incorrect or a misrepresentation of fact, the employee may request and have placed in the Employment Record a statement containing the employee's rebuttal or correction.

5.2.2 If the employee corrects the unacceptable performance/behavior identified in the disciplinary action and there is no further disciplinary action of any kind for at least two (2) years, the employee may request that all documentation concerning the original disciplinary action be removed from the employee's employment record. Except that documentation related to non-compliance of Medicare/Medicaid rules or other governmental programs or rules, or violations of SRH's Sexual Harassment or other forms of discriminatory conduct will not, at the sole discretion of SRH, be removed from an employment record.

5.3 Health Tests. All employees will participate in SRH's health screening and vaccination programs consistent with state law, the Centers for Disease Control (CDC) requirements and recommendations and the Employer's occupational health policies and procedures. SRH will address additional occupational health needs consistent with state and federal requirements and, as appropriate, consistent with the recommendations and guidelines of the Centers for Disease Control (CDC), local and state health departments, and community standards. SRH will provide the following vaccinations, as recommended by CDC, at no cost to employees: influenza, Tdap, Hepatitis "B", Hepatitis "A", Varicella and Measles, Mumps and Rubella (two courses).

5.4 ID Badges and Lanyard. ID badges and Lanyards will be provided by SRH; if a badge or Lanyard is damaged at work a new one will be provided.

5.5 Notice of Job Descriptions and Job Titles. Current Job Descriptions will be electronically posted and accessible to employees. The Union will be provided with a copy of bargaining unit job descriptions and SRH will provide a copy of any job description that has been updated (change in job duties and/or responsibilities) to the Union throughout the term of this Agreement. SRH will make a good faith effort to periodically review/update job descriptions.

5.5.1 Job Title Changes. A change in job title with no material change in duties shall not affect an employee's tenure, seniority, rate of pay, or rate of benefit accrual.

5.6 Job Posting. SRH shall post notices of positions to be filled on the applicant portal of the web-based employment application system in advance of filling the position (this does not preclude SRH from also posting such notices in additional locations). SRH shall post such notices for at least five calendar (5) days. Job Title Seniority shall be the determining factor in filling such vacancy providing qualifications, competence, disciplinary and attendance records, efficiency and past performance during the prior twelve (12) months are considered to be equal in the sole opinion of SRH.

5.7 Nondiscrimination. There shall be no unlawful discrimination or harassment or retaliation against any employee by the Employer or Union because of race, color, creed, national origin, religion, sex, age, disability, marital status, sexual orientation, veterans or military status, genetic information, gender identity, or other legally protected status or Union membership or rejection of Union membership. The matters set forth herein shall be interpreted consistent with the requirements of the Employer and Union under applicable law. Whenever words denoting gender are used in this Agreement, they are intended to apply equally to either gender.

5.8 Notice of Resignation. Employees shall be required to give at least fourteen (14) calendar days' written notice of intended resignation. Failure to give such notice may, at the Employer's sole discretion, result in loss of accrued benefits, including accrued but unused PTO. The Employer will give consideration to situations that would make such notice by an employee impossible. This fourteen (14) day notice requirement will not include any annual leave or unverified sick leave, unless approved by the manager. At the Employer's option the employee may be put on paid administrative leave during any part of the notice period.

5.9 Occupational Safety and Health. In accordance with federal and state law, SRH has an established Safety Committee. The Union may designate those employee members who will serve on this committee as representatives for this bargaining unit.

5.10 Parking. SRH retains the right to assign free parking spaces in a reasonable manner. SRH will provide the Union thirty days' notice of any change to its parking policy and will meet and discuss policy before its implementation. SRH may not charge or discontinue its policy with respect to free parking without notifying the Union and upon request from the Union within ten days of such notification bargain over any costs for parking.

5.11 Uniforms/Scrubs. Uniforms/Scrubs provided by SRH will be purchased at no cost to the employee. Employees shall be responsible for maintaining and laundering uniforms/scrubs provided by SRH unless designated otherwise by SRH.

5.11.1 Donning and Doffing. For areas where donning and doffing of hospital attire is required at work, employees will be given a reasonable amount of time (7 minutes maximum) at the start and end of their shift to change clothing before they are expected to report to their primary work station.

ARTICLE 6 SENIORITY

6.1 Definitions.

6.1.1 SRH Seniority. SRH Seniority shall mean an employee's continuous length of full-time or part-time service calculated from the employee's most recent date of hire within SRH or, if the employee has been an employee of a facility acquired by SRH, from the most recent date of hire by the facility before the acquisition of the facility. SRH Seniority will be utilized as provided for in the terms of this Agreement.

6.1.2 Job Title Seniority shall mean an employee's continuous length of full-time or part-time service calculated from (1) the employee's most recent date of hire within a Job Title or, (2) if the employee has been an employee of a facility acquired by SRH, from the most recent date of hire by the facility before the acquisition of the facility in the same or comparable Job Title as solely determined by SRH or (3) if the employee has been in a Job Title and, without interruption, is promoted to a Lead in the same Job Title. Job Title Seniority will include the employee's years of service in both Job Titles. Job Title Seniority will be calculated by how many completed years have passed since the employee's date of hire in that Job Title date. Job Title Seniority will be utilized as provided for in the terms of this Agreement.

6.1.3 Per Diem Seniority.

6.1.3.1 Per Diem Accrual. While in a per diem status an employee does not accrue SRH or Job Title Seniority.

6.1.3.2 Transfer and Return. If an employee has transferred from a full- or part-time position into a per diem status, the employee's (a) prior SRH Seniority accrual will be "frozen" until such time as the employee obtains another full or part time position within the bargaining unit and (b) prior Job Title Seniority accrual will be "frozen" until such time as the employee obtains another full or part time position within the same Job Title within the bargaining unit within 730 continuous days of transfer into a per diem status. If the employee returns to the same Job Title after 730 continuous days or more in a per diem status or if the employee returns to a different Job Title, the employee's prior Job Title Seniority will be lost and the employee will have a new Job Title Seniority date. SRH will solely determine whether a renamed Job Title is the same as the Job Title formerly held.

6.1.3.3 Per Diem to FTE Seniority. If an employee is initially hired into a per diem status (cannot be already in an FTE position) and subsequently obtains a full or part time position within the same Job Title as the employee has worked immediately prior to taking the full or part time position, the employee will be credited with Job Title Seniority based on actual hours worked as a per diem in that Job Title.

6.2 Non-Bargaining Unit Position and Seniority. An employee who takes a non-bargaining unit position and subsequently returns to the same Job Title without a break in service (leaving SRH employment) shall have their previous Job Title Seniority accruals reinstated as long as the employee returns to the bargaining

unit within 365 continuous days and requests in writing reinstatement of seniority within fifteen days of return to their former Job Title. An employee's SRH Seniority will not be affected by taking a non-bargaining unit position.

6.3 Posting of Seniority.

6.3.1 Semiannual Seniority Roster Update. SRH will post electronically on the SRH intranet an updated SRH Seniority and Job Title Seniority list January 15 and July 15 or if that date falls on a weekend then on the next regular business day and employees shall have thirty (30) days from the date of posting to correct any information on the posting by contacting SRH Human Resources. SRH will provide a copy of the lists to the Union at the time of the electronic posting.

6.4 Termination of Seniority. SRH and Job Title Seniority shall terminate upon:

- a) Discharge or retirement or resignation from employment which shall include failure to report to work as assigned for a period of three consecutive scheduled work days without calling in;
- b) Absence from work for any reason, including layoff, except worker's compensation, for a period of 365 continuous days;
- c) Failure to return to work from layoff when recalled in accord with the terms of this Agreement.

ARTICLE 7 REALLOCATION, LAYOFF, RECALL AND SEVERANCE

7.1 Reallocation.

7.1.1 Designated Work Period is defined as: (1) For Clinics and Hospice of the Northwest: hours of operation as designated by the scope of service for the particular clinic/Hospice. (2) For Hospital: the majority of hours scheduled within First Shift (0700-1500) or Second Shift (1500-2300) or Third Shift (2300-0700).

7.1.2 Reallocation of Staff. Reallocation of staff FTEs and Designated Work Period may occur when SRH determines the need for: changes to budgeted hours in an existing cost center or department; changes to the clinical focus of a cost center or department; merger of one or more cost centers and/or departments, restructuring of the staffing model (of a cost center or department). SRH will solely determine the total number of positions needed in a Job Title in a cost center or department as a result of the reallocation of FTE for each Job Title.

7.1.3 Posting Period. If SRH initiates a Reallocation of Staff, a listing of new FTEs and Designated Work Period(s) will be posted in the cost center location or department for at least fourteen days and a copy will be sent to the Union. On the fifteenth day the employees will bid however if the fifteenth day falls on a Saturday, Sunday, or designated holiday the bid will take place on the following next non weekend or designated holiday, day.

7.1.4 Reallocation with same number of positions. If the reallocation will result in the same number of total positions in a Job Title within the affected cost center or department, any bidding or bumping related to reallocation will be done by Job Title Seniority. Bidding on the new FTE/Designated Work Period will be from highest to lowest Job Title Seniority except that no employee may bid into a position with an FTE greater than 0.2 FTE higher than the employee currently holds unless that is the only position available. Any employee left with a choice of FTE that will reduce their current FTE by .2 FTE or more or would result in loss of eligibility for full medical benefits, may

choose (1) to be laid off and remain on the recall list in accordance with Article 7.3 *Layoff Recall*, or (2) to take severance in accordance with Article 7.4 *Layoff Severance Pay* or (3) to bump the least senior employee within SRH in the job title or job group (See Appendix C – *Job Groups for Bumping*). If the least senior employee is bumped that person will have the choice of (1) to be laid off and remain on the recall list in accordance with Article 7.3 *Layoff Recall* or (2) to take severance in accordance with Article 7.4 *Layoff Severance Pay*. If there are location specific competencies attached to the position bumped into, the employee must, in the sole determination of SRH, be able to successfully perform the duties at the new cost center or department after 80 hours of work. If the employee is not able to perform successfully the employee will have the choice of (1) to be laid off and remain on the recall list in accordance with Article 7.3 *Layoff Recall*, or (2) to take severance in accordance with Article 7.4 *Layoff Severance Pay*, or (3) to apply for an open vacant position.

7.1.5 Reallocation with fewer number of positions. If the reallocation will result in fewer total positions in a Job Title within the affected cost center or department, SRH may first lay off with severance, in accordance with Article 7.4 *Layoff Severance Pay*, any employee who has received a last chance agreement within the last 730 days.

7.1.5.1 Reallocated Employee's Options. If after SRH's determination under 7.1.5, there remain fewer total positions in a job title, SRH will first seek volunteers and then go to the least senior employee, based on Job Title Seniority, who may choose (1) to be laid off and remain on the recall list in accordance with Article 7.3 *Layoff Recall*, or (2) to take severance in accordance with Article 7.4 *Layoff Severance Pay*, or (3) to bump the least senior employee within SRH in the job title or job group/category (See Appendix C). The employee bumped may choose (1) to be laid off and remain on the recall list in accordance with Article 7.3 *Layoff Recall*, or (2) to take severance in accordance with Article 7.4 *Layoff Severance Pay*. If there are location specific competencies attached to the position bumped into the employee must in the sole determination of SRH be able to successfully perform the duties at the new cost center or department after 80 hours of work. If the employee is not able to perform successfully the employee will have the choice of (1) taking lay-off and remaining on the recall list in accordance with Article 7.3 *Layoff Recall*, or (2) taking severance in accordance with Article 7.4 *Layoff Severance Pay*.

7.2 Layoff Definition. SRH within its sole discretion has the right to determine the necessity at any time for lay-offs and those Job Title(s) affected by lay-off. Reallocation of FTE's does not constitute a layoff.

7.2.1 Layoff Order. SRH will make its best efforts to notify the employees and the Union at least thirty (30) days prior to the impending layoff. SRH will first seek volunteers from the affected employees. If the number of volunteers does not meet SRH's needs for reduced staffing, employees within a Job Title shall be laid off in the following order:

- a) Temporary employees
- b) Probationary employees
- c) Full and Part-time employees

7.2.2 Application of Seniority and Bumping in Layoff. In the event a full-time or part-time employee is designated for layoff, the employee may be eligible to bump another employee in the same Job Title or within a designated Job Group/Category. Appended as Appendix C is a listing of

Job Titles within job groups and corresponding bumping eligibility criteria. If a Job Title is not listed in a group then bumping will only be within that Job Title.

7.2.2.1 Layoff Bumping. If bumping within a Job Title, Job Title Seniority will control in the lay-off order where, in the sole opinion of SRH, based on job related criteria including location specific duties, competence, skills, overall performance including disciplinary record, and the skill mix needed within a group of employees is considered equal by SRH. Employees bumped out of their Job Title may, in accordance with terms of this Article, elect one of the following: (1) be laid off and put on the recall list in accordance with Article 7.3 *Layoff Recall*, or (2) take severance in accordance with Article 7.4 *Layoff Severance Pay*, or (3) if eligible, bump down sequentially into the designated Job Title within the appropriate Job Group/Category as listed in Appendix C.

7.2.2.2 Bumping into a new Job Title. When bumping into a new Job Title within a designated Job Group/Category the employee must have all required current certifications and in addition must meet designated eligibility criteria as listed in Appendix C. Employees bumping must take the FTE level available in that Job Title. As solely determined by SRH, an employee bumping into a new Job Title must be able to be successfully oriented (not trained) and be able to perform the duties of the new Job Title within 80 hours of work in the new Job Title. Employees who do not elect to take the designated FTE level or who are determined by SRH not successfully orientated and able to perform the duties of the new Job Title within the 80 hours, will be laid off and may elect to be put on the recall list or take severance in accordance with the terms of the Article 7.4 *Layoff Severance Pay*.

7.2.2.3 Bumping Wage Placement. If an employee is bumped into another Job Title they would be placed at that wage rate on the Hire-In Grid for the new Job Title commensurate with their Job Title Seniority in their pre layoff Job Title.

7.3 Layoff Recall. Employees who are laid off shall be placed on a reinstatement roster and shall have recall rights to vacant positions in the Job Title from which they were laid off for 365 continuous days. Upon placement on the recall list the employee must designate a current address and/or email and must designate how the employee wishes to be notified of recall by regular mail and/or email. It is the employee's sole responsibility to update any address or email. When a notice for recall is issued the employee will have seven (7) days to respond. At the time the recall notice is issued SRH will notify the Union by email. An employee shall be removed from the reinstatement roster upon reemployment; failure to respond by the end of the notice period; refusal to accept work in the same Job Title worked and with a comparable FTE (within .2) when offered by SRH; or at the end of the 365 continuous days period from the date of the recall notice.

7.3.1 Upon reinstatement, an employee shall have all previously accrued SRH Seniority restored and previously accrued Job Title Seniority restored if the employee is returning to the same Job Title.

7.4 Layoff Severance Pay. Upon completion of the probationary period, any full-time or part-time employee subject to layoff may elect to voluntarily terminate employment with SRH and receive severance pay as set forth below. Any employee electing this option shall not have recall rights under this Article 7.4. Employees are eligible for severance prorated to the employee's FTE. The severance pay shall be paid to the employee in a lump sum on the employee's last pay check.

7.4.1 Severance Calculation. Employees shall receive eighty hours of base pay as severance. In addition an employee shall receive an additional forty hours of base pay plus any applicable shift differential for each subsequent 365 days of continuous employment up to a maximum aggregate amount of 240 hours of base pay.

ARTICLE 8 HOURS OF WORK AND SCHEDULING

8.1 Definitions.

8.1.1 Work Week Period. For each employee, the basic work week period shall consist, at SRH's discretion, of either forty (40) hours within a fixed and recurring period of seven consecutive twenty-four hour periods or eighty (80) hours within a fixed and recurring period of fourteen consecutive twenty-four hour periods.

8.1.2 Work Shift. The daily hours an employee is scheduled to work exclusive of meal period(s).

8.1.3 Work Schedule. A monthly listing of the days of the week and the work shifts the employee is scheduled to work.

8.1.4 Shift Staffing Model. Newly hired employees may be assigned to variable hourly shift staffing models with a maximum variance of 3 hours except to cover for vacations, medical leaves, and emergencies as defined in Article 8.2.4. Current employees as of ratification of the Agreement who have not been hired to work variable hourly shifts will be assigned a regular number of shift hours between four to sixteen hours. Once a current employee has been assigned to a non-variable number of shift hours, an employee's regular shift hours staffing model may only be modified by mutual consent or through the Reallocation process as designed in Article 7.1.

