Agreement by and between UFCW 3000 and North Valley Hospital

RN Unit

Effective through 8/31/2026



WEINGARTEN RIGHTS

Your Right to Union Representation

You have the right to union representation if you are called to a meeting with management that could lead to discipline.

"I understand that this proceeding is for the purpose of investigating whether I may receive discipline. Therefore, I request that a union representative be present on my behalf before this proceeding continues. If you insist that the proceeding continue without allowing me union representation, I hereby protest your denial of rights guaranteed to me under federal labor law."

Weingarten rights were won in a 1975 Supreme Court decision with these basic guidelines:



You must make a clear request for union representation either before or during the interview. Managers do not have to inform employees of their rights.



Management cannot retaliate against an employee requesting representation.



Management must delay questioning until the union steward arrives.



It is against Federal Law for management to deny an employee's request for a steward and continue with an interrogation. In this case, an employee can refuse to answer management's questions.

Discipline? Contract violations?

Call the **Member Resource Center**

If you or a coworker need help regarding an Investigatory Meeting, are facing Discipline or Corrective Action, or need to report Contract Violations our MRC Representatives will work with you on a plan of action.

Call the Member Resource Center at: 1-866-210-3000

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PREAMBLE

This Agreement is made and entered into by and between UFCW Local 3000 chartered by the United Food and Commercial Workers International Union, hereinafter referred to as the "Union" and Okanogan Public Healthcare Services District No. 4 d/b/a North Valley Hospital and North Valley Extended Care collectively referred to as the "Employer". The purpose of this Agreement is to set forth the understanding reached between the parties with respect to wages, hours of work and conditions of employment.

ARTICLE 1 - RECOGNITION

The Employer recognizes the Union as the sole representative for full-time and part-time Nurses employed by North Valley Hospital and North Valley Extended Care Facility for the purposes of discussions and agreement with respect to rates of pay, hours of work, conditions of employment, and other pertinent matters as specified in this Agreement; excluding board members, administration, department heads, managers, supervisors, confidential employees, per diem Nurses as defined in Section 4.3 and all other employees of the Employer.

ARTICLE 2 - UNION DUES OBLIGATIONS

- 2.1 <u>Union Membership</u>. Employees covered by this Agreement may elect, but shall not be required, to become and remain Union members. The determination to join the Union or to resign from Union membership may be made by giving notice of such determination in writing to the Union and the Employer. Employees who elect Union membership may remain members in good standing through payment of uniform monthly dues.
- 2.2 <u>Dues Deduction</u>. During the term of this Agreement, the Employer shall deduct dues from the pay of each employee covered by this Agreement who has elected to become and remain a Union member and who voluntarily executes a lawful wage assignment authorization form. When filed with the Employer, the authorization form will be honored in accordance with its terms. The amount deducted will be promptly transmitted to the Union by check payable to its order. Upon issuance and transmission of a check to the Union, the Employer's responsibility shall cease with respect to such deductions. The Union and each employee authorizing the assignment of wages for the payment of Union dues and fees hereby undertakes to indemnify, defend 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 the wages of such employee.
- 2.3 <u>Nurse Rosters</u>. Upon the signing of this Agreement and quarterly thereafter, the Employer shall supply to the Union a list of all Nurses covered by this Agreement. The list shall include the name, address, telephone number (unless the Nurse has declined, in writing, to allow the Nurse's telephone number to be given to the Union), Social Security number, FTE status, gross monthly earnings, date of hire, hourly rate of pay, and hours worked during the previous quarter for each Nurse.

The Employer will also send a monthly list, that may be incorporated into the monthly dues submission, stating new hires and transfers, which will include name, telephone number (unless the Nurse has declined, in writing, to allow the Nurse's telephone number to be given to the Union), Nurse status, date of hire, and rate of pay. The Employer will provide the termination date for any Nurse terminated.

The above information will be transmitted by encrypted email in spreadsheet or text form, to the Union office. The Union acknowledges that the Employer is subject to various rules, laws, and regulations governing dissemination of information, and the Union hereby agrees to honor and comply with all such

requirements, present and future, including, but not limited to, HIPAA, the latter which may require the Union to sign a contract agreeing to comply with HIPAA requirements.

2.4 <u>Voluntary PAC Contribution</u>. Based upon its system requirements and capability, the Employer shall deduct the sum specified from the bi-weekly pay of each Nurse member of the Union who voluntarily executes a political action payroll deduction authorization form as attached to the CBA. Before any deductions can be made, the Nurse must provide the Employer with their signed deduction authorization form. The amount deducted and a roster of Nurses using this voluntary deduction will be transmitted to the Union. The Union, and each Nurse authorizing the assignment of wages for the payment of the voluntary political action contributions, hereby undertakes to indemnify and hold the Employer harmless from all claims, demands, suits and other liability that may arise against the Employer for, or on account of, any deduction made from the wages of such Nurse.

The parties recognize that the Union is obligated under the Federal Election Campaign Act (FECA) to reimburse the Employer for its reasonable cost of administering the deduction check off in the parties' Collective Bargaining Agreement. The Employer and the Union agree that one-quarter of one-present (.25%) of all amounts deducted pursuant of the Political Action Fund check off provision in the parties' Collective Bargaining Agreement will be used to reimburse the Employer for its reasonable costs of administering the check off.

ARTICLE 3 - UNION REPRESENTATION

- 3.1 <u>Union Access</u>. Duly authorized representatives of the Union may have access at reasonable times to those areas of the Employer's premises which are open to the general public for the purpose of investigating grievances and contract compliance. Union representatives shall not have access to Nurse lounges, nursing units or other patient care areas unless advance approval has been obtained from the Employer. Access to the Employer's premises shall be subject to the same general rules applicable to other non-Nurses and shall not interfere with or disturb Nurses in the performance of their work during working hours and shall not interfere with patient care or the normal operation of the Employer.
- 3.2 Exclusive Right. The Union, as the sole and exclusive representative of the bargaining unit Nurses, shall have the exclusive right to represent Nurses in the contractual grievance procedure.
- 3.3 <u>Union Stewards</u>. The Union shall have the right to Union stewards from among the Nurses in the unit. A maximum of six (6) Union stewards may be appointed by the Union. The Union shall provide the Employer written notice of the names of the Union stewards within five (5) days of the effective date of this Agreement and further provide the nature and scope of their authority granted by the Union. The Union will also provide written notice of any changes in the selection of the Union stewards and, if applicable, the scope of their duties and authority no later than the day the new Union stewards are expected to begin acting as Union stewards. Unless otherwise agreed to by the Employer, the investigation of grievances and other Union business shall be conducted only during non-working times, and shall not interfere with work or patient care.

3.3.1. Representational duties shall include:

- 1. Receiving and processing grievances commencing at Step I;
- 2. *Attending investigatory meetings, upon request of the affected Nurse, which may lead to disciplinary action against Nurse;
- 3. Meeting with management officials concerning matters within the scope of the bargaining unit representative's authority; and,
- 4. New hire orientation.

- *Shall not include presence of a Nurse whose duty for the shift could result in a conflict of interest.
- 3.3.2. Subject to scheduling and patient care requirements as determined by the Employer, Union stewards shall be allowed unpaid time off for Union business as necessary, unless the Union steward is requested by the Employer to meet during the steward's work time.
- 3.3.3 Negotiations. Subject to notification by the Nurses to their supervisors and scheduling requirements, negotiating team members shall be given unpaid release time for joint negotiations. Time spent during negotiations will be treated as time worked for the purpose of seniority.
- 3.4 <u>Bulletin Board</u>. The Union shall be permitted to post Union announcements, signed by a designated Union steward, at hospital basement break room, Extended Care Nurse's lounge, and Acute Care break room or as mutually agreed upon. The Employer reserves the right to remove any postings that are not official Union business.
- 3.5 <u>Contract and Job Descriptions</u>. The Employer shall give each newly hired Nurse a copy of this Agreement and the Nurse's job description. The Union will provide sufficient copies of this Agreement to the Employer. Additional copies of this Agreement provided by the Union shall be available in the Human Resources office.
- 3.6 New Hire Orientation. The Employer shall provide the Union access to new hires, during general orientation, for the purposes of introduction and orientation to the Union. A Union steward shall be allowed 30 minutes, per Section 3.3.1, during the orientation session to introduce the Agreement to newly employed Nurses. The Employer will furnish to a designated Union steward a general orientation roster on Friday prior to each general orientation.
- 3.7 <u>Leave for Union Sponsored Activities ("Union Leave")</u>. Nurses will be provided time off without pay to attend activities sponsored by the Union. Approval of such leave is within the sole discretion of the Employer. Nurses requesting leave under this section must submit a written request for leave at least thirty days in advance. Union leave must be for a minimum amount of one day and is limited to a maximum of thirty days during any two year period. During the leave period the Nurse will neither accrue nor lose benefits. Nurses may use PTO for this purpose. Nurses returning from Union Leave will be returned to the Nurse's former position.
- 3.8 <u>Paid Time for Union Stewards</u>. If management requests a Steward to provide assistance for an Employer employee while on their day off the Steward will receive a minimum of 2 hours at their regular rate of pay. If an employee requests a Steward to provide assistance/support to them during a meeting which disciplinary action may result, the Steward shall clock out of the Steward's normal job and clock in during the meeting using an unpaid time code specified by the Employer.

Time spent during negotiation, executive board and performing steward work will be treated as time worked for the purpose of seniority and benefit accrual.

