

**Agreement between
SEIU Healthcare 1199NW & Lifelong**

Lifelong

2022-2025 Contract



SEIUHealthcare®
United for Quality Care

**Agreement Between
Lifelong: Health For All
and
SEIU 1199NW
Effective April 1, 2022, TO March
31, 2025**

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PREAMBLE

THIS AGREEMENT is made and entered into by and between Lifelong: Health For All (hereinafter referred to as the "Employer") and the Service Employees International Union, Healthcare 1199NW, (hereinafter referred to as "Union"). The purpose of this Agreement is to set for the understanding reached between the parties with respect to wages, hours of work and other terms and conditions of employment for employees of the Employer who are represented by the Union as set forth in Article 1.

ARTICLE I: RECOGNITION

1.1 Union Recognition: The Employer recognizes the Union as the sole and exclusive bargaining representative for all regular full-time and regular part-time employees of Lifelong, excluding all supervisory, confidential, retail, casual on-call Chicken Soup Brigade, and temporary employees and guards.

1.2 Union Security: All employees covered by this Agreement shall, as a condition of employment, on or before the thirtieth day following the signing of this Agreement, or their date of hire, become members in good standing in the Union or agree to pay the Union a fair share/representation fee. "In good standing," for the purposes of this Agreement, is defined as the tendering of Union dues or a fair share/representation fee on a timely basis. Employees who fail to comply with this requirement shall be discharged by the Employer within thirty (30) days after receipt of written notice to the Employer from the Union, unless the employee fulfills the membership obligations set forth in this Agreement.

Religious Objection: Any employee who is 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 labor organizations shall not be required to join or financially support the Union as a condition of employment. Such an employee shall, in lieu of dues and fees, pay sums equal to such dues and fees to a non-religious charitable fund. These religious objections and decisions as to which fund will be used must be documented and declared in writing to the Union. Any employee exercising their right of religious objection must provide the Union with a receipt of payment to an appropriate charity on a monthly basis.

Hold Harmless: The Union will indemnify and hold the Employer harmless from all claims, demands, suits or other forms of liability that may arise against the Employer for or on account of any action taken by the Employer to terminate an employee's employment pursuant to this Article.

1.3 Condition of Employment: Failure by an employee to satisfy Section 1.2 above, shall constitute cause for dismissal, provided the Union makes a written request for discharge, verifying that the employee received written notification by certified mail of the delinquency and notification that nonpayment within thirty (30) days will result in discharge by the Employer.

1.4 Payroll Deduction: During the term of this agreement, the Employer shall deduct a member of the Union who voluntarily executes a wage assignment authorization form. Upon request, the Employer shall deduct an initiation fee and any additional dues amounts as specified by the Union and authorized by the employee. When filed with the Employer, the authorization form will be honored in accordance with its terms. Deductions will be promptly transmitted to the Union by electronic transfer.

1.5 New Employee Orientation: As part of each bargaining unit employee's orientation, the employee will be given fifteen (15) minutes to meet with a designated Union delegate who shall introduce the Union to the newly hired employee. The Union will provide the Employer with a list of delegates who may be orienting new employees. The delegate shall be notified at least one (1) week in advance of the orientation date and the delegate will be responsible for scheduling the meeting with the new employee's manager. The delegate will be on paid time for the 15-minute meeting. If the new employee orientation is to be held remotely, the Employer shall facilitate providing the virtual space for the orientation to occur.

1.6 Labor Management Committee: The Union and the Employer agree to convene a Labor Management Committee (LMC) regularly for the purpose of seeking resolution on issues of common concern. The LMC shall include three (3) representatives from the bargaining unit (one of whom could be a Union staff) and three (3) representatives from the Employer (one of whom will be an HR representative and one a Director-level or above). There shall be two (2) co-chairs of the LMC, one from the Union, and one from the Employer, who shall exchange agenda items and discuss and finalize their order at least one day before the meeting. There will be a complete list of issues tracked from meeting to meeting. All members of the LMC shall be trained in all the provisions of the Union agreement. Turnover will be discussed in the LMC meeting; to this end, within 72 hours of an employee's last day or exit interview, designated Union delegates will be provided with the departing employee's name, hire date, department, and contact information. With advance approval from the other party, either party may bring guests to speak at the LMC meetings as experts on agenda items. The party wishing to bring a guest shall, at least three (3) business days before the meeting, notify the other party who will be brought as a guest speaker and on which agenda item they will be speaking. Both parties agree not to cancel or change an established scheduled LMC meeting within twenty-four (24) hours of said meeting, unless agreed to in writing via email by the co-chairs.

STANDING AGENDA ITEMS:

Equity and Inclusion -The LMC shall meet to advance skills and understanding in an effort to advance equity and inclusion at the Employer. This may include demographic data regarding bargaining unit members, and Employer policies and plans relating to discrimination and equity and inclusion.

Healthcare: Information to be discussed regarding healthcare plans and premiums proposed by the Employer's broker and other available options. The Employer will create a survey with the LMC and discuss plan options and hear concerns and ideas from the LMC for any potential plan design changes. If the plan costs increase more than 20% in a year or 30% in the aggregate of two (2) years, plan design will be addressed, and healthcare will be re-opened as a bargaining issue. The LMC will negotiate to provide a mutually-agreed upon recommendation regarding healthcare premium and plan design.

Other agenda items include program changes, general updates, advocacy around shared values and opportunities for partnership to advocate for enhanced funding for services. Hiring data will be copied to Union LMC participants.

1.7 Healthcare Leadership Fund: The Employer agrees to deduct from the paycheck of each employee who has voluntarily authorized it, an amount the employee voluntarily authorizes for deduction for political purposes. The amounts deducted and a roster of employees using this voluntary deduction will be transmitted monthly to the Union. The employee may revoke the employee authorization at any time upon written request to both the Union and the Employer.

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

1.8 Contracts: At the request of a Union delegate, the Employer shall make available any contract that funds a position at the Employer.

ARTICLE II: MANAGERIAL PREROGATIVES

2.1 Retention of Managerial Prerogatives: Except as expressly modified or restricted by a specific provision of this Agreement, all statutory and inherent managerial rights, prerogatives, and functions are retained and vested exclusively in the Employer, including, but not limited to, the rights, in accordance with its sole and exclusive judgment and discretion: to reprimand, suspend, discharge, or otherwise discipline employees for reasonable cause; to determine the number of employees to be employed; to hire employees, determine their qualifications and assign and direct their work; to promote, demote, transfer, lay off, recall to work, and retire employees; to set the standards of productivity, the services to be rendered; to maintain the efficiency of operations; to determine the personnel, methods, means, and facilities by which operations are conducted; to set the starting and quitting time and the number of hours and shifts to be worked; to use independent contractors or volunteers to perform work or services; to subcontract, contract out, close down, or relocate the Employer's operations or any part thereof; to expand, reduce, alter, combine, transfer, assign or cease any job, department, operation, and other property of the Employer; to introduce new or improved service methods; to determine the number, location and operation of department, divisions, and all other units of the Employer; to issue, amend and revise policies, rules, regulations, and practices; and to take whatever action is either necessary or advisable to determine, manage, and fulfill the mission of the Employer and to direct the Employer's employees. The Employer's failure to exercise any right, prerogative, or function hereby reserved to it, or the Employer's exercise of any such right, prerogative, or function in a particular way, shall not be considered a waiver of the Employer's right to exercise such right, prerogative, or function or preclude it from exercising the same in other way not in conflict with the express provisions of this Agreement.

ARTICLE III: UNION BUSINESS

3.1 Employee List: The Employer will provide to the Union, with a copy to the Union delegates, the names, job classification, starting rate of pay, employee identification number and addresses of all newly hired Union eligible employees on a monthly basis. The Employer will provide to the Union on a quarterly basis a listing of all employees covered by this Agreement, including name, address, classification, rate of pay, and FTE or partial FTE status. If authorized in writing by the employee on a form developed by the LMC and known to it, the Employer will also include the employee's phone number, cell phone, and personal email in the monthly list and the list submitted with dues. The Employer will make every reasonable effort to ensure that the above lists are accurate.

3.2 Bulletin Board: The Employer agrees to provide reasonable space on a bulletin board on/at all Employer's premises at a mutually agreeable location for the posting of Union information.

3.3 Union Representative Visits: Authorized representatives of the Union may visit the work locations of employees covered by this Agreement only for the purpose of conducting representational activities and observing working conditions. If representatives are seeking a meeting room or will be on site for meetings lasting longer than 30 minutes (i.e., for voting) or for members' worksite observation, representatives will provide 48-hours notification to the Chief Executive Officer (CEO) or their designee of their presence and do not interfere with employees in the performance of their duties.

3.4 Union Delegates: The Employer will recognize the Union delegates when the Union provides their names in writing to the Employer. The Union will provide as much advance notice as possible to the Employer concerning an employee's selection as a Union delegate. The Union will notify the Employer of Union delegate resignation(s), within twenty-four (24) hours, as they are received.

