

# **Collective Bargaining Agreement**

---

between

**SEIU 775**

and

**Addus Montana**

**Effective July 1, 2017 to June 30, 2019**

---

# CONTENTS

|   |    |
|---|----|
| ARTICLE 1: STATEMENT OF PURPOSE .....                             | 5  |
| ARTICLE 2: RECOGNITION .....                                      | 6  |
| ARTICLE 3: SCOPE OF AGREEMENT.....                                | 6  |
| SECTION 4.1: UNION MEMBERSHIP.....                                | 7  |
| SECTION 2: UNION REPORTS .....                                    | 7  |
| SECTION 4.3: PAYCHECK DEDUCTION.....                              | 8  |
| ARTICLE 5: VACANCIES.....   | 9  |
| ARTICLE 6: ORIENTATIONS.....                                      | 9  |
| SECTION 6.1: IN-SERVICE TRAININGS .....                           | 9  |
| SECTION 6.2: UNION PRESENTATION AT NEW EMPLOYEE ORIENTATIONS..... | 10 |
| ARTICLE 7: NO DISCRIMINATION .....                                | 10 |
| ARTICLE 8: UNION RIGHTS .....                                     | 10 |
| SECTION 8.1: RIGHT TO STEWARD.....                                | 10 |
| SECTION 8.2: BULLETIN BOARD .....                                 | 10 |
| SECTION 8.3: EMPLOYEE COMMUNICATIONS.....                         | 11 |
| SECTION 8.4: UNION LEAVE:.....                                    | 11 |
| ARTICLE 9: PROBATION .....  | 11 |
| ARTICLE 10: MANAGEMENT RIGHTS .....                               | 12 |
| ARTICLE 11: NO STRIKE OR LOCKOUT .....                            | 12 |
| ARTICLE 12: DISCIPLINE AND DISCHARGE.....                         | 12 |
| SECTION 12.1: JUST CAUSE .....                                    | 12 |
| SECTION 12.2: WRITTEN WARNING/SUSPENSION .....                    | 12 |
| SECTION 12.3: UNION NOTIFICATION .....                            | 13 |
| SECTION 12.4: INTERVIEW BY UNION.....                             | 13 |
| SECTION 12. 5: EMPLOYER RULES.....                                | 13 |
| SECTION 12.6: EMPLOYEE CONFERENCES .....                          | 13 |
| SECTION 12.7: PERSONNEL FILES.....                                | 13 |
| ARTICLE 13: GRIEVANCE PROCEDURE .....                             | 14 |
| SECTION 13.1: DEFINITION .....                                    | 14 |

|   |    |
|---|----|
| SECTION 13.2: PROCESS.....                              | 14 |
| SECTION 3: ARBITRATION .....                            | 15 |
| SECTION 4: .....  | 15 |
| ARTICLE 14: RIGHT OF ACCESS TO EMPLOYER’S PROPERTY..... | 16 |
| SECTION 14.1: .....                                     | 16 |
| SECTION 14.2: .....                                     | 16 |
| ARTICLE 15: LABOR-MANAGEMENT RELATIONS COMMITTEE.....   | 16 |
| SECTION 15.1: .....                                     | 16 |
| SECTION 15.2: .....                                     | 16 |
| ARTICLE 16. WAIVER/SAVINGS .....                        | 17 |
| SECTION 16.1: WAIVER .....                              | 17 |
| SECTION 16.2: SAVINGS .....                             | 17 |
| ARTICLE 17: MODIFICATION .....                          | 17 |
| ARTICLE 18: SUCCESSORSHIP .....                         | 17 |
| SECTION 18.1: NOTICE .....                              | 17 |
| SECTION 18.2: SUBCONTRACTING .....                      | 18 |
| ARTICLE 19: HEALTH AND SAFETY .....                     | 18 |
| SECTION 19.1: GENERAL PROVISIONS .....                  | 18 |
| SECTION 19.2: IMMUNIZATIONS .....                       | 18 |
| ARTICLE 20: DIGNITY AND RESPECT.....                    | 19 |
| ARTICLE 21: JOB DESCRIPTIONS AND CARE PLANS.....        | 19 |
| ARTICLE 22: LEAVES OF ABSENCE .....                     | 19 |
| SECTION 22.1: LEAVES OF ABSENCE WITHOUT PAY.....        | 19 |
| SECTION 22.2: RETURN FROM LEAVE OF ABSENCE.....         | 20 |
| SECTION 22.3: RETURN TO WORK PROGRAM .....              | 20 |
| ARTICLE 23. CASELOAD .....                              | 21 |
| SECTION 23.1: .....                                     | 21 |
| SECTION 23.2: .....                                     | 21 |
| SECTION 22.3: .....                                     | 21 |
| SECTION 22.4: .....                                     | 21 |
| SECTION 22.5: .....                                     | 21 |

|   |    |
|---|----|
| ARTICLE 24: SENIORITY .....                                       | 22 |
| SECTION 24.1: GENERAL .....                                       | 22 |
| SECTION 24.2: TERMINATION .....                                   | 22 |
| SECTION 24.3: WORK ASSIGNMENTS .....                              | 22 |
| SECTION 24.4: LAYOFFS .....                                       | 22 |
| SECTION 24.5: RECALL .....  | 23 |
| ARTICLE 25: RECORDS AND PAY PERIODS .....                         | 23 |
| SECTION 1: .....  | 23 |
| SECTION 2: .....  | 23 |
| SECTION 3: .....  | 23 |
| SECTION 4: .....  | 23 |
| SECTION 5: .....  | 24 |
| ARTICLE 26: ADHERENCE TO EXISTING STATUTES.....                   | 24 |
| ARTICLE 29: PAST PRACTICE.....                                    | 24 |
| ARTICLE 30: HOME CARE ADVOCACY DAY.....                           | 24 |
| ARTICLE 29: RETIREMENT .....                                      | 25 |
| SECTION 29.1: INTENTION FOR NEW MODEL OF RETIREMENT BENEFITS..... | 25 |
| SECTION 29.2: RESEARCH AND STAFF SUPPORT .....                    | 25 |
| ARTICLE 30: WAGES AND PREMIUMS.....                               | 25 |
| SECTION 30.1: WAGE SCALE .....                                    | 25 |
| SECTION 30.2: OVER SCALE.....                                     | 26 |
| SECTION 30.3: LOCK-OUT PAY .....                                  | 26 |
| SECTION 30.4: OVERTIME .....                                      | 26 |
| SECTION 30.5: DIFFERENTIALS.....                                  | 26 |
| SECTION 30.6: DIRECT CARE WORKER BONUS PAYMENTS .....             | 26 |
| ARTICLE 31: MEDICAL, DENTAL AND VISION BENEFITS.....              | 26 |
| SECTION 31.1 BENEFITS PROVIDED THROUGH THE TRUST .....            | 26 |
| SECTION 31.2 ELIGIBILITY.....                                     | 27 |
| SECTION 31.3 EMPLOYER CONTRIBUTIONS.....                          | 27 |
| SECTION 31.4 EMPLOYEE CONTRIBUTIONS.....                          | 27 |
| SECTION 31.5 SAVINGS .....  | 27 |