ARTICLE 4 - DEFINITIONS

4.1 <u>Full-Time Employee</u>. A Nurse who regularly works at least thirty (30) to forty (40) hours per week during a forty (40) hour work schedule, and who has satisfactorily completed the probationary period.

- 4.2 <u>Part-time Employee</u>. A Nurse who regularly works more than sixteen (16) hours per week but fewer than thirty (30) hours per week during a forty (40) hour work schedule, and who has satisfactorily completed the probationary period.
- 4.3 <u>Per Diem Employee</u>. A Per Diem Nurse is defined as a Nurse who works sixteen (16) or fewer hours per week on a scheduled or unscheduled bases at the Employer's discretion. A per diem Nurse may be used to temporarily fill-in, on a full or part-time basis, in the event of emergencies, leaves of absence, including FMLA, PTO, EIB leave, and special projects.
 - 4.3.1. Per Diem Nurses shall not be used before first offering available hours to full-time and part-time Nurses who have submitted a written request for additional hours to their department supervisor, subject to the provisions of the next sentence. The Employer has the right to assign Per Diem Nurses to work the additional hours, if assigning additional hours to full-time or part-time Nurses would result in overtime or there are no written requests from full-time or part-time Nurses requesting additional hours.
 - 4.3.2. Per Diem Nurses regularly scheduled to work 16 hours or fewer per week and doing bargaining unit work is limited to the number of F.T.E. equivalent to 5% of bargaining unit F.T.E. This limit does not apply to irregularly scheduled per diem Nurses, and per diem Nurses used to temporarily fill-in, on a full or part-time basis, in the event of emergencies, leaves of absence, including F.M.L.A., PTO and EIB leave, and special projects.
 - 4.3.3. Per Diem Nurses are excluded from the bargaining unit and are not covered under the terms of this Agreement.
- 4.4 <u>Probationary Nurse</u>. A probationary Nurse is defined as any Nurse who has been hired by the Employer and who has been continually employed by the Employer for fewer than ninety (90) calendar days. After ninety (90) calendar days of employment, the Nurse shall be considered to have completed the probationary period unless advised by the Employer of an extended probationary period up to an additional 90 days, the conditions of which shall be specified in writing and be agreed to by the Nurse and their immediate supervisor. The Union shall be notified in writing of any such extension. During the probationary period, a Nurse may be terminated without just cause and without any recourse to the grievance procedures and the provisions of this Agreement. The Probationary Employee will be eligible for Holiday benefits on their Hire Date.
- 4.5 <u>Base Hourly Rate of Pay</u>. The base hourly rate of pay shall be defined as the Nurse's step rate excluding all premiums.
 - 4.5.1 Regular Hourly Rate of Pay. The Nurse's base hourly rate plus any applicable premiums as required by the Fair Labor Standard Act (FLSA).
- 4.6 Overtime Rate of Pay. Overtime shall be compensated at the rate of one and one-half (11/2) times the Nurse's regular hourly rate of pay for all time worked in excess of forty (40) hours in a seven (7) day work period. Time paid but not worked shall not count as time worked for purposes of computing overtime pay. All overtime is subject to approval of the supervisor prior to being worked. Overtime shall be calculated to the nearest seven and one-half (7 1/2) minutes standard. There shall be no pyramiding of overtime, minimums and premiums paid.
- 4.7 <u>New Bargaining Unit Positions</u>. The Union shall be notified of any new bargaining unit job classifications established by the Employer.

- 4.8. Low census time off shall be regarded as time worked for purposes of the accrual of benefits.
- 4.9 <u>Charge Nurse</u>. A registered Nurse who is responsible for all aspects of patient care and the direct and indirect supervision of staff during a shift in the hospital or Nursing Home.

ARTICLE 5 — EMPLOYMENT PRACTICES

- 5.1 Equal Opportunity. The Employer and the Union agree that conditions of employment shall be consistent with applicable state and federal laws regarding nondiscrimination.
- 5.2 <u>Notice of Resignation</u>. Full-time and part-time Nurses who have completed the required probationary period shall be required to give to their department supervisor at least fourteen (14) days written notice of resignation. The Employer will give consideration to situations that would make such notice by the Nurse impossible.
- 5.3 <u>Notice of Termination</u>. Full-time and part-time Nurses who have completed the required probationary period shall receive at least fourteen (14) days notice of termination or pay in lieu thereof, including any accrued benefits, except in cases of discharge for just cause.
- 5.4 <u>Performance Review</u>. The Employer shall maintain a performance review program which should be considered as a step in bringing about and determining progress in personal and professional growth and development, resulting in quality patient care and related services. Nurses shall normally receive a written review prior to the end of the probationary period and once each year thereafter. Nurses shall acknowledge such review by signature; such signature will imply neither agreement nor disagreement with the review. A copy of the review shall be given to the Nurse.
 - <u>5.4.1</u>. A Nurse, who has successfully completed the probationary period, shall be limited to providing the Nurse's written comments within thirty (30) calendar days from the time the Nurse has received the performance review.
- 5.5 Personnel Files. Personnel records will be maintained for each Nurse. Information contained in the personnel record will include: employment application and supporting materials, performance review(s), records of payroll activity, licensure and training records, letters of commendation and recognition, and records of disciplinary action. By appointment with the Human Resource Director, a Nurse may inspect the Nurse's personnel record within the Human Resource Department. Personnel records will not be allowed to leave the Human Resource Department. Documentation regarding conditions at date of hire, (rate of pay, unit, shift, hours of work), reason for termination, permanent change in status, pay or shift and leaves of absence shall be in writing with a copy given to the Nurse upon request. The Employer will provide copies of personnel files requested by the Union at the cost to the Union of \$0.10 per page for more than 5 pages and no charge to the Union for less than 5 pages.
- 5.6 <u>Payroll Checks</u>. Payroll checks shall reflect the number of hours worked, rates of pay, and accrual of benefits. Payroll will be made by direct deposit into the Nurse's bank account bi-weekly on the regular pay dates established for all employees of the Employer.
- 5.7 <u>Travel</u>. Nurses may use the Employer's car for authorized travel related to the Employer's business or pre-approved educational programs. In cases where the Employer's car is not available, Nurses may use their own personal vehicles and shall be reimbursed for mileage at the current IRS rate. Nurses shall sign up for the use of the Employer's car through the Maintenance Department.

- 5.8 <u>Policies and Procedures</u>. All policies and procedures developed by the Employer or changes in existing policies and procedures shall be provided to the Nurses electronically and will also be available in Human Resources with the effective date. Such policies shall not violate specific provisions of the Agreement. In case of changes necessitated by any Federal or State Agency, notification to Nurses is subject to the time frames established by the applicable agency
- 5.9 <u>Meeting Attendance</u>. A Nurse shall be compensated for all time spent attending meetings/committees when the Employer requests or makes the Nurse's attendance mandatory. Attendance will be compensated at the Nurse's base hourly rate of pay or overtime rate of pay if applicable.
- 5.10 Working Out of Classification. When the Employer schedules or requests a Nurse to perform work in a classification outside the Nurse's regular classification for more than one half of a shift, the Nurse will be paid for all hours of the shift at the rate assigned to that classification. Such rate of pay shall not be less than the Nurse's current base hourly rate of pay.
- 5.11 <u>Maintenance of Qualification</u>. Nurses who fail to obtain and maintain state mandated in-service/hours, fail to acquire continued educational credits necessary to maintain certification and/or license, or who otherwise fail to maintain in good standing a certification and/or license necessary to continue working will be removed from the work schedule until resolving the issue and may be subject to discipline or discharge.
- 5.12 <u>Discipline and Discharge</u>. No bargaining unit Nurse, excluding those as defined in Section 4.4, shall be disciplined or discharged except for just cause. It is the intent of the Employer to use progressive discipline when appropriate. Progressive discipline would normally be:
 - 1) Oral warning;
 - 2) Written warning;
 - 3) Final warning and/or suspension from work without pay;
 - 4) Discharge.

The level of discipline shall be determined by the Employer and will be based on the circumstances and severity of the Nurse's misconduct or work performance deficiencies.

A copy of all written disciplinary actions shall be given to the Nurse. The Nurse shall be requested to sign the written disciplinary action for the purpose of acknowledging receipt thereof. Progressive discipline is not required when the nature of the offense is serious as determined by the Employer and requires immediate final warning, suspension without pay or discharge.

Any Nurse may request the presence of a Union steward as provided in Section 3.3.1(2) during any fact-finding meeting with management which the Nurse has been told or believes may lead to discipline and/or discharge of that Nurse, provided such Union steward's attendance will not cause an unreasonable delay. This provision shall not apply to non-disciplinary counseling of a Nurse by the Employer, nor to meetings held for the sole purpose of communicating to the Nurse what disciplinary action is being taken by the Employer against the Nurse.

The Employer will notify the Union, in writing, within 72 hours, exclusive of weekends and holidays, following notice of disciplinary discharge of any Nurse in the bargaining unit.

5.12.1. The Employer has the right to suspend without pay or discharge a Nurse for just cause. Prior to the implementation of a suspension without pay or discharge, the Employer shall provide the Nurse with a brief description of the causes and circumstances involving the potential suspension without pay or discharge. The Nurse's explanation shall occur at a pre-disciplinary action meeting

to be established by the Employer. The Employer will notify the Nurse of the date and time of the meeting. The Nurse has a right to Union representation at any pre-disciplinary action meeting and it is the Nurse's responsibility to make arrangements for the presence of the Union steward. The Nurse may bring employees who have firsthand knowledge related to the incident or situation which gave rise to the proposed disciplinary action to a pre-disciplinary action meeting; however, the meeting will not be unreasonably delayed because of the unavailability of employee witnesses. The Nurse will be provided an opportunity to present the Nurse's perspective of the circumstances prior to the Employer determining whether or not suspension without pay or discharge is appropriate. Thereafter, the Employer will make a determination as to whether or not suspension without pay or discharge is appropriate.

