

Collective Bargaining Agreement

between

SEIU 775

and

Korean Women's Association

Effective July 1, 2015 to June 30, 2017

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ARTICLE 1: RECOGNITION

Amicable Healthcare, Chesterfield Health Services, Concerned citizens, and Korean Women's Association (hereafter collectively referred to as the "Employers" or singularly as "Employer", "each Employer," or "an Employer") recognize SEIU 775 (the "Union") as the sole and exclusive collective bargaining agent for all employees who are employed by the Employers throughout the State of Washington in the position of home care worker, who perform home care and personal services, or work in any position related to delivery of such in-home services, including but not limited to: home care workers, home care aide, caregivers, personal care assistants, Certified Nursing Assistants (CNA or NAC), Nurse Aide Registered (NAR), Licensed Practical Nurses (LPN or LVN), Registered Nurses (RN), and any other similar job title or classification; excluding all employees not employed in the in-home services or programs delivered by the Employers, managers, confidential employees, office clerical employees, translators, professional employees, guards, and supervisors as defined in the National Labor Relations Act.

ARTICLE 2: UNION MEMBERSHIP AND UNION SECURITY

Section 1: Union Dues

All bargaining unit employees shall, as a condition of employment, become and remain members of the Union tendering periodic dues and fees as determined by the Union. Each new employee shall be required to become and remain a member of the Union no later than the thirtieth (30th) day of employment. Per the terms of Section 2.3 of this Article, any employee who fails to satisfy this obligation shall be discharged by each Employer, and each Employer shall provide written notice to the Union of such discharge within thirty (30) days.

Section 2: Religious Exemption

It is the intent of this Agreement that the provisions of this Article safeguard the right of employees to remain non-members based on *bona fide* religious tenets or teachings of a church or religious body of which such employee is a member. Any employee who claims a right of non-association based on *bona fide* religious tenets or teachings of a church or religious body of which such employee is a member shall provide written notice of that claim to the Union, and shall arrange with the Union to make alternative payments in lieu of the payments required for Union membership to a nonreligious charitable organization (a

501 (c) (3) organization as defined by statute) of the employee's choice. Such employees shall pay an amount of money equal to the periodic dues and fees uniformly required under Section 1 of this Article. Failure to satisfy this alternative payment shall result in discharge from employment, pursuant to Section 2.1 of this Article. Each Employer shall not be financially liable for any failure of the affected employee or the Union to remit payments to the nonreligious charity.

Section 3: Discharge for Failure to Meet Obligations

The Union may demand the discharge of any bargaining unit employee who is delinquent in payments required in this Article or refuses to become and remain a member of the Union. The Union shall communicate delinquency to the affected employee and to the Employer within thirty (30) days of delinquency.

The notice to the delinquent employee shall include a) the fact that the Union has no record of the employee's membership or religious exemption and b) the action required by the employee in order to satisfy requirements of this Agreement. This notice may include: the amount needed to pay delinquent dues in full, a membership form, and/or any other action needed on the part of the employee to satisfy obligations of this Agreement. The Union shall, at the same time, notify the Employer of the name and reason for delinquency of any employee.

Should the employee fail to satisfy obligations of this Agreement, within fifteen (15) days from the date of the original notice of delinquency, the Union may demand in writing that the applicable Employer discharge the employee. Following receipt of such demand, the Employer shall discharge the employee within seven (7) calendar days of the date of the Union's demand.

Section 4: Political Accountability Fund (COPE)

Each Employer shall deduct the sum specified from the pay of each member of the Union who voluntarily executes a Political Accountability Fund (COPE) wage assignment authorization form. When filed with each Employer, the authorization form will be honored in accordance with its terms. The authorization form will remain in effect until or unless revoked in writing by the employee. The amount deducted and a roster of all employees using payroll deduction for Political Accountability Fund (COPE) contributions will be promptly transmitted to the Union by separate check payable to the Union and identified as COPE deductions, at the same time as the monthly remittance of dues. Upon issuance and transmission of a check to the Union, each Employer's responsibility will cease with respect to such deductions. The Union and each employee authorizing the assignment of wages

for the payment of Political Accountability Fund (COPE) contributions hereby undertake to indemnify and hold each Employer harmless from all claims, demands, suits or other forms of liability that may arise against each Employer for, or on account of, any deduction made from wages of an employee.

Section 5: Paycheck Deductions

Each Employer agrees to deduct from each bargaining unit employee's pay all authorized dues, fees, and assessments as determined or required by the Union. Each Employer shall make such deductions from the employee's paycheck following receipt of written authorization, and periodically thereafter as specified on the written authorization, so long as such authorization is in effect, and shall remit the same to the local Union within fifteen (15) days after the end of each pay period. The Union will furnish all the membership forms necessary to be used for this written authorization and will notify each Employer in writing of dues, fees, or assessments to be assessed within five (5) days of execution of this Agreement, and thirty (30) days before the effective date of any change. Each Employer reserves the right to ensure that the authorization of payroll deductions complies with applicable Federal and State laws regarding deductions from wages. Each Employer may require an additional authorization form as per its policies and procedures, to confirm the specific authorization for continued paycheck deduction. The Union will hold harmless each Employer against any claim or obligation which may be made by any employee by reason of the deduction of Union membership fees, including the cost of defending against such claim or obligation.

Section 6: Bargaining Unit Information

Employees covered by this Agreement are required to maintain up-to-date personal phone number(s), and home address on file with each Employer. Each Employer shall provide a roster of all bargaining unit employees to the Union on a monthly basis. The roster shall include each employee's name, social security number, gender, home address, mailing address, home phone number, alternative phone number (if any), email address (if any), office or unit where the employee is assigned, job classification(s), FTE status, shift, rate(s) of pay, gross pay, hours worked in the month (or month---to---date in the event of twice---monthly pay), total hours accrued as an employee of each Employer or hours credited towards a wage scale step year---to---date, amount and rate of any special differential pay, date of hire, and date of termination. Each Employer shall facilitate reconciliation of these employment records with the Union, including clarifying whether workers are inactive because of paid or unpaid leave or other reason. All information

required to be transmitted under this Agreement shall be transmitted in a common electronic format agreed upon by each Employer and the Union.

Section 7: Membership Forms

Each Employer agrees to distribute membership forms for the Union with the basic employment paperwork required by each Employer. All Union membership forms completed by an employee and returned to the Employer will be forwarded to the Union within fifteen (15) days of the Employers receipt of the form.

ARTICLE 3: UNION RIGHTS

Section 1: Advocates

For purposes of representation and mutual administration of the contract, the Union will designate advocates from among its members employed by the Employers. The advocate position is the worker representative position responsible for handling grievances and disciplinary issues with the Employers. The Union will notify each Employer when an advocate has been designated.

Section 2: Advocate Recognition

3.2.1 Korean Women's Association

The Employer agrees to compensate designated advocates at their regular rate of pay for their involvement in contract enforcement. These activities are defined as time spent in grievance investigation or meetings, and in services as mutually agreed upon by the Union and each Employer. Advocates shall have the obligation to inform their supervisors when they will be utilizing advocate time, and shall follow all usual scheduling procedures to ensure client care coverage.

Section 3: Bulletin Boards

Each Employer will provide a bulletin board and place the board in an area easily accessible to employees in each of the Employer's branch offices for union postings.

Section 4: New Employee Orientations, In-Service Trainings, and Continuing Education

3.4.1 Korean Women's Association

The Union shall have the right to include information in each Employer's new employee orientation materials. The Union will provide adequate copies of all documents it wants to be so included. New caregivers will be scheduled to attend one thirty (30) minute "Union Time" presentation during the required basic training of homecare workers. Such time will be paid time. Continuing caregivers will be scheduled to attend one fifteen (15) minute "Union Time" presentation each calendar year that is connected with a Continuing Education Class. Such time will be paid time. An employee must present satisfactory proof of attendance to be paid for any "Union Time" presentation.

Section 5: Access to Each Employer's Offices

Each Employer agrees to admit to its offices the authorized worker representative of the Union for the purposes of adjusting grievances and conducting other Union business.

Section 6: Access to Each Employer's Files

The employee or his/her worker representative shall have the right to examine the employee's personnel file. If the employee is not present, the employee shall provide written authorization to enable the worker representative to examine the file in the absence of the employee. Only appropriate information shall be maintained in an employee's personnel file. Employees may request that a document be removed from their personnel file. Each Employer retains full discretion in determining whether the request is granted. Disputes regarding documents placed in the employee's permanent personnel file are subject to the Grievance Procedure as stated in Article 9.

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 Employer's business.

Section 7: Meeting Rooms

The Union may use meeting rooms of the Employer in its offices for meetings of the unit, provided sufficient advance request for meeting facilities is made to the designated administrator in the and space is available

ARTICLE 4: NO DISCRIMINATION

The Employers agree that qualified applicants for employment will be considered without regard to race, ethnicity, color, physical and/or mental disability, marital status, national or tribal origin, ancestry, gender, sexual orientation or perceived sexual orientation, gender identity, age, religion, creed, citizenship status, veteran status, lawful political beliefs or actions, union membership or activities, or other characteristics or considerations made unlawful by federal, state, or local law or by government agency regulations. The Employers further agree that they shall not discriminate in terms or conditions of employment on the basis of the aforementioned characteristics (except for bona fide occupational qualifications or client preference). The Employers and the Union also commit to support equal employment opportunity and affirmative recruitment to ensure a diverse workforce. All employees share the responsibility of maintaining a work environment that is supportive of equal employment opportunity. Employees shall be treated fairly and with dignity and respect.