|  |    |
|--|----|
| SECTION 31.6 ENROLLMENT INFORMATION AND COORDINATION ..... | 28 |
| SECTION 31.7 CONTROLLING AGREEMENT .....                   | 28 |
| ARTICLE 32: TRAVEL PROVISIONS .....                        | 28 |
| SECTION 32.1: TRAVEL PAY AND MILEAGE .....                 | 28 |
| A. PORTAL-TO-PORTAL TIME .....                             | 28 |
| B. MILEAGE REIMBURSEMENT .....                             | 28 |
| ARTICLE 33: PAID TIME OFF .....                            | 28 |
| SECTION 33.1: ACCRUAL .....                                | 28 |
| SECTION 33.2: SCHEDULING .....                             | 29 |
| SECTION 33.3: CASH-OUT .....                               | 29 |
| SECTION 33.4: UTILIZATION OF PTO AS SICK LEAVE .....       | 29 |
| SECTION 33.5: NOTICE AND PROOF OF ILLNESS .....            | 30 |
| SECTION 33.6: COMBINATION WITH OTHER BENEFITS .....        | 30 |
| SECTION 33.7: BEREAVEMENT LEAVE .....                      | 30 |
| SECTION 33.8: CATASTROPHIC COVERAGE .....                  | 30 |
| ARTICLE 34: HOLIDAYS .....                                 | 30 |
| SECTION 34.1: HOLIDAYS .....                               | 30 |
| SECTION 34.2: SCHEDULING .....                             | 31 |
| SECTION 34.3: HOLIDAY PAY .....                            | 31 |
| ARTICLE 35: TERM OF AGREEMENT .....                        | 31 |

## **ARTICLE 1: STATEMENT OF PURPOSE**

The SEIU and Addus agree that working together to maximize public reimbursement and identifying training and skill development opportunities are objectives for the union and the company. This collaborative approach will enhance the quality and consistency of the services provided to consumers and will improve working conditions for people who provide personal care services

## **ARTICLE 2: RECOGNITION**

Addus Healthcare, (“Employer”) and its successors and assigns, hereby recognizes and acknowledges that SEIU Local 775 (“Union”) affiliated with the Service Employees International Union is the exclusive collective bargaining agent for all its direct service employees in the historical bargaining unit in which SEIU was chosen to represent Addus direct care employees in the Employer branches in Kalispell, Libby, and Missoula, Montana, herein referred to as “employees,” excepting all guards as defined in Section 9(b)(3) and supervisors, coordinators, clericals, managers, professionals, and executives as defined under the National Labor Relations Act.

The classification of employees to which the agreement is directed include employees providing direct care services including personal care and other activities of daily living support to individuals enrolled and authorized for care under any publicly funded program. Publicly funded programs include services funded through Medicaid, Medicaid Managed Care, State, County or Municipal Funds, Federal funding such as the Veteran’s Administration or the Older Americans Act. In circumstances where direct care employees who are current members of the bargaining unit are currently providing or are requested to provide care to a consumer whose care is not financed through any of the publicly funded programs described above, the terms of this agreement shall apply to such work. Locations providing exclusively non-publicly funded services are not included in the bargaining unit. Direct Care employees are further defined as individuals who are employees of the Company and do not include individuals providing personal care and other activities of daily living services under a Fiscal Intermediary or Fiscal Employer Agent contract maintained by the Company whereby the Company has no control over terms and conditions of employment including selection, hiring, and firing of direct care employee, regardless of funding source.

## **ARTICLE 3: SCOPE OF AGREEMENT**

This Agreement concludes negotiations between the parties on the items covered in this agreement.

## **Article 4: UNION SECURITY**

### **SECTION 4.1: UNION MEMBERSHIP**

Except where prohibited by law, each employee shall be required to become a member, or pay an equivalent fee designated by the Union by signing a union membership card no later than the thirty-first (31) day of employment, and to remain a member of the Union until the expiration of this Agreement. Any employee who fails to satisfy this obligation shall be terminated by the Employer. Termination shall occur after written notification is received from the Union at the Employer's Corporate Office of an employee's failure to become a member of the Union. The Employer shall provide written notice to the SEIU Union of such termination via timely submission of required monthly reports.

### **SECTION 2: UNION REPORTS**

In order to provide the Union with timely and accurate information, the Employer agrees to furnish to the appropriate SEIU Union reports containing pertinent information on bargaining unit employees.

Within 15 days following the preceding month the company will provide a report on the following information;

- State of Addus Operation
- Branch Name
- Employee Number
- Employee Last Name
- Employee First Name
- Address
- City
- State
- Zip
- Phone Number
- Cell Phone Number
- Email Address
- Last Hire Date
- Termination Date
- Termination Reason Code

- Current Employment Status
- Rate of Pay
- Hours worked
- Gross Pay
- Union Dues Deduction
- COPE/CAPE Deduction
- PAC Deduction
- Other Fees
- Total Union Dues Deductions
- YTD Hours Worked
- YTD Gross Pay
- YTD Union Dues,
- YTD COPE/CAPE
- YTD PAC
- YTD Other Fees
- YTD Total Union Dues Deductions

Except as specified herein, as otherwise requested by the Union or as required by law, the Employer shall not release lists of employees or employee information to any third party.

#### **SECTION 4.3: PAYCHECK DEDUCTION**

The Employer agrees to deduct from each employee's pay all authorized fees, dues, assessments, COPE contributions, CAPE contributions and other deductions (up to four (4) total), upon receipt of a lawfully executed voluntary authorization by each employee directing the Employer to make such deductions. The Employer shall make such deductions from the employee's paycheck following receipt of such authorization, and periodically thereafter as specified on the authorization, so long as such authorization is in effect, and shall remit same to the Union. The Union will furnish all the forms necessary to be used for this authorization. Deductions will begin with the payroll cycle following the receipt of the employee authorization at the Employer's Corporate Office. Upon request, the Union will furnish the original dues authorization to the Employer.

The Union will notify the Employer's Corporate Office contact in writing of changes in value or calculation of dues, fees, or other assessments within five (5) days of execution of this Agreement, and forty-five (45) days before the effective date of any change.

Employees may express such authorizations by submitting to the Union a written membership application, through electronically recorded phone calls, by submitting to the Union an online deduction authorization, or by any other means of indicating agreement so long as the Union can establish that such method is verifiable and allowable under state and federal law to the Employer's satisfaction. An authorization shall be considered verifiable where the Union provides documentation that an employee authorized the specific terms of the payroll deduction either on paper through a written signature, via electronic signature on an on-line or other electronic form that includes the specific terms of the deduction or via an electronically recorded phone call in which the employee authorized such deductions after being informed of the specific terms.

Authorized deductions for union dues or an amount equal to union dues shall be revocable, regardless of the employee's membership status, in accordance with the terms under which an employee voluntarily authorized said deductions.

Under no circumstances shall the period of irrevocability for any employee be more than one year or beyond the termination date of the applicable collective bargaining agreement, whichever occurs first.

The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders, or judgments brought or issued against the Employer as a result of any action taken by the Employer pursuant to any communication from the Union under the provisions of this Article. The Union shall be responsible for defending any such action and paying all attorneys' fees and costs incurred in defending against such actions.

## **ARTICLE 5: VACANCIES**

When a bargaining unit position opening occurs within the Employer, each employee will have the ability to review any open position at any time by accessing the Employer's internal or external career websites.