- 5.12.2. The Employer will provide copies of disciplinary action, including written reprimands and suspension without pay, to the Union representative. Notations of oral warnings in the Nurse's personnel file shall be permitted and the Nurse will be informed of said notations. The notation will generally provide for the date, time and a brief description of the oral warning.
- 5.12.3 Disciplinary Notices. Oral warnings shall be removed after twelve (12) months from the date of the oral warning, provided there are no further disciplinary actions which have occurred within the twelve (12) month period for any reason. Written warnings and higher levels of discipline remain in the Nurse's personnel file permanently. Employees with written warnings may request to have the warning removed provided there are no further disciplinary actions which have occurred within the twelve (12) month period for any reason. If the employer determines the warning needs to remain in the employee's file the employer will provide a written explanation within 14 days of the request.
- 5.13 Floating. The Employer retains the right to change the Nurse's daily work assignment on a shift-by shift basis to meet patient care needs. Nurses will be expected to perform all basic nursing functions but will not be required to perform tasks or procedures specifically applicable to the nursing area for which they are not qualified or trained to perform. If during the floating assignment, a Nurse is asked to perform a task or procedure for which the Nurse does not feel qualified or trained to perform, the Nurse should immediately discuss the matter with their supervisor. Nurses required to float within the hospital or extended care will receive orientation appropriate to the assignment. Orientation will be dependent upon the Nurse's previous experience and familiarity with the nursing area to which such Nurse is assigned. The Employer will make a good faith effort not to assign charge duty to Nurses assigned to float.

If a Nurse starts at one location and is asked to go to a second location where travel is involved, travel time and mileage will be paid at the current I.R.S. rate.

ARTICLE 6 — SENIORITY

- 6.1 <u>Definition</u>. Seniority is defined as a Nurse's total length of continuous service within the bargaining unit. A Nurse, who is newly hired into a bargaining unit position, shall not be entitled to seniority rights until successful completion of the probationary period. At that time the Nurse shall receive seniority retroactive to the Nurse's hire date into the bargaining unit.
 - <u>6.1.1</u>. Seniority within a classification within the department within a unit, provided skill, ability, performance and overall quality of work are substantially equal in the sole judgment of the Employer, shall govern the following events within a classification within the department within a unit: lay-offs, intradepartmental transfers, shift change, promotions, reduction in FTEs, and vacation scheduling.

Unit, defined as a facility, includes but is not necessarily limited to North Valley Hospital and North Valley Extended Care Facility.

- 6.2. Seniority shall be broken as follows:
 - 1) Resignation
 - 2) Discharge
 - 3) Retirement
 - 4) Lay-off of more than twelve (12) months
 - 5) Failure to return after expiration of a leave of absence
 - 6) Failure to return after recall from layoff
- 6.3 <u>Lay-offs</u>. The Employer, in its sole discretion, has the right to determine the necessity of lay-offs inclusive of, but not limited to, lack of work, lack of funds, reorganization and/or a combination thereof determined by the Employer. It is in the Employer 's sole discretion to determine which classifications within a unit(s) will be affected by the lay-off. If the unit involved is the hospital then it is the Employer 's sole discretion to determine which classification(s) within which department(s) will be affected by the lay-off.

When it becomes necessary for the Employer to lay-off Nurses for a period of 30 days or more, the Employer shall give written notice of lay-off to the Union and the affected Nurses fourteen (14) days before such action is to become effective, except in cases of urgent circumstances.

- 6.3.1. The order of lay-offs shall be determined by length of service within a classification within a department within a unit, together with skill, ability, performance, and overall quality of work within a classification within a department within a unit. Where skill, ability, performance and overall quality of work are substantially equal, in the sole judgment of the Employer, length of service shall prevail. In the event two (2) or more Nurses have the same dates of employment, hours worked within a classification within a department within a unit shall be the determining factor in order of lay-off provided skill, ability, performance and overall quality of work are substantially equal in the sole judgment of the Employer.
- 6.3.2. The following order of lay-off shall be followed by the Employer:
 - a) Traveling agency Nurses;
 - b) Per Diems;
 - Nurses who request voluntary lay-off within a classification within a department within a unit;
 - d) Probationary Nurses within a classification within a department within a unit;
 - e) Full-time and part-time Nurses by seniority within a classification within a department within a unit.
- 6.4 Reinstatement Roster. Upon lay-off, Nurses will be placed on a reinstatement roster for a period of twelve (12) months from the date of the commencement of the lay-off. During this twelve (12) month period such Nurses shall not accrue seniority while on lay-off status, but shall retain accrued seniority and unused accrued benefits as of the date of commencement of the lay-off. Offers of daily available hours shall be first given to full-time and part-time Nurses presently working in the workplace, then Nurses on the reinstatement roster before offering hours to per diem Nurses. Nurses on the reinstatement roster who want to be considered for available hours must notify their supervisor by the 15th of the month of their availability for work for the following month. Nurses on the reinstatement roster must also provide a current telephone number or message telephone to be considered for available hours.

- 6.5 <u>Recall</u>. When a vacancy is to be filled within twelve (12) calendar months of the lay-off, the order of reinstatement will be in the reverse order of lay off, provided skill, competency, and ability are considered substantially equal within a classification within a department within a unit as determined in the sole judgment of the Employer. Upon such reinstatement, the Nurse shall commence to accrue seniority and shall have previous accrued unused PTO leave and seniority restored. It is the Nurse's responsibility to keep the Employer (Human Resource Director and Supervisor) informed as to current address and telephone number. Failure by the Nurse to keep the Employer informed of the Nurse's current address, telephone number and availability, shall result in loss of recall rights. Any recall of Nurses out of seniority will be communicated to the Union representative.
- 6.6 <u>Reduction in FTE</u>. When it becomes necessary for the Employer to reduce a Nurse's FTE status for more than 30 days, resulting in a permanent change in benefit eligibility status or an involuntary permanent loss of hours of 8 or more hours per week, the Employer shall first seek volunteers, then reduce FTE's by seniority within a classification within a department within a unit.
- 6.7 <u>Promotion Out of the Bargaining Unit</u>. A Nurse who is promoted out of the bargaining unit will cease to accrue seniority under the provisions of Section 6.1. Should the Nurse then become employed in a bargaining unit position within twelve (12) months of the effective date of the promotion, the Nurse's seniority will be reinstated as of the date the Nurse was promoted from the bargaining unit.
- 6.8 <u>Job Openings</u>. Notice of regular job openings within the bargaining unit shall be posted according to the following procedure: Job openings shall be posted for a minimum of seven (7) days in the following locations: On the Employer website, the Human Resources bulletin board and in the Extended Care break room on the bulletin board. The Employer has the right to concurrently advertise for outside applicants. In the event that the Employer did not receive fourteen (14) days advance written notice of the resignation from the person who occupied the vacant position or that person was discharged for cause, the posting period may be limited to seventy-two (72) hours by the Employer. The Employer has the right to make temporary appointments to fill vacant positions during the application and posting process until the position is filled. To be considered for a regular job opening, the Nurse must submit a written application for each posted position.

Each job opening shall state job qualifications. Specific duties to be performed will be available for review in the Human Resources Department.

The Employer is allowed to interview all candidates concurrently. Current Nurses who, in the Employer's determination, possess the qualifications required by the job description, and who the Employer decides should not be disqualified because of discipline within the past twelve months, or any final warnings or suspensions without pay within the last three (3) years, will receive consideration ahead of outside candidates. Seniority will break any tie if more than one internal candidate is substantially equally qualified in the Employer's determination. The Employer's determination will be based on objective criteria. If the Employer is unable to transfer a Nurse to a vacant position pursuant to this section due to patient care considerations or departmental needs, the position may be filled on a temporary basis and the Nurse will be advised as to when the transfer will occur.

ARTICLE 7 — HOURS OF WORK AND OVERTIME

7.1 Workday. The normal workday for full time and part time Nurses consists of up to 12 hours of work to be completed within thirteen consecutive hours subject to the provisions below (Sections 7.2, 7.7 and 7.10).

