Collective Bargaining Agreement

between

SEIU 775

and

Addus Washington

Effective July 1, ~~2019~~ 2021 to June 30, ~~2021~~2023

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ARTICLE 1: STATEMENT OF PURPOSE

SEIU 775 ("the Union") and Addus Healthcare ("the Employer") agree that working together to maximize public reimbursement and identifying training and skill development opportunities are objectives for the union and the company. This collaborative approach will enhance the quality and consistency of the services provided to consumers and will improve working conditions for people who provide personal care services.

ARTICLE 2: RECOGNITION

Addus Healthcare, ("Employer") and its successors and assigns, hereby recognizes and acknowledges that SEIU Local 775 ("Union") affiliated with the Service Employees International Union is the exclusive collective bargaining agent for all its direct service employees in the historical bargaining unit in which SEIU was chosen to represent Addus direct care employees in the employer branches in the State of Washington including Walla Walla, Vancouver, Longview, Yakima, Kennewick, Spokane, and Collville, herein referred to as "employees," excepting all guards as defined in Section 9(b)(3) and supervisors, coordinators, clericals, managers, professionals, and executives as defined under the National Labor Relations Act.

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

ARTICLE 3: SCOPE OF AGREEMENT

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

ARTICLE 4: UNION SECURITY

SECTION 4.1 UNION MEMBERSHIP

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

SECTION 4.2 UNION REPORTS

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

~~Within 15 days following~~ The Employer shall provide the Union with a list of all employees covered by this Agreement within eight (8) business days after the end of the month. If the report is delayed the Employer will notify the Union when the report will be delivered. The list shall be complete and include: the preceding month the Employer will provide a report on the following information:

- ~~State of addus operation~~
- Branch name
- Employee ~~number~~ ID
- Employee last name
- Employee first name
- Employee middle name
- Social Security Number (SSN)
- Date of Birth
- Gender
- Preferred Language
- Address Type (Mailing and Physical)
- Address 1
- Address 2
- City
- State
- Zip
- Address Last Updated
- Home Phone number (all phone numbers shall conform to the '(xxx) xxx-xxxx format)
- Personal Cell phone number (all phone numbers shall conform to the '(xxx) xxx-xxxx format)
- Personal Email address
- Hire date
- Last hire date

- Job Termination date
- Termination reason code
- Current employment status
- Hourly rate ~~Rate of pay~~
- Check Detail Pay date
- Total Hours Worked
- Gross Pay
- Union Dues
- COPE/CAPE Deduction
- Other Fees (UCA, SPECASS, ISSUES)
- Total Dues
- YTD Gross Wages
- YTD Total Dues
- YTD Other Fees
- YTD COPE/CAPE
- YTD Union Dues
- YTD Hours Worked
- Overtime hours
- Mileage amount (number of miles)
- Differential rate (if applicable), excluding certification differential
- ~~Hours worked~~
- ~~Gross pay~~
- Paid Time Off
- Paid Time Off hours balance
- Dues deduction amount
- ~~Union dues deduction~~
- ~~Cope/cape deduction~~
- ~~Pac deduction~~
- ~~Other fees (which may include voluntary deductions)~~
- ~~Total union dues deductions~~
- ~~Ytd hours worked~~
- ~~Ytd gross pay~~
- ~~Ytd union dues,~~
- ~~Ytd cope/cape~~
- ~~Ytd pac~~
- ~~Ytd other fees~~
- ~~Ytd total union dues deductions~~

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

~~These monthly reports shall be securely transmitted electronically, in a commercially available format to be agreed upon by the Employer and the Union.~~

The Employer shall provide this list in a common electronic format agreed upon by the Employer and the Union. The sum of the individual Union dues amounts in the Roster shall exactly match the amount of the dues payment(s) remitted to the Union. The sum of the voulentary deductions in the Roster shall exactly match the amount of the voulentary deduction payment(s) remitted to the Union.

If the Dues Report and the Employee Roster are submitted as separate reports, both reports must have a corresponding record, cover the same time period, and must contain the following identical information:

1. Employee number
2. First name
3. Middle name
4. Last name
5. Social Security Number

SECTION 4.3 DATA MAINTENANCE

The Union will conduct periodic audits of data related to the membership form reconciliation, financial deductions, and BU information. The Employer shall complete and/or reconcile the audit within fifteen (15) days of receiving the audit from the Union.

SECTION 4.3 DUES/COPE/VOLUNTARY DEDUCTIONS

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

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

Employees may express such authorizations by submitting to the Union a written membership application, through electronically recorded phone calls, by submitting to the union an online deduction authorization, or by any other means of indicating agreement so long as the Union can establish that such method is verifiable and allowable under state and federal law to the Employer's satisfaction. An authorization shall be considered verifiable

where the Union provides documentation that an employee authorized the specific terms of the payroll deduction either on paper through a written signature, via electronic signature on an on-line or other electronic form that includes the specific terms of the deduction or via an electronically recorded phone call in which the employee authorized such deductions after being informed of the specific terms.

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

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

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

SECTION 4.4 DATA SECURITY

The Employer agrees that the following information is confidential, and shall not be released by the Employer or its agents to any third party, including any contractor or vendor, except as necessary to comply with the provisions of this agreement, for the provision of other employment benefits, or by a regulatory agency or court of competent jurisdiction as required by law: the names, addresses, telephone numbers, wireless telephone numbers, electronic mail addresses, social security numbers, and dates of birth of all employees covered by this agreement.

ARTICLE 5: VACANCIES

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

ARTICLE 6: ORIENTATIONS

SECTION 6.1 IN-SERVICE TRAININGS

The Employer agrees that a period of time will be made available before or after each in-service training meeting, or before or after any scheduled break during the training, but not beyond normal office working hours, for Union Advocates and/or Union representatives to address members of the bargaining unit. Management or supervisory personnel may not

be present unless mutually agreed to by the Union and the Employer. Such meetings shall not disrupt the in-service schedule, have a maximum duration of thirty (30) minutes, and shall be conducted in accordance with Article 20: Dignity and Respect.

For Union meetings held under this section, the Employer agrees to inform the Union of regular in-service training dates, times and locations one month (30 days) in advance and other in-service training dates, times and locations as far in advance as practicable. The Union must inform the branch manager of its desire to address the bargaining unit members at a scheduled in-service training two (2) days in advance. The Employer shall provide the Union with an electronic list of expected participants at least forty-eight (48) hours prior to the meeting.

SECTION 6.2NEW EMPLOYEE ORIENTATIONS

6.2.1 Membership Card

The Employer shall include a Union Membership Card in each employee's employment paperwork. The card will be reserved for the Union Representative/Advocate, as available, to review the membership card with new employees during their orientation. After collecting said card from the new employee or Advocate, the Employer shall retain a copy for itself and send the original to the Union.

