

UNITED HEALTHCARE WORKERS – WEST



INTEGRATED BEHAVIORAL HEALTH SERVICES CHAPTER

COLLECTIVE BARGAINING AGREEMENT



KAISER PERMANENTE®

NORTHERN CALIFORNIA

THE PERMANENTE MEDICAL GROUP, INC.

EFFECTIVE OCTOBER 1, 2005

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AGREEMENT

This Agreement is made and entered **on** this October 1, 2005, by and between The Permanente Medical Group (hereinafter referred to as the "Employer") and Service Employees International Union, UHW, **Integrated Behavioral Health Services Chapter** (hereinafter referred to as the "Union"):

WITNESSETH

The parties mutually recognize the professional exempt status of Psychologists (PhDs), Licensed Clinical Social Workers (LCSWs), Marriage and Family Therapists (MFTs), Chemical Dependency Counselors (CDCs), whereas the Psychiatric Social Worker Assistants, **Marriage and Family Therapist Assistants, Unlicensed Case Managers,** and Psychological Assistants are non-exempt.

ARTICLE I – PURPOSE OF AGREEMENT (SEIU Master Agreement)

It is the intent and purpose of the parties to set forth herein their Agreement covering rates of pay, hours of work and conditions of employment for employees covered by this Agreement, to collaboratively work to provide high quality, affordable service and care for patients and members, and to promote harmonious relations between the Employer and the Union.

ARTICLE II – SCOPE OF AGREEMENT

Section 1 – Bargaining Unit Positions

Pursuant to the Card Count Agreement, dated December 21, 1998, the Employer recognizes the Service Employees International Union, UHW as the exclusive bargaining agent for all non-supervisory staff Neuropsychologists, Psychologists, Licensed Clinical Social Workers, Marriage and Family Therapists and Chemical Dependency Counselors I & II, **Unlicensed Case Managers,** Psychiatric Social Worker Assistants, **Marriage and Family Therapist Assistants,** and Psychological Assistants who perform clinical work and provide patient care in the Northern California Region. Excluded are Psychologists, Chemical Dependency Counselors, Licensed Clinical Social Workers and Marriage and Family Therapists who work in supervisory, administrative and/or research capacities or function as Chiefs, Division Chiefs, Coordinators, Sub-Regional Chiefs/Coordinators, students and volunteers.

Section 2 – Supervisory Employees

The Employer recognizes the fact that only bona fide supervisory employees have the authority to hire, promote, discipline, discharge, or otherwise effect changes in the status of employees or effectively recommend such actions, and it is not the Employer's policy to establish jobs or job titles for the purpose of excluding such employees from the units as established in Article II, Section 1.

ARTICLE III – COURTEOUS AND RESPONSIBLE RELATIONSHIPS (SEIU Master Agreement)

The Union and the Employer, including all KP managers, supervisors, physicians, employees, and Union staff, agree:

- That ethical and fair treatment of one another is an integral part of providing high quality patient care;
- To treat one another, regardless of position or profession, with dignity, respect and trust, and recognize and appreciate the individual contribution each of us makes in our daily work;
- To exhibit a personal, caring attitude toward each person we interact with and do so in ways that ensure courtesy, compassion, kindness and honesty;
- To treat one another in the ways we want to be treated ourselves, including clear communications of expectations regarding performance, support of individual opportunities for growth, and provisions of opportunities for input into decisions when they impact people directly.

The Union and the Employer shall be responsible for improving communications among all levels of the organization and shall be accountable for modeling and implementing the commitments of this section.

ARTICLE IV – CONFIDENTIALITY OF RECORDS AND PROTECTED HEALTH INFORMATION (SEIU Master Agreement)

In accordance with the Employer's compliance policies, indiscriminate or unauthorized review, use or disclosure of protected health information regarding any patient or employee is expressly prohibited. Reviewing, discussing, photocopying or disclosing patient information, medical or otherwise, is expressly prohibited, except where required in the regular course of business and where proper authorization has been obtained.