ARTICLE 5: CLIENT RIGHTS

The Employers and the Union are committed to quality care of clients. It is the right of clients, in the privacy of their home, to choose the employee with whom they feel the most comfortable. The Employers support client rights. If a client wishes to change employees, for any reason, the Employers will respect the right of the client to do so. If a client chooses to change employees, the employee who is being unscheduled shall be eligible for another client(s) or equivalent hours as available. The Employers will make a good faith effort to provide support for a successful employee/client relationship(s). At the discretion of the parties, the Employers and the Union may explore through the Labor Management Committee methods of coaching, counseling or mediation to assist in the resolution of client/worker conflicts to help ensure consistent service delivery with minimal worker reassignment.

ARTICLE 6: PROBATION

Section 1: Korean Women's Association

The first 750 hours worked during any employment or re---employment shall be the probationary period for all new or returning employees provided that the probationary period shall not exceed seven (7) months unless extended by the employer. The employer and the Union may agree to extend the probation period for an employee who has worked substantially less than 750 hours in the initial seven months or for other sufficient reason. Any extension of the probation period shall be in writing and shall be to a date certain. During this period the Employer shall provide specific orientation to the job performance expectations, to the agency and to the agency's services and programs, and to the people/clients served by the agency. Supervisors shall monitor performance during this time and will provide appropriate feedback to the employee, to help the employee successfully complete the probationary period. If requirements of the job are not being met, the Employer shall seek to counsel the employee to correct the defined deficiencies. If satisfactory improvement does not result, the probationary employee may be disciplined or terminated in the sole discretion of the Employer without further notice or recourse to the grievance procedure. The discipline or discharge of an employee who is in probationary status shall not be in violation of this Agreement. Probationary employees are covered by the terms and conditions of this Agreement except as specifically noted and retain the same legal rights as other employees under the National Labor Relations Act and applicable local, State and Federal laws. Employees completing the probationary period shall be credited with seniority retroactive to date of hire. Seniority shall be based on hours in accordance with the wage schedules set forth in this Agreement.

ARTICLE 7: SENIORITY

Seniority shall be defined as the number of hours worked within the bargaining unit from the employee's date of hire. Continuous service shall be defined as no break in service for longer than one month with the exception of a Union---related leave of absence, military duty, leave under the Family Medical Leave Act, or any other extended leave approved by an Employer. Seniority shall be used to determine wage rates and entitlement to or accrual of other benefits as described in this agreement. Seniority shall also be a factor in determining work assignments, layoffs and recalls.

ARTICLE 8: DISCIPLINE AND JUST CAUSE

Section 1: Just Cause and Right to Representation

a) Just Cause and Progressive Discipline

The Employers shall have the right to discipline employees and/or to discharge non-probationary employees for just cause only. Communications between supervisors and employees about disciplinary matters shall be respectful and discipline shall be, in general, directed at correcting performance problems. In general, progressive discipline shall be used, with the general progression as follows: verbal warning, written reprimand or warning, unpaid or paid suspension, and termination/discharge (firing).

b) **Serious Misconduct**

In the case of serious misconduct, or for disqualifying crimes as defined in statutes applied to the licensed provision of home care services, each Employer may in its sole discretion, for reasonable cause, bypass any one or all of the steps of progressive discipline.

In the case of any form of discipline less than termination, the employee's disciplinary action shall include a description of the conduct that is the basis for the disciplinary action(s). Each Employer will strive to identify specific corrective action(s) that the employee is expected to take to improve his/her performance.

c) **Fact-finding**

Prior to issuing any form of disciplinary action to an employee, an Employer shall attempt to meet with the employee to investigate and gather facts. The Employer shall advise the employee of the purpose of the investigatory meeting and that the meeting could lead to disciplinary action, and shall advise the employee of his/her right to request the presence of an advocate or Union representative in the meeting. If an employee requests the presence of an advocate or Union representative, the Employer will make a reasonable attempt to schedule a meeting when the participating advocate or Union representative and employee are available to meet. The unavailability of an advocate or Union staff representative for a meeting date shall not unreasonably delay or impede the Employer's investigation or decision to take disciplinary action.

Section 2: Notification of Formal Disciplinary Action / Written Justification for Discipline for Cause

In the case of any written reprimand (written warning), suspension, economic sanction, or termination/discharge for cause, an Employer shall give a copy of the disciplinary action to the employee, stating the reasons for the discipline. The document shall include a line for

the signature of the employee and the immediate supervisor or manager responsible for the decision to issue discipline, including the following notice: "Signing this document indicates that you have received a copy but does not indicate that you agree or disagree with its contents. You may have the right to contest this action through filing a grievance, if you believe this action violates the Union contract. You may contact your Union advocate or the SEIU 775 office at 1-866-371-3200."

The lack of the employee's signature on the notice shall not be grounds for nullifying or challenging the notice or any ensuing disciplinary action where reasonable evidence shows that the applicable Employer attempted to inform the employee of the investigation, pending or actual discipline.

Section 3: Suspension or Discharge

Within seven (7) calendar days after any suspension or discharge for cause, an Employer shall notify the Union in writing (by fax or email) of the suspension or discharge and the reason for this action and shall attach a copy of the disciplinary notice signed by the employee or provided to the employee. Employees who are suspended may use any accrued, paid leave during their period of suspension.

Section 4: Investigation of Just Cause by Union

An advocate or Union representative shall have the right to interview employees and management personnel and gather information concerning disciplinary matters. Such interviews shall not interfere in any way with an Employer's business activity. Should a client complaint be involved, the applicable Employer will attempt to provide a copy of the clients' written complaint, if any, with all identifiers removed, so long as the removal of identifiers adequately protects the confidentiality rights of the client and the provision of the complaint does not violate federal, state, local laws or regulations.

Section 5: Employer Rules

The Employer may establish reasonable work rules necessary to regulate employees' conduct at work. Work rules shall be reviewed with new employees, conspicuously posted and made available to all employees. Each Employer may require new employees to sign a form provided by that Employer to confirm their understanding of the work rules. Each Employer will advise the Union of any proposed changes to the work rules thirty (30) days in advance. If the rule is a mandatory subject of bargaining, the Union reserves the right to demand to bargain.

Section 6: Personnel Files

8.6.1 Korean Women's Association

Any information about the employee may be included in the personnel file, including without limitation information regarding disciplinary action, such as client complaints, warnings, placements on probation status, and formal evaluation reports prepared by an Employer shall be placed in the employee's personnel file and a copy shall be made available to the employee upon the employee's written request. The Employer shall allow the employee and/or his/her representative (if the employee so authorizes in writing) to examine, in the presence of an authorized Employer representative, the employee's permanent personnel file maintained in the Employer's office, at a mutually agreeable time and date; files must be made available within two (5) business days of receipt of a written request. Employees who have a reasonable dispute with information in their personnel file may submit written comments no more than two (2) pages in length, replying to any material in their file, which comments shall also be maintained in their personnel file. Employees may not submit additional written comments regarding disputes which have been resolved through the grievance process. Should the employee maintain a good record for one (1) year, the employee may request the removal of identified negative materials from his/her personnel files, unless otherwise required to be retained by state law or regulation. Reasonable requests for removal of identified negative materials will be considered and will not be unreasonably denied.

Section 7: APS or Regulatory Investigations

Should Adult Protective Services or another regulatory agency (such as Children's Administration or the Division of Developmental Disabilities) initiate an investigation of an employee that requires suspension or removal of that employee from any client, but does not require suspension or removal from all home care work, the applicable Employer will attempt to assign the employee other suitable home care work until the investigation is complete if permitted by state law or regulation

If, following the conclusion of an APS or other regulatory investigation, it is determined by the applicable Employer, or APS or other regulatory agency that the employee is to be disciplined, up to and including termination, the notification provisions of Section 8.2 of this Article will apply.

If the investigation indicates that the disciplinary action is unnecessary, the applicable Employer will make reasonable efforts to reinstate the employee to the same hours/position with the original client. If the client should decline to be served by the employee, the applicable Employer will make reasonable efforts to assign suitable and available client hours, until s/he is employed at the same number of hours as before the

investigation.

ARTICLE 9: GRIEVANCE PROCEDURE

Section 1: Definition

A grievance is hereby defined as a claim against, or dispute with, an Employer by an employee or the Union involving an alleged violation by an Employer of the terms of this Agreement and/or the employee handbook or past practices and policies of an Employer which initiate on the execution date of this Agreement. The Union and the Employers are mutually committed to resolving disputes at the lowest level possible, in an expedient manner. Grievance response timelines may be extended by mutual written agreement. Grievances concerning discharge, discrimination as defined this Agreement or grievances filed by the Union shall be filed initially at Step Two.

