

Collective Bargaining Agreement

between

SEIU 775

And

Prestige Care Centers

Effective September 1, 2022-September 30, 2024

CONTENTS

ARTICLE 1: RECOGNITION	7
ARTICLE 2: SUBCONTRACTING	8
ARTICLE 3: LABOR MANAGEMENT COMMITTEE	9
SECTION 3.1: STATEWIDE LABOR MANAGEMENT COMMITTEE.....	9
SECTION 3.2: FACILITY LABOR MANAGEMENT COMMITTEE.....	10
SECTION 3.3: NO AUTHORITY TO CHANGE CBA.....	12
SECTION 3.4: ENFORCEMENT	13
SECTION 3.2: FACILITY SPECIFIC POSITIONS	13
SECTION 3.4: LEADS AND MENTORS.....	13
ARTICLE 4: MANAGEMENT RIGHTS.....	14
ARTICLE 5: UNION MEMBERSHIP AND VOLUNTARY ASSIGNMENT OF WAGES	17
SECTION 5.1: MEMBERSHIP	17
SECTION 5.2: MEMBERSHIP CARDS AND CARD COLLECTION	18
SECTION 5.3: DUES DEDUCTIONS	18
SECTION 5.4: INDEMNIFICATION	18
SECTION 5.5: REMITTANCE	18
SECTION 5.6: OTHER VOLUNTARY DEDUCTIONS	18
SECTION 5.7: ELECTRONIC RECORDS	19
SECTION 5.8: TRANSMISSION OF FILES.....	19
SECTION 5.9: MONTHLY REPORTS AND ROSTERS.....	20
THE EMPLOYER AGREES TO ONLY TRANSMIT ROSTERS AND REPORTS THROUGH THE MUTUALLY AGREED UPON ELECTRONIC FORMAT.	21
SECTION 5.10 DATA MAINTENANCE	21
SECTION 5.11: DATA SECURITY	21
ARTICLE 6: UNION RIGHTS, REPRESENTATIVES AND ADVOCATES.....	21
SECTION 6.1: PROFESSIONAL COURTESY AND BEHAVIOR	22
SECTION 6.2: UNION ADVOCATES	22
SECTION 6.3: NEW UNION EMPLOYEE ORIENTATION (“NUEO”).....	22
SECTION 6.4: PERSONNEL FILE.....	23
SECTION 6.5: FACILITY ACCESS OF UNION REPRESENTATIVES	23
SECTION 6.6: UNION INFORMATION	24

SECTION 6.7: UNION LEAVE FOR IN-PERSON PUBLIC ADVOCACY.....	24
SECTION 6.8: ALL STAFF MEETINGS	25
ARTICLE 7: VACANCIES AND SHIFT ASSIGNMENTS	25
SECTION 7.1: POSTING	25
SECTION 7.2: SHIFTS.....	25
SECTION 7.3: VACANCIES	25
SECTION 7.4: JOB DESCRIPTIONS	25
ARTICLE 8: NO DISCRIMINATION	26
SECTION 8.1: GENERAL PROVISIONS	26
ARTICLE 9: PROBATIONARY PERIOD	26
ARTICLE 10: CATEGORIES OF EMPLOYEES	27
SECTION 10.1: FULL TIME EMPLOYEE	27
SECTION 10.2: PART TIME EMPLOYEE	27
SECTION 10.3: ON-CALL EMPLOYEE.....	27
SECTION 10.4: TEMPORARY EMPLOYEE	27
ARTICLE 11: EMPLOYEE RIGHTS AND JUST CAUSE CORRECTIVE ACTION	27
SECTION 11.1: DISCIPLINE AND CORRECTIVE ACTION	27
SECTION 11.2 PROGRESSIVE DISCIPLINE.....	28
SECTION 11.3 RIGHT TO UNION REPRESENTATION.....	29
SECTION 11.4 CORRECTIVE ACTION PROCESS	29
SECTION 11.5: DISCHARGE AND SUSPENSION NOTIFICATION	30
SECTION 11.6: DISCIPLINARY RECORD	30
SECTION 11.7: DISCIPLINARY RECORD/FORMS.....	30
SECTION 11.8: DISCIPLINARY MATERIALS AND EVALUATIONS.....	30
ARTICLE 12 SENIORITY	30
SECTION 12.1: DEFINITION AND ACCRUAL	31
SECTION 12.2: APPLICATION OF SENIORITY	31
SECTION 12.3: TERMINATION OF SENIORITY.....	31
ARTICLE 13: HOURS OF WORK, OVERTIME, SCHEDULING, MEAL AND REST PERIODS, PAY PERIODS, AND PAY DAYS.....	32
SECTION 13.1: WORK WEEK.....	32
SECTION 13.2: WORKDAY	32
SECTION 13.3: OVERTIME AND RECORDING OF TIME WORKED	32

SECTION 13.4: MANDATORY OVERTIME.....	33
SECTION 13.5: REPORT PAY	33
SECTION 13.6: WORK SCHEDULES AND ASSIGNMENTS	34
13.6.1: MONTHLY POSTED SCHEDULE	34
13.6.2: SCHEDULE AND ASSIGNMENT	34
13.6.3: EMPLOYEE REQUESTS FOR SCHEDULE CHANGES	34
SECTION 13.7: EXTRA SHIFTS	35
SECTION 13.8: MEAL AND REST PERIODS	35
SECTION 13.9: PAY PERIODS AND PAY DAYS	36
ARTICLE 14: ECONOMICS PACKAGE	36
SECTION 14.1: CUMULATIVE TOTAL ECONOMIC PACKAGE UPDATED ANNUALLY PER CHANGES IN THE ACTUAL CUMULATIVE NET MEDICAID RATE INCREASE OVER THE TERM OF THE CONTRACT ("UNIVERSAL ECONOMIC PACKAGE").....	36
SECTION 14.2: OFF-SCHEDULE HOURLY WAGE INCREASE.....	37
ARTICLE 15: HIRING RATES AND COMPENSATION	38
SECTION 15.1: WAGE SCALES.....	38
SECTION 15.2: NEW HIRES	39
SECTION 15.3: EXTRA SHIFT BONUS	39
SECTION 15.3.1: BONUS.....	39
SECTION 15.4: NAC TRAINING.....	39
SECTION 15.5: CONTINUING EDUCATION AND CPR TRAINING	40
SECTION 15.6: INCENTIVES	40
SECTION 15.7: SHIFT DIFFERENTIALS	40
SECTION 15.8: OTHER DIFFERENTIALS	41
SECTION 15.9: CERTIFICATION/LICENSE/PERMIT REIMBURSEMENT	42
15.9.1: CERTIFIED NURSING ASSISTANTS.....	42
15.9.2: LICENSED PRACTICAL NURSES	42
15.9.3: REGISTERED NURSES.....	42
15.9.4: OTHER EMPLOYEES.....	42
SECTION 15.10: ATTENDANCE BONUS.....	42
SECTION 15.11: STACKING DIFFERENTIAL	43
SECTION 15.12: EMPLOYEES HIRED INTO A NEW CLASSIFICATION.....	43
ARTICLE 16: PAID TIME OFF, SICK TIME, AND VACATION TIME.....	43
SECTION 16.1: PURPOSE	43

SECTION 16.2: ELIGIBILITY.....	43
SECTION 16.3: AVAILABILITY TO USE	43
SECTION 16.4: ACCRUAL OF PTO	43
SECTION 16.5: ACCRUAL CHART	43
16.5.1: PART-TIME AND FULL TIME EMPLOYEES	43
SECTION 16.6: SCHEDULED PTO	44
16.6.1: VACATION AND HOLIDAYS.....	44
16.6.2: PERSONAL TIME	44
SECTION 16.7: PTO USE FOR UNANTICIPATED MEDICAL REASONS	45
16.7.1: PTO AND EIB FOR L&I LEAVE.....	45
SECTION 16.8: COLLECTIVE BARGAINING	45
SECTION 16.9: DISASTER AID	45
SECTION 16.10: PTO ACCUMULATION.....	45
SECTION 16.11: PAYMENT UPON TERMINATION	46
SECTION 16.12: PTO DONATION BANK.....	46
SECTION 16.13: PTO EXTENDED ILLNESS BANK DONATION	46
SECTION 16.14: PTO CASH-OUT.....	46
ARTICLE 17: HOLIDAYS	46
SECTION 17.1: RECOGNIZED HOLIDAYS	46
SECTION 17.2: PAYMENT FOR HOLIDAYS.....	47
ARTICLE 18: INSURED BENEFITS.....	47
ARTICLE 19: RETIREMENT/401(K) PLAN.....	48
SECTION 19.1: 401(K) PLAN	48
ARTICLE 20: UNION LEAVE	48
SECTION 20.1: EXTENDED UNION LEAVE.....	48
SECTION 20.2: SHORT UNION LEAVE (UNPAID).....	49
SECTION 20.3: SHORT UNION ADVOCACY AND BARGAINING LEAVE (PAID).....	49
SECTION 20.4: ADVOCATE TRAINING	49
ARTICLE 21: LEAVES OF ABSENCE	49
SECTION 21.1: GENERAL LEAVE PROVISIONS.	49
SECTION 21.2: BEREAVEMENT	50
SECTION 21.3: DISABILITY LEAVE	50
21.3.1 NON-WORK-RELATED DISABILITY LEAVE	50

SECTION 21.4: JURY DUTY.....	50
SECTION 21.5: FAMILY LEAVE	50
SECTION 21.6: MILITARY SERVICE	50
SECTION 21.7: PERSONAL LEAVE	51
SECTION 21.8: MILITARY CAREGIVER LEAVE.....	51
SECTION 21.9: MILITARY SPOUSE LEAVE	52
SECTION 21.10: DOMESTIC VIOLENCE/SEXUAL ABUSE/STALKING LEAVE	52
ARTICLE 22: LAYOFF AND RECALL	52
SECTION 22.1: DEFINITION	52
SECTION 22.2: SENIORITY DURING LAYOFF	52
SECTION 22.3: GENERAL CONDITIONS.....	53
SECTION 22.4: LAYOFF NOTICE	53
SECTION 22.5: LAYOFF PROCEDURE	53
SECTION 22.6: RECALL.....	53
ARTICLE 23: LOW CENSUS ADJUSTMENT.....	53
SECTION 23.1: GENERAL PRACTICE.....	53
SECTION 23.2: GENERAL LOW CENSUS PROGRAMS.....	54
SECTION 23.3: ALTERATION TO GENERAL LOW CENSUS PROGRAMS.....	54
ARTICLE 24: GRIEVANCE PROCEDURE.....	54
SECTION 21.1: INTENT	55
SECTION 21.2: GRIEVANCE DEFINED.....	55
SECTION 21.3: GRIEVANCE TIME LIMITS.....	55
SECTION 21.4: OPEN DOOR POLICY, REPORTING, AND NON-RETALIATION.....	56
SECTION 24.1: GRIEVANCE PROCESS	56
ARTICLE 25: SEVERABILITY	62
ARTICLE 26: NOTICE OF SALE	63
ARTICLE 27: NO-STRIKE CLAUSE.....	63
ARTICLE 28: HEALTH AND SAFETY.....	64
ARTICLE 29: LANGUAGE IN THE WORKPLACE	68
ARTICLE 30: PROACTIVE LABOR RELATIONS & DIGNITY AND RESPECT.....	69
ARTICLE 31: SOLE AGREEMENT, MATTERS COVERED, AMENDMENT, STANDARDS PRESERVED, PREMIUM CONDITIONS.....	70
ARTICLE 32: COLLECTIVE BARGAINING AGREEMENT TRAINING	71

ARTICLE 33: COMPANY BARGAINING 72

ARTICLE 34: TERM OF AGREEMENT AND REOPENER 72

 SECTION 34.1: DURATION OF AGREEMENT 72

 SECTION 34.2: RE-OPENER DURING TERM OF AGREEMENT 72

APPENDIX A: WAGE SCALE 73

ARTICLE 1: RECOGNITION

The separate employers Prestige Care Center (Camas), Inc., dba Prestige Care and Rehabilitation - Camas; Prestige Care Center (Kittitas Valley), Inc. dba Prestige Post-Acute and Rehabilitation Center; Prestige Care Center (Richland), Inc., dba Richland Rehabilitation Center; Prestige Richland ALF Ventures, LLC, dba Prestige Assisted Living at Richland; Prestige Care Center (Sunnyside), Inc., dba Prestige Care and Rehabilitation - Sunnyside; and Prestige Care and Rehabilitation – Toppenish; (hereafter referred to as the "Operator" or "Employer"), which all Parties agree are separate employers for all purposes and separate limited liability companies for all purposes. Each agree to associate with the other for the purpose of recognizing SEIU 775 (hereafter referred to as the "Union") as the exclusive collective bargaining representative of a single bargaining unit, as provided for under federal labor law regarding multi-employer bargaining, for all employees in the listed classifications at the following locations:

Care Center (Camas) Inc.

The Employer recognizes the Union as the exclusive collective bargaining representative for all full-time, regular part-time and on-call Activities Assistants; Cooks; Dietary Aides; Housekeepers; Laundry Aides; Medical Records Assistants; Maintenance Aides; Nursing Assistants Certified (NAC); and Restorative Aides.

Care Center (Kittitas) Inc.

The Employer recognizes the Union as the exclusive collective bargaining representative for all full-time, regular part-time and on-call service and maintenance employees including Nursing Assistants Certified (NAC); Nursing Assistants (NAR); Dietary Aide; Housekeeping; Laundry Aides; Activities Assistant; Restorative Aides; Cooks; and Maintenance Aides.

Care Center (Richland), Inc.

The Employer recognizes the Union as the exclusive collective bargaining representative for all full-time, regular part-time and on-call Activities Assistants; Cooks; Laundry Aides; Housekeepers; Dietary Aides; Nursing Assistants Certified (NAC); Restorative Aides; and Nursing Assistants Registered (NAR).

Richland ALF Ventures, LLC

The Employer recognizes the Union as the exclusive collective bargaining representative for all full-time, regular part-time and on-call Activities Assistants; Assisted Living Aides; Personal Care Assistant; Nursing Assistants Certified (NAC); Nursing Assistants Registered (NAR); Cooks; Laundry Aides; Housekeepers; and Dietary Aides.

Care Center (Sunnyside), Inc.

The Employer recognizes the Union as the exclusive collective bargaining representative for all full-time, regular part-time and on-call Activities Assistants; Cooks; Dietary Aides; Housekeepers; Transportation Assistant; Laundry Aides; Medical Records Assistants; Nursing Assistants Certified (NAC); Licensed Practical Nurses (LPN); Registered Nurses (RN); and Restorative Aides.

Care Center (Toppenish), Inc.

The Employer recognizes the Union as the exclusive collective bargaining representative for all full-time, regular part-time and on-call Activities Assistants; Cooks; Laundry Aides; Housekeepers; Dietary Aides; Nursing Assistants Certified (NAC); Restorative Aides; and Nursing Assistants Registered (NAR).

ARTICLE 2: SUBCONTRACTING

Both parties understand that for the Employer to provide quality care to residents and to successfully operate the facility, contracting and/or subcontracting of bargaining unit work may be necessary from time to time, however, the Employer will endeavor to utilize its own employees first before the use of agency or subcontracted personnel whenever practicable. Except during temporary periods of emergency when resident care is jeopardized (such as fire or flood), the Employer will notify the Union at least forty-five (45) days prior to implementation of any changes (e.g. use or discontinuation subcontracted personnel). The Employer also agrees to meet and confer with the Union regarding the changes.