- 7.2 <u>Innovative Shifts</u>. "Innovative work shifts" are defined as schedules that require some change, modification or waiver of the provisions of this Agreement. During the term of this Agreement, the Employer has the right to implement from time to time innovative shifts up to twelve (12) hours in length within a classification within a department within a unit. If the Employer decides that it needs to implement innovative shifts of up to twelve (12) hours or split shifts within a classification within a department within a unit, the Employer will notify the Union of the names of the affected Nurses. The Employer will provide at least thirty (30) days notice of such intended change, unless there is an emergency. In the case of an emergency, the Employer will provide as much notice as is permissible under the circumstances. During the thirty (30) day notice time frame, the Union and the affected Nurses will have an opportunity to meet and discuss this matter with the Employer. After the applicable notice and discussion period, the Employer may implement the proposed innovative shifts unilaterally or implement any agreed upon revisions between the Employer and the Union, as the case may be. This provision is also subject to the provisions of Section 7.7.
- 7.3 Overtime. The Employer and the Union agree that overtime will be minimized as determined by the Employer as required by state law codified in RCW 49.28, et seq., regarding restricting mandatory overtime for Nurses. Volunteers will be sought first when overtime is necessary. The provisions of this section are subject to the provisions of Section 4.6.
 - <u>7.3.1</u>. The Employer will not change a Nurse's schedule in order to avoid the payment of earned overtime.
 - 7.3.2 Time Worked. Time actually worked for overtime calculations purposes shall not include non-worked holidays, PTO time, EIB time, on call time, any other time which is not actually physically worked at the Employer's facilities during the applicable work period. The application of this section shall be consistent with state and federal laws.
 - 7.3.3. No Nurse involved in direct patient care activities or clinical services may be required to work overtime, defined as hours worked in excess of an agreed-upon, predetermined, regularly-scheduled shift within a twenty-four (24) hour period, except as follows:

Overtime work that occurs:

- Because of any unforeseeable emergent circumstance, such as any unforeseen declared national, state, or municipal emergency, when an Employer disaster plan is activated, or an unforeseen disaster or other catastrophic event occurs that substantially affects or increases the need for healthcare services.
- Because of prescheduled on-call time.
- When a Nurse is required to work overtime to complete a patient care procedure already in progress where the absence of the Nurse could have an adverse effect on the patient.
- When the Employer has documented reasonable efforts to obtain staffing for reasons other than chronic staff shortages. Such reasonable efforts include seeking volunteers to work extra time from all available qualified staff who are working, seeking the use of per diem staff, and seeking personnel from a contracted temporary agency the Employer regularly uses.
- 7.4 <u>Meal/Rest Periods</u>. Nurses shall receive an unpaid meal period. Nurses required or authorized by their supervisor to remain on duty, or who are directed by a supervisor to work during their meal period or rest period, shall be compensated for such time at the appropriate rate of pay. All Nurses shall be allowed two (2) paid rest periods of 15 minutes each during each shift of eight (8) hours or more in duration. Nurses shall be allowed three (3) paid rest periods of 15 minutes each during each shift of eleven (11) hours or

more in duration. The application of this section shall be consistent with state and federal laws. Nurses who work in excess of ten (10) hours may elect to take a second one-half (1/2) hour unpaid meal break.

Employees must record any missed meal/rest periods in the Employer's designated timekeeping records/system, and there shall be no retaliation therefore, holding employees accountable for time management shall not be construed as "retaliation" under the above sentence.

- 7.5 Weekends. The Employer will make a good faith effort to schedule a minimum of two weekends out of four consecutive weekends off subject to the provisions of Section 7.5.2. In the event a full-time or part-time Nurse is required to work on that Nurse's scheduled weekend off, all time worked on that weekend off shall be paid at the rate of one and one-half times the Nurse's regular rate of pay. This section shall not apply to Nurses who request more frequent weekend duty, or to Nurses who wish to trade weekends with another Nurse and all such trades shall have the prior approval of supervision. Standby (and call back if any) on scheduled weekends off shall be paid pursuant to Sections 9.3 and 9.4 herein and shall not be regarded as a weekend worked for purposes of this section. There shall be no pyramiding of overtime, minimums and premiums paid.
 - 7.5.1. The weekend shall be defined as 0000 Saturday to 2359 Sunday.
 - 7.5.2. Nurses who request more frequent weekend duty will agree to do so in writing.
 - <u>7.5.3</u>. Should any Nurse subject to Section 7.5.2 vacate the Nurse's position with the Employer, the Employer may recruit for this position requiring the same conditions.
- 7.6 Rest Between Shifts. In scheduling work assignments, the Employer will comply with the state law governing mandatory overtime for Nurses (RCW 49.28, et seq.). In the event that a Nurse works without an unbroken rest period of twelve (12) hours for those coming off an 8 hour shift, ten (10) hours for those coming off a ten (10) hour shift and eight (8) hours for those coming off a twelve (12) hour shift, or if RCW 49.28, et seq., does not apply and overtime is worked, the Nurse shall be paid at one and one-half (1½) times the regular rate of pay for all hours worked within that eight, ten or twelve hour rest period. This section does not apply to Nurses who are on-call or call back performed pursuant to Sections 9.3 and 9.4. If a Nurse is entitled to both rest between shifts and short notice premium as a result of the same event, the Nurse shall receive the greater of the two, but not both. There shall be no pyramiding of overtime, minimums, and premiums paid.
- 7.7 Work Schedules. It is recognized and understood that deviations from the foregoing normal hours of work may occur from time to time, resulting from several causes such as, but not limited to, use of PTO, leaves of absence, weekend and holiday duty, absenteeism, Nurse's requests, temporary shortage of personnel, low census and emergencies. The Employer retains the right to adjust work schedules to maintain an efficient and orderly operation. Monthly work schedules for all Nurses working shall be posted by 20th day of the preceding month. The provisions of Section 7.2 above may be applicable to this section. Except for emergency conditions involving patient care (including low census conditions), individual scheduled hours of work may be changed only by mutual consent.
 - 7.7.1 Shift Change. The Employer has the right to implement shift changes in the event it is necessary to cover vacant shifts due to PTO leave, vacation, absence due to illness/accident, and any other reason which otherwise could adversely impact patient care as determined by the Employer. The Employer will first seek volunteers to cover such unforeseen absences. In the event sufficient volunteers cannot be obtained, the Employer has the right to place Nurses on the schedule in order of inverse seniority provided they can maintain the proper mix of skills and abilities to continue patient care.

- 7.8 Work Period. A normal work period shall consist of thirty (30) to forty (40) hours of work within a regularly recurring seven (7) day period.
- 7.9 Report Pay. A Nurse who is scheduled to work and comes to work without receiving prior notice that no work is available, shall receive two (2) hours of pay at the Nurse's base hourly rate. Should the Employer make a bona fide attempt to notify the Nurse of cancellation of shift at least two (2) hours in advance of the shift, but is unsuccessful in doing so, this provision shall not apply. The Employer will utilize the telephone as a method of attempting to notify the Nurse. It shall be the responsibility of the Nurse to communicate a current address and telephone or message telephone number to the Nurse's supervisor's office and the Human Resource Department. The Nurse's failure to keep their supervisor and the Human Resource Director updated as to current address, telephone number or message telephone number, or the lack of telephone service shall excuse the Employer from the notification requirements provided for herein. The Employer has the right to mandate that the Nurse work the full two (2) hours.
- 7.10 Low Census. The Employer has the right to low census Nurses for lack of work, lack of funds, or other legitimate reasons as determined by the Employer. During a period of low census, the Employer will first ask for volunteers to take time off before determining and implementing the reduced staffing schedule required. In the event there are no volunteers, the Employer will endeavor to rotate low census equitably among Nurses assigned to each department by shift, subject to skill mix, competence, ability, and availability as determined by the Employer. If an individual volunteers to take a low census day off, that day shall be counted for purposes of the rotation list. Nurses who are subject to low census may use accrued PTO subject to Section 7.10.2 and such time off will count in the low census rotation. The Employer will attempt to make floating opportunities available to Nurses subject to low census. Temporary and per diem Nurses will not normally be utilized in a department where full-time and part-time Nurses are required to take low census. All hours reported as low census hours will be benefited as worked.
 - 7.10.1. Any Nurse who is asked to stay home or is sent home on a regularly scheduled work day due to low census, and who agrees to be available on that low census day, shall receive on-call pay in accordance with Section 9.3. If called back to work, the Nurse shall be compensated at the Nurse's regular rate of pay. Nurses subject to low census may volunteer to be assigned to other units if work is available and the Nurse is qualified.
 - 7.10.2. Low censuses Nurses who elect to take PTO time for lost hours due to low census, must communicate their election about taking PTO time at the time the Employer notifies them of low census and cannot be on call.

ARTICLE 8 – COMPENSATION

8.1 Wages.

- Effective the first full pay period that begins after ratification of this agreement, the base hourly rates of pay for all job titles will be as set forth in Appendix A.
- Effective the first full payroll period that begins after September 1, 2024, all job titles will receive a 3.5% (three and one-half percent) increase.
- Effective the first full payroll period that begins after September 1, 2025, all job titles will receive a 3% (three percent) increase.
- 8.2 <u>Step Increases</u>. Nurses shall progress to the next higher step in the wage scale on the first full pay period following the Nurse's current anniversary date of employment.

8.3 Recognition for Past Experience. Full-time and part-time Nurses hired during the term of this Agreement shall be given full credit for continuous recent experience when placed on the wage scale. For purposes of this Section. Continuous recent experience shall be defined for the Hospital as clinical nursing experience as a registered Nurse in an acute care facility and for the Extended Care as clinical nursing experience as a registered Nurse in a long-term care facility, without a break in nursing experience which would reduce the level of nursing skills in the opinion of the Director of Nursing Services. It shall remain the prerogative of the Employer to establish at what step in the schedule to place Nurses in all other circumstances.

Nurses who were placed lower on the wage schedule can within thirty (30) days of the commencement of employment provide the Employer proof of their continuous work experience and will be moved to the appropriate step.

8.4. The Employer retains the right to make market/competitive scale adjustments as deemed necessary by the Employer for the purposes of recruitment and retention.

