

Collective Bargaining Agreement

between

Cuyuna Regional Medical Center

and

Minnesota's Health Care Union

LOCAL 113

SEIU

Leading the Way

Effective
October 1, 2007
Through
September 30, 2010

MINNESOTA'S HEALTH CARE UNION
SEIU LOCAL 113
2007-2010

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**AGREEMENT BETWEEN CUYUNA REGIONAL MEDICAL CENTER
AND
MINNESOTA'S HEALTH CARE UNION SEIU LOCAL 113**

**ARTICLE I
RECOGNITION**

A. The Medical Center recognizes Minnesota's Health Care Union SEIU Local 113 as the sole and exclusive bargaining representative for all employees in the following three separate bargaining units.

1. All full-time and regular part-time employees working as Aides, Nursing Assistants, Janitors, Cooks, Ward Clerks and Supply Clerks, but excluding clerical employees of the Business Office and Medical Records Departments, technical employees, Registered Nurses, Supervisors and Guards.
2. All full-time and regular part-time technical employees including, but not limited to, technical employees working in the Laboratory, Respiratory Therapy, Physical Therapy and Radiology Departments, Licensed Practical Nurses, Engineers, Certified Occupational Therapy Assistants, Pharmacy Technicians and Accredited Records Technicians, but excluding Registered Nurses, Registered Physical Therapists, Supervisors and all other employees.
3. All full-time and regular part-time clerical employees working in the Business Office or Medical Records Departments, but excluding the Payroll Clerk, Bookkeeper, Supervisors and all other employees.

**ARTICLE II
MANAGEMENT RIGHTS**

Except as specifically limited by the express provisions of this Agreement, management of the Medical Center, including but not limited to the right to hire, layoff, promote, demote, transfer, discharge or discipline for just cause, require observance of reasonable rules and regulations, direct the working forces, and to determine the materials, means, and the type of service provided, shall be deemed the sole and exclusive functions of management.

**ARTICLE III
UNION REPRESENTATIVE ACCESS - BULLETIN BOARDS AVAILABLE**

A bulletin board near the time clocks shall be made available to the Union for the purpose of posting business notices. The Business Representative for the Union or his/her designate shall, after notifying the Medical Center Administrator or his/her designate, of his/her presence, have access at all reasonable times to such bulletin board and to other non-resident areas to discharge his/her duties as representative of the Union.

ARTICLE IV
PROBATIONARY PERIOD

New employees shall be classified as probationary employees during the first ninety (90) days of employment and during this probationary period they will have no seniority or right to employment and may be discharged or disciplined with or without just cause. The Medical Center, in its discretion, may extend the probationary period by an additional thirty (30) days for a total probationary period of one hundred twenty (120) days.

ARTICLE V
UNION SECURITY

A. All employees covered by this Agreement shall have the free and voluntary choice to become members of this Union or to refrain from becoming members of the Union. Any employee who is now or may hereafter become a member of the Union shall, during the life of the Agreement, remain a member of the Union in good standing as a condition of employment. "In good standing" for the purpose of this Agreement is defined to mean the payment of a standard initiation fee and standard regular retaining membership in the Union.

B. Employees covered by this Agreement who elect not to become Union members shall be required, as a condition of employment, beginning on the 60th day following the beginning of such employment, to pay the Union an enrollment fee and a monthly service charge toward the administration of this Agreement and the representation of such employee. The enrollment fee and monthly service charge shall not exceed the standard initiation fee and regular monthly union dues paid by employees who work the same number of hours and who have become Union members. The enrollment fee and monthly service charge shall be payable at the same time as the Union standard initiation fee and regular dues.

C. Upon written notice from the Union, the Medical Center and the Union shall meet and negotiate a dues deduction system. Deduction for dues or the appropriate service fee shall be made for such employee who executes a written authorization card authorizing such deduction. The terms of the card shall be agreed to between the Medical Center and the Union and shall be irrevocable for a period of not more than one (1) year or the expiration of the current Agreement, whichever comes first.

D. If a dispute occurs between the Union and an employee over the deduction of dues or service charges, or from any claims of an employee who is terminated for not remaining "in good standing" as defined above, the Union will hold the Medical Center harmless.

E. The Employer shall furnish the Union a list each pay period showing the names and addresses of new employees, their rate of pay and classification, their status as being either full-time, part-time under or part-time over, their social security number and their date of hire; as well as the names and dates of termination of employees terminated and the names and dates of employees on a leave of absence where the approved leave of absence is thirty (30) calendar days or more.

ARTICLE VI
EMPLOYEE DEFINITIONS

- A.** Full-time Employees: Employees who are regularly scheduled to work eighty (80) hours per pay period shall be classified as full-time employees.
- B.** Part-time Over Employees: Employees who are regularly scheduled to work forty (40) or more hours per pay period but less than eighty (80) shall be considered a part-time over employee.
- C.** Part-time Under Employees: Part-time under employees are employees who are regularly scheduled to work less than 40 hours a pay period.
- D.** Casual Employees: A casual employee is an employee who is not regularly scheduled (this means that a casual employee will not appear on the initial posted schedule as being assigned to a particular shift but would appear on any final work schedule posted for the next work period).
- E.** Student Employees: Any person pursuing a regular course of instructions in high school, shall be classified as a student employee. The regular hours of work of any employee covered by this Agreement shall not be reduced nor shall any employee be laid off for lack of work while any student is employed in the same classification. Students shall be considered supplementary employees over and above the regular work force. Students shall have a ninety (90) day grace period after leaving high school before they must terminate. Student employees will work no more than 7% of the total hours worked by bargaining unit employees per year. See new article XXXIV of this agreement.

ARTICLE VII
HOURS OF WORK AND OVERTIME

- A.** The normal work day shall consist of eight and one-half (8 1/2) hours, including an unpaid lunch period of thirty (30) minutes. Employees shall be allowed, without reduction in pay, one fifteen (15) minute rest period during each complete four (4) hour period worked.
- B.** The basic work period shall consist often (10) eight (8) hour days to be worked during a two week (14 day) period.
- C.** Employees will be paid at one and one half (1 1/2) times their regular hourly rate for hours worked in excess of eight (8) hours in one day, or eight (8) consecutive hours, or eighty (80) hours in a two week pay period, unless the time is subject to a higher premium payment. If an employee is called back to work within 30 minutes of leaving a scheduled shift, the hours worked will be considered continuous for the purpose of calculating overtime according to this provision. This does not apply to individuals who are on-call.
- D.** Holiday, sick and vacation pay to count as hours worked for the purpose of computing overtime.

- E.** Overtime shall be distributed as evenly as possible to all employees who are qualified to perform the duties required, irrespective of seniority.
- F.** Consistent with proper medical center management, the Medical Center will be reasonable in scheduling shift rotation.
- G.** Employees shall not be required to take time off in lieu of overtime except when an employee gives his/her permission to take time off in lieu of overtime accumulated during an entire payroll period. Time back for more than eight (8) hours in one day is not permissible. Permission will be in writing with a copy to the Union.
- H.** For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded or paid twice for the same hours worked.
- I.** There shall be no split shifts except in emergency situations unless the employee gives his/her permission to do so.
- J.** Except in emergency situations, there shall be no more than two (2) changes in the regular shift per pay period for any full-time employee working in a nursing service division.
- K.** Each employee, except in case of an emergency, shall have at least twelve (12) hours off between the end of one shift and the start of a new shift unless the employee gives his/her permission to have less than twelve (12) hours between shifts. Permission will be in writing with a copy to the Union.
- L.** Students will receive every third weekend off. They may waive this in writing, with a copy to the Union, in the event they desire to work a schedule with less weekends off.
- M.** For the purpose of determining hours of work, overtime and call pay, each job classification shall have an established twenty-four (24) hour work day with a specific beginning and ending time. The calendar date by which any twenty-four (24) hour work day is identified is the date on which the majority of hours are worked. The work day for individual classification shall be as follows: 7:00 A.M. to 6:59 A.M. for most job classifications in Unit 2 as well as the janitors. It is 11:00 P.M. to 10:59 P.M. for all other positions including LPNs. The twenty-four (24) hour day for Laboratory is 6:30 A.M. to 6:29 A.M.
- N.** Employees will not be scheduled for more than seven days in a row unless the employee agrees to waive this provision in writing.
- O.** If an employee is called back to the work station during the scheduled thirty (30) minute lunch period, the supervisor will schedule another thirty (30) minute lunch period during that shift. If this is not possible, this time will be compensated as hours worked subject to the overtime provision of this Agreement.

P. The Department supervisor shall prepare employee work schedules. The schedules shall cover two pay periods. Two weeks prior to the end of second pay period, a schedule for an additional pay period shall be posted. These schedules may be altered as needed according to staffing requirements. When an employee is notified of a work reduction less than one (1) hour prior to the beginning of the affected shift, he/she shall be eligible for two (2) hours of work. Notification shall be accomplished by calling the phone number the employee has given the Medical Center to be contacted about such schedule changes. Employees who are not available for notification shall not be eligible for this benefit.

Q. Employees who work a double shift will be eligible for a coupon for up to four dollars (\$4.00) at the cafeteria. A double shift is defined as working 6 1/2 hours past the end of a scheduled shift.

R. LPNs in the Care Center who desire to be considered for extra shifts beyond their scheduled shifts must make such requests known to the Medical Center during the first week after the schedule has been posted. The day the schedule is posted shall be counted as the first day of the seven (7) day period. After this initial seven (7) day sign up period, the Medical Center may fill the remaining holes in the schedule as it deems appropriate.

ARTICLE VIII
WAGES

A. The parties agree that the minimum wages for the classifications that are covered by this Agreement shall be adjusted as per Appendix A. The increase for the first year of the contract shall be 3.25% and it shall be effective with the pay period commencing closest to October 1 of 2007. Effective with the pay period commencing closest to October 1, 2008, there shall be a 3% increase. Effective with the pay period commencing closest to October 1, 2009, there shall be a 3% across-the-board increase.