8.2 Posting Work and Shift Schedules. Work schedules will be posted by SRH at least by the 15th of the preceding month.

8.2.1 Extra Shifts.

8.2.1.1 If a shift is not filled, the open shift may, at SRH's sole discretion, not be filled or be filled by a Per Diem employee or by agency or by mutual agreement(s) with the employee(s) with the shift(s) immediately before or after the open shift.

8.2.1.2 Open Shifts that remain if not filled in accordance with 8.2.1.1, will be designated by SRH as an Extra Shift on the posted schedule. When an extra shift is posted employees have four days to designate the particular extra shifts the employee wants to work. The following sequence will be used by SRH in assigning the extra shift:

1. Employees (by seniority) who have had Temporary Reduction in Hours ("TRH") days within the preceding schedule and who can work the extra shift on the designated date without incurring overtime.
2. Extra Shifts that remain available will be awarded, shift by shift, equitably to employees who request on a first come, first service basis, subject to availability to perform the work without incurring overtime. If employees submit requests on the

same day, seniority will be used as a tiebreaker to award the shift, on a rotational basis.

8.2.2 Sequential Twelve Hour Shifts. No employee will be scheduled to work more than four twelve hour shifts in a row without mutual agreement between the employee and SRH.

8.2.3 Trades. All employee trades of shifts and/or days of work between employees must be pre-approved by the SRH manager/designee before being worked.

8.2.4 Changes to Posted Schedule. Except for emergency conditions (unforeseeable conditions beyond SRH's control including employee absences, termination without notice; unscheduled administrative leave or suspension; and temporary reduction in hours) final posted scheduled hours and days of work may be changed only by mutual agreement between SRH and the employee(s) involved. Should it become necessary to change work schedules under these conditions, SRH will first seek volunteers who can work the schedule change without incurring overtime. Nothing in the preceding provision prohibits SRH from first, before asking for volunteers, using Per Diem employees or employees on standby to fill hours of work that become vacant or not filling the vacant hours.

8.2.4.1 If the change involves a shift rotation, volunteers will be sought first. And if there are insufficient volunteers, shift rotation will be assigned equitably in the Job Title and unit affected in reverse order of seniority by rotation.

8.3 Scheduling Leave for Work and Shift Schedules.

8.3.1 For vacation scheduling of three or more consecutive scheduled days off employees may make requests for prime time PTO between October 1st through October 31st for the immediate following year. Prime time shall be defined as vacation taken between June 30th and the end of Labor Day weekend and between Thanksgiving and January 7th. Requests must be submitted in writing to the employees Department Director/designee. Request for prime time vacation will be responded to by November 21st. Employees will be granted prime time PTO on the basis of Job Title seniority. In the event of conflicting requests, Job Title seniority will govern who gets their PTO requests approved on a three (3) year rotational basis.

8.3.1.1 All requests for PTO outside of 8.3.1 or 8.3.2 that is not PSL-designated PTO for PSL-designated purposes as described in Section 11.5.1 will be approved on a first come first serve basis. A response will be given within 15 days of the request, and approval or denial shall be within the sole discretion of the Department Director/Manager.

8.3.1.2 Employees who wish to use Employee Convenience Days for planned PTO must specify that in their PTO request.

8.3.1.3 Unforeseen PTO Shortage. PTO that has been scheduled and approved will not be cancelled under the following conditions:

- a) The employee has adequate PTO or Employee Convenience days (if originally requested) at the time that the time off is scheduled to occur; or

- b) The employee's PTO hours have been impacted due to unforeseen illness or injury covered by FMLA or ADA leave and the employee is within three (3) standard work days (for example 4, 6, 8, 10, 12 hour days) of having enough PTO to cover the scheduled time off.

Time off for hourly employees that is not covered by PTO pursuant to this subsection will be unpaid Leave.

8.3.2 Monthly Scheduling of PTO. Requests for PTO must be submitted to the employee's Department Director/designee by the 5th of the month for use during the next month. It is understood that the employee's requests will be given reasonable consideration however are subject to the supervisor's sole determination of limiting the number of employees who may be on vacation at any given time. Requests for PTO once the schedule has been posted are within the sole determination of the supervisor.

8.4 Meal Period and Rest Breaks.

8.4.1 Meal Period. SRH will provide and designate either a 30 minute or 60 minute uninterrupted unpaid meal period depending on the business needs of the department or clinic, administrated by SRH in accordance with WAC 296-126-092, this agreement, or as agreed by employees in individual units or shifts. No employee shall be required to work more than five consecutive hours without a meal period unless requested by the employee and agreed by the manager. With agreement of SRH employees working a twelve hour shift may waive a second meal period. If for work related reasons the employee believes that an assigned meal period cannot be taken, the employee must notify the immediate supervisor/designee in advance or as soon as possible so that other arrangements can be made. If a meal period is missed the employee must report the missed meal period in accordance with SRH's most current time keeping reporting procedures.

8.4.2 Rest Breaks. All rest breaks are paid and shall be a total of 15 minutes in duration and are administered by SRH in accordance with WAC 296-126-092, this agreement, or as agreed by employees in individual units or shifts. Employees shall be allowed a rest break for each four hours of working time (e.g., employee who works an 8 hour shift would be allowed two rest breaks). If for work related reasons the employee believes that a rest break cannot be taken either on a scheduled or intermittent basis, the employee must notify the immediate supervisor/designee in advance or as soon as possible so that other arrangements can be made. If a rest break is missed the employee must report the missed rest break in accordance with SRH's most current time keeping reporting procedures.

8.4.3 The parties agree that providing meal and rest breaks is the Employer's responsibility and taking meal and rest breaks when scheduled or asked to do so is the employee's responsibility. Employees must record any missed meal/rest periods in the Employer's designated timekeeping records/system, and there shall be no retaliation therefor. Holding employees accountable for time management shall not be construed as "retaliation" under the above sentence.

8.4.4 Change in the Law. If during the term of this Agreement state law modifies employer requirements for the providing, administering or payment of meal periods and/or rest breaks, the Union agrees, upon request by SRH, to meet before the effective date of such legal changes.

8.5 Temporary Reduction in Hours. A temporary reduction in hours occurs when work does not require the number of employees scheduled for a shift or day within a unit or department caused by low patient volume or other temporary business reasons. The reduction will take place in the following manner, provided that the remaining employees have the necessary skills and ability to perform the work required as determined by SRH.

8.5.1 Hospital and MSW (Hospice and Non-Hospice).

- Temporary Employees (with no contracted hour guarantee)
- Employees working at an overtime or premium rate of pay
- Volunteers
- Per Diem Employees who were not on the schedule at the time of posting
- Per Diem Employees who were on the schedule at the time of posting
- Regularly scheduled employees in reverse order of seniority by rotation

8.5.2 Clinics.

- Temporary Employees (with no contracted hour guarantee)
- Employees working at an overtime or premium rate of pay
- Volunteers
- Determination by patient volume of the provider the employee is assigned to on that shift/day
- Regularly scheduled employees in reverse order of seniority by rotation

8.5.3 Agency/Travelers. Travelers or Agency Personnel working hours are not subject to mandatory Temporary Hours Reduction.

8.5.4 Hours Not Worked. Hours (including voluntary TRH) not worked pursuant to this section shall be considered hours paid for the purpose of accrual of all contractual benefits.

8.5.5 Mandatory TRH Limitation. Mandatory TRH will be limited to no more than 60 hours per employee per six (6) month period. Employees who believe they have reached their mandatory TRH cap and do not want to be placed on TRH must notify the individual advising them of the TRH assignment at the time the need for TRH is being identified. Employees may request from their manager an accounting of accumulated mandatory TRH hours. Employees will be paid at their normal rate of pay for hours they were regularly scheduled to work and instead placed on mandatory TRH over the employee's mandatory TRH cap.

8.6 Posted Furlough Hours. Posted furlough hours occur when SRH has determined for business purposes the need for a short term reduction in staffing. Furlough hours are capped at a maximum 8 hours per month and are prorated based on employee FTE level and (new employees) hire date within the month. Furlough hours will be identified on the posted Work Schedule. Employees on furlough will not be replaced. Furlough hours are unpaid time however furlough hours shall be considered hours paid for the purpose of accrual of all contractual benefits. If scheduled furlough hours occur during prior approved PTO the employee may elect furlough or take PTO.

ARTICLE 9 COMPENSATION

9.1 Compensation Related Definitions.

9.1.1 Base Rate of Pay. An employee's base hourly rate excluding all premium day, shift differentials and pay-in lieu of premiums.

9.1.2 Normal Rate of Pay. An employee's base hourly rate plus any applicable shift differential and excluding all other premiums, pay-in-lieu-of, and overtime pay.

9.1.3 Regular Rate of Pay. That rate of pay as defined and determined in accordance with federal and state law used in calculation of statutory overtime and 8/80 overtime.

9.1.4 Shift Differential. A fixed amount paid in addition to the employee's base rate of pay for actual hours worked during certain designated hours. Hours are designated into three shifts: First Shift (0700-1500); Second Shift (1500-2300); Third Shift (2300-0700). Where the majority of regularly scheduled hours worked, in the periods designated as second and third shift, employees will be paid shift differential for all hours worked during their shift. Where an equal number of hours are worked between two shifts the employee shall receive the higher shift differential.

9.1.5 Scheduled Standby. A standby shift that is scheduled outside of the employee's scheduled work hours during which the employee is available for a call in to work. SRH may place employees who have a temporary reduction in hours on scheduled standby. Standby hours do not count toward benefit hour eligibility.

9.1.6 Scheduled Standby Call-Back. Scheduled Standby Call-In occurs when an employee who is on scheduled stand-by is called into work.

9.1.7 Unscheduled Call In. Unscheduled Call In occurs when an employee who is not scheduled to work and is not on scheduled standby is called into work

9.1.8 Premium Pay. Additional compensation paid on an hourly or flat rate.

9.1.9 Time/Pyramiding Restrictions. There shall be no pyramiding or duplication of overtime pay and/or premium compensation paid at the rate of time and one-half (1 1/2) or greater. If an employee qualifies for two or more overtime and/or premium compensations for the same hours worked, the employee shall receive the highest overtime and/or premium compensation for which the employee is entitled.

9.2 Full and Part Time Base Wages.

9.2.1 Current Employees. All current employees employed as of the date of ratification of this Agreement shall receive the wage rate on the Appendix B Wage Scale. New pay rates will be effective the second full pay period after ratification by both parties.

9.2.2 Nothing in this Agreement prohibits the Employer, at its sole discretion, from increasing wages for all employees in a job title.

9.2.3 Longevity Increases. Employees shall receive longevity increases upon the first regular pay period after the later of one year or accumulation of 1664 regular, overtime, premium, call-back, PTO hours used, EIB hours used, jury duty, bereavement leave, voluntary and mandatory TRH hours.

9.2.3.1 Transfer Wage Placement. Wage placement of Transfers in a new Job Title will follow the same process as for placement of New Hires except that an employee who moves to a lead position from a related job classification will move to the same step on the lead wage scale.

9.2.4 Fixed Base Wage Increases. Employees in a FTE or Per Diem status will receive the following base wage increases:

9.2.4.1 A 3.0% base wage increase for all Job Titles except Surgical Technician, Surgical Technician OB, Certified Coder/Clinic, Exercise Physiologist, and LPN, effective October 21, 2019.

9.2.4.2 A 3.0% base wage increase for all Job Titles effective April 6, 2020.

9.2.4.3 A 3.0% base wage increase for all Job Titles effective April 5, 2021.

9.2.5 Lead Pay Positions added to the Bargaining Unit. Any Lead Job Title that is added to the bargaining unit during the term of this Agreement shall be paid \$1.50 an hour above the Job Title within the same discipline.

9.2.6 Each time any additional wage scale increase is made in accordance with Article 9.2.4 the Employer will post the revised Wage Scale.

9.2.7 New Hire Wage Placement. New Hires will be hired on the most current wage scale at a step number that corresponds with the number of complete full years of the new hire's level of recent years of experience. For new hires, recent years of credited experience shall be defined as recent and relevant experience as determined in the sole opinion of SRH. For current employees years of credited experience is equal to the current employee's step level on the Wage Scale.

9.2.7.1 Except as provided in 9.2.7.2, if a new employee is hired into a wage rate which is greater than the wage rate of any current employee with the same or greater credited experience in the Job Title, the Union shall be notified within ten (10) days after the employee is hired of the reason for the higher pay. After notification to the Union by the next full pay period after the new hire begins work, the wage scale for the entire job classification will be adjusted to reflect the placement for the new hire (e.g., if new hire should be on step 4 according to 9.2.7, but is hired in at step eight, then that wage step (step 8) becomes the new step 4, and all other employees' wage steps in that job classification will be adjusted on the wage step scale according to the current step scale percentage between steps).

9.2.7.2 To address errors, the Employer shall have thirty days (30) after notice by an Employee or the Union of an alleged placement of a new hire at a wage rate greater than that of a current employee(s) with the same or greater credited experience in the Job Title to adjust the new hire's wage rate in accordance with 9.2.7.1 rather than adjust the entire wage scale. If the Employer takes this action, the current employee(s) will be paid as back pay the difference between the

new hire's wage rate and the current employee's(s') wage rate for the period of time from the date the new hire began to work to the new hire to the new hire's adjustment. Such adjustments will not be subject to the grievance process by either the new hire or the current employee.

9.2.7.3 Wage placement of Transfers in a new Job Title will follow the same process as for placement of New Hires except that an employee who moves to a lead position from a related job classification will move to the same step on the lead wage scale.

9.3 Per Diem Compensation. Per Diem Employees are not eligible for medical, dental, long term disability, life insurance and retirement plan benefits and do not accrue PTO or EIB. Per Diem employees do receive Shift Differential (Article 9.5), Scheduled Standby Pay (Article 9.6), Scheduled Standby Call-Back Pay (Article 9.7), Work on Holidays (9.9.1) Weekend Premium (Article 9.9.2), and Washington Sick Leave (Article 11.9). Per Diem employees are paid a 10% wage differential for actual hours work.

9.4 Wage Premium in Lieu of Benefits for FTE Employees. Except as described in Section 11.10.1, in lieu of PTO, EIB, Life, Long Term Disability, Accidental Death and Dismemberment and Dental insurance benefits, full-time and part-time employees may elect a ten percent wage premium. Premium paid employees shall accrue seniority but shall not be eligible for the above-listed benefits. This election must occur as designated below. Benefits may only be waived if the employee presents SRH with written evidence that the employee is covered by health insurance elsewhere, and providing the application for enrollment is approved by the insurance carrier. Premium In Lieu of Benefits employees may be required to participate in certain benefits at their own expense if there is a plan requirement that all eligible employees participate (.8 FTE for Life and .6 FTE for LTD Insurance).

9.4.1 This election must occur within (1) ten days after ratification of this Agreement to be effective with the first full pay period following ratification, or (2) annually during open enrollment to be effective the first full pay period of the following year. After the decision to receive compensation plus benefits or compensation plus premium pay in lieu of benefits has been made by the employee, no change in that compensation status will be allowed until the next open enrollment period.

9.5 Shift Differential. Second Shift (1500-2300) - \$2.25/hour; Third Shift (2300-0700) - \$3.25/hour.

9.6 Scheduled Standby Pay. An employee will be paid \$3.00/hour for the scheduled standby shift.

9.7 Scheduled Standby Call-Back Pay. If an employee is called back from standby to work, the employee will be paid at one and one-half times the employee's normal rate of pay. Employees called back shall be paid a minimum of two hours or the actual number of consecutive hours worked, whichever is greater. Employees cannot receive call-back pay for more than two hours within any two hour period of time.

9.8 Unscheduled Call-In Pay. An employee will be paid at the employee's normal rate of pay for unscheduled call-in (all time actually worked is included in the statutory overtime). Employees called in shall be paid a minimum of two hours or the actual number of consecutive hours worked, whichever is greater.

9.9 Premium Pay.

9.9.1 Work on Holidays. Employees required to work on the following holidays shall be paid at the rate of one and one-half (1 1/2) times the employee's normal rate of pay: New Year's Day,

Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Designated holiday hours are from 11:00 p.m. on the eve of the holiday through 11:00 p.m. the evening of the holiday.

9.9.2 Weekend Premium. A premium of \$1.50 per hour shall be paid to full and part time and Per Diem employees for all hours actually worked between 11:00 p.m. Friday through 11:00 p.m. Sunday.

9.9.3 Work on Regularly Scheduled Weekend Off Premium. If an employee is required by SRH to work on a regularly scheduled weekend off the employee will receive one and one-half times their normal rate of pay for all hours actually worked. This premium does not apply to employees who volunteer to work or work as a result of trades between employees.

9.9.4 Work After Shift Premium. Employees will receive two times their normal rate of pay for all consecutive hours worked after 3 or more hours beyond their regularly scheduled shift except that employees regularly scheduled to work a 12-hour shift will receive two times their normal rate of pay after 13 consecutive hours of work. This premium does not apply to employees who are on scheduled standby.