Union delegates will have a working knowledge of the Agreement in order to provide representation to bargaining unit members in the grievance procedure, including grievance investigation, assist employees in settling problems arising in connection with the interpretation or application of the Agreement and participate in the LMC. Union delegates will maintain appropriate confidentiality of staff and the Employer's data and will support the normal operations of the Employer.

Union delegates will perform their Union functions outside of working hours except that delegate may use reasonable time to investigate potential grievances without loss of pay. When attending grievance procedure meetings and LMC meetings scheduled during working hours, the Union delegates will be paid at their regular rate of pay and will provide their manager twenty-four (24) hours' notice of such meetings. The Union delegates will communicate with their supervisors with as much notice as possible for other delegate functions. When other delegate functions are expected to last sixty (60) minutes or more, the delegate shall provide at least twenty-four (24) hours advance notice to their direct manager and Director both via the Employer email.

3.5 Bargaining Hours: During CBA bargaining, the Employer will pay for hours performed during normal work hours at participating delegates' rate of pay up to a total of one hundred and twenty-eight (128) hours combined. After that, meetings will be held after normal working hours.

ARTICLE IV: NONDISCRIMINATION

4.1 Nondiscrimination Statement: The Employer is an Equal Opportunity and Affirmative Action Employer. Employment and advancement opportunities shall be made available on a fair and consistent basis to all qualified persons. The Employer and the Union agree that there shall be no discrimination against any employee or applicant for

employment because of Union membership or activity, race, color, sex, marital status, sexual orientation, gender identity (including transgender or non-binary), military service, political ideology, age, creed, religion, ancestry, national origin, or the presence of any sensory, mental, or physical disability.

ARTICLE V: DEFINITIONS

5.1 Introductory Period: All employees hired by the Employer shall be considered an introductory employee during the first one hundred and eighty (180) days of employment. During this introductory period, employees may be discharged without recourse to the grievance procedure. All benefits provided herein will accrue during the introductory period but are not available to use until satisfactory completion of their introductory period, unless stated otherwise in this Agreement. The Employer is not required to give two (2) weeks' notice, or pay in lieu thereof, in case of termination. An employee may not exercise seniority or the grievance process if they are in introductory status.

5.2 Regular Employee: A regular employee is one who has completed the introductory period and is assigned duties associated with a position recognized and identified with Employer's organization.

5.3 Full-Time Employee: A full-time employee is one who, in the performance of assigned duties, is scheduled to work at least thirty (30) hours per week and actually works at least an average of thirty (30) hours per week over a rolling six-month period. Any employee who works less than a 1.0 FTE will accrue time off on a prorated basis.

5.4 Part-Time Employee: A part-time employee is one who, in the performance of assigned duties, is scheduled and actually works less than 30 (thirty) hours per week over a rolling six-month period. Part-time employees may be called in for duty on a nonscheduled basis in addition to their regularly scheduled work. Any employee who works less than a 1.0 FTE will accrue time off on a prorated basis.

5.5 Temporary / On-Call Employee: A Temporary/On Call employee is one who is hired to work on an intermittent basis, as an interim replacement, or for temporary work on a predetermined work schedule which does not extend beyond twelve (12) calendar months. Examples include, but are not limited to, the following:

- a. A temporary employee hired/scheduled to replace a regular employee who is sick, on sick leave or a leave of absence, who may be retained on temporary status for the duration of the leave of absence.
- b. Students and interns working during vacation breaks or on a bona fide training program shall not be subject to this Agreement.

- c. A temporary employee hired for time-limited programs or demonstration projects not to exceed a period of twelve (12) months.
- d. Employees hired as part of a volunteer program, such as Americorps, JVC, QVC, etc.
- e. Employees hired for specific programs, pilot projects, partnership ventures, etc., hired for a period not to extend beyond twelve (12) months.

In order to ensure that temporary employees are not being used to replace bargaining unit positions, the Employer shall provide a monthly report to the LMC of all temporary employees, including name, job title, rate of pay, and length of employment.

5.6 Exempt Employee: Employees excluded from the minimum wage or overtime provisions, or both, by the Fair Labor Standards Act.

5.7 Non-Exempt Employee: Employees covered by the Fair Labor Standards Act minimum wage and overtime provisions.

ARTICLE VI: EMPLOYEMENT PRACTICES

6.1 Job Posting: The Employer will endeavor to utilize and promote current employees. Therefore, the Employer shall post job-opening notices for bargaining unit positions in-house via all staff email.

When a vacant position within the bargaining unit is to be filled, providing skill, competence, ability, and prior job performance are considered substantially equal, seniority shall be the determining factor in the selection of the applicant. In assessing applicant's skill, competence, ability and past job performance, the Employer will only consider documented qualifications, documented performance, documented discipline, and documented attendance.

Employee applicants who meet the minimum qualifications of the position and submit an application within seven calendar days of the posting will be interviewed. No hiring decision shall be made until after all internal candidates who meet the minimum qualifications and submitted an application within seven calendar days of the notification have been interviewed. Both the Employer and employee shall make a good-faith effort to schedule interviews in a timely fashion. Employee applicants not hired will be notified by the Employer and will be provided feedback regarding their professional development.

6.2 Evaluations: The Employer shall maintain an evaluation system, which provides for employee evaluations on an introductory and annual basis. Annual evaluations should be completed within three (3) months of the employee's anniversary date within the position, unless both parties agree in writing. No evaluation will be entered into an

employee's file until the employee has had an opportunity to read, comment on and sign it. After the date the evaluation is presented to the employee, the employee shall have fourteen (14) calendar days in which to respond in writing.

6.3 Personnel Files: Employees may, upon request, review the contents of their personnel file and may respond in writing to materials contained in their personnel file. Such responses shall be included as part of the employee's personnel file.

6.4 Job Descriptions: A job description shall be developed for each job of work within the bargaining unit. An employee's own job description shall be available upon request and shall be reviewed with employees at their annual evaluations, during periods of departmental reorganizations, and when positions are vacated. The job description will include, but will not be limited to, a summary of the following information, if applicable to the job: essential functions; duties and responsibilities; amount and type of education and/or training required; amount and type of prior experience required; level of certification or license required; physical requirements; and information about the unique work environment at the Employer.

6.4.1 Schedule Changes: The employer will provide notice of ten (10) business days of any permanent schedule changes. Two (2) days' notice will be provided for known temporary schedule changes or unexpected personnel changes, to accommodate staffing and client service requirements. In emergent circumstances (i.e., time-sensitive client needs) or unexpected workflow impact (i.e., traffic delays), the Employer may make changes to accommodate client care needs or safety hazards as required. Work weeks will be limited to 40 hours, if possible, for contract reimbursement.

6.5 Notice of Lay Off: In case of layoff, employees who have successfully completed their introductory period shall be entitled to twenty-one days (21) notice of lay off or pay in lieu thereof plus accrued and unused vacation. The Employer shall not be required to comply with the provisions of this section in cases of discharge for cause.

6.6 Discharge for Just Cause: No employee who has successfully completed the introductory period shall be disciplined or discharged except for just cause. Upon written request, an employee who has been discharged by the Employer shall be given a written statement of cause of discharge within fourteen (14) days.

6.7 Progressive Discipline: Just cause requires progressive discipline. The Employer shall use a uniform system of oral and written warning notices:

- a. Verbal Warning, which may be documented.
- b. Written Warning, which may include work performance improvement plans for poor work performance.
- c. Discharge.

The intent of progressive discipline is to assist the employee with performance improvement. Progressive discipline shall not apply where the employer determines that the nature of the conduct requires more serious discipline, up to and including immediate discharge.

6.8 Workplace Safety: The Employer is responsible for maintaining a safe and healthy workplace. The Employer shall comply with all federal, state, and local laws applicable to safety and health of its employees. No employee shall be disciplined for reporting a safety concern. The Employer remains committed to providing education, products, and equipment and work practice controls to minimize employee risks from occupational injury or exposure. An employee shall not be required to perform work if they have a reasonable basis for believing the assignment would constitute a danger to the health and safety of the employee. Staff who believe an assignment would constitute a danger to the health and safety of the employee shall immediately contact the relevant supervisor(s) or HR Director or designee. No employee shall be disciplined for reporting a safety concern. The Employer shall follow written policies and procedures to deal with on-the-job assault, sexual assault, or harassment; shall conduct an ongoing site-specific security and safety assessment and develop a site security plan. The Employer will provide a copy of the safety plan to the Union. Upon request the safety plan shall be shared at LMC. The Employer will provide ongoing training on safety standards, policies, and protocols and regularly review safety equipment as required by all applicable rules and regulations at all sites.

ARTICLE VII: SENIORITY

7.1 Seniority: Seniority is the number of months of continuous service determined from the date an employee began working for the Employer.

7.2 Termination of Seniority: Seniority shall be terminated on the one-year anniversary of an employee's lay-off. Employees who voluntarily resign or are terminated for cause shall lose their seniority immediately.

7.3 Layoff: Where qualifications, skill and education/ability are substantially equal as determined by the Employer, then the principle of seniority will govern layoffs. Subject to the Employer's determinations concerning retention of needed skills and abilities, the Employer may seek and consider volunteers before laying off employees. There are no "bumping" procedures in the event of layoffs.

