Collective Bargaining Agreement

between

Cuyuna Regional Medical Center

and

SEIU Healthcare Minnesota

Effective
October 1, 2019
Through
September 30, 2022
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# SEIU HEALTHCARE MINNESOTA
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AGREEMENT BETWEEN CUYUNA REGIONAL MEDICAL CENTER
AND
SEIU HEALTHCARE MINNESOTA

ARTICLE 1
RECOGNITION

A. The Medical Center recognizes SEIU Healthcare Minnesota 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, Environmental Services Aides, Environment Service Techs, 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 2
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 3
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. In the event construction or remodeling affects the location of any Union bulletin board locations, the parties will mutually agree on a new location for the bulletin board. The Union Representative for the Union or his/her designee shall, after notifying the Chief Human Resources Officer or his/her designee of his/her presence,
have access at all reasonable times to such bulletin board and to other non-resident, non-patient care areas to discharge his/her duties as representatives of the Union.

**ARTICLE 4**

**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 5**

**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 standard regular dues each pay period.

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 a per pay period service charge toward the administration of this Agreement and the representation of such employee. The per pay period service charge shall not exceed the regular per pay period union dues paid by employees who work the same number of hours and who have become Union members. The per pay period service charge shall be payable at the same time as the 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: (1) the names and addresses of new bargaining unit employees, their rate of pay and classification, their status as being either full-time, part-time under or part-time over, their employee ID number and their date of hire; (2) the names and dates of termination of bargaining unit employees who have terminated; (3) the names and dates of employees on a leave of absence where the approved leave of absence is thirty (30) calendar days or more; and (4)
the names, gross wages, and the amount of dues deducted for each bargaining unit members.

F. It is agreed that employees may express authorization of dues or cope deductions by submitting written authorization of dues deductions by submitting written authorizations or through federally authorized electronic methods such as online deductions authorization or voice authorization or other electronic methods allowed under controlling federal or state law. The Union shall provide the Employer with written notification of the names of those who have authorized deductions, including a copy of the employee's authorization form.

ARTICLE 6
EMPLOYEE DEFINITIONS

All employees shall be given an FTE upon hire, indicating the number of hours the employee has committed to work each pay period and that the employer has agreed to provide.

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).

ARTICLE 7
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 of ten (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. Extra hours shall be offered to all employees, after the schedule is posted. The original schedule will indicate known holes in the schedule. Employees will be given the opportunity to make known (via email or an availability list) their interest in working extra hours and will be scheduled for any additional non-overtime hours. For the first 5 days after the schedule is posted, overtime will be offered as follows, from those indicating availability:

1) Non-overtime, most-senior employee in the job classification.
2) Overtime, most-senior employee in the job classification.
3) Non-overtime, most senior qualified employee outside of a job classification.
4) Overtime, most senior qualified employee outside of a job classification

After 5 days, any remaining holes will be filled on a first come first served basis, from among the qualified employees, irrespective of seniority. The Medical Center reserves the right to not approve additional hours.

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) scheduled shift 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. The parties agree, however, that the ambulance schedule does not require a 12-hour break between shifts.
L. 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.

M. Employees will not be scheduled for more than seven days in a row unless the employee agrees to waive this provision in writing.

N. 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.

O. The Department supervisor shall be responsible for employee work schedules. The schedules shall cover at least two pay periods. At least 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.

P. Employees who work a double shift will be eligible for a coupon for up to six dollars ($6.00) or the daily special at Cornerstone, Heartwood, or the employee cafeteria. A double shift is defined as working 6 1/2 hours past the end of a scheduled shift.

Q. 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.

R. There shall be two types of flexible work schedules that may be established pursuant to the terms of this collective bargaining agreement and they are as follows:

1. The Medical Center and an individual employee may agree upon a work schedule providing for work in excess of eight (8) hours per day.
   a. Flexible scheduling of days in excess of eight (8) hours shall be offered to those employees who volunteer to work these schedules.
b. The Medical Center reserves the right to continue the flex scheduling pattern until such reasonable time as the department is staffed appropriately (to include, but not limited to qualified and oriented) with no additional costs incurred such as overtime to accommodate the schedule change.

2. When a group of employees, together with the Medical Center wishes to adopt a pattern of work schedules in excess of eight (8) hours per day, it shall be voted on by impacted employees in that department. If the majority of those voting vote in favor, the new schedule shall be implemented.

a. Once these patterns and schedules are established:

   (i) The Medical Center may revoke this schedule.