9.9.5 Relief Lead Premium. When an employee in a Lead Job Title is absent, SRH may assign an employee to work as the Lead during that shift. Employees assigned to work as a Lead will be paid a premium of \$1.50 an hour for hours actually worked.

9.9.6 Rest Between Shift. In scheduling work assignments, the Employer will make a good faith effort to provide each employee working an eight hour shift with at least twelve (12) hours off duty between shifts, and at least ten (10) hours off duty between shifts for employees working ten hour or twelve hour shifts. In the event an employee is required to work (other than due to standby, callback, education, committee meetings, or staff meetings) with less than the rest between shifts outlined above, all time worked during the rest period shall be paid at time and one-half.

9.10 Report Pay. Employees who report for work as scheduled and are release from duty by SRH for reasons other than discipline shall receive a minimum of four (4) hours' work for 4 hours of pay or for the scheduled number of hours for the shift, whichever is less. Should SRH make a bona fide attempt to notify the employee of a cancellation of shift and be unsuccessful in doing so, this provision shall not apply.

9.11 Telephone Calls. When contacted by a supervisor or the supervisor's designee for a work-related, non-staffing question when the employee is off work the employee will receive a minimum guarantee of 15 minutes at one and one-half times the employee's base rate of pay. An employee is not a designee unless specifically and directly designated by that employee's supervisor. An employee who receives multiple calls or texts within the same 15 minutes will not receive additional minimum guarantee(s). To receive such pay employees must submit required time-keeping documentation.

9.12 Statutory Overtime. Compensation paid at (1) one-and-one-half times the employee's regular rate of pay in accordance with federal and state law for actual hours worked in excess of the 40 hours in the work week period or (2) one-and-one-half times the employee's regular rate of pay in accordance with federal and state law for actual hours worked in excess of eight hours in the work day or in excess of 80 hours in the 8/80 work week period.

9.13 Floating. For the purposes of this Article, an employee would be considered to be “floating” when the employee is sent to a unit/clinic or facility other than the employee’s primary assigned location. Employees who float between facilities and employees who float within their facility or across clinics will receive orientation appropriate to the assignment. Orientation will be dependent upon the employee’s previous experience and familiarity with the unit/facility/clinic to which such employee is assigned. Employees will be expected to perform all job functions but will not be required to perform tasks or procedures specifically applicable to the unit/facility/clinic for which they have not been trained. All work performed by employees floated to a location that is under a different collective bargaining agreement shall be paid and subject to their home contract. Floating shall be a topic of the parties’ Labor Management Committee.

9.13.1 Employees will not be required to float from one acute care hospital to another (i.e., from Skagit Valley Hospital to Cascade Valley Hospital) unless an employee voluntarily agrees to do so, has been hired to do so, or is reasonably assigned to do so for training and/or competency purposes. Employees who float from one acute care hospital to another unless hired to do so will receive a premium of \$2.00 per hour of floating.

ARTICLE 10 BENEFIT PLANS

10.1 Health Insurance.

10.1.1 SRH shall continue to provide at least the same number of health insurance plans covering medical and dental coverage options through the Public Employee’s Benefits Board (PEBB) except if PEBB reduces the number of plans available to SRH. Changes in plan design imposed by Public Employee’s Benefits Board (PEBB) or the Health Care Authority shall not trigger a duty to bargain. SRH reserves the right to terminate current plans within PEBB and to substitute a different health insurance plan. In such circumstance SRH will notify the Union in writing at least 90 days before the proposed open enrollment period, and upon request by the Union, meet and bargain over the change to a new plan(s). If the Union does not request to meet and/or does not schedule a meeting with SRH within 30 days of the written notice, the Union will waive the right to bargain.

10.1.2 Participation in the health insurance program shall be subject to specific plan eligibility requirements. SRH will provide these eligibility requirements to the Union annually prior to open enrollment. Eligible full-time and part-time employees who are regularly scheduled to work twenty (20) hours or more per week shall be covered under a SRH group medical and dental insurance program.

10.1.3 For the life of this Agreement, SRH shall provide a specific amount of Benefit Dollars to each eligible employee to be applied by the employee toward the employee’s choice of health and dental insurance. SRH will provide not less than the minimum dollars required to pay the full premium costs of the lowest cost dental and health plan offered by SRH for each employee regularly scheduled to work twenty-four (24) hours a week or more (.6 FTE status or more).

10.1.4 As for other eligible part-time employees, SRH shall pay one-half (1/2) the full-time employee rate and the employee shall pay the other one-half (1/2) through payroll deduction. SRH’s obligation and liability shall be limited to paying the premium costs.

10.1.5 All dependent coverage costs must be borne by the employee.

10.1.6 Benefits Committee. Skagit Regional Health (“SRH”) and UFCW Local 21 (“Union”) agree that SRH will, by the end of Q1 2020, establish a Benefits Committee with participation by SRH, UFCW 21, and other unions representing SRH staff who agree to participate. The Benefits Committee will meet at least twice per year for the duration of the 2019-2022 Agreement for the purpose of discussing and reviewing the health insurance plan, LTD insurance, and retirement plan. These conversations may include recommendations to improve the benefit plans, discussions on benefits fairs, as well as education seminars on how to best purchase and utilize available benefits for SRH employees.

10.2 LTD Insurance. SRH shall pay 100% of the premium for the basic Long Term Disability coverage for each employee regularly scheduled to work twenty-four hours per week or more (.6 FTE). Subject to plan eligibility requirements, eligible employees may elect to purchase greater LTD coverage at the employee’s expense.

10.3 Retirement Plan. The retirement plan(s) in effect at the time of ratification of this Agreement shall continue to be provided for all bargaining unit members. The SRH percent of contribution under these plans shall not be reduced for bargaining unit members during the term of this Agreement.

ARTICLE 11 PAID TIME OFF and EIB

11.1 PTO Eligibility. Full-time and part-time employees shall accrue PTO benefits based on eligible hours of work and depending on completed years of service in accordance with the Accrual Schedule. Per Diem employees or those employees who have elected “pay-in-lieu” of benefits are not eligible for PTO accrual, but shall receive paid sick leave as described in Section 11.9.

11.2 PTO Eligible Hours. Eligible hours of work for accrual purposes include all hours actually worked, temporary reduction of hours, and paid hours except for hours on stand-by.

11.3 PTO Accrual Matrix.

A year of service is defined as 1664 hours or 12 consecutive calendar months, whichever comes last.

PTO Accrual Matrix			
Yrs of Service	Annual PTO HRS for 1.0 FTE	Per Hr	Max. non-PSL Accrual
E00	184	0.0885	304
E01	184	0.0885	304
E02	184	0.0885	304
E03	184	0.0885	304
E04	184	0.0885	304
E05	224	0.1077	384
E06	224	0.1077	384
E07	224	0.1077	384
E08	224	0.1077	384

E09	224	0.1077	384
E10+	264	0.1269	464

11.4 Use of PTO. Upon employment, full- and part-time employees must use accrued PTO in increments not to exceed their scheduled shift, for all time off for vacation or personal leave and, at the employee’s option, for low census hours or temporary reduction in hours.

11.5 PTO Designated for Paid Sick Leave. As it is accumulated the Employer will designate up to 64 hours of annually-accrued PTO (“PSL-Designated PTO”) to provide employees with paid sick leave coverage required by the Washington State Paid Sick Leave Law, RCW 49.46.200 et seq. (“PSL Law”), as described below.

Any accrued PSL-designated PTO may be used for any work time missed due to health-related reasons discussed in Article 11.5.1. If PSL-designated PTO is not available, then any accrued PTO or employee convenience days shall be used for health-related missed work hours to bridge the 16-hour gap before accessing the use of available EIB.

11.5.1 Usage. PSL-designated PTO must be taken for the following purposes, but may be used for other purposes, including vacation, holidays, and other leaves of absence:

- (i) An absence resulting from an employee’s mental or physical illness, injury, or health condition; to accommodate the employee’s need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an employee’s need for preventive medical care;
- (ii) To allow the employee to provide care for a family member (as defined in RCW 49.46.210) with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care; and
- (iii) When the employee’s place of business has been closed by order of a public official for any health-related reason, or when an employee’s child’s school or place of care has been closed for such a reason; and
- (iv) For absences that qualify for leave under the domestic violence leave act, chapter 49.76 RCW.

Use of PSL-designated PTO for these reasons will not count as an absence from work or an occurrence under the attendance policy.

While using PSL-designated PTO for the reasons listed above, employees will receive their regular rate of pay. Use of PSL-designated PTO is not considered hours worked for purposes of calculating overtime.

11.5.2 Notice. If the need for use of PSL-designated PTO is foreseeable, the employee must provide notice at least ten days, or as early as practicable, in advance of the use of such PTO.

If the need for PSL-designated PTO is unforeseeable, unless the leave is taken for purposes authorized under the domestic violence leave act, chapter 49.76 RCW, then the employee must provide notice to the employer as soon as possible before the scheduled start of their shift, unless it is not practicable to do so. If it is not practicable for the employee to provide notice, the employee's designee may do so.

If the need for PSL-designated PTO is unforeseeable and is for purposes authorized under the domestic violence leave act, chapter 49.76 RCW, then the employee or his or her designee must give oral or written notice to the Employer no later than the end of the first day that the employee takes such leave.

11.5.3 Certification and Verification. In general, medical certification will be required for all medical leave taken under our Family and Medical Leave article, even when PSL-designated PTO is used. Medical certification will also be required as necessary and allowed under applicable law to administer workers' compensation.

In circumstances that do not qualify as leave under the Family and Medical Leave article or workers' compensation, employees will generally be asked to verify their use of PSL-designated PTO after they have been absent for more than three required work days. Requested verification may include documentation from the employee's doctor or other healthcare provider.

If an employee believes that a request for verification would pose an unreasonable burden or expense, the employee may inform the Employer's Benefits Manager, attest that the employee's use of paid sick time was for a reason allowed under this article, and explain how the requested verification would create an unreasonable burden or expense.

11.6 Maximum Accruals. The maximum PTO accrual is two times the annual PTO accrual listed in Section 11.3 minus 64 hours. After the maximum PTO accrual is accumulated, no further PTO (except for PSL-designated PTO, accumulating at the rate of 0.03076923 per hour) is accrued until the employee has used enough PTO to reduce the employee's PTO balance below the employee's maximum accumulation.

11.7 PTO Payment Upon Termination. After completion of 365 days of employment, an employee who has not been terminated for just cause will be paid upon termination of employment for any accrued but unused PTO unless the Employee fails to provide SRH with the required prior written notice of intended resignation. PTO upon termination will be paid out at the employee's base rate of pay at the time of termination.

11.8 Unscheduled Use of PTO. Unscheduled use of PTO will be tracked and will be subject to corrective action for absenteeism and lateness in accordance with those applicable provisions of federal and state related family and medical leave and PSL Law restrictions.

11.9 Washington Sick Leave Bank. Non-benefitted Per Diem employees and employees who elect to receive pay in lieu of benefits are ineligible for PTO. The Employer will provide such employees with paid sick leave coverage as required by the PSL Law. Non-benefitted employees shall accrue 1 hour of Washington Sick Leave ("WASL") for every forty hours the employee works (.025 per hour). Employees may carry over forty (40) hours of WASL from one year to the next. Accrual of WASL will begin at the employee's date of hire or change in eligibility status as described in Section 11.10 below. An eligible employee may use accrued WASL hours after 90 days of employment. Non-benefitted employees may use their WASL benefit as described and in accordance with the provisions in Sections 11.5.1-11.5.3. WASL

hours will be paid at the employee's regular rate of pay. WASL hours may not be cashed out under any circumstances.

11.10 PTO and Changes in PTO-Eligible Status.

11.10.1 Change to Per Diem or Pay in Lieu of Benefits Status. Full-time or part-time employees whose statuses change to Per Diem or pay in lieu of benefits are not eligible to accumulate hours in their PTO bank as of the date of the status change. The employee would begin to accrue WASL hours as described in Section 11.9 as of the date of the status change. The PTO hours accumulated at the time of reclassification will be cashed out (at the employee's base rate of pay) down to a minimum balance of 40 hours. The employee will be able to use the remaining PTO hours in accordance with Section 11.5.1 and subject to a carryover limit of 40 hours at the end of the year. If the employee returns to full-time or part-time benefitted status, then the remaining hours will be reinstated.

11.10.2 Change from Per Diem or Pay in Lieu of Benefits Status. If an employee who is not eligible for PTO benefits (per diem or pay in lieu of benefits) becomes eligible to accrue PTO, then the employee will no longer accrue WASL hours as of the date of the status change, and will begin to accrue PTO hours as of the date of the status change. The employee will be able to use accrued WASL hours until they are exhausted, but must use PSL-designated PTO before using WASL hours.

11.11 Extended Illness Bank (EIB) Accumulation. A full-time (1.0 FTE) Employee shall accumulate EIB benefits at the rate of 4.666667 hours of EIB for every 173.33 hours worked per month on each hour worked, including low census and overtime hours, up to a maximum accrual of 56 hours per year. Regular part-time employees accumulate hours on a prorated basis calculated on the number of hours worked in the pay period. EIB hours may be accumulated up to a maximum accumulation of 720 hours. EIB accrued beyond 720 hours shall be converted to cash on an annual basis at the rate of thirty percent (30%) of the excess accrued. Upon termination of employment, employees will not be paid for EIB hours accumulated but not used.

11.12 Use of EIB. EIB may be accessed after 16 consecutive scheduled hours due to:

- a) employee's illness or injury;
- b) to care for his/her minor dependent(s) under the age 18 who has a health condition that requires treatment or supervision;
- c) to care for a seriously ill spouse, parent, grandparent or adult child incapable of self-care (if the employee has been approved for a leave under the Family Medical Leave Act, or requests time off in accordance with the Washington State Family Care Act).

11.12.1 EIB hours may be accessed immediately on the first day of hospitalization (either the employee's or his/her child's) when documentation is provided.

11.13 Payment from EIB. EIB payment may begin the first sixteen hours for a temporary disability (e.g., pregnancy, surgery) upon receipt of a statement from the Health Care Provider outlining the reasons and the prognosis for return to work.

11.13.1 Payment will continue for the length of the term certified by a health care provider or until the EIB balance is exhausted, whichever is sooner.

11.13.2 EIB hours are paid at the employee's base rate of pay plus any applicable second or third shift differential.

11.14 EIB and Per Diem Status. Full-time or part-time employees whose statuses change to Per Diem are not eligible to accumulate hours in their EIB. The hours accumulated at the time of reclassification will be frozen. If the employee returns to full-time or part-time status, the previously accumulated hours will be reinstated.

11.15 EIB and Worker's Compensation. In any case in which an employee shall be entitled to benefits or payments under the Industrial Insurance Act or similar legislation, the SRH shall pay only the difference between the benefits and payments received under such Act by such employee and the employee's regular EIB benefits otherwise payable.

ARTICLE 12 LEAVES OF ABSENCES

12.1 Definitions. A leave of absence is a period of time during which an employee temporarily leaves the employment of SRH with the intention of resuming employment on a specified date. All leaves of absence in this Article will be administered in accordance with applicable and current federal or current state law or SRH policy and as they may be amended or modified.

12.1.1 The rate of pay and benefits accrued at the time of taking a leave of absence are regained by the employee upon return, unless specified otherwise in this Agreement.

12.1.2 All leaves in this Article will run concurrently with any paid time, unpaid time, FMLA, the PSL Law, or other Washington State leave law unless prohibited under federal or state law.

12.1.3 When applicable, eligibility for leaves is calculated on a rolling backward 12 month calendar.

12.1.4 Employees are required to use all applicable accrued PTO/EIB/WASL (at a rate consistent with their FTE) on any leave of absence unless specified otherwise in this Agreement.

12.1.5 Once paid leave is exhausted, employees desiring to continue group medical and dental benefits through SRH will be responsible for self-payment in accordance with applicable federal and state law. Continuation of any other group insurance benefits will depend upon the employee exercising the terms of any individual conversion privileges in the other insurance policy.

12.2 Federal and State Leave Laws. Employees are covered by the following federal and state laws as amended which include but are not limited to the following:

- Family Medical Leave Act (FMLA)
- Military Family Related FMLA Leave
- Washington Family Leave Act (FLA)
- Washington Family Care Act
- Washington Leave for Victims of Domestic Violence, Sexual Assault & Stalking
- Washington Leave for Spouses of Deployed Military
- Washington Pregnancy Disability Leave

- USSERRA – Military Leave Provision
- Washington Paid Family and Medical Leave
- Washington Paid Sick Leave

SRH will provide notice to employees as required by law with reference to any federal or state leave law.

