

Collective Bargaining Agreement

between

Full Life Care

and

Service Employees International Union 775

Effective July 1, 2025 to June 30, 2027

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ARTICLE 1: RECOGNITION

SECTION 1.1: UNION RECOGNITION

The Employer recognizes SEIU 775 as the sole and exclusive collective bargaining representative for the purposes of establishing salaries, wages, hours, benefits, and working conditions for all employees who are employed by the Employer throughout the State of Washington.

SECTION 1.2: BARGAINING UNIT COMPOSITION

The bargaining unit shall include: all full-time, regular part-time, and on-call Activity Coordinators, Administrative Assistants, , Case Managers, Certified Occupational Therapy Assistants (COTAs), Home Care Assistants, Home Care Aide Specialists, Intake Specialists, Kitchen Workers, Certified Nursing Assistant (CNA), Licensed Practical Nurse (LPNs), Occupational Therapists, Program Assistants, Program Assistants/Case Managers, Social Workers, Social Services Professional, Alzheimer's Coordinator, and Time Program Coordinators employed by the Employer at its Western Washington locations, excluding all employees not employed in the in-home services, adult day health, or programs delivered by the Employer which are not considered to be managers, confidential employees, office clerical employees, interpreters, professional employees, guards, and supervisors as defined in the National Labor Relations Act.

SECTION 1.3: NEW POSITIONS

If during the life of this Agreement, the Employer elects to create a new position or modify an existing job classification or job description in the unit defined by Article 1 (Recognition), the Employer shall give the Union written notice of the new position and proposed wage rate within fourteen (14) calendar days. The Union shall have fourteen (14) calendar days from receipt of such notice to request negotiations on the new position and the proposed wage rate. If requested by the Union, the parties shall meet promptly to negotiate the wage for the new position.

ARTICLE 2: UNION MEMBERSHIP AND UNION SECURITY

SECTION 2.1: UNION MEMBERSHIP

All bargaining unit employees shall, as a condition of employment, become and remain members of the Union tendering periodic dues and fees as determined by the Union. Each new

employee shall be required to become and remain a member of the Union no later than the thirtieth (30th) day of employment. Employees in the bargaining unit at the time of ratification of this Agreement shall be required to become and remain members of the Union no later than three payroll periods following ratification of this Agreement. Any employee who fails to satisfy this obligation shall be discharged by the Employer pursuant to the provisions of Section 2.2.

SECTION 2.2: RELIGIOUS EXEMPTION

It is the intent of this Agreement that the provisions of this Article safeguard the right of employees to remain non-members based on bona fide religious tenets or teachings of a church or religious body of which such employee is a member. Any employee who claims a right of non-association based on bona fide religious tenets or teachings of a church or religious body of which such employee is a member shall provide written notice of that claim to the Union, and shall arrange with the Union to make alternative payments in lieu of the payments required for Union membership to a nonreligious charitable organization (a 501 (c) (3) organization as defined by statute) of the employee's choice. Such employees shall pay an amount of money equal to the periodic dues and fees uniformly required under Section 2.1 of this Article. Failure to satisfy this alternative payment shall result in discharge from employment, pursuant to Section 2.3 of this Article. The Employer shall not be financially liable for any failure of the affected employee or the Union to remit payments to the nonreligious charity.

SECTION 2.3: DISCHARGE FOR FAILURE TO MEET OBLIGATIONS

The Union may demand the discharge of any bargaining unit employee who is delinquent in payments required in this Article or refuses to become and remain a member of the Union.

The Union shall communicate delinquency to the affected employee and to the Employer within thirty (30) days of delinquency. The notice to the delinquent employee shall include a) the fact that the Union has no record of the employee's membership or religious exemption and b) the action required by the employee in order to satisfy requirements of this Agreement. This notice may include: the amount needed to pay delinquent dues in full, a membership form, and/or any other action needed on the part of the employee to satisfy obligations of this Agreement. The

Union shall, at the same time, notify the Employer of the name and reason for delinquency of any employee.

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

SECTION 2.4: BARGAINING UNIT INFORMATION

Employees covered by this Agreement are required to maintain up-to-date personal phone number(s), and home address on file with the Employer.

SECTION 2.5: DUES REPORT AND EMPLOYEE ROSTER

The Employer shall provide a roster of all bargaining unit employees covered by this Agreement to the Union five (5) business days after each payroll. The roster shall include:

Employee number

First Name (preferred by employee)

Middle Name

Last Name

Last Name (preferred by employee)

Preferred Pronouns

Social Security Number

Phone Number (all phone numbers shall conform to the '(xxx) xxx-xxxx' format)

Mobile Number (all phone numbers shall conform to the '(xxx) xxx-xxxx' format)

Address Type (Mailing, Physical)

Address 1

Address 2

City

State

Zip

Email

Birthdate

Gender

Original Hire Date

Most Recent Hire Day

Termination Date

Wage rate

Overtime hours

Differential rate (if applicable)

Paid time off hours paid

Paid time off hours balance (rolling total should include the hours earned/used/forfeited on each row).

Cumulative lifetime hours worked used for wage step determination (CCH balance – rolling total should include the hours worked on each row).

Retro pay amount

Retro pay hours

Pay Period Start Date

Pay Period End Date

Pay Period Hours

Dues deduction amount

Voluntary Deduction 1 Type

Voluntary Deduction 1 Amount

Voluntary Deduction 2 Type

Voluntary Deduction 2 Amount

Voluntary Deduction 3 Type

Voluntary Deduction 3 Amount

Voluntary Deduction 4 Type

Voluntary Deduction 4 Amount

Voluntary Deduction 5 Type

Voluntary Deduction 5 Amount

Gross pay

Work location

CBA Job classification

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

Employee number

First Name (preferred by employee)

Middle Name

Last Name

Social Security Number

The Employer shall facilitate reconciliation of these employment records with the Union, including clarifying whether workers are inactive because of paid or unpaid leave or other reason. All information required to be transmitted under this Agreement shall be transmitted securely in a common electronic format agreed upon by the Employer and the Union. The formatting of the Roster and Deduction report and file naming convention shall conform to template provided to the Employer by the Union. If the employer desires to change the agreed upon format, the Employer shall give the Union no less than thirty (30) days notice. During that time the Union and Employer shall meet to discuss the change.

The sum of the individual Union dues amounts in the Report/Roster shall exactly match the amount of the dues payment(s) remitted to the Union. The sum of the voluntary deductions in the Report/Roster shall exactly match the amount of the voluntary deduction payment(s) remitted to the Union.

SECTION 2.6 DUES DEDUCTIONS

The Employer agrees to deduct from each bargaining unit employee's pay all authorized dues, fees, and assessments as determined or required by the Union. The Employer shall make such deductions from the employee's paycheck following receipt of written authorization, and periodically thereafter as specified on the written authorization, so long as such authorization is in effect, and shall remit the same to the local Union by Automated Clearing House (ACH) Payment within fifteen (15) days after the end of each payroll date for which the dues were deducted. The Union will furnish all the membership forms necessary to be used for this written authorization. Deductions will begin at the start of the next payroll cycle following the direct receipt of the employee authorization or following receipt of employee deduction authorization updates from the Union. The Employer reserves the right to ensure that the authorization of payroll deductions complies with applicable Federal and State laws regarding deductions from wages.

The Union will hold harmless the Employer against any claim or obligation which may be made by any employee by reason of the deduction of Union membership fees, including the cost of defending against such claim or obligation.

SECTION 2.7: POLITICAL ACCOUNTABILITY FUND/COMMITTEE ON POLITICAL EDUCATION (COPE) DEDUCTION

The Employer shall deduct the sum specified from the pay of each member of the Union who voluntarily signs and executes a written Committee on Political Education (COPE) wage assignment authorization form. When filed with the Employer, the written authorization form will be honored in accordance with its terms. The authorization form will remain in effect until or unless revoked in writing by the employee to the Union, by which the Union will notify the Employer to cease deductions. The amount deducted and a roster of all employees using payroll deduction for COPE contributions will be promptly transmitted to the Union by separate Automated Clearing House (ACH) payment payable to the Union and identified as COPE deductions, at the same time as the monthly remittance of dues. Deductions will begin at the start of the next payroll cycle following the direct receipt of the employee authorization or following receipt of employee deduction authorization updates from the Union.

Upon issuance and transmission of a check to the Union, the Employer's responsibility will cease with respect to such deductions. The Union and each employee authorizing the written assignment of wages for the payment of COPE 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 account of, any deduction made from wages of an employee.

SECTION 2.8: OTHER VOLUNTARY DEDUCTIONS

The Employer agrees to deduct from each bargaining unit employees pay all authorized dues, fees, and assessments as determined or required by the Union. The Employer shall make such deductions from the employee's paycheck following receipt of written authorization. The authorization shall remain in effect until or unless revoked in writing by the employee to the Union, by which the Union will notify the Employer to cease deductions. The amount deducted and a roster of all employees using payroll deduction for voluntary deductions will be promptly transmitted to the Union by separate Automated Clearing House (ACH) payment payable to the Union and identified as Voluntary Deductions, at the same time as the monthly remittance of dues. The Employer reserves the right to ensure that the authorization of payroll deductions

complies with applicable Federal and State laws regarding deductions from wages. The Employer may require an additional authorization form as per its policies and procedures, to confirm the specific authorization for continued paycheck deduction.

SECTION 2.9: MEMBERSHIP FORMS

For new employees, union membership materials shall be distributed with the basic employment paperwork required by the Employer. All membership forms for the Union completed by a new employee of the Employer will be provided to the Union via electronic format agreed upon by the Employer and the Union within five (5) business days upon receipt. The Employer shall maintain a copy of all membership cards and provide a digital copy upon request through the Data Maintenance process outlined in Section 2.11.

SECTION 2.10: ELECTRONIC SIGNATURE AND VOICE AUTHORIZATIONS

The Union may use electronic records to verify Union membership, subject to the requirements of state and federal law. Electronic records include electronically recorded phone calls, an online deduction authorization, or by any other means of indicating agreement so long as the Union can establish that such method is verifiable and allowable under state and federal law to the Employer's satisfaction. The Employer shall accept confirmations from the Union that the Union possesses electronic records of such membership. For any voluntary deduction of union dues and fees from wages or payments for remittance to the Union, authorization for voluntary deductions from wages or payments for remittance to the Political Accountability Fund (COPE), and authorization for other voluntary deductions from wages or payments for remittance to the Union. The Union will indemnify and hold harmless the Employer against any claim or obligation which may be made by any employee by reason of the deduction of Union membership dues and fees and any voluntary deduction authorized by the employee, including the cost of defending against such claim or obligation.

SECTION 2.11: 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 fifteen (15) days of receiving the audit from the Union.

SECTION 2.12: 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. The Employer agrees that it will not release any of the following information about employees unless required to do so due to ongoing litigation, pre-litigation, vendor requests made as part of benefits enrollment, government/agency requests to, to comply with a court order or other judicial/arbitral demand, or other situation:

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.

The Union and the Employer will inform the other party of any data breaches that may result in a loss of data/personal information within ten (10) business days of becoming aware of the breach.

ARTICLE 3: LABOR-MANAGEMENT COMMITTEE

SECTION 3.1: PURPOSE

The purpose of Labor-Management Committees at Full Life Care shall be to address issues of mutual interest to the Union and the Employer, and to facilitate communication and collaboration between Union members and management in order to improve employment and care delivery practices.

SECTION 3.2: COMPOSITION

The Committee shall consist of the following members:

Home Care - Up to six (6) members chosen by the Union, and up to six (6) representatives of management

Adult Day Health - Up to three (3) members per site chosen by the Union, and up to three (3) representatives of management per site

The Labor-Management Committees for each program will meet quarterly or as often as needed to discuss issues, concerns, suggestions and ideas of interest to both Parties.

Alternatively, and/or in addition, individual work sites/bargaining unit positions/programs may establish a Labor-Management Committee specific to an individual work site. Such a Labor Management Committee will consist of up to three (3) representatives of the Employer and up to three (3) representatives of the Union.

The Employer and the Union shall also establish a Labor-Management Committee with up to six (6) representatives from the Union and six (6) representatives of management with proportional representation from Adult Day Health, and Home Care. This Full Life Care-wide Labor Management Committee will meet quarterly or as often as needed to discuss issues, concerns, suggestions and ideas of interest to both Parties.

All employees shall be compensated at their regular rate of pay for the time spent at Labor Management Committee meetings.

Such paid leave time shall be counted for the purpose of overtime computation or credited towards the employee's Cumulative Career Hours. Minutes or summaries from Labor-Management Committees shall be posted on Union bulletin boards. No Labor Management Committee will have authority to modify this Collective Bargaining Agreement.

Employees shall have the obligation to inform their supervisors in advance when they will be utilizing committee time and shall follow all usual scheduling procedures to ensure client care coverage.

SECTION 3.3: EMPLOYEE HANDBOOK

The Employer agrees to provide the Union with a copy of its Handbook within 30 days of its completion and will provide the Union with 30 days' notice of any changes that affect the terms and conditions of bargaining unit employees.

SECTION 3.4: PRODUCTION OF AGREEMENT

Employees speak a wide diversity of languages, often as part of their job, providing care to clients who speak languages other than English. The Employer and the Union shall jointly share the costs of producing and printing this Agreement in no less than three (3) and up to ten (10) languages most commonly spoken and read among bargaining unit members as determined by

the Union to ensure inclusion and acknowledgement of employees who wish to read the contract in a different language other than English. The Employer and the Union agree to equally share these costs and the Employer and the Union shall first reach mutual agreement on the languages to be translated before proceeding with the translation of this Agreement.

ARTICLE 4: UNION RIGHTS

SECTION 4.1: ADVOCATES OR WORKER REPRESENTATIVES

For purposes of representation and mutual administration of the contract, the Union will designate Advocates (worker representatives) up to two per work shift at each work site, or no more than one per thirty (30) home care employees from among its members employed by the Employer. The Union will notify the Employer when an Advocate has been designated.

SECTION 4.2: ADVOCATE RECOGNITION

The Employer agrees to compensate designated Advocates at their regular rate of pay for their involvement in certain limited labor relations activities. These activities are defined as actual time spent in grievance meetings provided that the Advocate notifies the immediate supervisor(s) in advance and the supervisor(s) approves; labor management committee meetings including safety committee meetings, orientation presentations, negotiations, and other activities that benefit both the Union and the Employer by prior mutual agreement. Advocates shall have the obligation to inform their supervisors in advance when they will be utilizing Advocate time and shall follow all usual scheduling procedures to ensure client care coverage. Subject to appropriate advance notice and scheduling requirements, worker representatives up to a total of four (4) per calendar year per work site shall be granted eight (8) hours per calendar year to attend Union sponsored training in leadership, representation and dispute resolution. Worker representatives shall be compensated at their regular rate of pay for time spent in such training.