   (ii) Employees may elect to terminate the flexible schedule arrangement by a majority vote of those voting who vote in favor of terminating the flexible schedule.

b. In either case, the Medical Center reserves the right to continue the flexible scheduling pattern until such reasonable time as the department is staffed appropriately (to include, but not limited to qualified and oriented) with no additional costs incurred such as overtime to accommodate the schedule change.

3. Both of the scheduling options noted in paragraphs 1 and 2 above shall be referred to as flexible scheduling. Flexible schedules shall be subject to the following additions:

a. 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. The week shall begin on each Monday at the start of the twenty-four (24) hour day that has been established for the employee's position.

b. Shift differential shall be paid according to the existing contract language.

c. PTO will be paid based on the scheduled hours worked.

d. Other accrued benefits will be accrued at the rate that is proportionate to the hours worked.

e. Holiday pay will be paid from PTO based on the number of hours scheduled.

f. Costs to the Medical Center will not be increased.
This provision excludes any areas which are designated as a forty (40) hour overtime position.

S. Clinic Staff (NA, LPN, CMA, secretarial staff and any other clinic position now or established in the future) shall accumulate overtime based on a 40 hour work week. And this shall be an exception to Article 7(C).

T. In the event that the Medical Center determines that there is a staffing shortage in an area, the Medical Center may offer shift bonuses to meet its patient care needs. The Medical Center will provide the Union with notice of the eligibility requirements and amounts of any of these bonuses.

ARTICLE 8
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. In the first year of the contract there shall be a two percent (2%) across-the-board increase which shall be effective with the first full pay period commencing closest to October 1, 2019. Effective with the first full pay period commencing closest to October 1, 2020, there shall be a two percent (2%) across-the-board increase. Effective with the first full pay period commencing closest to October 1, 2021, there shall be a two percent (2%) 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:

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<td>4 hours, but less than 6 past 3:00 PM.</td>
<td>Shift differential for the hours worked and any fractional part thereof past 3:00 PM.</td>
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<tr>
<td>6 or more hours past 3:00 pm</td>
<td>Shift differential for the entire shift.</td>
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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. Effective on the first full pay period after April 1, 2020, employees receiving the evening shift differential will be eligible to receive an additional $.25 (for
a total of $1.00) for hours worked during a single shift between 11:00 p.m. and 7:00 a.m.

5. 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.

6. Employees that work alternate shifts will not be eligible for shift differential pay during vacation, holiday and sick leave hours.

7. Overtime premium will be based on the average rate of pay earned on regular hours during the pay period including shift differential.

C. On Call Pay

1. Effective on the first full pay period after April 1, 2020, Employees required to be on-call (off premises) shall be paid at four dollars and seventy-five cents ($4.75) per hour. If called to work, the employee will receive the minimum of one (1) hour’s pay at his/her regular rate of pay plus any appropriate premium pay.

2. Effective on the first full pay period after April 1, 2020, Surgical employees (i.e., Rad Techs, Surg Techs, & CS Techs) required to be on-call (off premises) shall be paid at seven dollars and twenty-five cents ($7.25) per hour. Surgical employees will receive one and one-half (1½) times the employee’s hourly rate of pay for callbacks from on-call status that causes the employee to return to work after the OR department’s regular schedule ends and to the beginning of the OR department’s regular schedule start time. This premium will only be paid after the employee has clocked out and is in on-call status and this premium will not be pyramided with overtime.

3. Effective on the first full pay period after April 1, 2020, ambulance employees (i.e., EMTs, Paramedics) required to be on-call (off premises) shall be paid at four dollars and seventy-five cents ($4.75) per hour. Call pay will be increased to seven dollars and twenty-five cents ($7.25) per hour for any period when the ambulance employee is required to have a 5-minute response time.

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. Effective on the first full pay period after April 1, 2020, employees assigned by the Medical Center to function as a TMA (Trained Medication Aide) shall
receive a differential of one dollar and twenty-five cents ($1.25) per hour for hours worked as a TMA while administering medications.

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. Effective on the first full pay period after April 1, 2020, employees in the Engineer classification who are selected by the Employer and complete the following training programs will receive an additional twenty-five cents ($.50) per hour above their rate of pay once that employee has successfully completed the applicable training program:

- HVAC EPA card
- Electrician license

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.

6. With the advance approval of the Medical Center, when a Switchboard or Receptionist in Financial Services is trained, scheduled and assigned time or shifts as an Admitting Clerk, that employee shall receive an additional twenty-five cents ($.25) per hour above the employee’s regular rate of pay for time worked as an Admitting Clerk.