Furthermore, the Employer agrees to include language in all future contracts regarding contracting or subcontracting of housekeeping, laundry or any other services covered by the

classifications in this Section that requires contractors or subcontractors, as applicable.

ARTICLE 3: LABOR MANAGEMENT COMMITTEE

SECTION 3.1: STATEWIDE LABOR MANAGEMENT COMMITTEE

The Parties will establish a Statewide Labor Management Committee (“SLMC”) within sixty (60) days of this Agreement’s effective date.

The Employer, its employees, and the Union understand and agree that each aspires to provide high-quality healthcare while fostering employee health and safety. The Employer and employees must be committed to serving the facility’s residents by delivering the highest quality of care possible. The Parties agree and understand that high-quality resident care can be achieved if they discuss and address patient care, safety, and workplace issues.

The purpose of the SLMC is to evaluate the quality of services provided to residents, the health and safety of employees, the working environment to retain staff by reducing turnover, staffing, and workload issues, and make recommendations for such topics.

The Parties will primarily task the SLMC with the following: Scheduling quarterly statewide meetings to improve communication; Monitoring the proper application of facility policies, facility procedures; and this Agreement; Problem-solving strategies to improve resident care and employee health and safety; and addressing public policy concerns that affect nursing home operations.

The Employer or the Union may schedule the SLMC. The Employer will pay the employees for participating in the meeting, but no more than two (2) hours quarterly.

The SLMC will have an equal number of supervisors and bargaining-unit employees.

SLMC meeting discussion topics will include but are not limited to the following criteria and ideas identified by union members as critical to addressing the facility’s performance regarding employee health and safety, staffing, turnover, retention, and resident care:

- Turnover
- Attendance

- Scheduling
- Staffing ratios for CNAs, housekeeping, CMAs, and other represented positions
- Acuity-based staffing
- Process improvement and technology
- Policies and procedures affecting the job duties performed by this Agreement's job classifications.
- Opportunity for the Parties to cooperate to improve the Company's CMS "5 Star" Quality Rating
- Opportunity for the Parties to cooperate to improve the Company's ability to be the provider of choice in each community
- Opportunities for employees to promote high-quality customer service while working for the Company

The SLMC shall not engage in negotiations, nor shall the SLMC consider matters properly the subject of a grievance. The merits of individual disciplines will not be discussed at SLMC meetings but shall instead be referred to the grievance process.

If the SLMC cannot resolve an issue, the parties may agree to move to Mediation of the grievance and arbitration procedure. Mediation will be the final step.

SECTION 3.2: FACILITY LABOR MANAGEMENT COMMITTEE

The Employer recognizes the value of communication and input from its employees. Therefore, to nurture and encourage this communication, a Facility-specific Labor-Management Committee ("FLMC") shall be formed to discuss issues of concern and importance. Each Party may submit items for discussion at a FLMC. The Employer and the Union shall designate their FLMC members, and the FLMC membership may vary from meeting to meeting based on the agenda items or other reasons. The FLMC will have an equal number of supervisors and bargaining unit employees or Union representatives. This committee will be composed of up to four (4) Union representatives, which could include one (1) Union field representative and up to four (4)

members of management. The Employer will pay the employees for their participation in the meeting, but no more than two (2) hours monthly. Additional bargaining-unit employees may voluntarily attend on unpaid time.

Purpose: The FLMC aims to constructively identify, discuss, and address matters affecting the quality of resident care and employee health and safety. The FLMC shall monitor the quality of resident services and employee health and safety. It will make recommendations to improve such services in staffing and workload issues, resident care indices (e.g., falls, bedsores, wound care), and other matters directly bearing on the quality of care received by the residents and the health and safety of employees. The Parties intend that the FLMC has been established to receive the employees' input only and is not intended to mean or imply that these employees have any management rights about patient care issues. The Employer maintains complete control in this regard. The Employer shall implement those FLMC recommendations that are unanimously agreed upon by the FLMC members when any such advice is consistent with the terms of this Agreement and the Employer's policies.

Meeting: The FLMC shall meet quarterly, or more frequently as desired by the Parties, on a date mutually agreed to by the Facility's Administrator and the designated Union representative unless mutually agreed otherwise. The FLMC can meet regardless of whether a Union representative is present. However, the Parties strongly encourage a Union Advocate to attend each FLMC Meeting. No less than five (5) calendar days before the scheduled meeting, the Employer and the Union representative shall provide each other with their proposed agenda items to be discussed at the meeting. Meetings shall be held at the facility or virtually if meeting in person is not possible due to health and safety concerns and scheduled to last one (1) hour. The FLMC will not meet for longer than two (2) hours unless the parties mutually extend the meeting. Employee committee members shall be paid for attendance at their straight-time hourly rate. Topics for discussion at the FLMC may include, but are not limited to:

- Resident care
- Health and safety
- Training needs

- Staffing levels, including recruitment and retention
- Staff recognition
- Staff morale
- Facility policies
- Scheduling
- The Facility's CMS "5 Star" Quality Rating and strategies to improve the rating
- The Facility's regulatory compliance results and strategies to improve such results
- The Facility's CMS Quality Measures trend for the past four quarters (e.g., ADL Decline, Long Stay, High-Risk Pressure Ulcer, Weight loss, Restraints, Injurious Falls, etc.)
- Opportunity for the Parties to cooperate to improve the quality of resident care for patients being discharged from an acute hospital and joint outreach to local acute hospitals to educate and inform them of how this nursing home can become their provider of choice
- Opportunities for employees to promote high-quality customer service while working in the facility

SECTION 3.3: NO AUTHORITY TO CHANGE CBA

The SLMC and the FLMC will not have any authority to bargain, modify, or reach an agreement over any terms or conditions of employment. The SLMC and the FLMC will not be able to change any term of this Agreement. Yet, the SLMC may recommend that the Parties mutually amend this Agreement as unanimously agreed by each SLMC member and as allowed by this CBA. It is understood and agreed that the SLMC and FLMC deliberations and discussions shall remain confidential among the parties. Nothing said during or as part of the FLMC related to patient care shall be disclosed to any outside party. The parties agree to comply with HIPAA as amended. Under no circumstances shall the SLMC or FLMC members be required to testify concerning the operation of the SLMC or FLMC, topics discussed, positions advocated, or recommendations made.

SECTION 3.4: ENFORCEMENT

This Article shall not be subject to the grievance and arbitration procedure of the Agreement except that either party may grieve or arbitrate any failure by the other party to fulfill any procedural obligation that arises under this Article.

SECTION 3.2: FACILITY SPECIFIC POSITIONS

Facility specific Labor Management Committees may implement Lead Aide, and/or Mentor Positions at their facility, as long as; they conform to the minimum requirements listed in Section 3.4, the Lead Aide and/or Mentor Positions are compensated in accordance with Article 15, and there is consensus within the LMC as to how those roles are filled. The basic roles, duties, and assignments of the Lead Aide and Mentor Positions will be determined by the Labor Management Committees and may vary from facility to facility. Once implemented, the facility administrator may eliminate the position after the first 90 days, and every six (6) months thereafter, as long as the Union and the members of the facility's Labor Management Committee are notified. If the position of Lead Aide or Mentor Aide is vacated, it will be required that the Labor Management Committee meet before any additional assignments are made to either of those positions.

SECTION 3.4: LEADS AND MENTORS

Nothing in this section shall limit the Employer's sole and exclusive right to manage the facility.

Lead Aide Position

Minimum Requirements:

- Must have successfully completed their probationary period. Must be a regular part-time or full-time employee
- Must be appointed by the Labor Management Committee
- This is not an "on-call" or "standby" position

Must not have any disciplinary action from the last twelve (12) months Must not have any disciplinary action from the last twelve (12) months

- Mentor Aide Position

- Minimum Requirements:
- Must have successfully completed their probationary period
- Must be a regular part-time or full-time employee
- Must be appointed by the Labor Management Committee
- Must have been observed by a nurse manager completing all regular tasks assigned to NACs, and, be able to perform all regular tasks assigned to NACs at clinically proficient levels
- Must have completed all employer required training
- Must not have any disciplinary action from the last twelve (12) months

ARTICLE 4: MANAGEMENT RIGHTS

The Union recognizes that the Employer must serve its residents with the highest quality of care, efficiently and economically, and address medical emergencies. Therefore, except to the extent abridged, delegated, granted, or modified by a provision of this Agreement, the Employer reserves and retains the responsibility and authority that the Employer had before signing this Agreement, and these responsibilities and control shall remain with management. It is agreed that the Employer has the sole and exclusive right and authority to determine and direct the business's policies and methods, subject to this Agreement. It is agreed that the Employer has the sole and exclusive right and authority to determine and direct the business's approaches and methods, subject to this Agreement.

The parties intend the following Management Rights language to satisfy all legal criteria established by the NLRB to allow the Employer to unilaterally make changes to specifically identified terms and conditions of employment. The parties agree that they discussed, to each party's satisfaction, the subjects in this Section during collective bargaining negotiations and that Union clearly and unmistakably expressly waived its right to bargain before the Employer unilaterally changes the following enumerated subjects. Accordingly, during the term of the Agreement, except when such rights are specifically abridged or modified by this Agreement, Union with this grants Employer the right and authority to make changes unilaterally (i.e.,

without giving Union notice and an opportunity to bargain concerning the decision or impact of the decision) within the following subjects or terms and conditions of employment:

1. To manage, direct and control its property and workforce;
2. To conduct its business and manage its business affairs;
3. To direct its employees;
4. To hire;
5. To assign work;
6. To transfer;
7. To promote;
8. To layoff;
9. To recall;
10. To evaluate performance;
11. To determine qualifications;
12. To discipline;
13. To discharge;
14. To adopt and enforce reasonable rules and regulations;
15. To establish and effectuate existing policies and procedures, including but not limited to a drug\alcohol testing policy and an attendance/tardiness control policy;
16. To establish and enforce dress codes;
17. To set standards of performance;
18. To determine the number of employees, the duties to be performed, and the hours and locations of work, including overtime;
19. To determine, establish, promulgate, amend and enforce personal conduct rules, safety rules, and work rules;

20. To determine if and when positions will be filled;
21. To establish positions;
22. To discontinue any function;
23. To create any new service or process;
24. To discontinue or reorganize or combine any department or branch of operations;
25. To evaluate or make changes in technology and equipment. In the event employees request clarification on the application of new technology or use of new or different equipment, the Employer will meet and discuss the issues with the affected employees;
26. To establish shift lengths;
27. To either temporarily or permanently close all or any portion of its facility or to relocate such facility or operation;
28. To determine and schedule when overtime shall be worked;
29. To determine the number of employees required to staff the facility, including increasing or decreasing that number;
30. To determine the appropriate staffing levels required for the facility, including increasing or decreasing that number; and,
31. To determine the appropriate mix of employees, by job title, to operate the facility.

The parties recognize that the above statement of management responsibilities is for illustrative purposes only and should not be construed as restrictive or interpreted to exclude those prerogatives not mentioned in the management function. All matters not covered by the language of this Agreement may be administered by the Employer on a unilateral basis, following such policies and procedures as it from time to time shall determine.

No Waiver

The Employers' failure to exercise any function or responsibility now reserved to it, or its exercising any function or right in a particular way, shall not be deemed a waiver of its ability to

exercise such function or responsibility, nor preclude the Employer from exercising the same in some way not in conflict with this Agreement.

Employer Handbook

As outlined in the Employee Handbook, the Employer's Rules and regulations shall apply to all Union employees to the extent that such term, condition, policy, or procedure is not inconsistent with this Agreement. The Parties understand that the CBA's provisions govern in the event of a conflict. The Employer shall continue to update the Union with changes to the Employee Handbook within fourteen (14) calendar days of any effective change(s). Said change in a term or condition of employment in the Employee Handbook shall not be unlawful nor in conflict with the provisions of this Agreement. The Union reserves the right to grieve any new policies in the Employee Handbook that conflict with the CBA in the Union's view. The Union must file a grievance within 30 days of the Union receiving written or electronic notice of the changes.

Supervision and Work Assignments

Employees shall work as directed by supervisory personnel. Under all circumstances, the Employer reserves the right to lawfully establish the number of employees and the work methods necessary to perform any activity per this CBA.

ARTICLE 5: UNION MEMBERSHIP AND VOLUNTARY ASSIGNMENT OF WAGES

SECTION 5.1: MEMBERSHIP

All employees covered by the terms of this Agreement who are members of the Union upon ratification of this Agreement shall as a condition of employment maintain their membership in good standing in the Union. "In good standing," for the purposes of this Agreement is defined as the tendering of periodic Union dues. All bargaining unit employees hired after the date of ratification of this Agreement shall, as a condition of employment, not later than thirty (30) days following the commencement of their employment, in accordance with the provisions of Section 8 of the National Labor Relations Act, as amended and in accordance with applicable law. Failure of any employee to comply with the provisions of this subsection shall, upon

request of the Union, result in termination of such employee, provided that the Union has given the employee fourteen (14) days' notice that the employee's obligation to make payment has not been met and that the delinquency renders the employee liable to termination under this section and that the termination request complies with applicable law.

SECTION 5.2: MEMBERSHIP CARDS AND CARD COLLECTION

The Employer shall include a Union membership card in each employee's employment paperwork. The card will be reserved for the Advocate, as available, to review the membership card with new employees during their orientation. If no Advocate is available to conduct a new employee orientation, the Employer shall retain a copy of the membership card for itself, forward a copy to the Prestige Corporate payroll department and send the original to the Union within 15 calendar days.

SECTION 5.3: DUES DEDUCTIONS

Upon voluntary signed authorization by a worker and a statement from the Union of the dollar amounts due for each worker, the Employer agrees to deduct the Union dues and initiation fees, and remit it to the office of the Union not later than the 30th day of the month following the month in which the dues were deducted.

SECTION 5.4: INDEMNIFICATION

The Union shall indemnify and hold harmless the Employer with respect to any asserted claim or obligation or cost of defending against any such claim or obligation of any person arising out of the Employer's deducting and remitting of Union dues.

SECTION 5.5: REMITTANCE

The Employer will honor written assignment of wages to the Union for the payment of voluntary contributions to the Union's Committee on Political Education (COPE) Fund. The Employer will remit such contributions to the Union in accordance with the procedure set forth in this section.

SECTION 5.6: OTHER VOLUNTARY DEDUCTIONS

The Employer agrees to deduct the sum specified from the pay of each member of the Union who voluntarily executes an authorization form for the Union's Membership Plus Benefits Plan

(MPB), so long as the data is received from a union in the manner specified by the Employer. The employer shall be able to communicate directly with the Union as needed to solve technical issues with data files. When filed with the Employer, the authorization form will be honored in accordance with its terms. The authorization form will remain in effect until revoked in writing by the employee. The amount deducted and a roster of all employees using payroll deduction for MPB contributions will be promptly transmitted to the Union by separate check payable to its order.

Upon issuance and transmission of a check to the Union, the Employer's responsibility shall cease with respect to such deductions. The Union and each employee authorizing the assignment of wages for the payment of MBP contributions hereby undertake to indemnify and hold the Employer harmless from all claims, demands, suits or other forms of liability that may arise against the Employer for or on behalf of any deduction made from wages of such employee.

The amount deducted shall be included as a separate item on the monthly dues report and the Employer will remit such contributions to the Union by a separate check payable to the Union within thirty (30) days after each pay period.

SECTION 5.7: ELECTRONIC RECORDS

The Employer shall accept confirmations from the Union that the Union possesses electronic records of such membership and give full force and effect to such authorizations as "written authorization" for purposes of this Agreement. In addition to electronic scanned copies of paper authorizations from the Union, the Employer shall accept copies of electronic signatures and digital files containing voice authorizations and give full force and effect to such authorizations as "written authorization" for purposes of this Agreement.