9.1.1 Korean Women's Association

A grievance is also defined as a claim by the Korean Women's Association involving an alleged violation of the terms of this Agreement or as to the interpretation of a provision or provisions of this agreement.

Section 2: Time Limits, Meetings, and Notifications

9.2.1 Korean Women's Association

The purpose of time limits within the grievance procedure is to ensure the swift resolution of disputes. Time limits may be extended or waived at any step of the grievance procedure by mutual written agreement of the Parties. The party awaiting a response at any step may advance the grievance to the next step once the time limits have expired. The Union may withdraw a grievance at any step in the grievance procedure. The Parties agree the grievance may be resolved at any stage of the grievance process provided that all appeals are timely.

The parties may waive meetings or conduct meetings by phone by mutual agreement. Electronic mail (email) shall be valid notification under this article.

Section 3: Grievance Steps

9.3.1 Korean Women's Association

A) Union/Member filed Grievances shall be handled in the following manner:

Step One: The grievant, advocate and/or Union staff representative shall present a grievance orally to the grievant's immediate supervisor within fifteen (15)) calendar days from the date of the occurrence of the facts or from the date the alleged violation first became known, whichever is later. The supervisor shall respond in writing to the grievance within ten (10) calendar days of the presentation to agree to resolve the grievance or to deny the grievance. The supervisor's response shall be addressed to both the grievant and the Union. Should the supervisor fail to respond within this time frame, the Union shall have the right to forward the grievance to the next step.

Step Two: If no resolution or settlement is reached between the grievant and the supervisor, the grievant or the Union may file a written appeal of the supervisor's decision rendered in Step One to the appropriate Program Director or his/her designated representative. The grievant or Union shall file this written grievance within fifteen (15) calendar days after his/her receipt of the supervisor's decision from Step One. A meeting with the appropriate Program Director or his/her representative, the grievant and the advocate or Union staff representative shall be held not later than fourteen (14) calendar days after receipt of the written grievance. The appropriate Program Director's response shall be addressed to the grievant and the Union. The appropriate Program Director's response shall be final and binding on the employee, the Union, and the Employers unless it is timely appealed to arbitration by the Union in accordance with this Article.

Grievances concerning discharge or discrimination, or grievances filed by the Union shall be filed initially at Step Two. Group grievances claiming the same alleged conduct involving employees who work under more than one supervisor may be filed initially at Step Two. Multiple individual grievances alleging the same violation that are filed during the same time frame may be combined into a group grievance and commenced at Step Two.

B) KOREAN WOMEN'S ASSOCIATION filed grievances

KOREAN WOMEN'S ASSOCIATION will file an Employer grievance with the designated Union staff representative. The Union will respond in writing to the grievance within ten (10) calendar days of the presentation. If the grievance is not resolved at this stage, KOREAN WOMEN'S ASSOCIATION may submit the grievance to mediation through the Federal Mediation and Conciliation Service or another mediator acceptable to the parties. The mediation shall be completed within forty--five (45) days of the Union's response. If the grievance is not resolved at mediation, then KOREAN WOMEN'S ASSOCIATION shall have the right, within the next fifteen (15)

calendar days, to advise the designated Union representative that KOREAN WOMEN'S ASSOCIATION is forwarding the grievance to a neutral arbitrator for final and binding resolution in accordance with the provisions of Section 9.6.

Section 4: Written Grievance

The written grievance must contain the following information: (a) the exact nature of the grievance; (b) the act or acts alleged to be violations of the Agreement, an Employer policy or an Employer's past practice that is not specifically addressed in this Agreement; (c) when the alleged act(s) occurred; (d) the identity of the grievant(s); (e) the specific Article or provision of this Agreement or the past practice alleged to have been violated; (f) the remedy proposed to attempt to resolve the grievance. The written grievance need not be on the Union's grievance form, as long as it contains the information above. The written grievance must be signed by the grievant or authorized Union representative.

Section 5: Request for Arbitration

If no resolution or settlement is reached within 15 fifteen calendar days after the date the grievance is presented to an Employer as provided in Step Two, or if no response is received by the Union within the time limits, then the Union shall have the right, within the next 15 fifteen calendar days, to advise the Director or his/her designee that the Union is forwarding the grievance to a neutral arbitrator for final and binding settlement. The time limits for filing for arbitration may be extended by mutual agreement of the official representative of the Parties.

Section 6: Arbitration

9.6.1 Korean Women's Association

In the event that a grievance proceeds to arbitration, the Parties shall make a good faith effort to agree on an arbitrator and proceedings shall be held in a mutually agreed upon location. In the event the Parties are unable to agree, and not later than five (5) calendar days from receipt of the request by the Union for arbitration, the Parties shall select an arbitrator as follows:

- a) The Federal Mediation and Conciliation Service (FMCS) shall provide a list of five (5) arbitrators to the Union and to the Employer.
- b) Within five (5) working days after receipt of the list of arbitrators, the Parties shall select an arbitrator through the process of elimination by alternately striking names. The Party to strike first shall be selected by a coin toss.

OR

- c) The Parties may mutually agree to a list of arbitrators to be used during the term of this Agreement and shall select any arbitrator whose schedule permits timely hearing of the grievance.

The jurisdiction of the impartial arbitrator is limited to:

- a) Adjudication of the grievance setting forth the issue or issues to be arbitrated;
- b) Interpretation of the specific terms of this Agreement or past practices of the Employer which are applicable to the particular issue presented to the arbitrator;
- c) (3)The rendering of a decision or award that in no way modifies, adds to, subtracts from, changes or amends any term or condition of this Agreement or that is in conflict with any of the provisions of this Agreement;
- d) The rendering of a decision or award based solely on the evidence and arguments presented to the arbitrator by the respective Parties; and,
- e) The rendering of a decision involving the administration or interpretation of insurance plans or contracts. The arbitrator shall not have jurisdiction over internal rules of the insurance plans or contracts which are outside the Employer's or the Union's control.

The parties agree to work to establish a permanent panel of arbitrators within 120 days of contract execution. When established, arbitrator selection shall be made from the permanent panel according to the terms of the document creating this permanent panel.

Section 7: Arbitration Decision and Costs

The arbitrator will render a decision within thirty (30) calendar days after the conclusion of the hearing or within thirty (30) calendar days following any period allowed for the filing of post-hearing briefs. The decision shall be final and binding upon the Employer, the Union and the employee(s) affected. The costs of the arbitration including professional services for preparation of transcripts (if agreed by the Parties) shall be divided equally between the Union and the Employer. Any fees for witnesses shall be borne by the Party calling such witness.

ARTICLE 10: VACANCIES

Section 1: Open Positions

In order to ensure that all interested employees are advised of employment opportunities, notice of job vacancies for regular full or part time positions will be sent to the Union, and job announcements will be posted on designated bulletin boards in the office. In addition, information about all job vacancies will be available to employees by calling the office and in pay envelopes. All regular full or part time vacancies will be posted and filled in accordance with this Agreement. Postings will include position requirements, minimum qualifications, substitute and preferred qualifications (if any) and base rate of pay.

Section 2: Notification of Available Hours

10.2.1 Korean Women's Association

An employee seeking to work additional hours will notify his/her supervisor(s), in writing, of a desire to work additional hours, and schedule availability. Employees who are seeking to qualify for healthcare coverage shall indicate that they are seeking additional hours in order to qualify for health care coverage. Such written notification will be made at least once a month by the caregiver. It is the responsibility of the employee to notify her/his immediate supervisor when his/her schedule changes. The Employer will publish information, by office, regarding available hours via designated bulletin boards and other means which will assist employees in obtaining more hours. The means used to notify employees of available hours may also be referred to the appropriate Labor Management Committee for development following the ratification of this Agreement. The principle of client choice shall be the determinative factor for assignment of worker(s). All other factors and qualifications being equal, the Employer shall offer additional hours first to those workers seeking enough hours to qualify for healthcare coverage and thereafter the Employer shall use seniority as the factor in assigning additional hours, up to a maximum of forty (40) hours per week.

In order to ensure that client hours are assigned on a regular basis by seniority and other factors as called for in this Section, the Employer may temporarily assign any employee for up to seven (7) calendar days to newly available clients while determining which regular employee shall be assigned the newly available hours.

Section 3: Job Descriptions

Each Labor Management Committee shall review, change, and/or develop new job descriptions for the classifications covered by this Agreement. Job descriptions shall be reviewed by management annually. Each Labor Management Committee shall meet to review and adopt proposed changes when necessary.

ARTICLE 11: LABOR-MANAGEMENT COMMITTEES

Section 1: Purpose

The Parties shall establish one Labor Management Committee per Employer in this Agreement. The purpose of the Committees shall be to consider matters affecting the relations between the applicable Employer, and the employees, and to recommend measures to improve the quality of client care in specific and throughout the industry; provided, however, the Committees shall not engage in negotiations, nor shall the Committees consider matters properly the subject of a grievance unless mutually agreed by the Parties.