ARTICLE V – CONSCIENTIOUS OBJECTION (SEIU Master Agreement)

The Employer and the Union recognize the rights of individuals to refuse to participate directly in therapeutic abortion procedures. Employees who wish to exercise those rights shall submit their written request to the Employer. The Employer shall honor such requests by making reasonable accommodation, except in an emergency situation, where the immediate nature of the patient's needs and rights shall take precedence over exercise of the employee's rights.

ARTICLE VI – RECOGNITION AND UNION SECURITY

Section 1 – Union Membership (SEIU Master Agreement)

It shall be a condition of employment that all employees covered by this Agreement **and those hired on or after its effective date shall, within thirty-one (31) days following the beginning of such employment** become and remain members of the Union or tender to the Union a fee equal to the initiation fees and periodic dues that are the obligations of members.

Employees who are required **hereunder to join the Union and maintain membership in the Union, or pay initiation fees and periodic dues uniformly required of members**, and who fail to do so shall upon notice of such fact in writing from the Union to the Employer be discharged.

Section 2 – Deduction and Remittance of Union Dues and Fees (SEIU Master Agreement)

The Employer will honor written assignments of wages to the Union for the payment of Union dues and fees, uniformly required, when such assignments are authorized by a signed dues deduction form.

The Employer will promptly remit to the Union dues and fees deducted pursuant to such assignments together with a list on hard copy and a disk or electronically (on compatible format) supporting the amount of dues remitted including sufficient detail of employee information and individual payments.

Section 3 – COPE Check Off (SEIU Master Agreement)

The Employer will honor assignment of wages to the Union's Committee on Political Education (C.O.P.E.) fund, when such assignments are submitted in a form agreed to by the Employer and the Union, and will promptly remit such contributions to the Union. It is understood by all parties that such contribution will be on an individual and voluntary basis.

Section 4 – Employer Indemnification (SEIU Master Agreement)

The Union shall indemnify the Employer and hold it harmless against any and all suits, claims, demands and liabilities that shall arise out of or by reason of any action that shall be taken by the Employer for the purpose of complying with the foregoing provisions of this Article, or in reliance on any list or certificate which shall have been furnished to the Employer under any of such provisions.

Section 5 – Volunteers/Students (SEIU Master Agreement)

The volunteer’s role in the facilities is to provide services to patients that may not otherwise be offered.

The Employer agrees that programs such as volunteer programs and summer youth programs shall not be utilized to displace bargaining unit employees or to fill positions previously occupied by bargaining unit employees, nor shall they be used to reduce their hours of work.

The Employer shall notify the Union upon commencement of volunteer programs and summer youth programs of the number of participants, their classification, work location, hours of work per week, and the duration of the program.

Section 6 – Notification

The Employer shall furnish the Union, on a monthly basis, an electronic data export or list which includes the name, employee number, work location, job classification, mailing address and date of hire for new hires and a listing of terminated employees.

ARTICLE VII – MANAGEMENT RIGHTS (SEIU Master Agreement)

The Union recognizes that the Employer has the duty and the right to manage its facilities and to direct the working forces. This includes, for example, the right to hire, transfer, promote, demote, layoff, discipline and discharge employees, subject to the terms of this Agreement and the grievance procedure.

ARTICLE VIII – NON-DISCRIMINATION (SEIU Master Agreement)

The Employer and the Union agree there shall be no discrimination against any employee or applicant because of membership in the Union or lawful activities on behalf of the Union, or because of race, color, religion, creed, national origin, ancestry, gender, sexual orientation, age, physical or mental disabilities, political affiliation, marital status, medical condition (as defined by applicable law), or veteran status.

There shall be no distinction between wages paid to men and the wages paid to women for the performance of comparable quality and quantity of work on the same or similar jobs.