SECTION 5.8: TRANSMISSION OF FILES

The Employer shall collect and provide information about the bargaining unit. The Employer shall transmit files in accordance with the SEIU 775 Dues and Deductions Guidelines and will use the template provide to the Employer by the Union. At the time of the transmission of the bargaining unit roster submitted to the Union, the Employer will verify that the Employer's

records accurately reflect the membership status of each employee listed and endeavor to identify any discrepancies prior to dues report and employee roster submission.

SECTION 5.9: MONTHLY REPORTS AND ROSTERS

The Employer shall supply to the Union a list of all employees covered by this Agreement by the tenth (10th) day of the month following the month that the deductions were made. The list shall include the first name, middle name, last name, gender, date of birth, address, cell phone numbers, home phone numbers, email addresses, Social Security number, date of hire, termination date, reason for termination, rate of pay, overtime, any shift differential separate from the base pay, CBA job class, FTE status, hours worked, gross earnings in the pay period, pay period start date, pay period end date and the amount of dues, fees, COPE and voluntary deductions, and other contributions deducted from each employee's pay.

The Employer shall provide this list in a common electronic format agreed upon by the Employer and the Union (template provided in 5.8 of this Article). If the employer desires to change the agreed upon format, the Employer shall give the Union no less than sixty (60) days' notice. During that time the Union and Employer shall meet to discuss the change.

The Union shall provide the Employer with a template to submit Reports/Rosters, the Employer and the Union will agree upon a file name in which the Rosters/Reports will be named.

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 voluntary deductions in the Roster shall exactly match the amount of the voluntary deduction payment(s) remitted to the Union.

The Union prefers to receive the same file for both the Dues Report and the Employee Roster. If the Dues Report and the Employee Roster are submitted as separate reports, both reports must have a corresponding record, cover the same period, and must contain the following identical information:

- Employee number
- First Name
- Middle Name

- Last Name
- Social Security Number

The employer agrees to only transmit rosters and reports through the mutually agreed upon electronic format.

SECTION 5.10 DATA MAINTENANCE

The Union will conduct periodic audits of data related to membership form reconciliation, financial deductions, and BU information. The Employer shall complete and/or reconcile the audit within thirty (30) calendar days of receiving the audit from the Union.

SECTION 5.11: DATA SECURITY

In accordance with state and federal law, the Employer shall utilize industry standards and procedures for the protection of sensitive and personally identifiable information of each of its employees. This includes names, addresses, telephone numbers, wireless telephone numbers, electronic mail addresses, social security numbers, and dates of birth of all employees covered by this Agreement. The employer agrees to notify the Union within fifteen (15) calendar days if a third party has requested release of any information about the entire bargaining unit, classification, or branch. In no case will the Employer release information prior to notifying the Union.

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 6: UNION RIGHTS, REPRESENTATIVES AND ADVOCATES

In the interest of promoting a positive approach to labor-management relations and achieving joint public policy goals, the parties agree to the following:

SECTION 6.1: PROFESSIONAL COURTESY AND BEHAVIOR

The Parties encourage everyone to perform efficiently, courteously, and dignifiedly when interacting with employees, facility residents, and visitors. The Parties agree that all facility employees, managers, and Union representatives will treat each other with dignity, respect, and courtesy. The preceding principles shall also apply in providing service to patients and visitors. During typical labor relations (e.g., disciplines, the grievance process, LMC meetings, etc.), neither the Union nor the Employer shall use hostile rhetoric in written or verbal communication concerning the mission, motivation, leadership, character, integrity, or representatives of the other. Section 6.1 does not require the Union or the Employer to monitor others' social media.

SECTION 6.2: UNION ADVOCATES

The Union shall designate Union Advocates and notify the Employer in writing who the Advocates are and any new Advocates or any change in status of existing Advocates. The Union Advocates' performance of union work shall not interfere with the facility's operation nor the performance of employees' job duties. Union Advocates shall receive their base pay rate for time spent processing grievances and representing Bargaining Unit Employees in meetings with the Employer during Advocates' scheduled hours of employment. Union Advocates shall also receive their base rate of pay for time spent representing Bargaining Unit employees in all meetings where the Employer requested that the Advocate process a grievance or represent a Bargaining Unit Employee outside of the Advocates' scheduled hours of employment. In no case shall the Employer be required to pay more than one (1) Advocate at a time for such work. A Union Advocate may receive phone calls from union representatives while on work time, in private if requested, not to exceed ten (10) minutes per shift. Such calls shall not interfere with resident care. If Bargaining Unit Employees request time off to attend Advocate training, the Employer will make every effort to approve such requests considering operational needs. Bargaining Unit Employees requesting time off to attend Advocate training will make every effort to comply with the Employer's policy for requesting time off.

SECTION 6.3: NEW UNION EMPLOYEE ORIENTATION ("NUEO")

Each month, in a mutually agreed upon process, the Employer will provide the Union

Representative or Advocate with the name, start date, classification, shift, email address, and phone number of each employee hired into a bargaining unit job classification since the last such report. In addition, the Employer authorizes thirty (30) minutes of paid time for both an Advocate and the new employee(s) to engage in a New Union Employee Orientation (“NUEO”).

The Employer and the Union will use their best efforts to establish a mutually agreed upon fixed NUEO location, date, and time. If the Union Representative or Advocate cannot attend a NUEO in person, the Employer will hand out NUEO documents made available by SEIU 775, including membership cards. The Union requires all employed Bargaining Unit members to attend a NUEO within their first month of hire. Union Representatives may make arrangements with management to conduct thirty (30) minutes of paid time union orientation for new hires on a mutually agreed upon regular schedule.

SECTION 6.4: PERSONNEL FILE

Personnel files are the Employer’s property. A Bargaining Unit Employee shall be permitted to examine all materials in their personnel file within three (3) working days of making such a request. The records may be reviewed in the presence of an Employer representative. The Bargaining Unit Employee may request in writing and receive a copy of the personnel files within five (5) working days upon written request. “Working days” shall mean non-weekend/holiday days.

SECTION 6.5: FACILITY ACCESS OF UNION REPRESENTATIVES

Official representatives of the Union will be permitted to visit the Employer's premises to conduct Union business and confer with workers covered by this Agreement during their nonwork time, in break areas, and other places open to the public. Such visits shall not interfere with the operation of the nursing home or the performance of the workers' duties.

The Union will use its best efforts to provide the Facility’s Administrator or designee with twenty-four (24) hours' notice before visiting the premises. The Union Representative shall inform the Administrator or their designee of their visit when first entering the nursing home's premises. The Union will provide the Union representative’s name to the Employer. The Administrator may deny facility access due to extraordinary circumstances such as a state

survey or a contagious illness in the facility and will use its best efforts to inform the Union Representative. If the Union Representative's facility access is to file a member's grievance or investigate a potential grievance, the Representative may immediately access the Employer's premises. Upon entering the facility, the Union representative will notify the Administrator or designee.

SECTION 6.6: UNION INFORMATION

The Employer will:

- 1) Furnish and install at least one (1) bulletin board in each employee break room or facility for posting union notices, with a copy being given to management at the time of the posting. This bulletin board shall be no smaller than three feet by four feet (3' x 4'). The Union and the Employer will confer upon the location of the bulletin board.
- 2) Allow the Union to furnish a binder to be kept in the break room to store membership forms, copies of the contract, Union contact information, and other union materials.
- 3) Additionally, as space permits, allow the Union to furnish a secure deposit box and a shelf installed by the Employer on the wall of the break room to keep internal Union information including, but not limited to, Union election nomination forms and ballots, grievance forms, membership surveys, etc.

SECTION 6.7: UNION LEAVE FOR IN-PERSON PUBLIC ADVOCACY

The Employer will designate up to eight (8) paid shifts per calendar year to compensate an employee engaging in in-person public advocacy for quality long-term care on a scheduled workday, as approved by the statewide Labor-Management Coalition for Quality Care. The Union and the Employer may, upon mutual agreement, establish additional paid time off for an employee to participate in an approved in-person public advocacy event. Also, as patient care demands allow, the Employer shall reasonably schedule off any employee requesting to participate in an advocacy day scheduled by SEIU 775. The Employer will not unreasonably deny such requests when an employee makes them before being expected to work on the requested public advocacy day.

SECTION 6.8: ALL STAFF MEETINGS

When the Employer holds its regularly scheduled All Staff Meetings at the facility, a Union Representative or Advocate shall be allowed to address the Bargaining Unit for up to ten (10) minutes when possible. The Employer may limit this time for extraordinary circumstances such as viral outbreaks or state inspections.

ARTICLE 7: VACANCIES AND SHIFT ASSIGNMENTS

SECTION 7.1: POSTING

Openings shall be posted for five (5) days at the time clock and in the break room(s) before positions are filled. Employees may apply by completing the online application for internal job postings. Job postings will be made available to existing Prestige employees online prior to being posted to the public. Each facility will provide a computer with internet access for interested members to apply on.

SECTION 7.2: SHIFTS

Regular shift openings shall be posted at the same time as the schedule and filled by rotating seniority before being posted as a vacancy.

SECTION 7.3: VACANCIES

A vacancy is defined to mean any permanent full-time or part-time job opening within the job classifications in this Agreement, which the Employer determines to fill. The Employer reserves the exclusive right to determine if a vacancy exists and the necessary qualifications required to fill the vacancy. The qualified employee with the most seniority (as defined in Article 12 Seniority) shall be offered the position. All Employees who apply for a vacant position will be notified that their application is being considered. In the event that no applicant is qualified, or if no applicant accepts the offered position, then the Employer may fill the position as the Employer deems appropriate. This includes filling the position from outside of the bargaining unit.

SECTION 7.4: JOB DESCRIPTIONS

The Employer shall maintain job descriptions for all positions covered by this Agreement. Upon employment, the Employer shall provide a job description to an employee for the position into

which they have been hired. Current Employees shall be able to access their job descriptions on the Employer's online portal.

ARTICLE 8: NO DISCRIMINATION

SECTION 8.1: GENERAL PROVISIONS

No worker or applicant for employment covered by this Agreement shall be discriminated against because of membership in the Union or activities on behalf of the Union. Neither the Employer nor the Union shall condone harassment or unlawfully discriminate for or against any employee covered by this Agreement on account of race, color, religion, creed, genetic information, national origin or tribal origin, gender identity, gender identification, gender expression, ancestry, physical and/or mental disability, medical condition, sexual orientation, gender, age, marital status, current or future military status, veteran's status, citizenship status, union membership or union activities.

ARTICLE 9: PROBATIONARY PERIOD

All employees covered by this Agreement who are hired or transferred into a covered position on or after the effective date of this Agreement, whether or not previously employed by the Employer shall be subject to a probationary period of ninety (90) days. All transferred employees that do not complete their new probationary period may elect to return to their previous position, provided that they have completed a total of at least ninety (90) days of employment in a position(s) covered by this Agreement. The Employer in its sole discretion may elect to extend this probationary period for up to an additional ninety (90) days. Such extension must be presented to the worker and the Union in writing, along with a written explanation of the reason(s) for the extension. The Employer shall not unreasonably or arbitrarily extend a probationary period beyond the initial ninety (90) days. Seniority shall not accrue to employees during their probationary period. However, upon successful completion of the probationary period, all workers shall be deemed to be regular employees covered by the terms of this Agreement and their seniority shall revert back to the date of hire.

Probationary employees may be terminated during their probationary period at the discretion of the Employer without recourse to the Grievance and Arbitration Procedure.

ARTICLE 10: CATEGORIES OF EMPLOYEES

SECTION 10.1: FULL TIME EMPLOYEE

Regular Full-Time Employee is one who is scheduled to work or normally works a minimum of thirty (30) or more hours a week. After completing the probationary period, regular full-time employees are eligible for benefits as specified in this contract or as otherwise specified in the Employer's Employee Handbook.

SECTION 10.2: PART TIME EMPLOYEE

Regular Part-Time Employee is one who is scheduled to work or normally works less than thirty (30) hours per week. After completing the probationary period, regular part-time employees are eligible for benefits as specified in this contract or as otherwise specified in the Employer's Employee Handbook.

SECTION 10.3: ON-CALL EMPLOYEE

Casual or On-Call Employee is one with no regular schedule, but who works intermittently as required and depending on the availability of work. Casual or on-call employees are not eligible for benefits with the exception of sick leave per Washington State Law, and premium pay for working recognized holidays.

SECTION 10.4: TEMPORARY EMPLOYEE

Temporary Employee is one who is hired as a replacement for a regular employee on an approved leave of absence not to exceed the period of the leave. Temporary employees are not eligible for any benefits. However, if a temporary employee accepts a regular full-time or part-time position, their period of temporary work will apply toward satisfying their probationary period to qualify for benefits.

ARTICLE 11: EMPLOYEE RIGHTS AND JUST CAUSE CORRECTIVE ACTION

SECTION 11.1: DISCIPLINE AND CORRECTIVE ACTION

The Employer shall have the right to discipline, suspend, or discharge any employee for just cause per the Employer's Policies. Following the Management Rights Article, the Employer shall publish an Employee Handbook and Human Resources Policy and Procedures. Probationary employees can be disciplined or discharged per federal, state, and local laws and shall not have

recourse to the grievance and arbitration procedure set forth in this Agreement. All disciplinary documents will identify the specific Employer policy(s) supporting the Corrective Action.

No “verbal counseling” discussion between an employee and a supervisor shall constitute discipline under this Section. Accordingly, no such verbal counseling shall be considered a matter subject to the grievance and arbitration procedures. In contrast, a “verbal warning” shall be accompanied by a written notification in the employee’s personnel file. The verbal warning shall be considered part of the progressive disciplinary procedure.

The Employer recognizes the concept of progressive discipline and will endeavor to utilize a progressive discipline response in cases of inadequate work performance or violation of Employers' workplace rules. However, the nature and severity of an offense will permit imposition of disciplinary action at any level of discipline up to and including discharge. In a conflict, this Agreement will precede the Employer's work rules. A Union Advocate, Representative, or another member may represent an employee in any meeting called by the Employer that could reasonably result in disciplinary action, provided their chosen representative is available.

Whenever the Employer takes disciplinary actions against an employee, a copy of such actions will be given to the employee and the Union Advocate per section 11.6 of this Article. The Employers' policy is that employees sign the disciplinary action copy, which shall constitute only an acknowledgment of receipt and not an admission of guilt. Failure to provide such copies shall not be subject to this Agreement's grievance and arbitration procedures.

The Union, acting on behalf of any employee whom the Union believes to have been disciplined without just cause, shall have the right to appeal such discipline per the grievance and arbitration procedure.

SECTION 11.2 PROGRESSIVE DISCIPLINE

The Employer shall have the right to maintain discipline and efficiency of its operations, including the right to discharge, suspend or discipline an employee for just cause while applying progressive discipline. The Employer's Policies outline grounds for discipline or discharge, including immediate dismissal, provided such policies are not inconsistent with this Agreement.

No question concerning the disciplining or discharging of probationary employees shall be the subject of the grievance or arbitration procedure.

SECTION 11.3 RIGHT TO UNION REPRESENTATION

Discipline shall be imposed only in the presence of a Union Advocate, except in those cases where the Advocate may not be readily available, the employee chooses not to have Union representation, or the infraction for which a suspension or termination is imposed constitutes a very "serious offense" warranting summary action (i.e., assault, attack or threat of physical violence on fellow employees or management representatives, etc.). When a Union Advocate is absent in such instances, the Employer will administer discipline, not question the employee, and notify the Advocate as soon as possible of the action taken. The Employer will inform employees of the right to Union representation at the beginning of a disciplinary meeting or investigation. Employees may choose not to have representation.