## **ARTICLE 6: ORIENTATIONS**

### **SECTION 6.1: IN-SERVICE TRAININGS**

The Employer agrees that a period of time will be made available before or after each in-service training meeting, or before or after any scheduled break during the training, but not beyond normal office working hours, for Union Stewards and/or Union Representatives to address members of the bargaining unit. Management or supervisory personnel may not be present unless mutually agreed to by union and company. Such meetings shall not disrupt the in-service schedule, have a maximum duration of thirty (30) minutes, and shall be conducted in accordance with Article 20: Dignity and Respect.

For union meetings held under this Section, the Employer agrees to inform The Union of regular in-service training dates, times and locations one month in advance and other in-service training dates, times and locations as far in advance as practicable. The Union must inform the Branch Manager of its desire to address the bargaining unit members at a scheduled in-service training two days in advance. The Employer shall provide the Union with an electronic list of expected participants at least 48 hours prior to the meeting.

#### **SECTION 6.2: UNION PRESENTATION AT NEW EMPLOYEE ORIENTATIONS**

Reasonable time, but not longer than twenty (20) minutes, shall be granted for a representative of the Union to make a presentation at the orientation of new employees on behalf of the Union for the purpose of identifying the organization's representation status, organizational benefits, facilities, related information, and distributing and collecting membership applications. The Employer shall give the Union ten days' notice of any such orientation and shall provide the Union with an electronic list of expected participants at least 48 hours prior to the orientation.

If the Union representative is an employee of Addus, the employee shall be given time off with pay for the time required to make the presentation. The Employer will provide the Union reasonable notice of the place and time of meetings for the orientation of new employees.

Upon hiring any new bargaining unit employee, the Employer shall provide the employee with a Union New Hire Packet provided by the Union.

### **ARTICLE 7: NO DISCRIMINATION**

The Employer and the Union agree that there shall be no discrimination with respect to employment or conditions of employment on the basis of race, color, physical and/or mental disability, marital status, national origin, ancestry, gender, sex, sexual orientation, gender identity, age, religion, veterans status, union membership and activities, or other consideration made unlawful by federal, state, or local law.

### **ARTICLE 8: UNION RIGHTS**

#### **SECTION 8.1: RIGHT TO STEWARD**

For purposes of representation and mutual administration of the contract, the Union will designate stewards from among its members employed by the Employer. The Union will notify the Employer within 10 working days when a steward has been designated.

#### **SECTION 8.2: BULLETIN BOARD**

The Employer will provide a bulletin board, in an area easily accessible to employees in each branch office, for union postings. The Union agrees to apply reasonable standards of good taste when posting union notices.

### **SECTION 8.3: EMPLOYEE COMMUNICATIONS**

Addus will assist in distribution of notices regarding union meetings and activity notices on a branch-by-branch basis. At a minimum Addus agrees, at the request of the Union, to include regular Union written communications, including but not limited to newsletters, with all mailed or hand distributed correspondence or communication with employees provided that:

- a. The Union shall submit to the Employer the information at least two weeks in advance of the pay date upon which the union wishes the literature to be distributed or at least 3 days in advance of the date the company will mail the material.
- b. All literature submitted for insertion in pay envelopes shall be clearly identified as Union-produced material.
- c. In the event that the insertion of union material increases the cost of mailings to the employer, the Union shall reimburse the Employer for the additional cost.
- d. The materials will not be such that the insertion requires significant additional time on the part of the Employer or requires an additional envelope to be addressed.

### **SECTION 8.4: UNION LEAVE:**

**A.** Any employee elected or appointed to an office or position in each the Union shall be granted a leave of absence for a period of continuous service with the Union not to exceed two (2) years. The leave may exceed two (2) years in cases where the term of office exceeds this period. Thirty (30) days written notice must be given the Employer before the employee takes leave to accept such office or position, or before such employee returns to work. Such leave of absence shall be without pay or benefits.

**B.** A leave of absence without pay shall also be granted for no more than ninety (90) days to conduct Union business provided fifteen (15) days written notice is given. Such leave of absence shall be without pay or benefits. The Employer and the Union shall cooperate in the scheduling of substitutes, so that employees on leave can return to their job positions upon ending their leave. If this leave lasts more than five (5) days the Employer will not be able to guarantee the employee their same clients or same hours. If the Employer determines it will harm client services, the Employer can deny a leave request to the employee serving the affected client, until the Employer can find a substitute. If more than one leave of this kind is taken per year by the same employee, the second or additional leave request shall be at the sole discretion of the Employer.

### **ARTICLE 9: PROBATION**

The probationary period for new employees shall consist of ninety (90) calendar days from the date of hire. Upon successful completion of the probation period, the employee

shall be entitled to be added to the seniority list. The Employer may discharge a probationary employee with or without cause or advance notice.

## **ARTICLE 10: MANAGEMENT RIGHTS**

It is mutually agreed that it is the duty and the right of the Employer to manage the facility and direct the workforce. This includes but is not limited to, the right to hire, transfer, promote, reclassify, layoff, reduce hours, set and administer work performance and disciplinary standards, and discharge employees subject to the conditions as set forth in this Agreement.

The foregoing statements of rights of Management and of the Employer functions are all-inclusive and shall not be construed in any way to exclude other functions not specifically enumerated, except when such rights are specifically abridged or modified by this Agreement.

## **ARTICLE 11: NO STRIKE OR LOCKOUT**

There shall be no strike, slowdown, or other stoppage of work by employees represented by the Union and no lock out by the Employer over the issues covered in the National Master Agreement during the life of this Agreement.

## **ARTICLE 12: DISCIPLINE AND DISCHARGE**

### **SECTION 12.1: JUST CAUSE**

The Employer shall have the right to discipline employees and to discharge employees only for just cause.

### **SECTION 12.2: WRITTEN WARNING/SUSPENSION**

In any case where an employee is the subject of a written formal warning or suspension, the Employer will notify the employee of the employees' option to be presented with the warning in a face to face meeting or conference call, and to have a union representative present at the meeting or participate in the conference call when it is scheduled. If a union representative is desired, it is the responsibility of the employee to notify the union and arrange representation. Prior to commencing delivery of the written formal warning or suspension at the scheduled meeting, the employee will be given a form to confirm that the employee has been offered the option to have a union representative present. The confirmation will be attached to the written formal warning or suspension as part of the permanent record of the meeting. In cases where a suspension results in termination for just cause, back pay for the suspension period will not be offered.

The Employer, employee and Union representative will make every effort to conduct this meeting within 5 business days. The planned meeting date, time and location will be communicated with The Union and will then proceed as planned.

### **SECTION 12.3: UNION NOTIFICATION**

Within ninety-six (96) hours after any suspension or discharge, the Employer will notify The Union in writing of the discharge/suspension and the reason for this action. Failure to do so will not affect the termination or its validity in any way.

### **SECTION 12.4: INTERVIEW BY UNION**

A Union representative shall have the right to interview employees and branch management concerning discharge and discipline matters. Employer personnel shall have the right to have another employer representative present in such interviews. Such interview shall not interfere in any way with the Employer's business activity. Such interview is to be for informational purposes. Employer will have the same right to interview any bargaining unit employee, provided the employee is permitted to have a union representative at the interview.

### **SECTION 12. 5: EMPLOYER RULES**

The Employer may establish reasonable work rules necessary to regulate employees' conduct at work. Work rules shall be made available to all employees, through employee handbooks and postings on our company website. The employer will advise The Union of any proposed changes to the work rules 30 days in advance.