B. Shift Differential

1. Employees who perform work during an evening shift will receive shift differential pay of \$.75 per hour. An evening shift is one which begins at 3:00 p.m. or later and ends at 7:00 a.m. or earlier.
2. If an employee's shift begins prior to 3:00 P.M., shift differential pay will be calculated as follows:

| | |
|--|---|
| Less than 4 hours past 3:00 PM. | Regular Pay |
| 4 hours, but less than 6 past 3:00 PM. | Shift differential for the hours worked and any fractional part thereof past 3:00 PM. |
| 6 or more hours past 3:00 pm | Shift differential for the entire shift. |

3. If a shift begins prior to 7:00 A.M. and more than four (4) hours are worked before 7:00 A.M. the shift differential will be paid for the entire shift.
4. Employees scheduled to regularly work an evening shift or a night shift will be eligible for shift differential pay during authorized vacation, holiday, and sick leave hours.
5. Employees that work alternate shifts will not be eligible for shift differential pay during vacation, holiday and sick leave hours.
6. Overtime premium will be based on the average rate of pay earned on regular hours during the pay period including shift differential.

C. Employees required to be on call (off premises) shall be paid at three dollars (\$3.00) per hour. If called to work, the employee will receive the minimum of one hour's pay at his/her regular rate of pay plus an appropriate premium pay.

D. The parties have agreed to the following differentials:

1. Employees who are trained and certified as Respiratory Therapy Technician and Paramedics may use those titles and shall then be eligible to receive the differential of \$1.75 per hour for this additional training and certification.
2. Employees assigned by the Medical Center to function as a TMA (Trained Medication Aide) shall receive a differential of fifty cents (\$.50) per hour for hours worked as a TMA effective with the pay period commencing closest to October 1, 2004. Effective with the pay period commencing closest to October 1, 2005, the differential shall be seventy-five cents (\$.75) per hour for hours worked as a TMA. Effective with the first pay period commencing closest to October 1, 2006, the differential shall be one dollar (\$1.00) per hour for hours worked as a TMA.
3. An employee employed as a Medical Secretary who is a graduate of an accredited Medical Secretary Program shall receive a differential of twenty-five cents (\$.25) per hour.
4. Employees in the Engineer classification who are selected by the Employer and complete the following training programs will receive an additional twenty-five cents (\$.25) per hour above their rate of pay once that employee has successfully completed the applicable training program:

Steris Corporation Amsco Eagle 3000 State 3 Steam & Century
Sterilizer Workshop

Mitel technical Training SX-2000 Light Moves, Adds, and Changes.

5. Pharmacy Technicians who achieve a certification which has been approved in advance by the Medical Center shall receive an additional fifty cents (\$.50) per hour above that employee's rate of pay once the employee has successfully completed all of the requirements for certification and has provided appropriate documentation supporting the achievement of this certification.

E. Employees required to report for work will be guaranteed at least four (4) hours pay except when they are called to work pursuant to paragraph C above, for emergency drills, or for inservice education. They may waive this in writing in the event they desire to work less than four hours. Employees who work for the Home Health Department of the Medical Center shall be exempt from this provision.

F. When the Medical Center calls an employee in to work, the Medical Center must notify the employee one (1) hour before the scheduled shift begins. If the Medical Center does not give this notification, the employee will be paid from the beginning of the shift. The maximum amount that would be paid for non-working time under this clause would be one (1) hour.

G. Should employees be required to attend inservice meetings, they shall be paid at the applicable rate. They shall not be entitled to a guaranteed number of hours under subsection E of this Article.

H. When an employee in Bargaining Unit #2 who has had prior experience in the Medical Center is employed, his/her experience and qualifications shall be evaluated at the time of employment and he/she shall be assigned such credit on the pay scales for prior experience as the Medical Center deems reasonable at that time.

When an individual with no prior experience at the Medical Center is hired but has had prior experience elsewhere, the individual may receive up to ten (10) years' credit applied to wage scales only.

I. An additional two dollars and thirty cents (\$2.30) per hour shall be paid for each full non-scheduled weekend shift that employees (that are regularly scheduled for alternate weekends) are requested to work when it exceeds the regular alternate weekends. The provisions of this bonus shall apply to the six consecutive shifts that occur on Saturday and Sunday beginning with the night shift that begins on Friday evening. If additional shifts are worked as a result of voluntarily exchanging hours, the weekend bonus payment shall not be paid. Authorization for the weekend bonus must be approved by the department supervisor or his/her designated assistant. Employees may waive this in writing, in the event they desire to work the weekend shift. Employees may withdraw this waiver prior to the posting of their work schedule. Employees who are regularly scheduled to work less than alternate weekends (but are scheduled on weekends) will receive one dollar and ten cents (\$1.10) per hour for bonus weekends.

J. 1. Employees transferring to a job classification with a lower wage scale within their own unit or to the other unit shall stay at the same yearly wage

increment step and shall retain hours earned for his/her last step increase and shall then move to the next step upon reaching the requisite number of hours.

2. Employees transferring to a job classification with a higher wage scale within their own unit or to the other unit shall be placed at the increment step of the new job that is closest but not less in wage to the wage held prior to the transfer and shall at the time of assuming the new position begin accruing hours for movement to the next step.
3. Employees in Unit #2 transferring to a different job classification within that unit (but not to Unit #1 or Unit #3) shall stay at the same yearly wage increment step.

K. When an employee has been scheduled to be on call and is responsible for call the entire twenty-four (24) hour period of the designated holiday (no scheduled hours of work), he/she shall be paid double the usual call pay rate for the hours on call.

L. If an employee who is on call is called in to work and arrives at work less than two hours from the beginning of such shift, he/she shall be paid from the beginning of the shift.

M. Lead Person – If the Medical Center establishes a Lead Person for any of the classifications listed in Units I and III as listed in this Agreement, the rate of pay for such Lead Person when performing in the Lead Person capacity will be one dollar (\$1.00) per hour above the rate of pay for the applicable classification. The decision as to whether a Lead Person classification will be utilized and the selection of who shall be Lead Person shall be within the sole discretion of the Medical Center. If the Medical Center determines that two candidates are equally the most qualified, the senior employee will be given priority.

N. If the Medical Center establishes a Coordinator for any of the classifications listed in Unit II as listed in this Agreement, the rate of pay for such Coordinator when performing in the Coordinator capacity will be one dollar and twenty-five cents (\$1.25) per hour above the rate of pay for the applicable classification. The decision as to whether a Coordinator classification will be utilized and who shall be selected as a Coordinator shall be within the sole discretion of the Medical Center. If the Medical Center determines that two candidates are equally the most qualified, the senior employee will be given priority.

ARTICLE IX **HOLIDAYS**

A. The Medical Center recognizes the following designated holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, and Christmas Day. Compensation for holidays is included in the Medical Center's Paid Time Off Plan and employees are paid for holidays from the PTO Plan. (See addendum).

B. Employees wishing to take a holiday in lieu of working on a designated holiday may submit a written request for such a day. All such requests must be made prior to the posting of the schedule following the same guidelines for requesting time off for vacations.

C. Based on staffing requirements, Christmas and New Year's holidays shall be rotated among the staff from year to year unless a different arrangement is mutually agreed to between the Employer and the Union. Should a modification to the Christmas and New Year's holiday scheduling rotation occur by mutual agreement, the Employer or the Union reserves the right to return to the rotation system described above should it determine that the revised system is no longer appropriate.

ARTICLE X **VACATIONS**

A. Compensation for vacation shall be included in the Medical Center's Paid Time Off Plan. (See addendum).

B. Employees shall submit a written schedule of anticipated vacation periods to their supervisors. Employees requesting vacation during the months of January, February & March shall submit their requests starting October 1, of the previous year. Employees requesting vacation during the remaining months shall submit their requests starting January 1, of that year. Vacations will be given on a first come first serve basis. If a conflict occurs, seniority will be used to determine which employee will receive vacation. A conflict occurs when two or more employees submit their schedule requests on the same day for the same time off.

C. The vacation request book shall be readily available to employees in all departments at all times.

ARTICLE XI **LEAVES OF ABSENCE**

A. The granting of any leave of absence will be discretionary with the Employer except as provided in this Article.

B. Disability Leave. If an employee has been employed by the Medical Center for at least twelve (12) months and has worked at least twelve hundred fifty (1,250) hours during the twelve (12) month period immediately preceding an employee's request for a disability leave an employee may be granted a leave, as set forth below, if he or she is suffering from a serious health condition that makes the employee unable to perform the functions of his or her job:

1. If the employee has been continuously employed for five (5) years or less the leave of absence shall be six (6) months.

2. If the employee has been continuously employed more than five (5) years through nine (9) years the leave of absence shall be nine (9) months.
3. If the employee has been continuously employed ten (10) years or longer the leave of absence shall be one (1) year.

An employee requesting a disability leave may be required by the Medical Center to provide information from his or her physician attesting to the serious health condition that necessitates a leave of absence. During the leave, the Employer at reasonable times may require information from the employee's physician on any matter pertaining to the employee's physical condition as it relates to work or availability to return to work. In addition, during the leave, the employee must notify the Union and the Employer of any change in address. The employee must advise the Employer at least two (2) weeks prior to his or her intended return to work. If a disability leave requiring an intermittent or reduced leave schedule is necessary, an employee may be required to transfer temporarily to an equivalent position which better accommodates recurring periods of absence or a part time schedule. An employee shall be required to use up to eighty (80) hours of paid time off during the leave. Any rights that an employer has under the Family and Medical Leave Act of 1993 shall be considered rights available to the Medical Center.

C. Military Leave. The Employer shall grant leaves of absence for military service by employees in compliance with the provisions of applicable federal law including the Veterans Re-employment Act. The terms of this provision shall not be subject to the grievance and arbitration provisions of this contract.

D. Birth of an Employee's Child or the Placement of a Child With the Employee for Adoption. Employees with twelve (12) months of continuous service and who have worked at least twelve hundred fifty (1,250) hours during the twelve (12) month period immediately preceding an employee's request for a leave, are eligible for a leave of absence of up to six (6) months for the purpose of newborn child care or newly adopted child care. Eligible employees must apply for this leave of absence at the time the need for it becomes known. An employee shall be required to use up to eighty (80) hours of paid time off during the leave. Any rights that an employer has under the Family and Medical Leave Act of 1993 shall be considered rights available to the Medical Center.