ARTICLE 9 - PREMIUM PAY

- 9.1 <u>Night Shift Differential</u>. Employees working the Night Shift (1900 to 0700) will receive \$3.25 per hour. Employees who work and are paid shift differential are paid for those hours in addition to the employee's base hourly rate of pay.
- 9.2 Weekend Differential. Nurses working the weekend are entitled to a differential of \$2.50 per hour through the end of this Agreement in addition to their base hourly rate of pay. For the purposes of this provision the weekend is defined as Saturday at 0000 to Sunday at 2359
- 9.3 On Call. If the Employer requires that a Nurse be "on call" during said Nurse's non-scheduled work hours, said Nurse will receive an additional \$3.00 per hour. Nurses required to be placed on-call during fixed Holidays will receive \$2.75 per hour for all hours on-call.

In order to be eligible for this on call status compensation, the Nurse must:

- a) be required by the Employer to be on call;
- b) have the ability to perform the work required; and,
- c) be available by telephone or beeper and be able to report to the work site within thirty (30) minutes, unless specified by Level 4 Trauma requirements or Cardiac and Stroke Programs, to be able to report to the work site within twenty (20) minutes.
- 9.4 <u>Call Back</u>. Nurses called back from On Call shall receive a minimum of two (2) hours call back pay at one and one half (1-1/2) times their base hourly rate plus shift differential where applicable in accordance with Sections 9.1 and 9.2. Any call back occurring within thirty (30) minutes of a previous call back will be counted as part of the previous call back. Call back will begin only when the Nurse has clocked in to start work at the work site. Nurses on call due to low census are subject to Section 7.10.1.

Travel time to and from the Employer shall not be considered time worked. The minimum call back shall not apply when the Nurse reports for work in advance of the assigned shift.

9.5 Short Notice Call-In.

- a) Subject to the requirements of RCW 49.28, a Nurse who is on a scheduled day off and is called in to work with less than 4 hours notice shall be paid time and one-half the Nurse's regular hourly rate for a minimum of 1 hour.
- b) A Nurse who is on a scheduled day off and is called in to work with more than 4 hours notice shall be paid the Nurse's regular hourly rate.
- c) A Nurse who is scheduled to work and is called in to work earlier than scheduled with less than 4 hours notice shall be eligible for short notice pay for those hours worked prior to the Nurse's original scheduled shift for a minimum of one (1) hour and applicable shift differential for the additional hours worked.
- d) A Nurse who is working at the work site and is requested at any time during the shift by the department supervisor/manager to remain working at the work site for more than one (1) hour beyond the Nurse's scheduled shift will be eligible for short notice pay for those hours worked beyond the Nurse's original scheduled shift and applicable shift differential for the additional hours worked.

Short notice (less than 4 hours) does not apply to Nurses who are on call. All short notice situations are subject to prior authorization and approval by the department supervisor/manager or designee. If a Nurse is entitled to both short notice and rest between shift premiums as a result of the same event, the Nurse shall receive the greater of the two, but not both. There shall be no pyramiding of overtime, hours worked, minimums and premiums paid.

- 9.6 <u>Charge Nurse</u>. Nurses assigned charge Nurse duty shall be paid a premium only for those hours during which they are performing charge duty. Charge Nurse duty will not be paid on non-worked hours, e.g., PTO, holiday pay. Premium pay will be \$1.75 an hour.
- 9.7 <u>Preceptor Pay</u>. Nurses assigned to preceptor duty shall be paid a premium of \$1.75 per hour for hours actually worked while performing preceptor duties. Preceptor premiums will not be paid on non-worked hours, e.g., PTO, holidays.
- 9.8 <u>Certification Pay</u>. Full-time and part-time Nurses who have obtained one or more Employer-approved national or Washington State recognized certification(s) in recognized clinical nursing specialties may receive certification pay.
 - 9.8.1. To receive certification pay, the certification must be effective and maintained in good standing by the Nurse. To receive certification pay, Nurses must notify their manager in writing at the time certification is received and must provide a copy of the original certification document and any subsequent recertification document to their manager. Proof of an effective and maintained certification may be required by the Employer at any time.
 - 9.8.2. Certification pay will not be paid if the Nurse does not perform specific job functions related to the certification, as determined by the Employer. Nurses who have an approved certification for a clinical nursing specialty may be scheduled by the Employer to work in that specialty area.
 - 9.8.3. The Employer will publish the list of approved certifications at least once per year within the first quarter. Certification(s) that are required for a Nurse's job classification or are built into the job's compensation will not be eligible.
 - <u>9.8.4</u>. A Nurse will be eligible for certification pay based on presenting proof of having attained a BSN degree, and that degree will be considered one certification under this Section.

- 9.8.5. Nurses meeting the requirements for certification pay will receive one dollar (\$1.00) per hour worked in addition to their base rate of pay for the first such certification and an additional fifty cents (\$0.50) per hour worked in addition to their base rate of pay for the second such certification. This certification pay will not be paid on non-worked hours, e.g. PTO, holidays. This certification pay will not increase if the Nurse obtains more than two approved certifications.
- 9.9 <u>Bilingual Premium</u>. When an employee is certified to provide medical translation services, such individual shall receive a premium of one dollar \$1.00 per hour as a premium on their base rate of pay.

ARTICLE 10 — PAID TIME OFF AND EXTENDED ILLNESS BANK

- 10.1 <u>Purpose</u>. The purpose of the Paid Time Off Program (PTO) is to allow each eligible Nurse to utilize PTO as the Nurse determines best fits the Nurse's personal needs or desires.
- 10.2 <u>Eligibility</u>. All full-time and part-time Nurses are eligible for PTO. PTO is accrued upon hire or transfer into a PTO eligible position. Per-diem Nurses do not accrue PTO.
- 10.3 <u>Availability to Use</u>. PTO accruals are available for use in the pay period following successful completion of the probationary period, except as required by law. PTO may not be taken before it actually accrues.
- 10.4 <u>Accrual of PTO</u>. Accruals are based upon hours actually worked. Length of service will determine the rate at which a Nurse will accrue PTO. PTO does not accrue during unpaid leaves of absences.

Accrual Chart:

Based upon hours worked:

Part-Time and Full-Time Employees:

Years of Service Based on Anniversary Date	Accrual Rate Per Hour
0 - 3 years	.0615 per hour
4-9 years	.0833 per hour
10 + years	.1154 per hour

- 10.4.1 Maximum PTO Accrual. The PTO ceiling is five hundred (500) hours and PTO does not accrue beyond that ceiling. When that ceiling is reached a Nurse has the following options: (1) cash out of PTO in 50 hour increments up to 150 hours; or (2) cash and deferral of PTO in 50 hour increments up to 150 hours into the Nurse's applicable 457 retirement program under the terms of that program; (3) or taking vacation to remain below the 500 hour ceiling. Nurses will be notified that they have reached the ceiling and cash out or deferral must be made within twenty days after notification otherwise those hours above 500 will be lost. If the Nurse wishes to take vacation, such vacation time must be scheduled and approved by the Employer within twenty days of the notice (the actual vacation time may be taken outside of the twenty days).
- 10.5 <u>Scheduled PTO</u>. Scheduled PTO will be paid out at the Nurse's base hourly rate of pay that would have been applicable during the time of the leave had the Nurse been at work during that time. Scheduled PTO is requested in advance, must be scheduled by the 15th day of the previous month or in accordance with Employer policies and is subject to supervisory approval and department staffing needs.

<u>Medical Appointments:</u> Nurses are encouraged to schedule medical appointments for themselves or their family outside of their scheduled workday.

<u>Vacation:</u> Nurses shall be eligible to take accrued PTO time for vacation. If there are more requests for time off than the Employer will allow due to operational needs, then seniority shall determine who is allowed the vacation time off.

<u>Personal Time:</u> Nurses shall be eligible to take accrued PTO time for personal reasons.

10.6 <u>PTO Use for Unanticipated Medical Reasons</u>. Nurses may use PTO due to unanticipated medical reasons for the Nurse or their family (i.e., sickness, injury, emergency medical treatments, unscheduled medical appointments) subject to the following conditions:

10.6.1 Workers Compensation. In the event of an occupational illness or injury, PTO and then EIB (after 16 hours of work) may be used at the Nurse's request, for lost work time not covered by Workers' Compensation Insurance. PTO and DB can be integrated with Workers' Compensation to the extent available to continue normal earnings.

10.6.2 Notification of Absence. Nurses should try to give notice of their absence as soon as possible before commencement of the Nurse's scheduled work day. In addition, Nurses are required to notify the Employer at least two hours in advance of the scheduled shift if the Nurse is scheduled to work the day shift and four (4) hours in advance if the Nurse is scheduled to work the evening or night shift if the Nurse is unable to report for duty as scheduled. The Nurse must also notify the Employer for each day of absence if the Nurse is unable to work unless prior arrangements have been made with supervision. Failure to give the minimum proper notification will be grounds for progressive discipline up to termination of employment.

10.7 <u>Proof of Illness</u>. The Employer may require that a Nurse provide a physician's written verification of illness and inability to work in cases of unscheduled absences, suspected PTO or EIB abuse, after three days of absence or to verify the Nurse's fitness to return to work.

10.8 <u>PTO Accumulation</u>. PTO hours remaining in a Nurse's bank at the end of each calendar year may be carried over to the next year subject to Section 10.4.1.

10.8.1 PTO Cash Out. Nurses may cash out PTO in blocks of 20 hours up to a maximum of 40 hours per calendar year as long as after cash out the Nurse has at least the amount of hours equivalent to the Nurse's regular weekly scheduled hours left in their PTO bank e.g., Nurses working 32 hours must maintain 32 hours in Nurse's PTO bank after cash out.