12.3 Leave Request. Leaves of absence without pay are to be requested from SRH, in writing, as far in advance as possible, stating the reason for the leave and the amount of time requested or as otherwise provided for under applicable federal or state law.

12.4 Jury Duty. Regular full-time and part-time employees who are called to serve on jury duty shall be compensated by SRH for the difference between their jury duty pay and their base rate of pay plus any applicable shift differential. An employee released from work for jury duty will be required to contact SRH upon being relieved of jury duty responsibilities for the remainder of a day and may be required to report for work for the remainder of his/her scheduled shift provided that the combined jury duty and work does not exceed the employee's scheduled shift.

12.5 Personal Leave. Employees are eligible to request a Personal Leave of Absence after one (1) year of continuous employment. Personal Leaves of Absence will be considered in those situations where an employee is ineligible for or has exhausted paid leave or mandated federal or state leave period.

12.5.1 The granting, terms, and duration of each Personal Leave of Absence will be determined by SRH on a case-by-case basis. The denial of a request for a Personal Leave of Absence shall not be subject to the arbitration process.

12.5.2 Personal Leaves of Absence will not exceed 90 days. If the leave is for more than 30 days, the employee's job will not be held however the employee will be considered an internal candidate for 60 days after the end of the designated leave period for positions which he/she is qualified. If the employee is offered a position which the employee does not accept or the 60-day period elapses, whichever occurs first, the employee will be automatically terminated from employment.

12.6 Bereavement Leave. Up to seven (7) consecutive work days shall be allowed for the death in the immediate family of the employee. Upon request with explanation by the employee, the seven days need not be consecutive. Immediate family shall be defined as grandparent, parent, spouse, domestic partner, brother, sister, child, grandchild, stepparent, stepchild, stepbrother, stepsister, or the in-law equivalent of parent, brother or sister. Any days scheduled to be worked during the time taken off for bereavement will be paid at the regular rate of pay.

12.7 Professional Development Leave. Regularly scheduled employees who have been employed for at least one year and who hold an FTE of 0.5 or greater and who occupy positions for which CEUs are required by a regulatory agency are allowed paid educational leave time of up to 24 hours per calendar year or the monetary equivalent to be reimbursed upon receipt and verification of CEU completion. Such leave time must be pre-approved by the employee's manager and will be subject to the Employer's scheduling needs on the employee's unit. Unused educational time may not be carried over from one calendar year to the next. Professional Development Leave will be paid at the employee's base rate of pay. Hours spent participating in voluntary professional development will not be counted as hours worked for purposes of calculating overtime.

12.8 Employee Convenience Days. All regular employees that accrue non-PSL-designated PTO shall be permitted to take as planned or unplanned PTO up to the number of days outlined below off per year without pay (an “employee convenience day”), to be scheduled pursuant to Article 8.3. Employee convenience days do not carry over from one calendar year to the next calendar year.

Effective upon ratification through December 31, 2019: up to 3 days

Effective January 1, 2020: employees shall have up to 5 days per calendar year

ARTICLE 13 GRIEVANCE PROCEDURE

13.1 Grievance Defined. A grievance is defined as an alleged violation of an express term of this Agreement. If such grievance arises, it shall be submitted by the Union on the employee’s behalf in accordance with the procedures set forth below. At any step in the grievance process a representative from HR and the Union may be present. Verbal counseling may not be grieved.

13.1.1 Grievances at any step and requests for arbitration must be submitted to the Human Resources (“HR”) Department in person or via facsimile to the HR Department. Grievances, requests to advance a grievance or requests for arbitration may not be submitted in email form.

13.1.2 Group Grievances on behalf of members of or an entire unit, department, or clinic may be filed for non-disciplinary violations of an express term of this Agreement. If a group grievance is filed on behalf of an entire unit, department, or clinic, then individual aggrieved employees need not be named on the grievance form. The Union shall bring up to five (5) informed and impacted members to each of the scheduled meetings defined in the process below.

13.2 Time Limits.

13.2.1 All Time Limits set forth in the following steps refer to calendar days and may only be extended by mutual written consent of SRH and the Union. The end of the day for timely filing of a grievance or moving to subsequent steps or to arbitration will be 11:59 p.m. A time limit which ends on a Saturday, Sunday or a holiday as designated in this Agreement shall end at 11:59 p.m. on the next following non-weekend or holiday day.

13.2.2 Failure of the Union on the employee’s behalf to file a grievance as designated on a timely basis or to timely advance a grievance (including to arbitration) in accordance with the time limits set forth below will constitute withdrawal of the grievance. Failure of SRH to comply with the time limits set forth below shall result in the grievance being automatically moved to the next step through Step 2 without any specific request from the employee as provided for below.

13.3 Informal Resolution. Except in cases of a final written warning, suspension or termination, which shall be initiated directly at Step 1, the employee is strongly encouraged by the Employer and Union to first attempt to resolve the problem with the employee’s immediate Supervisor/Practice Manager within a reasonable time after the date that the employee knew or should have known that a grievance exists. The attempted informal resolution may be over the phone or by email if the employee is uncomfortable discussing the issue with the employee’s Supervisor/Practice Manager in person. It is the desire of the parties to this Agreement that concerns be discussed and addressed informally wherever possible and at the first level of supervision. If the discussion does not resolve the issue and the employee believes a grievance exists then the following process shall be used.

13.4 Grievance/Arbitration Process.

Step 1 - Employee and Administrator/Designee (Clinic) or Director/Designee (Hospital)

If the informal discussion does not resolve the issue and the employee and the Union believe a grievance exists, the Union on the employee's behalf must submit a written grievance within twenty-four (24) days of the date that the employee knew or should have known that a grievance exists (this allows time for the informal resolution process to occur). The written grievance shall include (1) the article(s) of the contract alleged to have been violated, (2) the circumstances under which the problem occurred, including the Grievant's name and position, dates, and other employees who may have been involved, (3) and the specific remedy(ies) requested, e.g., reinstatement, mitigation of discipline and, if applicable, categorized back pay, calculated if reasonably possible. The Administrator/Designee (Clinic) or Director/Designee (Hospital), aggrieved employee and a Union Representative or Shop Steward shall meet in an attempt to resolve the grievance. The Assistant Administrator (Clinic) or Director (Hospital) shall issue a written reply within fourteen (14) days following the meeting.

Step 2 - Employee and Vice President of Clinic Operations/Designee or Executive Team Member/Designee (Hospital)

If the grievance is not resolved at Step 1, and it is the employee's and Union's desire to proceed further, then the Union must refer the grievance to Step 2 within fourteen (14) days of receipt of the Step 1 response. The Vice President of Clinic Operations/Designee or Executive Team Member/Designee (Hospital), aggrieved employee and a Union Representative or Shop Steward shall meet in an attempt to resolve the grievance. The Vice President of Clinic Operations/Designee or Executive Team Member/Designee (Hospital) shall issue a written reply within fourteen (14) days following the meeting.

Clinic and Hospital Optional Grievance Mediation

After the Step 2 response, SRH and the Union may mutually agree in writing to submit any unresolved grievance to mediation. The fees of the mediator and any costs for a mediation room will be borne equally by both parties. At any time during the mediation process either party, through written notice to the other, can terminate the mediation process. If the mediation is terminated the Union has fourteen (14) days to refer the matter to Arbitration from the date of termination of the mediation.

Step 3 - Arbitration

1. If the grievance is not settled on the basis of the foregoing procedures, the Union must submit the request for arbitration within fourteen (14) days after receipt of the Step 2 decision of the Vice President of Clinic Operations/Designee/Executive Team Member/Designee (Hospital) or termination of grievance mediation. After notification that the dispute is submitted for arbitration, SRH and the Union will attempt to agree on an arbitrator. If SRH and the Union fail to agree on an arbitrator within fourteen (14) days or mutually agreed otherwise, a sub-regional list of nine arbitrators will be requested from the Federal Mediation and Conciliation Service ("FMCS"). The parties will choose an arbitrator within 15 days of receipt of the FMCS list. The parties shall alternate in striking a name from the list until one (1) name remains. A toss of the coin will choose who goes first. The person whose name remains shall be the arbitrator.

2. The arbitrator's decision shall be final and binding on all parties, subject to the following terms and conditions. The arbitrator shall have no authority to add to, subtract from, or otherwise change or modify the provisions of this Agreement, but shall be authorized only to interpret existing provisions of this Agreement as they may apply to specific facts of the issue in dispute. Any dismissal by the arbitrator, whether on the merits or on procedural grounds, shall bar any further arbitration. The arbitrator may not award punitive damages.

3. Each party shall bear one-half (1/2) of the fee of the arbitrator and any other expenses jointly incurred by mutual consent incident to the arbitration hearing. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expenses or pay for expenses associated with witnesses called by the other party or for the other party's attorney's fees.

ARTICLE 14 LABOR MANAGEMENT COMMITTEE

14.1 SRH and the Union agree to establish a joint labor management committee ("Committee"). The goal of the Committee is to provide a vehicle for collaborative problem solving so that issues of mutual concern to either the Union or SRH can be addressed on an ongoing basis during the term of the agreement. This Committee shall be advisory only.

14.2 The following topics are appropriate for discussion and inclusion on the agenda by either party: Employment records; Payroll Records; Timekeeping; Paycheck errors; Employee facilities; SRH new or changed policies; Employee orientation; Position Status Reviews; Staffing Concerns; Consecutive Work Days; Split Shifts; Job Descriptions (Content of Job Descriptions are not bargainable).

14.3 SRH may not retaliate against an employee for the employee's participation in the Labor Management Committee and may not retaliate against any employee for bringing staffing concerns to the Labor Management Committee through their representatives on the Labor Management Committee.

14.4 The composition of the committee may vary, depending on the issues and mutual agreement. The Union and SRH will each appoint a core of no more than four representatives ("designated core representatives"). One of SRH representatives will be from Human Resources. The Union may have one of its staff members as a member of this committee, but such staff member shall have no more authority than the other members who are employees/union members. Yearly, in January, two Co-Chairs chosen from the designated core representatives, one from management and one from the Union, will be designated in writing by each party. The agenda will be jointly developed by the Co-Chairs for scheduled meetings.

14.5 Unless mutually agreed upon otherwise, the Committee shall meet no more frequently than every other month for no more than 1 ½ hours. The four employees designated as core representatives will be compensated at their normal rate of pay for actual attendance at each meeting for up to 1 ½ hours.

ARTICLE 15 GENERAL PROVISIONS

15.1 State and Federal Laws. This Agreement shall be subject to all present and future applicable and valid federal and state laws, executive orders of the President of the United States or the Governor of the State of Washington, and rules and regulations of governmental authority. Should any provision or provisions of this Agreement become unlawful by virtue of the above or by declaration of any court of competent jurisdiction, such action shall not invalidate the entire Agreement. Any provisions of this Agreement not declared invalid shall remain in full force and effect for the terms of this Agreement. If any

provision is held invalid, SRH and the Union shall enter into the immediate negotiations for the purpose, and solely for the purpose, of arriving at a mutually satisfactory replacement for such provision.

15.2 Complete Agreement. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, SRH and Union, for the term of this Agreement each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically discussed during negotiations or covered in this Agreement, whether or not such subject or matter may have been within the knowledge or contemplation of either or both of the parties. The parties further agree, however, that this Agreement may be amended by the mutual consent of the parties in writing at any time during its term.

15.3 No Strike or Lockout. It is agreed that during the term of this Agreement (a) SRH shall not lock out its employees and (b) neither the employees nor their agents or other representatives shall, directly or indirectly, authorize, assist, encourage or participate in any way in any strike, including any sympathy strike, picketing, walkout, slowdown, boycott or any other labor organizations' picket line.

ARTICLE 16 TERM OF AGREEMENT

This Agreement shall be in effect from ratification by both the Union and the Board of Commissioners and shall continue in full force and effect through and including March 31, 2022. Should either party decide to modify or terminate this Agreement on the expiration date, it shall serve written notice on the other party no more than one-hundred twenty (120) and no less than ninety (90) days prior to the date of expiration. The parties agree to schedule the first bargaining session at least 45 days before termination of the Agreement unless mutually agreed otherwise.


IN WITNESS WHEREOF, the parties hereto have executed this Agreement as follows:


SKAGIT REGIONAL HEALTH

UNITED FOOD AND COMMERCIAL
WORKERS, LOCAL 21

ON: 4/23/20

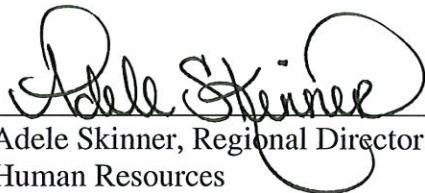
ON: 2/19/2020


BY: 
Brian Ivie, Chief Executive
Officer

BY: 
Mia Contreras, Executive Vice President

ON: 3/23/20

ON: 2/19/20

BY: 
Adele Skinner, Regional Director,
Human Resources

BY: 
Michael Hines, Chief Negotiator

APPENDIX A – JOB TITLES

1. Administrative Assistant
2. Anesthesia Assistant
3. Bone Densitometry Technician
4. Buyer
5. C.N.A.
6. Cancer Registrar
7. Cancer Registrar (Non-Certified)
8. Cardiac Electrophysiology Specialist Registered
9. Cardiac Electrophysiology Specialist Registered Lead
10. Cardiac Rehabilitation Specialist
11. Cardiovascular Invasive Specialist Certified
12. Cardiovascular Invasive Specialist Certified \ Lead
13. Cash Posting Specialist
14. Cash Posting Specialist Lead
15. Certified Coder
16. Charge Capture Specialist/Oncology
17. Coding Assistant
18. Cook
19. Credit Balance Specialist
20. CS Technician
21. CS Technician/Float
22. CT Simulation Technologist
23. CT Technologist
24. CT Technologist Lead
25. Diagnostic Imaging Clerk
26. Diagnostic Scheduler
27. Diagnostic Scheduler Lead
28. Dialysis Equipment Technician
29. Dosimetrist
30. ECG Technician
31. Echocardiographer
32. Echocardiographer Lead
33. ED Technician
34. EEG Technician
35. Endoscopy Technician
36. Endoscopy Technician/Certified*
37. Environmental Services Lead
38. Environmental Services Technician
39. Epic Chart Correction Coordinator
40. Exercise Physiologist
41. Food Service Worker
42. Food Service/Cashier
43. HIM Data Abstraction Specialist
44. HIM Lead
45. HIM Record Completion Specialist
46. HIM Technician

47. Hyperbaric Technician
48. Implant Coordinator
49. Insurance Authorization Specialist
50. Insurance Billing Follow-Up Specialist
51. Insurance Billing Follow-Up Specialist Lead
52. Interpreter
53. Interpreter Services Scheduler
54. Inventory Control Specialist
55. Lab Assistant
56. Lab Assistant Lead
57. LPN
58. Mailroom Technician
59. Maintenance Engineer
60. Maintenance Engineer Lead
61. Maintenance Technician
62. Materials Management Analyst
63. Medical Assistant Certified
64. Medical Assistant Certified Lead
65. Medical Assistant Registered
66. Medical Laboratory Technician
67. Medical Receptionist
68. Medical Technologist (ASCP)
69. Medical Technologist (ASCP) Lead
70. Mental Health Assistant
71. Microbiology Lead Technologist
72. Monitor Technician
73. MRI Technologist
74. MRI Technologist Lead
75. MSW
76. Nuclear Medicine Technologist
77. Nuclear Medicine Technologist Lead
78. Nutrition Aide
79. Office Assistant
80. OR Assistant II
81. Orthopedic Technician
82. Painter
83. Patient Access Analyst
84. Patient Access Lead
85. Patient Access System Coordinator
86. Patient Accounts Representative
87. Patient Accounts Representative Lead
88. Patient Companion
89. Patient Financial Counselor
90. Patient Financial Counselor Lead
91. Patient Portal Service Representative
92. Patient Registration Specialist
93. Patient Registration Specialist/Hospice
94. Patient Services Coordinator
95. Patient Services Coordinator Lead

96. Patient Services Representative
97. Pharmacy Assistant
98. Pharmacy Technician – ProTech
99. Pharmacy Technician/Clinic Compliance
100. Physical Therapy Assistant
101. Polysomnographic Technologist Registered
102. Polysomnographic Technologist Registered Lead
103. Pulmonary Rehabilitation Specialist
104. Radiation Therapist
105. Radiation Therapist Lead
106. Radiation Therapist Unlicensed
107. Radiologic Technician
108. Radiologic Technologist
109. Radiologic Technologist Lead
110. Release of Information Technician
111. Release of Information Team Lead
112. Respiratory Therapist/Certified
113. Respiratory Therapist/Certified Lead
114. Respiratory Therapist/Registered
115. Respiratory Therapist/Registered Eligible
116. Respiratory Therapist/Registered Lead
117. Security Officer
118. SPD Technician
119. SPD Technician Lead
120. SPD Technician/Certified
121. Surgery Schedule Coordinator
122. Surgical Technician
123. Trauma Coordinator Assistant
124. Ultrasonographer
125. Ultrasonographer Lead
126. Unit Assistant I
127. Unit Assistant II
128. Utilization Specialist
129. Volunteer Coordinator
130. Warehouse Receiving Technician
131. Warehouse Receiving Technician Lead
132. Wound Program Lead
133. Wound Technician

APPENDIX B – WAGE SCALE

2019 WAGE SCALE Attached to last page of this document

In accordance with section 9.2.6 each time any additional wage scale increase is made in accordance with Article 9.2.4 the Employer will post the revised Wage Scale.