Subject to appropriate advance notice and scheduling requirements, employees shall be granted unpaid time, except that an employee may choose to utilize any earned paid time off (i.e. vacation), to attend the Union Convention.

SECTION 4.3: EXECUTIVE BOARD MEMBERS

The Union will provide the Employer written notice of any bargaining unit employees serving as a Union Executive Board Members.

SECTION 4.4: BULLETIN BOARD

The Employer will provide a bulletin board or bulletin board space, in an area accessible to employees in each office or work site for union postings.

During the life of this agreement, should the Union develop a “virtual bulletin board” the Employer shall display a link provided by the Union. The parties shall meet to determine the appropriate place on the Employer’s website to display the link.

SECTION 4.5: ORIENTATIONS: NEW EMPLOYEE ORIENTATIONS

A worker representative or union representative may meet with new employees during the Employer’s new employee orientation to introduce employees to the Union and this Agreement. The Employer will ensure that the Union is made aware of the ongoing New Employee Orientation schedule, and any changes to that ongoing schedule will be given with five (5) days’ notice. The Union portion of the Orientation meeting may last up to thirty (30) minutes, and will be held in conjunction with the Employer’s New Employee Orientation. A worker representative may be released from work, if necessary. The Employer shall compensate the worker representative and any new bargaining unit employee at such employee’s regular rate of pay up to thirty (30) minutes for the time spent in introduction of the new employee(s) to the Union and Union Contract. Advocates, or Union representatives will be able to make the Union presentation in person, by phone or video conference with at least forty-eight (48) hours’ notice. In the absence of a worker representative or union representative, the Employer will ensure that up to thirty (30) minutes are utilized to introduce new employees to the Union and this agreement. Information provided by an Employer representative to new employees will be factual information about the Union’s role, benefits and services offered by the Union. The Union will provide materials to be given to new employees.

During the life of this agreement if the Employer offers New Employee Orientation (NEO) online, the Union shall be provided access to new employees as part of that orientation.

The Union shall participate in the following formats:

Live Virtual Presentation: The Union shall be given up to thirty (30) minutes of paid time during the online orientation session to meet with new employees. Both the worker representative(s) and the new employee(s) shall be compensated at the employee's regular rate of pay for this time.

Pre-Recorded Video: In lieu of a live presentation, the Union may submit a pre-recorded video (up to 30 minutes in length) to be included as a required component of the online orientation. Time spent by new employees viewing this video shall be considered paid time.

The Employer shall notify the Union of the scheduled online NEO at least five (5) business days in advance. The Union shall provide the medium on which to meet, and the Employer will assist new employees with facilitating and joining the meeting with the Union representative.

Data Privacy: The Employer and Union shall ensure that any platform used for virtual orientation protects the confidentiality and privacy of both the Union and the employees.

Specifically:

The Employer shall not record the Union's live presentation without express written consent from the Union.

The Employer shall not monitor, record, or store any chat logs, and Q&A entries from the Union session. Employee names, questions, comments, and participation during the Union portion of orientation shall remain confidential and shall not be used by the Employer in any evaluative, disciplinary, or employment-related decision-making.

Technical Support: If technical difficulties arise that prevent the Union from presenting during the scheduled orientation, the Employer shall coordinate with the Union to reschedule the session or ensure that the Union's materials are distributed to the new employees without delay.

Nothing in this provision shall prevent the Union from requesting additional time or meetings with new employees outside of orientation.

SECTION 4.6 ACCESS TO NEW EMPLOYEES IN HOME CARE PROGRAM

The Employer shall schedule new caregivers for the thirty (30) minute “union time” at the required basic training of home care workers, such time shall be paid by the Employer. If applicable, The Employer will schedule employees to attend a fifteen (15) minute annual union time meeting connected to in-person Continuing Education Classes, such time shall be paid by the Employer. When an annual health and safety training is implemented, the union time block will be scheduled contiguous to those classes. The Union shall provide the Employer with the relevant Employee names and “union time” to be paid.

SECTION 4.7: ACCESS TO EMPLOYER PROPERTY

A duly authorized representative of the Union may visit the premises of the Employer for Union business concerning employees covered by this Agreement, upon first notifying the Administrator or person in charge, of the intended visit by making a good faith effort to notify the Employer at least twenty-four (24) hours in advance. The Union representative shall have access to any bargaining unit employee in the non-work and nonresident areas, so long as it will not interfere with employee performance or disrupt residents or guests. The Union agrees to provide the Employer with a list of representatives, Advocates and officers and to maintain the list in current status.

In accordance with the Employer’s policies, the Union may use designated meeting rooms of the Employer for meetings of members of the bargaining unit, provided sufficient advance request for meeting facilities is made to the designated Employer representative, and that space is available.

SECTION 4.8: ACCESS TO EMPLOYER PROPERTY: PERSONNEL FILES

Employees have the right to access their own personnel file. The employee and/or the employee’s advocate or representative may examine in the presence of an authorized Employer representative the employee's permanent personnel files maintained in Human Resources, upon the employee’s written request. If the Advocate is present, the employee must also be present at the same time. Files must be available within two (2) business days of a receipt of written request. Employees will be given the opportunity to provide a written rebuttal, to be

placed in their file, to any materials that are a part of their file. Upon request, a copy of all written disciplinary actions and performance evaluations shall be given to the employee.

SECTION 4.9: EMPLOYEE COMMUNICATIONS

In order to facilitate communication relating to this Agreement, the ongoing work of the Labor Management Committee, and any other Union business of a general nature, the Employer shall:

Should the Employer establish a newsletter directed at employees, or employee mail boxes at the work site(s), the Union shall have the right to submit information for inclusion or distribution. The Employer shall provide a literature box adjacent to timesheet drop boxes for the use of the Union.

Websites maintained by the Employer that bargaining unit members might reasonably access to seek employment related information shall contain a link to the Union's website.

The Employer shall display a link to the Union website on the opening webpage of the online payroll website. When an employee logs into the payroll website, the initial screen will include notification of new message(s) from the Union. The notification box of the initial page shall be sufficient to provide detail of sender and subject of the message. The subject matter and the content of the notification message shall be in compliance with applicable state law. The Union shall provide materials to be included in notifications no later than twenty-one (21) days prior to the day notification will be sent.

ARTICLE 5: UNION LEAVE

SECTION 5.1: SHORT UNION LEAVE (UNPAID)

With fifteen (15) calendar 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 and with consideration to client care needs. 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 5.2: LOBBY DAY (PAID)

The Employer shall grant up to fifteen (15) paid shifts per contract year per program covered by this Agreement for employees to engage in Lobby Day 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 Lobby Day by the Union. The Union will provide verification of attendance of employees within two weeks of the Lobby Day . The Union will make a good faith effort to ensure that the Employer is paying only for employees' paid shifts who are working the majority of their hours, or specifically the hours that have been cancelled as a result of the Union business, with the Employer.

SECTION 5.3: EXTENDED UNION LEAVE

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

A leave of absence without pay shall also be granted to no more than four (4) employees at any one time for no more than ninety (90) calendar days each to conduct the Union's business provided fifteen (15) calendar days written notice is given and with consideration to client care needs. The Employer and the Union shall cooperate in the scheduling of substitutes, so that employees on leave can return to their job positions upon ending their leave. If this leave lasts more than sixty (60) calendar days' the Employer will not be able to guarantee home care workers a return to work with the same clients. If the Employer determines it will harm client services, the Employer may delay a leave request to the employee serving the affected client, until the Employer can find a suitable substitute. If more than one leave of this kind is taken per year by the same employee, the second or additional leave request shall be at the sole discretion of the Employer.

An employee on an approved union leave shall continue to accrue seniority at the same rate of their accrual immediately preceding the leave. The Union or the Employee shall reimburse the Employer for benefit costs incurred by the Employer for employees on extended union leave. For purposes of Union Leave, all hours worked for the Union shall count as “hours worked” as defined in this Agreement to a maximum of the employee’s regularly scheduled hours per month, including wage progression, seniority, benefit eligibility, and leave accrual, but excluding eligibility and contributions to the Training Partnership, and Secure Retirement Trust. The Union or the Employee shall provide documentation of extended union leave hours worked at a regular interval that corresponds with the Employer’s payroll timeline.

ARTICLE 6: DEFINITIONS

SECTION 6.1: PROBATIONARY EMPLOYEE

An employee who has been hired on a full-time or part-time basis and who has been continuously employed by the Employer for ninety (90) or less calendar days is a probationary employee. After ninety (90) days of continuous employment, the employee shall become a regular employee unless the probationary period is extended by mutual agreement. The Employer may extend the probationary period for up to an additional sixty (60) days. Such an extension must be presented to the employee 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. During the probationary period, an employee may be discharged without recourse to the grievance procedure. If deemed necessary during the probationary period, the employee’s supervisor will provide feedback on their performance with the intention to clearly identify job performance issues and will be available to answer any questions the employee may have. Employees completing the probationary period shall be credited with seniority retroactive to date of hire.

Employees who are terminated solely due to failure to meet a training deadline or compliance requirement but are otherwise rehired within 6 months will not be required to serve a new probationary period if they had completed the probationary period prior to being terminated. If an employee is terminated prior to completing the probationary period and is rehired within 6

months, the time previously served during the probationary period shall be credited towards the completion of the probationary period, unless the termination was for cause unrelated to training or compliance.

SECTION 6.2: REGULAR FULL TIME EMPLOYEE

An employee so classified on the Employer's personnel records, and who is regularly scheduled and who works no less than twenty (20) hours per week (Homecare) and no less than twenty (20) hours per week (Adult Day Health) is considered a regular full-time employee.

SECTION 6.3: REGULAR PART TIME EMPLOYEE

An employee so classified on the Employer's personnel records, and who is regularly scheduled and who works less than twenty (20) hours per week (Homecare) and less than twenty (20) hours per week (Adult Day Health) is considered a regular part-time employee.

SECTION 6.4: ON-CALL EMPLOYEE

An on-call employee shall be defined as an employee not regularly or consistently scheduled to work and or/and employee called in to work on an unscheduled, intermittent basis. On-call status will be reviewed for reclassification purposes if an employee is scheduled to work on the same basis as a full-time or part-time employee as defined within this Agreement for more than three (3) months. Those who are reclassified to a regular full-time or regular part-time status shall begin to accrue seniority for purposes of wages and benefits accruals at the time of the reclassification.

SECTION 6.5: BARGAINING UNIT WORK

The Employer recognizes the importance of the integrity of the Bargaining Unit work. Bargaining Unit work shall be performed by classified regular full-time, regular part-time and on-call employees in the Bargaining Unit.

The Employer will not assign bargaining unit work to non-Bargaining Unit employees or volunteers except as noted in Section 6.6 and when temporary work relief is required for a period of time no longer than thirty (30) days or for emergency.

No employee shall be hired in a temporary status.

SECTION 6.6: USE OF VOLUNTEERS (AMERICORPS, JESUIT VOLUNTEER CORPS, LUTHERAN VOLUNTEER CORPS)

The Employer and the Union agree that while volunteers provide a valuable resource to the Employer, volunteers shall not be used to replace bargaining unit workers, supervise or manage them.

In order to satisfy state's requirements for Adult Day Health sites operation, the Employer may continue to utilize volunteers in two (2) bargaining unit classifications, Case Manager and Program Assistant, within Adult Day Health program, limited to a total 1.5 FTE per Adult Day Health site for both classifications (example: 1.0 FTE Case Manager Volunteer and 0.5 FTE Program Assistant Volunteer per site).

ARTICLE 7: SENIORITY, LAYOFF, AND LOW CENSUS

SECTION 7.1: SENIORITY AND LONGEVITY DEFINITIONS

Seniority is defined as an employee's total hours worked with the Employer. The tenured hours worked with the Employer will be used for seniority purposes under this Agreement, including wages, benefits and other specified areas.

Longevity is defined as the employee's continuous service with the Employer from the employee's most recent date of hire. The longevity date will be used as defined in this Agreement.

SECTION 7.2: APPLICATION OF SENIORITY

In all cases of job openings, promotion, transfer, layoff, recall, vacation preference, shift or schedule change, seniority and then longevity will be the determining factor as explained below and elsewhere in the Agreement.

SECTION 7.3 AVAILABLE HOURS OF WORK

The Employer shall be bound by the seniority provisions of this Agreement in the assignment of regular hours to full-time and part-time employees as such hours become available and are desired by such employees.

SECTION 7.4: TERMINATION OF SENIORITY AND LONGEVITY

Seniority and longevity shall be broken only by the following:

- a. Resignation
- b. Discharge for Just Cause
- c. Retirement
- d. Layoff for more than twenty-four (24) months
- e. Failure to return in accordance with a leave of absence or when recalled from layoff
- f. Illness or injury of more than one (1) year duration, unless approved by the Employer

SECTION 7.5: LAYOFF OR RECALL

Layoff is defined as an involuntary separation from service, not reflecting the performance of an employee. In the event of layoff, employees shall be laid off by classification. Seniority of those employees within a job classification shall be the determining factor in such layoff, unless the ability and the performance record of the employee with less seniority is appreciably superior to the employees with more seniority and can be clearly demonstrated and supported by the Employer upon Union's request.

A. NOTICE OF LAYOFF

Regular full-time and part-time employees shall be entitled to receive thirty (30) calendar days' notice of layoff or pay in lieu thereof, plus any accrued PTO leave.

The Employer shall notify the Union, in writing, no less than thirty (30) calendar days before the layoff of a bargaining unit employee.

After layoff notices are sent, the Employer shall make a concerted effort to place interested employees in positions outside of their original programs if they become available. Employees hired for positions other than their original positions would be placed on the corresponding wage scale. The Employer will endeavor to assist displaced employees in finding other employment opportunities with other social service providers.

B. RECALL

Employees who have been laid off pursuant to Section 7.5 shall, for a period of time up to twenty-four (24) months, be subject to recall to regular job openings in their former classification or any other classification for which they are qualified. Recall from layoff shall be in order of seniority.

Any notice of recall to an employee shall be sent to the last known address of the employee by certified mail return receipt requested, or by email to the last known email address of the laid off employee. A copy of the letter shall be sent to the Union. It is the responsibility of the employee to notify the Human Resources Department of any change in address.

If the employee does not respond to a communication sent by mail or email within seven (7) calendar days from the receipt of the recall notice, the employee will be removed from the recall roster and such employee's personnel records shall be adjusted to reflect the employee's discharge from employment with the Employer.