6.2.2 Union Presentation

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

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

Upon hiring any new bargaining unit employee, the employer shall provide the employee with a Union new hire packet provided by the union.

ARTICLE 7: EQUAL OPPORTUNITY & NON-DISCRIMINATION

SECTION 7.1 EQUAL OPPORTUNITY

The Employer and the Union agree that there shall be no discrimination with respect to employment or conditions of employment on the basis of race, ethnicity, color, physical and/or mental disability, marital status, national or tribal origin, ancestry, genetic information, gender, sex, sexual orientation, gender expression, gender identity, pregnancy status, age, religion, veterans status, political beliefs, actions and affiliations, union membership and activities, or other consideration made unlawful by federal, state, or local law. The Employer further agrees that it 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).

SECTION 7.2 ANTI-HARASSMENT AND ANTI-DISCRIMINATION POLICIES

The Employer will establish anti-harassment and anti-discrimination policies that are compliant with state and federal law. The establishment of these policies will be in conjunction with the Harassment Abuse and Discrimination (HAD) Workplace Safety Committee. These policies shall include a complaint procedure, including non-retaliation and confidentiality policies. Such policies shall be made readily available to employees in the employee handbook, and shall be updated as needed or as required by law.

It is the responsibility of the Employer to ensure that all employees are aware of the Employer's anti-harassment and anti-discrimination policies and properly trained on the content of such policies.

SECTION 7.3 PRIVACY RIGHTS

The Employer shall comply with all applicable federal, state and local regulations with respect to the privacy rights of its employees.

ARTICLE 8: UNION RIGHTS

SECTION 8.1 UNION ADVOCATES

For purposes of representation and mutual administration of the contract, the Union will designate Advocates from among its members employed by the Employer. The Union will notify the Employer within fourteen (14) calendar days when an Advocate has been designated.

SECTION 8.2 BULLETIN BOARD

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

SECTION 8.3 UNION LEAVE

8.3.1

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

8.3.2

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

8.3.3 Home Care Advocacy Day:

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

Home care advocacy days are for the general purpose of public action and advocacy to any state or federal government, legislature or congress on issues related to home care or home health services and other mutually beneficial legislation.

The Union shall designate in writing to the Employer the employees requesting such leave at least fourteen (14) calendar days in advance, except in emergency situations with the agreement of both parties. Leave requests shall take client needs into consideration, but shall not be unreasonably denied by the Employer. The Employer shall communicate promptly with the Union concerning any difficulties in granting leave requests.

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

ARTICLE 9: PROBATIONARY PERIOD

The probationary period for new employees shall consist of ninety (90) calendar days from the date of hire. Upon successful completion of the probation period, the employee shall be entitled to be added to the seniority list. The Employer may discharge a probationary employee with or without cause or advance notice.

ARTICLE 10: MANAGEMENT RIGHTS

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

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

ARTICLE 11: NO STRIKE OR LOCKOUT

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

ARTICLE 12: DISCIPLINE AND DISCHARGE

SECTION 12.1 JUST CAUSE AND DISCIPLINE

The Employer shall not have the right to discipline employees and to discharge employees except for just cause. Discipline shall be, in general, directed at correcting performance problems, except in situations when the nature of the offense is cause for immediate discharge such as serious misconduct, as defined by the Employer's policies. Discipline may include oral reprimands, written reprimands, suspension and discharge. The Employer may skip steps in the discipline process based upon the seriousness of the offense in accordance with the provisions of just cause. At every step of the disciplinary process, the Employer shall provide an explanation for each action taken. ~~The Employer's current practice is that in general, twelve (12) months without any disciplinary action will result in the last step being removed from consideration~~

The Employers current practice is that after twelve (12) consecutive months without like incident that results in discipline, the Employee may request to have the discipline removed from their file. It is up to the Employee or Union Representative/Advocate to request such discipline be removed. If the Employee does not request the discipline be removed from their file and the employee receives another like discipline after twelve (12) months, the Employer shal not consider the discipline when determining the level of reprimand, except in extraordinary circumstances as defined by the Employer. ~~The Employer will notify the Union if extraordinary circumstances result in the Employer determining that a specific discipline will roll off at a date certain beyond the general rule of twelve (12) months.~~

If Addus disciplines an employee, Addus will make commercially reasonable efforts to discipline the employee in private and in a manner that is not intended to embarrass the employee before other employees, clients, or the public.

SECTION 12.2 WRITTEN WARNING/SUSPENSION

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

The Employer, employee and Union representative will make every effort to conduct this meeting within seven (7) calendar days. The planned meeting date, time and location will be communicated with the Union and will then proceed as planned.

SECTION 12.3 UNION NOTIFICATION

Within forty-eight (48) hours after any suspension or discharge, the Employer will notify the Union in writing of the discharge/suspension and the reason for this action. Failure to do so will not affect the termination or its validity in any way.

SECTION 12.4 INTERVIEW BY UNION

A Union representative shall have the right to interview employees and branch management concerning discharge and discipline matters. Employer personnel shall have the right to have another Employer representative present in such interviews. Such

interviews shall not interfere in any way with the Employer's business activity. Such interview is to be for informational purposes. The Employer will have the same right to interview any bargaining unit employee, provided the employee is permitted to have a union representative at the interview.

SECTION 12.5 EMPLOYER RULES

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

SECTION 12.6 EMPLOYEE CONFERENCES

Employees shall be notified by the Employer of their right to request Union representation at the beginning of any disciplinary meeting or disciplinary investigation, either in person or by phone. When the Employer requests a written statement as part of a disciplinary investigation in lieu of a meeting, the Employer shall notify the employee of their right to consult their Union representative prior to submission of the statement. If the employee declines the assistance of a Union representative, the employee shall decline by signing a waiver form.

If an employee makes such a request, the Employer agrees to make time available when the participating Union advocate and employee are not assigned to work. The Employer agrees to compensate the employee and the advocate for time involved in disciplinary/investigatory meetings. After four reasonable and documented attempts to set up a meeting time with the participating steward, the meeting will be proceed on the date proposed in the fourth attempt regardless of the availability of the advocate.

SECTION 12.7 PERSONNEL FILES

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

12.8 APS INVESTIGATIONS/SUSPENSIONS

In the event Adult Protective Services (APS) initiates an investigation, to the extent permissible by law and depending on the nature of the investigation or surrounding circumstances, the Employer may at its sole discretion keep the employee actively working with other clients that are not part of the investigation; where an employee only has the one client involved in the investigation, the Employer may at its sole discretion assign another client to the employee. Upon completion of the APS investigation if it is determined that no further action is required by the Employer regarding the affected employee, the Employer shall make a reasonable attempt to bring the employee back to his/her workload prior to the investigation.