SECTION 11.4 CORRECTIVE ACTION PROCESS

Suppose a supervisor has reason to issue Corrective Action to a Bargaining Unit Employee. In that case, the supervisor shall make a reasonable effort to promptly implement the Corrective Action in private. All disciplinary action shall abide by the Grievance and Arbitration Procedure Article. All disciplinary action shall generally be taken within fourteen (14) calendar days of the event giving rise to the disciplinary action or the date the Employer completed an investigation that results in disciplinary action, whichever is later. All facility employees should treat each other with respect and dignity. Any communication between a supervisor and a union member may lead to Corrective Action. In that case, the supervisor will notify the member and allow a reasonable opportunity for a Union representative of the member's choice to join the subsequent discussion. During the discussion, the supervisor will inform the member why they are being investigated or issued Corrective Action while identifying the specific Employer policy(s) supporting the Corrective Action. The supervisor may also have a witness join the conversation. In a situation involving the suspension of a member, the supervisor will also explain why the suspension will occur before the completion of the Employer's due diligence regarding the determination of the Corrective Action. Suppose a supervisor suspends a member before completing an investigation that does not substantiate the initial allegation(s). In that

case, the Employer will compensate the member for scheduled workdays missed due to the suspension, per the Employer's pay practices.

SECTION 11.5: DISCHARGE AND SUSPENSION NOTIFICATION

The Employer shall notify the Union in writing, via email correspondence, of any discharge or suspension within forty-eight (48) hours (excluding Saturdays, Sundays, and holidays) from the time of discharge or suspension.

SECTION 11.6: DISCIPLINARY RECORD

Copies of all discipline shall be given to the employee involved and the Union Advocate. Employees can attach their opinions to any disciplinary record in their file.

SECTION 11.7: DISCIPLINARY RECORD/FORMS

Employee corrective or disciplinary action written communication ("Forms") shall not be removed from an Employee's personnel file. Yet, such Forms that are more than eighteen (18) months old will not be considered by the Employer when contemplating further disciplinary action or when evaluating the job performance of the Employee under the principles of just cause and progressive discipline unless such Forms relate to the Employee's previous discipline for abuse, violence, theft, harassment, or discrimination which shall remain in effect indefinitely.

SECTION 11.8: DISCIPLINARY MATERIALS AND EVALUATIONS

No Corrective Action, disciplinary material, or evaluations shall be placed in a Bargaining Unit Employee's personnel file unless the employee has had an opportunity to review, sign and receive a copy. Signing a Corrective Action form constitutes acknowledgment of the document but does not necessarily represent agreement with the Corrective Action. Refusal to sign a Corrective Action does not invalidate the Corrective Action. The Employer will use its best efforts to indicate on the Corrective Action form that the employee refused to sign before placing it in the file. An Employee has the right to attach a written statement to the Corrective Action expressing the employee's views. Such a statement will be included with the Corrective Action in the employee's personnel file.

ARTICLE 12 SENIORITY

SECTION 12.1: DEFINITION AND ACCRUAL

Seniority shall be defined as the worker's length of continuous service with the Employer in the bargaining unit and/or in the facility in which they work, including continuous service at another Prestige managed facility, commencing with the date and hour on which the worker first began work in a bargaining unit position. Seniority shall not accrue to probationary employees during the probationary period. However, at the successful completion of the probationary period, the worker's seniority shall be retroactive to their first day of work in the bargaining unit position, and shall accrue during his/her continuous employment with the Employer within the bargaining unit covered by this Agreement. Seniority shall accrue and not be lost during a worker's paid time off (PTO), and during any paid leave of absence. A worker shall not accrue seniority while on Layoff or on an unpaid leave of absence, in excess of twelve (12) weeks, consistent with FMLA or Washington State Paid Family Leave.

SECTION 12.2: APPLICATION OF SENIORITY

The Employer and the Union agree that in all cases of, transfer, layoff, recall, vacation preference and shift or schedule change; length of continuous service shall be determinative in the event a selection among employees is required.

SECTION 12.3: TERMINATION OF SENIORITY

A worker shall lose accumulated seniority and seniority shall be broken for any of the following reasons:

- Voluntary quit
- Discharge
- Failure to report to work after a layoff within three (3) days after receipt of certified, written notice of recall sent by the Employer to the worker at his/her last address of record on file with the Employer or ten (10) days after written notice of recall is sent to the address that was last provided by the worker
- Layoff which either extends (a) in excess of Eighteen (18) consecutive months, or (b) for the period of the worker's length of service, whichever is less

- Absence from work without notifying the Employer
- Unauthorized failure to report to work at the expiration of a leave of absence pursuant to this Agreement
- Taking employment elsewhere during the period of a contractual leave of absence without express consent of the Employer
- A worker whose seniority is lost for any of the reasons outlined above shall be considered as a new employee if the Employer again employs him or her

ARTICLE 13: HOURS OF WORK, OVERTIME, SCHEDULING, MEAL AND REST PERIODS, PAY PERIODS, AND PAY DAYS

SECTION 13.1: WORK WEEK

The basic work week period shall consist of a fixed and regularly recurring period of seven (7) consecutive twenty-four-hour periods. The Employer will send written notice to the Union thirty (30) days in advance of any change in time to when the workweek period begins. The workdays and workweek periods as specified in this Article shall not constitute guaranteed hours of work.

SECTION 13.2: WORKDAY

The basic workday commonly consists of eight (8) consecutive hours within a twenty-four (24) hour period. Consistent with applicable law, the Employer may modify the workday schedule to institute other workday schedules including ten (10) or twelve (12) hour shifts with overtime after forty (40) hours per week. The Employer will send written notice to the Union thirty (30) days in advance of any changes to the normal workday. Written notice is not required for changes of hours due to census adjustments. For all workday schedules, the Employer will work to ensure adequate time is available for report between shifts.

SECTION 13.3: OVERTIME AND RECORDING OF TIME WORKED

Overtime pay will be paid at the rate of one and one-half times an employee's regular rate of pay for all actual hours worked beyond 40 hours in any workweek period in accordance with applicable federal and state law. For the purposes of computing overtime pay, the regular rate of pay shall include any applicable shift differential or hourly incentive; however, discretionary

(i.e. non-hourly) bonuses are excluded. Holidays, vacations and other time not actually worked, even if paid, are not counted as overtime hours nor included in the calculation of overtime pay. Employees shall not work overtime without advance authorization from their supervisor. Employees must record all working time including overtime on the Employer's time-keeping system.

SECTION 13.4: MANDATORY OVERTIME

The Employer shall have the option of using mandatory overtime to meet the needs of resident care. When assigning mandatory overtime, the employer will rotate assignment of overtime based upon staff in the building at the time and in reverse order of seniority. The Employer shall exhaust all reasonable alternatives, and only as a last resort invoke mandatory overtime. The Employer shall endeavor to provide as much advance notice as possible. Mandatory overtime shall not become a normal staffing practice. An employee shall notify the employer if their mandatory overtime assignment creates an undue hardship, and in such case decline the shift in writing. Management may then move on to the next person in the rotation. Employees who agree to work any portion of a mandatory overtime shift will be credited and moved to the bottom of the seniority list for future mandatory overtime shifts. Incentives for mandatory overtime must comply with this Agreement.

SECTION 13.5: REPORT PAY

Employees reporting to work for their scheduled shift shall receive a minimum guarantee of two (2) hours of paid time. Such minimum guarantees shall not apply if the Employer makes a reasonable effort to notify the employee at least two (2) hours prior to the scheduled starting time that the employee is scheduled to report to work or as mutually agreed upon by the Employer and Employee. Reasonable effort shall be defined as an Employer telephone call to the telephone number provided by the employee, or such other method as mutually agreed upon by the Employer and the employee and either leaving a message with the person who answers the telephone, leaving a voice mail message or sending a text message. The Employer may require an employee to work for a minimum of two hours; however, the employee may choose to go home without pay.

It shall be the employee's responsibility to keep a current telephone number on file with the Employer. Failure by the employee to do so will exempt the Employer from the notification requirement and from the minimum guarantee.

An employee who is sent home after reporting to work or called off of work shall not be considered "on-call" or "on-standby" for the remainder of the shift.

SECTION 13.6: WORK SCHEDULES AND ASSIGNMENTS

The Employer has the right to determine the hours and days of work of an employee's work schedule including the specific starting and ending times, schedule rotation, work assignments, and schedule meal and rest periods.

13.6.1: MONTHLY POSTED SCHEDULE

Monthly employee work schedules shall be posted at least seven (7) days prior to the first workday on the schedule. Changes to the posted schedule may be made by the Employer to meet the needs of the business for extraordinary circumstances, including the right to send workers home after the start of their shift under the provision of Article 23: Low Census Adjustment. If changes to the schedule are needed, the Employer shall notify affected employees as soon as possible.

13.6.2: SCHEDULE AND ASSIGNMENT

Work schedules or assignments shall be filled according to the ability of employees to perform the work required on that schedule as solely determined by the Employer. If the Employer determines that two (2) or more employees have relatively equal abilities, then the employee with the longest seniority (as defined in Article 12: Seniority) shall be awarded the schedule or assignment. The Employer's decision shall be exercised in good faith and be based on established policies. Schedules or assignments may be filled at the Employer's discretion on an interim basis until a regular placement is made.

13.6.3: EMPLOYEE REQUESTS FOR SCHEDULE CHANGES

If an employee wishes to change a scheduled day with another employee, both must sign a written request, and it must be approved by their supervisor. No such changes will be approved if they result in overtime

SECTION 13.7: EXTRA SHIFTS

In order to ensure shift coverage and quality care, the Employer shall use the following steps to cover any open/unassigned shifts of two (2) hours or more after the monthly work schedule is posted.

Shifts that are known to the Employer more than seven (7) days in advance of that shift will be posted for Employees to sign up for those shifts. Employees shall have four (4) days to sign up for the shifts. Shifts will be awarded on a seniority basis, however once an Employee has received a shift in this manner in a given month, then the Employee shall go to the bottom of the list for receiving such assignment to allow for fair distribution of available shifts to interested bargaining unit employees.

Employees who sign up for an extra shift may be bumped from that shift on three (3) days' notice if the employer is able to fill the shift with a newly hired regular employee.

If no employee signs up for the shifts at least two (2) days prior to the shift or if the shift was not known to the employer (for example call-ins, increased census etc.) then the Employer shall assign those shifts through the method below:

- Shifts shall first be offered to Employees in rotating seniority order, with the following consideration:
 - the Employer will make all reasonable efforts to follow Seniority, but may offer the shift to on-duty Bargaining Unit Employees before calling off-duty employees at home
- The Employer will maintain a log documenting its efforts to fill a shift
- Employees will not be rescheduled from their regular shifts or extra shifts to avoid paying overtime or extra shift pay except as defined by Article 23 Low Census Adjustment.

SECTION 13.8: MEAL AND REST PERIODS

An unpaid meal period of thirty (30) minutes is allowed for employees who work more than five consecutive hours per shift in accordance with Washington State Law. Employees are allowed

break periods totaling 15 minutes during every 4-hour work period.

SECTION 13.9: PAY PERIODS AND PAY DAYS

Paychecks or direct deposit will be distributed bi-weekly. Pay periods and paydays shall be determined by the Employer and may not be changed without ninety (90) days' notice to the Union and the employees.

ARTICLE 14: ECONOMICS PACKAGE

SECTION 14.1: CUMULATIVE TOTAL ECONOMIC PACKAGE UPDATED ANNUALLY PER CHANGES IN THE ACTUAL CUMULATIVE NET MEDICAID RATE INCREASE OVER THE TERM OF THE CONTRACT ("UNIVERSAL ECONOMIC PACKAGE")

The Employer and Union agree to work together through the duration of the Contract on mutual concerns affecting nursing facility care and services, including all legislative matters about maintaining the current Medicaid nursing facility statutory reimbursement system to assure the necessary funding levels needed to deliver Medicaid rates paid according to the statutory requirements (e.g., allowable costs). To improve the quality of resident care and protect employee compensation, the Parties will continue to advocate legislatively to defend the Facility's July 1, 2022, to June 30, 2023, Medicaid rate and secure additional full funding for the Facility's Medicaid rate on July 1, 2023, through June 30, 2024, budget year.

On July 22, 2022, the Parties withdrew their Central Table proposal to establish a Universal Economic Package and agreed to bargain a Facility-specific economic package for Facility employees at a Company Table. As such, there is no Universal Economic Package to apply during the first year of this Contract. Instead, the Parties shall bargain the economic terms and conditions of employment on a Facility-specific basis at Company-specific tables.

Further, the Parties aspire to establish a Universal Economic Package to determine employee economic changes starting from July 1, 2023. Accordingly, the Parties will use their best efforts to reach a mutual agreement on the Universal Economic Package before June 1, 2023. However, to the extent the Parties do not adopt a Universal Economic Package to determine July 1, 2023, employee economic changes, the Parties will instead reopen this Compensation Article Section 1 from June 1, 2023, through July 31, 2023, and bargain the economic terms and conditions of employment at individual company tables. The Parties will schedule and engage in bargaining

sessions to agree on economic terms and conditions of employment. If the Parties do not agree by August 1, 2023, they shall resolve their remaining differences by the Contract's Arbitration process.

SECTION 14.2: OFF-SCHEDULE HOURLY WAGE INCREASE

The Union and the Employer agree that wage increases for all workers are critical to recruiting and retaining employees. Accordingly, the Union and the Employer acknowledge that it may be necessary to immediately increase union member hourly pay rates across the board by classification to retain workers recruited by a local competitor offering higher compensation ("Off Schedule Wage Increase" or "OSWI"). Any such OSWI will raise the entire classification's scale and constitute the Employer's early implementation of later scheduled annual hourly wage increases that would otherwise occur. As such, any OSWI(s) will be offset from the Employer's subsequent scheduled yearly increases to the same classification's hourly wage scale pay rates, with any remaining balance carrying forward until fully credited (e.g., if the Employer implements a \$0.75/hr OSWI to every wage scale step for the C.N.A. classification on January 1st, a July 1st C.N.A. classification hourly pay rate increase will be credited to offset the OSWI that constituted an advance on the later mutually agree yearly pay increase(s)).

When implementing an OSWI, the Employer is not required to bargain with the Union when a local competitor's pay increase requires the Employer to immediately announce pay rate increases to neutralize the competitive advantage of the other facility offering higher pay. However, when the other employer's competitive advantage is a future threat, the Employer will notify employees of the OSWI using any mutually agreed joint announcement template and tell the Union before or within twenty-four (24) hours of announcing the change.

Whenever exercising an OSWI, the Employer will notify the Union as soon as possible. The Employer and Union will expeditiously enter into a Letter of Agreement detailing the classification's enhanced wage scale pay rates and distribute it to all affected union

members. The Facility will apply this OSWI Section only when presented with an immediate competitive threat. It will not use this Section to undermine the collective bargaining of a successor Contract.

ARTICLE 15: HIRING RATES AND COMPENSATION

SECTION 15.1: WAGE SCALES

Effective August 1, 2022, employees shall be placed on the appropriate step of the wage scale in Appendix A and will receive their step increase. Future step increases will occur annually on August 1 of each year of this contract.

All employees whose current years of experience place them at the top of or above the 2022 wage scale will at minimum be placed at the top step of the 2022 wage scale and then receive their 2.75% increase.