7. EVS employees who are trained and certified with CHEST certification shall receive a shift differential of 50 cents ($.50) per hour for hours worked. Classes will be offered when class size is 6 employees or more and classes will be held at the discretion of the EVS Director. The decision to hold classes will be made on staffing levels and availability of the EVS Director to hold classes. The opportunity for CHEST certification will be offered at least once per calendar year.

8. Effective on the first full pay period after April 1, 2020, CS Techs that receive a CRCST certification from [IAHCSMM or accredited CRCST program] will receive an additional one dollar ($1.00) per hour.

9. Effective on the first full pay period after April 1, 2020, Surg Techs who receive a Surgical Technologist certification from the [NBSTSA or other accredited certification program] will receive an additional two dollar ($2.00) per hour.
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. Effective November 1, 2016, when an individual is hired that person’s prior experience and qualifications shall be evaluated at the time of employment and he/she shall be assigned such credit on the pay scale for prior experience as the Medical Center deems reasonable at the time.

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. Leads

1. Defined: Leads are bargaining unit employees who are regularly assigned additional duties under the supervision and direction of a manager, which may include, but are not limited to the following:

- Direct and check the work of others.
- Participate in the orientation and/or training of employees and provide feedback to management.
- Coordinate the workflow among employees within the work area.
- Provide technical or functional direction and support to employees.
- Inform management on operational needs of the department.
- Assist with the creation of work schedules.
- Approve requests for time off, schedule changes, or additional hours/overtime and determine sick call replacement, according to a jointly pre-approved process, in the absence of a supervisor or manager.

Leads do not serve as supervisors and therefore do not handle formal coaching of staff, corrective action, and/or performance evaluations.

Besides these duties, leads participate in the regular work of their classification within the department.

2. If the Medical Center establishes a Lead Person for any of the classifications 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. Coordinators

1. Defined: Coordinators are bargaining unit employees who, like leads, are regularly assigned additional duties under the supervision and direction of a
manager. The duties of a coordinator may include, but is not limited to the Lead Duties identified above, but may also include, separately or in addition, the coordination of a program or service under the direction of leadership.

2. If the Medical Center establishes a Coordinator for any of the classifications 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 9
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. An employee shall receive time and one-half his/her straight time regular rate of pay for hours actually worked on the holiday (i.e., hours between 0000 and 2359 military time). Employees are eligible for one floating holiday (paid at time and one-half his/her straight time regular rate of pay) for hours actually worked on: (i) Christmas Eve or New Year's Eve from 1400 to 2359 military time or (ii) on Easter from 0000 to 2359. There shall be no duplication or pyramiding of rates of pay in any situation, whether it involves overtime, any other form of premium pay, or any combination of overtime and any other form of premium pay.

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 10
VACATIONS

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

B. Bid Periods: Employees shall submit a written schedule of anticipated vacation periods to their supervisors through Kronos. Employees requesting vacation during the
months of January, February & March shall submit their requests between September 23 and October 1, of the previous year. Employees requesting vacation during the remaining months shall submit their requests between January 1- January 8 of that year. Vacations submitted during this window period will be granted by seniority. The manager of each department will post the number of vacation slots available per day prior to the bid period so employees know what is available. The manager will post the results of the vacation bidding within 21 days of the close of the bid period.

C. Vacation time requested outside of the bid period will be granted 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. Within twenty-one (21) calendar days after a manager receives a PTO request, the manager will respond to that request either granting or denying it.

D. Vacation availability shall be readily available in all departments at all times, based upon a mutually agreed upon system in each department.

ARTICLE 11
LEAVES OF ABSENCE

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

B. Family and Medical Leave Act. Eligible employees will have access to the Medical Center’s Family and Medical Leave Act (FMLA) policy (#HR-003) as it may exist from time to time.

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. Return to Work and Benefit Accrual. Employees returning from a leave of absence 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 such 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.

E. Personal Leave Of Absence. Employees who have exhausted all available leaves may request up to 90 days of personal leave pursuant to the Medical Center’s Personal Leave policy as it may exist from time to time. Leave will be granted at management’s discretion and considerations may include: the current needs of the department and the ability to continue to temporarily fill the duties of the employee’s position.
F. 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.

G. 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 12
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 13
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 14
FUNERAL LEAVE/MEMORIAL SERVICE

A. Full-time and part-time employees will be granted up to four (4) 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, present step-parent, mother-in-law or father-in-law, or grandchild.

C. Full-time employees will be granted up to three (3) 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 15
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 in the employee’s department who is in the same
or in a different job classification over an applicant from a different department who is in a different job classification).

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

E. 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.

F. If a vacancy shall occur in an existing classification and the Medical Center determines to fill it, such vacancy shall be posted on the Medical Center's website (www.cuyunamed.org) for seven (7) calendar days (posted before 8:00 a.m. and removed no earlier than 4:00 p.m.) and any employee may apply online as an internal applicant for such vacancy during such seven (7) calendar day 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 applies 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.