E. Foster Care Leave. If an employee has been employed by the Medical Center for at least twelve (12) months and has worked at least twelve hundred fifty (1,250) hours during the twelve (12) month period immediately preceding an employee's request to take a leave for foster care, that employee will be granted a leave of absence of up to twelve (12) weeks in a twelve (12) month period. If an employee and his/her spouse are both employed by the Medical Center, those employees are entitled to a total of twelve (12) weeks of leave rather than twelve (12) work weeks each for foster care leave. An employee shall be required to use up to eighty (80) hours of paid time off during a foster care leave. Any rights that an employer has under the Family and Medical Leave Act of 1993 shall be considered rights available to the Medical Center.

F. Leave to Care for the Employee's Child, Spouse, or Parent Who Has a Serious Health Condition. If an employee has been employed by the Medical Center for at least twelve (12) months and has worked at least twelve hundred fifty (1,250) hours during the twelve (12) month period immediately preceding an employee's request for a leave to care for the employee's child, spouse, or parent who has a serious health condition, that employee may take a leave of absence of up to twelve (12) weeks in a twelve (12) month period to care for the employee's child, spouse, or employee's parent who has a serious health condition as that term is defined in the Family and Medical Leave Act of 1993. An employee shall be required to use up to eighty (80) hours of paid time off during the leave. If such a leave requires an intermittent or reduced leave schedule, an employee may be required to transfer temporarily to an equivalent position which better accommodates recurring periods of absence of part-time schedule. Any rights that an Employer has under the Family and Medical Leave Act of 1993 shall be considered rights available to the Medical Center.

G. Return to Work and Benefit Accrual. Employees returning from a leave of absence as described in Sections B through F, shall be returned to their former position and status with the corresponding rate of pay for which the employee is qualified. Seniority for layoff purposes shall continue to accrue during the time that a person is actually on an authorized leave of absence. Employees who do not return to work within the time limits prescribed by the leave of absence shall be deemed to have voluntarily terminated their employment. Any request to return to work from a leave for birth of a child, adoption placement, or foster care prior to the date stated in the request shall be at the discretion of the employer.

H. Leave of absence for workers' compensation may be extended beyond one (1) year at the Medical Center's discretion.

I. Notification of Intent to Return to Work. At the time the employee takes a leave of absence, he or she shall advise the Medical Center as to the date of the return to work. If, during the course of a leave of absence, an employee determines that he or she needs more or less leave time, that employee shall immediately contact the Medical Center in order to discuss a revised return to work date.

J. Leave of absences identified in Sections B through F establish the maximum amount of leave time that an employee may take in a twelve (12) month period, and that twelve (12) months period shall be selected by the Medical Center in its discretion.

K. With respect to Leaves of Absences, the Medical Center may hire an employee to replace individuals on a leave of absence on a temporary basis. The temporary employee may be terminated by the Medical Center upon return to work by the regular employee. Such individuals, if terminated, shall not be considered on lay-off and shall have no recall rights. If, upon completion of the temporary assignment, the temporary employee immediately assumes a permanent position, prior to termination, the temporary employee's date of hire with the Medical Center shall be his/her date of hire as a temporary employee.

ARTICLE XII
SICK LEAVE

- A.** Compensation for time away from work because of an illness shall be included in the Medical Center's Paid Time Off Plan and Extended Illness Leave Plan. (See attached addendum).
- B.** The Medical Center may require reasonable evidence of personal illness and, in the case of any illness of seventy-two (72) hours or more, the Medical Center may require a physician's written approval for return to work.
- C.** An employee who is off work because of illness will receive pay for the number of hours he/she is usually scheduled to work.
- D.** To be eligible for Paid Time Off with pay, an employee must notify his/her department head or supervisor of illness or disability at least one (1) hour for day shift and three (3) hours for night and relief shift prior to the beginning of the work shift.

ARTICLE XIII
JURY DUTY

- A.** Employees who are required to serve as jurors will be granted time off for such jury duty. The employee will be paid the difference between jury pay and straight time earnings based on the hours scheduled on the day of the jury duty.
- B.** To qualify, for this, the employee shall submit written proof of the summons and submit those earnings from jury duty to the Medical Center.
- C.** If an employee is released from jury duty, he or she shall return to work if practicable.

ARTICLE XIV
FUNERAL LEAVE/MEMORIAL SERVICE

- A.** Full-time and part-time employees will be granted up to three (3) days off with pay due to a death in the immediate family; part-time employees shall be paid for the scheduled hours during the three (3) day period. The days off must be consecutive with one of the days being the day of the funeral or memorial service.
- B.** Immediate family shall mean spouse, parent, legal guardian, brother, sister, son or daughter, stepchildren, mother-in-law or father-in-law, or grandchild.
- C.** Full-time employees will be granted up to two (2) days off with pay due to a death of a grandparent. Part-time employees will be paid for scheduled hours during the two (2) day period. The days must be consecutive with one of the days being the day of the funeral or memorial service.

D. Employees may take up to five (5) additional calendar days without pay due to the death of the above stated family members.

E. Full-time and part-time employees shall be allowed to use one accrued and unused PTO day to attend the funeral or memorial service of the employee's brother-in-law, sister-in-law, son-in-law or daughter-in law if the employee is scheduled to work that day.

ARTICLE XV **SENIORITY**

A. Full-time / Part-time Lists: The Medical Center shall, within thirty (30) days of the execution of this Agreement, prepare a seniority list of all the full-time employees and a seniority list of all part-time employees covered by this Agreement specifying the seniority of each employee by classification. Such lists shall be placed upon and remain upon department bulletin boards, and copies thereof shall be furnished to the Union. Annually, or before May 1, of each year, such lists shall be revised and corrected and posted as required above. Within fifteen (15) days of posting, employees may file with the Employer written objections to such list or lists and a copy thereof shall be forwarded to the Union. Fifteen (15) days after receiving notification from employee, such lists shall become permanent unless objection, in writing, is given to the Medical Center by the Union within the prescribed time period.

B. Seniority order: Seniority shall be determined by length of service based on date of hire of each employee. Employees shall have seniority within their respective departments in the following order:

1. Full-time employees in the department
2. Part-time employees in the department (Casual employees shall have seniority only for job bidding purposes which would allow a casual employee to obtain a job over outside applicants only.)

C. Part-time employees changing status to full-time will start at the bottom of the full-time seniority list and receive a new department date. Full-time employees changing to part-time will go to the appropriate level on the part-time seniority list based, first on original date of hire in department and then on date of hire in the Medical Center. In the event that a full-time employee is involuntarily reduced to a part-time status, that employee shall be placed at the top of the part-time seniority list regardless of his or her department date of hire.

D. Students shall have seniority only within their department and classification. Students have a ninety (90) day grace period after leaving high school before they must terminate. During the ninety (90) day grace period students shall have preference for job vacancies in their department if the job vacancies are not filled by a regular full-time or part-time employee in that department.

E. Seniority by departments shall be supplemented by unit-wide seniority as hereinafter provided.

F. In the event the work force is reduced because of lack of work or for other good cause, the Medical Center shall give preference to departmental seniority in laying off and rehiring where qualifications for the available job are equal. In the event an employee who has been laid off subsequently takes a position in another department within the Medical Center, any seniority earned or hours worked in that department will not affect the seniority in the department from which he or she was laid off. If the employee qualifies for rehiring in the department he/she was laid off from, it is understood the employee must terminate the position in the new department and relinquish all seniority therein.

G. If any vacancy shall occur in an existing classification, such vacancy shall be posted on the bulletin board for four (4) days (posted before 8:00 a.m. and removed no earlier than 4:00 p.m.) and any employee may apply in writing for such vacancy during such four (4) day period. If a vacancy is posted over a weekend, that weekend counts as only one (1) day of the four (4) day posting period. Employees by classification in the department in which the vacancy occurs, if qualified, shall be given preference according to seniority in filling such vacancy. If no one in the classification in the department in which the vacancy occurs applies, or if such applicant is not qualified, then any qualified employee within the department in which the vacancy occurs who apply shall be given preference according to seniority in the bargaining unit. If no one in the department in which the vacancy occurs applies, or if such applicant is not qualified, then any qualified employee outside that department so applying shall be given preference according to seniority in the bargaining unit. The Employer, during such posting period, may assign temporarily any employee to such vacancy. An employee may not apply for a position in a new classification, as provided for above, if the employee has been subject to formal discipline (written warning or suspension) in the preceding six (6) months. The Medical Center reserves the right to conduct interviews of applicants for open positions.

H. Department seniority shall be given preference in all promotions in any department unless there is no qualified applicant in the department in which event unit-wide seniority shall be given preference if there are qualified employee applicants outside the department.

I. There shall be no break in seniority during the period of a leave of absence, provided the employee on leave is returned to work.

J. In the event of a voluntary quit and subsequent rehire, seniority shall date from the date of the most recent hire.

K. Change in Hours within Existing Job Classification.

1. No employee shall be eligible to bid on a job vacancy which would have the effect of increasing the employee's scheduled hours until she/he has

worked in his/her existing job classification for a minimum of sixty (60) calendar days.

2. No employee shall be eligible to bid on a job vacancy which would have the effect of decreasing the employee's scheduled hours until she/he has worked in his/her existing job classification for a minimum of one hundred eighty (180) calendar days.

L. Change in Job Classification. No employee shall be eligible to bid on a new job classification until he/she has worked in his/her existing job for a minimum of one hundred eighty (180) calendar days.

ARTICLE XVI

TERMINATION OF EMPLOYMENT AND CHANGE TO CASUAL STATUS

A. The Employer shall not discharge or suspend any employee without just cause. A written notice of any discharge or suspension shall be given to the employee and a copy thereof shall be sent to the Union.

B. Non-technical employees must give the Medical-Center three (3) weeks written notice of termination of employment. Clerical employees, technical employees and Licensed Practical Nurses must give four (4) weeks written notice of voluntary termination of employment. Inadequate notification will result in loss of up to a maximum of 80 hours of accumulated benefits unless there is a mutual agreement between the Medical Center and the employee to the contrary.