### **SECTION 12.6: EMPLOYEE CONFERENCES**

When an employee is called into conference, either in person or by phone, at which the Employer intends to investigate the possibility of imposing discipline on him or her or to notify him or her of his/her discharge or suspension, the employee has the right to request the presence of his or her union representative at such conference. If an employee makes such a request, the Employer agrees to make time available when the participating Steward and employee are not assigned to work or the Employer agrees to compensate the employee and the Steward for time missed from normal work assignments. After four reasonable and documented attempts to set up a meeting time with the participating steward, the meeting will be proceed on the date proposed in the fourth attempt regardless of the availability of the steward.

### **SECTION 12.7: PERSONNEL FILES**

Any information regarding disciplinary action, e.g., warnings, placements on probation status or formal evaluation reports prepared by the Employer shall be placed in the employee's personnel file and a copy shall be made available to the employee. The employee shall be offered the opportunity to sign the document indicating that s/he has seen it and shall have the right to add a written reply to it. The Employer shall allow employees access to their personnel file at reasonable times. Employees shall have the right to submit written comments up to twice the length of the item being replied to or two (2) pages, whichever is longer, and reply to any material in their file. These comments shall also be maintained in the personnel file.

## **ARTICLE 13: GRIEVANCE PROCEDURE**

### **SECTION 13.1: DEFINITION**

A grievance is hereby defined as a claim against, or dispute with, the Employer by an employee or the Union involving an alleged violation by the Employer of the terms of this Agreement and/or the Employee Handbook. An individual employee or group of employees shall have the right to present grievances and to have such grievances adjusted without the involvement of The Union, as long as the adjustment is not inconsistent with the terms of this Agreement and/or the Employee Handbook and the appropriate union representative has been given the opportunity to be present at such adjustment.

### **SECTION 13.2: PROCESS**

Grievances shall be handled in the following manner:

The company and the union agree that wherever possible, problems should be solved at the earliest possible step.

#### *Step One:*

The grievance shall be prepared in writing and shall be presented by the grievant and/or the union to the Agency Director or his/her designated representative within forty-five (45) calendar days from the date of the occurrence of the facts or from the date the alleged violation first became known; provided, however, that in the case of a grievance based upon or related to the discharge of an employee, such written grievance must be presented within forty-five (45) calendar days after the date of discharge. The company will respond in writing within 15 business days.

#### *Step Two:*

If no settlement has been reached by the grievant and the employer or the company's time line has expired, the grievance shall be presented by the grievant and/or the union to the Regional Vice President or his/her designated representative within thirty (30) calendar days of the company's last response or, if no response was received, within thirty (30) calendar days of the expiration of the company's deadline to respond. The company will respond in writing within 15 business days.

#### *Step Three:*

If no settlement is reached or the employer does not respond within fifteen (15) business days after the date the grievance is presented to the Employer as provided in Step Two, then the Union shall, within the next thirty (30) calendar days, give notice to the Regional Vice President of its intent to arbitrate. The time

limits in this Article may be extended by mutual agreement of the official representative of the parties.

### **SECTION 3: ARBITRATION**

In the event that a dispute proceeds to arbitration, the Union and employer shall make a good faith effort to agree on an arbitrator. In the event The Union and employer are unable to agree, and not later than five (5) business days from receipt of the first request for arbitration, the Union and employer shall select the list of arbitrators as follows:

- (a) The Federal Mediation and Conciliation Service (FMCS) shall submit a list of seven (7) arbitrators to the union and to Addus.
- (b) Within ten (10) business days after receipt of the arbitration panel, the parties shall meet to select and place in numerical order the arbitrators through the process of elimination by alternately striking names.
- (c) The party to strike first shall be selected by a toss of the coin.

The jurisdiction of the impartial arbitrator is limited to:

- (1) Adjudication of the issues which under the express terms of this Agreement or the Employee Handbook, and the submission agreement setting forth the issue or issues to be arbitrated, which shall be entered into between the parties hereto;
- (2) Interpretation of the specific terms of this Agreement and/or the Employee Handbook which are applicable to the particular issue presented to the arbitrator;
- (3) The rendition of a decision or award which in no way modifies, adds to, subtracts from, changes or amends any term or condition of this Agreement or the Employee Handbook and/or which is in conflict with any of the provisions of this Agreement and/or the Employee Handbook; and
- (4) The rendition of a decision or award based solely on the evidence and arguments presented to the arbitrator by the respective parties.
- (5) The rendition of a decision involving the administration or interpretation of insurance plans or contracts, including pension plans; and those issues related to interpretation of the health and dental plan rules for eligibility, cost to employees, the union and the company. The arbitrator shall not have jurisdiction over internal rules of the insurance plan itself which are outside the employer's control.

### **SECTION 4:**

The arbitrator will render a decision within thirty (30) calendar days after the hearing. The decision shall be final and binding upon the Employer, The Union and the employees

affected, provided that this does not preclude any party to this Agreement from seeking judicial review as provided by law. The costs of the arbitration shall be borne by the losing party.

## **ARTICLE 14: RIGHT OF ACCESS TO EMPLOYER'S PROPERTY**

### **SECTION 14.1:**

The Employer agrees to admit to its offices the authorized representative of The Union for the purposes of adjusting grievances and conducting other legitimate, appropriate Union business. The representative shall advise the Employer of such visits, including the purpose and expected duration of the visit, at least 48 hours in advance by requesting access from the Agency Director or his/her designated representative. The Company shall provide reasonable space within its local office to conduct the above described business. The union representative will be present only in the space provided due to HIPPA and other confidentiality regulations.

### **SECTION 14.2:**

In the exercise of the foregoing section, there shall be no interference with the productive activities of the Employer.

## **ARTICLE 15: LABOR-MANAGEMENT RELATIONS COMMITTEE**

### **SECTION 15.1:**

The Employer and the Union shall establish Labor-Management Relations Committees. The purpose of the Committees shall be to consider matters affecting the relations between the Employer, the Union, and the employees, and to recommend measures to improve client care in specific and the industry in general; provided, however, the Committee shall not engage in negotiations, nor shall the Committee consider matters properly the subject of a grievance.

### **SECTION 15.2:**

The Committee shall be composed of up to five (5) Union representatives, including a health and safety representative, and up to five (5) representatives of top and line management. In addition, the President or Executives of the organizations, or their designees may attend the meetings. Other provisions for this Committee are as follows:

- a. The Committee will be co-chaired by one of the Union and one of the Employer Representatives.
- b. The Committee may meet quarterly, but no less than once per calendar year, at a time mutually convenient to the Union and the Employer.
- c. The Committee meetings will be scheduled so that employees are not on duty when Committee meetings occur.

- d. The Union and the Employer will prepare an agenda to be presented to the Committee at least five (5) working days prior to the scheduled meeting.
- e. Employee Committee members are paid their regular rate of pay for participation.
- f. Agreed Minutes of the meetings will be presented to the Employer and the Union within twenty-five (25) working days after the meeting.
- g. The Committee has no authority other than to recommend appropriate suggestions or solutions to identified problems agreed upon by the co-chairs.

The Employer and the Union will address each recommended item in writing within twenty-five (25) working days to the members of the Committee.