Section 2: Composition, Schedule, and Process

Each Committee shall be composed of the following members:

Amicable:	up to four (4) Union representatives, and up to four(4) representatives of management
Chesterfield:	up to eight (8) Union representatives, including a health and safety representative, and up to eight (8) representatives of top and line management
Concerned Citizens:	up to four (4) Union representatives and an equal number of representatives of management.
Korean Women’s Association:	one (1) Union representative per office except that there shall be three (3) representatives from the Tacoma office of the Employer, and an equal number of representatives of management.

In addition, the President or Executives of the organizations, or their designees may

attend the meetings. Other provisions for these Committees are as follows:

- a. Each Committee shall be co---chaired by one of the Union representatives and one of the Employer representatives. The Committee may also decide to rotate facilitation of meetings.
- b. Each Committee may meet quarterly, but no less than twice per calendar year, at a time mutually convenient to the Union and the Employer.
- c. The Union and the Employer co---chairs for each Committee will prepare an agenda to be presented to their Committee at least three (3) working days prior to the scheduled meeting.
- d. Employee Committee members will be paid their regular rate of pay for participation for any scheduled hours of work that the worker foregoes by service on a Committee. The Union and the applicable Employer shall pay any travel expenses for the participation of their respective representatives.
- e. Minutes of the meetings will be presented to the applicable Employer and the Union within twenty---five (25) working days after the meeting of a Committee or at the following Committee meeting by agreement.
- f. Each Committee will address each recommended agenda item in writing within one (1) month to the members of the Committee. Should any item(s) be referred to another person or body, such person(s) shall report decisions or actions to the Committee within one month.

Section 3: Employee Handbook

Should any company in this Agreement seek to create an Employee Handbook or modify an existing Handbook (separate from this Agreement), such Employer shall allow their Labor Management Committee an opportunity to assist in writing the Handbook. The Union shall have the right to demand to bargain over any mandatory subjects of bargaining included or proposed in such a Handbook.

Section 4: Home and Community-Based Care Industry Forum

The Parties share an equal stake in advocating for improvements in the quality of care

with the regulators, the State, the Legislature, and the Congress, in building workforce development programs which prepare caregivers and employers to meet the challenges of providing service to our rapidly aging population. Recognizing our common interests, the Employers agree to join the Union in convening a forum for unionized Employers 2---4 times each year to discuss matters of mutual interest.

ARTICLE 12: HEALTH AND SAFETY

Section 1: Right to Safe Working Conditions

The Employers 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 and each Employer shall make a good faith effort to notify employees of any health or safety risks prior to a client assignment. Such situations include: bodily harm to the employee; threatening behavior of the client to the employee; sexual harassment of the employee by the client or by persons in the household; or any other situation that would be a threat to the employee's health. The employee will immediately report to their Employer any working condition that the employee believes threatens or endangers the health or safety of the employee or client.

If the supervisor or other Employer representative deems the situation to be unsafe, and the employee is directed to leave the client's home, the employee shall be offered a substitute position to make up for the hours scheduled, or be paid for his/her entire scheduled assignment for that day, including all travel time and travel miles (except errands not performed) that he/she would have been paid had that assignment been completed as scheduled.

Following receipt of such report, the Employer will investigate the report, including review with the employee, client, and appropriate referral agency. Appropriate action will be taken by the Employer, based on the facts identified during the review of the investigation, the provisions of the program under which the client is being served, and the requirements of the contract between the Employer and the referral agency. If the client continues to be served by the Employer, the Employer will make sure any subsequent employees will be informed of the previous safety problem, and be provided with the proper information, training, equipment or direction necessary to address any future incidents in a safe manner.

Section 2: Safety Equipment & Supplies

No employee shall be required to provide at his/her own expense safety equipment, supplies, or protective garments, including, but not limited to gloves and/or masks, to perform any task for a client. Each Employer shall provide both latex---free and powder---free options for gloves, and shall dispense the gloves in such a manner as to safeguard the sterile conditions. If such a situation arises where there are insufficient supplies or materials, the employee will report the situation immediately to his/her supervisor.

Each Employer will make a good faith effort to provide assistive technology, (i.e., Hoyer lift, lift belts, etc.) for client transfer.

Section 3: Cleaning Equipment & Supplies

No employee shall be required to provide at his/her own expense cleaning equipment, supplies, or protective garments to perform any task for a client. 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 4: Vaccinations

12.4.1 Korean Women's Association

The Employer will offer, at no cost to the employee, Hepatitis A and B vaccinations. The employer and the Union will work together to attempt to find a way to offer tuberculosis (TB) and pneumonia vaccinations for employees who request them. Employees shall receive, upon request, flu shots as prescribed by medical standards.

Section 5: Safety Committee

12.5.1 Korean Women's Association

The Employer shall maintain its Safety Committee, consistent with applicable state and/or federal laws. The Union and the employer agree to confer on the most efficient method to manage the Safety committee, including having the Labor Management Committee or a subcommittee thereof function as the Safety committee. The Union may designate up to three (3) members of the bargaining unit to serve on each Safety Committee. Participation in a Safety Committee shall be considered time worked.

Section 6: On-Call Support

At least one supervisor from each office of each Employer shall be required to carry a cell phone during non--- business hours. Employees will be able to contact this supervisor in cases such as, but not limited to, illness, client emergencies requiring extra hours, and any other situation in which an employee would need to speak with his/her supervisor.

Section 7: Imminent Danger

Any employee who believes in good faith that his/her health and/or safety is in imminent danger at an assigned work location may leave that location immediately and contact a supervisor. If the employee believes the client may be in danger, the employee should call 9-1-1 or other emergency services.

Section 8: Annual Safety Training as Part of Continuing Education

12.8.1 Korean Women's Association

Health and Safety Training

The parties shall work with the Training Partnership to establish an annual, required health and safety module as part of the continuing education program.

ARTICLE 13: PAY RECORDS AND PAY PERIODS

Section 1: Check Stub

Employees shall be furnished with a copy of an electronic record showing their itemized deductions each pay period, which shall include the current hours worked, accrued time off for eligible employees, current wages earned, current wage rate, cumulative wages to date, and any regular itemized deductions, including any duly authorized dues and COPE deduction, in accordance with each Employer's payroll procedures.

13.1.1 Korean Women's Association

KOREAN WOMEN'S ASSOCIATION agrees to provide reasonable assistance to help train employees on how to access the furnished electronic record.

Section 2: Pay Period

13.2.1 Korean Women's Association

Payment of wages shall be twice monthly, If a payday falls on a Saturday, the electronic deposit will be made the preceding Friday. If a payday falls on a Sunday

electronic deposit will be made on the following Monday, unless the Monday distribution date is one of the recognized holidays, or a day when an Employer's office is scheduled to be closed for business; in such case, the electronic deposit will be made on the preceding Friday or immediate preceding business day. An employee may request an ADP debit card (or equivalent) in lieu of an electronic deposit.

The pay schedule shall be as outlined below, unless such pay schedule is altered by agreement between the Parties.

Amicable:	5 th and 20 th of each month
Chesterfield:	1 st and 16 th of each month
Concerned Citizens:	10 th and 25 th of each month (Beginning July 1 st , 2014)
Korean Women's Association:	15 th and last day of each month

Should an employee fail to turn in the timesheet on or by the date required, each Employer will not guarantee that the hours will be paid until the pay period following the submission of the timesheet, except in the case of an emergency beyond the control of the employee. Timesheet is electronic or paper as the Employer determines.

The timesheet due dates shall be as outlined below, unless such timesheet due dates are altered by agreement between the Parties.

Amicable:	1 st and 16 th of each month
Chesterfield:	1 st and 16 th of each month
Concerned Citizens:	10 th and 25 th of each month (Beginning July 1 st , 2014)
Korean Women's Association:	15 th and last day of each month

Each Employer shall make the pay schedule available to all employees, published as a yearly calendar with pay days and mandatory due dates for submission of timesheets.

Section 3: Check Corrections

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 applicable Employer is made aware of the problem on the pay date or the first business day following the pay date. If the underpayment is for a small amount, the Employer may ask the employee if the corrected amount may be paid on the next subsequent paycheck.

Section 4: Direct Deposit

Each Employer shall offer direct deposit of paychecks. Such direct deposit shall be voluntary for employees of Amicable, Chesterfield and Concerned Citizens, and will require authorization by each participating employee. Direct deposit for employees of Korean Women's Association shall be required, provided an employee may elect to receive a debit card instead. All payments in an electronic payroll system will be made by direct deposit (or by debit card payment for employees without bank accounts). Pay stubs will be maintained and distributed in an electronic format, to any employees who desires electronic communication, employees who do not indicate they wish such communication shall receive their printed payroll statement mailed to their home address. Korean Women's Association shall provide computer access at each of its offices for employees to access their pay records. This computer access shall be available on request, provided such requests occur during regular business hours. Any reference to "paycheck" in this Agreement for Korean Women's Association shall mean the direct deposit (or debit card payroll payment) and/or the associated electronic payroll statement.

In the event that the Union establishes a credit union or other financial institution during the term of this Agreement, each Employer agrees to facilitate institution of direct deposit of all paychecks through the Union's designated credit union upon authorization from the employee(s).