7.4 Recall: In the event of a layoff, the Employer will maintain a list of the employees laid off for a period of one (1) year following the date of the layoff. The Employer will notify these employees when an equivalent type of position vacancy occurs. It is the responsibility of laid off employees to inform the Employer of their current mailing addresses. These employees will be eligible to seek reinstatement in any position in

which they have previously served or may be qualified. Consideration for reinstatement of a laid-off employee will be based on the employee's length of service with the Employer, past performance, qualifications, ability to perform the duties of position, and the needs of the Employer. Seniority is not lost, nor does it accrue during a period when an employee is laid off.

ARTICLE VIII: COMPENSATION

8.1 Wages: The first pay period following ratification, all of the Employer's bargaining unit employees will receive a 4% hourly rate increase over the 2020 pay schedule Retroactive to April 1, 2022.

Effective March 31, 2023, employees shall receive a 2.0% Cola wage increase according to the wage schedules in Appendix A.

Effective March 31, 2024, employees shall receive a 3.0% Cola wage increase according to the wage schedules in Appendix A.

8.1.1 Term: During the term of this Agreement, all current employees subject to longevity step's structure shall advance to the next longevity step upon their anniversary.

8.1.2 Base Salary: All base salaries will start at the Seattle Minimum Wage of \$15.75/hour (Employers that are categorized as a small employer with 500 or less employees, and the employer pays at least \$1.52 per hour toward the employee's medical benefits.) If during the terms of this contract the City of Seattle should increase the minimum wage from \$15.75/hour Employer will adjust the wage accordingly.

8.1.3 Wage Steps: The Salary Schedule in Appendix A will go from twelve (12) steps to twenty (20) steps.

8.1.4 Ratification Bonus: All members of the bargaining unit shall receive a \$200 hero bonus on the first paycheck after ratification.

8.2 Pay on Promotion: Employees promoted to a higher grade shall have their rate of pay determined based on credit for relevant past experience, service with the Employer and relevant post-graduate degree and/or relevant language skill as applicable. The new rate of pay shall provide for at least a three (3) percent increase.

8.3 Pay on Demotion: Employees who are demoted to a position in a lower salary grade shall have their Annual Adjustment Date be the same as in their current grade. Their rate of pay will be determined based on credit for relevant past experience, service with the Employer and relevant post-graduate degree and/or relevant language skill, as applicable. Employees who voluntarily demote to a position in a lower salary

grade shall have their Annual Adjustment Date be the first day of the following month in which the employee moved to the lower grade. Their rate of pay will be determined based on credit for relevant past experience, service with the Employer and relevant post-graduate degree and/or relevant language skill, as applicable.

8.4 Introductory Period: Employees who move into new positions due to promotions, transfers, or demotions, will go through a six (6) month trial service period. If the supervisor determines that the employee is unable to perform the job functions at a satisfactory level, they may be transferred to their previous position if their performance in that position was satisfactory, and the position is still open or shall be given first consideration for any other open position they are qualified to perform. If there is no open position for which the employee is qualified, then the employee's employment will be terminated, and it will be treated as a layoff.

8.5 Transportation: It is the intent of the Employer to provide an equitable transportation compensation/reimbursement program for all employees assigned to conduct Employer business outside the Employer. Overall, the Employer and employees will work together to plan for efficient and effective scheduling of work-related duties outside the Employer. The Employer will provide appropriate travel compensation and reimbursement to all employees when they are assigned to conduct work related duties off premises. The Employer agrees to continue to provide bus subsidies of ninety (\$90.00) dollars a month and secure bike storage as it currently exists.

8.6 Re-classification: An employee whose job duties or responsibilities have changed shall have a right at any time to request a classification review from their immediate supervisor. Within thirty (30) days of the employee's request for review, the Employer shall respond to the request in writing. If the employee disagrees with this response, their request may be submitted to the contract grievance procedure.

8.7 Automobile Reimbursement: Reimbursement for mileage will be paid at the current Internal Revenue Service determined mileage rate per mile to all employees who are assigned to conduct business in their own vehicles. Those employees who may be required to transport clients in their personal vehicles will be made aware of this requirement in the hiring process. Employees shall not be reimbursed for travel to and from their home and their regular office.

8.8 Retirement Plan 401(k): Every regular employee is eligible to participate in the Employer's 401(k) retirement plan. Enrollment is the beginning of each month. The Employer matches the first 1.5% of the first 3% of every participating employee's retirement fund. After 5 years of continuous employment, the Employer will match 2% of the first 3% of participating employee's contributions.

8.9 Discretionary Pay Adjustments: Employees may petition for a review of their compensation by the Supervisor and HR Director in the following situations:

- a. A position will clearly remain open for more than six months and the opening will create an undue hardship on another staff member (with the understanding that the pay is reduced when the position is filled); and
- b. If a position is not to be re-hired and the responsibilities are re-distributed to individual staff members, this situation will be evaluated and may result in a permanent wage adjustment.

8.10 Equity Adjustment: If at any time an employee is hired into a position at a rate higher than that of a current employee(s) in the same position with the same or greater experience, that current employee(s) shall be moved to the same step on the wage scale as the newly hired employee, effective the first full pay period following the hire date of the new employee.

8.11 Step Placement Procedure: The Step Placement Procedure shall be available in the policy and procedure manual.

ARTICLE IX: HOURS OF WORK AND OVERTIME

9.1 Workday/Work Period: The Employer is committed to the philosophy of maintaining a healthy work environment for all employees. A normal workday shall consist of eight (8) hours of work with at least a 30 minute, but no longer than a one (1) hour unpaid meal period for all non-exempt employees. The normal workweek shall consist of forty (40) hours of work within a seven (7) day period. The workweek will run from 12:01 a.m. Sunday to midnight Saturday.

9.2 Overtime for Non-exempt Employees: All time worked in excess of forty hours (40) in a workweek shall be considered overtime. No employee shall work more than forty (40) hours a week without written approval by their supervisor prior to the overtime being worked. Overtime for non-exempt employees shall be paid at a rate of one and one-half (1-1/2) times the employee's straight time hourly rate of pay in the pay period during which the overtime was worked. Overtime will be paid to the nearest quarter of an hour. There shall be no pyramiding or duplication of overtime pay. For purposes of overtime, paid vacation hours and sick leave hours, or personal days will not count as time worked. Hours paid at the overtime rate are not hours worked or paid hours for the purpose of computing fringe benefits.

9.3 Alternative Work Schedules: An employee who wishes to make intermittent schedule changes shall submit a request in writing to their supervisor. Changes shall meet the operating requirements of the Employer and when practical the preferences of the employee. Any schedule change must be approved by an employee's manager prior to any schedule change taking effect.

9.4 Paid Time Off on Voting Days: The Employer agrees to grant employees up to one (1) hour paid time off for purposes of casting votes during fall elections.

ARTICLE X: HOLIDAYS

10.1 Holidays: The following are paid holidays for all regular full-time employees, including introductory employees. Holidays are prorated based on FTE:

New Year's Day	January 1 (or closest Monday/Friday of that week)
Martin Luther King Day	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19 (or closest Monday/Friday of that week)
Independence Day	July 4 (or closest Monday/Friday of that week)
Labor Day	First Monday in September
Veterans Day	November 11 (or closest Monday/Friday of that week)
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving	Friday following Thanksgiving Day
Christmas Day	December 25 (or closest Monday/Friday of that week)
End of Year Holiday Week	4 Days between December 26 and New Year's Eve

10.2 Substitute Holiday: With direct supervisor approval, employees may work on December 25, or the day recognized as the Christmas holiday, and designate another workday within the same pay period as their substitute holiday. The request and approval of the substitute holiday must occur at least forty-eight (48) hours prior to the date designated and must be approved by the employee's supervisor.

10.3 Personal Holiday: Regular employees shall have two (2) paid personal holiday per calendar year in addition to those specified above and for which time off will be mandatory. These personal holidays can be used after the completion of ninety (90) days of employment. The employee and their supervisor will mutually agree upon the designation of these holidays. The personal holidays must be taken in the calendar year for which they are earned and cannot be carried over to the succeeding calendar year. Personal holidays shall be paid at the employee's regular rate of pay, prorated to their full-time equivalency (FTE). Personal days must be taken in full day increments; they cannot be split between different days.

10.4 Holiday Pay Eligibility: Employees shall receive pay for a holiday provided they are in a paid status on both the regular scheduled workday immediately preceding the holiday and the regular scheduled workday immediately following the holiday.

10.5 Holiday Observed: When one of the holidays listed in Section 10.1 falls on a Saturday, the day preceding shall be observed as a holiday with pay; and when one of the holidays listed in Section 10.1 falls on a Sunday, the next day following will be observed as the holiday with pay.

10.6 Holiday Pay: Holiday pay shall be the equivalent of eight (8) hours pay for regular full-time employees. Holiday pay will be prorated for employees who work less than a 1.0 FTE.