SECTION 7.6: PROGRAM CLOSURE

In the event that the Employer chooses to close an entire program, the Employer will follow the requirements of the Federal WARN legislation (or subsequent state legislation), which provides a sixty (60)-day notice of closure or pay in lieu of notice.

SECTION 7.7: JOB FAIR

The Employer shall work with the Union to set up a "Job Fair", providing area Employers an opportunity to recruit the employees who are being laid off, and publicizing the assistance of programs for dislocated workers.

SECTION 7.8: LOW CENSUS

Low census shall be defined as a decline in client care requirements resulting in a temporary staff decrease. Reduction of hours due to low census does not have any notice requirements. After the schedule is posted, in the event the Employer reduces the workforce in a job classification on a given shift due to low census, scheduled hours will be reduced in the following order:

First Cut: Agency Personnel

Next Cut: Employees working in an overtime pay condition

Next Cut: Employees working a scheduled extra pickup shift which will result in overtime during the pay period

Next Cut: Employees that volunteer to take a low census day

Next Cut: Employees working a scheduled extra pickup shift which will not result in overtime during the pay period

Next Cut: Non-voluntary rotational cut of full-time and part-time employees in a job classification on the affected shift by using the seniority list in that 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. Such employee's name will then be removed from the seniority list. If 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.

For employees that have volunteered to take a day off or for 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 their turn comes up, staffing will skip their name and proceed to the next employee.

Employees subject to low census may elect to utilize earned PTO benefits which are otherwise available for scheduling.

ARTICLE 8: DISCIPLINE AND DISCHARGE SECTION 8.1: JUST CAUSE AND PROGRESSIVE DISCIPLINE (CORRECTIVE ACTION)

Non-probationary employees may only be disciplined or discharged for just cause.

Communications between supervisors and employees about disciplinary matters shall be respectful. Discipline shall be, for the purpose of improving employee performance.

In general, "Just Cause" shall include the concept of Progressive Discipline. Progressive Discipline shall be defined as a graduated system of discipline where the consequences increase

(i.e. verbal counseling, written warning(s), unpaid or paid suspension and discharge) upon repeat occurrences of the same kind. The Employer will endeavor to use this form of discipline to correct the behavior rather than to punish the Employee. In the case of serious misconduct, or for disqualifying crimes as defined in statutes applied to the licensed provision of long-term care services, the Employer may, for reasonable cause, bypass any one or all of the steps of progressive discipline.

In cases of any form of discipline, the employee's corrective action shall include a description of the conduct that is the basis for the corrective action(s). The Employer will strive to identify specific corrective action(s) that the employee is expected to take to improve their performance. Employees who are discharged will be sent a final paycheck by mail within fourteen (14) calendar days of the date of the termination of their employment. This final paycheck will include payment for all hours worked and not paid, as well as payment for any accrued personal leave.

SECTION 8.2: FACTFINDING

Prior to issuing any form of corrective action to an employee, the Employer shall meet with the employee to investigate and gather facts. The Employer shall advise the employee of the purpose of the investigatory meeting and that the meeting could lead to corrective action, and shall advise the employee of their right to request the presence of a Union Advocate or Union representative in the meeting. If the employee prefers to communicate in a language other than English, the Employer will encourage the employee to utilize union representation and interpretation provided by the Member Resource Center during the meeting. If an employee requests the presence of a Union advocate, Union Interpreter, or Union representative, the meeting will be scheduled when the participating Advocate and employee are available to meet.

The unavailability of a union Advocate or representative for a meeting date shall not unreasonably delay or impede the Employer's investigation or decision to take corrective action.

Suspension may be used to conduct an investigation. Investigations regarding alleged misconduct or client care issue shall be completed in no more than five (5) business days

(except in the event the Employer is relying on an investigation by an outside agency per Section 8.5). Employees who are suspended may use any accrued, paid leave during their period of suspension unless offered other shifts or work by the Employer while the investigation is ongoing. Should an undue burden occur during the investigation, the time period may be extended. The Employer will put in writing to the employee why the investigation took longer than five (5) days. All hours missed while on an employer-imposed suspension shall be paid at the employee's regular hourly wage in the event the employee is cleared of the allegation.

SECTION 8.3: REMOVAL OF DISCIPLINE

A record of disciplinary action shall be removed from an employee's personnel file twelve (12) months after it was issued, except when an employee receives a related discipline during the following twelve (12) month period, or except when the level of discipline is greater than a written warning. Except in the cases listed below, all other discipline will be removed from an employee's personnel file eighteen (18) months after it was issued. This provision shall not apply to disciplines issued for client abuse, client neglect, sexual or racial or discriminatory harassment, medication errors, or other behavior that violates state or federal law. Files that are not removed after the periods mentioned herein shall be considered as if they had been removed.

SECTION 8.4: NOTIFICATION OF FORMAL DISCIPLINARY/CORRECTIVE ACTION/WRITTEN JUSTIFICATION FOR DISCIPLINE FOR CAUSE

If the supervisor has reason to discipline a Bargaining Unit Employee, they shall make a reasonable effort to impose such discipline in a timely manner. In the case of any written warning, suspension, economic sanction, or discharge for cause, the Employer shall give a copy of the disciplinary/corrective action to the employee and send a copy to the Union, stating the reasons for the discipline. The document shall include a line for the signature of the employee and the immediate supervisor or manager responsible for the decision to issue discipline, including the following notice:

“Signing this document indicates that you have received a copy of the document but does not indicate that you agree or disagree with its contents. If you believe this action

violates the Union contract or Employer policies, you have the right to contest this action by filing a grievance. You may contact your Union advocate or the SEIU Member Resource Center (MRC) at 1-866-371- 3200.”

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

SECTION 8.5: DISCIPLINARY SUSPENSION OR DISCHARGE

Within forty-eight hours after any suspension or discharge for cause, the Employer shall notify the Union in writing (by fax or email) of the suspension or discharge and the reason for this action and shall attach a copy of the disciplinary notice signed by the employee or provided to the employee. This time limit herein shall be deemed exclusive of Saturdays, Sundays and holidays.

An employee may opt to use PTO for unpaid days due to a disciplinary suspension.

SECTION 8.6: INVESTIGATION OF JUST CAUSE BY UNION

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

SECTION 8.7: APS OR REGULATORY INVESTIGATIONS

Should Adult Protective Services or another regulatory agency (such as Children’s Administration or the Division of Developmental Disabilities) initiate an investigation of a worker that requires suspension or removal of that worker from any client, but does not require suspension or removal from all long term care work, the Employer will attempt to assign the

employee other suitable work until the investigation is complete if permitted by state law or regulation.

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

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

SECTION 8.8: LICENSE AND BACKGROUND CHECKS

The Employer may discharge employees who fail to meet professional licensing requirements and mandatory background checks after forty-five (45) days of inactivity and failure to communicate with their supervisor regarding steps being taken to provide necessary licensing requirements and/or background checks.

ARTICLE 9: LEAVES OF ABSENCE

For all leaves of absence, the Employer will be proactive in providing information or resources to employees who may qualify for leave, including the Employer's Human Resources Department and the Union Member Resource Center.

SECTION 9.1: FAMILY AND/OR MEDICAL LEAVE

Employees who have worked for the Employer for at least twelve (12) months and have worked no less than 1,250 hours during the 12-month period immediately preceding the leave start date are eligible to take Family and Medical Leave for one or more of the following purposes or any other under the provisions of FMLA or Washington State Paid Family Leave:

a. To care for a child following birth or placement of a child with the employee for adoption or foster care.

b. To care for a spouse or domestic partner, child, or parent or grandparent who has a serious health condition.

c. If the employee is unable to perform his/her/their own job because of the employee's own serious health condition.

d. In situations of a "qualifying exigency" as covered under the federal Family and Medical Leave Act (FMLA) and/or Washington State Paid Medical Leave, because of the employee's spouse, son, daughter, or parent is on active duty or in a reserve unit of the uniformed services, National Guard or coming from retirement, and on active duty (or has been notified of an impending call to active duty).

e. Further, under the FLMA, or WPFML, if an illness or injury results from active-duty service in the military, a spouse, child, parent or next of kin is entitled to up to 26-week of leave if the service member is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list.

Leave for a serious health condition of the employee, spouse, domestic partner, parent or child, or a qualifying service member may be taken on an intermittent or reduced schedule when medically necessary.

Leaves of absence shall not be construed as a break in service. All leaves of absence will be without pay, except where leave is covered by accrued PTO and/or extended sick leave or as provided by workers' compensation. Employees on leave shall retain their seniority.

SECTION 9.2: HEALTH INSURANCE WHILE ON FMLA OR WPFLA

The Employee's health insurance benefits will continue should the employee be enrolled at time of leave. The level and conditions of the employee's health insurance will be maintained as if the employee had remained continuously employed until the leave ends or at such time that employee informs the Employer that they will not return to work, whichever occurs first.

SECTION 9.3: NOTICE REQUIREMENTS

Employees are required to give notice at least 30 days in advance of their need for family and medical leave if their need for leave is foreseeable. In emergencies and unexpected situations, employees must give as much notice as is possible under the circumstances.

SECTION 9.4: RETURN FROM LEAVE

Upon returning from leave, employees have the right to return to their former position or an equivalent position, unless the position is eliminated for reasons unrelated to the leave.

Employees are expected to promptly return to work when the circumstances which necessitated the leave end. Employees will lose reinstatement rights when the period of leave exceeds the maximum allowance except as required by legal obligations in the case of leave due to industrial injury or illness. The Employer may extend the employee's leave as a personal leave of absence when the expected date of return is known.

SECTION 9.5: MATERNITY LEAVE

A pregnant employee may continue active employment until her pregnancy adversely affects their work performance, or when the attending physician advises the employee that they should be off work. In accordance with applicable law, a leave of absence will be granted upon request of the employee for the period of disability for maternity purposes without loss of benefits and seniority accrued to the date such leave commences. Upon return from this maternity leave, the employee shall be given the same or similar job she vacated, and one of equal pay. If the employee's absence from work for maternity reasons does not exceed the period of the employee's temporary disability, the employee will return to her prior position and former full time or part time status. The employee will use previously accrued PTO/ESL during the period of disability and to the extent accrued. Prior to the employee's return from a maternity leave, the Employer may require a statement from the attending physician verifying the leave period and attesting to the employee's capability to perform the work required of her position.

Pregnant employees may also qualify for additional leave under the Washington State Family Leave Act (FLA).

Pregnancy disability leave (Maternity Leave) may not run concurrently with FLA but FMLA will run concurrent with Both FLA and pregnancy disability leave (maternity leave).

SECTION 9.6: BEREAVEMENT LEAVE

Employees are eligible for up to three (3) days of paid funeral or bereavement leave for members of the employee's immediate family. For purposes of this bereavement leave policy, "immediate family" includes the employee's children, step-children or foster children, parents or adoptive parents, parents-in-law, spouse or partner, grandparents, siblings (including adopted or step), assigned clients as well as others on a case by case basis as decided by the Employer. At the discretion of the Employer, requests for unpaid bereavement leave may be granted in other circumstances. At the discretion of the Employer, additional unpaid bereavement leave may be granted for travel out-of-state or out of the country, provided the employee provides an expected date of return. The employee requesting such extended bereavement leave shall be allowed to utilize any Paid Time Off that the employee has accrued and earned.

SECTION 9.7: JURY DUTY LEAVE

Employees who are summoned to serve as a juror on jury duty will be entitled to take time off, to fulfill their jury obligation. The leave will be paid if employees provide documentation from the court confirming their participation in jury service, up to ten (10) shifts, less the amount paid by the court. The employee is required to submit the court's pay receipt to the Employer for payment. No employee will face disciplinary or retaliation for jury service.

The employee must immediately inform their supervisor when they receive jury duty summons. If the employee is chosen to sit on a jury, the employee must inform the supervisor of the suspected duration of jury duty.

If the employee is scheduled for Jury Duty but is not required to serve that day, then the employee shall notify their Supervisor to determine the availability of work that day. The Employer will reasonably try to find work for the employee. In the event of a court order to extend the jury duty beyond the policy and initial estimated timelines, the Employer will review on a case-by-case basis.

SECTION 9.8: MILITARY LEAVE

Military leave will be granted to all employees under orders which require them to serve in any of the U.S. Military branches. While on leave Employment Security and any Paid Time Off will not accrue at time of leave. Such leave shall be unpaid, except when the employee may elect to use any earned PTO.

Employees who are currently participants in the Employer's health benefit program and are called to active military duty, may purchase health coverage for up to 24 months under the COBRA program.

Reinstatement of work shall be in compliance with the federal USERRA and applicable laws.

SECTION 9.9: 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 9.10: 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 experience, or for the use to care for and /or assist a family member who has experienced domestic violence, sexual assault or stalking.

Leave under this provision shall be administered in accordance with RCW 49.76.

SECTION 9.11: UNPAID LEAVES OF ABSENCE

Employees may request a leave of absence without pay (other than Family Medical Leave) by presenting a written request to their immediate supervisor along with any supporting documentation. Requests for other unpaid leaves shall be made writing at least thirty (30) days in advance and will be considered on a case-by-case basis. Unpaid leave must be approved by the supervisor, Human Resources Director, and Executive Director. The decision to grant a leave of absence without pay shall be at the sole discretion of the Employer except that the Employer shall grant leave of absence without pay for the following reasons and maximum lengths of time:

Military and active-duty leave: as provided by state or federal law

Jury duty according to the policies of the Employer

Leaves of absence shall not be construed as a break in service. All leaves of absence will be without pay, except where leave is covered by accrued vacation or as provided by workers' compensation. Employees on leave shall retain their seniority.

The Employer will make a good faith effort to reinstate employees returning from an authorized leave of absence to their previous or similar assignment and schedule. An employee who fails to return to work within 3 working days of the expiration of a leave or has not obtained an extension of the leave prior to its expiration will be considered to have voluntarily terminated employment. Employees who fail to return to work after the expiration of a leave will receive written notice before termination.

While in unpaid leave status, approved by the Employer, a benefit-eligible employee may continue insurance encouraged under current COBRA regulations.

ARTICLE 10: EMPLOYMENT PRACTICES

SECTION 10.1: WORK RULES

The Employer may establish work rules necessary to manage employees' conduct at work. Work rules shall be reviewed with new employees who will sign a form provided by the Employer to confirm their understanding of the Employer's rules. The Employee Handbook will be made

available to all employees. The Employer will advise the Union of any proposed changes to the work rules 30 calendar days in advance. If the rule is a mandatory subject of bargaining, the Employer shall meet with the Union to negotiate the changes.

SECTION 10.2: STAFF MEETINGS AND COMMUNICATIONS

The Employer agrees to establish and maintain regular meetings between employees and their supervisors to review assignments and work schedules and any problems that might arise concerning the performance of their duties.