## **ARTICLE 16. WAIVER/SAVINGS**

### **SECTION 16.1: WAIVER**

The waiver of any breach or condition of this Agreement by either party shall not constitute a precedent or a waiver of any further, similar such breach or condition

### **SECTION 16.2: SAVINGS**

In the event any Article, Section or portion of this Agreement, or the applications of such provision to any person or circumstance is declared invalid by a court of competent jurisdiction or is in contravention of any applicable local, state or federal law, the remaining provisions of this Agreement shall not be invalidated and shall remain in full force and effect.

## **ARTICLE 17: MODIFICATION**

No provision or term of this Agreement may be amended, modified, changed, altered or waived except by written agreement between the parties hereto.

## **ARTICLE 18: SUCCESSORSHIP**

### **SECTION 18.1: NOTICE**

Addus agrees to notify the Union in the event any transaction is reported to the Securities and Exchange Commission (SEC) which may affect the interests of Union members. Addus agrees to notify any potential purchaser of its collective bargaining agreements with the Union and will make acceptance of such Agreements a condition of any sale, purchase, or any other form of transfer of its business, in whole or in part, to any other person or entity.

## **SECTION 18.2: SUBCONTRACTING**

Addus will not subcontract any bargaining unit work. In the event Addus enters into any business relationship that may impact Union members, Addus will notify the Union promptly.

## **ARTICLE 19: HEALTH AND SAFETY**

### **SECTION 19.1: GENERAL PROVISIONS**

The Company and the Union recognize the importance of working conditions that will not threaten or endanger the health or safety of employees or clients. No employee shall be required to work in any situation that would threaten or endanger his/her health or safety.

Such situations include: threats of bodily harm to the employee; threatening animals; fire hazards; abusive behavior and/or sexual harassment of the employee by the client or persons in the household; or any other situations that would be a clear and evident threat to the employee's health or safety.

The employee shall immediately report to the Company any working conditions that threaten or endanger the employee's health or the safety of the employee or client. An emergency number shall be made available to all employees where they can reach a company representative in the event of an emergency at any time the employee is working.

The Company will make available any protective gear that is needed by the employee to provide reasonable protection to the employee's health. No employees shall be required to provide at his/her own expense cleaning equipment, supplies, or protective garments to perform any task for a client. No employee shall be required to perform any task for which the Company or client cannot or will not provide the necessary cleaning equipment, supplies, or protective garments. If such a situation arises where there are insufficient supplies or cleaning materials, the employee will report the situation immediately to his/her supervisor.

### **SECTION 19.2: IMMUNIZATIONS**

Employees shall receive, upon request, flu shots, as prescribed by medical standards paid for by the employer using the most cost-effective system of delivery in the community, or at the employee's option at no cost to the employee.

The employer will offer treatment at no cost to the employee for work place exposure to Hepatitis infections in accordance with the Centers for Disease Control and Prevention (CDC) guidelines.

## **ARTICLE 20: DIGNITY AND RESPECT**

In an effort to promote an effective partnership relationship, the parties agree that they will treat their respective representatives with dignity and respect, and that employees and supervisors and other members of management will all treat each other with dignity and respect.

Neither Addus nor the Union will publish newsletter articles or distribute other communication that is disparaging of the other party without first having made an effort to resolve the issue with management. Such disparagement would include information relating to specific individuals of the Company or the Union, issues that would be readily addressed when called to the attention of upper management of the Company or the Union, and are overall contrary to the spirit of cooperation and partnership as represented by this Agreement. It is also an expectation that this spirit of cooperation will exist in all inter-personal communication.

This article is not intended to restrict the ability of the Company or Union to communicate with employees or Union members related to business differences or disagreements between the Company and Union.

The Company agrees as part of employee orientation to inform all administrative personnel that participation in anti-union campaigns among Union or non-Union personnel and the dissemination of information discouraging union membership is against Company policy and subject to disciplinary action.

The Union agrees as part of orientation of union staff to inform all union personnel that participation in anti-Company campaigns among Union or non-Union personnel and the dissemination of information negative to the Company is against Union policy and subject to disciplinary action.

## **ARTICLE 21: JOB DESCRIPTIONS AND CARE PLANS**

All employees will be provided with a written job description stating what will be required of them in the position they hold.

Upon receiving a new client, all employees will be provided a detailed care plan designating what specific care is required for each particular client. If problems arise with a client's or employee's understanding of the care plan, the Company will take all steps necessary to ensure the full understanding of the care plan upon being made aware of the problem. Any changes to care plans will be provided to employees.

## **ARTICLE 22: LEAVES OF ABSENCE**

### **SECTION 22.1: LEAVES OF ABSENCE WITHOUT PAY**

Employees shall be entitled but not limited to all rights and privileges provided in the Family and Medical Leave Act of 1993; and other federal and state laws regulating pregnancy and/or medical leave as outlined by Company policy.

Employees may request a leave of absence without pay by presenting a written request to their immediate supervisor. An intermittent leave or reduced leave schedule [this term is not clear and is not defined] may be granted if the leave is due to the Employee's own illness or the illness of a child, spouse or parent of the Employee. For all family and medical leave of absence requests, employees must complete and submit all required forms to Human Resources, as outlined in the Company's Family and Medical Leave of Absence policy. The decision to grant a leave of absence without pay shall be at the discretion of the Employer except that the Employer shall grant leave of absence without pay to eligible employees for the following reasons and minimum lengths of time:

- Family leave: 6 months or as provided by law, whichever is greater.
- Medical leave: length of necessary leave as certified by a physician
- Military and active duty leave: as provided by federal law

Leaves of absence shall not be construed as a break in service. All leave of absences will be without pay, except where leave is covered by accrued vacation. Employees who return to employment shall be reinstated with tenure. The Employer may temporarily transfer the Employee to another available position with equivalent pay and benefits that better accommodate the Employee's scheduling needs.

Employees with over one (1) year of service with the Employer shall be granted a personal leave of up to twelve months. Employees requesting Personal Leave must do so in writing to the agency director. The Employer shall respond to a request for Personal leave in writing within ten (10) working days. If the Employer is unable to accommodate an Employee's request for Personal Leave, the Employer shall provide reasons and alternative options for accommodating the Employee's request, e.g., rescheduling, postponing. Employees returning from Personal Leave lasting twelve months or less will be returned to the same position held before the leave and number of scheduled hours, but not necessarily to the same client(s).

#### **SECTION 22.2: RETURN FROM LEAVE OF ABSENCE**

The Employee returning from an authorized leave of absence is entitled to return to his/her same position. The Employer will make a good faith effort to reinstate Employees returning from an authorized leave of absence to their previous or similar assignment and schedule. An employee who fails to return to work within 3 working days of the expiration of a leave, and/or has not obtained an extension of the leave prior to its expiration will be considered to have voluntarily terminated employment.

#### **SECTION 22.3: RETURN TO WORK PROGRAM**

When feasible, the Employer will provide alternative work opportunities to employees injured on the job. The Employer shall work closely with the employee and his/her physician to determine if and when the employee can return to modified duty, and what assignments and/or activity level restrictions must be adhered to.

## **ARTICLE 23. CASELOAD**

### **SECTION 23.1:**

The Company and the union agree that there is a jointly-held interest in Employees receiving full-time work whenever possible; that Employees work as many hours as they are able and willing to work, up to 40 hours per week; that the Employer be able to serve as many hours as it is authorized to provide; and that clients receive their hours of care and support when they want them.