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

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

J. 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 without prior written permission of the Medical Center which permission shall be communicated to a Union representative.

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 without prior written permission of the Medical Center which permission shall be communicated to a Union representative.

K. 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 without written permission of the Medical Center which permission shall be communicated to a Union representative.

L. Physician Matching Protocol. The Medical Center and the Union recognize that transitioning employees who work directly with the providers (NAR, LPN and CMA’s who work in the clinic) and those employees in these categories in the future, shall be subject to physician matching protocols. The term “physician matching protocol” shall mean any decision, which could include, but not be limited to, selection, scheduling, low census, layoff, etc. related to who works with a provider in the clinic – shall be exclusively those of the provider. Any decision by the provider as noted above is not subject to grievance and arbitration provisions within the contract.

ARTICLE 16
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 17
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. This discussion may also include a Union Steward or Union Representative.

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, including the name of at least one (1) bargaining unit employee, and shall be received by the Chief Human Resources Officer 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 Federal Mediation and Conciliation Services 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 fifteen (15) 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 in writing and shall be final and binding upon
the Union, the Medical Center and the employees.

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. Any deadline herein may be extended by mutual written
agreement.

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 18
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:

For full-time and eligible part-time employees who select single subscriber
coverage, the Medical Center will pay eighty percent (80%) of the premium then in
effect. For full-time and eligible part-time employees who select family coverage,
the Medical Center will contribute what it contributes in dollars at any given time
toward 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 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 to its share of the family cost.

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 19**
**DISABILITY INSURANCE**

The Medical Center will provide full-time employees with disability insurance under its current plan during the term of this Contract. Effective January 1, 2021, the Medical Center will offer the same benefit under the same terms and conditions to employees working .9 FTE or more.

**ARTICLE 20**
**PENSION**

The Medical Center shall provide to eligible employees covered by this contract the pension plan that is made available, from time to time, to non-contract employees of the Medical Center.

**ARTICLE 21**
**NON-DISCRIMINATION**

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 22**
**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 23**

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

**ARTICLE 24**
**UNIFORM**

An employee, as determined by the Medical Center, who is required to wear a uniform (scrub uniform), shall receive a uniform allowance as noted below. This allowance shall be paid twice each year on the first payroll in April and the first payroll in October:

- Full-Time - $65
- Part-Time - $50 (includes weekend only staff)
- Casual - $12.50
Employees who receive this allowance to purchase new uniforms must use the dollars set forth above to make such purchases. Effective on the first full pay period after April 1, 2020, all bargaining unit employees will receive an additional $40 payment in April of each year that may be used to purchase clothing that conforms with the Medical Center's dress code. Employees will be expected to follow the dress code which includes neat, clean and tatter-free uniforms.

ARTICLE 25
LIFE INSURANCE

A. The Medical Center shall make available to full-time and part-time over employees the same life insurance plan that is made available from time to time to non-contract rank and file employees of the Medical Center.

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

ARTICLE 26
DENTAL INSURANCE

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

B. A full-time employee shall be eligible the first of the month after completing sixty (60) days of employment with the Medical Center.

C. Effective January 1, 2021, the Medical Center will offer the same benefit under the same terms and conditions to employees working .9 FTE or more.

ARTICLE 27
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 28
COPE DEDUCTIONS

COPE - The Employer agrees to deduct and transmit to SEIU Healthcare Minnesota, 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 Healthcare Minnesota. 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 29
LEAVE WITHOUT PAY

Depending on staffing requirements the Medical Center may grant permission to use up to three (3) days (e.g., 24 hours for 8-hour shift employees, 36 hours for 12-hour shift employees) of Leave Without Pay hours per calendar year. Two (2) days (e.g., 6 hours for 8-hour shift employees; 24 hours for 12-hour shift employees) of such leave 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 one (1) days’ worth 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 30
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 31
DEFERRED COMPENSATION

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

ARTICLE 32
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.

ARTICLE 33
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 34  
HIGH SCHOOL STUDENTS

A student and that student’s department manager may agree upon a flexible schedule that may be different than is otherwise provided for in this Agreement. A high school student will be eligible for three (3) days paid time to observe the work in participating departments. This must be requested by the high school student and approved by the department he/she works in as well as the department offering the observation opportunity. The term “high school student” shall be defined as any person pursuing a regular course of instruction in high school and shall retain this status for a period of up to ninety (90) calendar days after leaving high school.