ARTICLE 14: JOB DESCRIPTIONS AND CARE PLANS

All employees will be provided with a written job description stating what will be required of them in the job position and classification. In order to help assure the best quality of care, and continuity of care, upon receiving assignment to a client, the employee will review with his/her supervisor a detailed care plan (service plan) designating what specific care is required for each particular assigned client. Employees are not authorized to make any changes to the care plan. If problems arise with a client's or employee's understanding of

the care plan, their Employer will take all reasonable steps to assist the client and/or employee to understand the care plan. Any changes to client care plans will be reviewed with the assigned employee(s) and the appropriate supervisor, who shall identify and offer any further training needed by the employee(s) to meet the changed client need(s).

ARTICLE 15: UNPAID LEAVE

Section 1: Union Leave

15.1.1 Korean Women's Association

Leave to Hold Office/Employment: Any employee elected or appointed to an office or position in the Union, or working for 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 to the Employer before the employee takes leave to accept such office, position, or work with the Union. Such leave of absence shall be without pay.

Leave to Conduct Union Business: 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. Each 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.

Seniority Accrual: An employee on an approved Union leave shall continue to accrue seniority at the same rate of their accrual immediately preceding the leave. For the purposes of Union Leave, all hours worked for the Union shall count as "hours worked" as defined in the CBA to a maximum of the employees regularly scheduled hours per month per employee, including wage progression, but excluding eligibility and contributions to the Health Benefits Trust and Training Partnership. An employee on Union Leave shall not earn PTO or other compensation while on Union Leave. In order to ensure continuity of benefits from the Health Benefits Trust and the Training Partnership, of up to six months for each Union Leave, all hours worked for the Union shall count as "hours worked" as defined in the CBA for the purposes of Health Trust contributions, and the Union shall make contributions directly to the Training Partnership and Health Benefits Trust, as if it were the Employer on all hours worked. In no event shall benefits from the Health Benefits Trust of Training Partnership under this provision

continue for more than six consecutive months.

Section 2: Bereavement Leave

Employees are eligible for up to five (5) days of unpaid funeral or bereavement leave for members of the immediate family, two (2) days of unpaid funeral or bereavement leave for close relatives and one (1) day of unpaid leave for the funeral or bereavement of other relatives or close friends or clients. At the discretion of each Employer, additional unpaid bereavement leave of up to two (2) weeks may be granted for travel out--- of---state or out of the country. The employee requesting such extended bereavement leave shall be allowed to utilize any Paid Time Off that s/he has accrued and earned.

Section 3: General Leaves of Absence

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 each Employer's policy or defined by statute.

Types and Definitions of Leaves of Absence: Employees may request a leave of absence without pay by presenting a written request to their immediate supervisor along with any supporting documentation. The decision to grant a leave of absence without pay shall be at the discretion of each Employer except that each Employer shall grant leave of absence without pay for the following reasons and minimum lengths of time:

- (1) Family leave -- 6 months or as provided by law, whichever is greater;
- (2) Medical leave - length of leave as certified by a physician; and
- (3) 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 on leave shall retain their seniority. An intermittent leave or reduced leave schedule 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. When an intermittent leave is requested, dates on which treatment is expected to be given and the duration of the treatment must be submitted to the Employee's supervisor. An Employer may temporarily transfer the employee to another available position with equivalent pay and benefits that better accommodate the Employee's scheduling needs.

Return from Leave of Absence: The employee taking a leave of absence is entitled to return to his/her same position. Each 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.

Return to Work Program: When feasible an employer will provide alternative work opportunities to employees injured on the job. Each 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 is appropriate.

Section 4: Military Caregiver Leave

The Employer will grant an eligible employee who is a spouse, son, daughter, parent or next of kin of a covered service member with serious injury or illness up to a total of twenty---six (26) work weeks of unpaid leave during a single twelve (12) month period to care for a service member as required under the Federal Family and Medical Leave Act.. A “covered service member” is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is otherwise on temporarily disability retired list for a serious injury or illness. A serious injury or illness is that which was incurred by the service member in the line of duty that may render the service member unfit to perform the duties of his or her office, grade, rank or rating. The “single twelve (12) month period for leave to care for a covered service member with a serious injury or illness begins on the first day the employee takes leave for this reason and ends twelve (12) months later, regardless of the twelve (12) month period established by the employer for other types of FMLA Leave. An eligible employee is limited to a combined total of twenty---six (26) work weeks of leave for any FMLA---qualifying reason during a single twelve (12) month period. Only twelve (12) of the twenty---six (26) weeks total may be used for the FMLA qualifying reason other than to care for a covered service member. This provision shall be administered in accordance with the U.S. Department of Labor Relations.

Section 5: Military Spouse Leave

Up to fifteen (15) days of unpaid leave will be granted to an eligible employee who averages twenty (20) or more hours of work per week, whose spouse is on leave from deployment or before and up to deployment during a period of military conflict. An employee who takes leave under this provision may elect to substitute any of the accrued paid leave to which the employee is entitled for any part of the leave provided under this

provision. The employee must provide his or her supervisor with notice of the employee's intention to take leave within five (5) business days of receiving official notice that the employee's spouse will be on leave or of an impending call to active duty. This provision shall be administered in accordance with RCW 49.77.

Section 6: Domestic Violence / Sexual Abuse / Stalking Leave

Eligible employees shall be entitled to take paid or unpaid leave for domestic violence, sexual assault or stalking that the employee has experience, or for the use to care for and /or assist a family member who has experienced domestic violence, sexual assault or stalking. Leave under this provision shall be administered in accordance with RCW 49.76.

Section 7: Other Forms of Leave

15.7.1 Other Required Leave

The Employer will comply with all other federal, state, and local leave requirements.

ARTICLE 16: HOLIDAYS

Section 1: Korean Women's Association

The following days qualify as a holiday for the purposes of applying the holiday premium pay provisions of this article, as noted below. No employees shall be expected to work on holidays in the following list, (a) through (f).

Holidays Qualifying for Premium Pay if Assigned and Worked:

- (a). New Year's Day*
- (b). Memorial Day *
- (c). July 4th (Independence Day) *
- (d). Labor Day*
- (e). Thanksgiving Day*
- (f). Christmas Day*

The Employer shall publish an annual list of the actual date of observance of the holidays listed above.

Section 2: Premium Pay Holidays

16.2.1 Korean Women's Association Holiday premium pay

Employees who are assigned to work on one of the holidays (a---f) marked with * above shall be paid one and one---half times (1.5X) their regular rate of pay for all hours worked on the holidays designated with an *. If an employee is not assigned to work and does not work on the holiday, s/he shall not be paid the holiday premium pay. Workers who do not work on one of the holidays (a---f) above shall be allowed to use any accrued leave up to eight (8) hours upon request.

Limited client services

The Employer reserves the right to designate, consistent with contracted service agreements, which clients will receive client services on one of the holidays (a---f) for which the Employer pays holiday premium pay. The Employer shall advise regularly assigned workers that service to their client will not be required on one or more of the premium pay holidays listed above in (a---f) at least 4 weeks in advance of the holiday date.

Open holiday premium pay shifts

Should a regularly assigned employee be requested to work on one of the premium pay holidays listed above (a---f) , and decline that assignment, the Employer shall offer the hours to the most senior qualified employee who volunteers for the hours.

Unpaid Leave Days Recognized As A Day For Personal Or Religious Observance

Employees desiring to take off any of the days listed below shall notify the Employer of their desire to take an unpaid day off two (2) weeks prior to the date. Employees may designate another "personal holiday" referenced in 18.2 as a special day for religious observance or other celebration (for example, such as Rosh Hashanah, Good Friday, the beginning/end of Ramadan, Orthodox Christmas, etc). As long as the Employer has been given two weeks notice, all such requests for one additional unpaid personal holiday a year shall be granted. If an employee from this faith tradition works on any of these recognized observance days, below, s/he shall NOT be eligible for holiday premium pay.

Recognized Days

- a) Easter
- b) Yom Kippur
- c) Eid Al Fitr
- d) A personal holiday for religious observance or celebration

ARTICLE 17: TRAVEL PROVISIONS

Section 1: Travel Pay and Mileage

17.1.1 Korean Women's Association

Windshield time

Employees shall be paid at their regular rate of pay per hour, while traveling between assigned work locations or clients. Windshield time is only paid from client home to client home if the travel goes directly from one home to another.

Employees who use public transportation for travel between assigned work locations or clients shall be paid their regular rate of pay per hour, for a period of time not to exceed one-half (1/2) hour. Employees who use public transportation between assigned work locations or for authorized errands shall be reimbursed for the cost of the fare associated with the actual trip, not to exceed the cost of a monthly bus pass. Employees may be required to provide documentation of public transportation costs.

Mileage reimbursement for Korean Women's Association

Employees driving their own vehicles between assigned work locations and clients, and for authorized client errands shall be reimbursed for mileage at the IRS rate. Should the employee have a break of more than one (1) hour between clients, the between-client mileage reimbursement will not apply. The Employer may set limits on the total number of miles in a month the Employee may be reimbursed for client errands, consistent with the Employer's contract(s) with the Area Agency on Aging, or Department of Social and Health Services regulations or contracting criteria. The number of miles reimbursable for travel between assigned clients shall not be limited. The Employer retains the right to determine and assign the most efficient drive routes, in order to minimize mileage and gas consumption.