ARTICLE XI: VACATION

11.1 Rate of Accrual: Each regular full-time employee shall accrue vacation leave in accordance with the following schedule, prorated on FTE:

Years of Service	Days	Wks	Cap
1	15	3	280
2	20	4	280
3 to 5	25	5	280
6 to 9	30	6	280
10 to 15	35	7	280
16+	40	8	280

Regular, full-time employees shall be frontloaded with forty (40) hours of vacation time upon their date of hire.

11.2 Vacation Anniversary Date: Vacation anniversary date is the first day of the following month in which an employee commenced regular full-time employment. Changes in the employee's vacation accrual rate shall occur in the pay period in which the employee's vacation anniversary date occurs.

11.3 Vacation Eligibility: New employees shall not be eligible for vacation leave until they have successfully completed their introductory period but shall accrue vacation based on the above schedule beginning from the date of their employment as regular full-time employees.

11.4 Vacation Accrual Maximum: A maximum of two hundred and eighty (280) hours of vacation time may be accrued. Vacation accrual balances shall not exceed two hundred and eighty (280) hours and shall cease to accrue until the employee's accrued hours drops below two hundred and eighty (280) hours.

11.5 Vacation Requests: Vacation leave may not be taken without prior approval of the Employer and may not be taken in the pay period in which it is earned. Vacation leave shall be scheduled so as to meet the operating requirements of the Employer and, when applicable, the preferences of the employees. In situations where employees have made conflicting requests, such conflicts shall be resolved in favor of the senior employee.

11.6 Vacation Increments: Vacation leave shall be taken in half-hour increments for non-exempt employees and eight (8) hour increments for exempt employees.

11.7 Vacation Cash out: Those employed after one year may opt to cash out up to thirty (30) hours of vacation time. However, employees may only cash out if the available balance after the cash out is at least fifty (50) hours. Payouts can only be requested once in a rolling 12-month period and must be requested and approved through standard Employer procedures and forms.

11.8 Vacation Payout: An employee who resigns in good standing (including provision of two-weeks advance notice) shall be paid for all accrued and unused vacation leave. Only employees who have been with the Employer at least one year are entitled to payment for earned vacation. Employees terminated for cause are not eligible to receive vacation payout. The amount will be adjusted by any vacation cash out amount requested within ninety (90) days of resignation.

11.9 Leave Coverage: The Employer shall meet with the employee, upon the request of any member from the team who is taking vacation, planned leave, or unplanned leave of greater than three (3) days to build coverage plans for the work. It is the mutual responsibility of the employee and their supervisor/manager to coordinate the employee's workload with the team to ensure that clients have retained access to care and work is covered.

ARTICLE XII: SICK LEAVE

12.1 Accrual: Regular full-time employees shall be credited twenty-four (24) hours of sick leave upon their date of hire and will then accrue sick leave at the rate of seventy-two (72) hours during the first year of employment (so that the employee accrues a total of ninety-six (96) hours their first year of employment). After their first year, regular full-time employees shall accrue sick leave at the rate of ninety-six (96) hours annually. Regular part-time employees shall be credited with a prorated number of hours of sick leave at the time of hire, based upon the number of hours scheduled to work per pay period and will then accrue a prorated amount of sick leave based on number of hours worked per pay period. Sick leave earned shall be credited to an employee's accrual after the completion of the pay period and may not be used in the pay period earned. Sick leave shall cease to accrue over two hundred and eighty (280) total hours from anniversary date and will begin to accrue again once the total drops below two hundred and eighty (280) hours. Sick leave is available for use during an employee's Introductory Period. No negative sick balances will be allowed.

12.2 Use of Sick Leave: Sick leave shall be used in one-half (1/2) hour increments for non-exempt employees. Abuse of sick leave shall be grounds for corrective action or disciplinary action, up to and including suspension or dismissal.

12.3 Physician Statement: The Employer may require a statement by a physician to verify the employee's illness, certifying the employee's ability to perform the duties of their position and ability to return to work.

12.4 Short-term Disability: Employees who have used all of their available sick leave and remain unable to work may be eligible for Short-term Disability coverage after one year of employment. Employees must submit proper documentation from their physician and meet eligibility requirements as set by the insurance company and the Employer's policies and procedures. Eligible employees will be paid at 66 2/3rds of their regular pay for up to ninety (90) days. After ninety (90) days, the employee may apply for Long-Term Disability coverage.

ARTICLE XIII: OTHER LEAVE

13.1 Leave with Pay

13.1.1 Jury or Witness Leave: A regular full-time or part-time employee who loses time from work because of jury duty service or when they are subpoenaed to serve as a witness in a case in which the Employer is either a defendant or plaintiff shall be paid for such time lost. Jury duty fees shall be offset against such pay. A maximum of two (2) weeks per year paid time off will be allowed to serve jury duty. When an employee is subpoenaed due to the Employer being either the defendant or plaintiff, to participate in any other legal proceeding the employee will be paid for such time lost. When an employee is subpoenaed to participate in any legal proceeding not involving the Employer, time lost from work will be the responsibility of the employee. Employer may require proof of jury duty service or court appearance by the employee.

13.1.2 Bereavement Leave: Regular full time and part time employees may be granted up to four (4) days paid leave in the event of death in the immediate family. Immediate family members, in general, are defined as mother, father, mother of spouse or domestic partner, father of spouse or domestic partner, child, stepchild, child of domestic partner, sibling, sibling of spouse or domestic partner, grand parent, grand parent of spouse or domestic partner, aunt, uncle. Up to four (4) days, paid leave in the case of a family death shall not be charged against vacation leave or sick leave. Vacation leave and sick leave accrual shall continue during the paid leave for death in family.

13.2 Leave Without Pay

13.2.1 Personal Leaves of Absence: The Employer at its discretion may grant personal leave of absence without pay for periods of up to ninety (90) days, for employees in good standing. Employees with five (5) or more years of service who are granted personal leaves of one (1) month but not more than ninety (90) days shall be eligible to return to their former position at the end of the period of leave.

13.2.2 Union Leave: Up to two (2) employees, each from different programs, may request leave without pay to work with the Union for a duration of one (1) to twenty-eight (28) consecutive business days per calendar year. A request made under this provision must be submitted in writing and shall not be unreasonably denied.

Any leave used under this provision will be considered a Personal Leave of Absence and will be treated as Leave Without Pay, as outlined in Article 13.2.1. The Employer at its discretion may grant or deny a request for Union leave based on the operational needs of the Employer.

13.2.3 Maternity: In the event an employee is unable to work due to maternity, the Employer shall grant a leave of absence for the period of the pregnancy certified by a physician and shall allow the employee to return to a comparable position at the end of that period of pregnancy, per Family and Medical Leave Act (FMLA) legislation.

13.2.4 Medical: Employees who have been employed for at least one (1) year, and for at least 1,250 hours during the preceding twelve (12) month period are eligible for up to twelve (12) weeks of Family and Medical Leave. For employees not eligible for Family and Medical Leave, the Employer will review business considerations and the individual circumstances involved. Employees must submit in writing a request for Family or Medical Leave (FMLA) at least thirty (30) days before the leave is to begin. If leave is to begin within thirty (30) days, the employee must give notice to his or her supervisor and to the HR Director as soon as the necessity for the leave arises. Upon return from a Family or Medical leave, the employee will be restored to their same or equivalent positions. Failure of the employee to report for duty immediately at the expiration of such leave shall be regarded as a voluntary resignation. Family or Medical Leave will consist of appropriate accrued paid leave and unpaid leave. The remainder of the leave period will then consist of unpaid leave. While on Family or Medical Leave, the Employer will continue to pay the Employer's portion of all insurance coverage (granted in section 14.1) for the employee, if such coverage was provided to the employee before the leave began. Payment for elective insurance coverage, if applicable, will be the responsibility of the employee. The employee will also be responsible for reimbursing the Employer for benefit premiums paid during the leave if the employee does not return to work at the expiration of the leave.

13.2.5 Life Threatening or Terminal Illness: Employees with life threatening illness shall be permitted to continue working so long as they are able to maintain an acceptable level of performance and medical documentation shows that continuing to work will not be harmful to their health. When an employee has exhausted all of their vacation leave and sick leave, the Employer may grant a medical leave of absence without pay for a maximum of six (6) months, during which time the Employer will continue to pay health and life insurance premiums for a maximum of three (3) months. Should the employee feel that they would like to return to their previous position and the employee is certified by a physician to be physically able to perform job responsibilities, the employee will make that known to their immediate supervisor in writing. The Employer will try to find a position in which to place the employee, which may or may not be the same one in which the employee was working when the leave of absence was granted. Because of budget or other constraints, the Employer may not always be able to provide re-employment.

13.3 Cancellation: All non-FMLA personal leaves of absences shall be subject to the condition that the Employer may cancel the leave in an emergency upon three (3) days prior written notice to the employee specifying a date for termination of leave.

ARTICLE XIX: MEDICAL, DENTAL, VISION, AND OTHER BENEFITS

14.1 Maintenance of Benefits: All benefits as set out in the entirety of this agreement, including, but not limited to, sick/vacation accruals, health insurance plans as subject to section 14.2.1, flexible spending accounts, and ORCA card reimbursement shall remain in effect and protected during the term of this agreement. Should benefits be subject to change, the Employer will discuss within the LMC to share options and discuss benefits.