APPENDIX C – JOB GROUPS FOR BUMPING

If a Job Title is not Listed, It is a Stand Alone Title and not within a Job Group for Bumping Purposes

CATEGORY A

JOB GROUP	JOB TITLE	EXPLANATORY NOTE
Group 1	Patient Accounts Representative Lead	Can bump within Job Title and then bump down
	Patient Accounts Representative	Can bump within Job Title
Group 2	Cash Posting Specialist	Can bump within Job Title and then bump down
	Credit Balance Specialist	Can bump within Job Title
Group 3	Insurance Billing Follow-Up Specialist	Can bump within Job Title

CATEGORY B

JOB GROUP	JOB TITLE	EXPLANATORY NOTE
Group 1	CNA	Can bump within Job Title and then bump down
	Patient Companion	Can bump within Job Title

CATEGORY C

JOB GROUP	JOB TITLE	EXPLANATORY NOTE
Group 1	CT Technologist Lead	Can bump within Job Title and then bump down to CT Tech
	CT Simulation Technologist	Can bump within Job Title and then bump down to Radiologic Technologist
	CT Technologist	Can bump within Job Title and then bump down to Radiologic Technologist
Group 2	Echocardiographer Lead	Can bump within Job Title and then bump down
	Echocardiographer	Can bump within Job Title
Group 3	Radiologic Technologist Lead	Can bump within Job Title and then bump down
	Radiologic Technologist	Can bump within Job Title
Group 4	MRI Technologist Lead	Can bump within Job Title and then bump down

	MRI Technologist	Can bump within Job Title and then can bump down to the Radiologic Technologist Job Title.
Group 5	Nuclear Medicine Technologist Lead	Can bump within Job Title and then bump down
	Nuclear Medicine Technologist	Can bump within Job Title
Group 6	Ultrasonographer Lead	Can bump within Job Title and then bump down
	Ultrasonographer	Can bump within Job Title
Group 7	Cardiac Electrophysiology Specialist Registered Lead	Can bump within Job Title and then bump down
	Cardiovascular Invasive Specialist Certified Lead	Can bump within Job Title and then bump down to Cardiovascular Invasive Specialist Certified
	Cardiac Electrophysiology Specialist Registered	Can bump within Job Title and then bump down
	Cardiovascular Invasive Specialist Certified	Can bump within Job Title and then can bump down to the Radiologic Technologist Job Title.

CATEGORY D

JOB GROUP	JOB TITLE	EXPLANATORY NOTE
Group 1	Pharmacy Technician	Can bump within job title and then bump down
	Pharmacy Assistant	Can bump within Job Title

CATEGORY E

JOB GROUP	JOB TITLE	EXPLANATORY NOTE
Group 1	Endoscopy Technician Certified	Can bump within Job Title and then bump down
	Endoscopy Technician	Can bump within Job Title

CATEGORY F

JOB GROUP	JOB TITLE	EXPLANATORY NOTE
Group 1	HIM Lead	Can bump within Job Title and then bump down to Group 4, then Group 6 then Group 7
Group 2	HIM Record Completion Specialist	Can bump within Job Title and then bump down to Group 6 then Group 7
Group 3	Epic Chart Correction Coordinator	Can bump within Job Title and then bump down to Group 6 then Group 7

Group 4	HIM Data Abstraction Specialist	Can bump within Job Title and then bump down to Group 6 then group 7
Group 5	Certified Coder	Can bump within Job Title or down to Group 6 or Group 7
Group 6	Health Information Technician	Can bump within Job Title and then bump down to Group 7
Group 7	HIM – Release of Information Specialist	Can bump within Job Title and then bump down to Group 6

CATEGORY G

JOB GROUP	JOB TITLE	EXPLANATORY NOTE
Group 1	CS Technician/Float	Can bump within Job Title and then bump down
	CS Technician	Can bump within Job Title
Group 2	Material Management Analyst	Can bump within Job Title and then bump down
	Buyer	Can bump within Job Title and then bump down
	Warehouse Receiving Technician Lead	Can bump within Job Title and then bump down
	Warehouse Receiving Technician	Can bump within Job Title and then bump down
	Mailroom Technician	Can bump within Job Title
Group 3	SPD Technician/Certified	Can bump within Job Title and then bump down
	SPD Technician	Can bump within Job Title and then bump down
	Inventory Control Specialist	Can bump within Job Title

CATEGORY H

JOB GROUP	JOB TITLE	EXPLANATORY NOTE
Group 1	Cancer Registrar	Can bump within Job Title and then bump down
	Cancer Registry (Non-Certified)	Can bump within Job Title
Group 2	Radiation Therapist Lead	Can bump within Job Title and then bump down
	Radiation Therapist	Can bump within Job Title
Group 3	Dosimetrist	Can bump within Job Title and bump down to Radiation Therapist Job Title

CATEGORY I

JOB GROUP	JOB TITLE	EXPLANATORY NOTE
Group 1	Patient Access Lead	Can bump within Job Title and then bump down to Registration Specialist
	Patient Access Systems Coordinator	Can bump within Job Title and then bump down to Registration Specialist and then can bump into Diagnostic Scheduler Job Title.
	Patient Registration Specialist	Can bump within Job Title
Group 2	Interpreter	Can bump only within language expertise

CATEGORY J

JOB GROUP	JOB TITLE	EXPLANATORY NOTE
Group 1	Maintenance Engineer Lead	Can bump down to any position within any Job Group 1
	Maintenance Engineer	Can bump within Job Title and then bump down
	Painter	Can bump within Job Title and then bump down
	Maintenance Technician	Can bump within Job Title
Group 2	Environmental Services Lead	Can bump within Job Title and then bump down
	Environmental Services Technician	Can bump within Job Title
Group 3	Cook	Can bump within Job Title and then bump down
	Food Service/Cashier	Can bump within Job Title and then bump down
	Food Service Worker	Can bump within Job Title

CATEGORY K

JOB GROUP	JOB TITLE	EXPLANATORY NOTE
Group 1	Respiratory Therapist/Registered	Can bump within Job Title and then bump down
	Respiratory Therapist/Registered Eligible	Can bump within Job Title and then bump down
	Respiratory Therapists/Certified	Can bump within Job Title

CATEGORY L

JOB GROUP	JOB TITLE	EXPLANATORY NOTE
Group 1	Unit Assistant II	Can bump within Job Title and then bump down
	Unit Assistant I	Can bump within Job Title

CATEGORY M

JOB GROUP	JOB TITLE	EXPLANATORY NOTE
Group 1	Utilization Specialist	Can bump within Job Title and then bump down
	Cash Posting Specialist	Can bump within Job Title

CATEGORY N

JOB GROUP	JOB TITLE	EXPLANATORY NOTE
Group 1	Patient Services Coordinator Lead	Can bump within Job Title and then bump down
	Patient Services Coordinator	Can bump within Job Title

CATEGORY O

JOB GROUP	JOB TITLE	EXPLANATORY NOTE
Group 1	Medical Assistant Lead	Can bump within Job Title if there is more than one MA Lead in MA Lead designated department and then bump down to Group 2 or Group 3.
Group 2	Medical Assistant - Certified	Can bump within Job Title and then bump down to Group 3
Group 3	Medical Assistant Registered	Can bump within Job Title

APPENDIX D – CLINIC TERMS AND CONDITIONS

These Terms Supersede any other Provisions of the Agreement

All provisions of this Addendum apply to bargaining unit employees assigned to existing Skagit Regional Clinics owned or solely operated by Skagit Regional Health in Washington State.

1. Scheduling. Monthly schedules will be posted by SRH by the 20th of the preceding month. Scheduling in the clinics is solely determined by SRH and includes assessment of patient appointments and volumes which may vary from day to day.

- 1.1 An employee may be required to report to work before their scheduled start time. In such case the employee will be notified in advance to report to work no earlier than 30 minutes before the first patient of the day is seen.

- 1.2 An employee may be required to work past scheduled hours, however, the employee will not be required to work more than two hours past their scheduled leave time except for emergent patient needs.

- 1.3 An employee may be required to leave work before the end of their scheduled shift or may be assigned to work at another clinic. Required travel between clinics will be considered compensable time. Applicable travel policies will apply. If the employee is notified of a change in clinic location prior to the start of their shift, their work day will begin upon arrival at the assigned location and travel reimbursement will not apply.

2. Weekend Shift. If within a clinic, weekend shifts are scheduled, those weekend shifts will be scheduled on a rotational basis.

3. Definition of Overtime. All time actually worked in excess of forty (40) hours during a work week period shall be considered as overtime. All overtime must be properly authorized by SRH.

4. Scrubs. Clinical staff in all locations are required to wear appropriate scrubs in good condition which will not be made to look like denim or be made of denim. Employees will purchase and launder their own scrubs. If uniforms are desired by SRH, SRH will notify the Union in writing.

5. Medical Assistants IIs (“MAII”).

- 5.1 As determined by SRH there will be at least a total of ten MA Lead position(s) located at those clinics designated by the Employer. However nothing in this Agreement prevents SRH from posting more MA Lead positions. MA Lead positions may be designated and posted as department specific (for example MA Lead – Cardiology or MA Lead – Pediatrics).

- 5.2 The MA Lead position is designed as an internal career path therefore all MA Lead positions will be posted internally for at least 5 calendar days.

- 5.3 To be eligible to apply internally for a MA Lead position the employee:

- 5.3.1 Must have worked in a MA or MA-DS position (or combination of both positions) at SRH for at least 365 continuous days (1 year) immediately before applying, and

5.3.2 Have had no written disciplinary action during this 1-year period, and

5.3.3 In addition to the Washington State MA certification must have a National Certification from one of four credentialing agencies (or organizations): American Association of Medical Assistants or American Medical Technologists, or National Health Career Association or National Center for Competency Testing. However, if an internal applicant does not have the required National Certification at the time of application and that applicant is selected for the MA Lead position, the employee shall have 180 days (6 months) to successfully complete a National Certification. At the end of the 6 months if the employee has not successfully completed the National Certification, the MA will be returned to the MA job classification.

5.4 It is within SRH's sole discretion to select among eligible internal applicants the employee who will receive the MA Lead posted position(s). If SRH determines not to hire any of the eligible internal applicant(s) for a particular posted MA Lead position, SRH may withdraw the posting however may not post that particular position externally.

APPENDIX E – MSW (HOSPICE) TERMS AND CONDITIONS

These Terms Supersede any other Provisions of the Agreement

1. Except as otherwise provided in this Appendix, all provisions of the Agreement apply to SRH employees with the job title of MSW-Hospice. Such employees shall be referred to as “Hospice MSWs” in this Addendum.
2. Article 5.11 of the Agreement, Uniforms/Scrubs, shall not apply to Hospice MSWs.
3. Normal Work Day. The normal work day for Hospice MSWs shall consist of nine (9) hours, including an unpaid meal period of one hour and rest breaks in accordance with Article 8.4.2. The Hospice MSWs’ Work Shift is case load dependent, and Hospice MSWs will flex their hours to accommodate their daily work load. A Hospice MSW’s work day will start with any of the following tasks: visiting the Hospice MSW’s first patient, receiving a phone call from or regarding a patient, or performing clinical documentation. The Hospice MSW’s day ends when the Hospice MSW has completed his or her case management duties for that day. Hospice MSWs shall remain available by cell phone from the beginning of their work day until the end of their work day. If a Hospice MSW believes it is necessary to work more than an hour beyond the normal work day, the Hospice MSW must contact his or her supervisor to receive advance approval.
4. Mileage/Travel Time.
 - 4.1 Hospice MSWs must record mileage and travel time into the EMR and then transfer mileage from the EMR to the paper payroll sheet. Mileage must be recorded in whole numbers; it should be rounded up if mileage ends at .5 or greater, and rounded down if .4 or less.
 - 4.2 When the Hospice MSW begins patient care visits from the main office, mileage reimbursement/travel time begins at the main office. When the Hospice MSW finishes his/her day at the main office, the mileage reimbursement/travel time ends there.
 - 4.3 If the Hospice MSW chooses to start from home, the mileage/travel time to the first patient’s home will be reimbursed unless the distance from the main office to the patient’s home is less. In this case, the mileage/travel time is reimbursed from the main office to the patient’s home.
 - 4.4 If the Hospice MSW chooses to go home directly after his/her last visit, the mileage/travel time to home will be reimbursed if the distance is less than back to the main office. If the distance is greater than back to the main office, the mileage/travel time covered would be from the patient’s home to the main office.
 - 4.5 Trips to run errands, to go home for lunch, or to/from unpaid lunch, come back to the main office for lunch, supply pick-up, education, and orientation are not reimbursable. Required return travel to the main office from a patient visit for a meeting or education is reimbursable.
 - 4.6 The Hospice MSW and management will make every effort to minimize travel time and reimbursable mileage by working together to ensure the best routes and geographical staffing are planned.

5. Hospice MSWs Living in San Juan County. Hospice MSWs living in San Juan County and assigned work within that county may record travel time and mileage for all work within San Juan County, and will be reimbursed for the cost and time of ferry travel associated with such work. Hospice MSWs living in San Juan County that are assigned work on the mainland may record travel time and mileage for travel to and from the mainland, and will be reimbursed for the cost and time of ferry travel associated with such work.
6. Hospice MSWs Living Outside of Service Area. Hospice MSWs living outside of the Hospice service area (Island, San Juan, Skagit, and Snohomish Counties) that choose to start from home will be reimbursed for mileage from the closest county line into the Hospice service area to their first patient visit, and vice versa.
7. Counselor On Call.

7.1 Definition and Hours. The Hospice department utilizes Hospice MSWs and Spiritual Care Counselors to cover hospice patient needs that occur outside of the normal work day. Weekday Counselor On-Call hours are from 5:00 p.m. to 8:00 a.m. (15 hour on call shift). Weekend and Holiday Counselor On-Call hours are from 8:00 a.m. to 8:00 a.m. the following day (24 hour on-call shift). Counselor On-Call hours are scheduled in complete on-call shifts (15 hours or 24 hours).

7.2 Scheduling.

7.2.1 Hospice MSWs who wish to be eligible for Counselor On-Call shifts must submit their availability via email to the Scheduler by the second Friday of the previous month. If a Hospice MSW does not submit his or her availability by the stated deadline, that person will not be considered for Counselor On-Call shifts for that month. Counselor On-Call shifts are assigned as equitably as possible among Hospice MSWs and Spiritual Care Counselors that timely submit their availability for such shifts.

7.2.2 If there are unfilled Counselor On-Call shifts after all volunteers have submitted their availability, Hospice MSWs and/or Spiritual Care Counselors will be assigned to cover such shifts on an equitable rotation basis, with the following rules for unfilled Holiday Counselor On-Call shifts.

7.2.2.1 All Hospice MSWs and Spiritual Care Counselors who do not have approved PTO adjacent to the unfilled Holiday Counselor On-Call shift will be included in the equitable rotation to fill such shift. The Hospice MSW or Spiritual Care Counselor selected for the shift may refuse the assignment once per full rotation of the department, but must accept the assignment the next time he or she is selected from the equitable rotation. After a Hospice MSW or Spiritual Care Counselor covers a Holiday Counselor On-Call shift, he or she will be moved to the bottom of the equitable rotation list, and will have a new opportunity to refuse the shift the next time he or she is selected.

7.2.2.2 If a Hospice MSW or Spiritual Care Counselor lives in an area with limited ferry crossings in the evening/night, that person will be paired with another clinician for Holiday Counselor On-Call shifts. In such an event, the person with limited access from home will cover 8:00 a.m. until 6:00 p.m., and his or her teammate will cover the remainder of the shift from 6:00 p.m. until 8:00 a.m.

7.2.3 If a Hospice MSW becomes unable to cover a scheduled or assigned Counselor On-Call shift after the monthly schedule is posted, it is the Hospice MSW's responsibility to find a replacement for the scheduled or assigned Counselor On-Call shift. In such a situation, the Hospice MSW must communicate any changes to the Scheduler and Clinical Manager - Counseling/Hospice.