SECTION 10.3: PHYSICAL EXAMINATIONS AND INOCULATIONS

The Employer may require all employees to receive vaccinations against contagious diseases as recommended by state and federal health authorities. The Employer recognizes that there may be valid reasons for an Employee to be exempted from the vaccination requirement including medical or religious exemptions. In the event the Employer requires vaccinations of its employees, the Employer will notify the Union no less than thirty (30) days before the requirement date.

Physical examinations and vaccinations of employees required by the Employer shall be arranged for by the Employer on the employee's time at no cost to the employee.

SECTION 10.4: ANNUAL REVIEWS

Supervisors shall conduct Annual Performance Reviews on or around the employee's employment anniversary. The structure of performance reviews may be considered by Labor Management Committees. A copy of the employee's Annual Review shall be made available to the employee at the time of the conclusion of the evaluation. The employee shall be allowed to comment, in writing, if desired.

SECTION 10.5: JOB DESCRIPTIONS

The Employer will 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 in which they have been hired. Any modifications to a job description shall be reviewed with a Union representative prior to implementation to determine if they constitute a significant

change. If the changes are determined to be significant, the Employer shall meet with the Union to negotiate the changes.

In the event that employees are instructed by clients to perform duties outside the scope of care as defined by [WAC 388-106-0010](#), the Employer will provide support to employees through intervention with the client. This intervention may include phone conversations or scheduling and conducting house visits with the aim of ensuring clear understanding of the permissible tasks assigned to the employee.

There will be no negative repercussions for an employee who is required to perform duties outside of their regular job description which could lessen the capacity to the employee's primary responsibilities and workload.

SECTION 10.6: POSTING OF SCHEDULES

The Employer shall determine and post monthly work schedules by the twentieth (20th) of the month immediately preceding the month in which the schedule is effective. The Employer retains the right to adjust work schedules to maintain an efficient and orderly operation.

However, once the schedule is posted, both the Employer and the employees will attempt to adhere as closely as possible to the posted schedule. The Employer will in good faith give consideration to employee circumstances when changing work schedules or reassigning work. If the Employer is required to change the schedule after it has been posted, the employee and the Employer must mutually agree upon that change. There will be no repercussions for Employees who do not attend mandatory meetings scheduled by the Employer less than at least two weeks in advance.

SECTION 10.7: JOB POSTING AND VACANCIES

The Employer values internal promotion and the opportunity to provide career opportunities to existing employees within the organization. When a job opening occurs within the bargaining unit, the Employer will follow this procedure:

All vacant positions shall be posted in a designated place for all employees to read for a period of five (5) consecutive working days, excluding Saturday, Sunday and holidays, including

classification, location, shift, job description, and rate of pay. Lists of all job openings will be updated and posted weekly.

Before considering applications from employees outside the bargaining unit, the Employer shall consider applications from bargaining unit employees.

In selecting among qualified applicants, the Employer shall consider seniority and/or longevity and the employee's ability as follows:

In the case of lateral transfers, the employee with the greatest seniority shall be selected.

In the case of promotions, the employee with the greatest seniority shall be selected unless the ability of one of the applicants is appreciably superior to the others.

If the vacancy remains unfilled after the Employer has followed the procedures of 1, 2 and 3(a) and 3(b) and after the Employer has offered the position to any other employees who have claims to the position under provisions of this Agreement, the Employer may fill the vacancy from outside the bargaining unit.

If an applicant transfers into a new job classification and management determines, during their first forty-five (45) calendar days on the new job that they cannot satisfactorily perform the functions of the new job, he or she shall return to the former job without loss of seniority or other benefits.

To be considered for a job opening, an employee must complete an application and submit it to the Employer within the posting period. If the Employer is unable to transfer an employee to a vacant position due to patient care considerations, the position may be filled on a temporary basis and the employee will be notified in writing as to when the transfer will be expected to occur. All transfers will be made within ninety (90) days.

In the event the Employer requires job bidding to be online or by email exclusively, the Employer will make an onsite computer available to employees to make their bid. Temporary transfers between work sites or programs may occur occasionally for Adult Day Health staff, and must conform to the parties Agreement, attached in Appendix C.

SECTION 10.8: MUTUAL RESPECT

Employees and managers shall treat each other, and all others, with dignity and respect.

ARTICLE 11: HOURS OF WORK, OVERTIME AND ELECTRONIC VISIT VERIFICATION (EVV)

SECTION 11.1: NORMAL WORK PERIOD

A normal workweek shall be no more than forty (40) hours of work. The work week for payroll purposes and for determining overtime shall consist of seven (7) consecutive days beginning at 12:01 a.m. Saturday to Friday at midnight.

SECTION 11.2: MEAL AND REST PERIODS

Employees shall be allowed an unpaid meal period of at least thirty (30) minutes which commences at least two (2) hours after the start of the shift and not more than five (5) hours from the start of the shift. Meal periods shall be paid by the Employer when the employee is required to remain on duty on the premises or at a prescribed worksite in the interest of the Employer. No employee shall be required to work more than five (5) consecutive hours without a meal. Employees required to work through their meal periods shall be compensated for such time at regular or overtime rates as may be appropriate.

Employees shall be allowed a paid rest period of fifteen (15) minutes for each four (4) hours working time which may be taken intermittently. Break period shall be scheduled as near as possible to the midpoint of the work shift. Meal and rest periods shall be coordinated by a supervisor.

SECTION 11.3: OVERTIME

An employee who works in excess of forty (40) hours per week shall receive one and one-half (1.5X) times the employee's regular straight time hourly rate, including applicable differentials for those hours. Overtime must have prior supervisory approval.

SECTION 11.4: ELECTRONIC VISIT VERIFICATION (EVV) FOR HOME CARE

The Employer utilizes an Electronic Visit Verification ("EVV") system as required by the federal 21st Century Cures Act and Washington State law for Medicaid-funded home care services.

Employees are required to use the Employer's EVV system to record the precise location, start, and end time of each shift.

The Employer will provide training and support to ensure that employees understand how to use the EVV system.

ARTICLE 12: CLIENT RIGHTS AND CARE PLANS

The Employer and the Union are committed to quality care of clients and ensuring the comfort and individualized care needed by clients. It is the right of clients, in the privacy of their home, to choose the caregiver with whom they feel the most comfortable.

The Parties will uphold and support client rights. If a client wishes to change caregivers, for any reason, the Employer will respect the right of the client to do so. If a client chooses to change caregivers, the caregiver who is being unscheduled shall be eligible for another client(s) or equivalent hours as available. The Employer will make a good faith effort to provide support for a successful caregiving relationship, if in the judgment of Full Life Care supervisors the regularly scheduled caregiver might succeed with the client if either or both the client and/or caregiver is guided with some coaching. At the discretion of the parties, Full Life Care and the Union may explore through the Labor Management Committee methods of coaching, counseling or mediation to assist in the resolution of client/worker conflicts to help ensure consistent service delivery with minimal worker reassignment.

In order to help assure the best quality of care, and continuity of care, upon receiving assignment to a client, the supervisor will review with the employee a detailed care plan (service plan) designating what specific care is required for each particular assigned client. Home care aides are not authorized to make any changes to the care plan. If problems arise with a client's or employee's understanding of the care plan, the Employer will take all reasonable steps to assist the client and/or employee to understand and/or update (if applicable) the care plan. Any changes to client care plans will be reviewed with the assigned employee(s) and the appropriate supervisor, who shall identify and offer any further training needed by the employee(s) to meet the changed client need(s).

The Employer will make a good faith effort to follow-up with the employee after a new assignment to assess the employee's assignment, including compatibility, workplace environment, questions the employee may have about the client or the client's care plan and anything else which could improve quality care. Employees are always encouraged to contact their supervisor regarding client care issues. If the employee contacts a supervisor to raise concerns, the Employer will follow-up with the employee prior to that employee's next shift with the client.

ARTICLE 13: TRAVEL PROVISIONS

SECTION 13.1: TRAVEL PAY AND MILEAGE

- A. WINDSHIELD TIME:** Employees shall be paid at their regular rate of pay per hour, while traveling between assigned work locations or clients. Employees who use public transportation or ride share programs for travel between assigned work locations or clients shall be paid their regular rate of pay per hour, for a period of time not to exceed one (1) hour.
- B. MILEAGE REIMBURSEMENT:** Employees driving their own vehicles between assigned work locations and for authorized client errands shall be reimbursed for mileage at the IRS Standard Reimbursement rate. The Employer may set limits on the total number of miles in a month the Employee may be reimbursed for client errands, consistent with the Employer's contract(s) with the Area Agency on Aging, or Department of Social and Health Services regulations or contracting criteria. The number of miles reimbursable for travel between assigned clients shall not be limited. Employees will not be required to drive their vehicles for miles for which they are not reimbursed. Employees who use public transportation between assigned work locations or for authorized errands, shall be reimbursed for the cost of the fare associated with the actual trip, not to exceed the cost of a monthly bus pass. Ride share programs may be authorized on a case-by-case basis. If the ride share program is pre-approved by the Employer, the employee shall be reimbursed for the total cost of the fare associated with the trip. Employees shall be required to provide documentation of public transportation or ride share program costs.

C. DISPUTES ABOUT REIMBURSEMENT: The Employer reserves the right to use mapping software (e.g. Google Maps) to determine miles or drive time between assignments in instances where a significant variance in travel reimbursement claims are identified by the Employer. Employees who must use alternative routes (e.g. due to road closures or other verifiable reasons), must notify their supervisor by the end of their shift in order to be eligible for mileage reimbursement of the additional miles.

SECTION 13.2: INSURANCE AND DRIVER'S LICENSE

If an employee chooses to drive their personal vehicle during client assignments, or while on duty, the employee is required to maintain and carry a current driver's license and liability insurance. The Employer shall require proof of sufficient liability insurance for employees who choose to drive their own personal vehicles for client services or transportation between client assignments. The employee will provide current and updated copies of licenses and insurance each year. The Employer will endeavor to notify employees that they need to update their insurance or license on file upon expiration. Employees may be denied mileage reimbursement if the insurance and/or license documentation is not submitted prior to expiration.

SECTION 13.3: DOCUMENTATION OF EXPENSES

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

SECTION 13.4: MOVING VIOLATIONS/PARKING CITATIONS

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

ARTICLE 14: HOME CARE TRAINING AND CERTIFICATION

SECTION 14.1 TRAINING PARTNERSHIP

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

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

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

SECTION 14.2 CONTRIBUTIONS

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

MEDICAID-FUNDED HOURS WORKED

Effective July 1, 2025, the Employer shall contribute the Training Partnership Rate or fifty and one-half cents (\$0.505), whichever is higher, to the Partnership for each Medicaid-Funded Hour worked of which two and one-half cents (\$0.025) can be used to support the certification and testing benefit. Medicaid-Funded Hour(s) worked shall be defined as all hours worked by all employees covered by this Agreement in the Employer's in-home care program that are paid by Medicaid, excluding vacation hours, paid-time-off, and training hours.

Effective July 1, 2026, the Employer shall contribute the Training Partnership Rate or fifty-one and one-half cents (\$0.515), whichever is higher, to the Partnership for each Medicaid Funded Hour worked of which two and one-half cents (\$0.025) can be used to support the certification and testing benefit. Medicaid-Funded Hour(s) worked shall be defined as all hours worked by all employees covered by this Agreement in the Employer's in-home care program that are paid by

Medicaid, excluding vacation hours, paid-time-off, and training hours. The Employer agrees that all funds received by the Employer for purposes of training and certification will be provided to the Partnership.

NON-MEDICAID-FUNDED HOURS WORKED

Effective July 1, 2025, the Employer shall contribute the Training Partnership Rate or fifty and one-half cents (\$0.505), whichever is higher, to the Partnership for Non-Medicaid-Funded Hour worked of which two and one-half cents (\$0.025) can be used to support the certification and testing benefit. Non-Medicaid-Funded Hour(s) worked shall be defined as all hours worked by all employees covered by this Agreement in the Employer's in-home care program that are paid by a payor other than Medicaid, excluding vacation hours, paid-time off, and training hours.

Effective July 1, 2026, the Employer shall contribute the Training Partnership Rate or fifty-one and one-half cents (\$0.515), whichever is higher, to the Partnership for each Medicaid Funded Hour worked of which two and one-half cents (\$0.025) can be used to support the certification and testing benefit. Medicaid-Funded Hour(s) worked shall be defined as all hours worked by all employees covered by this Agreement in the Employer's in-home care program that are paid by Medicaid, excluding vacation hours, paid-time-off, and training hours.

Contributions required by this provision shall be made periodically as required by the partnership.

SECTION 14.3 ADVANCED TRAINING

The Parties agree to participate in a new advanced skills training track designed for agency workers who support clients who have heavy personal care needs or experience behaviors of significant frequency and intensity based on criteria to be established by the Employer.

Participation in Advanced Training shall be established by criteria set by the Labor Management Committee. The criteria may take into account seniority and other factors that would indicate a client or worker who would benefit from advanced training.

If necessary, the Training Partnership may establish criteria for prioritizing available classroom slots.

To participate in the advanced skills training track, providers:

- a. Must be an agency provider with (i) a valid Home Care Aide certification or (ii) exempt from certification under [RCW 18.88B.041 \(1\)\(a\)\(i\)\(A\)](#) or (iii) [RCW 18.88B.041 \(1\)\(a\)\(i\)\(B\)](#); and has completed seventy (70) hour basic training, or be nurse delegated or have completed the advanced training provided by the Training Partnership prior to 2016; and
- b. Must meet any other criteria established by the LMC.

SECTION 14.4: TRUST AGREEMENT

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

SECTION 14.5: OTHER PROGRAMS TRAINING

The Employer will provide up to ten (10) hours of paid training per calendar year to employees who express a desire to enhance and expand their professional knowledge and skills. Such training opportunities will be arranged by the Employer upon a written request from the employee.

ARTICLE 15: HIRING RATES, WAGES AND DIFFERENTIALS

SECTION 15.1: HOME CARE ASSISTANTS

Home Care Assistants covered by this Agreement shall be compensated according to the provisions of this article and wage schedules set forth in Appendix "A" to this Agreement.

SECTION 15.2: PRIVATE PAY

Home Care Assistants providing services to Private Pay clients will be paid their regular rate of pay including differentials. Except in the case of the Downtown Emergency Service Center (DESC), the special DESC wage rate in section 15.12 would apply.

Effective January 1, 2025, and annually thereafter, the rate shall be adjusted to reflect the Seattle minimum wage.

SECTION 15.3: WAGE PROGRESSION AND EMPLOYEE TRANSFER

Employees shall advance along the wage scale based upon hours of service with the Employer including any credit in sections 15.5, 15.6 and in accordance with Appendix A. An employee's total career hours with Full Life Care (actual and/or imputed) shall be itemized and labeled as such on the employee's paystub.