14.2 Insurance Coverage: The Employer shall, for the term of this agreement and to the extent that insurance carriers agree to provide coverage, maintain medical, dental and vision insurance plans for regular full-time employees scheduled at least thirty (30) hours per week. During the life of this Agreement, the Union may present alternative plans to the Employer for consideration. At renewal, the Employer will obtain quotes on current plan designs and options for possibly condensing onto one plan (if it potentially reduces premium costs and retains majority of coverages).

14.2.1 Primary Medical Insurance: The Employer will offer medical, dental, and vision insurance benefits. Each employee currently has the option of two medical plans. Those options are the Base and Buy-Up plan. Effective December 1, 2021, the Employer will pay 90% of the combined medical and dental Base plan premiums. For employees selecting the Buy-Up plan, the Employer will pay 80% of the combined medical and dental premiums. If premium costs rise more than 20% in a year or 30% in the aggregate of two (2) years, the LMC will seek to contain renewal premium increases by modification of plan design or change of providers with surveys, increased options and proposals to be addressed at the LMC meetings.

14.2.2 Other Insurance Plans: The Employer will maintain and pay the full cost of the VSP Vision plan. The Employer will maintain and pay for short-term and long-term disability insurance after one year of employment at the levels of coverage currently contracted. The Employer will also provide and pay the full cost of \$25,000 of life insurance for each employee covered under this agreement and the Wellness benefit currently offered.

14.3 Flexible Spending Account: The Employer will maintain a flexible spending account (IRS 125 Plan).

14.4 On the Job Injury: Employees who are injured on the job shall be compensated in accordance with the requirements of the State Workers' Compensation Act. Employees

will not accrue vacation leave or health leave benefits while they are absent from work and receiving State Industrial payments.

14.5 Conference and Travel: Travel, transportation, meals, lodging and other related expenses for authorized trips on official business of the Employer shall be reimbursed in accordance with the Employer's travel policies and IRS reimbursement rates.

ARTICLE XV: GRIEVANCE PROCEDURE

15.1 Grievance Defined: A grievance is defined as an alleged violation of the terms and conditions of this Agreement. The Employer and the Union endorse the general proposition that whenever possible, grievances, complaints and other disputes shall be resolved at the lowest possible level of authority, and specifically directly between the steward and the immediate supervisor wherever possible. The Employer and the Union endorse the position that grievances should be resolved in a timely fashion. When reasonable, either party may request forgoing steps of the grievance process in the interest of a speedy resolution. Any agreement to forgo steps shall be put in writing and signed by both parties to confirm their understanding and agreement. Both parties will extend efforts to establish a working relationship between the stewards and immediate supervisors. If any such grievance arises, including but not limited to a grievance concerning a discharge or a substantially excessive continuous workload it shall be submitted to the following grievance procedure. Time limits set forth in the following steps may only be extended by mutual written consent of the parties hereto. Grievances resulting from the termination of employees shall be filed at Step 2 of the grievance procedure within fourteen (14) business days from when the employee became aware of a grievance to file.

15.2 Step I: Immediate Supervisor: The employee (and the Union delegate(s), if requested by the employee) shall present the grievance in writing to their immediate supervisor or HR Director and schedule a meeting to discuss the grievance within seven (7) business days of presenting the grievance. The employee shall have fourteen (14) business days from when they became aware of a grievance to file.

The parties shall attempt to resolve the problem immediately. This resolution should include a written response by the immediate supervisor within seven (7) business days. Any issues and areas of mutual interest shall be discussed at the meeting, including the HR Director, as well as a list of any additional information developed to fully craft a solution to the grievance. The immediate supervisor and the manager of the supervisor shall respond in writing to the grievance within seven (7) business days of this meeting.

If the matter is not resolved at Step I, the grievance may be referred in writing to the HR Director and CEO (or designated representative) within seven (7) business days.

15.3 Step II: The CEO (or designated representative): If the matter is not resolved in Step I to the employee's satisfaction, the grievance will be referred to the CEO (or designated representative). Within seven (7) business days, a meeting between the CEO (or designated representative), the employee and the Union representative shall be scheduled for the purpose of resolving the grievance. Within seven (7) business days after the meeting, the CEO (or designated representative) will provide a written response.

15.4 Step III: Mutually Agreed Mediation: If the grievance remains unresolved, the parties may agree to use mediation in an attempt to resolve the grievance. If both parties agree to mediation, a mediator shall be requested from Federal Mediation and Conciliation Service. Both parties must mutually agree to use mediation and neither party may require that any grievance be sent to mediation. Mediation shall not be considered a step in the grievance process and may be pursued concurrently with the filing, selection, and processing of an arbitration submission. Mediation will be terminated as an option if, by fifteen (15) business days, there is a failure to agree on a mediator and an appointment for mediation has not been scheduled.

15.5 Step IV: Arbitration: If the grievance is not settled because of the foregoing procedures, either the Employer or the Union may submit the issue in writing to arbitration within fourteen (14) business days following the receipt of the CEO's response. If the Employer and the Union fail to agree on an arbitrator, a list of eleven (11) arbitrators shall be requested from the Federal Mediation and Conciliation Service. The parties shall thereupon alternate in striking a name from the panel until one name remains. The person whose name remains shall be the arbitrator. The arbitrator's decision shall be final and binding on all parties. 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 the specific facts of the issue in dispute. Each party shall bear one-half (1/2) of the fee of the arbitrator and any other expense jointly incurring 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 of witnesses called by the other party.

ARTICLE XVI: NO STRIKE, NO LOCKOUT

16.1 No Strike, No Lockout: During the term of this Agreement neither the Union nor its members, agents, representatives, employees, or persons acting in concert with them shall incite, encourage, or participate in any strike, sympathy strike, walkout, slowdown, or other work stoppage of any nature. In the event of any strike, sympathy strike, walkout, slowdown or work stoppage or threat thereof, the Union and its officers will do everything within their power to end or avert such action. Any employee participating in any strike, sympathy strike, walkout, slowdown, or work stoppage shall be subject to immediate dismissal. No lockouts shall be entered upon by the Employer for the term of this Agreement.

ARTICLE XVII: COMPLETE AGREEMENT

17.1 Complete Agreement: The parties acknowledge that each has had the unlimited right and opportunity to make demands and proposals with respect to any matter deemed a proper subject for collective bargaining. The results of the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Union for the duration of this Agreement each voluntarily and unqualifiedly agree to waive the right to oblige the other party to bargain with respect to any subject or matter specifically discussed during negotiations or covered in this Agreement unless mutually agreed otherwise.

ARTICLE XVIII: SEPARABILITY

18.1 Separability: If an article of this Agreement should be held invalid by operation of law or by any tribunal of competent jurisdiction or if compliance with or enforcement of any article should be restrained by such tribunal, the remainder of this Agreement shall not be affected thereby and the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for such article.

ARTICLE XIX: DURATION

19.1 Duration: This Agreement shall be effective April 1, 2022, and shall continue in full force and effect up to and including March 31, 2025. Should either party desire to modify or terminate this Agreement on March 31, 2025, it shall serve written notice at least ninety (90) days prior to that date.

SIGNATURE PAGE:

Erica Sessle

For Lifelong: Health For All
Erica Sessle, CEO

Jane Hopkins

For SEIU 1199NW
Jane Hopkins RN, President

Kris Breton

For Lifelong: Health For All
Kris Breton, CFO

Robin Wyss

For SEIU 1199NW
Robin Wyss, Vice President

Jesse Inman

For SEIU 1199NW
Jesse Inman, Union Representative

Laura Vega, MN

For SEIU 1199NW
Laura Vega, Union Delegate

**APPENDIX A
SALARY SCHEDULE**

Wage Schedule 4/1/2022 to 3/31/2023
4% increase to all Grades

Step		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	10	\$38.25	\$39.02	\$39.80	\$40.59	\$41.40	\$42.23	\$43.08	\$43.94	\$44.82	\$45.71	\$46.63	\$47.56	\$48.51	\$49.48	\$50.47	\$51.48	\$52.51	\$53.56	\$54.63	\$55.72
	Bilingual OR Graduate	\$38.78	\$39.55	\$40.34	\$41.15	\$41.97	\$42.81	\$43.67	\$44.54	\$45.43	\$46.34	\$47.27	\$48.21	\$49.18	\$50.16	\$51.16	\$52.19	\$53.23	\$54.30	\$55.38	\$56.49
	Bilingual AND Graduate	\$39.30	\$40.09	\$40.89	\$41.71	\$42.54	\$43.39	\$44.26	\$45.14	\$46.05	\$46.97	\$47.91	\$48.87	\$49.84	\$50.84	\$51.86	\$52.89	\$53.95	\$55.03	\$56.13	\$57.25
	12	\$26.27	\$26.80	\$27.33	\$27.88	\$28.44	\$29.00	\$29.58	\$30.18	\$30.78	\$31.40	\$32.02	\$32.66	\$33.32	\$33.98	\$34.66	\$35.36	\$36.06	\$36.78	\$37.52	\$38.27
	Bilingual OR Graduate	\$27.06	\$27.60	\$28.15	\$28.72	\$29.29	\$29.88	\$30.47	\$31.08	\$31.71	\$32.34	\$32.99	\$33.65	\$34.32	\$35.00	\$35.71	\$36.42	\$37.15	\$37.89	\$38.65	\$39.42
	Bilingual AND Graduate	\$27.85	\$28.41	\$28.98	\$29.55	\$30.15	\$30.75	\$31.36	\$31.99	\$32.63	\$33.28	\$33.95	\$34.63	\$35.32	\$36.03	\$36.75	\$37.48	\$38.23	\$39.00	\$39.78	\$40.57
	14	\$23.38	\$23.85	\$24.33	\$24.81	\$25.31	\$25.81	\$26.33	\$26.86	\$27.39	\$27.94	\$28.50	\$29.07	\$29.65	\$30.25	\$30.85	\$31.47	\$32.10	\$32.74	\$33.39	\$34.06
	Bilingual OR Graduate	\$23.91	\$24.38	\$24.87	\$25.37	\$25.88	\$26.39	\$26.92	\$27.46	\$28.01	\$28.57	\$29.14	\$29.72	\$30.32	\$30.93	\$31.54	\$32.17	\$32.82	\$33.47	\$34.14	\$34.83
	Bilingual AND Graduate	\$24.43	\$24.92	\$25.42	\$25.93	\$26.45	\$26.97	\$27.51	\$28.06	\$28.63	\$29.20	\$29.78	\$30.38	\$30.99	\$31.61	\$32.24	\$32.88	\$33.54	\$34.21	\$34.89	\$35.59
	16	\$22.33	\$22.78	\$23.23	\$23.70	\$24.17	\$24.65	\$25.15	\$25.65	\$26.16	\$26.69	\$27.22	\$27.76	\$28.32	\$28.89	\$29.46	\$30.05	\$30.65	\$31.27	\$31.89	\$32.53
	Bilingual OR Graduate	\$22.86	\$23.31	\$23.78	\$24.25	\$24.74	\$25.23	\$25.74	\$26.25	\$26.78	\$27.31	\$27.86	\$28.42	\$28.99	\$29.57	\$30.16	\$30.76	\$31.38	\$32.00	\$32.64	\$33.30
	Bilingual AND Graduate	\$23.38	\$23.85	\$24.33	\$24.81	\$25.31	\$25.81	\$26.33	\$26.86	\$27.39	\$27.94	\$28.50	\$29.07	\$29.65	\$30.25	\$30.85	\$31.47	\$32.10	\$32.74	\$33.39	\$34.06
	18	\$21.02	\$21.44	\$21.87	\$22.30	\$22.75	\$23.20	\$23.67	\$24.14	\$24.62	\$25.12	\$25.62	\$26.13	\$26.65	\$27.19	\$27.73	\$28.29	\$28.85	\$29.43	\$30.02	\$30.62
	Bilingual OR Graduate	\$21.54	\$21.97	\$22.41	\$22.86	\$23.32	\$23.78	\$24.26	\$24.74	\$25.24	\$25.74	\$26.26	\$26.78	\$27.32	\$27.87	\$28.42	\$28.99	\$29.57	\$30.16	\$30.77	\$31.38
	Bilingual AND Graduate	\$22.07	\$22.51	\$22.96	\$23.42	\$23.89	\$24.36	\$24.85	\$25.35	\$25.86	\$26.37	\$26.90	\$27.44	\$27.99	\$28.55	\$29.12	\$29.70	\$30.29	\$30.90	\$31.52	\$32.15
	20	\$18.91	\$19.29	\$19.68	\$20.07	\$20.47	\$20.88	\$21.30	\$21.73	\$22.16	\$22.61	\$23.06	\$23.52	\$23.99	\$24.47	\$24.96	\$25.46	\$25.97	\$26.49	\$27.02	\$27.56
	Bilingual OR Graduate	\$19.44	\$19.83	\$20.23	\$20.63	\$21.04	\$21.46	\$21.89	\$22.33	\$22.78	\$23.23	\$23.70	\$24.17	\$24.66	\$25.15	\$25.65	\$26.16	\$26.69	\$27.22	\$27.77	\$28.32
	Bilingual AND Graduate	\$19.97	\$20.37	\$20.77	\$21.19	\$21.61	\$22.04	\$22.48	\$22.93	\$23.39	\$23.86	\$24.34	\$24.82	\$25.32	\$25.83	\$26.34	\$26.87	\$27.41	\$27.96	\$28.52	\$29.09
	22	\$18.39	\$18.76	\$19.13	\$19.52	\$19.91	\$20.30	\$20.71	\$21.12	\$21.55	\$21.98	\$22.42	\$22.87	\$23.32	\$23.79	\$24.26	\$24.75	\$25.24	\$25.75	\$26.26	\$26.79
	Bilingual OR Graduate	\$18.91	\$19.29	\$19.68	\$20.07	\$20.47	\$20.88	\$21.30	\$21.73	\$22.16	\$22.61	\$23.06	\$23.52	\$23.99	\$24.47	\$24.96	\$25.46	\$25.97	\$26.49	\$27.02	\$27.56
	Bilingual AND Graduate	\$19.44	\$19.83	\$20.23	\$20.63	\$21.04	\$21.46	\$21.89	\$22.33	\$22.78	\$23.23	\$23.70	\$24.17	\$24.66	\$25.15	\$25.65	\$26.16	\$26.69	\$27.22	\$27.77	\$28.32
	24	\$16.39	\$16.72	\$17.06	\$17.40	\$17.74	\$18.10	\$18.46	\$18.83	\$19.21	\$19.59	\$19.98	\$20.38	\$20.79	\$21.21	\$21.63	\$22.06	\$22.50	\$22.95	\$23.41	\$23.88
	Bilingual OR Graduate	\$16.92	\$17.26	\$17.60	\$17.95	\$18.31	\$18.68	\$19.05	\$19.43	\$19.82	\$20.22	\$20.62	\$21.04	\$21.46	\$21.89	\$22.32	\$22.77	\$23.23	\$23.69	\$24.16	\$24.65
	Bilingual AND Graduate	\$17.44	\$17.79	\$18.15	\$18.51	\$18.88	\$19.26	\$19.64	\$20.04	\$20.44	\$20.85	\$21.26	\$21.69	\$22.12	\$22.57	\$23.02	\$23.48	\$23.95	\$24.43	\$24.91	\$25.41