7.2.4 If a Hospice MSW misses part of his or her scheduled shift due to illness on the same day that he or she is scheduled or assigned to a Counselor On-Call shift, that person must report such illness and their scheduled call when notifying management, and may not work the scheduled or assigned Counselor On-Call Shift.

7.3 Day of Call. Hospice MSWs scheduled or assigned to weekend or holiday Counselor On-Call shifts must check in between 8:30 a.m. and 9:00 a.m. with Referral Center staff, as applicable, or, if that person is not available, with a Hospice Nurse scheduled during that time, in order to find out what work may be needed during the Counselor On-Call shift. Hospice MSWs scheduled or assigned to weeknight Counselor On-Call shifts do not need to check in at the start of the Counselor On-Call shift.

7.3.1 Hospice MSWs working a Counselor On-Call shift shall not perform "routine visits" of their regularly-assigned patients unless approved in advance by their Clinical Manager - Counseling/Hospice.

7.4 Counselor On-Call Compensation. Hospice MSWs working Counselor On-Call shifts shall receive:

7.4.1 \$4.00/hour for all hours of the scheduled or assigned Counselor On-Call shift.

7.4.2 One and one-half times the Hospice MSW's normal rate of pay for all time worked during the on-call shift, whether in the form of phone calls or patient visits. Time worked shall be documented in 15 minute increments.

7.4.3 A minimum of three hours pay if the Hospice MSW is called out for a visit (i.e., not for telephone calls). Hospice MSWs cannot receive this "call-out" pay for more than three hours within any three hour period of time.

7.4.4 Mileage and travel time to and from the Hospice MSW's home to the patient's home if the Hospice MSW is called out for a visit during the Counselor On-Call shift. If the Hospice MSW is at a personal appointment/function at a greater distance to the patient's home than from his/her home, the reimbursed travel time and mileage would be from his/her home to the patient's home.

7.5 Immediate Documentation Required. All work performed during the Counselor On-Call shift (phone calls and in-person visits) must be documented in the EMR pursuant to documentation guidelines during the Counselor On-Call shift. If this does not occur, the Hospice MSW will only receive his or her base rate of pay for time worked during the Counselor On-Call shift, and will not receive any of the premiums listed in 7.4 *Counselor On-Call Compensation*.

8. Per Diem Compensation. Per Diem Employees are not eligible for medical, dental, long term disability, life insurance and retirement plan benefits and do not accrue PTO or EIB. Per Diem employees are paid a 15% wage differential for actual hours worked.
9. Scheduled Standby Call-Back Pay. If an employee is called back from standby to work, the employee will be paid at one and one-half times the employee's normal rate of pay. Employees called back shall be paid a minimum of three hours or the actual number of consecutive hours worked, whichever is greater. Employees cannot receive call-back pay for more than three hours within any three hour period of time.
10. Unscheduled Call-In Pay. An employee will be paid at the employee's normal rate of pay for unscheduled call-in (all time actually worked is included in the statutory overtime). Employees called in (which does not include work performed over the telephone) shall be paid a minimum of three hours or the actual number of consecutive hours worked, whichever is greater.
11. Weekend Premium. A premium amount in accordance with Article 9.9.2 shall be paid to full, part time, and per diem employees for all hours actually worked between 11:00 p.m. Friday through 11:00 p.m. Sunday.

APPENDIX F

SRH/UFCW STAFFING CONCERN FORM

*insert both logos here(UFCW21 & SRH)

You must contact your immediate supervisor if you consider your assignment poses a serious threat to your patient's health and or safety; or your personal health and safety.

- Submitted to Supervisor [print name] _____
- Name [print] _____
- Signature _____ Submitted on Date _____
- At the time of my concern I was working on Unit/Department _____ and Shift _____ as
a _____
- During my shift I made my concern(s) known to [print name(s)] _____ who
is my immediate supervisor

- Inability to complete assigned work due to short staffing [explain situation below, and recommended
solution]
- Insufficient training/orientation for assignment [identify unit/clinic/situation below, and provide
needed training/orientation]
- Filled out Kronos Attestation For Missed • Meal • Rest
- Other: [explain on back of form]

Area for explanation/context/proposed solution

Routing instructions:

1. Employee complete form and may make photocopy for self and/or UFCW21 shop steward
2. Send original copy to Supervisor/Manager for response

APPENDIX G – MSW (NON-HOSPICE) TERMS AND CONDITIONS

These Terms Supersede any other Provisions of the Agreement

1. Except as otherwise provided in this Appendix, all provisions of the Agreement apply to SRH employees with the job titles of MSW/Case Management, MSW/Palliative Medicine, MSW/Oncology, MSW/Kidney Dialysis. Such employees shall be referred to as “MSWs” in this Addendum.
2. Although MSWs may be assigned to see patients at Skagit Regional Clinics and/or Cascade Skagit Health Alliance, the terms of the Agreement, rather than Appendix E *Clinic Terms and Conditions*, will apply to them in that event.
3. Extra Shifts.
 - 3.1 If a shift is not filled, the open shift may, at SRH’s sole discretion, not be filled or be filled by a Per Diem employee or by mutual agreement(s) with Regular MSW(s).
 - 3.2 Open Shifts that remain if not filled in accordance with 3.1 will be designated by SRH as an Extra Shift on the posted schedule. When an extra shift is posted Regular MSWs have four days to designate the particular extra shifts the Regular MSW wants to work. The following sequence will be used by SRH in assigning the extra shift.
 - 3.2.1 Regular MSWs (by seniority) who have had Temporary Reduction in Hours (“TRH”) days within the preceding schedule and who can work the extra shift on the designated date without incurring overtime.
 - 3.2.2 Extra Shifts that remain available will be awarded, shift by shift, equitably to Regular MSWs who request on a first come, first serve basis, subject to availability to perform the work without incurring overtime.
4. Float Assignment. MSWs may, at the Employer’s option, be required to float as needed to units. MSWs will be expected to perform all basic MSW functions in units to which they are floated, but will not be required to perform tasks or procedures which they are not qualified or trained to perform. If during the floating assignment the MSW is asked to perform a task or procedure which the MSW does not feel qualified or trained to perform, the MSW should immediately discuss the matter with the unit manager or designee.

APPENDIX H – PROTECH TERMS AND CONDITIONS

These Terms Supersede any other Provisions of the Agreement

1. Except as otherwise provided in this Appendix, all provisions of the Agreement apply to SRH employees with the following job titles (“ProTech”), which will be referred to collectively as the “ProTech” group:

Anesthesia Assistant
Bone Densitometry Technician
Cardiac Electrophysiology Specialist Registered
Cardiac Electrophysiology Specialist Registered Lead
Cardiac Rehabilitation Specialist
Cardiovascular Invasive Specialist Certified
Cardiovascular Invasive Specialist Certified \ Lead
CT Simulation Technologist
CT Technologist
CT Technologist Lead
Dialysis Equipment Technician
Dosimetrist
Echocardiographer
Echocardiographer Lead
EEG Technician
Endoscopy Technician
Endoscopy Technician/Certified
Hyperbaric Technician
MRI Technologist
MRI Technologist Lead
Nuclear Medicine Technologist
Nuclear Medicine Technologist Lead
Pharmacy Technician/Clinic Compliance
Pharmacy Technician
Physical Therapy Assistant
Polysomnographic Technologist Registered
Polysomnographic Technologist Registered Lead
Pulmonary Rehabilitation Specialist
Radiation Therapist
Radiation Therapist Unlicensed
Radiation Therapist Lead
Radiologic Technician
Radiologic Technologist
Radiologic Technologist Lead
Respiratory Therapist/Certified
Respiratory Therapist/Certified Lead
Respiratory Therapist/Registered
Respiratory Therapist/Registered Lead
Respiratory Therapist/Registered Eligible
Surgical Technician

Ultrasonographer
Ultrasonographer Lead

2. Special Imaging Additional Pay Incentive. To recognize the amount of call time required to provide adequate emergent coverage for the Special Imaging Lab, staff members covering more than 80h/month shall receive compensation as provided below. Each staff member's scheduled standby hours will be totaled monthly by the department. At the end of each quarter (March, June, September and December), hours shall be totaled and additional dollars shall be paid on the amount of hours accrued for the quarter, using the grid below. The payment will be in the first pay period of the next quarter.

All clinical staff in Special Imaging will be required to work at least 300-call hours per quarter, unless there is an approved FMLA leave.

Quarterly Standby Pay Grid

Standby Hours per Quarter	Addition Pay Incentive
1-200 hrs	\$4.00/hr
201-300	Additional \$1.00.hr
301-500	Additional \$2.00.hr
501 + hrs	Additional \$4.00.hr

3. Grandfathering of Surgical Technicians/OB. Non-certified Surgical Technicians/OB employees will be grandfathered with their on the job training. If certification becomes a federal or state requirement for employee in this position the parties agree to meet and discuss the effects of such requirements on the continued employment of the non-certified employees employed as Surgical Technicians/OB.
4. Scheduled Standby Pay. ProTech employees will be paid \$4.00/hour for the scheduled standby shift.
5. Scheduled Standby Call-Back Pay. If a ProTech employee is called back from standby to work, the employee will be paid at one and one-half times the employee's normal rate of pay. Employees called back shall be paid a minimum of three hours or the actual number of consecutive hours worked, whichever is greater. Employees cannot receive call-back pay for more than three hours within any three hour period of time.
6. Rest Between Shift. In scheduling work assignments, the Employer will make a good faith effort to provide each employee working an eight hour shift with at least twelve (12) hours off duty between shifts, and at least ten (10) hours off duty between shifts for employees working ten hour or twelve hour shifts. In the event an employee is required to work (other than due to standby, callback, education, committee meetings, or staff meetings) with less than the rest between shifts outlined above, all time worked during the rest period shall be paid at time and one-half. This section shall not apply, however, to employees who trade shifts for their own convenience.
 - 6.1 Call Back. ProTech employees who work between shifts, due to call back, may request a late start with or without using PTO. SRH will make a good faith effort to allow the late start.
7. Unscheduled Call Back Pay. A ProTech employee will be paid at one and one-half times the ProTech employee's normal rate of pay for unscheduled call back. A ProTech employee, called in for unscheduled call back, shall be paid a minimum of three hours or the number of consecutive hours worked, whichever greater.

MEMORANDUM OF UNDERSTANDING ONE
Interpreters Terms and Conditions

These Terms Supersede any other Provisions of the Agreement

SRH and the Union agree that the following terms and conditions apply to all current and future employees in the Interpreter Job Title until this MOU is mutually modified by the Parties:

1. Spanish Speaking Interpreters:

- a. A total of 5.0 FTEs will be designated for Spanish Speaking Interpreters.
- b. All Spanish Speaking Interpreters in FTE positions as of the ratification of the 2019-2022 Agreement will be scheduled Monday through Friday, during core hours 0700 to 1900 (“Core Hours”), within an 8½ hour shift which includes a half-hour unpaid meal period. All FTE positions under 1.0 will be eligible to pick up additional hours.
- c. SRH will continue non-exclusively utilizing Spanish Speaking Interpreters during Core Hours at the Mount Vernon campus during the term of this MOU. SRH will non-exclusively continue to rely on technology for interpreter services at SRH clinic locations; during non-core hours; and to augment an unexpected need for services during core hours.

2. Per Diem Spanish Speaking Interpreters (“SS Per Diems”):

- a. A minimum of two Spanish Speaking (SS) Interpreter Per Diem position(s) will also be posted on a date designated by SRH.
- b. SS Per Diems are not scheduled to work on a regular basis and are not guaranteed any number of hours.
- c. SS Per Diems are required to provide their department manager or designee a list of the dates the per diem employee is available to be scheduled to work shifts on the pending department work schedule at least ten (10) calendar days before the schedule is to be posted. If a SS Per Diem is not scheduled on a date the employee has identified as being available, the SS Per Diem is not required to remain available for that shift.
- d. SS Per Diems shall minimally identify 4 days each 4-week period, at least, that the employee is available to be scheduled. SS Per Diems who fail to make themselves available for the minimum required number of shifts may in SRH’s sole discretion be warned in writing upon the first occurrence and terminated for subsequent failure to make themselves available. SS Per Diems who are not scheduled to work any shifts by SRH in a six-month period may be terminated administratively by Human Resources. Termination may occur regardless of whether the employee has identified that they are available to work.

3. Russian Speaking Interpreters (“RSI”):

- a. SRH will maintain a list of qualified Russian Speaking Interpreters as determined by SRH. SRH may, in their sole discretion, add to or delete employees on the list of Russian Speaking Interpreters.

- b. When contacted by SRH if the RSI is available for the assignment the RSI will receive pay for actual hours worked or a minimum guarantee of one hour of pay whichever is more.
4. Per Diem Interpreters whose scheduled work assignment is cancelled less than twenty-four (24) hours before they are scheduled to work will be paid two (2) hours at the base rate of pay.


SKAGIT REGIONAL HEALTH

UNITED FOOD AND COMMERCIAL
WORKERS, LOCAL 21

ON: 4/23/20

ON: 2/19/20

BY: 
Brian Ivie, Chief Executive Officer

BY: 
Michael Hines, Chief Negotiator

MEMORANDUM OF UNDERSTANDING TWO
Maintenance Engineers Scheduled Standby Pay

Employees in the Job Title of Maintenance Engineer or Maintenance Engineer Lead shall be paid \$4.00/hour for the scheduled standby shift until department has 24/7 coverage.

SKAGIT REGIONAL HEALTH

UNITED FOOD AND COMMERCIAL
WORKERS, LOCAL 21

ON: 4/23/20

ON: 2/19/20

BY: 
Brian Ivie, Chief Executive Officer

BY: 
Michael Hines, Chief Negotiator

MEMORANDUM OF UNDERSTANDING THREE

Staffing

Staffing levels shall be determined by management. Employees, individually or as a group, believing that there is an immediate workload or staffing problem, should bring that problem to the attention of their immediate supervisor as soon as the problem is identified. If the problem is not resolved, then employees may choose to document concerns using the form identified as Appendix F, and shall provide that documentation to their immediate supervisor.

Staffing concerns discussed with the employee's immediate supervisor that have not been resolved will be addressed to the Department Director in writing. The Department Director will respond in writing within fourteen (14) calendar days.

If the matter is not satisfactorily resolved by the Department Director, the matter may be referred to the Labor Management Committee for further review.

This language shall not be interpreted as to limit the obligation and/or right of either party to pursue or refer a staffing/patient care issue to any state agency, federal agency, or court of competent jurisdiction.


SKAGIT REGIONAL HEALTH

UNITED FOOD AND COMMERCIAL
WORKERS, LOCAL 21

ON: 4/23/20

ON: 2/19/20

BY: 
Brian Ivie, Chief Executive Officer

BY: 
Michael Hines, Chief Negotiator

MEMORANDUM OF UNDERSTANDING FOUR
Labor-Management Committee Training

The parties agree that training is an important component of an effective Labor-Management Committee. The Union and employee members of the Labor Management Committee therefore agree to participate in Labor Management Committee training provided by the Federal Mediation and Conciliation Service, or if FMCS will not provide the training for a reasonable fee, then by the Public Employee Relations Commission, the costs of which will be equally split between the Employer and the Union.

The Labor Management Committee will meet for the first time after the 2019 negotiations within thirty (30) days after initial training. Preceptor Pay shall be an agenda item for the first Labor Management Committee meeting after the training, but will not be a continuing item.


SKAGIT REGIONAL HEALTH

UNITED FOOD AND COMMERCIAL
WORKERS, LOCAL 21

ON: 4/23/20

ON: 2/19/20

BY: 
Brian Ivie, Chief Executive Officer

BY: 
Michael Hines, Chief Negotiator

MEMORANDUM OF UNDERSTANDING FIVE
Transition to New Longevity

Employees who reach 1872 hours (as defined in Article 9.2.3) before the effective date of this Agreement will receive a longevity increase upon the first following regular pay period. Employees who have not reached 1872 hours (as defined in Article 9.2.3) before the effective date of this Agreement will retain their existing hours toward longevity, and the language of Article 9.2.3 will then apply.


SKAGIT REGIONAL HEALTH

UNITED FOOD AND COMMERCIAL
WORKERS, LOCAL 21

ON: 4/23/20

ON: 2/19/20

BY: 
Brian Ivie, Chief Executive Officer

BY: 
Michael Hines, Chief Negotiator

MEMORANDUM OF UNDERSTANDING SIX
Initial Balance for PSL-PTO and Pay-Out for Employees Above PTO Maximum

Within two pay periods after ratification, the Employer will designate as PSL-PTO 48 hours of PTO.