<u>10.8.2 PTO Conversion to EIB Bank</u>. By November 1 of each calendar year a Nurse may make a written request to the Human Resources Director/designee to convert a designated number of PTO hours to the Nurse's EIB bank. Requests submitted after November 1 will not be accepted.

10.9 <u>PTO Payment Upon Resignation</u>. After completion of at least twelve months of continuous employment upon resignation of employment a Nurse may be eligible for payout of PTO accruals according to our "Resignation/Termination of employment" policy. PTO payout shall be made at the Nurse's base hourly rate of pay at the time of termination. If the Nurse (1) resigns and gives two weeks written notice, or (2) is laid off from employment with the Employer (this does not include low census adjustments) the Nurse shall receive a pay-off of accrued but unused PTO credits. If the Nurse is otherwise

terminated by the Employer or fails to give two weeks written notice or fails to work all scheduled shifts during the notice period, the Nurse is not eligible for payout of PTO.

10.10 Extended Illness Benefit (EIB) Accrual Rates. Accruals are based upon hours actually worked. EIB does not accrue during unpaid leaves of absences.

Part Time and Full Time Nurses will receive .0231 per hour based on hours worked

- 10.11. EIB may be accessed for the use of medically qualifying leave for the Nurse or for family members as designated by the Washington State Care Act, as amended, after sixteen hours of missed work subject to the following:
 - <u>10.11.1</u>. Nurses may use EIB hours immediately if they or a family member as defined by the Washington State Care Act, as amended are hospitalized as an Inpatient/Observation Patient, or surgery including outpatient surgery as determined by Human Resources.
 - 10.11.2. Employees who use sixteen hours of PTO towards an intermittent FMLA leave shall not be required to use any additional PTO and will be able to access EIB throughout their leave.
- 10.12. The maximum accrual for EIB is 500 hours.
- 10.13. Hours in the Extended Illness Bank shall not be paid out upon resignation/termination of employment except for those already employed on or before April 2017. For staff so employed, after 20 years of continuous service as a full time or part time Nurse, a cash out of up to 100 hours per year, paid at 50% is allowable, leaving at least 100 hours in the employees' EIB Bank. Cash out of remaining hours at retirement will be at 50%.

Nurses hired after April 2017 will not be eligible to cash out EIB.

10.14. Nurses with more than 400 hours in their EIB bank may convert up to 32 EIB hours per calendar year to their PTO bank at 50%.

ARTICLE 11 - HOLIDAYS

- 11.1 <u>Paid Holidays</u>. The following schedule of paid holidays shall be observed: New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, and one (1) personal floating holiday.
- 11.2 Holiday Pay. Holiday pay shall be paid out as follows:
 - 11.2.1. Full-time Nurses working a regular shift of 8 or more hours will receive Holiday pay of the same number of hours as their regularly scheduled shift e.g. an employee regularly scheduled for a 12 hour shift will receive 12 hours of Holiday pay.
 - 11.2.2. Full-time Nurses working shifts of different lengths will receive Holiday pay based on the average of the different shift lengths.
 - 11.2.3. Part-time Nurses will receive 4 hours of holiday pay.
 - 11.2.4. Holiday pay is paid out at the Nurse's base hourly rate.

- 11.3. The Employer will make a reasonable attempt to rotate the holiday work within each classification within each department within each shift.
- 11.4 <u>Unscheduled Absences</u>. An unscheduled or "call-in" absence on the last scheduled day prior to the holiday or the next scheduled day following the holiday will result in the loss of holiday pay.
- 11.5. Should a holiday fall while a full-time or part-time Nurse is on paid vacation, the Nurse shall be credited with applicable holiday pay, not PTO pay, according to Sections 11.1 and 11.2.
- 11.6 <u>Nurses working a holiday</u>. All Nurses required to work on a holiday will receive one and one-half (1 \(^1/2\)) times their regular hourly rate of pay for actual hours worked for all hours on the holiday.
- 11.7. There will be no payout upon termination of employment of personal floating holidays not taken.
- 11.8 <u>Prime-Time Holidays</u>. Thanksgiving Day, Christmas Day and New Years shall be paid at the rate of two (2) times their regular rate of pay.

ARTICLE 12 — EMPLOYER PLANS

- 12.1 <u>Medical Plan</u>. On the first day of the month following sixty (60) days of employment, Nurses who work more than sixteen hours per week will be eligible to enroll in the medical plan. The Employer will contribute toward the employee only premium for the current medical plan subject to the following limitations.
 - 12.1.1 Contribution Rates. Nurses regularly scheduled to work twenty four to forty hours will be eligible for an Employer contribution in the maximum amount of 88% of the premium. Nurses are responsible for paying for any portion of the Nurse-only premium above this amount, plus any dependent coverage they elect.
- 12.2 <u>Voluntary Dental and Vision Plan</u>. The Employer offers a voluntary dental and vision plan. Nurses are responsible for paying all premiums and costs associated with these plans.
- 12.3 <u>Life Insurance</u>. Full-time and part-time Nurses may elect to be covered under the Employer paid life insurance policy the first of the month after Nurses have satisfactorily completed their probationary period.
- 12.4 <u>Pension & Deferred Compensation Plans</u>. The Employer will offer a deferred compensation plan (457 type plan) for Nurses subject to the plans' enrollment and eligibility requirements. A Nurse may contribute directly through payroll deduction to the deferred compensation plan.

Information on the deferred compensation plan, including withdrawal restrictions, vesting, retirement options and sign up forms will be provided to the Nurse.

Nothing in this Agreement prevents the parties from mutually agreeing to structure future Employer contributions to a 401(a) pension plan.

12.5 Discretionary Contribution.

12.5.1 Employee. The Employer may, at its discretion, allow full-time and part-time employees to voluntarily elect additional employee plans determined by the Employer, with the Nurse being responsible for contributing 100 percent (100%) of the plan premium(s) by payroll deduction.

- 12.5.2 Employer. Upon ratification of this agreement, for those Nurses with at least one (1) year of continuous employment, regularly scheduled to work 24 40 hours per week and who are eligible to participate in the deferred compensation pension plan, the Employer shall contribute a match of the employee contribution to the plan of up to a maximum of four percent (4%) of the employee's annual salary. Participation in this plan must be in accordance to the plan's enrollment and eligibility documents.
- 12.6 Employee Well Care Plan. Upon ratification of this Agreement each full and part time employee will receive Two Thousand Dollars (\$2,000.00) per calendar years towards Employee and Family healthcare services provided by North Valley Hospital District. Eligible services include any service provided by a department of North Valley Hospital District. Eligible family members include spouse and children. Family Well Care may not be carried over from year to year and is lost if not used by December 31st of each calendar year.

ARTICLE 13 —LEAVES OF ABSENCE

- 13.1 <u>Family and Medical Leave</u>. Pursuant to the federal Family and Medical Leave Act, as amended, eligible Nurses will be granted family/medical leave for up to twelve (12) weeks during a twelve (12) month rolling backward period as provided by law: The Employer will maintain the Nurse's health benefits during this leave and will reinstate the Nurse to the Nurse's former or equivalent position at the conclusion of the leave. Nurses must use PTO or EIB leave in accordance with provisions for use of such leave before converting to an unpaid leave status. Generally Nurses must give at least thirty days advance notice to the Employer of the request for leave.
- 13.2 Washington Paid Family & Medical Leave. The Washington Paid Family & Medical Leave (PFML) Act establishes a State program that generally allows eligible Nurses to apply for State-provided income replacement benefits during a leave of up to 12 weeks (or under certain circumstances up to 18 weeks) for qualifying reasons. Leave that is compensated under the PFML program will run concurrently with all other applicable leave types available in this Agreement or by law, including FMLA leave, to the maximum extent allowed by law. Nurses will be responsible for the full employee premium share allowed by law, paid through payroll deduction. The Employer will pay the remaining portion of the premium.
- 13.3 <u>Health Leave For Nurses</u>. Nurses who are not eligible for FMLA leave (Section 13.1) or PFML leave (Section 13.2), but have completed the probationary period, may be granted a leave of absence for health reasons upon the recommendation of a physician for a period of up to ninety (90) days without loss of accrued benefits accrued to date such leave commences. Nurses returning from a health leave under this section will be returned to the Nurse's former position if they return within forty—five days. After forty-five days, the Nurse will be returned to the Nurse's former position, if it remains unfilled. If the former position has been filled, the returning Nurse shall be assigned to the first available position for which the Nurse is qualified.
 - 13.3.1. None of the provisions of this section shall alter the Employer's absolute right to have a Nurse examined by a physician of the Employer's choosing to determine such Nurse's fitness of duty, or mental and/or physical fitness.
 - 13.3.2. Nurses must use PTO or EIB leave in accordance with provisions for use of such leave before converting to an unpaid leave status.
 - 13.3.3. A Nurse's failure to return from leave on or by the specified date forfeits the Nurse's return rights.

13.4 Maternity Leave. After one (1) year of continuous employment, a maternity leave may be requested in writing to the Human Resource Department. Said leave shall not exceed twelve (12) weeks (whether paid through PTO or EIB or unpaid) or the period of disability. To be eligible for maternity leave, the Nurse must inform their supervisor of the Nurse's intention to take maternity leave in writing sufficiently in advance (generally 30 days unless in cases of emergency) to allow time for the supervisor to make necessary arrangements. The written notification shall also contain an approximate expected date for return to work. Within thirty (30) days after childbirth, the Nurse shall inform the Employer of the specific day the Nurse expects to return to work. Disabilities caused or contributed to by pregnancy, miscarriage, abortion, or childbirth, and recovery are for all job related purposes temporary disabilities and will be treated as such. Upon returning to work, the Nurse will be reinstated under the same terms and status as when maternity leave began.