If an employee in the Adult Day Health program becomes a Home Care Assistant, their Cumulative Career Hours and credentials will be honored in accordance with Appendix A.

SECTION 15.4: PLACEMENT OF NEW AND RETURNING EMPLOYEES ON THE WAGE SCALE/PROFESSIONAL CREDIT

All new and returning employees shall be placed on the wage scale schedule set forth in Appendix A at the step appropriate to their verifiable experience as home care workers (for example, a new employee with between 8,001 and 10,000 hours of verifiable experience as a home care aide would be placed on Step 5 of the wage scale upon hire). An employee will provide evidence of previous work-hours, trainings, and licenses within ninety (90) days of their date of hire.

SECTION 15.5: PEER MENTORSHIP

Home care aides who have completed the 12-hour Peer Mentorship program offered by the Training Partnership will be paid a wage differential of ten cents per hour (\$0.10/hr) in addition to their regular rate of pay for all hours worked.

SECTION 15.6: ADVANCED TRAINING DIFFERENTIAL

A. ADVANCED TRAINING DIFFERENTIAL (Completed Before February 2017)

Home care aides who have completed the Advanced Training program operated by the Training Partnership will be paid a wage differential of twenty-five cents per hour (\$0.25/hr). The Employer will continue to honor Advanced Training completed prior to February 2017 at the time of hire for new employees with verification from the employee or the Training Partnership.

B. ADVANCED TRAINING DIFFERENTIAL

Employees who complete the Advanced Training (set forth in the Training Partnership Curriculum), as referenced in Article 14: Home Care Training and Certification, shall receive a differential of fifty cents (\$0.50) in addition to their hourly rate and other applicable differentials. Employees assigned by the Employer to receive Advanced Training will meet criteria set forth in Article 14.

Employees participating in Advanced Training will be paid their regular hourly rate of pay by the Employer for all hours of training. It is the intent of the Employer to work with the Union on maximizing the number of workers that can be paid an Advanced Training differential.

The Employer will honor completed Advanced Training at the time of hire for new employees with verification from the employee or the Training Partnership.

SECTION 15.7: HOME CARE AIDE CERTIFICATION/CNA DIFFERENTIAL

Employees who are certified Home Care Aides (HCA's) or who hold and submit a valid Certified Nurses Assistant (CNA) license or higher medical license shall receive a twenty-five cent per hour (\$0.25/hr) differential.

SECTION 15.8: NURSE DELEGATION

Any employee who has a nurse delegation certification shall receive a differential of seventy-five cents (\$0.75) per hour, which will only apply to hours worked for a client that requires nurse delegation after a certified nurse has completed a full delegation of duties to the employee with the required credentials.

No employee shall be asked to perform a nurse-delegated task prior to being fully delegated by a certified nurse.

SECTION 15.9: DIFFERENTIAL FOR EXTRAORDINARY CARE

The Employer shall pay an additional hourly wage differential of one dollar and fifteen cents (\$1.15) per hour to employees assigned to clients with extraordinary challenges or barriers to care.

Examples include but are not limited to:

- Shifts between 9pm and 7am
- Total Assist for Transfer or Toileting
- Difficult Behaviors
- Extreme clutter
- Mentoring or being shadowed by another employee for the purposes of training
- Shifts occurring at difficult times or in difficult geographic areas to staff

Such a wage differential shall be paid only for those hours spent serving the identified client, not for all hours worked. The Employer may use criteria it deems necessary to determine which clients shall be identified as having extraordinary care needs. This differential will not stack upon itself and would be inclusive of multiple extraordinary care needs.

Effective July 1, 2026, the Extraordinary Care differential will be increased to one dollar and thirty cents (\$1.30). All other provisions of this Section remain in effect.

SECTION 15.10: MENTOR, PRECEPTOR OR TRAINER PAY DIFFERENTIAL

Employees who serve as peer mentors will receive a twenty-cent per hour (\$0.20/hr) wage differential for all home care hours served.

SECTION 15.11: CHORE WORK ASSIGNMENT

No employee shall be required to perform services related to the Chore Work program. An employee who chooses to accept a Chore Work assignment shall be paid their Home Care hourly wage. An employee is not required to have a license or complete continuing education to be eligible to work in the Chore Work program and shall not provide personal care to any Chore Work clients. Employees who are assigned to perform Chore Work services will not receive pay differentials while doing chore work, but will be entitled to pay differentials while working with standard home care clients.

SECTION 15.12: SPECIAL ASSIGNMENT DIFFERENTIAL

The Employer, when working with community partners and local care authorities to provide specialized services, may in its discretion, pay employees an additional hourly wage differential

beyond the extraordinary care rate. Any differential paid will be consistent for all employees regardless of tenure, and will be offered to all relevant employees to ensure equal opportunity.

Such wage differentials shall be paid only for those hours spent serving the identified client/entity, not for all hours worked. The Employer may use criteria it deems necessary to determine which assignments shall be identified as being a Special Assignment. This differential will not stack upon itself, but will stack upon other applicable differentials.

The Employer will notify the Union of the amount of the Special Assignment Differentials as soon as possible and will track its use for the duration of this Agreement, and upon request of the Union, the Employer and the Union will discuss such Special Assignment Differentials for the sole purpose of clarifying any qualifications or requirements.

SECTION 15.13: CLIENT/SERVICE INACCESSIBLE PAY

If an employee is unable to provide service to a client due to the client's failure to answer the door, or if the client is not home, the employee shall notify the Employer by telephone immediately. If the Employer is unable to provide a substitute assignment, the employee shall be paid at the base hourly wage rate for one (1) hour show-up-no access pay. Employees may elect to use their PTO to replace and/or supplement for missed hours of work in cases when the Employer was unable to provide a substitute assignment. If failure to answer the door occurs with the same client two (2) times, the employee may request reassignment.

If an employee arrives at a scheduled shift but is sent home during the shift by the client because services are no longer needed, the employee shall be offered a substitute assignment or the employee may elect to use PTO to cover the remaining scheduled hours. The employee may be paid for one (1) additional hour at their base hourly wage at the discretion of the Employer.

SECTION 15.14: STACKING DIFFERENTIALS

Employees shall receive all differentials for which they qualify, and such differentials shall stack. HCA and CNA Certification differentials shall not stack.

SECTION 15.15: ADULT DAY HEALTH PROGRAM ASSISTANT CONTINGENCY

In the event that the Adult Day Health (ADH) Program is understaffed due to unexpected employee absences and is unable to maintain the required staffing ratio to provide services to clients, Adult Day Health may request a Home Care Assistant to voluntarily substitute for an absent Adult Day Health Program Assistant. The Home Care Assistant will be paid at their regular Home Care rate as defined in Appendix A. The Employer shall maintain a voluntary pool of HCAs who are interested in being considered for ADH substitution opportunities. The pool of workers must be oriented to the facilities and be trained on how to safely and appropriately use ADH equipment prior to beginning any assignments. No employee shall be retaliated against or pressured for declining a request to substitute.

To ensure continuity and quality of care, at no point shall the Adult Day Health (ADH) program be staffed exclusively by substitute Home Care Assistants (HCAs) during any shift. At least one regularly assigned or permanent staff member shall be present on-site during all operating hours. Substitute HCAs shall have access to the same training resources and materials provided to permanent staff in order to ensure safe and consistent service.

If a substitute HCA is assigned to assist with lifting, they may assist with but must not act as the lead operator.

Upon request, the Employer shall provide the Union with quarterly data on the frequency and duration of ADH substitution assignments performed by HCAs. The Union and Employer agree to review this provision at the LMC to evaluate its effectiveness and address any concerns.

SECTION 15.16: ADULT DAY PROGRAMS

Employees in Adult Day Programs covered by this Agreement shall be compensated according to the provisions of this article and wage ranges set forth in Appendix "B" to this Agreement. Employees may be hired at a rate on the basis of their relevant experience, provided by the Employer upon hire. No newly hired employee will be hired at a rate which is higher than an incumbent employee who has the same experience. If it is considered necessary to hire an employee at a rate that exceeds their experience, incumbent employees with the same or greater experience will have their rate adjusted upwards to meet or exceed the rate of the

newly hired employee. Upon ratification of this agreement, employees will have their rate adjusted to the appropriate rate of the wage range based on their years of service and/or experience.

Employees will be paid at no less than the midpoint of their classification pay range, if they have been employed in the classification with the Employer for at least four (4) years and at the top of the classification range after at least nine (9) years in the classification.

All Adult Day Programs employees will receive an increase on their anniversary of three percent (3%).

SECTION 15.17: NEW HIRES AND EMPLOYEE TRANSFER

If a new employee is hired at a higher hourly wage between base and mid ranges than other employees previously hired with equal level of experience, the Employer must increase the previously hired employees' hourly wage to match the newly hired employee. Level of experience is defined for 1) the new hire - by years of experience in a similar job classification in a similar setting; for 2) previously hired employees – by years of experience with the Employer added to years of experience in a similar job classification acquired prior to the employment with the Employer. Years of previous experience for new hires will be verified by the Employer prior to hire. The Employer shall not hire new employees above mid-range without discussing first with the Union.

If an employee in the Home Care program transfers to a represented Adult Day Health position, their Cumulative Career Hours will be used to determine wage classification in accordance with Appendix B. Career hours in a Home Care setting will count towards experience and seniority as defined in Article 7: Seniority, Layoff, and Low Census, and Article 15.16 Adult Day Programs.

SECTION 15.18: LEAD PAY

The Employer may temporarily assign an employee lead responsibilities. Such employee shall be compensated the lead premium rate of one dollar (\$1.00) per hour in addition to their regular rate of pay for all hours worked as "Lead Person". Lead assignment shall be based upon the complexity of the job responsibility. When assigning a lead rate of pay, the Employer will notify the Union of the assignment.

SECTION 15.19: TEMPORARY ASSIGNMENT TO A HIGHER PAID POSITION

An employee assigned to work in a higher paid position for one (1) day or longer shall be compensated in the equivalent range of the higher position.

ARTICLE 16: PAID TIME OFF AND HOLIDAY

SECTION 16.1: HOME CARE ACCRUAL

Effective July 1, 2025, all Homecare employees will accrue PTO at one (1) hour for every twenty (20) hours worked. PTO hours can accumulate up to one-hundred and forty (140).

Effective January 1, 2027, all Homecare employees will accrue PTO at one (1) hour for every seventeen hours and twenty minutes (17.33 hours) worked. PTO hours can accumulate up to one-hundred and forty (140).

SECTION 16.2: ADULT DAY HEALTH PROGRAMS ACCRUAL

Paid Time Off (PTO) benefits shall be earned by the Adult Day Health employees represented in this agreement based upon their length and status of employment. The accrual rates start at the beginning of the pay period in which the employment anniversary falls. Regular full-time Adult Day Health employees who work no less than twenty (20) hours per week will accrue PTO at the following rates:

Length of Employment	Hourly Accrual	Days per Year
Up to one year	.104 hours	27
1-1.99 Year	.119 hours	31
2-2.99 Years	.123 hours	32
3-3.99 Years	.127 hours	33
4-4.99 Years	.131 hours	34
5-5.99 Years	.135 hours	35
6-6.99 Years	.138 hours	36

7+ Years	.142 hours	37
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*Based on full-time (40 hours per week) employment. These numbers will be pro-rated for Adult Day Health employees working less than 40 hours per week. Maximum PTO hours a regular fulltime employee may have on record is 130 hours.

Regular part-time Adult Day Health employees who work less than twenty- (20) hours per week shall accrue one (1) hour of PTO for every twenty-five (25) hours worked. Maximum PTO hours a regular part-time employee may have on record is 100 hours.

SECTION 16.3: PTO SCHEDULING

PTO schedules shall be established taking into account the wishes of the employees and the needs of the Employer.

Requests for PTO will be considered on a first-come-first-served basis. Where there is a conflict in choice of vacation time among employees, seniority shall prevail. All requests for PTO must be approved by the supervisor of the work site and/or administration prior to becoming effective. Employees will be notified in writing as soon as feasible but no later than within four (4) business days after the request is submitted as to whether the PTO is granted. Reasonable effort will be made by the Employer to approve requests for PTO.

Adult Day Health: To provide a fair method of allowing ADH employees to schedule PTO during the traditional winter holiday season, PTO will be scheduled as follows:

- a) No employee will be granted the same holiday off two (2) years in a row.
- b) No employee will be granted two (2) consecutive holidays off in a row (for example: an employee may request time off at Christmas every even year and the same employee may request time off at Thanksgiving every odd year).
- c) Conditions listed in a) and b) may be nullified if agreed to by all affected staff in a specific site.
- d) Each employee will be guaranteed no less than one (1) of the above holidays off, except in extreme circumstances beyond the Employer's control.

Paid Time Off can be taken in 1-hour increments.

SECTION 16.4: PTO CASH OUT

Full-time and part-time employees, who complete twelve (12) months of service, upon voluntary termination of employment are eligible to cash out maximum of 80 hours of earned, unused Paid Time Off, provided they submit two (2) weeks' written notice.

Employees with less than twelve (12) months of full-time or part-time services are not eligible for PTO cash out.

All accrued and unused PTO will be paid out at 100% at separation of employment due to:

Retirement at the standard retirement age;

Permanent Disability which is diagnosed by a health care provider as long-term or permanent, which renders employee unable to perform the essential functions of the position and which cannot be reasonably accommodated;

Reduction in force (including layoffs);

Employee's death.

Home Care Aides may also utilize accrued PTO hours to maintain healthcare eligibility.

SECTION 16.5: HOLIDAYS

Full Life Care observes the following holidays:

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day (last Thursday in November)

Christmas FLC Adult Day Health observes the following additional holidays:

The Friday after Thanksgiving Day (Last Friday in November)

Christmas Eve

SECTION 16.6: WORK ON HOLIDAYS AND HOLIDAY PAY

Home Care

Home care employees may work on a Holiday only with prior authorization by the Employer.

Home care employees who are required to work on a holiday will be compensated time and a half of their hourly rate of pay. Home care aides who are not authorized to work may make up the hours during the month, so long as it does not result in overtime, unless authorized.

SECTION 16.7: USE OF PTO FOR RECOGNIZED HOLIDAYS

Employees have the option of taking an unpaid day (and saving their PTO until a later date) in lieu of any recognized holiday. Employees who choose to use PTO for the recognized holidays must notify their supervisor and/or administration in writing seven (7) calendar days in advance of the holiday. In the absence of a written request from an employee any of the above listed holidays shall not be covered by PTO, unless an employee was required to work.