ARTICLE 13: GRIEVANCE PROCEDURE

SECTION 13.1 DEFINITION

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

SECTION 13.2 PROCESS

Grievances shall be handled in the following manner:

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

13.2.1

Step One:

> The grievance shall be prepared in writing and shall be presented by the grievant and/or the Union to the agency director or his/her designated representative within forty-five (45) calendar days from the date of the occurrence of the facts or from the date the alleged violation first became known; provided, however, that in the case of a grievance based upon or related to the discharge of an employee, such written grievance must be presented within forty-five (45) calendar days after the date of discharge. The Employer will respond in writing within twenty-one (21) calendar days. During step one, the parties will conduct a meeting either by phone or in person, to endeavor to resolve the matter.

13.2.2

Step Two:

If no settlement has been reached by the grievant and the Employer or the Employer's time line has expired, the grievance shall be presented by the grievant and/or the Union to the regional Vice President or his/her designated representative within thirty (30) calendar days of the Employer's last response or, if no response was received, within thirty (30) calendar days of the expiration of the Employer's deadline to respond. The Employer will respond in writing within twenty-one (21) calendar days. During Step Two, the parties will conduct a meeting either by phone or in person, to endeavor to resolve the matter.

13.2.3

Step Three:

If no settlement is reached or the Employer does not respond within twentry-one (21) calendar days after the date the grievance is presented to the Employer as provided in Step Two, then the Union shall, within the next thirty (30) calendar days, give notice to the regional Vice President of its intent to arbitrate. The time limits in this article may be extended by mutual agreement of the official representative of the parties.

SECTION 13.3 ARBITRATION

13.3.1

In the event that a dispute proceeds to arbitration, the Union and the Employer shall make a good faith effort to agree on an arbitrator. In the event the Union and Employer are unable to agree, and not later than seven (7) calendar days from receipt of the first request for arbitration, the Union and the Employer shall select the list of arbitrators as follows:

(a) the federal mediation and conciliation service (fmcs) shall submit a list of seven (7) arbitrators to the Union and to the Employer.

(b) within fourteen (14) calendar days after receipt of the arbitration panel, the parties shall meet to select and place in numerical order the arbitrators through the process of elimination by alternately striking names.

(c) the party to strike first shall be selected by a toss of the coin.

13.3.2

The jurisdiction of the impartial arbitrator is limited to:

(1) adjudication of the issues which under the express terms of this agreement or the employee handbook, and the submission agreement setting forth the issue or issues to be arbitrated, which shall be entered into between the parties hereto;

(2) interpretation of the specific terms of this agreement and/or the employee handbook which are applicable to the particular issue presented to the arbitrator;

(3) the rendition of a decision or award which in no way modifies, adds to, subtracts from, changes or amends any term or condition of this agreement or the employee handbook and/or which is in conflict with any of the provisions of this agreement and/or the employee handbook; and

(4) the rendition of a decision or award based solely on the evidence and arguments presented to the arbitrator by the respective parties.

(5) the rendition of a decision involving the administration or interpretation of insurance plans or contracts, including pension plans; and those issues related to interpretation of the health and dental plan rules for eligibility, cost to employees, the Union and the company. The arbitrator shall not have jurisdiction over internal rules of the insurance plan itself which are outside the Employer's control.

13.3.3

The arbitrator will render a decision within thirty (30) calendar days after the hearing. The decision shall be final and binding upon the Employer, the Union and the employees affected, provided that this does not preclude any party to this agreement from seeking judicial review as provided by law. The costs of the arbitration shall be borne by the losing party.

SECTION 13.4 ELECTRONIC COMMUNICATIONS

Notifications of grievances as well as notifications of mediation and arbitration may be presented by either party in an email instead of in writing.

ARTICLE 14: RIGHT OF ACCESS

SECTION 14.1 NOTICE

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

SECTION 14.2 NO INTERFERENCE

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

ARTICLE 15: LABOR-MANAGEMENT RELATIONS COMMITTEE

SECTION 1 SCOPE

The Employer and the Union shall establish labor-management relations committee (LMC). The purpose of the committees shall be to consider matters affecting the relations between the Employer, the Union, and the employees, and to recommend measures to improve client care in specific and the industry in general; provided, however, the committee shall not engage in negotiations, nor shall the committee consider matters properly the subject of a grievance.

SECTION 2 STRUCTURE

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

A. The committee will be co-chaired by one of the Union and one of the Employer representatives.

B. The committee may meet quarterly, but no less than once per calendar year, at a time mutually convenient to the Union and the Employer.

C. The committee meetings will be scheduled so that employees are not on duty when committee meetings occur.

D. The Union and the Employer will prepare an agenda to be presented to the committee at least seven (7) calendar days prior to the scheduled meeting.

E. Employee committee members are paid their regular rate of pay for participation.

F. Agreed minutes of the meetings will be presented to the Employer and the Union within thirty (30) calendar days after the meeting.

G. The committee has no authority other than to recommend appropriate suggestions or solutions to identified problems agreed upon by the co-chairs.

The Employer and the Union will address each recommended item in writing within thirty (30) calendar

SECTION 15.1 CONTRACT

Homecare workers speak a wide diversity of langagues, often as part of their job providing care to clients who speak lanaguages other then English. The Labor Management Committee shall explore opportunities to translate the contrac in full or in part (as individual or as summaries) to other lanagues besides English.

SECTION 15.2 SAFETY COMMITTEE

The Employer shall implement a plan to prevent and protect employees from abusive conduct, to assist employees working in environments with challenging behaviors, and work to resolve issues impacting the provision of personal care. This plan should be reviewed annually and updated at least once every three years. The plan shall be developed and monitored by a workplace safety committee.

All employees shall be compensationed at their regular rate of pay for the time spent at the Safety Committee meetings. Such paid leave time shall be counted as "hours worked" and credited towards the employee's Cumculative Career Hours and will be reported for the purpose of health care eligibility.

ARTICLE 16: WAIVER/SAVINGS

SECTION 16.1: WAIVER

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

SECTION 16.2: SAVINGS

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

In the event of such invalidation or injunction, the parties shall promptly meet to negotiate a substitute provision, unless mutually waived by the parties. Any changes or amendments to the agreement shall be in writing and duly executed by the parties and their representatives.