Wage Schedule 4/1/2023 to 3/31/2024

2.0% Cola Increase

Step		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	10	\$39.02	\$39.80	\$40.59	\$41.40	\$42.23	\$43.08	\$43.94	\$44.82	\$45.71	\$46.63	\$47.56	\$48.51	\$49.48	\$50.47	\$51.48	\$52.51	\$53.56	\$54.63	\$55.72	\$56.84
Bilingual OR Graduate		\$39.55	\$40.34	\$41.15	\$41.97	\$42.81	\$43.67	\$44.54	\$45.43	\$46.34	\$47.27	\$48.21	\$49.18	\$50.16	\$51.16	\$52.19	\$53.23	\$54.30	\$55.38	\$56.49	\$57.62
Bilingual AND Graduate		\$40.09	\$40.89	\$41.71	\$42.54	\$43.39	\$44.26	\$45.14	\$46.05	\$46.97	\$47.91	\$48.87	\$49.84	\$50.84	\$51.86	\$52.89	\$53.95	\$55.03	\$56.13	\$57.25	\$58.40
	12	\$26.80	\$27.33	\$27.88	\$28.44	\$29.00	\$29.58	\$30.18	\$30.78	\$31.40	\$32.02	\$32.66	\$33.32	\$33.98	\$34.66	\$35.36	\$36.06	\$36.78	\$37.52	\$38.27	\$39.04
Bilingual OR Graduate		\$27.60	\$28.15	\$28.72	\$29.29	\$29.88	\$30.47	\$31.08	\$31.71	\$32.34	\$32.99	\$33.65	\$34.32	\$35.00	\$35.71	\$36.42	\$37.15	\$37.89	\$38.65	\$39.42	\$40.21
Bilingual AND Graduate		\$28.41	\$28.98	\$29.55	\$30.15	\$30.75	\$31.36	\$31.99	\$32.63	\$33.28	\$33.95	\$34.63	\$35.32	\$36.03	\$36.75	\$37.48	\$38.23	\$39.00	\$39.78	\$40.57	\$41.38
	14	\$23.85	\$24.33	\$24.81	\$25.31	\$25.81	\$26.33	\$26.86	\$27.39	\$27.94	\$28.50	\$29.07	\$29.65	\$30.25	\$30.85	\$31.47	\$32.10	\$32.74	\$33.39	\$34.06	\$34.74
Bilingual OR Graduate		\$24.38	\$24.87	\$25.37	\$25.88	\$26.39	\$26.92	\$27.46	\$28.01	\$28.57	\$29.14	\$29.72	\$30.32	\$30.93	\$31.54	\$32.17	\$32.82	\$33.47	\$34.14	\$34.83	\$35.52
Bilingual AND Graduate		\$24.92	\$25.42	\$25.93	\$26.45	\$26.97	\$27.51	\$28.06	\$28.63	\$29.20	\$29.78	\$30.38	\$30.99	\$31.61	\$32.24	\$32.88	\$33.54	\$34.21	\$34.89	\$35.59	\$36.30
	16	\$22.78	\$23.23	\$23.70	\$24.17	\$24.65	\$25.15	\$25.65	\$26.16	\$26.69	\$27.22	\$27.76	\$28.32	\$28.89	\$29.46	\$30.05	\$30.65	\$31.27	\$31.89	\$32.53	\$33.18
Bilingual OR Graduate		\$23.31	\$23.78	\$24.25	\$24.74	\$25.23	\$25.74	\$26.25	\$26.78	\$27.31	\$27.86	\$28.42	\$28.99	\$29.57	\$30.16	\$30.76	\$31.38	\$32.00	\$32.64	\$33.30	\$33.96
Bilingual AND Graduate		\$23.85	\$24.33	\$24.81	\$25.31	\$25.81	\$26.33	\$26.86	\$27.39	\$27.94	\$28.50	\$29.07	\$29.65	\$30.25	\$30.85	\$31.47	\$32.10	\$32.74	\$33.39	\$34.06	\$34.74
	18	\$21.44	\$21.87	\$22.30	\$22.75	\$23.20	\$23.67	\$24.14	\$24.62	\$25.12	\$25.62	\$26.13	\$26.65	\$27.19	\$27.73	\$28.29	\$28.85	\$29.43	\$30.02	\$30.62	\$31.23
Bilingual OR Graduate		\$21.97	\$22.41	\$22.86	\$23.32	\$23.78	\$24.26	\$24.74	\$25.24	\$25.74	\$26.26	\$26.78	\$27.32	\$27.87	\$28.42	\$28.99	\$29.57	\$30.16	\$30.77	\$31.38	\$32.01
Bilingual AND Graduate		\$22.51	\$22.96	\$23.42	\$23.89	\$24.36	\$24.85	\$25.35	\$25.86	\$26.37	\$26.90	\$27.44	\$27.99	\$28.55	\$29.12	\$29.70	\$30.29	\$30.90	\$31.52	\$32.15	\$32.79
	20	\$19.29	\$19.68	\$20.07	\$20.47	\$20.88	\$21.30	\$21.73	\$22.16	\$22.61	\$23.06	\$23.52	\$23.99	\$24.47	\$24.96	\$25.46	\$25.97	\$26.49	\$27.02	\$27.56	\$28.11
Bilingual OR Graduate		\$19.83	\$20.23	\$20.63	\$21.04	\$21.46	\$21.89	\$22.33	\$22.78	\$23.23	\$23.70	\$24.17	\$24.66	\$25.15	\$25.65	\$26.16	\$26.69	\$27.22	\$27.77	\$28.32	\$28.89
Bilingual AND Graduate		\$20.37	\$20.77	\$21.19	\$21.61	\$22.04	\$22.48	\$22.93	\$23.39	\$23.86	\$24.34	\$24.82	\$25.32	\$25.83	\$26.34	\$26.87	\$27.41	\$27.96	\$28.52	\$29.09	\$29.67
	22	\$18.76	\$19.13	\$19.52	\$19.91	\$20.30	\$20.71	\$21.12	\$21.55	\$21.98	\$22.42	\$22.87	\$23.32	\$23.79	\$24.26	\$24.75	\$25.24	\$25.75	\$26.26	\$26.79	\$27.33
Bilingual OR Graduate		\$19.29	\$19.68	\$20.07	\$20.47	\$20.88	\$21.30	\$21.73	\$22.16	\$22.61	\$23.06	\$23.52	\$23.99	\$24.47	\$24.96	\$25.46	\$25.97	\$26.49	\$27.02	\$27.56	\$28.11
Bilingual AND Graduate		\$19.83	\$20.23	\$20.63	\$21.04	\$21.46	\$21.89	\$22.33	\$22.78	\$23.23	\$23.70	\$24.17	\$24.66	\$25.15	\$25.65	\$26.16	\$26.69	\$27.22	\$27.77	\$28.32	\$28.89
	24	\$16.72	\$17.06	\$17.40	\$17.74	\$18.10	\$18.46	\$18.83	\$19.21	\$19.59	\$19.98	\$20.38	\$20.79	\$21.21	\$21.63	\$22.06	\$22.50	\$22.95	\$23.41	\$23.88	\$24.36
Bilingual OR Graduate		\$17.26	\$17.60	\$17.95	\$18.31	\$18.68	\$19.05	\$19.43	\$19.82	\$20.22	\$20.62	\$21.04	\$21.46	\$21.89	\$22.32	\$22.77	\$23.23	\$23.69	\$24.16	\$24.65	\$25.14
Bilingual AND Graduate		\$17.79	\$18.15	\$18.51	\$18.88	\$19.26	\$19.64	\$20.04	\$20.44	\$20.85	\$21.26	\$21.69	\$22.12	\$22.57	\$23.02	\$23.48	\$23.95	\$24.43	\$24.91	\$25.41	\$25.92