SECTION 16.8: EXTENDED SICK LEAVE

Full-time employees also accrue Extended Sick Leave at .023 hours for each hour worked (about 6 days per year for a full-time employee). No more than 500 hours of Extended Sick Leave may be accrued. Extended Sick Leave hours are for absences of more than 3 consecutive work days (prorated for part time employees) due to:

- a. Employee's own illness
- b. Illness of a family member (partner/spouse, child or parent, parent-in-law or grandparent)
- c. Maternity/paternity leave, the birth or placement through adoption or foster care of a child
- d. Absences due to job-related injuries
- e. To prepare for, or participate in, any judicial or administrative immigration proceeding involving the employee or employee's family member.

The initial 3 consecutive work days must be claimed as PTO. If an employee does not have enough PTO hours to cover for the initial 3 consecutive days, the first three days' time off must be without pay.

Extended Sick Leave hours may be used for time missed due to on-the-job injury and for follow up medical appointments that are directly related to treating the injury, only if employee was not awarded L&I payments for the injury. Employees must contact Human Resources for approval. To apply Extended Sick Leave to those absences, the employee must cooperate in developing and following a return-to-work plan. The return-to-work plan is created with input from employee, supervisor, Human Resources Director, and in consultation with the employee's physician. If an employee fails to comply with the plan, time away from work will be covered by Paid Time Off or be without pay if no PTO hours are available.

Extended Sick Leave can be accessed immediately in the following circumstances:

From the first day of employee's hospitalization, or outpatient surgical procedure where moderate sedation is used.

To request Extended Sick Leave hours, employees must complete Extended Sick Leave Request" form in the event of illness or injury in excess of three (3) working days in duration, the Employer may require doctor's verification. If the number of hours of absence due to illness exceeds the amount of accrued Extended Sick Leave, employees are required to use Paid Time Off and then take the additional time without pay. Employees may qualify for Paid Family Medical Leave.

When employees are absent due to planned Paid Time Off, Extended Sick Leave is not applicable, except in cases of FMLA or PFML.

Extended Sick leave is not paid at the time of termination.

A regular full-time or part-time employee who is injured on the job and who after treatment for the injury is directed by a licensed medical doctor or by a hospital not to continue to work shall be paid straight-time pay for any hours the employee was scheduled to work on the day on which the injury occurred, which shall not be charged to his PTO or Extended Sick Leave.

ARTICLE 17: SECURE RETIREMENT BENEFITS

SECTION 17.1: PARTICIPATING IN A DEFINED CONTRIBUTION RETIREMENT BENEFIT TRUST

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

SECTION 17.2: CONTRIBUTIONS TO RETIREMENT TRUST

The hourly contribution rate to the Retirement Trust shall be the hourly contribution rate established by the Individual Provider Collective Bargaining Agreement in effect at the time the hours are worked. (Hereinafter the “Retirement Rate”). If the Retirement Rate is reduced during the life of the Agreement, the parties shall re-open the Agreement solely for the purpose of renegotiating this Section 17.2.

A. MEDICAID-FUNDED HOURS WORKED (HOME CARE)

Effective July 1, 2025, the Employer shall contribute the Retirement Rate or the following, whichever is higher for each category of career cumulative hours applicable, to the Retirement Trust for each Medicaid-Funded Hour worked by all home care workers covered by this Agreement: (i) one dollar and twenty cents (\$1.20) per Medicaid-Funded hour worked by all home care workers covered by this Agreement with six-thousand and one (6001) or more career cumulative hours; (ii) eighty cents (\$0.80) for each Medicaid-Funded Hour worked by all home care workers covered by this Agreement with seven-hundred and one (701) or more cumulative career hours and (iii) fifty cents (\$0.50) for each Medicaid-Funded hour worked by all home care workers covered by this Agreement with less than seven-hundred one (701) cumulative career hours. Medicaid-Funded Hour(s) worked shall be defined as all hours worked by all employees covered by this Agreement in the Employer's in-home care program that are paid by Medicaid, excluding vacation hours, paid-time off hours, and training hours.

Effective, July 1, 2026, the Employer shall contribute the Retirement Rate or the following, whichever is higher for each category of career cumulative hours applicable, to the Retirement Trust for each Medicaid Funded Hour worked by all home care workers covered by this

Agreement: (i) one dollar and sixty-five cents (\$1.65) per Medicaid Funded hour worked by all home care workers covered by the Agreement with eight thousand one (8,001) or more cumulative career hours, (ii) eighty cents (\$.80) per Medicaid Funded hour worked by all home care workers covered by this Agreement with seven-hundred one (701) up to but not including eight thousand and one (8001) cumulative career hours and (iii) fifty cents (\$.50) per Medicaid Funded hour worked by all home care workers covered by this Agreement with less than seven-hundred one (701) cumulative career hours.

B. NON-MEDICAID-FUNDED HOURS WORKED (HOME CARE)

Effective July 1, 2025, the Employer shall contribute the Retirement Rate or the following, whichever is higher for each category of career cumulative hours applicable, to the Retirement Trust for each Non-Medicaid Funded Hour worked by all home care workers covered by this Agreement: (i) one dollar and twenty cents (\$1.20) per Non-Medicaid Funded hour worked by all home care workers covered by this Agreement with six-thousand and one (6001) or more career cumulative hours; (ii) eighty cents (\$.80) for each Non-Medicaid Funded Hour worked by all home care workers covered by this Agreement with seven-hundred and one (701) or more cumulative career hours and (iii) fifty cents (\$.50) for each Non-Medicaid Funded hour worked by all home care workers covered by this Agreement with less than seven-hundred one (701) cumulative career hours. Non-Medicaid-Funded Hour(s) worked shall be defined as all hours worked by all employees covered by this Agreement in the Employer's in-home care program that are paid by a payor other than Medicaid, excluding vacation hours, paid-time off, and training hours.

Effective, July 1, 2026, the Employer shall contribute to the Retirement Rate or the following, whichever is higher for each category of career cumulative hours applicable, to the Retirement Trust for each Non Medicaid Funded Hour worked by all home care workers covered by this Agreement: (i) one dollar and sixty-five cents (\$1.65) per Non Medicaid Funded hour worked by all home care workers covered by the Agreement with eight thousand one (8,001) or more cumulative career hours, (ii) eighty cents (\$.80) per Non Medicaid Funded hour worked by all home care workers covered by this Agreement with seven-hundred one (701) up to but not including eight thousand and one (8001) cumulative career hours and (iii) fifty cents (\$.50) per

Non Medicaid Funded hour worked by all home care workers covered by this Agreement with less than seven-hundred one (701) cumulative career hours.

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

C. MEDICAID-FUNDED HOURS WORKED (ADULT DAY HEALTH)

Effective January 1, 2025, the Employer shall contribute the Retirement Rate or the following, whichever is higher for each category of career cumulative hours applicable, to the Retirement Trust for each Medicaid-Funded Hour worked by all Adult Day Health workers covered by this Agreement: (i) one dollar and twenty cents (\$1.20) per Medicaid-Funded hour worked by all Adult Day Health workers covered by this Agreement with six-thousand and one (6001) or more career cumulative hours; (ii) or eighty cents (\$0.80) for each Medicaid-Funded Hour worked by all Adult Day Health workers covered by this Agreement with seven-hundred and one (701) or more cumulative career hours and (iii) fifty cents (\$0.50) for each Medicaid Funded hour worked by all Adult Day Health workers covered by this Agreement with less than seven-hundred one (701) cumulative career hours.

Effective July 1, 2026, the Employer shall contribute the Retirement Rate or the following, whichever is higher for each category of career cumulative hours applicable, to the Retirement Trust for each Medicaid-Funded Hour worked by all Adult Day Health workers covered by this Agreement: (i) one dollar and sixty-five cents (\$1.65) per Medicaid-Funded hour worked by all home care workers covered by this Agreement with six-thousand and one (6001) or more career cumulative hours; (ii) eighty cents (\$0.80) for each Medicaid-Funded Hour worked by all Adult Day Health workers covered by this Agreement with seven-hundred and one (701) or more cumulative career hours and (iii) fifty cents (\$0.50) for each Medicaid-Funded hour worked by all Adult Day Health workers covered by this Agreement with less than seven-hundred one (701) cumulative career hours. Medicaid-Funded Hour(s) worked shall be defined as all hours worked by all employees covered by this Agreement in the Employer's Adult Day Health program that are paid by Medicaid, excluding vacation hours, paid-time off hours, and training hours.

Medicaid-Funded Hour(s) worked shall be defined as all hours worked by all employees covered by this Agreement in the Employer's Adult Day Health care program that are paid by Medicaid, excluding vacation hours, paid-time off hours, and training hours.

D. NON-MEDICAID-FUNDED HOURS WORKED (ADULT DAY HEALTH)

Effective January 1, 2025, the Employer shall contribute the Retirement Rate or the following, whichever is higher for each category of career cumulative hours applicable, to the Retirement Trust for Each Non-Medicaid-Funded hour worked by Adult Day Health workers covered by this Agreement: (i) one dollar and twenty cents (\$1.20) per Non-Medicaid Funded Hour worked by all Adult Day Health workers covered by this Agreement with six thousand and one (6001) or more cumulative career hours, (ii) eighty cents (\$0.80) for each Non-Medicaid-Funded hour worked by all Adult Day Health workers covered by this Agreement with seven-hundred and one (701) or more cumulative career hours and (iii) fifty cents (\$0.50) for each hour worked by all Adult Day Health workers covered by this Agreement with less than seven-hundred and one (701) cumulative career hours. Non-Medicaid-Funded Hour(s) worked shall be defined as all hours worked by all employees covered by this Agreement in the Employer's Adult Day Health program that are paid by a payor other than Medicaid, excluding vacation hours, paid-time off, and training hours.

Effective July 1, 2026, the Employer shall contribute the Retirement Rate or the following, whichever is higher for each category of career cumulative hours applicable, to the Retirement Trust for each Non-Medicaid Funded Hour worked by all Adult Day Health workers covered by this Agreement: (i) one dollar and sixty-five cents (\$1.65) per Non-Medicaid Funded hour worked by all Adult Day Health workers covered by this Agreement with six-thousand and one (6001) or more career cumulative hours; (ii) eighty cents (\$0.80) for each Non-Medicaid Funded Hour worked by all Adult Day Health workers covered by this Agreement with seven-hundred and one (701) or more cumulative career hours and (iii) fifty cents (\$0.50) for each Non-Medicaid Funded hour worked by all Adult Day Health workers covered by this Agreement with less than seven-hundred one (701) cumulative career hours. Non-Medicaid-Funded Hour(s) worked shall be defined as all hours worked by all employees covered by this Agreement in

the Employer's Adult Day Health care program that are paid by a payor other than Medicaid, excluding vacation hours, paid-time off, and training hours.

Non-Medicaid Funded Hour(s) worked shall be defined as all hours worked by all employees covered by this Agreement in the Employer's Adult Day Health program that are paid by a payor other than Medicaid, excluding vacation hours, paid-time off hours, and training hours.

Contributions required by this Section 17.2 shall be paid periodically as required by the Trust.

The Employer will provide to the Trust a report matching the In-Home Care program report with the same information about its employees, and on the same schedule as the In-Home Care report.

SECTION 17.3: EMPLOYEE TRANSFER

Full Life Care Employees: If an employee employed by the Employer in the In-Home Care program becomes an Adult Day Health worker, or vice versa, their Cumulative Career Hours will be honored for the purpose of the contribution amount.

Other In-Home Care Agencies: If a newly hired employee in the Employer's Adult Day Health program previously worked as a home care worker at another participating home care agency, the contribution made by the Employer will be the initial contribution rate (i.e., a new employee, or the 0-700 step).

If a newly hired employee in the Employer's Home Care program previously worked as a home care worker at another participating home care agency, the contribution made by the Employer will be consistent with the employee's cumulative career hours.

SECTION 17.4: TRUST AGREEMENT

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

ARTICLE 18: HEALTH BENEFITS

Employees regularly scheduled to work at least eighty hours per month in Home Care and eighty (80) hours per month in Adult Day Health, and who successfully complete their benefit eligibility waiting period, are eligible to participate in the Employer sponsored medical and dental plans.

The Employer will pay the full cost of medical premiums for Home Care Workers.

Employees in the Adult Day Health program will contribute an amount not to exceed \$35.00 per month of the cost of Employer-paid medical coverage from July 1, 2025 – June 30, 2027.

Employees may add their spouse/domestic partner or dependent children to the benefit plans that they themselves are enrolled on.

The employee is responsible for paying the full cost (100%) for those dependents. There will be no significant change to the medical plan for the duration of this Agreement.

The Employer and the Union are committed to exploring through the SEIU Healthcare 775 NW Health Benefits Trust a healthcare plan that will provide better coverage and reduce cost for both employees and the Employer.

ARTICLE 19: WORKER'S COMPENSATION

All employees shall be covered by Washington State Industrial Insurance or comparable insurance. The premium for this coverage shall be paid the Employer. An employee who qualifies for benefits under Washington State Industrial Insurance due to an on-the-job injury, and who returns to work within six (6) months of the date that the employee was injured on the job, shall be reinstated to their prior position or one of like status and the appropriate wage rate without loss of seniority, wage and accrued benefits. Prior to the employee returning from a health leave due to an on-the-job injury, the Employer will require a statement from a licensed health care provider attesting to the employee's capability to perform the work required of the position.

The Employer will be bound to the Family Medical Leave Act (FMLA) in maintaining an employee's healthcare insurance coverage during such leave and not exceeding.

Extended Sick Leave hours may be used for time missed due to on-the-job injury and for follow up medical appointments that are directly related to treating the injury, if employee was not awarded L&I payments for the injury, or to make up the difference between what was paid by L&I and what the employee would have earned if working their regular schedule.

ARTICLE 20: HEALTH AND SAFETY

SECTION 20.1: RIGHT TO SAFE WORKING CONDITIONS

The Employer agrees to comply with all federal, state, and local laws to provide working conditions that are safe. The Employer will maintain safety and health rules. Home Care workers are not be required to climb ladders for a client, and should consult with their supervisor if asked to perform a task that could be considered unsafe.

Consistent with applicable laws, employees will be notified immediately when the Employer knows that such employees may come into contact with clients who have a contagious infection or an active communicable disease that poses a potential risk to the employees. Appropriate training about precautionary measures will be provided in a timely manner.

No employee is required to work in any situation that would threaten or endanger their health or safety. Such situation include: bodily harm to the employee, threatening animals, fire hazards, threatening people in or around the client's residence, abusive behavior of the client or persons in the household to the employee, sexual harassment of the employee by the client or persons in the household to the employee; or any other situations that would be a threat to the employee's health or safety.