C. In the event it becomes necessary to layoff employees, the Medical Center will give notice of layoff to the employee equal to the notice of termination required of the employee under Paragraph B of this Article.

D. The Medical Center reserves the right, in its discretion, to refuse to allow an employee to go from a regularly scheduled position to a casual status.

ARTICLE XVII

GRIEVANCE PROCEDURE

A. Any dispute relating to the interpretation of or adherence to the terms and provisions of this Agreement shall be handled as follows:

Step 1: The employee shall discuss the grievance with his/her immediate supervisor.

Step 2: If the grievance is not resolved in Step 1, it shall be submitted in writing to the Medical Center, shall specify in detail the alleged violation of the contract, and shall be received by the Assistant Administrator, or in his absence the Administrator, no later than fifteen (15) calendar days following the date of the occurrence. Grievances relating to compensation shall be timely if received by the Medical Center no later than fifteen (15)

calendar days following the date of receipt of the check by the employee. Following receipt of the written grievance by the Medical Center, representatives of the Medical Center and the Union shall meet in an attempt to resolve the grievance. Subsequent to the meeting between the representative of the Medical Center and the Union, the Medical Center shall present a written answer to the grievance within fifteen (15) calendar days from the date of the Step 2 grievance meeting.

Step 3: In case no settlement can be arrived at between the parties in Step 1 or 2 above, the matter in dispute may be submitted to the Bureau of Mediation and Conciliation Service for resolution if both parties mutually agree. The utilization of Step 3 does not prevent either party from utilizing the arbitration procedure in Step 4.

Step 4: If the grievance is not resolved in Step 2, either party may refer the matter to arbitration. Any demand for arbitration shall be in writing and must be received by the other party within seven (7) calendar days following the receipt of the written answer to the grievance. The Medical Center and the Union shall attempt to agree on a neutral arbitrator who shall hear and determine the dispute. If no agreement is reached, the arbitrator shall be selected from the list of nine (9) neutral arbitrators to be submitted to the parties by the Federal Mediation Services.

The authority of the arbitrator shall be limited to making an award relating to the interpretation or adherence to the written provisions of this Agreement and the arbitrator shall have no authority to add to, subtract from or modify in any manner the terms and provisions of this Agreement. The award of the arbitrator shall be confined to the issues raised in the written grievance and the arbitrator shall have no power to decide any other issues. The award of the arbitrator shall be final and binding upon the Union, the Medical Center and the employees.

The award of the arbitrator shall be made within thirty (30) calendar days following the close of the hearing. The fees and expenses of the neutral arbitrator shall be divided equally between the Medical Center and the Union.

The time limitations set forth herein relating to the time for filing a grievance and the demand for arbitration shall be mandatory. Failure to follow such time limitations shall result in the grievance being permanently barred, waived and forfeited and shall not be submitted to arbitration.

Nothing contained in this collective bargaining agreement shall be construed to impair any of the rights of the Employer, the Union, or the employees under any of the applicable state or federal laws.

ARTICLE XVIII
HEALTH INSURANCE

A. The Medical Center shall provide to eligible employees covered by this contract the health insurance plan or plans that are made available, from time to time, to non-contract employees of the Medical Center.

B. The premium structure shall be as follows:

1. Full-time: For employees who select family coverage the Medical Center will contribute what it contributes in dollars at any given time towards the single subscriber contribution plus an additional two hundred dollars (\$200). For example, if the full premium for single coverage was five hundred dollars (\$500) and the Medical Center was paying eighty percent (80%) of that (\$400) the employee selecting family coverage would have that four hundred dollars (\$400) plus an additional two hundred dollars (\$200) for a total of six hundred dollars (\$600) applied by the Medical Center as its share of the family cost.
2. Eligible Part-time.
 - a. The Medical Center will pay eighty percent (80%) of the single subscriber premium then in effect; and
 - b. For eligible part-time employees who wish family coverage, they will receive in dollars eighty percent (80%) of the single subscriber premium plus two hundred dollars (\$200). The example used above for full-time employees would apply equally with respect to an eligible part-time employee who would have dollars credited towards the family premium for health insurance coverage.

C. Eligible employees who desire either single or family coverage will be expected to pay the difference between the full premium and what the Medical Center will be paying as set forth above.

D. The Medical Center reserves the right to adopt an additional health plan or plans in addition to the plan that it designates as the base plan in connection with plans offered to non-contract employees. The Medical Center shall have the right to establish and subsequently modify, from time to time, the design of that plan or plans that are offered in addition to the base plan. The Medical Center may also establish the premium structure and subsequently modify same from time to time for the plan or plans that are offered in addition to the base plan. The Medical Center reserves the right to unilaterally discontinue any or all of these additional plans offered above and beyond the base plan.

ARTICLE XIX
DISABILITY INSURANCE

The Medical Center will provide full-time employees with disability insurance under its current plan during the term of this Contract.

ARTICLE XX
PENSION

During the continuance of this contract, the Medical Center will continue to provide pension benefits for all eligible full-time employees.

- A. Full-time employees of age 21 or more will be eligible if they have worked for twelve (12) months prior to the enrollment date.
- B. Participating employees must work 1000 hours in any year to receive the benefit.
- C. The employee contribution will be 3% of gross wages, the Employer contribution will be 4% of gross wages.
- D. There will be a six (6) year vesting schedule as follows:

| | | | | | |
|--------|--------|--------|--------|--------|--------|
| 1 Year | 2 Year | 3 Year | 4 Year | 5 Year | 6 Year |
| 16.67% | 33.33% | 50% | 66.67% | 83.33% | 100% |

Any forfeiture based on the vesting schedule will return to the Medical Center to reduce their pension expense.

ARTICLE XXI
NONDISCRIMINATION

The Medical Center agrees that there shall be no discrimination shown to any employee in the practice of employment because of race, religion, color, creed, sex, national origin, marital status or union activity or membership.

ARTICLE XXII
NO LOSS OF BENEFITS

Where wages, hours and other conditions specifically covered by this Agreement are lower than those now received by an individual employee, such employee shall not have such conditions reduced by the execution of this Agreement.

ARTICLE XXIII

This Agreement incorporates the entire understanding of the parties and supersedes any existing agreements, practices or understanding of any kind.

ARTICLE XXIV
UNIFORM

Any employee, as determined by the Medical Center, required to wear a uniform shall receive a uniform as furnished by the Medical Center. In situations where the Medical Center is furnishing the required uniforms, the uniform will consist of a basic top, smock or polo shirt or a full uniform of top and bottom. The number of uniforms to be furnished each calendar year shall be:

Full-time Employee – 5

Part-time Employee – 4

Casual Employee - 1

The employee will have the option to exchange one set of uniforms for a lab coat if appropriate to the department. If the Medical Center is not able to provide a particular size uniform to an employee, that employee may make a written request to his/her supervisor and must receive written approval from the supervisor to order the uniform and will then be reimbursed the approved cost.

ARTICLE XXV
LIFE INSURANCE

A. The Medical Center will provide term life insurance on the following basis to eligible employees after completion of the probationary period:

Full-time employees \$10,000

Part-time employees
(over forty (40) hours
per payroll period) \$5,000

B. Part-time employees working less than forty (40) hours per two (2) week payroll period are not eligible for life insurance benefits.

ARTICLE XXVI
DENTAL INSURANCE

A. The Medical Center will pay the cost of the premium of single coverage for full-time employees.

B. Full-time employees shall be covered after completing a six (6) month waiting period.

ARTICLE XXVII
VOLUNTARY TIME OFF

When an employee volunteers to take time off because of low census either prior to the beginning of a scheduled shift or during a scheduled shift, he or she will receive credit for regular hours of work toward eligibility for an accumulation of contractually provided benefits.

ARTICLE XXVIII
COPE DEDUCTIONS

COPE - The Employer agrees to deduct and transmit to SEIU Local 113, COPE, an amount per pay period, from the wages of those employees who voluntarily authorized such contributions on the forms provided for that purpose by SEIU Local 113. These transmittals shall occur for each payroll period and shall be accompanied by a list of the names of those employees for whom such deductions have been made and the amount deducted for each such employee.

If a dispute occurs between the Union and/or Medical Center and any employee over the terms and provisions of this Article, the Union will hold the Medical Center harmless from any claim arising out of such dispute.

ARTICLE XXIX
LEAVE WITHOUT PAY

Depending on staffing requirements the Medical Center may grant permission to use up to twenty four (24) Leave Without Pay hours per calendar year. Sixteen (16) of those hours must involve incidents of special need that have been approved by the Department Supervisor. Incidents of special need are important personal needs that cannot be met outside the normal work day. Up to eight (8) of the total Leave Without Pay hours per calendar year may be used for any reason with prior supervisory approval. Leave Without Pay hours will not affect employment status.

ARTICLE XXX
EMPLOYEE APPRAISAL

Employees will be informed of any documentation of poor performance or disciplinary action prior to placement of such in his/her personnel file.

ARTICLE XXXI
DEFERRED COMPENSATION

Employees may enter the Medical Center Deferred Compensation Plan according to the provisions of the Plan.

ARTICLE XXXII
PAID TIME OFF (PTO)

A. Employees will participate in the Medical Center PTO Plan according to the provisions of the plan. (See attached description.)

B. Employees in the status of part-time under shall be allowed to earn PTO based on vacation and sick accrual. Holiday accrual will not be included. However, part-time under employees will receive a bonus of \$2.00 per hour for every hour they work on a designated holiday. (See Article IX, paragraph A.)

ARTICLE XXXIII
WORK SITE LOCATION

Cuyuna Regional Medical Center currently has a number of satellite work locations separated geographically from the Medical Center's main campus where employees may be assigned to work, and we anticipate that there may be additional satellite locations in the future. Normally, when an employee is hired, he or she will be told where the employee's principal work location will be. However, employees may be assigned to work at different geographic locations based on the needs of the Medical Center. Where an employee is assigned to work at a geographic location different from his or her principal work location, the employee will receive mileage reimbursement at the IRS rate per mile which shall be the smaller of:

1. the shortest distance between the employee's principal place of work and the new geographic work location, or
2. the shortest distance between the employee's home and the new geographic work location.