ARTICLE 35  
Health and Safety

A. The Safety Committee: The Union shall have the right to select one (1) bargaining unit member to participate in the Safety Committee.

B. Workers’ Compensation: CRMC shall provide to the Union with copies of any first reports of injury reports submitted by SEIU-represented employees or the current OSHA 300 logs, upon written request from the Union.

C. Respectful workplace: The Union and CRMC are committed to providing a work environment that is free from hostile, abusive and disrespectful behavior. Both parties agree to abide by the respectful workplace policy that is in place at CRMC.

ARTICLE 36  
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 three (3) shifts per month and one of those shifts must be a weekend shift and these shifts must be picked up from available hours. This requirement will not be enforced if the Medical Center does not have shifts 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 three (3) shifts per month 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 15(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 16(A) shall not be applicable.

ARTICLE 37
LABOR DISPUTES

The parties recognize that it is essential to provide for the continuity of care to ensure that patients and residents receive the care and attention that is needed. Accordingly, it is agreed that there shall be no strikes, slowdowns, sympathy strikes, picketing, bannering, boycotts or any other interference of any kind with the Medical Center’s operations, whether coercive or otherwise, participated in by the Union, its agents or employees covered by this Agreement. This prohibition against strikes and other prohibited activity shall be absolute and shall apply regardless of whether a dispute is subject to arbitration under the grievance and arbitration provisions contained in this Agreement. During the term of this contract the Medical Center agrees that there shall be no lockout.
ARTICLE 38
DURATION AND RENEWAL

Except as otherwise set forth in this Agreement, it shall be in effect from October 1, 2019, through September 30, 2022. 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: 1/31/2020

By _______________________

Its CEO

SEIU HEALTHCARE MINNESOTA

Dated: 1/24/2020

By _______________________

Its Internal Organizer
SEIU HEALTHCARE MINNESOTA
NEGOTIATING COMMITTEE

By Krishna Kumar Date 1/24/20
By Linda Rate Date 1/24/20
By Rama Thaddeus Date 1-24-20
By John Doe Date 1/24/20
By Jane Smith Date 1/24/20
By Kathleen Miller Date 1-24-2020
By Karen Mitchell Date 1-24-2020
By Janna Lundqvist Date 1-24-2020
By Martin Long Date 1-31-2020
By Emily Conn Date 2-20-20
By John Peterson Date 1-29-2020
By Helen Swenson Date 1-31-2020
By Gene Horne Date 1-31-2020
By Jennifer Lee Date 1-31-2020
By Jane Fiske Schultz Date 2-5-2020
By Sheila Yang Date 2-14-20
By Phyllis Ramsey Date 2/14/20
ADDENDUM
PAID TIME OFF (PTO)
SEIU HEALTHCARE MINNESOTA 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. An employee may allow the PTO account to accrue to a maximum of 760 hours. Effective with the pay period commencing closest to December 31, 2014, the maximum accrual will decrease to 500 hours, and effective with the pay period...
commencing closest to December 31, 2015, the maximum accrual will decrease to
400 hours. When capped, no further accrual will occur.

6. 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.

7. The amount of available PTO that an employee has will be available to that
employee utilizing the Medical Center’s timekeeping system. PTO is accrued
during the probationary period, however, is not available until after completion of
probation.

8. An employee must use PTO hours for the first four days of an illness. Thereafter,
the Extended Illness Leave Plan will be used.

9. An employee will request and report time off for PTO according to the practice set
forth in each department.

10. When an employee leaves employment with adequate notice all existing PTO
benefits will be paid to the employee in accordance with Article 16 of the Union
Contract. Inadequate notice will result in loss of up to a maximum of 80 hours of
accumulated benefits.

11. PTO pay may be paid to an employee before he/she leaves for vacation if so
requested at least two (2) weeks in advance.

12. 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 24 hours of
consecutive scheduled shifts. The first 24 hours of an illness must be paid from the
employee’s PTO account.
5. If an employee has used all accrued EILP, he/she may use PTO for the illness.