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

Facilities maintain intercom or other facility-wide communications systems so that employees may call for assistance if necessary.

The Employer shall comply with all requirements under SB 6205, including:

- A. The Employer shall develop a comprehensive written policy concerning how the Employer shall address instances of discrimination, abusive conduct, and challenging behavior and work to resolve issues impacting the provision of personal care, and the policy must include stated permission and a process for allowing workers to leave situations where they feel their safety is at immediate risk. This process must include a requirement to notify the Employer and applicable third parties as soon as possible. The policy shall be available in English, and the top three languages spoken by the long-term workers in the State.
- B. The Employer may not terminate an employee, reduce the pay of an employee, or not offer future assignments to an employee for requesting reassignment due to alleged discrimination, abusive conduct, or challenging behavior.
- C. The Employer must inform an employee of instances of discrimination and abusive conduct occurring in or around the client's home care setting prior to assigning the employee to that client, and throughout the duration of service, if those instances are:
 - I. Documented by the Employer; or
 - II. Documented by a third party and communicated to the Employer.
- D. The Employer must inform an employee of a client's challenging behavior prior to assigning the employee to said client if it is documented:
 - I. In the client's care plan;
 - II. By the Employer; or
 - III. By a third party and communicated to the Employer.
- E. The Employer must keep a record of any reported incidents of discrimination or abusive conduct experienced by an employee during the provision of paid personal care services. The records must be kept for at least five years following the reported act.
- F. The Employer must provide a list of resources about discrimination and harassment for employees to utilize. At a minimum, the resources must include contact information of the equal employment opportunity commission, the Washington State Human Rights

Commission, and local advocacy groups focused on preventing harassment and discrimination and providing support for survivors.

SECTION 20.2: IMMINENT DANGER TO HOME CARE WORKER

Any employee who believes in good faith that their health and/or safety is in imminent danger at an assigned work location may leave that location immediately and contact a supervisor, before or after calling 9-1-1 as determined by the employee. If the employee believes the client may be in danger, the employee should call 9-1-1 or other emergency services before calling their supervisor. If, after review and investigation of the incident giving rise to the belief of imminent danger it is determined that the employee acted reasonably and promptly reported the incident to their supervisor, the employee shall be paid for their entire scheduled assignment, including all travel time and travel miles (except errands not performed) they would have been paid had the assignment been completed as scheduled. If the employee no longer serves the client, the Employer shall make reasonable attempts to reassign the employee to another client in a timely manner.

If the Employer continues to serve the client, the Employer will advise any future employee of any information related to an incident that would be relevant to the employee's safety before the employee is required to begin the assignment, in accordance with the Long-Term Workers Law, RCW 49.95 et seq, and per the Employer's policies.

SECTION 20.3: SAFETY EQUIPMENT AND PERSONAL PROTECTIVE EQUIPMENT SUPPLIES

No employee is required to provide safety equipment, supplies, or protective garments, including, but not limited to gloves and/or masks, to perform any task for a client at their own expense. The Employer shall provide both latex-free and powder-free options for gloves, and will dispense the gloves in such a manner as to safeguard the sterile conditions. Employees may choose to decline work in settings that may adversely affect their health, respiratory or otherwise without fear of retaliation. If available, substitute shifts are available, the Employer will offer substitute assignments. If such a situation arises where there are insufficient supplies or materials, the employee will report the situation immediately to their supervisor.

SECTION 20.4: CLEANING EQUIPMENT AND SUPPLIES

No employee shall be required to provide at the employee's own expense cleaning equipment, supplies, or protective garments to perform any task for a client. If such a situation arises where there are insufficient supplies or cleaning materials, the employee will report the situation immediately to their supervisor. Employees will be reimbursed for approved purchases of cleaning equipment and supplies.

SECTION 20.5: VACCINATIONS

The Employer shall endeavor to provide a cost-effective way to offer Hepatitis A and B vaccinations, COVID-19, and influenza (flu) shots to all employees who request them, at no cost to the employee.

The Employer will offer treatment at no cost to the employee for workplace exposure to Hepatitis infections in accordance with the Centers for Disease control and Prevention (CDC) guidelines.

SECTION 20.6: SAFETY COMMITTEE

There shall be a joint Safety Committee, consistent with applicable state and/or federal laws. The Union may designate up to five (5) members of the bargaining unit to serve on the Safety Committee.

The committee shall meet to create a plan, and consider, inspect, investigate, and review health and safety conditions and practices, investigate accidents, and to make constructive recommendations including but not limited to the formation of changes to eliminate unhealthy and unsafe conditions and practices and to improve existing health and safety conditions and practices.

The time consumed on committee work by committee members designated by the Union shall be considered hours worked and be paid the appropriate rate by the Employer. Such paid leave time shall be counted for the purpose of overtime computation or credited towards the employee's Cumulative Career Hours.

SECTION 20.7: NOTIFICATION/EDUCATION OF HEALTH AND SAFETY POLICIES

The Employer will, no less than twice per year or as determined by the Safety Committee, in-service its employees on policies, plans and procedures for reporting health and safety concerns when they occur on the job.

SECTION 20.8: COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT

Notwithstanding any other provision of this Agreement to the contrary, the Employer shall comply with the Americans with Disabilities Act.

SECTION 20.9: WORKPLACE SAFETY THROUGH CLIMATE PREPAREDNESS

As climate change intensifies, the impact on health and safety becomes increasingly evident. The Employer recognizes that natural disaster preparedness is an essential component of workplace safety and shall include it in the Employer's policies and procedures to safeguard against the effects of extreme weather and environmental changes.

- A. If an employee is at home at the time an emergency is declared, the employee will not be required to get to a client's home or the Employer's facility to work their regularly scheduled shift if there is a danger to the employee, the employee's household or family. The Employer shall determine the conditions and probable length of time necessary for returning to work after investigation or contact with the relevant state and local emergency departments.
- B. If an employee is already at a client's home or Employer's facility when an emergency or extreme weather event occurs, and staying at the client's home or Employer's facility would endanger the safety of the employee's household or family, the employee may leave the client's home or Employer's facility without fear of retaliation or disciplinary action.
- C. In the event of a declared emergency, the LMC agrees to convene within a reasonable time after the event to address the impacts of the emergency on working conditions.

ARTICLE 21: GRIEVANCE PROCEDURE

SECTION 21.1: DEFINITION OF A GRIEVANCE

A grievance is defined as a claim by an employee or the Union that the Employer has violated an express provision of this Agreement, Employer policies or specific past practices of the Employer if not addressed in this Agreement. The Union and the Employer are mutually

committed to resolving disputes at the lowest level possible, where practicable, and in an expedient manner.

SECTION 21.2: TIME LIMITS

The purpose of time limits within the Grievance Procedure is to encourage the swift resolution of disputes. Time limits may be extended or waived at any step in the grievance procedure by mutual written agreement of an authorized Employer representative and the Union. The Union may withdraw a grievance at any step in the grievance process. The parties agree that the grievance may be resolved at any stage of the grievance process provided that all appeals are timely. If at any step of the grievance procedure, the Employer fails to issue a response within the specified time limits, the grievance shall automatically advance to the next step of the grievance procedure. The parties may conduct meetings in person, by phone or video conference or may waive meetings by mutual agreement.

SECTION 21.3: GRIEVANCE STEPS

The written grievance must contain the following information:

- (a) the act or acts alleged to be violations of the Agreement;
- (b) the identity of the grievant or grievants;
- (c) the article or provision of this Agreement alleged to have been violated;
- (d) the remedy proposed to attempt to resolve the grievance.

The written grievance need not be on the Union's grievance form, as long as it contains the information above.

The written grievance must be signed by the grievant or authorized by an Advocate or Union Representative.

An employee who attends meetings outside of scheduled working hours shall be paid for the time spent at their normal rate of pay. This provision shall not apply to an employee discharged for cause.

Grievances shall be handled in the following manner:

STEP ONE: The grievant, Advocate and/or Worker Representative shall present a grievance in writing to the Employer within thirty (30) calendar days from the date of the occurrence or from the date the employee learned of the event giving rise to the grievance, whichever is later.

The employee and the Employer, and the Union Representative or Worker Representative, if requested by the employee or Union Representative, shall meet to try and resolve the grievance, typically within fourteen (14) calendar days from receipt of the written grievance.

The Employer shall respond in writing to the grievance not later than ten (10) calendar days of the meeting. The Employer's response will propose a resolution of the grievance which may include but is not limited to: agreeing to the remedy proposed by the grievant or the Union; proposing a remedy other than that proposed by the grievant or the Union; or denying the grievance. The Employer's response shall be addressed to the grievant and/or the Advocate or Union Representative.

STEP TWO: Should the procedure of the previous step fail to resolve the grievance, the grievance shall be presented in writing within fourteen (14) calendar days after the receipt of the site manager's decision from Step One. A meeting with the Executive Director or his/her representative, the grievant and the Union Representative or Worker Representative shall be held not later than ten (10) calendar days after receipt of the Step 2 written grievance.

The Executive Director's response shall be addressed to the grievant and the Union within ten (10) calendar days after such meeting. The Executive Director or Employer representative shall send to the grievant and the Union Representative a written response to the grievance. The Employer's response will propose a resolution of the grievance, which may include but is not limited to: agreeing to the remedy proposed by the grievant or the Union; proposing a remedy other than that proposed by the grievant or the Union; or denying the grievance. The Employer's response shall be addressed to the grievant and/or the Advocate or Union Representative.

GRIEVANCES INITIATING AT STEP 2: Group grievances alleging the same contract violation but involving employees who work at more than one site or under more than one site manager may be filed initially at Step Two. Multiple individual grievances alleging the same violation that are

filed during the same time frame may be combined into a group grievance and commenced at Step Two.

SECTION 21.4: MEDIATION (OPTIONAL)

Mediation may be mutually agreed upon by the Union and the Employer to resolve grievances following Step Two. A mediator shall be selected by mutual agreement of the Employer and the Union within five (5) calendar days of advancement of a grievance to mediation, from a list of trained mediators provided by the Federal Mediation and Conciliation Service by mutual agreement. The function of the mediator is to provide the Parties with possible win/win resolutions of the issue and to offer skilled advice as to what is likely to happen in an arbitration hearing in order to make a settlement of the grievance(s) more likely. The mediator shall hear the presentation of the grievance within ten (10) calendar days of the date of selection and shall issue a recommendation that day or on a timely date mutually agreed to by both parties. Should the mediation resolution be unacceptable to the Union, the Union shall reserve the right to proceed to arbitration.

SECTION 21.5: ARBITRATION

If the grievance is unresolved through Steps 1 and 2 and/or mediation, the Union may proceed to arbitration within thirty (30) calendar days of the date the Employer response is received or due in Step 2, or within thirty (30) calendar days from the date a mediated resolution is rejected.

An arbitrator shall be selected by mutual agreement of the Employer and the Union.

In the event mutual agreement is not reached on selection, an arbitrator shall be selected from a list of seven (7) arbitrators provided by the Federal Mediation and Conciliation Service (FMCS). The arbitrator shall be selected by alternate strikes of the list; the party to strike first shall be determined by a coin toss.

The parties will identify date(s) for the arbitration and shall convene the arbitration typically within thirty (30) calendar days from the date of selection. The arbitrator shall issue a final and binding decision within thirty (30) calendar days from the date of conclusion of the arbitration proceedings.

The arbitrator's power shall be limited to interpreting the Collective Bargaining Agreement, the Employer's Handbook or policies, as applied to the grievance dispute before the arbitrator. The arbitrator's decision shall be final and binding upon the parties.

The Employer and the Union shall each bear the cost of its own arbitration presentation, including the costs of witnesses, and shall bear equally the fees and cost of the arbitrator.

ARTICLE 22: SEVERABILITY

SECTION 22.1: ADHERENCE TO EXISTING STATUTES

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

SECTION 22.2: INVALIDATION OF A PROVISION OF THE AGREEMENT

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

ARTICLE 23: SUBCONTRACTING

In subcontracting any work covered by this Agreement, the Employer shall subcontract work to persons, firms, or companies meeting not less than the terms and conditions of this Agreement relating to wages, hours, and working conditions. In the event the Employer subcontracts work to persons, firms or companies, the subcontractor shall hire any and all displaced employees. All subcontracted employees shall continue to remain in and become part of the existing bargaining unit. Additionally, the subcontractor shall agree to be bound by all the terms and conditions of this agreement and the serviced facilities policies and procedures.

ARTICLE 24: NO STRIKE OR LOCKOUT

During the life of this Agreement, the Union agrees that there shall be no strike, and the Employer agrees that there shall be no lockout because of a dispute arising under this agreement. The Union agrees that it will not recognize any jurisdictional strike or picket line.

ARTICLE 25: SUCCESSORSHIP

The Employer will advise any potential purchaser of the existence of a Collective Bargaining Agreement with SEIU 775. Recognition of the Union and acceptance of the terms and conditions of the Agreement through the Term by the successor business entity shall be a condition of any sale, purchase, or any other form of transfer of its business, in whole or in part, to any other person or entity. The Employer shall provide the Union with written notice upon the effective date of a change in ownership, and such notice shall be given prior to the change going into effect.

ARTICLE 26: DAMAGE TO PERSONAL PROPERTY

Employees are expected to exercise reasonable care to prevent property loss or damage. For example, it is not considered "reasonable" for an employee to leave property in an empty, unlocked car; or for an employee to wear expensive clothing or jewelry to work with clients whose behavior may be unpredictable.

If an employee's personal property is damaged or made to need replacement or cleaned beyond the normal capacity of the employee while performing work duties, the employee shall inform the supervisor immediately. The employee shall submit an incident report in writing to their supervisor or Human Resources as soon as possible, but no later than two (2) business days, providing the following information: pictures, date, location, approximate time the incident occurred, a description of how the damage occurred, and approximate value of the loss, if known. If an estimate or receipt is required to determine the value of the damage, the employee may submit this claim later, but no later than thirty (30) days after the submission of the incident report. The Employer shall investigate the claim and issue a written response within fifteen (15) business days of receiving all information.

Reimbursement shall be limited to necessary repairs, replacements, or cleaning costs, with proper receipts or estimates.

Nothing in this section precludes the Employee or Employer from complying with the Employer's policies and procedures. Additionally, automobiles or vehicles are not personal property for the purposes of this section, any claim, or request for reimbursement, unless the claim or request for reimbursement involves a situation where a client causes damage to or soils the interior of an employee's automobile or vehicle while the employee is performing work duties, the Employer may reimburse reasonable and necessary cleaning or repair costs with proper receipts up to \$250.00, subject to the same incident reporting and reimbursement procedures specified above. Any reimbursement that exceeds the cap is subject to the employer's discretion.