### **SECTION 23.2:**

The Company agrees to continue its practice of caseload flexibility. Caseload assignments shall be made in accordance with such criteria as mutual acceptability and compatibility of client and employee, special needs involved, special skills required, the number of hours the employee is willing to handle, location, length of commute and similar factors.

### **SECTION 22.3:**

It is recognized that the Company may discontinue an employee's assignments in accordance with such criteria as mutual acceptability and compatibility of client and employee, special needs and special skills required by the case. The Company will make every reasonable effort to avoid such instances of discontinuation, but in such circumstances where it is necessary, the Company shall make its' best efforts to provide such employee with a comparable assignment.

### **SECTION 22.4:**

When an employee wants an additional assignment, a change of assignment, or additional hours, the employee shall contact his or her supervisor who will enter the employees' name into a log kept for this purpose. The employee is encouraged to submit any assignment requests in writing.

### **SECTION 22.5:**

The Company agrees to maintain a log of available employees. Wherever practicable, assignments shall be made from this file in accordance with the Company's evaluation of each case's complexity. All things being equal, the most senior qualified employee in the file shall be offered the assignment. If this employee refuses the assignment, it shall be offered to the next most senior qualified employee, and so on. It is agreed that because of requirements of timelines contained in contracts, the Company is required only to make a good faith effort to comply with this section. Further, the Union and Company agree that the employee will document in writing refusal of an assignment when they next visit the office.

The Employer encourages and agrees to accept new worker referrals from the Union and afford them consideration for employment.

## **ARTICLE 24: SENIORITY**

### **SECTION 24.1: GENERAL**

Employees completing the probationary period shall be credited with seniority retroactive to date of hire. Seniority shall be defined as the length of service within the bargaining unit from date of hire. Seniority shall be used to determine wage rates and entitlement to other benefits as specified in this agreement.

### **SECTION 24.2: TERMINATION**

Seniority shall be terminated for discharge for just cause, voluntary quit, or failure to return to work after recall in accordance with the provision of Section 5 of this article. In cases of voluntary quit, the Company at its' sole discretion may choose to re-hire an employee at previous tenure.

### **SECTION 24.3: WORK ASSIGNMENTS**

In all matters relative to new work assignments and opportunities for additional work, the principle of seniority shall prevail, provided, however, that new work assignments and/or the assignment of additional work shall not result in overtime and/or unreasonable travel costs.

It is further understood that, due to language requirements, skill requirement and/or "consumer preference," the Employer may bypass a senior employee who, by virtue of seniority would be given a particular client assignment. In such cases, the assignment will be given to the most senior available employee who can satisfy language/skill requirements and/or "consumer preference." Additionally, in such cases the Employer shall give the bypassed employee the next opportunity for assignment of additional work, subject to the provisions of this section.

### **SECTION 24.4: LAYOFFS**

A layoff is defined as a permanent reduction in the number of employees employed by the Employer in the branch or in an office. In the event of a need for a reduction in force, the Employer will meet with the Union as far in advance as possible to identify the reasons requiring the reduction and the number of Employees affected.

If layoffs are required, the least senior employee(s) in a branch office shall be laid off first provided that those employees remaining on the job in that branch office are qualified to perform the work remaining, and provided further that the Employer is not required to reassign an Employee to a work assignment requiring more than an hour additional travel time (by auto) between clients. The Employer agrees to provide ten (10) days' notice of layoff to affected employees.

An Employee subject to layoff or reassignment may decline the new assignment(s) if the employee feels unqualified to provide the care required or if the additional assignment(s)

results in more than forty-five (45) minutes travel time (by auto) from home to the first client of the day or from the last client of the day back to the employee's home.

#### **SECTION 24.5: RECALL**

Employees shall be recalled in order of seniority (the most senior being recalled first) provided that those recalled are qualified to perform the work assigned.

To be eligible for recall, a laid-off employee must keep the Employer informed of his/her current address and phone number. The Employer shall notify laid-off workers of recall by certified letter. When offered re-employment from layoff, the Employee must indicate acceptance and availability for work within five (5) days of receipt of letter unless unusual circumstances prohibit return within that time period.

### **ARTICLE 25: RECORDS AND PAY PERIODS**

#### **SECTION 1:**

Employees shall be furnished a copy of their itemized deductions each pay period, which shall include the current hours worked, current wages earned, current wage rate, cumulative wages to date, and any regular itemized deductions, including any duly authorized dues deduction, in accordance with the Companies payroll procedures.

#### **SECTION 2:**

Upon no less than seven (7) calendar days' notice to the Company, a duly authorized representative of the Union may, during normal business hours, examine time sheets, work production or other records that pertain to an employee's compensation and/or fringe benefits, in case of a dispute as to contributions and/ or pay. The Union shall not exercise this right so as to be disruptive of the Company's business.

#### **SECTION 3:**

Payment of wages at a minimum shall be twice monthly unless such pay schedule is altered by agreement between the parties. The company shall make the pay schedule available to all employees. If a payday falls on a Saturday, the check will be distributed the preceding Friday. If a payday falls on a Sunday, checks will be distributed on the following Monday, unless the Monday distribution date is one of the recognized holidays, in which case the checks will be distributed on the preceding Friday, or unless the branch, as of the signing of this Agreement, distributes the checks on a Friday.

#### **SECTION 4:**

In the event an employee does not receive his/her paycheck on payday or is underpaid due to administrative error, a new check shall be issued within (3) business days from the pay date as long as the company is made aware of the problem on the pay date or the first business day following the pay date.

## **SECTION 5:**

It is anticipated that during the life of this agreement the Company will continue use of and expand the use of Electronic Visit Verification (EVV), either through state or federal regulation or of its own volition. The implementation of EVV or other electronic system would be an alternative to the need and use of timesheets, travel/mileage and other employee paper documentation. The parties will negotiate over any impact this technology would have on other portions of the Agreement or the economic interests of employees. The Company believes this technology will enhance employee job satisfaction and efficiency. The Company agrees to meet with and seek input from the Union in the planning of training efforts and policy/procedure changes required by the use of this technology prior to implementing this program in any state and to review its impact and identify areas needing improvement after implementation.

### **ARTICLE 26: ADHERENCE TO EXISTING STATUTES**

The parties agree to abide by all applicable municipal ordinances and state and federal statutes, including but not limited to any and all statutes pertaining to discrimination in employment and wage and hour compliance, to the extent said ordinances or statutes have an impact upon the working conditions of the bargaining unit employees.

### **ARTICLE 29: PAST PRACTICE**

Subject to the other provisions of the Agreement, all conditions relating to wages, hours of work, and other terms, conditions and benefits of employment shall be maintained as in effect at the signing of this Agreement.

### **ARTICLE 30: HOME CARE ADVOCACY DAY**

The Employer agrees to grant up to 15 percent (15%) of bargaining unit Employees in each state, based on a first-come, first-served basis, specific paid leave days, up to two days per calendar year, as designated by the union to participate in home care advocacy. Requests for additional days may be granted on a branch by branch basis and such requests shall not be unreasonably denied by the employer.

The Company agrees that in cases where the 15% allotment is unmet, employees participating in Home Care Advocacy Day may request additional paid leave days for advocacy work and such requests shall not be unreasonably denied by the Employer.

Home Care Advocacy Days are for the general purpose of public action and advocacy to any state or federal government, legislature or congress on issues related to home care or home health services and other mutually beneficial legislation, as agreed to by both parties in advance.