Should additional funding for enhancing mileage reimbursement become available, the Employer agrees to re-open this Section and any other related Sections of the Agreement for re-negotiation.

Disputes about Reimbursement

The Employer reserves the right to use modern map programs, or other easily available no-cost to the Homecare Worker software to determine miles or drive time between assignments in instances where a significant variance in travel reimbursement claims are identified by the Employer.

Section 2: Insurance and Driver's License

17.2.1 Korean Women's Association

Employees shall at all times while on duty maintain and carry a current valid driver's license for the State of Washington if required to drive to assignments or while on assignments.

Employees at all times while on duty shall only utilize vehicles that are covered by liability insurance, consistent with laws and regulations of the state of Washington. The Employer shall require proof of sufficient liability insurance.

Section 3: Documentation of Expenses

Employees must present proper documentation of any expenses reimbursed pursuant to this Article, if requested by the Employer, and must conform specifically to all schedules, rules and travel routes as set by the Employer.

Section 4: Don't Speed!

The Employer shall not be liable for any moving violation or parking tickets related to the employee's operation of a vehicle in connection to working under this Agreement.

ARTICLE 18: HEALTH AND WELFARE TRUST FUND BENEFITS

Section 1: Comprehensive Benefit Package Through the Trust

The Employer shall provide employee health care, dental, prescription drug and vision benefits through the SEIU Healthcare NW Health Benefits Trust ("Trust") during the complete life of this Agreement and any extension thereof. 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 2: Contributions

The hourly contribution rate shall be no less than the hourly contribution rate established by the State of Washington pursuant to the Individual Provider Collective Bargaining Agreement in effect at the time the hours are worked. (Hereinafter the "Healthcare Rate"). If the Healthcare Rate is reduced during the life of the Agreement, the parties shall re---open the Agreement solely for the purpose of renegotiating Section 21.2.

a) Medicaid-Funded Hours Worked

Effective July 1, 2015, the Employer shall contribute the Healthcare Rate or three dollars and ten cents (\$3.10), whichever is higher, to the Trust for each Medicaid-Funded Hour worked. Medicaid--- Funded Hour(s) worked shall be defined as all hours worked by all employees covered by this Agreement in the Employer's in-home care program that are paid by Medicaid, excluding vacation hours, paid-time off hours, and training hours. Consumer participation shall also be excluded for contribution purposes.

Effective July 1, 2016, the Employer shall contribute the Healthcare Rate or three dollars and forty six cents (\$3.46), whichever is higher, to the Trust for each Medicaid--Funded Hour worked.

The Employer agrees that all funds received by the Employer for purposes of healthcare will be provided to the Trust.

b) Non-Medicaid-Funded Hours Worked

Effective July 1, 2015, the Employer shall contribute the Healthcare Rate or three dollars and ten cents (\$3.10), whichever is higher to the Trust for each Non-Medicaid-Funded hour worked. Non-Medicaid-Funded Hour(s) worked shall be defined as all hours worked by all employees covered by this Agreement in the Employer's in-home care program that are paid by a payor other than Medicaid, excluding vacation hours, paid-time off, and training hours.

Effective July 1, 2016, the Employer shall contribute the Healthcare Rate or three dollars and forty six cents (\$3.46), whichever is higher, to the Trust for each Non-Medicaid-Funded Hour worked.

Contributions required by Section 21.2 shall be paid periodically as required by the Trust.

Section 3: Eligibility Standards

Employee eligibility standards for health care benefits shall be determined solely by the Trust and as permitted under existing law. The Employer and the Union will work with the Trust to ensure, that in the future, the Trust has sole responsibility for notifying newly eligible workers of their opportunity to enroll, enrolling eligible workers, providing open enrollment notifications and follow up to secure required applications/documentation, disenrolling ineligible workers and providing COBRA notifications and follow up. The Employer will provide the Trust with hours worked and other information needed by the Trust to determine eligibility, enroll eligible workers, and disenroll ineligible workers.

Section 4: Employee Premium Deduction Authorization

The Trust shall determine the appropriate level of contribution, if any, by eligible home care workers. Ongoing costs for deduction of home care worker premiums for health care shall be paid by the Employer.

Employees shall pay their employee premium co---share and dependent premium charges (if applicable) via payroll deduction if they so authorize in advance, or directly to the Trust upon arrangement with the Trust.

Section 5: Purpose of the Trust

For purposes of offering individual healthcare insurance, dental insurance and vision insurance to members of the bargaining unit, the Employer shall become and remain a participating employer in the Trust during the complete life of this Agreement, and any extension thereof.

Section 6: Trust Agreement

The Employer and the Union agree to be bound by the provisions of the Trust's Agreement and Declaration of Trust, and by all resolutions and rules adopted by the Trustees pursuant to the powers delegated. The Employer shall be provided with an updated copy of the Agreement and Declaration of Trust should there be any amendments to either document.

Section 7: Indemnify and Hold Harmless

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, the Trust shall indemnify and hold

harmless from liability the Employer from any claims by beneficiaries, health care providers, vendors, insurance carriers or home care workers covered under this Agreement.

ARTICLE 19: PAID TIME OFF (PTO)

Section 1: Accrual

19.1.1 Korean Women's Association

Employees shall be eligible to accrue and use paid time off (PTO) benefits. PTO benefits can be used for Sick Time, Vacation Leave and Personal Leave. Employees accrue PTO during their probationary period, but shall not use PTO until after the completion of their probationary period. PTO shall accrue according to the following chart or formula:

Employees shall accrue one (1) hour of paid time off for every thirty (30) hours worked. Effective June 1st, 2017 the accrual rate will change to one (1) hour of paid time off for every 25 (twenty-five) hours worked.

Paid time off will accrue to a maximum of eighty (80) hours. Once an employee has accrued eighty (80) hours no additional paid time off will accrue until the employee has used paid time off. Employees can never accrue more than eighty (80) hours at any one time. Employees shall accrue, but not be able to use, paid leave during their initial probationary period.

Each employee's leave balance will be shown on the pay stub of the second paycheck of every month.

Section 2: Use of Paid Time Off and Scheduling

19.2.1 Korean Women's Association

Employees shall be eligible to take paid leave in one---hour increments after their initial probationary period. Employees must submit leave requests for vacation time off in writing at least two (2) weeks prior to the date of vacation requested. In the event that too many employees request paid leave for the same time period, and the Employer cannot ensure safe client coverage, leave approvals shall be granted by seniority within the office to which the employee is primarily assigned. PTO may be

used for absence due to the illness in the immediate family, once notification to the Employer is given.

Section 3: PTO Cash-Out

19.3.1 Korean Women's Association

Non---probationary employees who terminate shall be paid for all unused, accrued paid time off, up to a maximum of eighty (80) hours. Such cash out shall be made by the Employer at the time of the employee's final paycheck.

Utilization Of Sick Leave

Employees who have accrued paid leave time shall be eligible for paid leave for any period of absence from employment which includes but is not limited to the employee's illness; injury; temporary disability; medical or dental care; or to attend to members of the employee's or the employee's spouse's immediate family or domestic partner or domestic partner's immediate family, where the employee's presence is required because of illness or as otherwise required by the state or federal Family Medical Leave Act or other State law.

The Employer may, in its sole discretion, require reasonable proof of illness or disability and/or certification of the necessity of the employee's absence.

Section 4: Notice and Proof of Illness

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 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 to return to work in the event that the absence from work exceeds three (3) consecutive scheduled work days.

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

Section 5: Combination with Other Benefits

Payment of accrued paid (sick) leave shall supplement any disability or worker's

compensation benefits. The combination for leave payments and disability or worker's compensation benefits shall not exceed the amount the employee would have earned had the employee worked her/his normal schedule.

ARTICLE 20: WAGES AND PREMIUMS

Section 1: Wage Scale and Wage Progression

Employees covered by this Agreement shall be compensated according to the wage scale schedule set forth in Appendix A. Employees shall advance along the wage scale based on hours of service to the Employer. An employee's total cumulative hours shall be itemized and labeled on the employee's pay stub at least monthly.

20.2.1 Korean Women's Association

All new employees shall be placed on the wage scale schedule set forth in Appendix B at the entry step unless they are credited with a step for prior experience.

Returning Employees

Employees previously employed by the Employer who return to employment with the Employer with less than two (2) years break in employment shall be placed on the wage scale at the step which reflects their previous hours of experience with the Employer.

Wage Progression

Employees shall be paid according to the attached wage scale and advance to the next higher step on the above wage scale as they reach the seniority hours on that step.

Section 3: CNA or Certification Differential

Home Care Aides who hold and submit a current, valid Certified Nurse's Assistant license, Home Care Aide Certification, (or an equivalent or greater medical license), shall receive a twenty five cent (\$0.25) cent per hour differential for each paid hour.

Section 4: Client / Service Inaccessible Pay

20.4.1 Korean Women's Association

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 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 two (2) hours show---up/no access pay. If this should happen with the same client on more than one occasion, the Employer shall pay the employee only the actual time spent waiting for the client but no more than thirty (30) minutes.