ARTICLE 17: MODIFICATION

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

ARTICLE 18: SUCCESSORSHIP

SECTION 18.1 NOTICE

The Employer agrees to notify the Union in the event any transaction is reported to the Securities and Exchange Commission (SEC) which may affect the interests of Union members. The 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 18.2 SUBCONTRACTING

Addus will not subcontract any bargaining unit work. In the event addus enters into any business relationship that may impact Union members, Addus will notify the Union promptly and enter into negotiations of mandatory subjects of bargaining if requested by the union within thirty (30) days of such notice.

ARTICLE 19: HEALTH AND SAFETY

SECTION 19.1 GENERAL PROVISIONS

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

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

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 and shall immediately report to the Employer any working conditions that threaten or endanger the employee's health or the safety of the employee or client. If the employee believes the client may be in danger, the employee should call 9-1-1 or other emergency services. The employee shall report the incident to his/her supervisor as soon as possible after leaving the assigned work location. If after review and investigation of the incident giving rise to the belief of imminent danger it is determined that the employee acted reasonably and promptly reported the incident to his/her supervisor, the employee shall be paid for his/her entire scheduled assignment, including all travel time and travel miles he/she would have been paid had the assignment been completed as scheduled.

Nothing in this section shall be interpreted to limit in any way an employee's right to refuse unsafe work under the National Labor Relations Act, the Occupational Safety and Health Act, or other applicable laws.

SECTION 19.2 IMMUNIZATIONS

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

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

SECTION 19.3 SAFETY AND CLEANING EQUIPMENT AND PERSONAL PROTECTIVE EQUIPMENT

No employee shall be required to provide at his/her own expense safety and cleaning equipment, safety and cleaning supplies, or protective garments, including, but not limited to gloves and/or masks, to perform any task for a client.

The Employer shall provide both latex-free and powder-free options for gloves. If such a situation arises where there are insufficient supplies or materials, the employee will report the situation immediately to his/her supervisor

ARTICLE 20: DIGNITY AND RESPECT

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

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

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

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

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

ARTICLE 21: JOB DESCRIPTIONS AND CARE PLANS

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

Upon receiving a new client, the Employer will review the care plan and authorized tasks with the Employee either in person or via telephone conference. If problems arise with a client's or employee's understanding of the care plan, the Employer will take all steps necessary to ensure the full understanding of the care plan upon being made aware of the problem. Any changes to care plans will be reviewed with the employees. Additionally, the Employer shall place a copy of the clients care plan in the client's home, and instruct the employee of where the care plan is located in the client's home.

The Employer will communicate to employees any known dangers, issues or information that a reasonable person would expect before entering a client location. Communications will also be tailored to respect the privacy of clients in accordance with HIPAA and other federal and state statutes and regulations. Management and employees will endeavor to discuss in an LMC meeting how communications can be tailored to meet privacy requirements as well as the safety of employees.

Any changes to an employee's work schedule shall be communicated by the Employer to the assigned clients.

ARTICLE 22: LEAVES OF ABSENCE

SECTION 22.1 FAMILY & MEDICAL LEAVE

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

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

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

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

22.1.1 WASHINGTON STATE PAID FAMILY MEDICAL LEAVE

In addition to the federal Family Medical Leave highlighted above, eligible workers may apply for benefits under Washington state's Paid Family Medical Leave program~~. The effective date to utilize Washington State Paid Family Medical Leave is January 1, 2020~~. The Employer's HR Department will provide employees with eligibility requirements and other information needed to apply forthis leave.

SECTION 22.2 UNPAID PERSONAL OR HEALTH LEAVE

Employees with over one (1) year of continuous service with the Employer may be eligible for personal or health leave of up to twelve months. If the employee is ineligible under the Family Medical Leave Act (FMLA) or Washington state paid family leave (FLA), eligible employees who are temporarily unable to work due to the employee's serious health condition or disability may request a personal or health leave without pay. The one (1) year eligibility period for health or personal leave shall not apply to on-the-job injuries. Employees requesting personal or health leave must do so in writing to the agency director. The Employer shall respond to a request for personal or health leave in writing within fourteen (14) calendar days. If the Employer is unable to accommodate an employee's

request for personal or health leave, the Employer shall provide reasons and alternative options for accommodating the employee's request, if alternative options are available e.g., rescheduling, postponing. Employer will use commercially reasonable efforts to place Employees returning from personal or health leave lasting twelve months or less to the same position held before the leave and number of scheduled hours, but not necessarily to the same client(s). Employees may utilize any accrued PTO for personal or health leave. Prior to an employee's return to work from personal or health leave, the Employer will require a statement from a their treating physicianattesting to such employee's capability to perform the work required of his/her position. An employee who fails to return to work within five (5) calendar days of the expiration of leave, and /or has not obtained an extension of the leave prior to its expiration will be considered to have voluntarily terminated employment.

SECTION 22.3 MILITARY LEAVE

The Employer will comply with the federal Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable laws. The Employer shall offer details about USERRA, the rights and benefits available to workers, and the procedures that workers must follow to utilize these benefits.

22.3.1 Military Spouse Leave

The Employer will comply with Washington state's Military Family Leave Act ("MFLA" - RCW 49.77). The Employer shall offer details about MFLA, the rights and benefits available to workers, and the procedures that workers must follow to utilize these benefits.

22.3.2 Military Caregiver Leave

The Employer will comply with applicable laws and regulations pertaining to Military Caregiver Leave under federal FMLA. The Employer shall offer details about Military Caregiver Leave, the rights and benefits available to workers, and the procedures that workers must follow to utilize these benefits.

SECTION 22.4 LEAVE FOR DOMESTIC VIOLENCE, SEXUAL ABUSE OR STALKING

The Employer will comply with Washington state's Domestic Violence Leave Act ("DVLA" - RCW 49.76). The Employer shall offer details about DVLA, the rights and benefits available to workers, and the procedures that workers must follow to utilize these benefits.

SECTION 22.5 RETURN FROM LEAVE OF ABSENCE

The employee returning from an authorized leave of absence is entitled to return to his/her same position. The Employer will make a good faith effort to reinstate employees returning

from an authorized leave of absence to their previous or similar assignment and schedule. An employee who fails to return to work within five (5) calendar days of the expiration of a leave, and/or has not obtained an extension of the leave prior to its expiration will be considered to have voluntarily terminated employment.

SECTION 22.6 RETURN TO WORK PROGRAM

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

ARTICLE 23: CASELOAD

SECTION 23.1 GENERAL

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

SECTION 23.2 CASELOAD FLEXIBILITY

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

SECTION 23.3 DISCONTINUATION

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

SECTION 23.4 CHANGE OF ASSIGNMENT

When an employee wants an additional assignment, a change of assignment, or additional hours, the employee shall contact his or her supervisor who will enter the employees' name

into a log kept for this purpose. The employee is encouraged to submit any assignment requests in writing.