The base step of any classifications will be a minimum ten cents (\$0.10) above the Washington state minimum wage. If at any point during the length of the contract any classification falls below this threshold, the base step of that classification shall be increased to the Washington minimum wage plus ten cents (\$0.10) and all steps of the scale will be adjusted to maintain the percentage increase between steps.

SECTION 15.1.1: WAGE SCALES AT KITTITAS

Upon ratification, employees shall be placed on the appropriate step of the wage scale in Appendix A and will receive their step increase. Future step increases will occur annually on August 1 of each year of this contract. Current NARs will be placed at \$18.25.

All employees whose current years of experience place them at the top of or above the 2023 wage scale will at minimum be placed at the top step of the 2023 wage scale and then receive their 2.75% increase.

The base step of any classifications will be a minimum ten cents (\$0.10) above the Washington state minimum wage. If at any point during the length of the contract any classification falls below this threshold, the base step of that classification shall be increased to the Washington minimum wage plus ten cents (\$0.10) and all steps of the scale will be adjusted to maintain the

percentage increase between steps.

SECTION 15.2: NEW HIRES

Effective upon ratification of this Agreement all new hires will be employed according to the relevant wage scale. The Employer may hire new employees on any step of the wage scale, based on verifiable work experience, as solely determined by the Employer, provided that no newly hired employee will be paid a higher wage than current employees who have the same years of experience in the job classification. Credit for work experience will be given uniformly.

Any Employee hired who has more years of applicable experience than the wage scale will be placed at a minimum on the top step of the wage scale. Any wage rate paid above the top step of the scale to reflect more years of applicable experience must be consistent with current employees in the same classification with same years of experience.

SECTION 15.3: EXTRA SHIFT BONUS

SECTION 15.3.1: BONUS

Full-time and part-time employees who work Employer designated shifts shall receive a Bonus Shift Premium of five dollars (\$5.00) per hour added to their base rate of pay for actual hours worked during the designated shift.

The employee will need to complete a written bonus shift premium form made available by the Employer. The form must be completed by the employee within 3 days of working a bonus shift.

In order to qualify for the bonus shift premium, the employee must work their next scheduled shift, unless the employee is unable to work due to an excused absence as defined by the Washington Sick Leave Law.

SECTION 15.4: NAC TRAINING

The Employer shall pay for the cost or any incurred cost of the NAC training course offered at the Employer's facility or at an off-site location as designated by the Employer. Student's hours in the NAC Training course are unpaid.

SECTION 15.5: CONTINUING EDUCATION AND CPR TRAINING

The Employer will pay for continuing education and/or CPR class pertaining to maintenance or advancement within bargaining unit classifications. Requests for continuing education and/or CPR reimbursement which is conducted off site must be made in advance and approved by the Employer. In order to receive reimbursement, Employees shall be required to submit a receipt for reimbursement to the Employer within one month of the training class. Continuing education which is scheduled by the Employer and conducted at the facility shall be with pay.

SECTION 15.6: INCENTIVES

The Employer may offer employment bonuses at its discretion, such as sign-on, refer-a-friend, extra shift, or pick up a shift. The Facility shall provide such bonuses fairly and equitably and not engage in scheduling favoritism. The Employer may, without acting in a manner resulting in individual favoritism within a job class, implement, modify, or eliminate incentives to hire new employees, motivate employees to work as needed, encourage safe working practices, or for any other business reason, as long as the incentive programs were not explicitly bargained for in this Agreement. If the Employer implements an incentive program, the Employer shall notify the Union within five (5) calendar days of implementing the program. In addition, the Union may require the Employer to describe its application of the incentive program to verify that it has been implemented fairly and equitably, without individual favoritism.

SECTION 15.7: SHIFT DIFFERENTIALS

The Employer will pay shift differential/premium to employees working evening shifts (2:00 pm - 10:00pm or as assigned), night shifts (10:01 pm - 6:00 am or as assigned), and/or weekends (12:01 AM Saturday to midnight Sunday) as in this article. The employer reserves the right increase or decrease these amounts at any time so long as they do not decrease below the minimum amounts per center per shift listed below. The Employer will provide a minimum of thirty (30) days' notice to employees of any shift differential decreases.

Care Center (Camas) Inc.

Designated Employees:	Nurse Assistant Certified (NAC); Restorative Aides
Evening Shift Premium:	\$0.50/hour for hours worked between 3:00 pm to 11:00 pm
Night Shift Premium:	\$0.75/hour for hours worked between 11:01 pm to 7:00 am

Care Center (Kittitas) Inc.

Designated Employees: Nurse Assistant Certified (NAC); Restorative Aides and Nursing Assistants
 Evening Shift Premium: \$0.50/hour for hours worked between 2:01 pm to 10:00 pm
 Night Shift Premium: \$1.00/hour for hours worked between 10:01 pm to 6:00 am

Care Center (Richland) Inc.

Designated Employees: Nurse Assistant Certified (NAC)
 Evening Shift Premium: \$0.50/hour for hours worked between 2:00 pm to 10:00 pm
 Night Shift Premium: \$1.00/hour for hours worked between 10:01 pm to 6:00 am

Richland ALF Ventures LLC

Designated Employees: Assisted Living Aides
 Evening Shift Premium: \$0.50/hour for hours worked between 2:00 pm to 10:00 pm
 Night Shift Premium: \$1.00/hour for hours worked between 10:01 pm to 6:00 am

Care Center (Sunnyside) Inc.

Designated Employees: Nursing Assistant Certified; Restorative Aides
 Evening Shift Premium: \$0.35/hour for hours worked between 2:00 pm and 10:00 pm or higher as assigned by management.
 Night Shift Premium: \$0.50/hour for hours worked between 10:01 pm and 6 am or higher as assigned by management.

Designated Employees: Licensed Practical Nurses; Registered Nurses
 Evening Shift Premium: \$0.50/hour for hours worked between 2:00 pm and 10:00 pm
 Night Shift Premium: \$1.00/hour for hours worked between 10:01 pm and 6:00 am

Care Center (Toppenish) Inc.

Designated Employees: Nursing Assistant Certified; Restorative Aide
 Evening Shift Premium: \$.35/hour for hours worked between 2:00 pm and 10:00 pm
 Night Shift Premium: \$.50/hour for hours worked between 10:01 pm and 6 am

Baylor Shifts – All Facilities

Nurses who work a total of 30 hours or more during a forty-eight (48) hour period will be paid for 37.5 hours or their actual hours, whichever is greater.

SECTION 15.8: OTHER DIFFERENTIALS

Mentor Differential: \$1.00/hour for hours worked as a mentor as determined by the facility LMC.
 Lead Aide Differential: \$1.00/hour for hours worked as a Lead Aide determined by the facility LMC
 Other Classifications Lead: \$0.75/hour for hours worked as a Lead as determined by the

facility LMC.

SECTION 15.9: CERTIFICATION/LICENSE/PERMIT REIMBURSEMENT

15.9.1: CERTIFIED NURSING ASSISTANTS

All regular full-time and part-time Certified Nursing Assistants (C.N.A.s or NACs) after one year of service shall be reimbursed for the total cost of their license renewal. The facility administrator may require documentation that the payment has been made to the Washington Department of Health, and that the license has been renewed.

15.9.2: LICENSED PRACTICAL NURSES

All regular full-time and part-time licensed practical nurses (LPN's) after one year of service shall be reimbursed for the total cost of their license renewal. The facility administrator may require documentation that the payment has been made to the Washington Department of Health, and that the license has been renewed.

15.9.3: REGISTERED NURSES

All regular full-time and part-time registered nurses (RN's) after one year of service shall be reimbursed for the total cost of their license renewal. The facility Administrator may require documentation that the payment has been made to the Washington Department of Health, and that the license has been renewed.

15.9.4: OTHER EMPLOYEES

All other regular full-time and part-time employees, after one year of service, shall be reimbursed for the total cost of their license/permit/certificate renewal if the license/permit/certificate is required employment condition of their classification. The facility Administrator may require documentation that the payment has been made to the appropriate department, and that the license has been renewed.

SECTION 15.10: ATTENDANCE BONUS

Employees are eligible for an attendance bonus when every shift is satisfactorily worked throughout the monthly schedule period and no changes are requested in the schedule by the employee except for trading shifts as provided for in Article 13.4.4 or utilizing unpaid union leave. To qualify, a minimum of 130 compensated hours must have been worked during the

qualifying period. The bonus will be an additional twenty-five (\$0.25) per hour on only the hours worked in the qualifying period.

SECTION 15.11: STACKING DIFFERENTIAL

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

SECTION 15.12: EMPLOYEES HIRED INTO A NEW CLASSIFICATION

An Employee transferring into a higher-paid classification shall maintain her/his wage rate or be paid at the new classification wage rate, whichever is greater.

ARTICLE 16: PAID TIME OFF, SICK TIME, AND VACATION TIME

SECTION 16.1: PURPOSE

The purpose of the Paid Time-Off Program (PTO) is to allow each eligible employee to utilize PTO as the employee determines best fits the employee's personal needs or desires. The PTO program is inclusive of vacation and sick leave.

SECTION 16.2: ELIGIBILITY

All full-time and part-time employees are eligible for PTO. PTO is accrued upon hire or transfer into a PTO eligible position. Temporary and On-Call employees do not accrue PTO, except as defined in this Agreement or under state law.

SECTION 16.3: AVAILABILITY TO USE

PTO accruals are available for use in the pay period following completion of ninety (90) days continuous employment. PTO may not be taken before it is actually accrued. All hours are available for use in the pay period following the pay period in which they were earned.

SECTION 16.4: ACCRUAL OF PTO

Accruals are based upon hours actually worked. Length of service will determine the rate at which an employee will accrue PTO. PTO does not accrue during unpaid leaves of absences. No PTO hours will accrue beyond the listed maximum accruals.

SECTION 16.5: ACCRUAL CHART

16.5.1: PART-TIME AND FULL TIME EMPLOYEES

Part-time and full-time employees shall earn PTO at the following rates:

Years of Service	Accrual Rate per Hour	Annual PTO Accrual	Maximum Accrual
Year 1	00.0423	11 days	128 hours
2 to 4 Years	0.0615	16 days	168 hours
5 to 9 Years	0.0807	21 days	208 hours
Over 10 Years	0.0999	26 days	248 hours

*Annual PTO accruals are based on an employee having 2080 paid hours per year (40 hours per week)

**PTO hours accrued beyond the maximum listed will be deposited into the employees extended illness bank (EIB)

SECTION 16.6: SCHEDULED PTO

PTO used for this purpose will be paid out at the employee's base hourly rate of pay and does not include any shift differentials, premium pay or other work incentives. PTO is not part of any overtime calculations. Scheduled PTO is requested in advance and is subject to supervisory approval and department staffing needs. Scheduled PTO must be requested by the twentieth (20th) day of the month prior to the month of the request. Requests for PTO will be approved by the Employer on a first come, first served basis and then by seniority. For instance: if two or more employees submit their request for the same PTO dates at the same time, and the Employer cannot accommodate all such requests, preference will be given to the employee(s) with the most seniority. However, once PTO is approved, a more senior employee cannot bump a junior employee's approved PTO. The Employer reserves the right to approve or deny requests based on operational business need and will strive to honor all approved requests and only revoke approval as a last resort.

16.6.1: VACATION AND HOLIDAYS

Employees shall be eligible to take accrued PTO time for vacation and holidays.

16.6.2: PERSONAL TIME

Employees shall be eligible to take accrued PTO time for personal reasons. Such time must be scheduled in advance in accordance with Employer policies and be approved by the employee's supervisor. Personal time PTO must be taken in at least one-hour increments.

SECTION 16.7: PTO USE FOR UNANTICIPATED MEDICAL REASONS

Any payment of PTO due to unanticipated medical reasons for the employee or their family (e.g., sickness, injury, emergency medical treatments, and unscheduled medical appointments) shall be subject to immediate notification of absence. When reasonably possible, employees must provide the Department Supervisor or Charge Nurse a minimum two (2) hour notice before the start of a scheduled shift. Employees are not required to find coverage for their unscheduled PTO related to a qualifying absence under the Washington sick leave law. An employee's use of PTO for a qualifying illness or injury shall not be subject to any loss of benefit or disciplinary action.

16.7.1: PTO AND EIB FOR L&I LEAVE

In the event of an occupational illness or injury, PTO or EIB, after PTO has been exhausted and the other EIB requirements have been met, may be used at the employee's request, for lost work time not covered by Workers' Compensation Insurance. PTO or EIB, after PTO has been exhausted and the other EIB requirements have been met, can be integrated with Workers' Compensation to the extent available to continue normal earnings.

SECTION 16.8: COLLECTIVE BARGAINING

Employees who attend collective bargaining sessions with the Employer on behalf of the Union may have such time charged as unpaid time off rather than PTO.

SECTION 16.9: DISASTER AID

If the Employer approves an employee's written request for absence from work to perform volunteer disaster relief service, the employee may use unpaid time off rather than PTO.

SECTION 16.10: PTO ACCUMULATION

PTO credits may be accumulated and carried over from one (1) calendar year of employment to another up to the designated maximum for the employee's service year. Hours over the maximum amount shall be placed in an extended illness bank, which may be accessed for the use of medical qualifying leave for the employee or for family after three (3) days of continuous illness or if all PTO has been exhausted. Such hours will be retained for this use until exhausted. Hours in the extended illness bank shall not be paid out upon termination of employment.

SECTION 16.11: PAYMENT UPON TERMINATION

After completion of at least twelve (12) months of continuous employment, upon termination of employment a full-time or part time employee will be eligible for payout of PTO earned but not used, under the following conditions: If a full-time or part-time employee (1) resigns and gives two weeks written notice, or (2) is laid off from employment with the Employer (this does not include low census adjustments) or, (3) transfers from a full - or part-time position to a temporary or on-call position, the Employee shall receive a pay-off of accrued but unused PTO. If the Employee fails to give two weeks written notice the employee is not eligible for payout of PTO. PTO payout shall be made at the employee's base hourly rate of pay at the time of termination.

SECTION 16.12: PTO DONATION BANK

Full-time and part-time employees will be able to donate up to forty (40) hours of PTO to other employees per payroll period, so long as the donating employee does not fall below forty (40) hours of PTO in the donating employees PTO bank. Exceptions may be made on a case-by-case basis with the approval of the Employer's Human Resources Director.

SECTION 16.13: PTO EXTENDED ILLNESS BANK DONATION

Employees shall be able to donate as much accumulated Extended Illness or sick leave (as applicable) as available to other employees within each payroll period. The amount available in employees' Extended Illness Bank shall be printed on Employees' paychecks along with other PTO accruals.

SECTION 16.14: PTO CASH-OUT

Employees shall be able to cash out, without penalty, accrued, but unused, PTO. Employees will submit requests for cash-out to the Employer prior to posting of the upcoming month's schedule.