The Union shall designate in writing to the Employer the employees requesting such leave at least fourteen (14) calendar days in advance, except in emergency situations with the agreement of both parties. Leave requests shall take client needs into consideration, but

shall not be unreasonably denied by the Employer. The Employer shall communicate promptly with The Union concerning any difficulties in granting leave requests.

Employees on paid leave for Home Care Advocacy Day shall receive their regular rate of pay for their scheduled hours on that day. Such time shall not be counted for the purpose of overtime or paid time off computation.

## **ARTICLE 29: RETIREMENT**

### **SECTION 29.1: INTENTION FOR NEW MODEL OF RETIREMENT BENEFITS**

It is the intent of the parties to develop a new model of retirement benefits which would strive to provide retirement security for home care workers and should manage risk for the Employer and union members. This model would strive to provide secure retirement income for home care workers, mandatory employer and voluntary worker contributions, portability, lifetime retirement benefits, prudent asset investment management, cost effectiveness, joint governance, and effective communication and education. The parties commit to work jointly to develop this model.

### **SECTION 29.2: RESEARCH AND STAFF SUPPORT**

The union shall, through its national benefits staff, arrange for research and staff support to the parties to support the joint effort of the parties to develop this new model of retirement benefits.

## **ARTICLE 30: WAGES AND PREMIUMS**

### **SECTION 30.1: WAGE SCALE**

Effective July 1, 2016 all bargaining unit employees shall be placed in the wage scale for direct service hours worked according to their seniority with Addus Healthcare. Bargaining unit employees shall advance to the next step on the wage scale as they reach the seniority hours on that step. No employee shall suffer a reduction in base rate of pay whose current base rate of pay exceeds that of the scale.

| Step | Hours        | Rate    |
|------|--------------|---------|
|      | 0-1,000      | \$10.10 |
| 1    | 0-2,000      | \$10.20 |
| 2    | 2,001-4,000  | \$10.30 |
| 3    | 4,001-6,000  | \$10.40 |
| 4    | 6,001-8,000  | \$10.50 |
| 5    | 8,001-10,000 | \$10.60 |
| 6    | 10,000+      | \$10.70 |

## **SECTION 30.2: OVER SCALE**

Any bargaining unit employee currently earning a rate over the wage scale shall receive an increase of twenty-five (\$0.25).

## **SECTION 30.3: LOCK-OUT PAY**

If an employee is unable to provide service to a client due to the client's failure to answer the door, or if the client is not home, the client has cancelled service and the Employer has failed to notify the Employee, or if the Employer has double-booked services, the employee shall notify the Employer by telephone promptly. If the Employer is unable to provide a substitute assignment, the employee shall be paid at the straight time hourly wage rate for one-half (1/2) hour, or length of shift, whichever is shorter, plus mileage if greater than twenty miles.

## **SECTION 30.4: OVERTIME**

Employees required to work in excess of forty (40) hours in a week will be paid overtime for such additional hours at the rate of one and one-half (1 ½) times their regular hourly rate of pay. Paid leave time shall not be considered time worked for the purposes of this section.

## **SECTION 30.5: DIFFERENTIALS**

### **SPECIAL SKILL/EXTRAORDINARY CARE DIFFERENTIAL**

To meet client behavior needs, effective upon ratification of this agreement, all hours worked for clients who have behaviors and/or conditions which the Employer determines significantly impact the provision of personal care and/or which necessitate additional effort, special skills or training as defined and authorized by the Employer shall be paid an additional fifty cents (\$0.50) per hour.

## **SECTION 30.6: DIRECT CARE WORKER BONUS PAYMENTS**

Upon receipt of DPHHS funding, and in the event that there is more money available from DPHHS after the distribution of wages (as increases) and after accounting for the mandated employer payroll expenses of FICA, Worker's Comp, FUI/SUI, Gen. Liability, the Employer shall disburse any remaining funds evenly amongst all bargaining unit employees.

## **ARTICLE 31: MEDICAL, DENTAL AND VISION BENEFITS**

### **SECTION 31.1 BENEFITS PROVIDED THROUGH THE TRUST**

The SEIU 775 Multi-Employer Health Benefits Trust ("Trust") provides medical, dental, prescription drug and vision coverage for eligible workers as a unified and comprehensive benefit program. Beginning with contributions on January 1, 2009, or as soon as administratively possible, and for the duration of this Agreement, and subject to the availability of reimbursement from the Employer's state funding sources, the Employer shall provide comprehensive employee health care, dental, prescription drug and vision

benefits through the Trust. The Employer, the Trust, and the carriers participating in the Trust shall coordinate to provide benefit plan design and enrollment information to eligible employees.

### **SECTION 31.2 ELIGIBILITY**

Pursuant to any eligibility requirements set forth in this Agreement, or by the Trust, employees shall qualify for health and welfare benefits through the Trust as outlined in DPHHS rules and regulations regarding the reimbursement of health care costs to the Employer. Should DPHHS rules and regulations on health care reimbursement change substantially, the Union and the Employer agree to bargain over the impact of these changes. Employees who do not qualify for these benefits as outlined in DPHHS rules and regulations may participate at their own expense.

Should a participant fail to meet the eligibility requirements, the Employer shall notify them that they have not worked enough hours to maintain eligibility. Employees who lose eligibility for Employer-paid benefits shall be provided with a notice of their rights for continuing benefits coverage under COBRA. The Employer requests that the Trust provide such COBRA notices.

### **SECTION 31.3 EMPLOYER CONTRIBUTIONS**

Subject to and conditioned upon the Employer's receipt of reimbursement from the Employer's state funding sources, the Employer shall pay to the Trust the employee premium up to the maximum dollar amount allowed for reimbursement of benefit costs by the DPHHS (and less the employee deductible referenced below) for all employees who are eligible for coverage.

### **SECTION 31.4 EMPLOYEE CONTRIBUTIONS**

Employees enrolled in a Trust plan shall pay a premium co-share of twenty-five dollars (\$25) per month for each year of the Agreement. Employees wishing to enroll their spouse or eligible dependents in the Trust plan(s) may do so at their own cost if such dependent coverage is available. Workers shall pay their employee deductible and dependent premium charges (if applicable) via payroll deduction if they so authorize in writing, or directly to the Trust upon arrangement with the Trust.

### **SECTION 31.5 SAVINGS**

Should state-mandated requirements change substantially, the Employer and Union shall meet to negotiate changes. The Trust shall be the policy holder of any insurance plan or health care coverage plan offered by and through the Trust. As the policy holder, and fiduciary agent, the Trust shall indemnify and hold harmless from liability the Employer from any claims by beneficiaries, health care providers, vendors, insurance carriers, or employees covered under this Agreement.

## **SECTION 31.6 ENROLLMENT INFORMATION AND COORDINATION**

The Employer, the Union, and the Trust shall coordinate to provide information about the plan choices to employees and shall arrange for translation or interpretation to facilitate employee understanding of the plans if necessary. Open enrollment meetings and materials shall be made available to all employees at least annually.

## **SECTION 31.7 CONTROLLING AGREEMENT**

This Agreement controls in the event there is a dispute as to the terms or provisions appearing in this Agreement and any Trust documents.

## **ARTICLE 32: TRAVEL PROVISIONS**

### **SECTION 32.1: TRAVEL PAY AND MILEAGE**

#### **A. PORTAL-TO-PORTAL TIME**

Employees shall be paid their regular rate of pay per hour while traveling between assigned work locations or clients during the workday.