SECTION 23.5 GOOD FAITH

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

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

ARTICLE 24: SENIORITY

SECTION 24.1 GENERAL

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

SECTION 24.2 TERMINATION

Seniority status shall be eliminated for discharge for just cause, voluntarily resigning, or failing to return to work after recall in accordance with the provision of Section 5 of this article. In cases of a voluntary resignation, the Employer at its sole discretion may choose to re-hire an employee at previous tenure.

SECTION 24.3 WORK ASSIGNMENTS

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

It is further understood that, due to language requirements, skill requirement and/or "consumer preference," the Employer may bypass a senior employee who, by virtue of seniority would be given a particular client assignment. In such cases, the assignment will

be given to the most senior available employee who can satisfy language/skill requirements and/or "consumer preference." Additionally, in such cases the Employer shall give the bypassed employee the next opportunity for assignment of additional work, subject to the provisions of this section.

SECTION 24.4 LAYOFFS

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

If layoffs are required, the least senior employee(s) in a branch office shall be laid off first provided that those employees remaining on the job in that branch office are qualified to perform the work remaining, and provided further that the Employer is not required to reassign an employee to a work assignment requiring more than an hour additional travel time (by auto) between clients. The Employer agrees to provide fourteen (14) days' notice of layoff to affected employees or pay in leiu of.

An employee subject to layoff or reassignment may decline the new assignment(s) if the employee feels unqualified to provide the care required or if the additional assignment(s) results in more than forty-five (45) minutes travel time (by auto) from home to the first client of the day or from the last client of the day back to the employee's home.

SECTION 24.5 RECALL

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

To be eligible for recall, a laid-off employee must keep the employer informed of his/her current address and phone number. The Employer shall notify laid-off workers of recall by certified letter. When offered re-employment from layoff, the employee must indicate acceptance and availability for work within seven (7) calendar days of receipt of letter unless unusual circumstances prohibit return within that time period.

ARTICLE 25: RECORDS AND PAY PERIODS

SECTION 25.1 PAYROLL REPORT

Employees shall be furnished a copy of their itemized deductions each pay period, which shall include the current hours worked, current wages earned, current wage rate, cumulative wages to date, total available pto, applicable mileage reimbursement rate, and any regular itemized deductions, including any duly authorized dues deduction, in accordance with the Employer's payroll procedures. Payroll information provided to

employees by the Employer shall be provided in a format that is accessible, readable, and discernible to a reasonable person.

SECTION 25.2 DISPUTE

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

SECTION 25.3 DISTRIBUTION

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

SECTION 25.4 ERRORS

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 five (5) calendar days from the pay date as long as the Employer is made aware of the problem.

ARTICLE 26: ADHERENCE TO EXISTING STATUTES

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

ARTICLE 27: PAST PRACTICE

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

ARTICLE 28: RETIREMENT

SECTION 28.1 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 28.2 CONTRIBUTIONS TO RETIREMENT TRUST

The Employer's hourly contribution rate to the Retirement Trust shall be the hourly contribution rate established by the state of Washington pursuant to the ~~individual~~ Individual ~~provider~~ Provider ~~collective~~ Collective ~~bargaining~~ Bargaining ~~agreement~~ Agreement in effect at the time the hours are worked. (Hereinafter the "~~retirement~~ Retirement ~~rate~~Rate"). If the ~~retirement~~ Retirement ~~rate~~ Rate is reduced during the life of the agreement, the parties shall re-open the agreement solely for the purpose of renegotiating this section 28.2.

A. Medicaid-Funded Hours Worked

Effective July 1, ~~2019~~2021, the Employer shall contribute the ~~retirement~~ Retirement ~~rate~~ Rate or ~~sixty-five cents ($0.65~~eighty cents ($0.80), whichever is higher, to the retirement trust for each Medicaid funded hour worked by all home care workers covered by this Agreement with seven-hundred and one (701) or more cumulative career hours, and fifty cents ($0.50) for each hour worked by all home care workers covered by this Agreement with less than seven-hundred and one (701) cumulative career hours. Medicaid-~~funded~~ Funded ~~hour~~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.

B. Non Medicaid Funded Hours Worked

Effective July 1, ~~2020~~2021, the Employer shall contribute the Retirement Rate or eighty cents ($0.80), whichever is higher, to the Retirement Trust for each Non-Medicaid Funded H~~h~~our worked by all home care workers covered by this Agreement with seven-hundred and one (701) or more cumulative career hours, and fifty cents ($0.50) for each hour worked by all home care workers covered by this Agreement with less than seven-hundred and one (701) cumulative career hours. Non-Medicaid Funded Hours worked shall be defined as all compensable 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 hours and training hours.

~~The Employer agrees that all funds received by the Employer for retirement benefits will be provided to the Retirement Trust.~~ Contributions required by this Section 28.2 shall be paid periodically as required by the Trust.

SECTION 28.3 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 29: WAGES AND PREMIUMS

SECTION 29.1 WAGE SCALE

~~CUMULATIVE CAREER HOURS~~	~~JULY 1, 2019—DEC 31, 2019~~	~~JAN 1, 2020—JUNE 30, 2020~~	~~JULY 1, 2020—DEC 31, 2020~~	~~JAN 1, 2021—JUNE 30, 2021~~
~~0-2000~~	~~$15.50*~~	~~$16.00*~~	~~$16.40*~~	~~$16.72*~~
~~2001-4000~~	~~$15.75*~~	~~$16.25*~~	~~$16.60*~~	~~$16.87*~~
~~4001-6000~~	~~$16.00~~	~~$16.50*~~	~~$16.80*~~	~~$17.02*~~
~~6001-8000~~	~~$16.20~~	~~$16.75*~~	~~$17.00*~~	~~$17.20*~~
~~8001-10000~~	~~$16.40~~	~~$17.00*~~	~~$17.20*~~	~~$17.40~~
~~10001-12000~~	~~$16.60~~	~~$17.20*~~	~~$17.40*~~	~~$17.65~~
~~12001-14000~~	~~$16.80~~	~~$17.45~~	~~$17.70~~	~~$17.90~~
~~14001-16000~~	~~$17.40~~	~~$17.75~~	~~$18.00~~	~~$18.55~~
~~16001-20000~~	~~$17.65~~	~~$18.00~~	~~$18.25~~	~~$18.80~~

~~20001 AND ABOVE~~	~~$17.90~~	~~$18.25~~	~~$18.50~~	~~$19.07~~

Step	July 1 - Dec 31, 2021	Jan 1 - June 30, 2022	July 1 - Dec 31, 2022	Jan 1 - June 30, 2023
0 - 2000	$16.85	$16.98	$17.11	$17.24
2001 - 4000	$17.00	$17.13	$17.26	$17.40
4001 - 6000	$17.15	$17.28	$17.41	$17.54
6001 - 8000	$17.33	$17.46	$17.60	$17.73
8001 - 10000	$17.53	$17.66	$17.79	$17.92
10001 - 12000	$17.78	$17.91	$18.04	$18.18
12001 - 14000	$18.03	$18.17	$18.31	$18.45
14001 - 16000	$18.69	$18.83	$18.97	$19.11
16001 - 20000	$18.94	$19.08	$19.22	$19.36
20000+	$19.21	$19.35	$19.50	$19.65

Effective July 1, ~~2019~~2021, all bargaining unit employees shall be placed on the above scale according to the employee's cumulative career hours (CCH) with Addus. Employees shall advance to the next higher step on the above wage scale as they reach the hours on that step.