ARTICLE 17: HOLIDAYS

SECTION 17.1: RECOGNIZED HOLIDAYS

The following holidays shall be recognized for all employees:

- New Year's Day*

- Presidents Day
- Memorial Day
- Independence Day*
- Labor Day*
- Thanksgiving*
- Christmas*

SECTION 17.2: PAYMENT FOR HOLIDAYS

Employees will be paid time and one-half at their base hourly wage for all actual hours worked on the above holidays not marked with an *. For all actual hours worked on the above holidays marked with an *, all employees will be paid double time at their base hourly wage. Employees must work their scheduled shift both before and after the holiday in order to receive the time and one-half or double time pay. If an employee does not work their scheduled shift both before and after the holiday worked, the employee will be paid regular time for hours worked on the holiday. The Employer will make an exception for Employee's who are unable to work their shift before or after the holiday due to FMLA or WPFLA qualifying event. Holiday pay (time and one-half or double time) will be paid for actual hours worked:

- New Year's: Night shift beginning on Dec. 31, Day shift Jan. 1, Eve shift Jan. 1
- President's Day: Day shift, Eve shift, and Night shift of the Holiday
- Memorial Day: Day shift, Eve shift, and Night shift of the Holiday
- Independence Day: Day shift, Eve shift, and Night shift of the Holiday
- Labor Day: Day shift, Eve shift, and Night shift of the Holiday
- Thanksgiving Day: Day shift, Eve shift, and Night shift of the Holiday
- Christmas: Night shift beginning on Dec. 24, Day shift Dec. 25, Eve shift Dec. 25

ARTICLE 18: INSURED BENEFITS

A minimum of two Health Benefit Plans will be made available to employees and their families

(spouses/dependents). The Employer shall pay a minimum contribution of seventy-three percent (73%) of the employee-only coverage and forty-four percent (44%) of employee plus children coverage.

The Employer may implement health, dental, vision and/or disability benefits as outlined in Employer Policies. The Employer may select, change, eliminate or modify insurance carriers, benefit plans, benefit levels, and employee co-pays. Prior to implementing any substantial and material change in insured benefits, the Employer shall meet with the Union to discuss the changes provided the Union requests such a meeting within thirty (30) calendar days of receiving notice of the changes.

The parties maintain a vision of quality and affordable healthcare for both the employees and the Employer. If, in the lifetime of this agreement, a Taft-Hartley Trust insurance plan is created, the employer agrees to meet with the Union to review its costs and benefits and remains open to joining such plan. The parties acknowledge that the employer is not required to join a Taft-Hartley plan.

ARTICLE 19: RETIREMENT/401(K) PLAN

SECTION 19.1: 401(K) PLAN

The Employer shall provide a 401(k) Retirement Employee Savings Plan for the term of this Agreement. The Employer will match fifty percent (50%) of the employee's elected contribution up to three percent (3%) of annual compensation. A summary of the plan and enrollment details is provided as Appendix B in this Agreement (the full Summary Plan is available to Employees upon request).

ARTICLE 20: UNION LEAVE

SECTION 20.1: EXTENDED UNION LEAVE

Workers may request an unpaid leave of absence to perform work for the Union with at least thirty (30) days' notice to the Employer. Such leaves may be for any duration of up to six (6) months and may be extended by mutual consent. The Employer will take the needs of the business into account but will not unreasonably withhold approval of such leave or extension.

To the extent allowed by the business, the Employer shall return the worker to the same job,

shift and position that he/she held at any time they went on Union leave with no loss of seniority and with any intervening increases in wages or benefits applied as if they had been working. Workers must give the Employer at least ten (10) days written notice of their return to work.

SECTION 20.2: SHORT UNION LEAVE (UNPAID)

With thirty (30) days' notice to the Employer, employees who are attending the Union's annual convention, the convention of SEIU, or who are requesting other short-term leave for Union business shall be granted unpaid release time for the duration of the Convention or event. Such leave shall be granted on a first-come, first-serve basis. The Employer may limit the numbers of employees granted leave to no more than five (5) per facility, and no more than one (1) from any department except nursing per facility. Employees on unpaid union leave may utilize any earned PTO while on leave, and shall be entitled to any recognized, paid holiday which occurs while on such short leave if the employee would otherwise normally be entitled to the paid holiday.

SECTION 20.3: SHORT UNION ADVOCACY AND BARGAINING LEAVE (PAID)

The Employer shall grant up to eight (8) paid shifts per contract year for employees to engage in public advocacy for quality long-term care, as agreed between the Employer and the Union. The Employer shall make a good faith effort to maximize the number of employees released on unpaid leave to attend one of the main days designated as public advocacy days by the Union.

SECTION 20.4: ADVOCATE TRAINING

The Union shall be allotted up to six (6) shifts of unpaid release time in each facility annually for Advocate Training, with no more than three (3) for any one training. Sufficient advance notice shall be provided to the Employer to ensure adequate staffing levels on the date of the training.

ARTICLE 21: LEAVES OF ABSENCE

SECTION 21.1: GENERAL LEAVE PROVISIONS.

Except where explicitly noted in Article 20 Union Leave and this article, the Employer may implement, modify, or eliminate the leaves of absence as outlined in this Article and consistent with all state and federal leave requirements. The Employer reserves the right to modify its

Leave of Absence policies. The Employer will inform the Union of any material and substantial changes in its Leave of Absence policies prior to implementation.

SECTION 21.2: BEREAVEMENT

Full-time and Part-time employees who have completed their initial probationary period may take up to three (3) paid and two (2) unpaid days of leave in the event of the death of a spouse, domestic partner, child or step-child, parent or step-parent, sibling or step-sibling, grandparent, grandchild, or corresponding in-laws. Additional days of unpaid leave may be granted by the Employer. Employees may use accrued PTO for any unpaid bereavement days.

SECTION 21.3: DISABILITY LEAVE

The Employer shall comply with all state and federal rules and regulations regarding disability leave.

21.3.1 NON-WORK-RELATED DISABILITY LEAVE

Employees who have been continuously employed for at least five (5) years and who are disabled due to injuries, illness, or pregnancy, are eligible for an unpaid disability leave of up to six (6) months. While on leave employees will not lose or accrue seniority. PTO does not need to be exhausted before such unpaid leave is taken. An employee on disability leave will be returned to their same job classification and shift upon their return.

SECTION 21.4: JURY DUTY

Employees must immediately advise their supervisor of receipt of a jury summons. Employees will receive unpaid days of leave for the jury duty period. Eligible employees may use accrued paid PTO leave. Employees must contact their supervisor and report for their regular duties when temporarily excused from attendance in court.

SECTION 21.5: FAMILY LEAVE

The Employer shall comply with all state and federal rules and regulations regarding Family and Medical Leave. Such compliance shall not diminish any additional rights offered by the language of this Agreement.

SECTION 21.6: MILITARY SERVICE

Leaves of absence for the performance of duty with the U.S. Armed Forces or with a reserve

component shall be granted in accordance with applicable law. Employees must notify their supervisors and provide a copy of their orders as soon as possible.

SECTION 21.7: PERSONAL LEAVE

Should a situation arise that temporarily prevents an employee from working, he/she may be eligible for a Personal Leave of Absence without pay for up to forty-five (45) calendar days. Unpaid personal leaves of absence will be considered only after all paid time off has been exhausted. Personal leave must be requested at least sixty (60) days in advance. Employees must be continuously employed for at least six months prior to the requested leave. Personal leave must be requested at least sixty (60) days in advance. Personal leave may be granted with less than sixty (60) days' notice upon approval by facility Administrator. An employee on personal leave will be returned to their same job classification but not necessarily the same shift upon their return. While on personal leave employees will not lose or accrue seniority. The decision to approve or deny a personal leave of absence will be based on the circumstances, length of time requested, employee's job performance, attendance and punctuality record, reason for the leave, the effect the employee's absence will have on the work in the department and the expectation that the employee will return to work when the leave expires.

SECTION 21.8: MILITARY CAREGIVER LEAVE

The Employer will grant an eligible employee who is a spouse, son, daughter, parent or next of kin of a covered service member with serious injury or illness up to a total of twenty-six (26) work weeks of unpaid leave during a single twelve (12) month period to care for a service member. A "covered service member" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is otherwise on temporarily disability retired list for a serious injury or illness. A serious injury or illness is that which was incurred by the service member in the line of duty that may render the service member unfit to perform the duties of his or her office, grade, rank or rating. The "single twelve (12) month period for leave to care for a covered service member with a serious injury or illness begins on the first day the employee takes leave for this reason and ends twelve (12) months later, regardless of the twelve (12) month period established by the employer for other types of FMLA Leave. An eligible employee

is limited to a combined total of twenty-six (26) work weeks of leave for any FMLA-qualifying reason during a single twelve (12) month period. Only twelve (12) of the twenty-six (26) weeks total may be used for the FMLA qualifying reason other than to care for a covered service member. This provision shall be administered in accordance with the U.S. Department of Labor Relations.

SECTION 21.9: MILITARY SPOUSE LEAVE

Up to fifteen (15) days of unpaid leave will be granted to an eligible employee who averages twenty (20) or more hours of work per week, whose spouse is on leave from deployment or before and up to deployment during a period of military conflict. An employee who takes leave under this provision may elect to substitute any of the accrued paid leave to which the employee is entitled for any part of the leave provided under this provision. The employee must provide his or her supervisor with notice of the employee's intention to take leave within five (5) business days of receiving official notice that the employee's spouse will be on leave or of an impending call to active duty. This provision shall be administered in accordance with RCW 49.77.

SECTION 21.10: DOMESTIC VIOLENCE/SEXUAL ABUSE/STALKING LEAVE

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

ARTICLE 22: LAYOFF AND RECALL

SECTION 22.1: DEFINITION

A layoff shall be defined as an expectation of loss of work in a particular classification for three (3) weeks or more. In the event the Employer anticipates loss of work for a shorter period of time Article 22 Census Adjustment shall apply.

SECTION 22.2: SENIORITY DURING LAYOFF

Seniority shall cease to accrue but shall not be lost in the event of a layoff, unless such a layoff lasts longer than (18) eighteen months.

SECTION 22.3: GENERAL CONDITIONS

It is the intent of the parties to administer this Agreement to minimize the Impact of layoff, hours reduction or displacement of employees.

SECTION 22.4: LAYOFF NOTICE

Prior to a layoff taking effect the Employer shall provide notice to the Union of the layoff, the affected employees, the shifts, job classifications and number of hours affected, and if known, the anticipated length of the layoff. The notice shall be provided fourteen (14) calendar days prior to the implementation of the layoff. The Union may request a meeting for the purpose of avoiding or mitigating said layoff and discussion of the procedures to be followed. Any such meeting shall be held within seven (7) days of the notice of layoff.

SECTION 22.5: LAYOFF PROCEDURE

In the event of a layoff, the Employer will lay off the least senior employee in the affected job category. In the event that two (2) or more employees have equal seniority the Employer shall consider the disciplinary records of the employees for the prior eighteen (18) months to determine the order of the layoff. Probationary and Temporary employees within the effected job classification shall be laid off first or have their hours reduced first without regard to seniority.

SECTION 22.6: RECALL

In the event of a recall, the Employer will recall the most senior employee in the affected job classification. In the event that two or more employees have equal seniority the Employer shall consider the disciplinary records of the employees for the prior eighteen (18) months to determine the order of the recall.

ARTICLE 23: LOW CENSUS ADJUSTMENT

SECTION 23.1: GENERAL PRACTICE

The Employer will post in each facility the current staffing levels that associate with normal and low census levels. Upon completion of the annual budget the Employer shall notify the Employees of any adjustment in the hours per patient day affecting the bargaining unit. Upon request by the Union, the Employer will meet within 30 days of such request, with the Labor

Management Committee to explain the changes and discuss any employee concerns.

SECTION 23.2: GENERAL LOW CENSUS PROGRAMS

In the event there is a decrease in the workload and the Employer determines it is necessary to adjust the staffing, the following order of low census call off shall apply.

- a) Temporary employees
- b) Employees on extra shifts or overtime
- c) Volunteers
- d) On-call employees
- e) If no on-call or temporary employees are scheduled, regular employees will be offered the opportunity to voluntarily reduce their scheduled hours. Employees may choose to use accrued PTO leave.
- f) If no volunteers are found, the Employer will equitably rotate low census on each shift by using the seniority list by job classification. The list will be created with the employee who was hired last being the first to take a low census day when the facility is overstaffed, subject to the above considerations. Such employee's name will then be removed from the seniority rotation list. On the next day the facility is overstaffed, the employee who was hired second to the last will be asked to take a low census day off, etc., until each employee has taken their turn. After every employee has taken their turn, the list will start over again.

Employees that have agreed to work an alternate day or shift prior to their name being called on the seniority list, that employee's name will be crossed off from the list, and when his/her turn comes up, staffing will skip their name and proceed to the next employee.

SECTION 23.3: ALTERATION TO GENERAL LOW CENSUS PROGRAMS

The Employer may utilize an alternative program to the one defined above that is agreed to between the Employer and the Union at each Center's Labor Management Committee and signed by Union and Employer representatives.

ARTICLE 24: GRIEVANCE PROCEDURE

SECTION 21.1: INTENT

The parties desire to resolve issues and conflicts informally and at the lowest level whenever possible. Employees have a right to Union Representation for any dispute arising from this Agreement's application. The employee is responsible for obtaining a Union representation to attend any investigatory, disciplinary, or grievance meetings. To the extent possible in a timely manner, the Employer shall honor the employee's choice of representative unless such representative is involved in the dispute.

SECTION 21.2: GRIEVANCE DEFINED

A grievance shall be defined as a claimed violation of a specific provision or provisions of this Agreement that is not expressly excluded from the grievance and arbitration procedure. Under this procedure, the Union and the Employer can present a grievance to the other. However, the below procedure is written from the perspective of the Union submitting a grievance to the Employer. The settlement of a grievance by either party shall not constitute a precedent. An employee may be assisted or represented by a representative of the Union at any step in the grievance procedure.

SECTION 21.3: GRIEVANCE TIME LIMITS

Time limits set forth in the following may only be extended by mutual written agreement between the Employer and the Union. A grievance must be filed in writing within thirty (30) calendar days of the event giving rise to the concern or the date the event became known or should have become known to the employee. Any grievance regarding an employee's termination must be filed as a Step II written grievance within fourteen (14) calendar days of the employee's effective discharge date. Grievances regarding employee compensation shall be deemed to have occurred when payment is made or when the payment was due but not made if that is the contention. Grievances over an employee's eligibility for a benefit shall be deemed to have occurred when the Employer made such an employee benefit eligibility decision.

Failure of the Employer to comply with the time limits set forth in the grievance procedure shall allow the employee or Union to advance the grievance to the next step of the grievance procedure within the time frames specified herein. Time limits are important. Failure of an employee or the Union to file a grievance as defined in this Section, in a timely basis, or to

timely advance such a grievance, per the time limits outlined in the grievance procedure, will constitute their formal withdrawal of the grievance.

SECTION 21.4: OPEN DOOR POLICY, REPORTING, AND NON-RETALIATION

Employees are encouraged to discuss a workplace concern, including, but not limited to incidences of harassment, abuse, discrimination, or unsafe conditions, with their supervisor or any other member of management. The Open-Door Concept is an informal way of resolving problems early, preserving working relationships, and promoting a productive work environment for all employees. The Employer welcomes such discussions because it allows the Employer to maintain a productive and harmonious atmosphere. Employees will not be subject to any adverse employment actions for raising good-faith concerns. The Employer will have fifteen (15) calendar days to respond to any issue raised through the Open-Door policy.

The Employer takes all complaints of harassment, abuse, discrimination, or unsafe conditions seriously and will not criticize, shame, or penalize any employee or retaliate against an employee for reporting such a problem in good faith. Prohibited retaliation includes informed actions, such as assigning more residents or scheduling the employee for less desirable shifts. The Employer is committed to prohibiting retaliation against those who report or participate in an investigation of alleged wrongdoing in the workplace.