Wage Schedule 4/1/2024 to 3/31/2025

3.0 % Cola Increase

		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	10	\$40.19	\$40.99	\$41.81	\$42.65	\$43.50	\$44.37	\$45.26	\$46.16	\$47.08	\$48.03	\$48.99	\$49.97	\$50.97	\$51.98	\$53.02	\$54.08	\$55.17	\$56.27	\$57.40	\$58.54
Bilingual OR Graduate		\$40.74	\$41.55	\$42.38	\$43.23	\$44.10	\$44.98	\$45.88	\$46.79	\$47.73	\$48.69	\$49.66	\$50.65	\$51.67	\$52.70	\$53.75	\$54.83	\$55.92	\$57.04	\$58.18	\$59.35
Bilingual AND Graduate		\$41.29	\$42.12	\$42.96	\$43.82	\$44.69	\$45.59	\$46.50	\$47.43	\$48.38	\$49.34	\$50.33	\$51.34	\$52.37	\$53.41	\$54.48	\$55.57	\$56.68	\$57.82	\$58.97	\$60.15
	12	\$27.60	\$28.15	\$28.71	\$29.29	\$29.87	\$30.47	\$31.08	\$31.70	\$32.34	\$32.98	\$33.64	\$34.32	\$35.00	\$35.70	\$36.42	\$37.14	\$37.89	\$38.65	\$39.42	\$40.21
Bilingual OR Graduate		\$28.43	\$29.00	\$29.58	\$30.17	\$30.77	\$31.39	\$32.02	\$32.66	\$33.31	\$33.98	\$34.66	\$35.35	\$36.06	\$36.78	\$37.51	\$38.26	\$39.03	\$39.81	\$40.60	\$41.42
Bilingual AND Graduate		\$29.26	\$29.84	\$30.44	\$31.05	\$31.67	\$32.30	\$32.95	\$33.61	\$34.28	\$34.97	\$35.67	\$36.38	\$37.11	\$37.85	\$38.61	\$39.38	\$40.17	\$40.97	\$41.79	\$42.63
	14	\$24.56	\$25.06	\$25.56	\$26.07	\$26.59	\$27.12	\$27.66	\$28.22	\$28.78	\$29.36	\$29.94	\$30.54	\$31.15	\$31.78	\$32.41	\$33.06	\$33.72	\$34.40	\$35.08	\$35.79
Bilingual OR Graduate		\$25.12	\$25.62	\$26.13	\$26.65	\$27.19	\$27.73	\$28.28	\$28.85	\$29.43	\$30.02	\$30.62	\$31.23	\$31.85	\$32.49	\$33.14	\$33.80	\$34.48	\$35.17	\$35.87	\$36.59
Bilingual AND Graduate		\$25.67	\$26.18	\$26.71	\$27.24	\$27.78	\$28.34	\$28.91	\$29.48	\$30.07	\$30.68	\$31.29	\$31.91	\$32.55	\$33.20	\$33.87	\$34.55	\$35.24	\$35.94	\$36.66	\$37.39
	16	\$23.46	\$23.93	\$24.41	\$24.90	\$25.39	\$25.90	\$26.42	\$26.95	\$27.49	\$28.04	\$28.60	\$29.17	\$29.75	\$30.35	\$30.96	\$31.57	\$32.21	\$32.85	\$33.51	\$34.18
Bilingual OR Graduate		\$24.01	\$24.49	\$24.98	\$25.48	\$25.99	\$26.51	\$27.04	\$27.58	\$28.13	\$28.70	\$29.27	\$29.86	\$30.45	\$31.06	\$31.68	\$32.32	\$32.96	\$33.62	\$34.30	\$34.98
Bilingual AND Graduate		\$24.56	\$25.06	\$25.56	\$26.07	\$26.59	\$27.12	\$27.66	\$28.22	\$28.78	\$29.36	\$29.94	\$30.54	\$31.15	\$31.78	\$32.41	\$33.06	\$33.72	\$34.40	\$35.08	\$35.79
	18	\$22.08	\$22.52	\$22.97	\$23.43	\$23.90	\$24.38	\$24.87	\$25.36	\$25.87	\$26.39	\$26.92	\$27.45	\$28.00	\$28.56	\$29.13	\$29.72	\$30.31	\$30.92	\$31.54	\$32.17
Bilingual OR Graduate		\$22.63	\$23.08	\$23.55	\$24.02	\$24.50	\$24.99	\$25.49	\$26.00	\$26.52	\$27.05	\$27.59	\$28.14	\$28.70	\$29.28	\$29.86	\$30.46	\$31.07	\$31.69	\$32.32	\$32.97
Bilingual AND Graduate		\$23.18	\$23.65	\$24.12	\$24.60	\$25.10	\$25.60	\$26.11	\$26.63	\$27.16	\$27.71	\$28.26	\$28.83	\$29.40	\$29.99	\$30.59	\$31.20	\$31.83	\$32.46	\$33.11	\$33.77
	20	\$19.87	\$20.27	\$20.67	\$21.09	\$21.51	\$21.94	\$22.38	\$22.83	\$23.28	\$23.75	\$24.22	\$24.71	\$25.20	\$25.71	\$26.22	\$26.75	\$27.28	\$27.83	\$28.38	\$28.95
Bilingual OR Graduate		\$20.42	\$20.83	\$21.25	\$21.67	\$22.11	\$22.55	\$23.00	\$23.46	\$23.93	\$24.41	\$24.90	\$25.39	\$25.90	\$26.42	\$26.95	\$27.49	\$28.04	\$28.60	\$29.17	\$29.75
Bilingual AND Graduate		\$20.98	\$21.40	\$21.82	\$22.26	\$22.71	\$23.16	\$23.62	\$24.09	\$24.58	\$25.07	\$25.57	\$26.08	\$26.60	\$27.13	\$27.68	\$28.23	\$28.80	\$29.37	\$29.96	\$30.56
	22	\$19.32	\$19.71	\$20.10	\$20.50	\$20.91	\$21.33	\$21.76	\$22.19	\$22.64	\$23.09	\$23.55	\$24.02	\$24.50	\$24.99	\$25.49	\$26.00	\$26.52	\$27.05	\$27.59	\$28.15
Bilingual OR Graduate		\$19.87	\$20.27	\$20.67	\$21.09	\$21.51	\$21.94	\$22.38	\$22.83	\$23.28	\$23.75	\$24.22	\$24.71	\$25.20	\$25.71	\$26.22	\$26.75	\$27.28	\$27.83	\$28.38	\$28.95
Bilingual AND Graduate		\$20.42	\$20.83	\$21.25	\$21.67	\$22.11	\$22.55	\$23.00	\$23.46	\$23.93	\$24.41	\$24.90	\$25.39	\$25.90	\$26.42	\$26.95	\$27.49	\$28.04	\$28.60	\$29.17	\$29.75
	24	\$17.22	\$17.57	\$17.92	\$18.28	\$18.64	\$19.01	\$19.40	\$19.78	\$20.18	\$20.58	\$20.99	\$21.41	\$21.84	\$22.28	\$22.72	\$23.18	\$23.64	\$24.12	\$24.60	\$25.09
Bilingual OR Graduate		\$17.77	\$18.13	\$18.49	\$18.86	\$19.24	\$19.62	\$20.02	\$20.42	\$20.83	\$21.24	\$21.67	\$22.10	\$22.54	\$22.99	\$23.45	\$23.92	\$24.40	\$24.89	\$25.39	\$25.89
Bilingual AND Graduate		\$18.33	\$18.69	\$19.07	\$19.45	\$19.84	\$20.23	\$20.64	\$21.05	\$21.47	\$21.90	\$22.34	\$22.79	\$23.24	\$23.71	\$24.18	\$24.66	\$25.16	\$25.66	\$26.17	\$26.70

**APPENDIX B
JOB POSITIONS REPRESENTED UNDER THIS AGREEMENT**

POSITION	GRADE
LTSS RN	<u>Grade 10</u>
Reg Dietitian Nutritionist Lead Housing Case Mgr – THV ADS Case Manager ADS Case Manager Trainee ADS Bilingual Case Manager CMP Case Aide CMP Case Aide/Hub Prg Coordr LTSS Case Manager Bilingual Hub Caregiver CM	<u>Grade 12</u>
Bilingual Community Nutritionist Bilingual Senior Ins Advocate EHIP Payment Administrator EHIP Quality Analyst Lead CSB Care Advocate Lead Housing Case Manager Lead Medical Case Manager	<u>Grade 14</u>

<p> Bilingual Housing Case Mgr Bilingual Insurance Advocate Bilingual Medical Case Manager Bilingual PrEP Navigator Bilingual Wellness Case Mgr CSB Care Advocate Employment Coordinator HART Case Manager Housing Case Manager Housing Case Manager - Fin Ops Housing Case Manager - THV Insurance Advocate Lead PRE Eligibility Coord Medical Case Manager Peer Navigator PrEP Navigator Prevention Specialist Wellness Case Manager </p>	<p style="text-align: center;"><u>Grade 16</u></p>
<p> Bilingual Dental Coordinator Dental Coordinator Insurance Coordinator PRE Eligibility Coordinator </p>	<p style="text-align: center;"><u>Grade 18</u></p>
<p> CSB Cook Client Services Representative Delivery Driver Distribution Specialist Facilities Assistant Front Desk Coordinator Warehouse Specialist </p>	<p style="text-align: center;"><u>Grade 20</u></p>
<p> Dishwasher Fulfillment Specialist </p>	<p style="text-align: center;"><u>Grade 22</u></p>

APPENDIX C
MOU: Gender Neutral Restrooms

In accordance with its mission to provide an inclusive workplace for all employees, the Employer commits to providing gender neutral restrooms available to staff in all facilities that it owns. Where it does not own the facility, the Employer will make reasonable efforts to work with the building owner to provide gender neutral restrooms. When moving to a new facility in the future that it does not own, the Employer will request and make reasonable efforts that the building will allow for gender neutral restrooms. Those efforts will be discussed with the LMC at the time of the negotiation with the new owner.

APPENDIX D

Memorandum of Understanding: Other Leave

During a bargaining session that was held on Wednesday, May 11, 2022, the parties failed to include language in the contract regarding the Washington Paid Family Medical Leave Act. This Memorandum of Understanding is to add language to Article XIII OTHER LEAVE, Section 13.2.4 Medical. The additional language will read as follows:

Beginning January 2, 2020, a new law passed by the Washington Legislature called Washington Paid Family and Medical Leave Act (WPFMLA) went into effect. The new law provides another form of leave outside of the Family and Medical Leave Act (FMLA). Under the terms of WPFMLA and employee can apply for and be approved to receive up to 12 weeks of paid leave a year, 16 weeks if an employee has a personal medical event and family caregiving event that happens in the same year, like giving birth to a baby or caring for an ill or injured family member, and 18 weeks in cases related to complications in pregnancy. To qualify for WPFMLA an employee must have worked 820 hours (about 16 hours a week) during the qualifying period, which is about a year, and the employee experiences a qualifying event. Part-time, seasonal, and temporary workers qualify, and employees are also eligible if they work for multiple employers. WPFMLA runs concurrently with FMLA. Employees should submit in writing a request for WPFMLA at least thirty (30) days before the leave is to begin. Notice should be given to the Human Resource Department as well as the employees direct supervisor. The Department of Employment Security Division (ESD) will determine payment of benefits. The weekly benefit amount is based on wages reported by the employer. The maximum weekly benefit amount is \$1,327 for 2022 and is subject to change in 2023 and 2024. The employee will receive up to 90% of their average weekly wage, depending upon income. The first and last weeks of the leave may be prorated based on the leave dates. While on WPFMLA the employer will continue to pay the employer's portion of all insurance coverage (granted in section 14.1) for the employee, if such coverage was provided to the employee before the leave began. Payment for elective insurance coverage, if applicable, will be the responsibility of the employee. The employee will also be responsible for payment of their portion of the insurance premiums. The employee may use the value of their accrued sick leave and vacation leave to cover their cost of the benefit during the leave period or can be invoiced by Lifelong monthly for their portion of the premium, which will be payable within 10 days of receipt of the invoice. If the employee does not return from leave, they will be responsible for reimbursing the employer for benefit premiums paid during the leave. When an employee is eligible to receive payments under Paid Family and Medical Leave program, the employee shall be permitted to supplement such payments with accrued sick leave and/or vacation leave to make up the difference between compensation received under Paid Family and Medical Leave and the employee's regular pay, but not to exceed the net earnings the employee would have normally received during a normal work week

Upon signature of this Memorandum of Understanding the additional language will be included in the ratified bargaining agreement that went into effect April 1, 2022.

Jesse Inman

Jesse Inman, Union Representative
SEIU 1199NW

Colleen Scanlon

Colleen E. Scanlon, Labor Relations & HR Director
Lifelong: Health For All