ARTICLE XXXIV
HIGH SCHOOL STUDENT STATUS

A. Rate of pay will be the starting wage noted in each job classification in the contract.

B. The employment status is similar to the PT under union status. Students may be scheduled as many hours as feasible up to full time and will be scheduled 2 out of 3 weekends.

C. The following benefits will apply:

PTO will be accrued at the part-time under rate.

Holiday Pay: Earn an additional \$2.00 per hour for hours worked on designated holidays.

Shift Differential: Shift differential will be paid during an evening shift at the rate established in the union contract.

Weekend Bonus: When employee works 2 of 3 weekends, bonus will be paid on the 3rd weekend.

Overtime: Employees will be paid at time and one half their regular hourly rate for hours worked in excess of eight hours in one day, or eighty hours in a two week pay period.

Uniforms: 3 uniforms per year will be furnished.

Funeral Leave: Will be available at the part time rate established in the union contract.

Career Path Sampler: Each student will be eligible for 3 days paid time to observe the work in participating departments. This must be requested by the student and approved by the department he/she works, in, as well as the department offering the observation opportunity.

- D.** In order to participate in this program, the person must be enrolled in a high school level education program until the calculated date of graduation. If the student drops out of high school, the student position is ended. The employee then has the opportunity to apply for an adult position. There are no guarantees that an adult position will be available. No extension of seniority exists from the student status.
- E.** The existing rules of the Bargaining Agreement apply, when the usual graduation date is reached and the student wishes to continue as an adult employee.
- F.** If a student misses a scheduled weekend, the Medical Center has the option of rescheduling this shift.

ARTICLE XXXV **CASUAL EMPLOYEES**

The following terms and conditions will be applicable to employees who are employed in a casual status at the Medical Center:

- A.** Casual employees will be required to work sixteen (16) hours per month and these hours must be picked up from available hours. This requirement will not be enforced if the Medical Center does not have hours available.
- B.** Casual employees are required to call into their department to pick up their hours each month. The time to call in is to be established within each department and the hours will be assigned on a first come-first served basis.
- C.** If the casual employee is absent from the shift that he or she picked up, that employee must make up the hours within two (2) weeks of the absence. This obligation is contingent on the Medical Center having hours available to pick up.

D. Exclusion: College students shall not be required to meet the sixteen (16) hour requirement during the school year.

E. Casual employees will be provided one (1) uniform per year (for positions where uniforms are provided).

F. The Medical Center will reserve the right to schedule casual employees for mandatory orientation session or additional mandatory training at the discretion of the Medical Center.

G. Casual employees will hold seniority described in Article XV(B). Also, if a casual employee is advanced to a regularly scheduled position that employee would receive a new department date of hire at that time.

H. The Medical Center reserves the right to discontinue the employment relationship at any time that it deems appropriate and the provisions of Article XVI(A) shall not be applicable.

**ARTICLE XXXVI
DURATION AND RENEWAL**

Except as otherwise set forth in this Agreement, it shall be in effect from October 1, 2007 through September 30, 2010. This Agreement shall continue in full force and effect from year to year thereafter unless written notice of a desire to change, modify or terminate the Agreement is given by either party at least ninety (90) days prior to the expiration of this Agreement.

CUYUNA REGIONAL MEDICAL CENTER

Dated: _____

By _____

Its _____

**MINNESOTA'S HEALTH CARE UNION
LOCAL 113**

Dated: _____

By _____

Its _____

LOCAL 113 NEGOTIATING COMMITTEE

By _____ Date _____

By _____ Date _____

By _____ Date _____

By _____ Date _____

By _____ Date _____

By _____ Date _____

By _____ Date _____

By _____ Date _____

By _____ Date _____

**ADDENDUM
PAID TIME OFF (PTO)
LOCAL 113 CONTRACT**

Introduction:

Paid Time Off (PTO) is a program designed to better recognize the individual needs of employees for time away from work. It is intended to give employees more control over compensated time off and reward employees for attendance. PTO combines the traditional vacation, holiday and sick programs. PTO also includes a program called the Extended Illness Leave Plan (EILP).

Eligibility:

Employees are eligible to accrue PTO and EILP hours based on rates that are appropriate according to their status, regular hours worked and longevity. PTO and EILP hours are earned from the start of employment but may not be paid until after completion of the probationary period.

How PTO is Earned, Accumulated and Used:

1. An employee will earn PTO benefits on regular hours worked.
2. PTO is an accumulation of vacation, designated holiday, floating holiday and sick leave benefits. (See the attached charts to see how this relates to different employee categories).
3. If an employee is required to work on a holiday he/she may choose not to take a holiday at that time and save this benefit for a future date. The medical center recognizes the following holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Christmas Day, and a floating holiday. If the Medical Center requires a classification in a department to be staffed seven (7) days a week, in that case, the holiday shall be the actual holiday. In situations where the Medical Center determines that a classification in a department does not have to be staffed seven (7) days a week, the holiday will be recognized on the nearest week day. For example, if the holiday falls on a Sunday, it will be recognized on Monday.
4. An employee may request cash payments from his/her PTO account. See PTO Cash Out Policy – PE-001.
5. A full-time employee must use 100 hours of PTO each year. Part-time participants must use 50 hours of PTO each year.
6. An employee may allow the PTO account to accrue to a maximum of 760 hours.

7. An employee may transfer PTO to another employee. Employees may donate hours to co-workers who are out due to their own illness or a family member's illness. Family members are defined as spouse, parent, legal guardian, brother, sister, son or daughter, stepchildren, mother-in-law or father-in-law.
8. The amount of available PTO will be reported on each employee's paycheck stub. PTO is accrued during the probationary period, however is not available until after completion of probation.
9. An employee must use PTO hours for the first two days of an illness. Thereafter, the Extended Illness Leave Plan will be used.
10. An employee will request and report time off for PTO according to the practice set forth in each department.
11. When an employee leaves employment with adequate notice all existing PTO benefits will be paid to the employee in accordance with Article XVI of the Union Contract. Inadequate notice will result in loss of up to a maximum of 80 hours of accumulated benefits.
12. A part-time under employee will earn an additional \$2.00/hr. for hours worked on designated holidays.
13. PTO pay may be paid to an employee before he/she leaves for vacation if so requested at least two (2) weeks in advance.
14. No employee will be paid PTO for hours in excess of PTO accrued.

How the Extended Illness Leave Plan is Earned, Accumulated and Used:

1. The Extended Illness Leave Plan is structured to function as a short term disability plan.
2. The EILP will accrue at a rate of 6 days per year for full-time employees. It will be prorated for part-time employees.
3. The EILP will be capped at 320 hours for full-time employees and at 240 hours for part-time employees. When capped, no further accrual will occur.
4. The EILP may not be used until after an employee has missed the 2nd consecutive day as the result of an illness, the first two days of an illness must be paid from the employees PTO account.

5. A full-time employee who has not used any EILP during a calendar year will be awarded as wellness incentive another day of PTO. This will be as prorated for part-time employees.
6. If an employee has used all accrued EILP, he/she may use PTO for the illness.
7. An employee may contact his/her supervisor to determine the amount of accrued hours in the EILP.
8. No employee will be paid from the EILP for hours in excess of EILP earned.

**BENEFIT CHART FOR
LOCAL 113**

| Employee Profile | | Paid Time Off & Extended Illness Leave Plan | | |
|-------------------------------|------------------|--|--------------------------|---------------------------|
| STATUS | LONGEVITY | PTO | WELLNESS | EILP |
| Full-time | 0 - 4.99 years | 22 days/yr. | 1 day/yr. | 6 days/yr. |
| | 5 - 9.99 years | 27 days/yr. | 1 day/yr. | 6 days/yr. |
| | 10 years or more | 33 days/yr. | 1 day/yr. | 6 days/yr. |
| | 15 years | 34 days/yr. | 1 day/yr. | 6 days/yr. |
| | 20 years | 36 days/yr. | 1 day/yr. | 6 days/yr. |
| Part-time Over 40 | 0 - 4.99 years | Prorated on 21 days/yr. | Prorated on 1 day/yr. | Prorated on 6 days/yr. |
| | 5 - 9.99 years | Prorated on 26 days/yr. | Prorated on 1 day/yr. | Prorated on 6 days/yr. |
| | 10 years | Prorated on 30 days/yr. | Prorated on 1 day/yr. | Prorated on 6 days/yr. |
| | 15 years | Prorated on 31 days/yr. | Prorated on 1 day/yr. | Prorated on 6 day/yr. |
| | 20 years | Prorated on 33 days/yr. | Prorated on 1 day/yr. | Prorated on 6 day/yr. |
| Part-time Under 40 | 0 - 4.99 years | Prorated on 14 days/yr. | Prorated on 1 day/yr. | Prorated on 6 days/yr. |
| | 5 - 9.99 years | Prorated on 19 days/yr. | Prorated on 1 day/yr. | Prorated on 6 days/yr. |
| | 10 years | Prorated on 22 days/yr. | Prorated on 1 day/yr. | Prorated on 6 days/yr. |
| | 15 years | Prorated on 23 days/yr. | Prorated on 1 day/yr. | Prorated on 6 day/yr. |
| | 20 years | Prorated on 25 days/yr. | Prorated on 1 day/yr. | Prorated on 6 day/yr. |

(Part-time employees will receive a \$2.00/hr. holiday differential under PTO.)

NOTE: Longevity rates are calculated by calendar year.