Although an employee may contact any supervisor to discuss a problem or concern, the Employer recommends that employees resolve the situation first with their immediate supervisor. That person is generally in the best position to evaluate the situation and provide an appropriate solution. Suppose an employee is not satisfied with their supervisor's decision, or the employee is uncomfortable discussing the issue with their immediate supervisor. In that case, the employee may go to the person the immediate supervisor reports to. The employee may voice all such concerns verbally.

SECTION 24.1: GRIEVANCE PROCESS

Step 1 Grievance Presented in Writing to Administrator

Within thirty (30) calendar days after the employee knew or reasonably should have known of

the cause of any grievance, an employee having a grievance, with the optional assistance of a Union representative, shall present it in writing to the Facility Administrator or authorized designee. The written grievance shall contain all of the following pertinent information:

- The specific Article(s) of this Agreement alleged to have been violated;
- A brief factual description of how the specific language of the identified Section(s) has been violated;
- The date of each alleged violation of the identified Section(s);
- The specific remedy requested for each alleged violation (i.e., if possible, describe how the grievant will be "made whole in every way");
- The reason the response in the previous step is not satisfactory when appealing a grievance to the next step; and The names of the grievant(s) and union representatives presenting the grievance.

Violations of other contract Sections cannot be alleged after the written grievance has been submitted and accepted by the other party.

The Union representative and the administrator shall arrange a mutually agreeable date to meet within fifteen (15) calendar days from the Administrator's receipt of the grievance to review and, where possible, attempt to settle the matter. The Administrator shall provide a written response to the written grievance within fifteen (15) calendar days following the grievance meeting. The Step 1 response will settle the matter unless appealed to Step 2. The written response will be provided to the employee and the union representative.

If the Union has requested information from the Employer to which it is legally entitled and the Employer has not responded to the information request at least seventy-two (72) hours before the scheduled Step 1 grievance meeting, then the Union shall have the option of postponing the hearing to a mutually agreeable date.

Step 2 Grievance Appeal

Suppose the Parties are unable to resolve the dispute in Step 1. In that case, the Union may

appeal the grievance to Step 2. The Union has fifteen (15) calendar days from receipt of the Step 1 response or lack of response to notify the Employer's designee (e.g., Administrator's Supervisor, HR Consultant, Labor Attorney, etc.) in writing (e.g., an email) of the Union's appeal of the grievance to a Step 2.

Upon receipt of the written Step 2 grievance appeal, the Employer's Designee, and the Union's Designee (e.g., Advocate or Union Organizer, etc.) shall coordinate a Step 2 grievance meeting. The Employer's Designated Leadership representative and the Union shall meet within fifteen (15) calendar days to conduct the Step 2 grievance meeting. The Designated Leader will provide a written response to the Union representative within

fifteen (15) calendar days following the date of such meeting. The Employer's Designees' Step 2 response will resolve the matter unless the matter progresses to mediation or arbitration, as provided after this.

Suppose the Union has requested information from the Employer and the Employer has not responded to the request at least seventy-two (72) hours before the scheduled Step 2 grievance meeting. In that case, the Union shall have the option of postponing the hearing to a mutually agreeable date.

Optional Mediation

If a grievance is not resolved at Step 2, either party may request, in writing, within fifteen (15) calendar days of the Step 2 response or lack of response that the matter proceeds to mediation. The mediation process shall not interfere with the scheduling of an arbitration. Suppose the non-requesting party agrees to engage in optional mediation. In that case, the requesting party shall request a panel from the

Federal Mediation and Conciliation Service ("FMCS") or another mediation group agreed to by the parties. The mediator shall be selected by alternate striking from the list until one name remains. The mediator shall have no authority to bind either party to an agreement.

Arbitration

If a grievance is not resolved at step 2 and the Parties have not entered into Mediation, the Union may appeal the issue to arbitration by providing written notice to the Employer's Designee within fifteen (15) calendar days from the date of receipt of the Employer's response, or lack thereof, to the step 2 grievance. No Party's allegation of Agreement breach or claim for relief shall be eligible for arbitration unless the Party initially presented it timely per the procedure identified in the preceding sections. After the Union has notified the Employer of an appeal to arbitration, the Union will initiate the Arbitrator Selection Process.

Arbitrator Selection Process

Suppose the Employer and the Union have not mutually established a permanent panel of arbitrators. In that case, upon a timely demand for arbitration, the moving party must request a list within thirty (30) calendar days from the FMCS and notify the other party of doing so. The FMCS shall provide the parties with nine (9) arbitrators.

Within seven (7) calendar days after receiving the list, the parties shall select the arbitrator by alternately striking names from the list. The last remaining name shall be the arbitrator. A coin toss will determine the party proceeding first in the striking of names procedure.

Arbitration Timelines

Once the Parties have appropriately selected an Arbitrator, they will schedule an arbitration date within sixty (60) calendar days or the earliest date that all parties are available. The Union and the Employer may, with mutual agreement, make procedural changes to the arbitration process given the unique circumstances of individual cases. Before the arbitration hearing, the Employer and Union will develop a stipulation of facts and use affidavits and other time-saving methods whenever possible. The arbitrator shall conduct the hearing in whatever manner will most expeditiously permit full presentation of the parties' evidence and arguments. Any arbitrator accepting an assignment under this Article agrees to issue an award within thirty (30) calendar days of the close of the hearing or sixty (60) calendar days if post-hearing briefs are

submitted.

Arbitrator Award and Cost

Any dispute as to arbitrability may be submitted and determined by the arbitrator. The Arbitrator's determination shall be final and binding. All Arbitrator decisions shall be limited to this Agreement's terms and provisions. The Arbitrator shall have no authority to alter, amend, or modify the current Agreement. Unless otherwise provided in this Article, all costs, fees, and expenses of the Arbitration, including the cost of the Arbitrator, court reporter, hearing transcript (if requested by either party or the arbitrator), and any hearing room, shall be borne by the party whose position is not sustained by the Arbitrator. If the Arbitrator sustains neither party's position in the Arbitrator's sole opinion, the Arbitrator shall assess the preceding costs to each party on an equal basis. In addition, in all arbitrations, each party shall pay its attorney's fees and the cost of presenting its case, including any expert witnesses.

Grievance/Arbitration Timelines

Except as otherwise indicated, the periods and limits provided herein shall be calculated as of the date of actual receipt. All notifications under this Article shall be sent by e-mail, certified mail, or in-hand service. Such periods may be extended only by mutual written agreement of the Employer and the Union. Without such an agreement, the time limits shall be mandatory.

The failure of the aggrieved employee(s) or Union to properly present a grievance in writing initially, to process a grievance in any of the steps in the grievance procedure after that, or to submit the grievance to arbitration under the express time limits provided herein, shall automatically constitute a waiver of the grievance and bar all further action thereon.

The failure of the Employer to submit a response in any of the steps of the grievance procedure or to meet with the Union Representative within such periods shall not constitute acquiescence to it or result in the sustaining of the grievance. The failure to respond or meet shall be deemed a denial of the grievance as of the expiration date of the applicable adjustment period. Should the Union pursue the grievance further, within fifteen (15) calendar days of such expiration date, it may submit the grievance to the next step of the Grievance and Arbitration Procedure.

Email communications shall be deemed to satisfy requirements that items be “in writing.” Email communications shall be considered “submitted” or “delivered” as the date-stamp on the recipient’s email. Parties are responsible for verifying the accuracy of email addresses when using email for communications required to be in writing.

The parties agree that the arbitrator shall accept a written statement signed by a resident or patient in place of their sworn testimony. Both parties shall have equal access to such written statements. Such documents shall carry the same force and effect as if the resident, patient, or family member appeared to provide live testimony. The parties agree that neither shall call a resident or patient as a witness, and the arbitrator shall not consider the failure of the resident to appear as prejudicial.

The Parties established the below chart to summarize this Article’s provisions. However, the Parties understand that the Article’s provisions govern in the event of a conflict with any chart content.				
Process	Submission Timeline	Submission Process	Grievance Meeting Schedule	Employer Response Timeline
Optional Informal Discussion	As soon as possible.	Verbal or written discussion with immediate supervisor or another Employer representative.	As soon as possible.	Verbal response to the grievant or Union representative within 15 calendar days of the informal discussion.

Step 1	Within 30 calendar days of when the issue occurred or when the employee learned about it or responded to the optional informal discussion.	Written (often via email) grievance issued to the facility administrator.	Step 1 grievance meeting must occur with the administrator within 15 calendar days of the Employer's receipt of the written grievance.	Written response to the Union and grievant within 15 calendar days of the Step 1 grievance meeting.
Step 2	Within 15 calendar days of receiving the Employer's response (or lack thereof), move a grievance from Step 1 to Step 2.	Written (often via email) notice of Step 2 escalation to the HR Director.	A step 2 grievance meeting must occur with HR Director within 15 calendar days of the Employer's receipt of the Step 2 notification.	Written response to the Union and grievant within 15 calendar days of the informal discussion.
Optional Mediation	The Union has 15 calendar days to file for optional mediation.	Union notifies FMCS and the HR Director in writing	As soon as possible. Does not interfere with arbitration filing or scheduling dates.	
Arbitration	The Union has 15 calendar days to file a step 2 grievance from the Employer's response (or lack thereof) to move a step 2 grievance to arbitration.	Union notifies Employer's HR Director in writing and notifies FMCS	Within 60 days of the arbitrator's selection or as soon as the arbitrator's schedule allows.	

Additional Grievance Administrative Provisions

Grievance settlements reached in Step 1 or Step 2 shall not establish a precedent for either party unless mutually agreed to in writing.

Except for a grievance regarding an employee's termination, which will be filed at Step 2 within fourteen (14) calendar days of the discharge, all other grievances must be processed through the procedure above before a request for arbitration is made or honored.

ARTICLE 25: SEVERABILITY

In the event that any provision of this Agreement shall, at any time, be declared invalid or void by any court of competent jurisdiction or by any legislative enactment or by Federal or State statute enacted subsequent to the effective date of this Agreement, such decision, legislative enactment or statute shall not invalidate the entire Agreement, it being the express intention of the parties hereto that all other provisions not declared invalid or void shall remain in full force and effect.

In the event that any decision, legislative enactment or statute shall have the effect of invalidating or voiding any provision of this Agreement, the parties hereto shall meet solely for the purpose of negotiating with respect to the matter covered by the provision which may have been so declared invalid or void.

ARTICLE 26: NOTICE OF SALE

In the event a facility is to be sold, assigned, leased or transferred, the Employer shall notify the Union in writing, at least sixty (60) calendar days prior to such transaction, subject to SEC and other applicable laws and regulations. Such notice shall include the name and address of the prospective new owner, assignee, lessee or transferee. The Employer shall meet with representatives of the Union to bargain over the effects of the transaction on bargaining unit employees, not later than forty-five (45) days prior to any transaction. No confidential business information shall be disclosed to Union at any time unless the Union agrees to suitable arrangements for protecting the confidentiality and use of such information.

When the Employer's notification to Union requirement is triggered above per a qualified transaction, the Employer shall also notify the prospective new owner, assignee, lessee, or transferee Successor in writing of the existence of this Labor Agreement and provide a copy.

The Employer shall not be held accountable, responsible or in any way liable (monetarily or otherwise), should the successor decline to adopt or otherwise assume the obligations and the benefits of this Agreement and such failure to adopt and/or assume shall not in any way preclude the sale and/or transfer of the business, so long as the Employer performs the obligations set out in this Article.

ARTICLE 27: NO-STRIKE CLAUSE

During the term of this Agreement or any written extension thereof, the Union shall not call nor authorize any strike against the Employer, and the Employer will not lock out any employee. For the purpose of this Article, a walk-out, sit-in, sick-out, slow-down, sympathy strike, or other work stoppage will be considered a strike.

If an employee or employees engage in any strike during the term of this Agreement, and the Employer notifies the Union of such action, a representative of the Union shall, as promptly as possible, instruct the employees to cease such action and promptly return to their jobs.

Employees who participate in a strike in violation of this Article will be subject to discipline up to and including termination.

In the event of a violation of the no-strike provision, the Union will:

- As promptly as possible publicly disavow such action by the employees;
- Notify the employees of its disapproval of such action and instruct such employees to cease such action and return to work immediately;
- Post notices on Union bulletin boards advising that it disapproves of such action and instructing employees to return to work immediately.
- In recognition of the unique partnership between the Union and the Employer that has led up to this Agreement, the Union will not conduct informational picketing for the duration of this Agreement.

ARTICLE 28: HEALTH AND SAFETY

The Employer and Employees shall carry out their obligations as set forth in applicable federal, state, and local laws and regulations to provide a safe and healthy work environment for its employees. The Employer shall be responsible for enforcement of such rules and regulations and of its own safety rules and regulations. Employees shall abide by all of the Employer's safety policies and procedures.

The Employer is committed to providing a work environment free of unlawful harassment. In furtherance of this commitment, the Employer strictly prohibits all forms of illegal harassment,

including harassment based on race, religion, color, sex, sexual orientation, gender identity or gender expression, national origin, citizenship status, uniform service member status, veteran status, marital status, pregnancy, age, genetic information, disability, union membership, and activities or any other category protected by applicable state or federal law. The Employer will use its best efforts to respond to harassment or similar conduct.

The Employer's policy against unlawful harassment applies to all employees, including supervisors and managers. The Employer prohibits managers, supervisors, and employees from harassing coworkers and the Facility's residents, visitors, vendors, suppliers, independent contractors, and others doing business with the Employer. The policy applies to all work-related settings and activities, whether inside or outside the workplace, including business trips and business-related social events. Any such harassment will subject an employee to disciplinary action, up to and including immediate termination. The Employer likewise prohibits its residents, visitors, vendors, suppliers, independent contractors, and others doing business with the Employer from harassing our employees.

If the Employer becomes aware of harassment, it will act promptly to ensure the conduct is addressed. The Employer aspires for managers and supervisors to prevent employees from experiencing harassment. This includes modeling appropriate workplace conduct standards, monitoring employee and third-party conduct, and promptly responding to alleged incidents or reported concerns.

The following are examples of prohibited conduct:

- Epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to any legally protected characteristic or activity;
- Written or graphic material displayed or circulated in the workplace that denigrates or shows hostility or aversion toward an individual or group because of any legally protected characteristic or activity;
- Intimidating, hostile, derogatory, disrespectful, or otherwise offensive conduct or

remarks that are directed at a person or group because of legally protected characteristic or activity;

- Knowingly or recklessly making a false complaint of harassment or discrimination, or providing knowingly false information regarding a complaint; and
- Retaliation against an employee for filing a good faith complaint, opposing harassment or discrimination, or cooperating in investigating a complaint.

Sexual harassment includes a broad spectrum of conduct. By way of illustration only, and not limitation, some examples of unacceptable behavior include:

- Unwanted sexual advances
- Offering an employment benefit (e.g., a raise, promotion, or career advancement) in exchange for sexual favors or threatening an employment detriment (e.g., termination or demotion) for an employee's failure to engage in sexual activity.
- Visual conduct includes leering, making sexual gestures, and displaying or posting sexually suggestive objects, pictures, cartoons, or posters.
- Verbal sexual advances, propositions, requests, or comments.
- Sending or posting sexually-related messages, videos or messages via text, instant messaging, or social media.
- Verbal abuse of a sexual nature, graphic verbal comments about an individual's body, sexually degrading words used to describe an individual, and suggestive or obscene letters, notes, or invitations.
- Physical conduct includes touching, groping, assault, or blocking movement.

If employees have questions about what constitutes harassing behavior, they are encouraged to ask their supervisor or another member of management. The Employer shall have fifteen (15) calendar days to respond to questions or concerns employees bring to their attention if the issue requires research or an investigation. Suppose an employee feels they are being, or have been, harassed in violation of this policy by another employee, supervisor, manager, or third-

party doing business with the Employer. In that case, the employee should immediately notify their supervisor, administrator, and HR Department.

