

Addendum
Regarding Sound Apprenticeship Programs
By and Between
Sound
and
SEIU Healthcare 1199NW (Union)

In order to recruit, develop, and retain a skilled workforce Sound is sponsoring an Apprenticeship program using the Healthcare Apprenticeship Consortium administered by the SEIU Healthcare 1199NW Multiemployer Training Fund. Unless specified in this document or in the CBA, the parties agree to abide by the Healthcare Apprenticeship Consortium (HCAC) Guidelines established January 1, 2021 and amended April 21, 2022.

In order to address the limited supply of Behavioral Healthcare workers in Washington State, it is necessary to expand the pool of qualified workers. Expanding the pool of qualified Behavioral Healthcare Workers by developing a Registered Apprenticeship Program will address issues of staffing, workload, patient access and recruitment and retention of **Residential Case Managers**, Substance Use Disorder Professionals (SUDPs), and Peer Counselors at Sound.

Except as specified below, the entirety of the SEIU Collective Bargaining Agreement applies to Apprentice positions and Apprentice Mentor assignments upon the date of ratification.

SEIU and Sound agree to the following:

Apprenticeship Program

Sound agrees to start an apprenticeship program, as a training agent, administered through the Healthcare Apprenticeship Consortium. Sound will follow the standards set by the Healthcare Apprenticeship Consortium JATC. The Healthcare Apprenticeship Consortium Apprenticeship Program Standards will be agreed to by all apprentices, will be followed, and will be held accountable by the JATC.

The Union reserves the right to add to, delete from, or modify these proposals at any time during the negotiations, or make new proposals. The Union also reserves the right to revise and coordinate other sections of this agreement in a manner consistent with the results of these negotiations.

Equal Opportunity

Sound is committed to equal opportunities for all employees and applicants. Employees and applicants to the Apprentice Mentorship Program will not be discriminated against by managers, supervisors, coworkers or third parties on the basis of race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), gender identity, transgender, national origin, age, physical or mental disability, veteran status, sexual orientation, genetic information or other status protected by applicable federal, state or local laws or by corporate policy.

Article 1: Recognition

Apprentices for job classifications will be included along with other classifications referenced in Article 1. Per this agreement the job classifications to be included in apprenticeship programs are Residential Case Manager II (Behavioral Health Tech), Substance Use Disorder Professionals (SUD Clinician), and Peer Specialist I (Peer counselors)

Apprentice Title and Definition

An Apprentice is a regular full-time employee while enrolled and participating in an Apprenticeship Program at Sound.

The Apprentice will complete a program consisting of both didactic and on-the-job learning. The Apprentice will be assigned to an Apprentice Mentor(s) for the term of the on-the-job training. The Apprentice will receive one-on-one mentorship for the term of the program.

This is a competency-based program. The entire Apprenticeship Program for Behavioral Health Tech and Peer Counselor will consist of 2250 hours and will be completed within twelve (12) to twenty four (24) months.

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The entire Apprenticeship Program for SUDP will consist of 4560 hours and will be completed within twenty four (24) to thirty six (36) months.

The Apprentice will progress based on successful demonstration of their mastery of the competencies in each of the work processes.

Upon acceptance into the program, Apprentices will be provided with and required to sign a Service Agreement.

Eligibility

The requirement for participation in the **apprenticeship** program is a minimum of 18 years of age, high school diploma or equivalent and ability to meet the minimum physical job qualifications for the job per Sound policies.

Apprentice Job Descriptions

The **apprenticeship** positions shall have their own job description and job code and will be jointly agreed upon by Sound and SEIU Healthcare 1199NW.

4.5 Apprentice

An Apprentice shall be considered a regular Full-Time Team Member with an initial review period for the first six (6) months of employment as a regular employee in the Apprenticeship Program. During this time employees may be terminated without notice and without recourse through the grievance procedure. All benefits provided herein will accrue during the **program**. A **Behavioral Health Tech**, SUDP, or Peer Counselor Apprentice transitioned into a **Sound Residential Case Manager** Behavioral Health Tech, SUDP, or **Certified** Peer Counselor position upon completion of the Apprenticeship Program will not have an additional probationary period. Incumbent Sound employees who enter the Apprenticeship Program will not have an additional probationary period.

6.4 Vacation and Sick Leave

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Apprentices shall only utilize accrued vacation and sick leave that has been accrued for the purposes of vacation or sick leave and shall be in accordance with current policy and practice and the SEIU Collective Bargaining Agreement. The lost time due to sick leave or vacation use must also be made up before the conclusion of the Program, a maximum of 24 months, incurring overtime **only by mutual agreement**. The manager and/or supervisor will be responsible for final approval of all time off requests. Apprentices are responsible to be aware of their obligations around RSI (Related Supplemental Instruction) hours and the need to make-up any time missed. Apprentices will complete the required OJT (On Job Training) hours for the program they are enrolled in, which will take place in Sound facilities.