*The Employer agrees to be in full compliance with the Seattle minimum wage ordinance, or any other local minimum wage ordinances that may be enacted duringthis agreement.

SECTION 29.2 TRAINING DIFFERENTIALS

Certification differential: home care aides who hold and submit a valid certified nurses assistant license (or an equivalent or greater medical license), shall receive a twenty-five cent ($0.25) per hour differential for each hour they are paid.

Advanced training differential: 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 be paid an additional twenty-five cents ($0.25) per hour differential in addition to his/her regular hourly wage rate. To be limited to 90 workers statewide.

Mentor differential: an employee who is assigned by the Employer as a mentor, preceptor or trainer of other employees or prospective employees shall be paid an additional seventy-five cents ($0.75) per hour differential in addition to his/her regular hourly wage rate, and in addition to any other differentials or adjustments, for each hour that he or she works as a mentor, preceptor or trainer.

SECTION 29.3 LOCK-OUT PAY

If an employee is unable to provide service to a client due to the client's failure to answer the door, or if the client is not home, the employee shall notify the Employer by telephone promptly. If the Employer is unable to provide a substitute assignment, the employee shall be paid at the straight time hourly wage rate for one (1) hour.

SECTION 29.4 EVENING AND WEEKEND DIFFERENTIAL

Employees shall be paid forty cents ($0.40) per hour differential in addition to their regular hourly wage rate for every hour worked after 9 p.m. on a weekday, or every hour worked on the weekend (as calculated from 12:01 a.m. Saturday through 11:59 p.m. Sunday). Evening and weekend differentials shall be included in any computation for overtime, holidays, or other differentials or premium time.

SECTION 29.5 OVERTIME

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

SECTION 29.6 NURSE DELEGATION

Nurse delegated caregivers who serve clients with requirements for nurse delegated care shall be paid an additional twenty cents ($0.20) per hour, in addition to his/her rate of pay.

SECTION 29.7 SPECIAL SKILL/EXTRAORDINARY CARE DIFFERENTIAL

To meet client behavioral needs, effective upon ratification of this agreement, all hours worked for clients who have behaviors and/or conditions which the Employer determines significantly impact the provision of personal care and/or which necessitate additional effort, special skills or training as defined and authorized by the employer shall be paid an additional fifty cents ($0.50) per hour. Criteria for the special skill/extraordinary care differential shall include, but not be limited to:

- extreme behavioral issues;
- excessive/difficult travel to clients; and
- extensive personal care needs for a client or clients, including but not limited to providing care to a client who is HIV positive, who has AIDS, HEPATITIS C or who has an

active communicable disease, such as MRSA under current prescriptive treatment as determined and documented by a duly licensed medical professional qualified to make the diagnosis.

The Labor Management Committee shall advise the Employer to establish and implement criteria relevant to the differential.

29.7.1 GRANDFATHERED EMPLOYEES CURRENTLY RECEIVING THE DIFFERENTIAL

Effective upon ratification of this agreement, an employee assigned to work with a client who is HIV-positive, who has AIDS, HEPATITIS C or who has an active communicable disease, such as MRSA under current prescriptive treatment as determined and documented by a duly-licensed medical professional qualified to make this diagnosis or reported by the referral agency, shall continue to be paid an additional one dollar ($1.00) per hour differential in addition to his/her regular hourly wage rate for every hour of service to that client. No employee will be removed from services to this client to avoid payment of this differential.

SECTION 29.8 DIFFERENTIAL STACKING

Employees shall be eligible for all the wage differentials provided in this Article for which they qualify, and such differentials shall stack.

SECTION 29.9 L & I WORKER CONTRIBUTIONS

Effective January 1, 2007, all employees covered by this agreement will no longer be required to contribute to the Employer's Labor and Industries (L & I) insurance costs. The Employer will assume all costs associated with L & I insurance payments.

ARTICLE 30: HOMECARE TRAINING AND CERTIFICATION

SECTION 30.1 TRAINING PARTNERSHIP

Recognizing our mutual commitment to develop 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 1st, 2013, t~~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 30.2 CONTRIBUTIONS

The hourly contribution to the Training Partnership ("Partnership") for training and certification and testing fees shall be no less than the hourly training contribution rate paid by the state of Washington pursuant to the individual provider collective bargaining agreement in effect at the time the hours are worked ~~but without the additional two-cents of funding for the Advanced Home Care Aide Specialist Program and the Advanced Behavioral Home Care Aide Specialist Program~~. (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.

A. Medicaid-funded hours worked.

Effective July 1, ~~2019~~ 2021 the Employer shall contribute the training partnership rate or forty-~~four~~ three and one half cents ($0.~~44~~435), whichever is higher, to the partnership for each Medicaid funded hour worked of which two and one half cents ($0.025) can be used to support the certification and testing benefit.. Medicaid-funded hour(s) worked shall be defined as all hours worked by 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 hours shall also be excluded for contribution purposes.

~~Effective July 1, 2020, the Employer shall contribute the Training Partnership Rate or forty-one cents ($0.41), whichever is higher, to the Partnership for each Medicaid-Funded Hour worked in the Employer's in-home care program.~~

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, ~~2019~~2021, the Employer shall contribute the training partnership rate or forty-~~four~~ three and one half cents ($0.~~44~~435), whichever is higher, to the partnership for each non-Medicaid-funded hour worked, of which two and one half cents ($0.025) can be used to support the certification and testing benefit. . 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, 2020, the Employer shall contribute the training partnership rate or forty-one cents ($0.41), 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 30.3 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 31: HEALTH, DENTAL AND VISION BENEFITS

SECTION 31.1 HEALTH BENEFITS TRUST PARTICIPATION

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 31.2 PURPOSE OF THE TRUST

For purposes of offering healthcare, dental and vision, and other benefits or programs authorized by the Board of Trustees 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 31.3 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. 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 31.4 ELIGIBILITY STANDARDS

Employee eligibility for healthcare benefit coverage shall be determined solely by the Board of Trustees.