If a particular period of leave qualifies under both the FMLA, PFML, other state or federal law or the terms of this collective bargaining agreement, the leave shall run concurrently to the extent allowed under federal and state law.

13.5 <u>Jury Duty</u>. Nurses who are required to serve on jury duty on a regularly scheduled work day, or who are called to be a witness on behalf of the Employer in any judicial proceeding, shall be compensated by the Employer for the difference between the Nurses' jury duty/witness fee pay and the Nurses' base hourly rate of pay, provided the Nurses notify the Employer immediately upon receipt of the jury summons to allow the Employer an opportunity to notify the court if the jury duty imposes a hardship upon the Employer. Nurses who serve as jurors or a witness on behalf of the Employer will be administratively assigned to the day shift for the duration of the jury duty. Nurses subpoenaed for proceedings not involving the Employer will be given unpaid release time.

Nurses may be given up to twelve (12) hours off without pay prior to any judicial proceedings, if requested by the Nurse.

- 13.6 Military Leave. Leave required in order for a Nurse to maintain status in the military shall be granted without pay, without loss of benefits accrued to the date such leave commences, and shall not be considered part of the earned annual PTO time. Upon return from a qualifying military leave, a Nurse shall be returned to work in accordance with current state and federal law.
- 13.7 <u>Bereavement Leave</u>. Emergency leave of up to 24 hours of scheduled work with pay shall be granted for death in the immediate family to full-time Nurses and part-time Nurses on a pro-rated basis. The departure and return dates must be approved in advance by the Nurse's department supervisor. If additional days are needed for bereavement leave, the Nurse may be permitted to use accrued PTO, or request a Personal Leave. Any such additional time off must be pre-approved by the Nurse's department supervisor. For purposes of bereavement leave Immediate family shall be defined as spouse, domestic partner, legal guardian, son, daughter, mother, father, sister, brother, grandparent, aunt, uncle, niece, nephew and in-laws of the same categories.
- 13.8 <u>Personal Leave</u>. A personal leave of absence may be granted at the sole discretion of the Employer for up to thirty (30) days. The request must be in writing. The terms of the leave (e.g., whether the position/shift will be held, PTO used) must also be in writing. Denial of a request for Personal Leave is not subject to the grievance/arbitration process.

ARTICLE 14 - LABOR/MANAGEMENT COMMITTEE

14.1. The Employer and the Union shall establish a Labor Management Committee which will meet at mutually agreed upon times but no less once every three months.

ARTICLE 15 — EDUCATIONAL ASSISTANCE

- 15.1. Effective after the date of the signing of this Agreement, the Employer, in its sole discretion, may reimburse the Nurse's tuition for pre-approved "off-duty" job related classes and/or courses subject to the following provisions:
 - 15.1.1. The Class and/or course are subject to prior written approval by the Senior Leadership Team.
 - <u>15.1.2</u>. Any class and/or course shall be directly related and/or contributory to the Nurse's present position or next logical professional progression within the department. The Department Manager shall make the determination as to which classes and/or course are considered directly related and/or contributory to the Nurse's position.
 - 15.1.3. All costs associated with the class and/or course will be prepaid by the Nurse after written pre-approval is received from Senior Leadership. A written receipt for the "tuition only" shall be obtained at the time of payment and retained for reimbursement at the end of the successful completion of the class and/or course.
 - <u>15.1.4</u>. At the successful completion of the class and/or course and upon presentation of both grades and a certificate to the Senior Leadership, the Employer shall reimburse the Nurse for tuition on the following basis:

Final grade and/or final score equal to A = 75%Final grade and/or final score equal to B = 50%Final grade and/or final score equal to C = 25%Final grade and/or final score less than C = 0%

- * Courses with pass/fail final grade and/or final score will be reimbursed at 75% for pass and 0% for fail.
- 15.2. The determination of the Senior Leadership Team with regards to provisions of this article shall be final and binding on all parties. The above provisions are subject to the budgetary constraints within each department budget.
- 15.3 <u>Professional Leave Educational Leave Days</u>. Non-Mandatory leave with pay may be granted for attending professional meetings, such as workshops, seminars and educational programs, provided such leave shall be subject to budgetary considerations and scheduling requirements of the Employer. Requests for Educational Leave Days will not be unreasonably denied.

Electronic means of educational programs will be considered first. The term "professional meetings" is defined as meetings conducted to develop skills and qualifications of employees for the purpose of enhancing and upgrading the quality of services provided by North Valley Hospital.

ARTICLE 16 - GRIEVANCE PROCEDURE

16.1 <u>Grievance Defined</u>. A grievance is defined as an alleged violation of the terms and conditions of this Agreement. It is the desire of the parties to this Agreement that grievance be adjusted informally whenever possible and at the first level of supervision. If a grievance arises, the Nurse shall use the following grievance procedure:

Step I - Immediate Supervisor. If a Nurse has a grievance, the Nurse or union representative shall present the grievance, in writing, to the Human Resources Director within fourteen (14) calendar days from the date when the Nurse became aware of the facts that constitute the grievance. Oral and verbal warnings are not subject to the grievance process. Upon receipt, the Human Resources Director shall attempt to resolve the problem with the Nurse and shall respond in writing to the union within fourteen (14) calendar days following receipt of the written grievance. If the grievance involves the Nurse's termination from employment, the grievance may be filed at Step II.

Step II – Administrator. If the matter is not resolved at Step I, the Union shall present the written grievance within fourteen (14) calendar days of the Step I response to the Administrator or designee. Within fourteen (14) calendar days thereafter, unless the Employer and Union mutually agree to extend the timeline, there shall be a meeting with the Administrator, or designee, the Human Resources Director, the Nurse and/or the Union Steward and/or a Union Representative. If the Immediate Supervisor is not named in the Grievance, they may also be in attendance. The Administrator, or designee, will issue a response within twenty calendar days following the meeting unless the Employer and Union mutually agree to extend the timeline.

Step III - Arbitration. If the grievance is not settled on the basis of the foregoing procedures, the Union may submit the issue in writing for arbitration within ten (10) calendar days following the Step II decision. The Employer and the Union shall attempt to select a neutral attorney to serve as arbitrator. If the Employer and the Union fail to agree on an arbitrator within ten days, a list of seven (7) arbitrators shall be requested from the Federal Mediation and Conciliation Service or other mutually agreed upon labor arbitration service. The parties shall thereupon alternate in striking a name from the list until one remains. The person whose name remains shall be the arbitrator.

The arbitrator shall render a decision as promptly as possible. The arbitrator shall be confined to the issues submitted for arbitration and shall have no authority to determine any other issues not so submitted to the arbitrator. The arbitrator shall have jurisdiction and authority only to interpret, apply or determine compliance with the specific terms of this Agreement and shall not have jurisdiction to add to, detract from or alter in any way the provisions of this Agreement. The decision within the jurisdiction of the arbitrator shall be final and binding upon both parties.

16.2. The time limits set forth in the grievance procedure may only be extended by mutual agreement of the

Union and the Employer, and shall be confirmed in writing by the parties.

- 16.3. The grievance shall be in written form and shall include the following:
 - a) A specific statement of the grievance;
 - b) The specific provisions of the agreement allegedly violated; and
 - c) The specific remedy sought.

16.4. Any disposition of a grievance from which no appeal is taken within the time limits specified herein shall be deemed withdrawn and shall not thereafter be subject to the Grievance Procedure.

ARTICLE 17 - UNINTERRUPTED PATIENT CARE

17.1 No Strike. Neither the Union, the Nurses nor their agents shall, directly or indirectly, authorize, assist, encourage and/or participate in any way, in any strike, any sympathy strike, picketing, walkouts,

slowdowns, sick outs or any other interference with the operations of the Employer inclusive of, but not limited to, any refusal to cross any labor organization's picket line. Any Nurse participating in any of these activities is subject to immediate discharge.

- 17.2 No Lockout. As long as the Union and the Nurses do not violate the provisions of Section 17.1 above, the Employer shall not lockout it's Nurses.
- 17.3 Other remedies. Nothing contained in this labor agreement shall preclude the Employer from seeking legal and judicial remedies inclusive of injunctive relief and damages for violations of this Article.

ARTICLE 18 - SEPARABILITY

- 18.1 State and Federal Laws. This Agreement shall be subject to all present and future applicable federal and state laws, executive orders of the President of the United States or the Governor of the State of Washington, and rules and regulations of governmental authority. Should any provision or provisions become unlawful by virtue of the above or be declared by any court of competent jurisdiction to be null, void or unenforceable, such action shall not invalidate the entire Agreement. Any provisions of this Agreement not declared invalid shall remain in full force and effect for the term of the Agreement. If any provision is held invalid, the Employer and the Union shall enter into immediate negotiations for the purpose, and solely for the purpose, of arriving at a mutually satisfactory replacement for such provision.
- 18.2 <u>Changes in Writing</u>. Any changes or amendments to this Agreement shall be in writing and duly executed by the parties and their representatives.