6. An employee may contact his/her supervisor to determine the amount of accrued hours in the EILP.

7. No employee will be paid from the EILP for hours in excess of EILP earned.
# BENEFIT CHART FOR
# SEIU HEALTHCARE MINNESOTA

## Employee Profile

<table>
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<tr>
<th>Status</th>
<th>Longevity</th>
<th>PTO</th>
<th>Wellness</th>
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**NOTE:** Longevity rates are calculated by calendar year.
### Appendix A

Pay Grade Scale  
Effective with the first full pay period commencing closest to October 1, 2019  
2% increase + Market adjustments

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</table>

Grade 1  
Environmental Services Aide (Heartwood only)  
Laundry Aide  
Dietary Aide  
Homemaker

Grade 2  
Activities Aide  
EVS Aide II  
Physical Therapy Aide  
Receptionist/File Clerk

Grade 3  
Dietary Aide  
Laundry Aide

Grade 4  
Operating Room Aide  
Surgery Aide

Grade 4a  
Outpatient Pharmacy Services Assistant  
Ward Secretary

Grade 5  
Patient Access Specialist-CF  
Cook
<table>
<thead>
<tr>
<th>Grade 3</th>
<th>Clinic Nursing Assistant/Registered Housing Aide</th>
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</thead>
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<tr>
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<td>Activity Assistant</td>
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| Grade 4 | Care Provider Assistant  
Pharmacy Clerk  
Switchboard/Receptionist  
Rehab Aide  
Radiology Aide  
Phlebotomist  
Operating Room Assistant  
Activities Coordinator  
Critical Care Clerk  
Materials Management Assistant |
| Grade 6 | Registered Nursing Assistant- Hospital  
Home Health Aide  
Nursing Assistant/Registered - Long term Care  
Central Supply Technician  
Rehab Nursing Assistant/Registered  
Senior Housing Assistant  
Critical Care Unit Assistant (effective on the first full pay period after April 1, 2020) |
| Grade 6b | EMT |
| Grade 7 | Environmental Services Technician |
| Grade 8 | |
| Grade 9 | |
| Grade 10 | Long Term Care Weekend Only Nursing Assistant  
Senior Housing Assistant Weekend Only (effective on the first full pay period after April 1, 2020) |
## Pay Grade Scale

Effective with the first full pay period commencing closest to October 1, 2019

2% increase + Market adjustments

### Appendix A

<table>
<thead>
<tr>
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| Grade 1   | Medical Transcriptionist 1 |
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| Grade 1b  | Medical Transcriptionist 3 ($1.50 diff from Med Trans 1) |
| Grade 1c  | Medical Transcriptionist 4 ($2.25 diff from Med Trans 1) |
| Grade 2   | Pharmacy Technician |
|           | Pharmacy Technician Coordinator |
|           | Surgical Services Scheduler |
|           | Medical Lab Asst. |
| Grade 3   | Coding Specialist 1 |
|           | Plant Operations Technician |
| Grade 4   | Clinic Medical Lab Technician |
| Grade 4a  | Coding Specialist 2 ($1.25 diff from Coding Spec 1) |
| Grade 4b  | Coding Specialist 3 ($2.50 diff from Coding Spec 1) |
| Grade 4c  | Clinic LPN |
|           | LPN - Diabetes Assistant |
|           | Certified Medical Assistant |
| Grade 5   | Activities Therapy Coordinator |
| Grade 6   | Registered Health Information Technician 1 |
| Grade 6a  | Registered Health Information Technician 2 ($1.25 differential from RHIT 1) |
| Grade 6b  | Registered Health Information Technician 3 ($2.50 differential from RHIT 1) |
| Grade 7   | Physical Therapy Assistant |
|           | Certified Occupational Therapy Assistant |
|           | Anesthesia Technician |
| Grade 8   | Surgery Technician |
|           | X-Ray Operator |
|           | Painter-Carpenter |
|           | Engineer |
| Grade 9   | Paramedic |
| Grade 10  | Medical Lab Technician |
| Grade 11  | Engineer II |
| Grade 11a | Clinic Medical Technologist |
| Grade 12  | Radiologic Technologist I |
| Grade 13  | Master Electrician |
| Grade 13a | Medical Technologist-MLS/MT |
| Grade 14  | Radiologic Technologist II |
|           | PACS Coordinator |
| Grade 15  | Rad Tech II Weekend Only |
Appendix A

Pay Grade Scale
Effective with the first full pay period commencing closest to October 1, 2019
2% increase + Market adjustments

| Grade       | Specialization                          | Start (hours) | 1st YR | 2nd YR | 3rd YR | 4th YR | 5th YR | 6th YR | 7th YR | 8th YR | 9th YR | 10th YR | 11th YR | 12th YR | 13th YR | 14th YR | 15th YR | 16th YR | 17th YR | 18th YR | 19th YR | 20th YR | 21st YR | 22nd YR | 23rd YR | 24th YR | 25th YR |
|-------------|----------------------------------------|---------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Grade 1     | Business Office Float                  |               |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|             | General Clerical Float                |               |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
| Grade 1a    | Clinic Reception/Scheduling            |               |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|             | Health Information (1)                |               |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|             | Radiology Clerk                       |               |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
| Grade 2     | Health Information (2)                |               |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
| Grade 2a    | Claims Analyst                         |               |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|             | Data Processing Analyst (EDP Clerk prior) |           |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
| Grade 2b    | Medical Secretary                      |               |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|             | Admitting Clerk                        |               |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|             | Patient Access Specialist              |               |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
| Grade 2c    | Financial Advisor                      |               |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
| Grade 3     | Prior Authorization Specialist         |               |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
| Grade 4     | Denial Specialists                     |               |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |

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Appendix A

Pay Grade Scale
Effective with the first full pay period commencing closest to October 1, 2020
2% increase

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Grade 1
- Environmental Services Aide (Heartwood only)
- Laundry Aide
- Dietary Aide
- Homemaker

Grade 2
- Activities Aide
- EVS Aide II
- Physical Therapy Aide

Grade 4a
- Ward Secretary
- Outpatient Pharmacy Services Assistant
- Surgery Aide
- Operating Room Aide

Grade 4b
- Surgery Secretary
- Patient Access Specialist-CF
Receptionist/File Clerk
Care Provider Assistant
Pharmacy Clerk
Switchboard/Receptionist
Rehab Aide
Radiology Aide

Grade 3
Clinic Nursing Assistant/Registered
Housing Aide

Grade 3a
Activity Assistant

Grade 4
Phlebotomist
Operating Room Assistant
Activities Coordinator
Critical Care Clerk
Materials Management Assistant

Grade 5
Cook
Registered Nursing Assistant - Hospital
Home Health Aide

Grade 6
Nursing Assistant/Registered - Long term Care
Central Supply Technician
Rehab Nursing Assistant/Registered
Senior Housing Assistant
Critical Care Unit Assistant

Grade 6b
EMT

Grade 7
Environmental Services Technician

Grade 8

Grade 9

Grade 10
Long Term Care Weekend Only Nursing Assistant
Senior Housing Assistant Weekend Only
## Appendix A

Pay Grade Scale
Effective with the first full pay period commencing closest to October 1, 2020
2% increase

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**Grade 1**
- Medical Transcriptionist 1

**Grade 1a**
- Medical Transcriptionist 2 ($0.75 diff from Med Trans 1)

**Grade 1b**
- Medical Transcriptionist 3 ($1.50 diff from Med Trans 1)

**Grade 1c**
- Medical Transcriptionist 4 ($2.25 diff from Med Trans 1)

**Grade 2**
- Pharmacy Technician
- Pharmacy Technician Coordinator
- Surgical Services Scheduler
- Medical Lab Asst.

**Grade 3**

**Grade 4**
- Coding Specialist 1
- Plant Operations Technician

**Grade 4a**
- Clinic Medical Lab Technician

**Grade 4b**
- Coding Specialist 2 ($1.25 diff from Coding Spec 1)

**Grade 4c**
- Coding Specialist 3 ($2.50 diff from Coding Spec 1)

**Grade 4c-LPN**
- Clinic LPN
- LPN - Diabetes Assistant
- Certified Medical Assistant

**Grade 5**
- Activities Therapy Coordinator

**Grade 5a**
- LPN
- LPN - Support Nurse

**Grade 6**
- Registered Health Information Technician 1

**Grade 6a**
- Registered Health Information Technician 2 ($1.25 differential from RHIT 1)

**Grade 6b**
- Registered Health Information Technician 3 ($2.50 differential from RHIT 1)

**Grade 7**

**Grade 8**
- Physical Therapy Assistant
- Certified Occupational Therapy Assistant
- Anesthesia Technician

**Grade 9**
- Surgery Technician
- X-Ray Operator
- Painter-Carpenter
- Engineer

**Grade 10**
- Paramedic

**Grade 11**
- Medical Lab Technician

**Grade 11a**
- Engineer II

**Grade 11aa**
- Clinic Medical Technologist

**Grade 12**
- Radiologic Technologist I

**Grade 13**
- Master Electrician

**Grade 13a**
- Medical Technologist-MLS/MT

**Grade 14**
- Radiologic Technologist II
- PACS Coordinator

**Grade 15**
- Rad Tech II Weekend Only
## Appendix A

**Pay Grade Scale**

Effective with the first full pay period commencing closest to October 1, 2020

2% increase

<table>
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<tr>
<th>Grade</th>
<th>Business Position</th>
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| Grade 1 | Business Office Float  
General Clerical Float |
| Grade 1a | Clinical Reception/Scheduling  
Health Information (1)  
Radiology Clerk |
| Grade 2 | Health Information (2) |
| Grade 2a | Claims Analyst  
Data Processing Analyst (EDP Clerk prior) |
| Grade 2b | Medical Secretary  
Admitting Clerk  
Patient Access Specialist |
| Grade 2c | Financial Advisor |
| Grade 3 | Prior Authorization Specialist |
| Grade 4 | Denial Specialists |
## Appendix A