Appendix A

Pay Grade Scale

Effective with the pay period commencing closest to October 1, 2007

| UNIT I | Start (hours) | 1st YR 2080 | 2nd YR 4160 | 3 rd YR 6240 | 4th YR 8320 | 5th YR 10400 | 6th YR 12480 | 7th YR 14560 | 10th YR 20800 | 12th YR 24960 | 15th YR 31200 | 18th YR 37440 | 20th YR 41600 |
|----------------|---------------|-------------|-------------|-------------------------|-------------|--------------|--------------|--------------|---------------|---------------|---------------|---------------|---------------|
| Grade 1 | \$10.72 | \$11.04 | \$11.36 | \$11.69 | \$12.01 | \$12.31 | \$12.54 | \$12.78 | \$13.06 | \$13.32 | \$13.46 | \$13.61 | \$13.75 |
| Grade 2 | \$10.88 | \$11.19 | \$11.51 | \$11.83 | \$12.16 | \$12.46 | \$12.71 | \$12.97 | \$13.25 | \$13.52 | \$13.63 | \$13.77 | \$13.91 |
| Grade 3 | \$11.10 | \$11.42 | \$11.75 | \$12.07 | \$12.40 | \$12.69 | \$12.95 | \$13.19 | \$13.47 | \$13.74 | \$13.87 | \$14.03 | \$14.17 |
| Grade 4 | \$11.25 | \$11.74 | \$12.24 | \$12.71 | \$13.21 | \$13.48 | \$13.76 | \$13.98 | \$14.26 | \$14.55 | \$14.70 | \$14.87 | \$15.02 |
| Grade 5 | \$11.95 | \$12.33 | \$12.58 | \$12.93 | \$13.25 | \$13.53 | \$13.78 | \$14.03 | \$14.29 | \$14.58 | \$14.74 | \$14.90 | \$15.05 |
| Grade 6 | \$12.37 | \$12.72 | \$13.10 | \$13.45 | \$13.83 | \$14.15 | \$14.43 | \$14.72 | \$15.02 | \$15.32 | \$15.48 | \$15.61 | \$15.77 |
| Grade 7 | \$13.42 | \$13.74 | \$14.08 | \$14.40 | \$14.72 | \$15.01 | \$15.26 | \$15.52 | \$15.76 | \$16.08 | \$16.26 | \$16.43 | \$16.59 |
| Grade 8 | \$13.45 | \$13.74 | \$14.03 | \$14.29 | \$14.58 | \$14.88 | \$15.45 | \$16.01 | \$16.58 | \$16.91 | \$17.49 | \$18.03 | \$18.21 |

Grade 1
Housekeeping Aide
Laundry Aide
Dietary Aide
Care Provider - Level 1
Homemaker

Grade 2
Rehabilitation Aide
Radiology Aide
Radiology Clerk
Care Provider, Level II
Activities Aide
Hospital Nursing Assistant
Switchboard/Receptionist
Receptionist/File Clerk
Surgery Aide
General Clerical Float
Pharmacy Clerk

Grade 3
Home Health Aide
Housing Aide
Nursing Assistant/Registered – Hospital

Grade 4
Ward Secretary
Critical Care Clerk
Pharmacy Assistant
Central Supply Aide
ED Clerk
Materials Management Assistant
Phlebotomist
Respiratory Care Assistant I
Radiology Secretary
Surgery Secretary
Rehabilitation Secretary
Activities Coordinator
MIMIS Secretary
Critical Care Unit Assistant

Grade 5
Cook

Grade 6
Nursing Assistant/Registered - Long Term Care

Grade 7
Janitor

Grade 8
Buyer

Appendix A

Pay Grade Scale

Effective with the pay period commencing closest to October 1, 2007

| UNIT II | Start (hours) | 1st YR 2080 | 2nd YR 4160 | 3rd YR 6240 | 4th YR 8320 | 5th YR 10400 | 6th YR 12480 | 7th YR 14560 | 10th YR 20800 | 12th YR 24960 | 15th YR 31200 | 18th YR 37440 | 20th YR 41600 |
|----------|---------------|-------------|-------------|-------------|-------------|--------------|--------------|--------------|---------------|---------------|---------------|---------------|---------------|
| Grade 1 | \$12.06 | \$12.58 | \$13.09 | \$13.61 | \$14.12 | \$14.48 | \$14.89 | \$15.23 | \$15.63 | \$15.94 | \$16.22 | \$16.49 | \$16.65 |
| Grade 2 | \$13.20 | \$13.67 | \$14.15 | \$14.64 | \$15.13 | \$15.40 | \$15.68 | \$15.93 | \$16.21 | \$16.53 | \$16.69 | \$16.87 | \$17.04 |
| Grade 3 | \$13.39 | \$13.92 | \$14.42 | \$14.93 | \$15.45 | \$15.83 | \$16.22 | \$16.57 | \$16.96 | \$17.30 | \$17.58 | \$17.86 | \$18.04 |
| Grade 4 | \$13.92 | \$14.41 | \$14.90 | \$15.38 | \$15.90 | \$16.40 | \$16.89 | \$17.15 | \$17.44 | \$17.80 | \$17.97 | \$18.13 | \$18.31 |
| Grade 5 | \$14.96 | \$15.44 | \$15.93 | \$16.39 | \$16.89 | \$17.35 | \$17.84 | \$18.09 | \$19.25 | \$19.63 | \$19.84 | \$20.05 | \$20.25 |
| Grade 6 | \$15.03 | \$15.59 | \$16.18 | \$16.78 | \$17.43 | \$18.11 | \$18.87 | \$19.45 | \$20.20 | \$20.61 | \$21.41 | \$22.25 | \$22.47 |
| Grade 7 | \$15.18 | \$15.64 | \$16.15 | \$16.62 | \$17.11 | \$17.59 | \$18.09 | \$18.32 | \$18.59 | \$18.96 | \$19.14 | \$19.33 | \$19.52 |
| Grade 8 | \$15.63 | \$16.10 | \$16.59 | \$17.06 | \$17.53 | \$18.45 | \$19.07 | \$19.47 | \$20.01 | \$20.41 | \$20.92 | \$21.43 | \$21.64 |
| Grade 9 | \$16.31 | \$17.15 | \$17.97 | \$18.80 | \$19.62 | \$20.45 | \$21.01 | \$21.56 | \$22.65 | \$23.10 | \$23.69 | \$24.25 | \$24.49 |
| Grade 10 | \$16.79 | \$17.36 | \$17.84 | \$18.57 | \$19.20 | \$19.99 | \$20.69 | \$21.15 | \$21.69 | \$22.12 | \$22.49 | \$22.88 | \$23.11 |
| Grade 11 | \$16.94 | \$17.40 | \$17.88 | \$18.36 | \$18.84 | \$19.91 | \$20.41 | \$20.65 | \$20.92 | \$21.33 | \$21.54 | \$21.74 | \$21.96 |
| Grade 12 | \$19.81 | \$20.83 | \$21.83 | \$22.83 | \$23.85 | \$24.85 | \$25.52 | \$26.20 | \$28.29 | \$28.85 | \$29.86 | \$30.90 | \$31.21 |
| Grade 13 | \$20.10 | \$20.84 | \$21.61 | \$22.37 | \$23.23 | \$24.85 | \$25.85 | \$26.74 | \$27.77 | \$28.33 | \$29.35 | \$30.41 | \$30.71 |
| Grade 14 | \$21.04 | \$22.04 | \$23.06 | \$24.07 | \$25.08 | \$26.09 | \$26.75 | \$27.42 | \$29.52 | \$30.12 | \$31.13 | \$32.16 | \$32.48 |

Grade 1 Medical Transcriptionist-Level 1

Grade 8 PTA, COTA

Grade 2 Hospital Pharmacy Technician
Retail Pharmacy Technician
Collections Specialist

Grade 9 Surgery Technician

Grade 10 Respiratory Care Assistant II

Grade 3 Medical Transcriptionist-Level 2

Grade 11 Medical Lab Technician

Grade 4 Coding Specialist

Grade 12 Radiologic Technologist I

Grade 5 LPN

Grade 13 Medical Technologist

Grade 6 Registered Health Information Technician

Grade 14 Radiologic Technologist II

Grade 7 Engineer

*** X-Ray Operator: \$1.00 less per hour than Rad. Tech 1 (Grade 12)**

Appendix A

Pay Grade Scale

Effective with the pay period commencing closest to October 1, 2007

| UNIT III | Start (hours) | 1st YR 2080 | 2nd YR 4160 | 3rd YR 6240 | 4th YR 8320 | 5th YR 10400 | 6th YR 12480 | 7th YR 14560 | 10th YR 20800 | 12th YR 24960 | 15th YR 31200 | 18th YR 37440 | 20th YR 41600 |
|-----------------|--------------------------|------------------------|------------------------|------------------------|------------------------|-------------------------|------------------------------------|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Grade 1 | \$11.25 | \$11.74 | \$12.24 | \$12.71 | \$13.21 | \$13.48 | \$13.76 | \$13.98 | \$14.26 | \$14.55 | \$14.70 | \$14.87 | \$15.02 |
| Grade 2 | \$11.59 | \$12.09 | \$12.63 | \$13.12 | \$13.64 | \$14.01 | \$14.41 | \$14.75 | \$15.16 | \$15.47 | \$15.72 | \$16.00 | \$16.16 |