Section 5: Overtime

Employees required to work in excess of forty (40) hours in a week shall 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 or union leave time or any other time that is not actual hours worked shall not be considered time worked for the purposes of this Section.

Section 6: Weekend Differential

20.6.1 Korean Women's Association

Employees who are assigned to work hours on Saturday or Sunday shall receive a sixty cent per hour (\$0.60/hr) differential on top of their regular hourly wage.

Section 7: Care Differentials

20.7.1 Korean Women's Association

Employees who complete Advanced Training to meet apprenticeship standards beyond the training required to receive a valid "Home Care Aide" certification (as set forth in Training Partnership curriculum) shall receive a twenty---five cent (\$0.25) pay differential.

Section 8: L & I Worker Contributions

The Employer will assume all costs associated with L & I insurance payments.

Section 9: Mentor, Preceptor, or Trainer Pay

29.9.1 Korean Women's Association

The Union and the Employer shall establish a mentor training program and positions for Mentors during the course of this Agreement. Once the program is established, Mentors shall be paid a wage differential of one dollar (\$1.00) per hour above their usual wage rate, for those hours spent in assigned mentor activities.

ARTICLE 21: HOME CARE TRAINING AND CERTIFICATION

Section 1: Training Partnership

Recognizing *our* mutual commitment to development of a workforce capable of meeting the increasingly acute needs of the people served by home care and our encouragement of the development of human potential, the Employer will contribute to a fund for training and skills upgrading, known as the Training Partnership, pursuant to RCW 74.39A.009 and 74.39A.360.

The Training Partnership will possess the capacity to provide training, peer mentoring, workforce development, and other services to individual providers. The Employer shall become and remain a participating employer in such a Partnership during the complete life of this Agreement, and any extension thereof.

The parties agree, as of September 1, 2013, there shall be established a “certification benefit” for the exclusive purpose of defraying the initial costs of certification and testing fees required by the Department of Health (DOH) or their testing agent for bargaining unit members to remain qualified to provide in---home care services. This benefit shall also be administered by the Training Partnership

Section 2: Contributions

The hourly contribution to the Training Partnership (Partnership) for training and certification and testing fees shall be no less than the hourly training and certification contribution rate to the Partnership established by the State of Washington pursuant to the Individual Provider Collective Bargaining Agreement in effect at the time the hours are worked. (Hereinafter the “Training Partnership Rate”). If the Training Partnership Rate is reduced during the life of the Agreement, the parties shall re---open the Agreement solely for the purpose of renegotiating this Section.

Medicaid-Funded Hours Worked

Effective July 1, 2015, the Employer shall contribute the Training Partnership Rate or thirty-seven cents (\$0.37), whichever is higher, to the Partnership for each Medicaid---Funded Hour worked. Medicaid---Funded Hour(s) worked shall be defined as all hours worked by all employees covered by this Agreement in the Employer's in---home care

program that are paid by Medicaid, excluding vacation hours, paid-time-off, and training hours. Consumer participation and other non-billable hours shall also be excluded for contribution purposes.

Effective July 1, 2016, the Employer shall contribute the Training Partnership Rate or thirty-eight cents (\$0.38), whichever is higher, to the Partnership for each Medicaid-Funded Hour worked.

The Employer agrees that all funds received by the Employer for purposes of training and certification will be provided to the Partnership.

Non-Medicaid-Funded Hours Worked

Effective July 1, 2015, the Employer shall contribute the Training Rate or thirty-seven cents (\$0.37), whichever is higher, to the Partnership for each Non-Medicaid-Funded Hour worked. Non-Medicaid-Funded Hour(s) worked shall be defined as all hours worked by all employees covered by this Agreement in the Employer's in-home care program that are paid by a payor other than Medicaid, excluding vacation hours, paid-time off, and training hours. Non-billable hours shall also be excluded for contribution purposes.

Effective July 1, 2016, the Employer shall contribute the Training Rate or thirty-eight cents (\$0.38), whichever is higher, to the Partnership for each Non-Medicaid-Funded Hour worked in the Employer's in-home care program.

Contributions under this provision shall be paid periodically as required by the Trust.

Section 3: Trust Agreement

The Employer and the Union hereby agree to be bound by the provisions of the Trust's Agreement and Declaration of Trust, and by all resolutions and rules adopted by the Trustees pursuant to the powers delegated.

ARTICLE 22: MEAL AND REST PERIODS

For assignments where the employee is unable to leave for a thirty (30) minute meal period (i.e., live-in, shift or respite) the meal period shall be paid as time worked. For assignments where the employee is able to leave for a thirty (30) minute meal period (i.e., hourly), the meal period shall be unpaid. Except for emergencies, employees will be completely relieved from duty during the unpaid meal period.

Fifteen (15) minute paid rest periods will be provided approximately midway through each

four (4) hour segment of each shift. Employees will not be required to work longer than three (3) hours without a rest period, except in emergencies.

ARTICLE 23: SECURE RETIREMENT BENEFITS

Section 1: Participating in a Defined Contribution Retirement Benefit Trust

The Employer shall provide a defined contribution retirement benefit through the SEIU 775 Secure Retirement Trust ("Retirement Trust"), and shall become and remain a participating employer in the Retirement Trust during the complete life of this Agreement, and any extension thereof.

Section 2: Contributions to the Retirement Trust

The hourly contribution rate to the Retirement Trust shall be twenty-three cents (\$0.23) or the hourly contribution rate established by the State of Washington, whichever is higher, pursuant to the Individual Provider Collective Bargaining Agreement in effect at the time the hours are worked. (Hereinafter the "Retirement Rate"). If the Retirement Rate is reduced during the life of the Agreement, the parties shall re-open the Agreement solely for the purpose of renegotiating this Section 23.2.

A. Medicaid-Funded Hours Worked

Effective July 1, 2015, the Employer shall contribute the Retirement Rate or twenty-three cents (\$0.23), whichever is higher, to the Retirement Trust for each Medicaid-Funded Hour worked. Medicaid-Funded Hour(s) worked shall be defined as all hours worked by all employees covered by this Agreement in the Employer's in-home care program that are paid by Medicaid, excluding vacation hours, paid-time off hours, and training hours. Consumer participation hours shall also be excluded for contribution purposes.

The Employer agrees that all funds received by the Employer for retirement benefits will be provided to the Retirement Trust.

B. Non-Medicaid-Funded Hours Worked

Effective July 1, 2015, the Employer shall contribute the Retirement Rate or twenty-three cents (\$0.23), whichever is higher to the Trust for each Non-Medicaid-Funded hour worked. Non-Medicaid-Funded Hour(s) worked shall be defined as all hours worked by all employees covered by this Agreement in the Employer's in-home care program that are paid by a payor other than Medicaid, excluding vacation hours, paid-time off, and training hours.

Contributions required by this Section 23.2 shall be paid periodically as required by the Trust.

Section 3: Trust Agreement

The Employer and the Union agree to be bound by the provisions of the Trust's Agreement for the SEIU 775 Secure Retirement Trust, and by all resolutions, policies and rules adopted by the Trustees pursuant to the powers delegated. The Employer shall be provided with an updated copy of the Agreement and Declaration of Trust should there be any amendments to the document.

ARTICLE 24: DISPATCHED WORKERS

Section 1: General

Any of the Employers may establish the position of Dispatched Home Care Aide ("DHCA"). Employers that use DHCAs shall establish and post open DHCA hours as needed and based upon client service demands. DHCAs are used to temporarily fill emergency, substitute and/or difficult to staff assignments and to mentor new employees. DHCAs shall not be granted client assignments on a regular or long-term basis.

Section 2: Dispatched Hours

DHCAs shall be paid on a regular, guaranteed hours basis to include mileage for travel from home to first client and travel from last client home. Full-time DHCAs shall be available for and paid for forty (40) hours per week, regardless of whether or not client hours are available during this time. Part-time DHCAs who are assigned less than a full time schedule shall be available for and paid for the number of weekly hours they work in a "dispatched" assignment and regardless of whether or not client hours are available during this time. All DHCAs shall be advised of their "on duty" schedule to include a daily start and end time.

Section 3: Dispatch Position, Opening, and Assignment

Each Labor Management Committee that includes an Employer that establishes the DHCA position shall develop a written DHCA Job Description, which shall be attached as a part of the Agreement. Openings for DHCA positions shall be filled based on the level of demonstrable skills as delineated in the Dispatched Worker Job Description and in compliance with any recognized mentoring program or standard. In filling open DHCA positions among competing qualified candidates, seniority shall apply. A home care worker's ability to perform non-home care aide duties (including, but not limited to, office clerical work) shall not be considered when filling DHCA vacancies.

DHCA positions shall be opened and filled at the discretion of the applicable Employer. Each Employer may require DHCAs to wait by the phone at home, or to perform non home care worker duties in an Employer's office, during hours for which the DHCA is being paid. DHCAs shall make their best effort to perform non--- home care aide duties as instructed. Failure to perform non home care worker duties in a manner satisfactory to the applicable Employer shall not be considered just cause for discipline, except in cases of gross misconduct.