Employees will not be paid for time spent traveling to the first assigned workplace, nor for traveling from the last assigned work location of the workday, unless the work location is more than forty (40) miles from home to the first or last work location. This will only apply if the employee goes and comes directly from home to the work location.

#### **B. MILEAGE REIMBURSEMENT**

Employees driving their own vehicles for authorized client errands shall be reimbursed for mileage at the rate of thirty-three cents (.33) per mile, or the reimbursement rate set by DPHHS.

The Employer reserves the right to use Google or Bing Maps or similar distance software to determine miles between assignments in instances where a significant variance in travel reimbursement claims are identified by the Employer and to encourage efficiency and reduce gas consumption.

## **ARTICLE 33: PAID TIME OFF**

### **SECTION 33.1: ACCRUAL**

Employees shall be eligible for paid time off (PTO) benefits.

Employees shall accrue one (1) hour for every thirty (30) hours worked effective July 1, 2016. PTO hours shall cap at one hundred and twenty hours.

PTO hours shall cap at one hundred and twenty hours. In the event that an employee is unable to schedule use of PTO and the employee's PTO has capped, the Employer will cash-out earned PTO accrued during pay-periods until use of PTO is scheduled or a request for cash-out is submitted and honored by the Employer.

PTO may be used for paid time off for vacation or sick leave or may be cashed out at one hundred percent (100%) its value. Employees shall accrue, but not be able to use, paid time off during their probationary period.

The Employer's payroll system will show each employee's PTO accrual balance on each paystub.

### **SECTION 33.2: SCHEDULING**

Employees shall be eligible to take PTO after their probationary period. Employees must submit PTO requests in writing at least two (2) weeks prior to the date the requested PTO commences, except for requests to take PTO of one week or longer during the months of June, July and August. Requests for PTO during June, July and August must be submitted at least four (4) weeks prior to the date the requested vacation commences. PTO leave approvals will be granted by seniority within the office to which the employee is assigned. Supervisors shall communicate about whether leave has been approved or disapproved within five (5) business days of the date the leave request is submitted by an employee.

At the request of an employee, the Employer shall pay the employee for PTO in advance of the leave. Such request shall be made in writing two (2) weeks in advance of the date the requested PTO commences.

### **SECTION 33.3: CASH-OUT**

At the end of September of each year of this Agreement, employees may elect to cash out their accrued, unused PTO. If the employee does not exercise the cash-out option, then the full remaining unused PTO shall be carried forward.

No later than September 1 of each year of this contract, the Employer shall notify employees of the cash-out option under this Agreement and shall provide a form for employees who wish to exercise their cash-out option.

The Employer will make a good faith effort to offer monthly cash-out of PTO. To facilitate this effort, the Employer will require monthly cash-out specifications be included in the programming of a new payroll system.

Employees who terminate shall be paid for all unused, accrued PTO. Such cash out shall be made by the Employer at the time of the employee's final paycheck.

### **SECTION 33.4: UTILIZATION OF PTO AS SICK LEAVE**

The Employer may require reasonable proof of illness or disability and/or certification of need to be absent if the Employer has a reasonable doubt as to the validity of the claim. If the Employer requests physician or practitioner certification, then the Employer is responsible for the full cost of such certification if it is not covered by the Employer's health plan or the Employee is not covered by the Employer's health plan.

### **SECTION 33.5: NOTICE AND PROOF OF ILLNESS**

The Employer reserves the right to require reasonable proof of illness, if the absence from work last beyond three (3) consecutive scheduled work days. The Employer also may require a doctor's release in the event that the absence from work exceeds three (3) consecutive scheduled work days.

Employees who are sick shall make a good faith effort to provide as much advance notice as possible to the Employer. Employees will be expected to notify their supervisor of illness at least two (2) hours prior to their first assignment of the day, unless there is a verifiable emergency preventing an employee from fulfilling this requirement.

The Employer will maintain a twenty-four (24) hour call or paging service for employees seeking to reach supervisors.

### **SECTION 33.6: COMBINATION WITH OTHER BENEFITS**

Payment of PTO as sick leave shall supplement any disability or workers' compensation benefits. The combination of PTO/sick leave payments and disability or workers' compensation benefits shall not exceed the amount the employee would have earned had the employee worked her/his normal schedule.

### **SECTION 33.7: BEREAVEMENT LEAVE**

Employees shall be entitled to bereavement leave (PTO or unpaid) to discharge the customary obligations arising from the death in the immediate family of an employee, an employee's spouse, or domestic partner. Such period of absence shall be limited to five (5) work days when the employee is not required to travel beyond Washington state or northern Idaho. For purposes of this section, "immediate family" shall include the employee's or the employee's spouse's parent, wife, husband, child, brother, sister, grandmother, grandfather, grandchild, or the equivalent for domestic partners, or another member of the immediate household.

Every attempt will be made to accommodate employee requests to take PTO upon the death of a client.

### **SECTION 33.8: CATASTROPHIC COVERAGE**

No later than February 15<sup>th</sup>, 2016, the Employer and Union will work cooperatively to develop a method by which those employees who, through the fault of an illness which prevents them from working, shall be allowed to use accumulated PTO donated from other workers.

## **ARTICLE 34: HOLIDAYS**

### **SECTION 34.1: HOLIDAYS**

The following days qualify as a holiday for the purposes of applying the provisions of this article.

- New Year's Day\*
- Thanksgiving Day\*
- Christmas Day\*
- Memorial Day
- Independence Day (July 4) \*
- Labor Day\*

Employees may schedule any holiday as a day off without pay, provided mutually acceptable arrangements have been made with the employee's supervisor to ensure adequate care is available for clients requiring care during the holiday period. Employees may substitute two (2) recognized holidays for floater Holidays to recognize cultural, civic, or religious observance. Assignment of work on Holidays shall be assigned by the Employer.

#### **SECTION 34.2: SCHEDULING**

Employees desiring to take off any of the holidays listed above shall notify the Employer of their desire four (4) weeks prior to the holiday. The Employer shall grant the holiday requests on the basis of seniority, consistent with client service needs.

#### **SECTION 34.3: HOLIDAY PAY**

Employees who work on one of the holidays above shall be paid one and one-half (1½) times their regular rate of pay for all hours worked on the holidays designated with an \*.

### **ARTICLE 35: TERM OF AGREEMENT**

This agreement shall be effective immediately and shall remain in full force and effect through June 30, 2019, unless disapproved by a membership vote held within 120 days of the date of execution of this agreement, or unless amended by mutual written agreement of the parties. The agreement shall be automatically renewed from year to year thereafter unless either party provides written notice of intent to modify the agreement at least sixty (60) days prior to the anniversary date of the contract.

*If there occurs a substantial change in the reimbursement rate, or state-mandated requirements change substantially, either party has ten (10) days after the close of the legislative session, to request negotiations over the impact. Should the parties reach impasse in such negotiations, the parties agree to binding arbitration.*

---

Laurie Manning,  
EVP & Chief Human Resource Officer  
For Addus HealthCare, Inc.

---

Date

---

Sterling Harders,  
President  
For SEIU

---

Date

---

Laurie Manning,  
EVP & Chief Human Resource Officer  
For Addus HealthCare, Inc.

---

For SEIU