If an employee has fewer than 48 PTO hours, all of the employee's PTO hours will be designated as PSL-PTO.

If, after 48 hours of regular PTO are designated as PSL-PTO, any employee who has more than the maximum PTO balance (not including PSL-PTO) shown in Article 9.1, then, within two pay periods, the Employer will pay out to the employee the value of the hours exceeding the maximum at the employee's regular rate.


SKAGIT REGIONAL HEALTH

UNITED FOOD AND COMMERCIAL
WORKERS, LOCAL 21

ON: 4/23/20

ON: 2/19/20

BY: 
Brian Ivie, Chief Executive Officer

BY: 
Michael Hines, Chief Negotiator

Job Title	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Column 1	17.79	18.06	18.31	18.59	18.88	19.16	19.45	19.75	20.03	20.33	20.64	20.96	21.26	21.58	21.91	22.24	22.45	22.68	22.90	23.14	23.36	23.60	23.82	24.08	24.32	24.56	24.80	25.04	25.31	25.56	25.81
Administrative Assistant	16.93	17.19	17.44	17.71	17.97	18.23	18.51	18.80	19.08	19.35	19.65	19.94	20.24	20.55	20.86	21.17	21.38	21.59	21.81	22.03	22.25	22.46	22.69	22.93	23.15	23.38	23.62	23.84	24.09	24.34	24.58
Anesthesia Assistant	23.19	23.54	23.89	24.25	24.61	24.98	25.36	25.73	26.13	26.51	26.91	27.32	27.73	28.14	28.56	28.97	29.36	29.56	29.86	30.15	30.46	30.77	31.08	31.37	31.69	32.01	32.33	32.65	32.98	33.31	33.65
Bone Densitometry Technician	22.25	22.57	22.91	23.26	23.61	23.96	24.33	24.68	25.06	25.43	25.81	26.20	26.59	27.00	27.41	27.80	28.07	28.37	28.64	28.93	29.21	29.52	29.81	30.10	30.42	30.71	31.01	31.32	31.64	31.96	32.27
Buyer	16.19	16.42	16.68	16.92	17.19	17.43	17.70	17.96	18.23	18.50	18.79	19.06	19.35	19.65	19.93	20.23	20.42	20.63	20.82	21.04	21.26	21.47	21.68	21.90	22.10	22.35	22.55	22.79	23.01	23.24	23.49
C.N.A.	22.27	22.60	22.94	23.29	23.63	24.00	24.35	24.72	25.08	25.46	25.83	26.23	26.63	27.02	27.43	27.83	28.12	28.40	28.69	28.96	29.25	29.55	29.85	30.14	30.45	30.76	31.05	31.35	31.68	32.00	32.32
Cancer Registrar	17.69	17.95	18.21	18.49	18.77	19.04	19.33	19.62	19.92	20.22	20.52	20.83	21.15	21.45	21.77	22.10	22.32	22.54	22.77	23.00	23.24	23.47	23.69	23.93	24.17	24.42	24.66	24.91	25.16	25.41	25.67
Cancer Registrar Non-Certified	39.77	40.39	41.02	41.62	42.26	42.90	43.56	44.22	44.91	45.58	46.27	46.99	47.69	48.42	49.17	49.91	50.40	50.92	51.43	51.96	52.47	52.99	53.55	54.08	54.62	55.17	55.73	56.29	56.86	57.43	58.00
Cardiac Electrophysiology Specialist Registered	41.28	41.91	42.54	43.20	43.85	44.53	45.18	45.88	46.59	47.28	48.02	22.88	23.23	23.58	23.93	24.29	24.52	24.77	25.02	25.28	25.52	25.78	26.04	26.30	26.56	26.83	27.09	27.37	27.63	27.91	28.19
Cardiac Electrophysiology Specialist Registered Lead	39.13	39.74	40.35	40.96	41.58	42.23	42.87	43.53	44.19	44.85	45.54	46.23	46.92	47.65	48.37	49.11	49.60	50.11	50.61	51.12	51.63	52.17	52.70	53.22	53.76	54.29	54.86	55.40	55.94	56.53	57.07
Cardiac Rehabilitation Specialist	16.66	16.90	17.16	17.41	17.69	17.93	18.21	18.48	18.76	19.04	19.33	19.61	19.91	20.21	20.52	20.82	21.02	21.23	21.44	21.65	21.88	22.09	22.32	22.54	22.76	22.99	23.23	23.45	23.68	23.93	24.15
Cardiovascular Invasive Specialist Certified Lead	18.16	18.40	18.66	18.91	19.19	19.43	19.71	19.98	20.26	20.54	20.83	21.11	21.41	21.71	22.02	22.32	22.52	22.73	22.94	23.15	23.38	23.59	23.82	24.04	24.26	24.49	24.73	24.95	25.18	25.43	25.65
Cash Posting Specialist	29.60	29.92	30.25	30.59	30.92	31.27	31.62	31.98	32.33	32.70	33.07	33.43	33.84	34.22	34.61	35.02	35.29	35.56	35.83	36.12	36.39	36.68	36.98	37.26	37.54	37.84	38.14	38.52	38.90	39.29	39.69
Cash Posting Specialist Lead	22.63	22.97	23.32	23.66	24.03	24.39	24.74	25.13	25.49	25.87	26.27	26.66	27.06	27.47	27.87	28.29	28.58	28.85	29.14	29.45	29.73	30.02	30.32	30.64	30.94	31.25	31.57	31.89	32.19	32.53	32.85
Certified Coder	15.08	15.30	15.54	15.77	16.01	16.23	16.48	16.74	16.98	17.24	17.49	17.77	18.04	18.29	18.57	18.86	19.03	19.23	19.42	19.60	19.82	20.00	20.21	20.40	20.61	20.83	21.03	21.24	21.45	21.66	21.89
Charge Capture Specialist/Oncology	15.09	15.31	15.55	15.78	16.02	16.26	16.49	16.75	17.00	17.25	17.50	17.78	18.05	18.30	18.58	18.87	19.04	19.24	19.43	19.62	19.83	20.02	20.22	20.41	20.62	20.84	21.04	21.25	21.47	21.67	21.90
Coding Assistant	16.66	16.90	17.16	17.41	17.69	17.93	18.21	18.48	18.76	19.04	19.33	19.61	19.91	20.21	20.52	20.82	21.02	21.23	21.44	21.65	21.88	22.09	22.32	22.54	22.76	22.99	23.23	23.45	23.68	23.93	24.16
Cook	15.77	16.01	16.26	16.49	16.75	17.00	17.25	17.50	17.78	18.05	18.30	18.58	18.88	19.14	19.43	19.73	19.92	20.13	20.32	20.53	20.72	20.95	21.15	21.36	21.57	21.78	22.01	22.23	22.44	22.67	22.90
Credit Balance Specialist	30.56	31.01	31.50	31.96	32.43	32.93	33.41	33.92	34.43	34.95	35.47	36.00	36.54	37.09	37.65	38.20	38.58	38.98	39.37	39.76	40.16	40.56	40.96	41.38	41.79	42.21	42.63	43.05	43.49	43.92	44.36
CS Technician	34.15	34.68	35.20	35.75	36.29	36.84	37.40	37.98	38.54	39.15	39.73	40.35	40.94	41.56	42.22	42.84	43.30	43.72	44.17	44.62	45.06	45.53	45.98	46.44	46.91	47.38	47.85	48.33	48.83	49.31	49.81
CS Technician/Floater	35.65	36.18	36.70	37.25	37.79	38.34	38.90	39.48	40.04	40.65	41.23	41.85	42.44	43.06	43.72	44.34	44.80	45.22	45.67	46.12	46.56	47.03	47.48	47.94	48.41	48.88	49.35	49.83	50.31	50.81	51.31
CT Simulation Technologist	16.07	16.30	16.55	16.80	17.05	17.30	17.56	17.83	18.10	18.38	18.63	18.93	19.20	19.49	19.80	20.09	20.28	20.49	20.68	21.10	21.31	21.53	21.73	21.97	22.10	22.40	22.63	22.85	23.09	23.31	23.51
CT Technologist	19.17	19.43	19.70	19.98	20.26	20.53	20.82	21.10	21.40	21.71	22.01	22.32	22.64	22.95	23.27	23.58	23.81	24.03	24.25	24.49	24.72	24.95	25.18	25.42	25.66	25.90	26.14	26.38	26.65	26.89	27.15
CT Technologist Lead	52.37	53.14	53.95	54.74	55.57	56.41	57.26	58.11	58.98	59.86	60.77	61.68	62.61	63.54	64.49	65.45	66.11	66.77	67.44	68.11	68.79	69.47	70.18	70.87	71.58	72.29	73.03	73.76	74.49	75.24	75.99
Diagnostic Imaging Clerk	17.69	17.95	18.22	18.49	18.77	19.06	19.33	19.62	19.92	20.22	20.53	20.84	21.15	21.47	21.78	22.10	22.32	22.54	22.76	23.00	23.23	23.46	23.72	23.97	24.21	24.45	24.69	24.90	25.14	25.40	25.66
Diagnostic Scheduler	34.73	35.24	35.79	36.33	36.88	37.44	38.03	38.59	39.19	39.78	40.39	40.99	41.63	42.26	42.90	43.56	43.99	44.44	44.89	45.34	45.79	46.27	46.73	47.20	47.69	48.15	48.65	49.13	49.64	50.13	50.61
Dosimetrist	36.23	36.76	37.33	37.90	38.47	39.07	39.64	40.26	40.87	41.49	42.13	42.77	43.42	44.07	44.75	45.44	45.90	46.35	46.83	47.29	47.77	48.26	48.75	49.23	49.74	50.23	50.75	51.24	51.78	52.28	52.81
EKG Technician	17.07	17.31	17.57	17.83	18.11	18.37	18.65	18.93	19.23	19.50	19.80	20.08	20.39	20.70	21.00	21.33	21.54	21.76	21.96	22.21	22.41	22.64	22.86	23.08	23.32	23.55	23.79	24.03	24.26	24.51	24.76
ECH Technographer	24.90	25.28	25.65	26.03	26.43	26.82	27.22	27.62	28.04	28.46	28.89	29.32	29.76	30.21	30.67	31.12	31.43	31.74	32.06	32.38	32.70	33.03	33.36	33.70	34.04	34.37	34.72	35.07	35.41	35.78	36.13
EEG Technician	15.77	16.02	16.24	16.49	16.75	17.00	17.25	17.50	17.78	18.05	18.30	18.58	18.87	19.14	19.43	19.71	19.92	20.13	20.32	20.53	20.72	20.95	21.15	21.36	21.57	21.78	22.01	22.23	22.44	22.67	22.90
Endoscopy Technician	17.11	17.36	17.63	17.89	18.16	18.43	18.70	18.99	19.27	19.55	19.86	20.16	20.45	20.75	21.07	21.38	21.59	21.81	22.03	22.25	22.46	22.69	22.93	23.15	23.38	23.62	23.84	24.09	24.34	24.58	24.82
Endoscopy Technician Certified	15.72	15.94	16.16	16.37	16.60	16.82	17.05	17.28	17.53	17.76	18.00	18.26	18.51	18.76	19.01	19.29	19.46	19.64	19.81	20.01	20.38	20.57	20.76	20.95	21.14	21.35	21.53	21.74	21.94	22.14	22.34
Environmental Services Lead	14.22	14.44	14.66	14.87	15.10	15.32	15.55	15.78	16.03	16.26	16.50	16.76	17.01	17.26	17.51	17.79	17.96	18.14	18.31	18.51	18.69	18.88	19.07	19.26	19.45	19.64	19.85	20.03	20.24	20.44	20.64
Environmental Services Technician	17.72	17.97	18.24	18.51	18.80	19.08	19.36	19.65	19.95	20.25	20.55	20.86	21.17	21.49	21.81	22.13	22.35	22.57	22.80	23.04	23.27	23.49	23.72	23.97	24.21	24.45	24.69	24.94	25.19	25.44	25.70
Epic Chart Correction Coordinator	23.99	24.58	25.20	25.83	26.48	27.14	27.82	28.52	29.22	29.96	30.71	31.10	31.48	31.87	32.26	32.67	33.07	33.49	33.90	34.32	34.74	35.18	35.61	35.91	36.21	36.50	36.86	37.22	37.60	37.97	38.35
Exercise Physiologist	13.51	13.71	13.92	14.12	14.34	14.55	14.78	15.00	15.22	15.44	15.69	15.92	16.15	16.40	16.64	16.89	17.05	17.22	17.40	17.57	17.75	17.92	18.11	18.28	18.47	18.64	18.85	19.02	19.22	19.41	19.59
Food Service Worker	13.51	13.71	13.92	14.12	14.34	14.55	14.78	15.00	15.22	15.44	15.69	15.92	16.15	16.40	16.64	16.89	17.05	17.22	17.40	17.57	17.75	17.92	18.11	18.28	18.47	18.64	18.85	19.02	19.22	19.41	19.59
Food Service/Cash																															