When becoming a DHCA, the employee and their Employer shall meet and develop a list of the employee's skills and abilities. DHCAs assigned shall agree to accept all client assignments offered consistent with the agreed---upon list of their skills and abilities. DHCAs who decline client assignments that are consistent with their agreed---upon skills and abilities may be subject to reassignment to regular (non---dispatched) home care aide status.

ARTICLE 25: LAYOFF & RECALL

Section 1: Layoff

A layoff is defined as a permanent reduction in the number of employees employed by an Employer. In the event of a need for a reduction in workforce, an 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 it does not interfere with client preference and that those employees remaining on the job in that branch office are qualified to perform the work remaining. An employee subject to layoff or reassignment may decline the new assignment(s) if the employee feels unqualified to provide the care required. The applicable Employer agrees to provide thirty (30) days' notice of layoff to affected employees.

Section 2: Recall

Employees shall be recalled in the reverse order of the layoff provided that those recalled are qualified to perform the work assigned. To be eligible for recall, a laid-off employee must keep their Employer informed of his/her current address and phone number. The applicable 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 seven (7) days of receipt of letter unless unusual circumstances prohibit return

within that time period.

ARTICLE 26: MANAGEMENT RIGHTS

It is mutually agreed that each Employer maintains all inherent managerial rights to manage the operations and direct the workforce in each Employer's sole and exclusive judgment and discretion. This includes but is not limited to, the right to hire, transfer, promote, demote, reclassify, assign, layoff, or relieve employees from duties because of lack of work or funds; set and administer work performance and disciplinary standards, and discharge employees, subject to the conditions as set forth in this Agreement or as required by federal or state regulation. Each Employer shall also have the right, in its sole discretion and judgment, to promulgate and enforce safety and health workplace rules. The foregoing statements of the inherent managerial rights of each Employer are not 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 27: NO STRIKE OR LOCKOUT

Section 1: No Lockout

No lockout of Union represented employees shall be instituted by any Employer during the term of this Agreement.

Section 2: No Strike

During the term of this Agreement no strike (partial or full withdrawal of services) of any kind, shall be engaged in by members of the bargaining unit. In the event an Employer alleges that any member(s) of the bargaining unit are engaged in a strike, such Employer shall immediately notify the President or Secretary--- Treasurer of the Union. The Union shall, upon notification, immediately notify such member(s) of the bargaining unit to cease and desist from all strike activities.

ARTICLE 28: MODIFICATION AND PAST PRACTICE

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

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.

Should the Employer seek to create an Employee Handbook (separate from this Agreement), the Employer shall allow the LMC an opportunity to assist in writing the Handbook. The Union shall have the right to demand to bargain over any mandatory subjects of bargaining included or proposed in such a Handbook.

ARTICLE 29: SAVINGS AND MODIFICATION

Section 1: Waiver

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

Section 2: Adherence to Existing Statutes

The Parties agree to abide by all applicable municipal ordinances, state and federal statutes and regulations, including but not limited to any and all statutes pertaining to discrimination in employment.

Section 3: 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.

Section 4: Modification

No provision or term of this Agreement may be amended, modified, changed, altered or waived except by written agreement between the Parties hereto. 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: SUCCESSORSHIP & SUBCONTRACTING

Section 1: Successorship

Each Employer agrees to notify the Union in the event any transaction is contemplated which may affect the interests of members of the Union. Each Employer 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 2: Subcontracting

The Employers will not subcontract any bargaining unit work. In the event that any Employer enters into any business relationship which may impact bargaining unit members, such Employer(s) will notify the Union promptly and enter into bargaining at the request of the Union.

ARTICLE 31: LOBBY DAY / HOMECARE ADVOCACY DAY

Section 1: Korean Women's Association

The Employer agrees to grant up to twenty---five (25) bargaining unit employees, based on a first--- come, first---served basis, two paid leave days each calendar year, as designated by the Union for the general purpose of public action and advocacy to improve the quality of long term care. The Union shall designate in writing to the Employer the employees who are requesting such leave at least 14 calendar days in advance. 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 the number of scheduled hours normally worked on that day. Such paid leave time shall not be counted for the purpose of overtime computation. For payroll purposes, the Union will provide a list verifying those employees who actually attended Home Care Advocacy Day.

ARTICLE 32: TERM OF AGREEMENT

This Agreement shall be effective July 1, 2015, for the Union and Amicable Healthcare, Chesterfield Health Services, Concerned Citizens, and Korean Women's Association and shall remain in full force and effect, as amended by mutual written agreement of the Parties, through June 30, 2017.

In the event that during the term of this Agreement, the State substantially changes the anticipated and established vendor rate for contracted services provided by any Employer and/or there is any other change that lowers or increases the level of reimbursement established at the time of the signing of this Agreement, the Parties agree to reopen this Agreement immediately for negotiations on all economically impacted Sections.

Negotiations for a successor Agreement for the Union and Amicable Healthcare, Chesterfield Health Services, Concerned Citizens, and Korean Women's Association shall be conducted as industry--wide negotiations with the Union to commence no earlier than October 1, 2016, and no later than two (2) weeks following Legislative approval or rejection of the pattern home care Agreement between the State of Washington and the Union. Should the Parties reach impasse and fail to reach agreement by June 30, 2017, the Parties may agree to submit outstanding issues to interest arbitration.

APPENDIX A: KWA WAGES

KWA Non-Seattle Wages

STEP	JUL 1.2015	JAN 1.2016	JUL 1.2016	JAN 1.2017
0 - 700	\$11.75	\$12.10	\$12.25	\$12.27
701 - 2000	\$11.85	\$12.10	\$13.05	\$13.43
2001 - 4000	\$12.00	\$12.30	\$13.25	\$13.63
4001 - 6000	\$12.20	\$12.50	\$13.45	\$13.83
6001 - 8000	\$12.40	\$12.75	\$13.65	\$14.03
8001 10,000	\$12.60	\$13.10	\$13.85	\$14.23
10,001 -12,000	\$12.80	\$13.30	\$14.10	\$14.43
12,001 -14,000	\$13.00	\$13.50	\$14.30	\$14.63
14,001 -16,000	\$14.85	\$15.05	\$15.10	\$15.30
16,000 +	\$15.05	\$15.20	\$15.30	\$15.45

KWA Seattle Wages

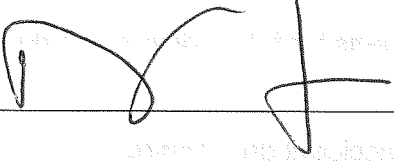
STEP	JUL 1.2015	JAN 1.2016	JUL 1.2016
0 - 700	\$11.85	\$13.00	\$13.00
701 - 2000	\$11.85	\$13.00	\$13.05
2001 - 4000	\$12.00	\$13.05	\$13.25
4001 - 6000	\$12.20	\$13.10	\$13.45
6001 - 8000	\$12.40	\$13.15	\$13.65
8001 - 10,000	\$12.60	\$13.20	\$13.85
10,001 -12,000	\$12.80	\$13.30	\$14.10
12,001 -14,000	\$13.00	\$13.50	\$14.30
14,001 -16,000	\$14.85	\$15.05	\$15.15
16,000 +	\$15.05	\$15.20	\$15.30

KWA Seattle Wages

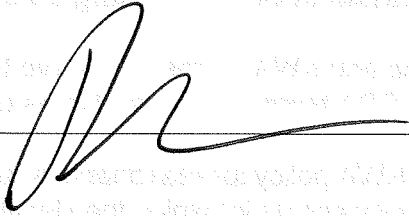
	Seattle Receiving Health Insurance	Seattle Not Receiving Health Insurance
0-700	\$ 13.50	\$ 15.00
701-2000	\$ 13.50	\$ 15.00
2001-4000	\$ 13.63	\$ 15.00
4001-6000	\$ 13.83	\$ 15.00
6001-8000	\$ 14.03	\$ 15.00
8001-10000	\$ 14.23	\$ 15.00
10001-12000	\$ 14.43	\$ 15.00
12001-14000	\$ 14.63	\$ 15.00
14001-16000	\$ 15.30	\$ 15.30
16001- or More Hours	\$ 15.45	\$ 15.45

For the Union:

For the Employer:



David Rolf, President



Date: 11/23/2015

Date: 2 Dec 15

Weingarten Rights

Rule 1: The employee must make a clear request for union representation before or during the interview. The employee cannot be punished for making this request.

Rule 2: After the employee makes the request, the employer must choose from among three options. The employer must: grant the request and delay questioning until the union representative arrives and has a chance to consult privately with the employee; deny the request and end the interview immediately; or give the employee a choice of having the interview without representation or ending the interview.

Rule 3: If the employer denies the request for union representation, and continues to ask questions, it commits an unfair labor practice and the employee has a right to refuse to answer. The employer may not discipline the employee for such a refusal.

WEINGARTEN Statement

(If called to a meeting with management, read the following or present this statement to management when the meeting begins.)

If this discussion could in any way lead to my being disciplined or terminated, or affect my personal working conditions, I respectfully request that my union representative, officer, or steward be present at this meeting. Until my representative arrives, I choose not to participate in this discussion.



**215 Columbia St.
Seattle, WA 98104
www.seiu775.org**

Call our Member Resource Center toll-free at 1.866.371.3200