Grade 1 Admitting Clerk

Grade 2 Medical Secretary
Billing Clerk
EDP Clerk

Appendix A

Pay Grade Scale

Effective with the pay period commencing closest to October 1, 2008

| UNIT I | Start (hours) | 1st YR 2080 | 2nd YR 4160 | 3rd YR 6240 | 4th YR 8320 | 5th YR 10400 | 6 th YR 12480 | 7th YR 14560 | 10th YR 20800 | 12th YR 24960 | 15th YR 31200 | 18th YR 37440 | 20th YR 41600 |
|----------------|---------------|-------------|-------------|-------------|-------------|--------------|--------------------------|--------------|---------------|---------------|---------------|---------------|---------------|
| Grade 1 | \$11.04 | \$11.37 | \$11.70 | \$12.04 | \$12.37 | \$12.68 | \$12.92 | \$13.16 | \$13.45 | \$13.72 | \$13.86 | \$14.02 | \$14.16 |
| Grade 2 | \$11.21 | \$11.53 | \$11.86 | \$12.18 | \$12.52 | \$12.83 | \$13.09 | \$13.36 | \$13.65 | \$13.93 | \$14.04 | \$14.18 | \$14.32 |
| Grade 3 | \$11.43 | \$11.76 | \$12.10 | \$12.43 | \$12.77 | \$13.07 | \$13.34 | \$13.59 | \$13.87 | \$14.15 | \$14.29 | \$14.45 | \$14.59 |
| Grade 4 | \$11.59 | \$12.09 | \$12.61 | \$13.09 | \$13.61 | \$13.88 | \$14.17 | \$14.40 | \$14.69 | \$14.99 | \$15.14 | \$15.32 | \$15.47 |
| Grade 5 | \$12.31 | \$12.70 | \$12.96 | \$13.32 | \$13.65 | \$13.94 | \$14.19 | \$14.45 | \$14.72 | \$15.02 | \$15.18 | \$15.35 | \$15.50 |
| Grade 6 | \$12.74 | \$13.10 | \$13.49 | \$13.85 | \$14.24 | \$14.57 | \$14.86 | \$15.16 | \$15.47 | \$15.78 | \$15.94 | \$16.08 | \$16.24 |
| Grade 7 | \$13.82 | \$14.15 | \$14.50 | \$14.83 | \$15.16 | \$15.46 | \$15.72 | \$15.99 | \$16.23 | \$16.56 | \$16.75 | \$16.92 | \$17.09 |
| Grade 8 | \$13.85 | \$14.15 | \$14.45 | \$14.72 | \$15.02 | \$15.33 | \$15.91 | \$16.49 | \$17.08 | \$17.42 | \$18.01 | \$18.57 | \$18.76 |

Grade 1 Housekeeping Aide
Laundry Aide
Dietary Aide
Care Provider - Level 1
Homemaker

Grade 2 Rehabilitation Aide
Radiology Aide
Radiology Clerk
Care Provider, Level II
Activities Aide
Hospital Nursing Assistant
Switchboard/Receptionist
Receptionist/File Clerk
Surgery Aide
General Clerical Float
Pharmacy Clerk

Grade 3 Home Health Aide
Housing Aide
Nursing Assistant/Registered – Hospital

Grade 4 Ward Secretary
Critical Care Clerk
Pharmacy Assistant
Central Supply Aide
ED Clerk
Materials Management Assistant
Phlebotomist
Respiratory Care Assistant I
Radiology Secretary
Surgery Secretary
Rehabilitation Secretary
Activities Coordinator
MIMIS Secretary
Critical Care Unit Assistant

Grade 5 Cook

Grade 6 Nursing Assistant/Registered - Long Term Care

Grade 7 Janitor

Grade 8 Buyer

Appendix A

Pay Grade Scale

Effective with the pay period commencing closest to October 1, 2008

| UNIT II | Start (hours) | 1st YR 2080 | 2nd YR 4160 | 3rd YR 6240 | 4th YR 8320 | 5th YR 10400 | 6th YR 12480 | 7th YR 14560 | 10th YR 20800 | 12th YR 24960 | 15th YR 31200 | 18th YR 37440 | 20th YR 41600 |
|----------|---------------|-------------|-------------|-------------|-------------|--------------|--------------|--------------|---------------|---------------|---------------|---------------|---------------|
| Grade 1 | \$12.42 | \$12.96 | \$13.48 | \$14.02 | \$14.54 | \$14.91 | \$15.34 | \$15.69 | \$16.10 | \$16.42 | \$16.71 | \$16.98 | \$17.15 |
| Grade 2 | \$13.60 | \$14.08 | \$14.57 | \$15.08 | \$15.58 | \$15.86 | \$16.15 | \$16.41 | \$16.70 | \$17.03 | \$17.19 | \$17.38 | \$17.55 |
| Grade 3 | \$13.79 | \$14.34 | \$14.85 | \$15.38 | \$15.91 | \$16.30 | \$16.71 | \$17.07 | \$17.47 | \$17.82 | \$18.11 | \$18.40 | \$18.58 |
| Grade 4 | \$14.34 | \$14.84 | \$15.35 | \$15.84 | \$16.38 | \$16.89 | \$17.40 | \$17.66 | \$17.96 | \$18.33 | \$18.51 | \$18.67 | \$18.86 |
| Grade 5 | \$15.41 | \$15.90 | \$16.41 | \$16.88 | \$17.40 | \$17.87 | \$18.38 | \$18.63 | \$19.83 | \$20.22 | \$20.44 | \$20.65 | \$20.86 |
| Grade 6 | \$15.48 | \$16.06 | \$16.67 | \$17.28 | \$17.95 | \$18.65 | \$19.44 | \$20.03 | \$20.81 | \$21.23 | \$22.05 | \$22.92 | \$23.15 |
| Grade 7 | \$15.64 | \$16.11 | \$16.63 | \$17.12 | \$17.62 | \$18.12 | \$18.63 | \$18.87 | \$19.15 | \$19.53 | \$19.71 | \$19.91 | \$20.11 |
| Grade 8 | \$16.10 | \$16.58 | \$17.09 | \$17.57 | \$18.06 | \$19.00 | \$19.64 | \$20.05 | \$20.61 | \$21.02 | \$21.55 | \$22.07 | \$22.29 |
| Grade 9 | \$16.80 | \$17.66 | \$18.51 | \$19.36 | \$20.21 | \$21.06 | \$21.64 | \$22.21 | \$23.33 | \$23.79 | \$24.40 | \$24.98 | \$25.23 |
| Grade 10 | \$17.29 | \$17.88 | \$18.38 | \$19.13 | \$19.78 | \$20.59 | \$21.31 | \$21.78 | \$22.34 | \$22.78 | \$23.16 | \$23.57 | \$23.81 |
| Grade 11 | \$17.45 | \$17.92 | \$18.42 | \$18.91 | \$19.41 | \$20.51 | \$21.02 | \$21.27 | \$21.55 | \$21.97 | \$22.19 | \$22.39 | \$22.61 |
| Grade 12 | \$20.40 | \$21.45 | \$22.48 | \$23.51 | \$24.57 | \$25.60 | \$26.29 | \$26.99 | \$29.14 | \$29.72 | \$30.76 | \$31.83 | \$32.15 |
| Grade 13 | \$20.70 | \$21.47 | \$22.26 | \$23.04 | \$23.93 | \$25.60 | \$26.63 | \$27.54 | \$28.60 | \$29.18 | \$30.23 | \$31.32 | \$31.63 |
| Grade 14 | \$21.67 | \$22.70 | \$23.75 | \$24.79 | \$25.83 | \$26.87 | \$27.55 | \$28.24 | \$30.41 | \$31.02 | \$32.06 | \$33.12 | \$33.45 |

Grade 1 Medical Transcriptionist-Level 1

Grade 2 Hospital Pharmacy Technician
Retail Pharmacy Technician
Collections Specialist

Grade 3 Medical Transcriptionist-Level 2

Grade 4 Coding Specialist

Grade 5 LPN

Grade 6 Registered Health Information Technician

Grade 7 Engineer

Grade 8 PTA, COTA

Grade 9 Surgery Technician

Grade 10 Respiratory Care Assistant II

Grade 11 Medical Lab Technician

Grade 12 Radiologic Technologist I

Grade 13 Medical Technologist

Grade 14 Radiologic Technologist II

*** X-Ray Operator: \$1.00 less per hour than Rad. Tech 1 (Grade 12)**

Appendix A

Pay Grade Scale

Effective with the pay period commencing closest to October 1, 2008

| UNIT III | Start (hours) | 1st YR 2080 | 2nd YR 4160 | 3rd YR 6240 | 4th YR 8320 | 5th YR 10400 | 6th YR 12480 | 7th YR 14560 | 10th YR 20800 | 12th YR 24960 | 15th YR 31200 | 18th YR 37440 | 20th YR 41600 |
|-----------------|--------------------------|------------------------|------------------------|------------------------|------------------------|-------------------------|-------------------------|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Grade 1 | \$11.59 | \$12.09 | \$12.61 | \$13.09 | \$13.61 | \$13.88 | \$14.17 | \$14.40 | \$14.69 | \$14.99 | \$15.14 | \$15.32 | \$15.47 |
| Grade 2 | \$11.94 | \$12.45 | \$13.01 | \$13.51 | \$14.05 | \$14.43 | \$14.84 | \$15.19 | \$15.61 | \$15.93 | \$16.19 | \$16.48 | \$16.64 |

Grade 1 Admitting Clerk

Grade 2 Medical Secretary
Billing Clerk
EDP Clerk

Appendix A

Pay Grade Scale

Effective with the pay period commencing closest to October 1, 2009

| UNIT I | Start (hours) | 1st YR 2080 | 2nd YR 4160 | 3rd YR 6240 | 4th YR 8320 | 5th YR 10400 | 6th YR 12480 | 7th YR 14560 | 10th YR 20800 | 12th YR 24960 | 15th YR 31200 | 18th YR 37440 | 20th YR 41600 |
|----------------|---------------|-------------|-------------|-------------|-------------|--------------|--------------|--------------|---------------|---------------|---------------|---------------|---------------|
| Grade 1 | \$11.37 | \$11.71 | \$12.05 | \$12.40 | \$12.74 | \$13.06 | \$13.31 | \$13.55 | \$13.85 | \$14.13 | \$14.28 | \$14.44 | \$14.58 |
| Grade 2 | \$11.55 | \$11.88 | \$12.22 | \$12.55 | \$12.90 | \$13.21 | \$13.48 | \$13.76 | \$14.06 | \$14.35 | \$14.46 | \$14.61 | \$14.76 |
| Grade 3 | \$11.77 | \$12.11 | \$12.46 | \$12.80 | \$13.15 | \$13.46 | \$13.74 | \$14.00 | \$14.29 | \$14.57 | \$14.72 | \$14.88 | \$15.03 |
| Grade 4 | \$11.94 | \$12.45 | \$12.99 | \$13.48 | \$14.02 | \$14.30 | \$14.60 | \$14.83 | \$15.13 | \$15.44 | \$15.59 | \$15.78 | \$15.94 |
| Grade 5 | \$12.68 | \$13.08 | \$13.35 | \$13.72 | \$14.06 | \$14.36 | \$14.62 | \$14.88 | \$15.16 | \$15.47 | \$15.64 | \$15.81 | \$15.97 |
| Grade 6 | \$13.12 | \$13.49 | \$13.89 | \$14.27 | \$14.67 | \$15.01 | \$15.31 | \$15.61 | \$15.93 | \$16.25 | \$16.42 | \$16.56 | \$16.73 |
| Grade 7 | \$14.23 | \$14.57 | \$14.94 | \$15.27 | \$15.61 | \$15.92 | \$16.19 | \$16.47 | \$16.72 | \$17.06 | \$17.25 | \$17.43 | \$17.60 |
| Grade 8 | \$14.27 | \$14.57 | \$14.88 | \$15.16 | \$15.47 | \$15.79 | \$16.39 | \$16.98 | \$17.59 | \$17.94 | \$18.55 | \$19.13 | \$19.32 |