13 Seniority

Seniority for Apprentices shall be in accordance with Article 13.

For Apprentices recruited externally the seniority date shall be the original date of hire into the Apprenticeship Program.

Incumbent Sound employees entering the Apprenticeship Program shall retain their original seniority date for the purposes of accrued benefits, retirement **vesting**, and retirement notice and service awards. For the purposes of vacation scheduling and layoff, **seniority shall be the date of hire into the Apprenticeship Program.**

13.5.2 Layoff

Best efforts will be made to reduce impact to apprentices during layoff.

16.4 Wage Schedule for Apprentices

Per Washington state department of Labor & Industries requirements, the Peer Specialist and Behavioral Health Tech (**Residential Case Manager**) Apprentices shall have a two (2) step wage scale and SUDP shall have a three (3) step wage scale. **All wages will be attached and reflective of the classifications in the collective bargaining agreement.**

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Peer Specialist shall be paid at Step 0 of a Peer Specialist I classification of the collective bargaining agreement for hours 1-1000.

Residential Case Manager II Apprentices shall be paid at Step 0 of a Residential Case Manager classification of the collective bargaining agreement for hours 1-1000

Upon completion of 1001 hours of OJT, Peer Specialist and Residential Case Manager Apprentices will be paid at Step 1 of the above classification at 99.5% for all additional hours of the program

Upon completion of the apprenticeship program apprentices will be paid the journey rate for Peer Specialists and Residential Case Manager IIs, Step 2 of these classifications.

SUDP Apprentices shall be paid a starting wage of 88% of the SUDP base wage Step 0 in accordance with the collective bargaining agreement during the first 0-1000 hours of OJT.

Hours 1001 through 2001 of the SUDP Apprentices program will be paid 88% of the SUDP base wage (Step 1).

Upon completion of 2001 hours of OJT, SUDP Apprentices will be paid 95% of the SUDP base wage (Step 1) for all additional hours of the program.

Upon completion of the apprenticeship program, SUDP apprentices will be placed at the step which represents year for year credit, including experience in the apprenticeship program.

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Apprentice wages will reflect any ATB wage increases effective during the term of their program.

Upon entry into an Apprenticeship Program, Incumbent SEIU 1199NW bargaining unit employees who participate in an Apprenticeship Program will be paid their current hourly wage or Apprentice starting wage (Step 0), whichever is higher. If their current hourly wage is higher, ATB wage increases will still apply.

Pay for Classroom Time

Apprentices are 1.0 FTE employees who will be paid in accordance with the program agreement for a 40 hour work week through the life of the program. Related Supplemental Instruction (RSI) will be paid time not to exceed the hours outlined in the HCAC agreement. The training plan will be developed by the HCAC JATC in partnership with the SEIU Multi-Employer Training Fund, and the training plan for classroom time will determine the ratio of OJT and RSI per week. The cost for the RSI will be paid by Sound to the HCAC.

Apprentice Mentor Compensation

Employees assigned the Apprentice Mentor role by the Employer will be paid a \$2 differential for all hours worked once appointed to the intern mentor role in addition to the contract rate of pay provided for their job classification in the wage schedule. Upon completion, they will no longer receive the two dollar differential.

18.3 Sound Apprenticeship Program Joint Labor Management Committee

LMC may be extended by 30 minutes to provide a forum for input into

Sound's operational decision-making processes and information sharing connected to apprenticeship. The SEIU Healthcare 1199NW Multi-Employer Training Fund may be invited as a guest when needed to help with the support of the apprenticeship program.

The LMC will be kept apprised of the project overall with opportunities for input along the way. Leveraging the experience and expertise of front line workers and Clinical Operations, this committee will provide input and guidance for the overall experience and success of both Apprentices and Mentors, including recruiting, marketing, selection, onboarding, training, and ongoing support. The LMC will have the opportunity to help to develop the criteria for selection of apprentices and mentors.

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At least one bargaining unit member of the JLMC may be given the opportunity to be on interview panels to provide input on selection of apprentices. Sound will make the final recommendation and approval of selected apprentices and notify the SEIU Multi-Employer Training Fund, and the Healthcare Apprenticeship Consortium JATC.

The number of available apprenticeship positions for the first apprenticeship cohort and future cohorts can be discussed in the JLMC.

The apprenticeship program will be discussed at least yearly and will take place at least three (3) months prior to the start date for the next Apprenticeship cohort. SEIU Healthcare Multi-employer Training Fund, SEIU Healthcare 1199NW, and Sound may work jointly on recruitment efforts for apprentices and mentors.

Apprentice Selection and Recruitment Process and Requirements

For the purpose of hiring, incumbent SEIU bargaining unit members, followed by all other incumbent Sound employees, will be considered prior to all others. While priority will be given to incumbent SEIU bargaining unit members and Sound employees overall, the apprenticeship program will be advertised both externally and internally. Seniority within the SEIU bargaining unit will be the determining factor when competence, skill and ability are equal.