Pay Grade Scale
Effective with the first full pay period commencing closest to October 1, 2021
2% increase

<table>
<thead>
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<th>Grade</th>
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### Grade 1
- Environmental Services Aide (Heartwood only)
- Laundry Aide
- Dietary Aide
- Homemaker

### Grade 2
- Activities Aide
- EVS Aide II
- Physical Therapy Aide

### Grade 4a
- Ward Secretary
- Outpatient Pharmacy Services Assistant
- Surgery Aide
- Operating Room Aide

### Grade 4b
- Surgery Secretary
- Patient Access Specialist-GF
Receptionist/File Clerk
Care Provider Assistant
Pharmacy Clerk
Switchboard/Receptionist
Rehab Aide
Radiology Aide

Grade 3
Clinic Nursing Assistant/Registered
Housing Aide

Grade 3a
Activity Assistant

Grade 4
Phlebotomist
Operating Room Assistant
Activities Coordinator
Critical Care Clerk
Materials Management Assistant

Grade 5
Cook
Registered Nursing Assistant - Hospital
Home Health Aide

Grade 6
Nursing Assistant/Registered - Long term Care
Central Supply Technician
Rehab Nursing Assistant/Registered
Senior Housing Assistant
Critical Care Unit Assistant

Grade 6b
EMT

Grade 7
Environmental Services Technician

Grade 8

Grade 9

Grade 10
Long Term Care Weekend Only Nursing Assistant
Senior Housing Assistant Weekend Only
## Appendix A

Pay Grade Scale
Effective with the first full pay period commencing closest to October 1, 2021
2% increase

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**Grade 1**  
Medical Transcriptionist 1

**Grade 1a**  
Medical Transcriptionist 2 ($0.75 diff from Med Trans 1)

**Grade 1b**  
Medical Transcriptionist 3 ($1.50 diff from Med Trans 1)

**Grade 1c**  
Medical Transcriptionist 4 ($2.25 diff from Med Trans 1)

**Grade 2**  
Pharmacy Technician  
Pharmacy Technician Coordinator  
Surgical Services Scheduler  
Medical Lab Asst.

**Grade 3**

**Grade 4**  
Coding Specialist 1  
Plant Operations Technician

**Grade 4a**  
Clinic Medical Lab Technician

**Grade 4b**  
Coding Specialist 2 ($1.25 diff from Coding Spec 1)

**Grade 4c**  
Coding Specialist 3 ($2.50 diff from Coding Spec 1)

**Grade 4clPN**  
Clinic LPN  
LPN - Diabetes Assistant  
Certified Medical Assistant

**Grade 5**  
Activities Therapy Coordinator

**Grade 5a**  
LPN  
LPN - Support Nurse

**Grade 6**  
Registered Health Information Technician 1

**Grade 6a**  
Registered Health Information Technician 2 ($1.25 differential from RHT 1)

**Grade 6b**  
Registered Health Information Technician 3 ($2.50 differential from RHT 1)

**Grade 7**

**Grade 8**  
Physical Therapy Assistant  
Certified Occupational Therapy Assistant  
Anesthesia Technician

**Grade 9**  
Surgery Technician  
X-Ray Operator  
Painter-Carpenter  
Engineer

**Grade 10**  
Paramedic

**Grade 11**  
Medical Lab Technician

**Grade 11a**  
Engineer II

**Grade 11aa**  
Clinic Medical Technologist

**Grade 12**  
Radiologic Technologist I

**Grade 13**  
Master Electrician

**Grade 13a**  
Medical Technologist-MLS/MT

**Grade 14**  
Radiologic Technologist II  
PACS Coordinator

**Grade 15**  
Rad Tech II Weekend Only
Appendix A

Pay Grade Scale

Effective with the first full pay period commencing closest to October 1, 2021

2% increase

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<th>Step</th>
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<td>Grade 2b</td>
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</table>

Grade 1
- Business Office Float
- General Clerical Float

Grade 1a
- Clinic Reception/Scheduling
- Health Information (1)
- Radiology Clerk

Grade 2
- Health Information (2)

Grade 2a
- Claims Analyst
- Data Processing Analyst (EDP Clerk prior)

Grade 2b
- Medical Secretary
- Admitting Clerk
- Patient Access Specialist

Grade 2c
- Financial Access Specialist

Grade 3
- Prior Authorization Specialist

Grade 4
- Denial Specialists