The Trust is responsible for notifying newly eligible workers of their opportunity to enroll, enrolling eligible workers, providing open enrollment notifications follow-up to secure required applications/documentation, dis-enrolling ineligible workers and providing ~~cobra~~ 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 workers, and dis-enroll ineligible workers.

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

The Employer will provide information on the Trust's benefits to all employees during the onboarding process.

SECTION 31.5 CONTRIBUTIONS

The Employer's hourly contribution rate shall be the hourly healthcare contribution rate established by the state of Washington pursuant to the individual provider collective bargaining agreement in effect at the time that the hours are worked (herein after the "healthcare rate"). If the healthcare rate is reduced during the life of the agreement, the parties shall reopen the agreement solely for the purpose of renegotiating Article 30.2.

Contributions for the health and safety benefit as described in Sections A. and B. below will be paid to the SEIU Healthcare NW Health Benefits Trust which will administer any program established with these funds. The use of these negotiated funds for health and safety will be determined by the Board of Trustees of the Health Benefits Trust.

Medicaid-funded hours worked Effective July 1, ~~2019~~2021, the Employer shall contribute the healthcare rate or three dollars and ~~fifty-four~~seventy-nine cents ($3.~~54~~79), whichever is higher to the Trust for each Medicaid funded hour worked~~, two and one-half cents ($0.025) of which may be used for a health and safety benefit~~. 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, but not including vacation hours, paid-time off, over authorized service hours and training hours. Consumer participation hours shall also be excluded for contribution purposes.

Effective July 1, ~~2020~~2022, the Employer shall contribute the healthcare rate or three dollars and ~~sixty-one~~ninety-eight cents ($3.~~61~~98), whichever is higher, to the Trust for each Medicaid-funded hour worked~~, two and one-half cents ($0.025) of which may be used for a health and safety benefit~~.

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

Non-Medicaid-funded hours worked. Effective July 1, ~~2019~~ 2021 the Employer shall contribute the healthcare rate or three dollars and ~~fifty-four~~seventy-nine cents ($3.~~54~~79), whichever is higher to the trust for each non- Medicaid funded hour worked~~, two and one-half cents ($0.025) of which may be used for a health and safety benefit~~. 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 but not including vacation hours, paid-time off, and training hours.

Effective July 1, ~~2020~~2022, the Employer shall contribute the healthcare rate or three dollars and ~~sixty-one~~ninety-eight cents ($3.~~61~~98), whichever is higher, to the Trust for each non-Medicaid-funded hour worked~~, two and one-half cents ($0.025) of which may be used for a health and safety benefit~~.

Contributions required by Section 39.2 shall be paid periodically as required by the Trust.

SECTION 31.6 EMPLOYEE PREMIUM DEDUCTION AUTHORIZATION

The Trust shall determine the appropriate level of contribution, if any, by eligible home care workers. This section shall authorize the premium share payroll deduction by the Trust for any home care worker. 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 32.5 INDEMNIFY AND HOLD HARMLESS

The Trust shall be the policy holder of any insurance plan or healthcare 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, healthcare providers, vendors, insurance carriers, or employees covered under this agreement.

ARTICLE 32: TRAVEL PROVISIONS

SECTION 32.1 TRAVEL PAY

Employees shall be paid at their regular rate of pay per hour, while traveling between assigned work locations.

Employees driving their own vehicles between assigned work locations and for Employer authorized medical appointments and/or client errands (i.e. essential shopping such as grocery shopping or picking up prescriptions) shall be reimbursed for mileage at the IRS reimbursement.

Effective July 1st, 2019, at ratification of this agreement, employees will be reimbursed for mileage at the IRS reimbursement less $0.10.

The mileage rate shall be increased or decreased based on the increases or decreases provided to home care agencies as stated in DSHS management bulletins and adjusted for

Addus statewide aggregated actual mileage utilization for the immediate previous six (6) month period. The Employer reserves the right to use Mapquest, Google Maps or Rand Mcnally software to determine miles between assignments in instances where a significant variance in travel reimbursement claims are identified by the Employer and to encourage efficiency and reduce gas consumption.

Employees who use public transportation for travel between assigned work locations, 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 shall be required to provide documentation of public transportation costs. Prospective employees subject to this stipulation will be so advised during their interview for employment.

SECTION 32.2 INSURANCE AND DRIVER'S LICENSE

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 may require proof of sufficient liability insurance.

Employees shall at all times while on duty maintain a current valid driver's license.

SECTION 32.3 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 32.4 VIOLATIONS/TICKETS

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 33: PAID TIME OFF

Section 33.1 Accrual

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

Effective ~~May 1st, 2019~~July 1, 2021, employees shall accrue one (1) hour for every twenty-five (25) hours worked.PTO hours shall cap at one-hundred twenty-five (125) hours. PTO may be used for paid time off for vacation or sick leave, or may be cashed out annually at

one hundred percent (100%) its value. Employees shall accrue, but not be able to use, paid time off during their probationary period.

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

SECTION 33.2 SCHEDULING

Employees shall be eligible to take PTO after their probationary period. Employees must submit PTO requests in writing at least two (2) weeks prior to the date the requested PTO commences, except for requests to take PTO of one week or longer, or during the months of May, June, July and August. Requests for PTO during May, June, July and August must be submitted at least four (4) weeks prior to the date the requested vacation commences.

PTO leave approvals will be granted by seniority within the office to which the employee is assigned. Supervisors shall communicate about whether leave has been approved or disapproved within seven (7) calendar days of the date the leave request is submitted by an employee. ~~At the request of an employee, the Employer shall pay the employee for PTO in advance of the leave. Such request shall be made in writing two (2) weeks in advance of the date the requested PTO commences.~~

SECTION 33.3 CASH-OUT

At the end of September of each year of this agreement, employees may elect to cash out their accrued, unused PTO. If the employee does not exercise the cash-out option, then the full remaining unused PTO shall be carried forward. No later than September 1 of each year of this contract, the Employer shall notify employees of the cash-out option under this agreement and shall provide a form for employees who wish to exercise their cash-out option. The Employer will make a good faith effort to offer monthly cash-out of PTO. ~~To facilitate this effort, the Employer will require monthly cash-out specifications be included in the programming of a new payroll system.~~ Employees who resign, retire, who are terminated, or who are laid off, shall be paid for all unused, accrued PTO. Such cash out shall be made by the Employer at the time of the employee's final paycheck.