Apprentice positions will be posted and applications accepted on Sound's system and Sound recruiters will lead recruitment efforts, involving stakeholders such as JLMC members or SEIU Delegates, in the interview process.

Apprentice Mentors

An Apprentice Mentor is an experienced worker in the job classification that the apprentice is learning, who volunteers and is selected to mentor Apprentices for the duration of the cohort. Apprentice Mentors are assigned the responsibility for mentoring Apprentices in their required competencies specified by the Apprenticeship Program. In no case would a worker who does not volunteer be mandatorily assigned a Mentor Role. An apprentice Mentor does not have supervisory authority as defined by the National Labor Relations Act

Apprentice Mentor Selection Process and Requirements

Sound and SEIU Healthcare 1199NW will meet as part of the LMC to discuss the selection of mentors. Best efforts will be made to recruit and select mentors prior to recruitment of apprentices to ensure appropriate placement slots for apprentices. Communications related to

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recruitment efforts of Apprentices and Mentors will occur simultaneously, and mentors will be recruited ongoing in order to mitigate backfill issues.

Apprentice Mentor Training

Mentors will be required to complete a training provided by the Healthcare Apprenticeship Consortium. Participation in this training will be considered time worked.

Apprentice Mentor Support

Support for mentors will be provided by Sound and the Multi-Employer Training Fund.

Apprentice Mentor to Apprentice Ratio

The ratio of Apprentices to Apprentice Mentors may not exceed 1:1.

Staffing to Support Apprentice Mentors

Sound is committed to support Mentors in completing their assigned work. Sound agrees to carve out time each week of no less than thirty (30) minutes per day, not to exceed sixty (60) minutes per day, to be allocated for 1:1 mentoring for the Apprentices by their assigned Apprentice Mentors. If the mentor is on vacation or sick leave, the supervisor/manager will be responsible for the support and assignment of the apprentice. The apprentice will not lose pay due to the absence of their mentor.

The LMC will monitor any issues that may arise with Mentors' ability to complete their daily workflow and make adjustments as needed to ensure appropriate time is allotted to this work.

Supervision Structure

Apprentices will report to **manager** assigned by **Sound** to the Apprenticeship Program.

While Apprentice Mentors will document and track completion of recognized competencies as determined by the JATC, they will not be responsible or liable for final sign off of competencies. Final sign off of competencies is a function of management.

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If an Apprentice Mentor is absent from work for any reason, Management shall be responsible for maintaining the Apprentice OTJ training during that time.

Apprentice Mentors will continue to report to their supervisor.

Completion of Program

Upon successful completion of the Apprenticeship Program, the Apprentice will convert into a full time vacant position for the position that they apprenticed for, Behavioral Health Tech (Residential Case Manager), Substance Use Disorder Professional, or Certified Peer Counselor. Every Apprentice who successfully completes the Apprenticeship Program will be placed in a regular full-time position at the Employer.

Sound will review vacancies at least 60 days prior to the completion of each cohort to identify available job openings, and survey apprentices regarding their preferences including site or programs and will notify the LMC. At least 50 days prior to the completion of the cohort, the Employer will freeze enough available job openings to ensure there are available positions for all Apprentices, with the intent of matching to their site or programmatic preferences.

To obtain a position, an Apprentice must select one or more positions that have been frozen for which the Apprentice is interested and apply for the position in the employer's employment system. The Apprentice shall participate in an informational interview with the hiring manager in order for both parties to meet and for the Apprentice to learn about the position. An Apprentice may apply for placement into a position in any site or program. Every apprentice shall have the opportunity to obtain an open position that has been frozen within the site or program in which they expressed interest. If there is not a frozen position available within their site or program of choice, the Apprentice will be placed in the closest position to their preferences. For those Apprentices that did not secure a position within the site or program as future vacancies become available, before the position is posted externally, the Apprentice will have a one (1) time first right of refusal.

The regular full-time team member will have access to their training fund to pay for any certification exams. Sound will pay for all required credentialing fees for the new regular full-time team member.

Service Commitment

Upon successful completion of the Apprenticeship Program, once Apprentices transition to positions at Sound, they will sign a Service Commitment to work at Sound for no less than two (2) additional years. The Employer may take into consideration emergent personal

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circumstances brought forward by the employee that disrupt the employee's ability to complete the service agreement.


Term of Agreement

The parties commit that this MOU shall remain in full force and effect through the expiration of the successor agreement to the current 2021-2023 collective bargaining agreement between the parties. This means that even if the 2021-2023 agreement expires while the parties are negotiating a successor agreement to the 2021-2023 agreement, this Apprenticeship MOU shall remain in full force and effect. The expiration date of this Apprenticeship MOU will be the same as that of the successor agreement to the 2021-2023 agreement.

Sound

SEIU HEALTHCARE 1199NW





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1/25/2023

Date

2/5/2023

Date

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