10/21/2019

UFCW APPENDIX B - WAGE STEP SCALE

Job Title	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
Column 1																																	
Mailroom Technician	14.43	14.65	14.85	15.08	15.31	15.54	15.77	16.01	16.24	16.48	16.75	16.98	17.24	17.49	17.77	18.04	18.20	18.40	18.57	18.76	18.95	19.14	19.33	19.52	19.71	19.92	20.12	20.31	20.52	20.71	20.94		
Maintenance Engineer	23.31	23.66	24.03	24.38	24.74	25.10	25.48	25.86	26.27	26.65	27.05	27.46	27.87	28.29	28.72	29.14	29.44	29.73	30.01	30.31	30.64	30.93	31.24	31.56	31.87	32.19	32.51	32.85	33.18	33.49	33.84		
Maintenance Engineer Lead	24.81	25.16	25.53	25.88	26.24	26.60	26.98	27.36	27.77	28.15	28.55	28.96	29.37	29.79	30.22	30.64	30.94	31.23	31.51	31.81	32.14	32.43	32.74	33.06	33.37	33.69	34.01	34.35	34.68	34.99	35.34		
Maintenance Technician	19.95	20.25	20.55	20.86	21.17	21.49	21.81	22.13	22.46	22.80	23.15	23.50	23.84	24.21	24.57	24.93	25.18	25.43	25.69	25.94	26.20	26.47	26.72	27.00	27.27	27.53	27.81	28.09	28.38	28.65	28.94		
Materials Management Analyst	24.96	25.34	25.72	26.10	26.50	26.89	27.31	27.71	28.12	28.55	28.97	29.42	29.85	30.29	30.75	31.20	31.52	31.82	32.14	32.46	32.80	33.11	33.44	33.78	34.12	34.46	34.80	35.15	35.50	35.86	36.23		
Medical Assistant Certified	19.54	19.81	20.06	20.34	20.61	20.89	21.17	21.47	21.82	22.05	22.34	22.66	22.97	23.29	23.60	23.93	24.14	24.36	24.59	24.81	25.04	25.24	25.47	25.73	25.97	26.20	26.45	26.71	26.98	27.27	27.52		
Medical Assistant Certified Lead	21.04	21.31	21.56	21.84	22.11	22.39	22.67	22.97	23.26	23.55	23.84	24.16	24.47	24.79	25.10	25.43	25.64	25.86	26.09	26.31	26.54	26.76	26.99	27.23	27.47	27.70	27.95	28.21	28.48	28.75	29.02		
Medical Assistant Registered	16.20	16.44	16.69	16.93	17.19	17.45	17.71	17.97	18.24	18.52	18.80	19.08	19.36	19.65	19.95	20.25	20.46	20.66	20.87	21.07	21.28	21.50	21.71	21.93	22.15	22.37	22.59	22.81	23.04	23.28	23.50		
Medical Laboratory Technician	22.52	22.97	23.44	23.90	24.38	24.87	25.36	25.87	26.39	26.92	27.46	27.89	28.56	28.94	29.32	29.71	30.10	30.49	30.90	31.30	31.72	32.14	32.56	32.99	33.49	33.49	33.49	33.49	33.49	33.49	33.49		
Medical Receptionist	16.29	16.51	16.78	17.04	17.28	17.54	17.80	18.08	18.35	18.60	18.90	19.20	19.48	19.76	20.05	20.36	20.56	20.76	20.98	21.18	21.40	21.61	21.83	22.04	22.27	22.49	22.72	22.93	23.16	23.41	23.64		
Medical Technologist (ASCP)	27.65	28.20	28.76	29.34	29.93	30.52	31.13	31.75	32.39	33.03	33.70	34.14	34.59	35.05	35.51	35.98	36.45	36.93	37.42	37.91	38.41	38.92	39.43	39.95	40.48	41.10	41.10	41.10	41.10	41.10	41.10		
Medical Technologist (ASCP) Lead	33.98	34.50	35.01	35.53	36.07	36.62	37.16	37.72	38.28	38.86	39.44	40.03	40.64	41.24	41.86	42.49	42.92	43.35	43.77	44.21	44.66	45.10	45.55	46.01	46.47	46.93	47.40	47.88	48.35	48.85	49.33		
Mental Health Assistant	18.78	19.07	19.35	19.64	19.94	20.23	20.53	20.85	21.16	21.48	21.79	22.12	22.45	22.79	23.14	23.48	23.71	23.95	24.18	24.43	24.67	24.92	25.17	25.42	25.68	25.93	26.19	26.46	26.72	26.99	27.26		
Microbiology Lead Technologist	33.98	34.50	35.01	35.53	36.07	36.62	37.16	37.72	38.28	38.86	39.44	40.03	40.64	41.24	41.86	42.49	42.92	43.35	43.77	44.21	44.66	45.10	45.55	46.01	46.47	46.93	47.40	47.88	48.35	48.85	49.33		
Monitor Technician	16.51	16.77	17.02	17.27	17.53	17.80	18.07	18.32	18.60	18.89	19.17	19.46	19.76	20.04	20.34	20.64	20.86	21.06	21.27	21.49	21.69	21.92	22.13	22.36	22.58	22.80	23.04	23.27	23.50	23.73	23.97		
MRI Technologist	34.71	35.22	35.74	36.28	36.83	37.38	37.93	38.49	39.09	39.66	40.26	40.88	41.47	42.11	42.73	43.37	43.80	44.24	44.69	45.12	45.57	46.02	46.50	46.95	47.42	47.90	48.37	48.87	49.35	49.85	50.35		
MRI Technologist Lead	36.32	36.87	37.42	37.97	38.56	39.14	39.72	40.32	40.92	41.53	42.16	42.78	43.43	44.08	44.75	45.40	45.85	46.32	46.79	47.25	47.72	48.20	48.67	49.15	49.65	50.15	50.66	51.16	51.68	52.18	52.69		
MSW	32.42	32.90	33.38	33.90	34.38	34.92	35.43	35.98	36.50	37.06	37.60	38.18	38.75	39.33	39.91	40.51	40.91	41.32	41.74	42.15	42.58	43.00	43.45	43.87	44.30	44.75	45.20	45.65	46.10	46.57	47.03		
Nuclear Medicine Technologist	34.97	35.49	36.03	36.57	37.11	37.67	38.23	38.81	39.38	39.97	40.58	41.20	41.80	42.43	43.07	43.70	44.14	44.58	45.03	45.48	45.93	46.39	46.86	47.33	47.81	48.28	48.75	49.25	49.74	50.24	50.75		
Nuclear Medicine Technologist Lead	36.47	36.99	37.53	38.08	38.66	39.23	39.82	40.41	41.02	41.64	42.27	42.89	43.53	44.20	44.85	45.52	45.96	46.44	46.89	47.37	47.84	48.31	48.79	49.28	49.79	50.28	50.79	51.28	51.80	52.31	52.85		
Nutrition Aide	14.35	14.58	14.79	15.02	15.23	15.47	15.70	15.93	16.16	16.41	16.66	16.91	17.17	17.42	17.69	17.93	18.12	18.29	18.48	18.67	18.86	19.04	19.24	19.43	19.61	19.82	20.01	20.22	20.41	20.62	20.83		
Office Assistant	15.08	15.30	15.54	15.77	16.01	16.23	16.48	16.74	16.98	17.24	17.49	17.77	18.04	18.29	18.57	18.86	19.03	19.23	19.42	19.60	19.82	20.00	20.21	20.40	20.61	20.83	21.03	21.24	21.45	21.66	21.89		
OR Assistant II	15.77	16.02	16.24	16.49	16.75	17.00	17.25	17.50	17.78	18.03	18.30	18.58	18.87	19.14	19.43	19.73	19.93	20.13	20.32	20.53	20.74	20.95	21.15	21.36	21.57	21.78	22.01	22.23	22.44	22.64	22.90		
Orthopedic Technician	18.33	18.60	18.90	19.17	19.46	19.76	20.04	20.34	20.65	20.96	21.28	21.59	21.93	22.25	22.57	22.90	23.13	23.37	23.60	23.83	24.08	24.33	24.57	24.81	25.04	25.31	25.56	25.81	26.07	26.34	26.59		
Painter	22.00	22.33	22.67	23.02	23.35	23.69	24.07	24.42	24.78	25.17	25.53	25.90	26.31	26.70	27.10	27.50	27.78	28.05	28.34	28.62	28.89	29.19	29.49	29.79	30.08	30.37	30.69	30.99	31.30	31.62	31.94		
Patient Access Analyst	24.96	25.34	25.72	26.10	26.50	26.89	27.31	27.71	28.12	28.55	28.97	29.42	29.85	30.29	30.75	31.20	31.52	31.82	32.14	32.46	32.80	33.11	33.44	33.78	34.12	34.46	34.80	35.15	35.50	35.86	36.23		
Patient Access Lead	19.17	19.43	19.70	19.98	20.26	20.53	20.82	21.10	21.40	21.71	22.01	22.32	22.64	22.95	23.27	23.58	23.81	24.03	24.26	24.49	24.72	24.95	25.18	25.42	25.66	25.90	26.14	26.38	26.65	26.89	27.15		
Patient Access Systems Coordinator	17.74	18.00	18.26	18.54	18.83	19.10	19.38	19.67	19.97	20.27	20.58	20.88	21.20	21.52	21.84	22.16	22.38	22.60	22.82	23.06	23.29	23.53	23.78	24.00	24.23	24.47	24.72	24.96	25.22	25.46	25.75		
Patient Accounts Representative	16.80	17.05	17.30	17.56	17.83	18.10	18.35	18.63	18.92	19.20	19.49	19.80	20.09	20.38	20.68	20.99	21.21	21.41	21.62	21.84	22.06	22.29	22.50	22.73	22.96	23.19	23.41	23.65	23.89	24.13	24.37		
Patient Accounts Representative Lead	18.30	18.55	18.80	19.06	19.33	19.60	19.85	20.13	20.42	20.70	20.99	21.30	21.59	21.88	22.18	22.49	22.71	22.91	23.12	23.34	23.56	23.79	24.00	24.23	24.46	24.69	24.91	25.15	25.39	25.63	25.87		
Patient Companion	12.36	12.36	12.36	12.36	12.44	12.64	12.82	13.02	13.20	13.42	13.62	13.82	14.02	14.23	14.45	14.67	14.81	14.96	15.11	15.25	15.40	15.57	15.72	15.88	16.04	16.19	16.36	16.53	16.70	16.86	17.03		
Patient Financial Counselor	17.86	18.13	18.40	18.67	18.95	19.24	19.53	19.82	20.12	20.42	20.72	21.04	21.35	21.67	22.00	22.33	22.56	22.77	23.01	23.24	23.46	23.70	23.94	24.17	24.42	24.67	24.92	25.16	25.41	25.67	25.93		
Patient Financial Counselor Lead	19.36	19.63	19.90	20.17	20.45	20.74	21.03	21.32	21.62	21.92	22.22	22.54	22.85	23.17	23.50	23.83	24.06	24.27	24.51	24.74	24.96	25.20	25.44	25.67	25.92	26.17	26.42	26.66	26.91	27.17	27.43		
Patient Portal Service Representative	16.80	17.05	17.30	17.56	17.83	18.10	18.35	18.63	18.92	19.20	19.49	19.80	20.09	20.38	20.69	20.99	21.21	21.41	21.62	21.84	22.06	22.29	22.50	22.73	22.96	23.19	23.41	23.65	23.89	24.13	24.37		
Patient Registration Specialist	17.67	17.93	18.20	18.48	18.76	19.03	19.32	19.60	19.90	20.21	20.51	20.82	21.14	21.45	21.77	22.08	22.31	22.53	22.76	22.99	23.22	23.45	23.68	23.92	24.16	24.40	24.64	24.88	25.15	25.39	25.65		
Patient Registration Specialist/Hospice	17.67	17.93	18.20	18.48	18.76	19.03	19.32	19.60	19.90	20.21	20.51	20.82	21.14	21.45	21.77	22.08	22.31	22.53	22.76	22.99	23.22	23.45	23.68	23.92	24.16	24.40	24.64	24.88	25.15	25.39	25.65		
Patient Services Coordinator	19.17	19.43	19.70	19.98	20.26	20.53	20.82	21.10	21.40	21.71	22.01	22.32	22.64	22.95	23.27	23.58	23.81	24.03	24.26	24.49	24.72	24.95	2										

10/21/2019

UFCW APPENDIX B - WAGE STEP SCALE

Job Title	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Column 1	16.37	16.61	16.87	17.12	17.37	17.63	17.89	18.16	18.44	18.72	18.99	19.28	19.56	19.86	20.16	20.46	20.66	20.87	21.08	21.28	21.51	21.71	21.94	22.16	22.37	22.60	22.81	23.06	23.28	23.51	23.74
Security Officer	17.88	18.14	18.40	18.64	18.92	19.18	19.46	19.73	20.01	20.30	20.58	20.88	21.18	21.48	21.78	22.09	22.30	22.51	22.72	22.95	23.16	23.38	23.61	23.82	24.06	24.30	24.51	24.75	24.99	25.24	25.47
SPD Technician	19.82	20.08	20.36	20.62	20.88	21.16	21.44	21.73	22.02	22.31	22.60	22.90	23.19	23.51	23.83	24.15	24.36	24.58	24.80	25.03	25.24	25.47	25.69	25.93	26.16	26.40	26.65	26.88	27.13	27.36	27.61
SPD Technician Lead	18.32	18.58	18.86	19.12	19.38	19.66	19.94	20.23	20.52	20.81	21.10	21.40	21.69	22.01	22.33	22.65	22.86	23.08	23.30	23.53	23.74	23.97	24.19	24.43	24.66	24.90	25.15	25.38	25.63	25.86	26.11
SPD Technician/Certified	18.80	19.08	19.36	19.65	19.95	20.25	20.55	20.86	21.17	21.49	21.81	22.13	22.46	22.80	23.16	23.49	23.72	23.96	24.19	24.44	24.68	24.93	25.18	25.43	25.69	25.94	26.20	26.47	26.73	27.00	27.27
Surgery Schedule Coordinator	26.03	26.42	26.81	27.22	27.62	28.04	28.46	28.89	29.32	29.76	30.21	30.66	31.12	31.59	32.06	32.54	32.87	33.19	33.53	33.86	34.20	34.54	34.89	35.24	35.59	35.94	36.30	36.67	37.03	37.40	37.78
Surgical Technician	17.79	18.06	18.31	18.59	18.88	19.16	19.45	19.75	20.03	20.33	20.64	20.96	21.26	21.58	21.91	22.24	22.45	22.68	22.90	23.14	23.36	23.60	23.82	24.08	24.32	24.56	24.80	25.04	25.31	25.56	25.81
Trauma Coordinator Assistant	37.21	37.77	38.36	38.94	39.53	40.13	40.74	41.36	41.99	42.63	43.29	43.93	44.61	45.29	45.98	46.69	47.15	47.64	48.10	48.60	49.09	49.58	50.09	50.58	51.10	51.60	52.13	52.65	53.19	53.71	54.25
Ultrasonographer	40.27	40.89	41.50	42.15	42.78	43.44	44.08	44.76	45.45	46.13	46.85	47.57	48.28	49.02	49.77	50.52	51.03	51.54	52.07	52.59	53.13	53.65	54.21	54.74	55.31	55.86	56.43	56.99	57.56	58.14	58.72
Ultrasonographer Lead	16.86	17.12	17.37	17.64	17.89	18.16	18.44	18.72	18.99	19.28	19.56	19.87	20.17	20.46	20.76	21.08	21.29	21.51	21.71	21.94	22.16	22.37	22.60	22.82	23.06	23.29	23.51	23.75	24.00	24.23	24.47
Unit Assistant I	17.72	17.97	18.23	18.51	18.80	19.08	19.36	19.65	19.95	20.24	20.55	20.86	21.17	21.49	21.81	22.13	22.35	22.57	22.80	23.04	23.27	23.49	23.72	23.97	24.21	24.45	24.69	24.94	25.19	25.45	25.70
Unit Assistant II	22.26	22.58	22.93	23.27	23.62	23.97	24.34	24.69	25.07	25.44	25.82	26.21	26.60	27.01	27.42	27.82	28.10	28.39	28.66	28.95	29.23	29.54	29.84	30.13	30.44	30.74	31.04	31.34	31.67	31.98	32.29
Utilization Specialist	18.63	18.92	19.20	19.49	19.79	20.09	20.37	20.68	21.00	21.31	21.63	21.96	22.29	22.62	22.96	23.30	23.54	23.76	24.01	24.25	24.48	24.73	24.98	25.24	25.48	25.73	26.00	26.25	26.52	26.77	27.05
Volunteer Coordinator	15.18	15.42	15.65	15.88	16.12	16.36	16.60	16.86	17.12	17.37	17.63	17.89	18.16	18.44	18.70	18.98	19.17	19.36	19.55	19.76	19.95	20.16	20.35	20.56	20.75	20.97	21.18	21.39	21.60	21.82	22.04
Warehouse Receiving Technician	16.68	16.92	17.15	17.38	17.62	17.86	18.10	18.36	18.62	18.87	19.13	19.39	19.66	19.94	20.20	20.48	20.67	20.86	21.05	21.26	21.45	21.66	21.85	22.06	22.25	22.47	22.68	22.89	23.10	23.32	23.54
Warehouse Receiving Technician Lead	17.27	17.51	17.74	17.99	18.25	18.50	18.75	19.00	19.28	19.55	19.80	20.08	20.37	20.64	20.93	21.23	21.42	21.63	21.82	22.03	22.22	22.45	22.65	22.86	23.07	23.28	23.51	23.73	23.94	24.17	24.40
Wound Program Lead	15.77	16.01	16.24	16.49	16.75	17.00	17.25	17.50	17.78	18.05	18.30	18.58	18.87	19.14	19.43	19.73	19.92	20.13	20.32	20.53	20.72	20.95	21.15	21.36	21.57	21.78	22.01	22.23	22.44	22.67	22.90
Wound Technician																															

FG:10671010.1

THE UNION DIFFERENCE

As a union member, you have certain rights at your workplace:

A Voice at Work

Because you have a union, you have a voice at work. A negotiating committee of union members and staff negotiate with management—as equals—over wages, benefits, working conditions, and other issues. The union committee pushes for the issues that union members choose. The result of negotiations is a proposed contract which members vote on before it takes effect.

Right to Union Representation

Every union member has the right to union representation during an investigatory interview that could lead to discipline. This is called your “Weingarten” right, after a Supreme Court case which established the right to representation.

Just Cause for Discipline

The just cause provision in your union contract ensures you have due process in cases of discipline. The just cause standard is a well-defined set of legal rules that involve several different “tests” of a disciplinary action. The tests of just cause provide considerable protection against retaliation, discrimination, or other unfair actions.

The Security of a Union Contract

As a union member, your wages and working conditions are spelled out in writing in a legally-binding union contract. You are not alone at the workplace—instead, you have the security of knowing that your rights are protected by your union contract and backed up by the 46,000 other members of UFCW 21.

Statement of Your Right to Union Representation (Weingarten Rights)

“I understand that this proceeding is for the purpose of investigating whether I may receive discipline. Therefore, I request that a union representative be present on my behalf before this proceeding continues. If you insist that the proceeding continue without allowing me union representation, I hereby protest your denial of rights guaranteed to me under federal labor law.”

Know Your Rights:

- Fair Treatment and Respect
- Family and Medical Leave
- Union Representation

**Learn more about your
rights:**

www.ufcw21.org

*Our mission: building a powerful Union that fights for economic,
political and social justice in our workplaces and in our communities.*

VISIT UFCW21.ORG:

SCHOLARSHIP INFO | BARGAINING UPDATES | STEWARD TRAININGS | HELPFUL MEMBER
RESOURCES | ACTIONS INFORMATION ON YOUR RIGHTS | AND MORE...

UFCW 21

Faye Guenther, President • Joe Mizrahi, Secretary-Treasurer

**Seattle: 5030 First Ave S, Suite 200, Seattle, WA 98134-2438
Phone 206-436-0210 / 800-732-1188, Fax 206-436-6700**

**Mt. Vernon: 1510 N 18th St, Mt Vernon, WA 98273-2604, Phone 360-424-5655, Fax 360-424-7909
Silverdale: 3888 NW Randall Way #105, Silverdale, WA 98383, Phone 360-698-2341, Fax 360-662-1979
Spokane: 2805 N Market Street, Spokane, WA 99207, Phone 509-340-7369, Fax 509-624-1188**