SECTION 33.4 UTILIZATION OF PTO AS SICK LEAVE

Employees may also use PTO as sick leave. The employee is required to provide reasonable notice to the Employer of the intent to use PTO for sick leave. The Employer may require reasonable proof of illness or disability and/or certification of need to be absent if the Employer has a reasonable doubt as to the validity of the claim. If the Employer requests physician or practitioner certification, then the Employer is responsible for the full cost of such certification if it is not covered by the Employer's health plan or the employee is not covered by the employer's health plan.

SECTION 33.5 NOTICE AND PROOF OF ILLNESS

The Employer reserves the right to require reasonable proof of illness, if the absence from work extends beyond three (3) consecutive scheduled work days. The Employer also may require a doctor's release in the event that the absence from work exceeds three (3) consecutive scheduled work days. Employees who are sick shall make a good faith effort to provide as much advance notice as possible to the Employer. Employees will be expected to notify their supervisor of illness at least two (2) hours prior to their first assignment of the day, unless there is a verifiable emergency preventing an employee from fulfilling this requirement. The Employer will maintain a twenty-four (24) hour call or paging service for employees seeking to reach supervisors.

SECTION 33.6 COMBINATION WITH OTHER BENEFITS

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

SECTION 33.7 BEREAVEMENT LEAVE

Employees shall be entitled to bereavement leave (PTO or unpaid) to discharge the customary obligations arising from the death in the immediate family or "close relatives" of an employee, an employee's spouse, or domestic partner. Such period of absence shall be limited to five (5) work days when the employee is not required to travel beyond Washington state or northern Idaho. Employees may request additional leave if traveling out of state, such requests will not be reasonably be denied. The employee requesting such extended bereavement leave shall be allowed to utilize any Paid Time Off that the employee has accrued or earned. If Paid Time Off is exhausted, the employee may request the time be unpaid. For purposes of this section, "immediate family" shall include the employee's or the employee's spouse's parent, adoptive parent, wife, husband, child, step-children, or foster children or any other child living in the employee's household, brother, sister, grandmother, grandfather, grandchild, or the equivalent for domestic partners, or another member of the immediate household. "Close relatives" includes but is not limited to the employee's aunts, uncles, cousins, nieces, nephews, and siblings-in law. To respect the diversity of family composition that employees may have, employees are trusted to self-identify who consitiutes a family member. Every attempt will be made to accommodate employee requests to take PTO upon the death of a client.

SECTION 33.8 CATASTROPHIC COVERAGE

During the term of this agreement the Employer and the Union will work cooperatively to develop a method by which those employees who, through the fault of an illness which

prevents them from working, shall be allowed to use accumulated PTO donated from other workers.

ARTICLE 34: HOLIDAYS

SECTION 34.1 HOLIDAYS

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

New Year's day*

Thanksgiving day*

Christmas day*

Memorial day

Independence day (July 4)

Labor day*

SECTION 34.2 SCHEDULING

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

SECTION 34.3 HOLIDAY PAY

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

ARTICLE 35: FAMILY LEAVE MEDICAL, PRESCRIPTION DRUG, DENTAL AND VISION BENEFITS

Section 35.1 FAMILY LEAVE MEDICAL, PRESCRIPTION, DENTAL AND VISIONS BENEFITS Through The Trust

In addition to employee health care, dental, prescription drug and vision benefits through the SEIU Healthcare NW Health Benefits Trust ("Trust") provided in Article 31, the Employer shall provide health benefits to eligible employees on FMLA (Family Medical Leave Act) and

Washington Paid Family and Medical Leave Program (PFML) during the complete life of this Agreement and any extension thereof. The parties agree that the Employer will contribute an additional four cents ($0.04) per hour effective July 1, 2021, for the purpose of covering the costs associated with extending benefits for eligible employees on FMLA or PFML.

SECTION 35.2 CONTRIBUTIONS

The parties agree that the Employer will contribute an additional ~~three~~ four cents ($0.~~03~~04) per each Medicaid and Non-Medicaid hour worked effective with hours worked ~~in November 2019 (reported in December and paid by January 10, 2020)~~ effective July 1, 2021, for the purpose of extending health coverage for employees on ~~family and medical leave~~FMLA and/or PFML. 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. 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 Section 31.5 shall be paid periodically as required by the Trust.

SECTION 35.3 ELIGIBILITY STANDARDS

Eligibility for ~~family and medical~~FMLA and PFML ~~leave~~ shall be certified by the Employer. Employee eligibility standards for health care benefits shall be determined solely by the Board of Trustees and as permitted under Article 31.

The Trust shall determine the appropriate level of contribution, if any, by eligible home care workers.

SECTION 35.4 EMPLOYEE PREMIUM DEDUCTION AUTHORIZATION

The Trust shall determine the appropriate level of contribution consistent with Article 31, if any, by eligible home care workers.

~~**SECTION 35.5 TRACKING AND RE-OPENER**~~

~~The parties agree to advocate for an amendment to the Agency Parity law that would incorporate funding to cover the obligation of private agencies to extend health coverage for employees on leave. The Health Benefits Trust will track and report every six months on~~

~~expenses related to extending health coverage for employees on leave. The parties agree to re-open this agreement July 1, 2020 for the sole purpose of bargaining over the funding necessary to cover health care for employees on leave.~~

ARTICLE 36: ELECTRONIC VISIT VERIFICATION (EVV)

~~It is anticipated that during the life of this agreement the~~The Employer will ~~implement~~ use ~~of~~ an electronic visit verification (EVV), either through state or federal regulation or of its own volition. ~~The implementation~~Use of EVV or other electronic system would be an alternative to the use of timesheets, travel/mileage documentation and other employee paper documentation.

The parties agree to meet in the Labor Management Committee to review its impacr and identify areas potentially need improvement after implementation. ~~The parties will negotiate over implementation of this technology if it conflicts with any portions of this collective bargaining agreement or if the economic interests of employees are implicated. The Employer and the Union agree to notify the other party no less than 90 days before negotiating over economic impacts or conflicts with this agreement.~~

ARTICLE 37: TERM OF AGREEMENT

This Agreement shall be effective immediately and shall remain in full force and effect through June 30, ~~2021~~2023, unless disapproved by a membership vote held within one hundred and twenty (120) days of the date of execution of this Agreement, or unless amended by mutual written agreement of the parties. The Agreement shall be automatically renewed from year to year thereafter unless either party provides written notice of intent to modify the Agreement at least sixty (60) days prior to the anniversary date of the contract.

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

For SEIU 775	For Addus Washington
_____	_____
Sterling Harders, President	Laurie Manning, Executive Vice President, Chief Human Resources Officer
_____	_____
Date	Date