The Labor Management Committee shall review employee health and safety concerns and recommend that the Facility's Safety Committee or its Quality Assurance Committee develop and implement a responsive Facility-specific plan to minimize employee risk. The plan should include behavioral support intervention, problem-solving techniques, and communication systems to keep employees informed of resident behaviors and incidents that may be considered abusive conduct or threaten the well-being of employees. The Labor Management Committee will also make recommendations regarding the training of employees of the plan and changes to the plan as they are developed and implemented.

Incidents of potential injury to an employee require documentation for liability purposes and worker's compensation claims. Therefore, the facility will maintain these incident reports for at least three (3) years. In addition, the Labor Management Committee will be able to review incident reports with all identifiers removed to identify potential trends and the development and improvements to facility-based safety plans. Certain incidents may require resident-specific care treatments, such as two-person care or other approaches to protect employees and the resident. These instances will be developed as needed on a case-by-case basis. The Employer may also consider reassignment of an employee when the employee is regularly faced with harassing or abusive conduct, as staffing allows. Employees should report concerns of harassing or abusive behavior to their supervisor.

The Employer provides an Employee Assistance Program (EAP) to all employees at no cost. The EAP promotes and supports employees' health, safety, and well-being.

Confidentiality

All complaints of harassment or discrimination reported to management or Human Resources will be treated as confidentially as possible, except as needed to conduct a fair investigation. The investigation will include a private interview with the person filing the complaint and with witnesses, to the extent deemed necessary.

Training

All employees will be provided regular training regarding the Employer's anti-harassment policies, including reporting.

ARTICLE 29: LANGUAGE IN THE WORKPLACE

The Employer promotes a diverse workforce and recognizes that employees may be more comfortable conversing in a language other than English. The Employer respects the right of employees to do so. The Employer strives to balance this interest with its obligation to operate safely, efficiently, and per applicable law. Employees must have sufficient communication and language skills to perform their duties and communicate with residents, other staff, family members, and health care professionals, as required to perform the essential functions of their position.

Employees may speak the language of their choice when it is necessary to ensure residents' safe, efficient, and patient-centered care. For example, English is not required when an employee is on a rest break, during a meal break, or at other non-work times.

Additionally, English is not required when employees are not directly performing their job duties, such as talking with coworkers while moving from one assignment to the next or while engaged in personal matters. These communications, however, must occur outside the presence of residents or residents' family members who do not understand the language being spoken. To operate safely, efficiently, and per applicable law, there are times when the Employer requires employees to communicate or take direction and guidance in English. For example, employees must speak in English when: Interacting with residents, their families, or anyone acting on a resident's behalf unless the resident's care plan unequivocally expresses a preference for communication in another language. Yet, residents also have a right to communicate in a language they understand. Therefore, if a resident or visitor wants to converse with the staff in a language other than English, employees may do so when they can effectively speak and understand the same common language.

Promoting the safety of residents or ensuring efficient and effective operations. For example, English is required when communicating with coworkers during emergencies, when discussing

patient care, or when discussing or performing teamwork assignments unless all employees involved in the discussion effectively speak and understand the same common language.

Communicating with supervisors to receive direction and instruction or when supervisors are evaluating an employee's performance, monitoring, and assessing the performance of employees whose job duties require communication with coworkers, residents, or their families unless all employees involved in the discussion effectively speak and understand the same common language.

To operate safely, efficiently, and per applicable law, the Employer will communicate safety, facility, and security-related materials to employees in English.

Additionally, all team or department meetings related to business operations, safety, and resident care will be conducted in English. The Union may publish its' collective bargaining agreement in multiple languages to ensure the inclusion and acknowledgment of members who desire to read the contract in their native language. The Parties will collaborate at the Statewide or Facility-specific Labor Management Committee to determine whether the Union should publish the agreement in a language other than English.

ARTICLE 30: PROACTIVE LABOR RELATIONS & DIGNITY AND RESPECT

The Union and the Employer jointly recognize and embrace their common goal of providing quality long-term care to the residents in an atmosphere of dignity and respect. The Union and Employer agree to strive to meet the philosophy of caring for all residents and their families, and all employees and their communities. The Employer and Union commit to work together to provide excellence in service, to treat all residents, their family members, and all employees with dignity and respect at all times.

Both parties recognize that it is to their mutual advantage and for the protection of the patients to have an efficient and uninterrupted operation of the facility. Accordingly, this Agreement establishes such harmonious and constructive relationships between the parties that such results will be possible. On behalf of the bargaining unit employees, the Union agrees to cooperate with the Employer to attain and maintain full efficiency and optimal patient care. The Employer and the Union agree that all facility employees, managers, and Union Representatives

will treat each other with dignity, respect, and courtesy. The preceding principles shall also apply while providing service to patients and visitors. Notwithstanding any other provision of this Agreement, the Union and the Employer shall designate a top-level representative to discuss complaints about alleged violations of this Agreement or the Alliance Agreement. If one Party believes that the other Party has violated these standards, the affected Party should contact the other Party's representative by phone or electronic mail. The Parties should have a direct conversation within forty-eight (48) hours to discuss the issue.

ARTICLE 31: SOLE AGREEMENT, MATTERS COVERED, AMENDMENT, STANDARDS PRESERVED, PREMIUM CONDITIONS

Sole Agreement: This Agreement constitutes the sole and entire agreement between the parties and supersedes all prior agreements, oral and written, and expresses all the obligations of, or restrictions imposed on, the respective parties during its term. All individual agreements, both verbal and written, which may exist between the Employer and any employee in the bargaining unit, shall terminate upon the execution of this Agreement. The parties agree that this Agreement is the sole agreement concerning wages and benefits of covered employees. The existence, or later provision, of benefits not referenced in this Agreement does not create any vested rights or enforceable past practice. The Employer may provide or rescind any compensation or benefits policies or practices not expressly referenced in this Agreement at any time. Whenever exercising such discretion, the Employer will notify Union in advance.

Matters Covered: All matters not covered in this Agreement shall be deemed to have been raised and adequately disposed of. This Agreement contains the entire and complete agreement between the parties, and neither party shall be required to bargain upon any issue during the life of this Agreement unless this Agreement expressly addresses such bargaining of a specific topic. The failure of either party to enforce any of the provisions of this Agreement or any rights granted by the law shall not be deemed a waiver of any provision or right, nor a waiver of the party's authority to exercise such right in some way not in conflict with the Agreement.

Amendment: This Agreement can be modified or amended only by the written consent of all Parties. The waiver, in any instance, or any term or condition of this Agreement or any breach

thereof shall not constitute a waiver of such term or condition or any breach thereof in any other instance.

Standards Preserved: No employee shall suffer any reduction in their hourly wage rate, the total amount of paid time off, or health insurance benefits because of coverage under this Agreement unless such reduction is expressly addressed by this Agreement or by a written amendment executed by the parties herein. If the State of Washington minimum wage rate increases, any employee being paid the minimum wage shall have their compensation increased accordingly. Individuals compensated more than the minimum wage will receive no adjustment to their compensation solely because of such minimum wage rate increase(s).

Premium Conditions: It is understood that the provisions of this Agreement relating to wages, hours, and conditions of work are intended to establish minimum terms for the employment of employees subject to this Agreement. The Employer is free to establish terms above the minimums of the Agreement at the Employer's sole discretion. The Employer agrees that if it pays an employee a wage rate above the rates included in this Agreement, the Employer will not subsequently reduce that employee's wage rate. The Employer will not apply this Section in an unlawful or discriminatory manner.

ARTICLE 32: COLLECTIVE BARGAINING AGREEMENT TRAINING

The Parties will schedule an in-person or virtual joint CBA Training at each facility. The Parties will use their best efforts to include representatives from the Employer, SEIU 775, and each facility-based Union Advocate. Also, the Parties will invite a Health Care Services Group representative to participate when contracted by the Employer. The one-time training session will be completed in one (1) hour. The Employer will compensate four (4) union members for the scheduled training. The purpose of this training shall be to review language within this Agreement that reflects the following:

- Changes to the former CBA's language, policy, or procedure in this successor CBA
- New language, policies, or procedures in this successor CBA or the Alliance Agreement
- Review of the Parties' plan to establish and operate FLMCs and SLMCs

Also, the Parties will discuss any shared goals and next steps to advocate jointly for additional Nursing Home Funding or promote the facility as the employer and provider of choice in the local market.

ARTICLE 33: COMPANY BARGAINING

The Union and an Employer will complete negotiations at individual company tables no later than forty-five (45) calendar days from the signing of the CT-MOA. There shall be no individual facility tables. Suppose negotiations at individual company tables are not completed by forty-five (45) calendar days from signing this tentative agreement. In that case, the Parties shall have the right to utilize all legal means to secure a successor agreement unless they mutually agree to submit all remaining unresolved issues as a union package and management package “last, best offer” interest arbitration. The arbitrator's decision shall be restricted to choosing the complete union or management package. The arbitrator shall be selected per the Parties’ Collective Bargaining Agreements.

ARTICLE 34: TERM OF AGREEMENT AND REOPENER

SECTION 34.1: DURATION OF AGREEMENT

This Agreement shall be effective on the date of ratification. Unless amended by the Parties’ mutual written agreement, it shall remain operative and binding on the Parties until midnight September 30, 2024. Any change agreed upon by the parties shall be reduced to writing and executed by duly authorized officers or agents of the parties to this Agreement.

SECTION 34.2: RE-OPENER DURING TERM OF AGREEMENT

Notwithstanding the above, the parties agree that either party may make a written request to reopen the Agreement for negotiations over wages and benefits consistent with Article 14 Economics up to sixty (60) days following Employer's receipt of written notification by an official and authoritative representative of Washington's Government reporting the specific scope of scheduled changes (i.e., increase or decrease) to the Medicaid skilled nursing facility rate net of any provider tax.

Since numerous historical examples exist of Washington's Government Representatives announcing scheduled Medicaid rate changes and then failing to implement such changes as

specifically announced, the parties agree that any wages and/or benefit change agreement negotiated through the foregoing re-opener provision shall not be effective until Employer actually receives the rate change as specifically promised by the official and authoritative representative of Washington's Government.

During bargaining for economic reopeners, the provisions of Article 27 No-Strike Clause shall not apply, except for negotiations over health insurance between the Employer and Union during 2015.

If the parties are not able to reach agreement in an economic reopener or for a successor agreement, they may by mutual agreement submit the question to expedited binding interest arbitration as provided for in Article 24.4.

For SEIU 775

For (Employer)

Sterling Harders, President

Ryan Delamarter, Chief Legal Officer

Date

Date

APPENDIX A: WAGE SCALE

Classification	Hire Rate	1 Yr	2 Yr	3 Yr	4 Yr	5 Yr	6 Yr	7 Yr	8 Yr	9 Yr	10 Yr	11 Yr	12 Yr	13 Yr	14 Yr	15 Yr
Certified Nursing Assitants (CNA)	\$ 20.00	\$ 20.30	\$ 20.60	\$ 20.91	\$ 21.23	\$ 21.55	\$ 21.87	\$ 22.20	\$ 22.53	\$ 22.87	\$ 23.21	\$ 23.56	\$ 23.91	\$ 24.27	\$ 24.64	\$ 25.00
Personal Care Assistant (PCA)*	\$ 18.50	\$ 18.78	\$ 19.06	\$ 19.35	\$ 19.64	\$ 19.93	\$ 20.23	\$ 20.53	\$ 20.84	\$ 21.15	\$ 21.47	\$ 21.79	\$ 22.12	\$ 22.45	\$ 22.79	\$ 23.13
Activities Assistant	\$ 16.25	\$ 16.49	\$ 16.74	\$ 16.99	\$ 17.25	\$ 17.51	\$ 17.77	\$ 18.03	\$ 18.31	\$ 18.58	\$ 18.86	\$ 19.14	\$ 19.43	\$ 19.72	\$ 20.02	\$ 20.32
Maintenance Aide*	\$ 16.75	\$ 17.00	\$ 17.26	\$ 17.52	\$ 17.78	\$ 18.04	\$ 18.32	\$ 18.59	\$ 18.87	\$ 19.15	\$ 19.44	\$ 19.73	\$ 20.03	\$ 20.33	\$ 20.63	\$ 20.94
Cook	\$ 17.25	\$ 17.51	\$ 17.77	\$ 18.04	\$ 18.31	\$ 18.58	\$ 18.86	\$ 19.14	\$ 19.43	\$ 19.72	\$ 20.02	\$ 20.32	\$ 20.62	\$ 20.93	\$ 21.25	\$ 21.57
Dietary Aide/Dishwahr	\$ 16.25	\$ 16.49	\$ 16.74	\$ 16.99	\$ 17.25	\$ 17.51	\$ 17.77	\$ 18.03	\$ 18.31	\$ 18.58	\$ 18.86	\$ 19.14	\$ 19.43	\$ 19.72	\$ 20.02	\$ 20.32
Housekeeper/Laundry Aide	\$ 16.25	\$ 16.49	\$ 16.74	\$ 16.99	\$ 17.25	\$ 17.51	\$ 17.77	\$ 18.03	\$ 18.31	\$ 18.58	\$ 18.86	\$ 19.14	\$ 19.43	\$ 19.72	\$ 20.02	\$ 20.32
Resorative Aide	\$ 20.25	\$ 20.55	\$ 20.85	\$ 21.16	\$ 21.48	\$ 21.80	\$ 22.12	\$ 22.45	\$ 22.78	\$ 23.12	\$ 23.46	\$ 23.81	\$ 24.16	\$ 24.52	\$ 24.89	\$ 25.25
Social Services Assistant/Medical Records Assistant*	\$ 16.25	\$ 16.49	\$ 16.74	\$ 16.99	\$ 17.25	\$ 17.51	\$ 17.77	\$ 18.03	\$ 18.31	\$ 18.58	\$ 18.86	\$ 19.14	\$ 19.43	\$ 19.72	\$ 20.02	\$ 20.32
Transportation Aide (Van Driver)*	\$ 16.25	\$ 16.49	\$ 16.74	\$ 16.99	\$ 17.25	\$ 17.51	\$ 17.77	\$ 18.03	\$ 18.31	\$ 18.58	\$ 18.86	\$ 19.14	\$ 19.43	\$ 19.72	\$ 20.02	\$ 20.32
Licensed Practical Nurse*	\$ 32.00	\$ 32.64	\$ 33.29	\$ 33.96	\$ 34.64	\$ 35.33	\$ 36.04	\$ 36.76	\$ 37.49	\$ 38.24	\$ 39.01	\$ 39.79	\$ 40.58	\$ 41.40	\$ 42.22	\$ 43.07
Registered Nurse*	\$ 39.00	\$ 39.78	\$ 40.58	\$ 41.39	\$ 42.21	\$ 43.06	\$ 43.92	\$ 44.80	\$ 45.69	\$ 46.61	\$ 47.54	\$ 48.49	\$ 49.46	\$ 50.45	\$ 51.46	\$ 52.49
Hospitality Aide	\$ 16.00	\$ 16.24	\$ 16.48	\$ 16.73	\$ 16.98	\$ 17.24	\$ 17.50	\$ 17.76	\$ 18.02	\$ 18.29	\$ 18.57	\$ 18.85	\$ 19.13	\$ 19.42	\$ 19.71	\$ 20.00
Nursing Assistance Registered (NAR)*	\$ 18.00	\$ 18.27	\$ 18.54													