ARTICLE 19 - COMPLETE AGREEMENT

- 19.1 <u>Bargaining Subjects</u>. The parties hereto have had an opportunity to raise and discuss all bargainable subjects leading to the adoption of this Agreement.
- 19.2 Entire Agreement. The Agreement expressed herein in writing constitutes the entire Agreement between the parties and no oral or written statement (except as provided in Section 18.2) shall add to or supersede any of its provisions.
- 19.3 Non-Contract Past Practices. The Employer agrees to notify the Union about changes the Employer plans to make to past practices not specifically written in this Agreement thirty (30) days prior to implementing the changes. The notification is for purposes of seeking input from the Union during the thirty (30) day period; provided, however, the Employer is not required to bargain about the decisions nor about the effects of those decisions regarding the changes to past practices. After thirty (30) days the Employer has the right to implement the changes to past practices.

ARTICLE 20 - MANAGEMENT RIGHTS

- 20.1. The Union and Nurses agree that the Employer has core management rights. The Employer has the right to decide and implement its decisions regarding such management rights without negotiating about the decisions and the effects of those decisions.
- 20.2. Employer core management rights are inclusive of, but not limited to, the following:
 - (a) The right to establish and modify reasonable work rules and procedures;

- (b) The right to schedule any and all work and overtime work, and the methods and process by which said work is to be performed in a manner most advantageous to the Employer and consistent with the Employer's assessment of the public interest and patients' needs.
- (c) The right to hire and lay off Nurses as deemed necessary by the Employer.
- (d) The right to discipline a Nurse for just cause as indicated in Article 5.
- (e) The right to make any and all determinations as to size and composition of the work force.
- (f) The right to direct Nurses to carry out duties connected with operations not enumerated in job descriptions.
- (g) The right to take whatever actions the Employer deems necessary to carry out services in an emergency. The Employer shall be the sole determiner as to the existence of an emergency.
- (h) The right to modify any and all operations and work requirements in order to more effectively and efficiently carry out services as a result of any existing and/or new rules and regulatory provisions of state and/or federal origin which may in any way affect the Employer's ability to provide services on a cost effective basis.
- (i) The right to introduce new, improved and automatic methods and equipment to improve efficiency and reduce costs.
- (j) The right to close or liquidate, combine, relocate, and/or reorganize, offices, operations, facilities, and/or departments.
- (k) The right to determine the budget.

20.3. The Union may request to negotiate only about the effects of the Employer's decision(s) if the subject matter of those effects is not already addressed in the contract. However, such effects bargaining shall not impede, alter and/or delay the Employer's right to implement its decision(s). Examples of effects already addressed and about which no negotiations shall take place are inclusive of, but not limited to, low census, lay-offs, hours of work, discipline, health insurance plans, etc.

20.4. The above rights shall not violate any specific provision(s) of this Agreement.

ARTICLE 21 - DURATION OF AGREEMENT

This Agreement shall become effective when the second party signs this Agreement. This Agreement shall remain in full force and effect until August 31, 2026, and from year-to-year thereafter, unless either party serves notice in writing at least ninety (90) calendar days in advance of the expiration date, or at least ninety (90) calendar days in advance of the anniversary date, whichever is applicable.

IN WITNESS WHEREOF, the parties hereto have c	aused this Agreement to be duly executed this <u>23</u>
day of Februs, 2020	
NORTH VALLEY HOSPITAL	UNITED FOOD AND COMMERCIAL

BY:

Adam Tibbs
Chair, Board of Commissioners

BY:

John McReynolds
Administrator

UNITED FOOD AND COMMERCIAI

WORKERS UNION, LOCAL 3000

Faye Guenther, President

BY:

Maureen Hatton,
UFCW Chief Negotiator

APPENDIX A - WAGE SCALES

Wage scales 1st PP after contract ratification:

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Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	Step 22	Step 23	Step 24	Step 25	Step 26
Grad RN	\$32.56	\$33.22																								
RN-Acute	\$38.49	\$39.26	\$40.04	\$40.85	\$41.66	\$42.50	\$43.35	\$44.21	\$45.10	\$46.00	\$46.92	\$47.86	\$48.81	\$49.79	\$50.79	\$51.80	\$52.84	\$53.90	\$54.97	\$56.07	\$57.19	\$58.34	\$59.50	\$60.69	\$61.91	\$63.15
RN-LTC/Clinic	\$36.40	\$37.12	\$37.87	\$38.62	\$39.40	\$40.18	\$40.99	\$41.81	\$42.64	\$43.50	\$44.37	\$45.25	\$46.16	\$47.08	\$48.02	\$48.98	\$49.96	\$50.96	\$51.98	\$53.02	\$54.08	\$55.16	\$56.27	\$57.39	\$58.54	\$59.71

Wage scales 1st PP after September 1, 2024:

Classification	Step 1	Step 2	Step 3	Step4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	Step 22	Step 23	Step 24	Step 25	Step 26
Grad RN	\$33.70	\$34.38																								
RN-Acute	\$39.84	\$40.63	\$41.44	\$42.28	\$43.12	\$43.99	\$44.87	\$45.76	\$46.68	\$47.61	\$48.56	\$49.54	\$50.52	\$51.53	\$52.57	\$53.61	\$54.69	\$55.79	\$56.89	\$58.03	\$59.19	\$60.38	\$61.58	\$62.81	\$64.08	\$65.36
RN-LTC/Clinic	\$37.67	\$38.43	\$39.20	\$39.98	\$40.78	\$41.60	\$42.42	\$43.27	\$44.14	\$45.02	\$45.92	\$46.84	\$47.78	\$48.74	\$49.71	\$50.70	\$51.72	\$52.75	\$53.81	\$54.89	\$55.98	\$57.10	\$58.24	\$59.41	\$60.60	\$61.81

Wage scales 1st PP after September 1, 2025:

Truge seun		7	F	,																					-	
Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	Step 22	Step 23	Step 24	Step 25	Step 26
Grad RN	\$34.71	\$35.41																								
RN-Acute	\$41.04	\$41.85	\$42.68	\$43.55	\$44.41	\$45.31	\$46.22	\$47.13	\$48.08	\$49.04	\$50.02	\$51.03	\$52.04	\$53.08	\$54.15	\$55.22	\$56.33	\$57.46	\$58.60	\$59.77	\$60.97	\$62.19	\$63,43	\$64.69	\$66.00	\$67.32
RN-LTC/Clinic	\$38.80	\$39.58	\$40.38	\$41.18	\$42.00	\$42.85	\$43.69	\$44.57	\$45.46	\$46.37	\$47.30	\$48.25	\$49.21	\$50.20	\$51.20	\$52.22	\$53.27	\$54.33	\$55.42	\$56.54	\$57.66	\$58.81	\$59.99	\$61.19	\$62.42	\$63.66

MEMORANDUM OF UNDERSTANDING - ONE

SALES/MERGER

- 1. The Employer agrees that information regarding sale or merger will be shared with the Union as soon as reasonably practicable, but not less than 90 days prior to implementation.
- 2. The Employer agrees that information regarding the merger or sale that has an impact on working conditions of Registered Nurses, Technical, Clerical and Service staff represented by the United Food and Commercial Workers Union Local 3000 will be shared with the Union as soon as reasonably practicable, but not less than 90 days prior to implementation.
- 3. The parties agree to comply with any legal obligations and the terms of the Collective Bargaining Agreement with respect to implementing any sale or merger.

IN WITNESS WHEREOF the parties have signed	d this Agreement this 23 day of February, 2025	8
	MouseenHatlor	
John McReynolds, Administrator	Maureen Hatton, Union Negotiator	

THE UNION DIFFERENCE

As a union member, you have certain rights at your workplace:

A Voice at Work

Because you have a union, you have a voice at work. A negotiating committee of union members and staff negotiate with management—as equals—over wages, benefits, working conditions, and other issues. The union committee pushes for the issues that union members choose. The result of negotiations is a proposed contract which members vote on before it takes effect.

Right to Union Representation

Every union member has the right to union representation during an investigatory interview that could lead to discipline. This is called your "Weingarten" right, after a Supreme Court case which established the right to representation.

Just Cause for Discipline

The just cause provision in your union contract ensures you have due process in cases of discipline. The just cause standard is a well-defined set of legal rules that involve several different "tests" of a disciplinary action. The tests of just cause provide considerable protection against retaliation, discrimination, or other unfair actions.

The Security of a Union Contract

As a union member, your wages and working conditions are spelled out in writing in a legally-binding union contract. You are not alone at the workplace—instead, you have the security of knowing that your rights are protected by your union contract and backed up by the 50,000 other members of UFCW 3000.

Union Leadership

UFCW 3000 leadership is provided by the member-elected Executive Board. The Executive Board is made of rank-and-file UFCW 3000 members from diverse workplaces, income levels and backgrounds.

My Shop Steward is:

My Union Rep is:

Building a powerful Union that fights for economic, political and social justice in our workplaces and in our communities.

Seattle: 5030 First Ave S, Suite 200, Seattle, WA 98134-2438
Mt. Vernon: 1510 N 18th St, Mt Vernon, WA 98273-2604
Des Moines: 23040 Pacific Hwy S, Des Moines, WA 98198-7268
Silverdale: 3888 NW Randall Way, Suite 105, Silverdale, WA 98383-7847

Spokane: 2805 N Market St, Spokane, WA 99207-5553
Spokane: 1719 N Atlantic St., Spokane, WA 99205

Tri-Cities: 2505 Duportail St, Suite D, Richland, WA 99352-4079 **Wenatchee:** 330 King St, Suite 4, Wenatchee, WA 98801-2857

Yakima: 507 S 3rd St, Yakima, WA 98901-3219