ARTICLE 27: IMMIGRATION-RELATED EMPLOYMENT PRACTICES

SECTION 27.1: COMMITMENT TO EMPLOYEE

The Employer and the Union affirm their shared commitment to fostering and championing a workplace that celebrates and protects the diversity of its employees. The Employer values the contributions of individuals from all backgrounds, nationalities, and cultures, and is dedicated to maintaining an environment of dignity, inclusion, and respect. The Employer will comply with all laws governing immigration-related employment practices and will take all legally permissible steps to protect employees from unlawful or discriminatory actions based on immigration status, national origin, or citizenship.

SECTION 27.2: ICE/DHS ACCESS TO THE WORKPLACE

To the extent practical, the employer shall refuse access to immigration enforcement agencies and their representatives, including the Department of Homeland Security (DHS) and Immigration and Customs Enforcement (ICE), to any non-public areas of the workplace unless they provide a judicial warrant signed by a judge or magistrate.

To the extent practical, and permitted by law, the Employer shall not infringe the privacy rights of workers by revealing to any immigration agent, including DHS or ICE, any employee name, address, or other similar information.

The Employer shall, as soon as practicable, and to the extent not prohibited by law, notify the Union of any immigration-related enforcement action by law enforcement or immigration officials, such as an I-9 audit, raid or detention, affecting bargaining unit members.

SECTION 27.3: INSPECTIONS AND AUDITS

The Employer shall permit inspection of Form I-9s only after a minimum of three days written notice by the DHS or subpoena where the employee is specifically named and where the production of the I-9 Form is required; the Employer shall provide no documents, or other information about bargaining unit members, except Form I-9s unless required by a subpoena. The inspection may not occur in a location where the DHS or other immigration officials may likely interact with bargaining unit employees.

SECTION 27.4: WORK AUTHORIZATION AND REVERIFICATION

The Employer shall not impose work authorization verification or reverification requirements greater than those required by law. All such processes shall be applied uniformly to all employees, without regard to race, national origin, or any other protected characteristic.

I-9 retention policies. The employer will maintain employee I-9 forms in a file separate from personnel records, as required by law. The employer may keep copies of employee Driver's Licenses and other identifying documents for the sake of verification for compliance purposes in a folder separate from the I-9 form. The employer will notify and bargain with the union before implementing any change to the retention of I-9 forms, including but not limited to retention on microfilm or microfiche.

- For purposes of reverification, an employee shall not be considered a new hire as provided in 8 CFR § 274a.2(b)(1)(viii).
- A worker going through the reverification process shall be entitled to be represented by a Union representative. The employee shall have the right to choose which work authorization documents to present to the Employer during the reverification process.
- The employer shall provide the employees with a reasonable opportunity of not less than two weeks to present other documents as listed on Form I-9 to establish their employment

authorization when DHS notifies the employer that certain employees do not appear to be authorized for continued employment.

- Nothing in this provision shall be interpreted to limit the employee's rights to continued employment consistent with applicable federal law under the "receipt rule," which may allow employees up to ninety (90) days or the length of time the receipt is valid for to present a replacement document for an expired employment authorization. The Employer will follow all federal rules and guidance governing the receipt and reverification process.

SECTION 27.5: CHANGE IN NAME OR SOCIAL SECURITY NUMBER

Except as prohibited by law, when an employee presents proper documentation of a change in name, social security number, or updated work authorization documents, the Employer shall modify its records to reflect such change and the employee's seniority will not be affected. Such change shall not constitute a basis for adverse employment action, notwithstanding any information or documents provided at the time of hire.

SECTION 27.6: PARTICIPATION IN E-VERIFY AND SIMILAR PROGRAMS

If participation in E-Verify is required by law, or the Employer is already participating in E-Verify, the Employer shall:

- a. Only use E-Verify for new hires and reverification, unless required by law. For purposes of federal E-Verify, an employee shall not be considered a new hire as provided in 8 CFR § 274a.2(b)(1)(viii);
- b. Not misuse E-Verify, including but not limited to verifying employment status before making an offer of employment and before hire; and
- c. Provide copies of "tentative non-confirmation" notices, and any other relevant information, to affected employees.

SECTION 27.7: WORK AUTHORIZATIONS ISSUES

If known, and to the extent practical, the Employer shall provide the bargaining unit member with written notification when it contends that the employee's work authorization documents or I-9 Form are deficient, specifying:

- a. Why the document or documents are deemed deficient;
- b. What steps the worker must take to correct the matter;
- c. Any rights which the worker may have in connection with the reverification process under this Article.

In the event that an employee does not provide adequate proof that they are authorized to work in the United States after their probationary or introductory period, and their employment is terminated for this reason, the employer agrees to immediately reinstate the employee to their former position, without loss of prior seniority upon the bargaining unit member providing proper work authorization documentation within 12 months from the date of termination.

SECTION 27.8: IMMIGRATION-RELATED LEAVE

The Employer shall not penalize an employee for an absence related to attendance of any immigration-related appointment, interview, or proceeding. Upon request, employees shall be released for a total of five (5) unpaid working days during the term of this Agreement in order to attend such immigration-related matters for the employee only.

If an extended leave of absence is necessary, the Employer shall reinstate any employee who is absent from work due to court or agency proceedings relating to immigration matters and who returns to work within 6 months of commencement of an extended absence considering that their training and credentialing requirements remain in compliance. The Employer may require documentation of appearance at such proceedings.

SECTION 27.9: MANAGEMENT TRAINING

The employer shall train all managers and supervisors on the requirements of this Article within 15 days of ratification, and thereafter within 1 month of hiring any new manager or supervisor.

ARTICLE 28: EQUAL OPPORTUNITY AND NON-DISCRIMINATION

The Employer agrees that qualified applicants for employment will be considered without regard to race, ethnicity, color, physical and/or mental disability, medical condition, marital or family status, pregnancy or parental status, national or tribal origin, including Indigenous identity; language, ancestry, gender, sexual orientation or perceived sexual orientation, gender

identity, gender expression, age, religion, creed, citizenship or immigration status, military or veteran status, socio-economic status, lawful political beliefs or actions, union membership or activities, or other characteristics or considerations made unlawful by federal, state, or local law or applicable agency regulations.

The Employer further agrees that it shall not discriminate in terms or conditions of employment on the basis of the aforementioned characteristics.

The Employer and the Union also commit to support equal employment opportunity and recruitment efforts to ensure a diverse workforce. All employees share the responsibility of maintaining a work environment that is supportive of equal employment opportunity.

The Employer is committed to fostering a respectful and fair workplace for all employees.

SECTION 28.1: NO SEXUAL HARASSMENT

The Employer will ensure that all employees are made aware of the Employer's harassment and sexual harassment policies and procedures and will endeavor to maintain a workplace environment consistent with those policies and procedures.

SECTION 28.2: NO DISABILITY DISCRIMINATION

The Employer will ensure that all employees are made aware of the Employer's written policies and procedures prohibiting discrimination on the basis of disability.

SECTION 28.3: NO WORKPLACE VIOLENCE

The Employer is committed to providing all employees a safe and healthy work environment and expressly prohibits workplace violence.

SECTION 28.4: COMPLAINT PROCEDURE

The Employer has established a process for assisting employees who feel they have been subjected to workplace harassment, abuse, and/or discrimination. If an employee feels that they have been subjected to, or a witness of workplace harassment, abuse and/or discrimination, the employee should report the matter to their immediate supervisor and/or to the Employer's Human Resources Department.

Whether written or verbal, the employee's report should state specific details of the allegedly harassing, abusive, or discriminatory behavior.

The Employer will promptly assess, investigate and document employee complaints of workplace harassment, abuse, and/or discrimination in accordance with its policies and applicable law.

SECTION 28.5: NO RETALIATION

If an employee believes they are being subjected to any adverse treatment or retaliatory conduct they believe is connected to a complaint or participation in an investigation, the employee must report the conduct immediately to their supervisor and/or the Employer's Human Resources Department. The employee may also report these claims to the Union for support.

SECTION 28.6: CONFIDENTIALITY

The Employer will maintain confidentiality to the extent practicable, except where disclosure is necessary to conduct a fair and thorough investigation or comply with applicable law. Individuals involved in the investigation will be advised of the importance of confidentiality and professionalism throughout the process.

ARTICLE 29: TERM OF AGREEMENT

This Agreement shall become effective upon ratification and shall continue in full force and effect through June 30, 2027.

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

Negotiations for a successor Agreement for the Union and the Employer shall commence no earlier than May 1, 2027, and no later than one month following Legislative approval or rejection of the pattern home care Agreement between the State of Washington and the Union.

Should the Parties reach an impasse and fail to reach agreement by March 1, 2028, the Parties may mutually agree to submit outstanding issues to interest arbitration.

APPENDIX A: RATES AND WAGES FOR HOME CARE ASSISTANTS

Cumulative Career Hours	July 1 - Dec 31, 2025	July 1 - Dec 31, 2025 + \$0.25 HCA Dif	Jan 1 - June 30, 2026	Jan 1 - June 30, 2026 + \$0.25 HCA Dif	July 1 - Dec 31, 2026	July 1 - Dec 31, 2026 + \$0.25 HCA Dif	Jan 1 - June 30, 2027	Jan 1 - June 30, 2027 + \$0.25 HCA Dif
0-2000	\$ 22.56	\$ 22.81	\$ 22.67	\$ 22.92	\$ 23.58	\$ 23.83	\$ 23.72	\$ 23.97
2001 - 4000	\$ 22.74	\$ 22.99	\$ 22.85	\$ 23.10	\$ 23.77	\$ 24.02	\$ 23.91	\$ 24.16
4001 - 6000	\$ 22.91	\$ 23.16	\$ 23.02	\$ 23.27	\$ 23.95	\$ 24.20	\$ 24.09	\$ 24.34
6001 - 8000	\$ 23.12	\$ 23.37	\$ 23.24	\$ 23.49	\$ 24.17	\$ 24.42	\$ 24.31	\$ 24.56
8001 - 10000	\$ 23.34	\$ 23.59	\$ 23.46	\$ 23.71	\$ 24.40	\$ 24.65	\$ 24.55	\$ 24.80
10001 - 12000	\$ 23.64	\$ 23.89	\$ 23.76	\$ 24.01	\$ 24.72	\$ 24.97	\$ 24.87	\$ 25.12
12001 - 14000	\$ 23.96	\$ 24.21	\$ 24.08	\$ 24.33	\$ 25.05	\$ 25.30	\$ 25.20	\$ 25.45
14001 - 16000	\$ 24.73	\$ 24.98	\$ 24.85	\$ 25.10	\$ 25.85	\$ 26.10	\$ 26.00	\$ 26.25
16001 - 20000	\$ 25.01	\$ 25.26	\$ 25.13	\$ 25.38	\$ 26.14	\$ 26.39	\$ 26.30	\$ 26.55
20001 - 24000	\$ 25.35	\$ 25.60	\$ 25.48	\$ 25.73	\$ 26.51	\$ 26.76	\$ 26.67	\$ 26.92
24001 - 40000	\$ 25.61	\$ 25.86	\$ 25.74	\$ 25.99	\$ 26.78	\$ 27.03	\$ 26.94	\$ 27.19
40000 +	\$ 26.13	\$ 26.38	\$ 26.26	\$ 26.51	\$ 27.32	\$ 27.57	\$ 27.48	\$ 27.73

*The Employer will comply with the Seattle Minimum Wage as it is adjusted over the life of this Agreement.

APPENDIX B – RATES AND WAGES FOR OTHER CLASSIFICATIONS

Classification	Base 0-3 yrs	Mid 4-8 yrs	High 9+ years	Modification
Kitchen Worker	\$20.76	\$21.76	\$22.76	*
Program Assistant	\$20.76	\$21.76	\$22.76	*/**
Case Manager	\$23.58	\$24.58	\$25.58	
Administrative Assistant	\$20.76	\$21.00	\$22.00	*
Activity Coordinator	\$21.00	\$22.00	\$23.00	*
Alzheimer’s Coordinator	\$21.00	\$22.00	\$23.00	*

Certified Nursing Assistant (CNA)	\$22.00	\$23.00	\$24.00	
Intake Specialist	\$25.83	\$26.83	\$27.83	
Social Worker - MSW	\$30.00	\$31.00	\$32.00	
Certified Occupational Therapy Assistant (COTA)	\$30.00	\$31.00	\$32.00	
Occupational Therapist (OTR/L)	\$35.00	\$39.00	\$46.00	
Licensed Practical Nurse (LPN)	\$29.00	\$31.37	\$36.57	
Social Services Professional	\$25.63	\$26.63	\$27.63	

Tick Mark Legend

*On January 1st, 2026, the base wage (0-3 years) for this position will increase to \$21.76. This position will comply with Seattle minimum wage ordinance for positions in the City of Seattle. 2025 minimum wage is \$20.76.

<https://www.seattle.gov/laborstandards/ordinances/minimum-wage>.

**Program Assistant Lead Position would earn \$1.00/hr differential

MEMORANDUM OF UNDERSTANDING BETWEEN SEIU 775 (UNION) AND FULL LIFE CARE (EMPLOYER)

The Parties agree that if the State of Washington increases the reimbursement rate and/or provides any additional funding to the Adult Day Health (ADH) program during the term of the Collective Bargaining Agreement, the parties shall reopen **Appendix B (Wages)** of the Agreement for the limited purpose of bargaining wage increases for ADH bargaining unit employees.

Conversely, if the State of Washington reduces reimbursement rates or decreases funding to the ADH program during the term of this Agreement, the Employer may reopen **Appendix B**

(Wages) for the limited purpose of bargaining adjustments to current wages for ADH bargaining unit employees.

Notice Requirement: The Employer shall provide written notice to the Union within thirty (30) calendar days of receiving notice or confirmation of such funding increase or allocation from the State.

Timeline for Bargaining: Upon providing notice, the Parties shall meet to bargain within forty-five (45) calendar days unless a different schedule is mutually agreed upon. The intent of these negotiations shall be to reach agreement on fair and proportionate wage increases that reflect the level and effective date of the new State funding.

Transparency of Funding: The Employer shall, upon request, provide the Union with documentation or correspondence from the State verifying the amount, effective date, and purpose of the funding increase to ensure an informed and expedited bargaining process.

Good Faith Obligation: The Parties shall bargain in good faith with the shared goal of reaching a timely agreement on wage increases consistent with the level and intent of State funding increases. Neither Party shall unreasonably delay or withhold agreement.

Scope of Reopener: This reopener shall be limited exclusively to the subject of wage increases for ADH bargaining unit employees and shall not reopen or modify any other provision of the Collective Bargaining Agreement.

Status of Other Terms: All other terms and conditions of the Collective Bargaining Agreement shall remain in full force and effect.