Grade 1
Housekeeping Aide
Laundry Aide
Dietary Aide
Care Provider - Level 1
Homemaker

Grade 2
Rehabilitation Aide
Radiology Aide
Radiology Clerk
Care Provider, Level II
Activities Aide
Hospital Nursing Assistant
Switchboard/Receptionist
Receptionist/File Clerk
Surgery Aide
General Clerical Float
Pharmacy Clerk

Grade 3
Home Health Aide
Housing Aide
Nursing Assistant/Registered – Hospital

Grade 4
Ward Secretary
Critical Care Clerk
Pharmacy Assistant
Central Supply Aide
ED Clerk
Materials Management Assistant
Phlebotomist
Respiratory Care Assistant I
Radiology Secretary
Surgery Secretary
Rehabilitation Secretary
Activities Coordinator
MIMIS Secretary
Critical Care Unit Assistant

Grade 5
Cook

Grade 6
Nursing Assistant/Registered - Long Term Care

Grade 7
Janitor

Grade 8
Buyer

Appendix A

Pay Grade Scale

Effective with the pay period commencing closest to October 1, 2009

| UNIT II | Start (hours) | 1st YR 2080 | 2nd YR 4160 | 3rd YR 6240 | 4th YR 8320 | 5th YR 10400 | 6th YR 12480 | 7th YR 14560 | 10th YR 20800 | 12th YR 24960 | 15th YR 31200 | 18th YR 37440 | 20th YR 41600 |
|----------|---------------|-------------|-------------|-------------|-------------|--------------|--------------|--------------|---------------|---------------|---------------|---------------|---------------|
| Grade 1 | \$12.79 | \$13.35 | \$13.88 | \$14.44 | \$14.98 | \$15.36 | \$15.80 | \$16.16 | \$16.58 | \$16.91 | \$17.21 | \$17.49 | \$17.66 |
| Grade 2 | \$14.01 | \$14.50 | \$15.01 | \$15.53 | \$16.05 | \$16.34 | \$16.63 | \$16.90 | \$17.20 | \$17.54 | \$17.71 | \$17.90 | \$18.08 |
| Grade 3 | \$14.20 | \$14.77 | \$15.30 | \$15.84 | \$16.39 | \$16.79 | \$17.21 | \$17.58 | \$17.99 | \$18.35 | \$18.65 | \$18.95 | \$19.14 |
| Grade 4 | \$14.77 | \$15.29 | \$15.81 | \$16.32 | \$16.87 | \$17.40 | \$17.92 | \$18.19 | \$18.50 | \$18.88 | \$19.07 | \$19.23 | \$19.42 |
| Grade 5 | \$15.87 | \$16.38 | \$16.90 | \$17.39 | \$17.92 | \$18.41 | \$18.93 | \$19.19 | \$20.42 | \$20.83 | \$21.05 | \$21.27 | \$21.48 |
| Grade 6 | \$15.94 | \$16.54 | \$17.17 | \$17.80 | \$18.49 | \$19.21 | \$20.02 | \$20.63 | \$21.43 | \$21.87 | \$22.71 | \$23.61 | \$23.85 |
| Grade 7 | \$16.11 | \$16.59 | \$17.13 | \$17.63 | \$18.15 | \$18.66 | \$19.19 | \$19.44 | \$19.72 | \$20.12 | \$20.30 | \$20.51 | \$20.72 |
| Grade 8 | \$16.58 | \$17.08 | \$17.60 | \$18.10 | \$18.60 | \$19.57 | \$20.23 | \$20.65 | \$21.23 | \$21.65 | \$22.20 | \$22.73 | \$22.96 |
| Grade 9 | \$17.30 | \$18.19 | \$19.07 | \$19.94 | \$20.82 | \$21.69 | \$22.29 | \$22.88 | \$24.03 | \$24.50 | \$25.13 | \$25.73 | \$25.99 |
| Grade 10 | \$17.81 | \$18.42 | \$18.93 | \$19.70 | \$20.37 | \$21.21 | \$21.95 | \$22.43 | \$23.01 | \$23.46 | \$23.85 | \$24.28 | \$24.52 |
| Grade 11 | \$17.97 | \$18.46 | \$18.97 | \$19.48 | \$19.99 | \$21.13 | \$21.65 | \$21.91 | \$22.20 | \$22.63 | \$22.86 | \$23.06 | \$23.29 |
| Grade 12 | \$21.01 | \$22.09 | \$23.15 | \$24.22 | \$25.31 | \$26.37 | \$27.08 | \$27.80 | \$30.01 | \$30.61 | \$31.68 | \$32.78 | \$33.11 |
| Grade 13 | \$21.32 | \$22.11 | \$22.93 | \$23.73 | \$24.65 | \$26.37 | \$27.43 | \$28.37 | \$29.46 | \$30.06 | \$31.14 | \$32.26 | \$32.58 |
| Grade 14 | \$22.32 | \$23.38 | \$24.46 | \$25.53 | \$26.60 | \$27.68 | \$28.38 | \$29.09 | \$31.32 | \$31.95 | \$33.02 | \$34.11 | \$34.45 |

Grade 1 Medical Transcriptionist-Level 1

Grade 2 Hospital Pharmacy Technician
Retail Pharmacy Technician
Collections Specialist

Grade 3 Medical Transcriptionist-Level 2

Grade 4 Coding Specialist

Grade 5 LPN

Grade 6 Registered Health Information Technician

Grade 7 Engineer

Grade 8 PTA, COTA

Grade 9 Surgery Technician

Grade 10 Respiratory Care Assistant II

Grade 11 Medical Lab Technician

Grade 12 Radiologic Technologist I

Grade 13 Medical Technologist

Grade 14 Radiologic Technologist II

*** X-Ray Operator: \$1.00 less per hour than Rad. Tech 1 (Grade 12)**

Appendix A

Pay Grade Scale

Effective with the pay period commencing closest to October 1, 2009

| UNIT III | Start (hours) | 1st YR 2080 | 2nd YR 4160 | 3rd YR 6240 | 4th YR 8320 | 5th YR 10400 | 6th YR 12480 | 7th YR 14560 | 10th YR 20800 | 12th YR 24960 | 15th YR 31200 | 18th YR 37440 | 20th YR 41600 |
|-----------------|--------------------------|------------------------|------------------------|------------------------|------------------------|-------------------------|-------------------------|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Grade 1 | \$11.94 | \$12.45 | \$12.99 | \$13.48 | \$14.02 | \$14.30 | \$14.60 | \$14.83 | \$15.13 | \$15.44 | \$15.59 | \$15.78 | \$15.94 |
| Grade 2 | \$12.30 | \$12.82 | \$13.40 | \$13.92 | \$14.47 | \$14.86 | \$15.29 | \$15.65 | \$16.08 | \$16.41 | \$16.68 | \$16.97 | \$17.14 |

Grade 1 Admitting Clerk

Grade 2 Medical Secretary
Billing Clerk
EDP Clerk

**LETTER OF UNDERSTANDING REGARDING
FLEXIBLE SCHEDULING FOR 113 EMPLOYEES**

It is the agreement of the parties below that following guidelines will be allowed for flexible scheduling.

The Medical Center and an individual employee may agree upon a pattern of work schedule providing for work in excess of eight hours per day. This schedule shall be referred as flexible scheduling. Flexible schedules shall be subject to the following conditions:

- A. Flexible scheduling of days in excess of eight hours shall be offered to those employees who volunteer to work these schedules. The Medical Center reserves the right to initiate or discontinue flexible schedules at their discretion upon giving the employee eight weeks notice. The Medical Center shall retain written documentation that the employee has agreed to a flexible work schedule. The employee may transfer from the flexible schedule pattern to another position which is available and for which he/she is eligible for by qualification and seniority. The employee may also revoke his/her election to go to flexible scheduling by giving the Medical Center eight weeks notice.
- B. The basic work week for flexible scheduling will be forty (40) hours per week. Any hours in excess of forty (40) hours per week will be paid at time and one half (1 1/2). The week shall begin on each Monday at the start of the twenty-four hour day that has been established for the employee's position.
- C. Shift Differential shall be paid according to the existing contract language.
- D. PTO will be paid based on the scheduled hours worked.
- E. Other accrued benefits will be accrued at the rate that is proportionate to the hours worked.
- F. Holiday Pay will be paid from PTO based on the numbers of hours scheduled.

MINNESOTA HEALTH CARE UNION

CUYUNA REGIONAL MEDICAL CENTER

BY: _____

BY: _____

DATE: _____

DATE: _____

**LETTER OF UNDERSTANDING
REGARDING CODING DIFFERENTIAL**

May 23, 2006

Ed Wigg
SEIU Local 113
675 Stinson Boulevard
Suite 200
Minneapolis, MN 55413

RE: Letter of understanding on differential for coding duties

Dear Mr. Wigg:

As I communicated to you on my email of May 3, 2006, and as I discussed with Stacy Nelson, we are adjusting the Transcription II job description to reflect a differential for coding work assigned and completed by individuals in Transcription II who are cross-trained in coding. When the Transcription II employees have been assigned and perform these additional duties, they will receive a \$.25 per hour differential. This work will be assigned by the HIS manager on an as-needed basis. This is intended to add a step before sending the coding overflow work to an outside contract agency.

If you have any questions, please let me know. Thank you.

Sincerely,

Rebecca A. Thiesfeld
Director of Human Resources