ARTICLE IX – SENIORITY

Section 1 – Definition

Seniority shall be based on the number of compensated regular hours from the original date of hire into classification(s) covered by this Agreement. Seniority shall apply only in cases where seniority is referenced in the Agreement. In the event two (2) or more employees have identical seniority, **the employee with the lowest employee number will be considered the most senior.** The seniority of per diem employees shall be based upon the number of actual hours worked. The Chief or their designee will calculate seniority on a quarterly basis as of January 1, April 1, July 1 and October 1 each year, and post a revised seniority list in the department. The List will be used for the following quarter.

Section 2 – Return from Separation

When an employee leaves employment covered under this bargaining agreement, his/her accrued seniority shall be frozen. If the employee returns into a classification covered under this agreement within two (2) years, he/she shall resume seniority from the amount of time accrued at the time of the previous separation.

ARTICLE X – POSTING AND FILLING POSITIONS

Section 1 – Job Postings

To expedite the administration of this Article covered position vacancies shall be posted within the facility in which they occur for five (5) days. If the position is not filled during that time, the vacancy shall be posted for five days in the region and the Employer may simultaneously commence an external search.

Qualifications for vacant positions posted on a regional basis shall appear on position postings and shall be based on the job requirements. A copy of all postings shall be provided to the Union.

Section 2 – Filling Vacancies

In filling any vacancy the Employer may select the best qualified internal or external candidate. Candidates shall be considered based on the following criteria: education, experience, work record, disciplinary record, **Kaiser Permanente experience,**

specialty, special skills, references, diversity, licensure, and case presentation. In instances where two candidates are equally qualified in all ways, bargaining unit seniority shall be the determining factor for selection. Any candidate selected for a position that applies pursuant to a regional or external posting must be interviewed by one or more bargaining unit staff member(s) from the location/team. The Chief or his/her designee shall select the staff member(s) to be involved in the interview process, however, the final candidate selection decision lies solely with the Chief or his/her designee. An employee who is granted a position during the transfer process which will result in a promotion, will be placed on the wage structure at a step rate which provides for at least a 7.5% increase

Section 3 – Employee Requested Change in Hours

Should an employee request or volunteer to increase or decrease his/her scheduled hours and the Employer agrees (the final decision involving a status change of any employee rests with the Chief and/or his/her designee) then the following must occur prior to awarding the change:

- 1. A notice of the request shall be given to all employees in the department by email;**
- 2. After five (5) days notice, if no other employee requests the change then the original employee shall be awarded the change. However, if any other employees make the same request during this time, the most senior person meeting the posted qualifications shall receive the change request.**

Section 4 – Recruitment/Retention

The parties agree that they will utilize various recruitment incentives to assist in attracting new staff. Current programs include:

- Sign on Bonuses and/or Relocation Assistance for New Hires
- Employee Referral and Award Programs

During the term of the agreement as other programs are introduced they will be discussed and agreed to by the parties.

ARTICLE XI – REDUCTION IN FORCE

In the event of a reduction in force or hours, the Employer agrees to negotiate the effects on staff. The Employer further agrees to engage in a joint labor/management discussion at the local level regarding the program, staff needed or impacted and the operational needs. Should a layoff or reduction in hours become necessary, seniority, by facility and by classification, shall be the deciding factor, except in those cases where a specific skill or characteristic is necessary for the operation and such skill or

characteristic cannot be acquired in a reasonable amount of time by the more senior clinician.

The Employer agrees to give the Union sixty (60) days notice of a reduction in force that will affect staff. Full and part time employees will receive a minimum of two weeks notice if they are to be laid off and/or have hours involuntarily reduced. Any employee that does not receive a two week notice shall be entitled to two weeks pay or pay for the number of days which would constitute a full two weeks notice.

For a period of one (1) year, full time and regular part time staff who are placed on layoff status shall be offered, in seniority order, the first available vacancy in the classification at the facility from which the employee was laid off provided the employee meets the posted qualifications for the position. Laid off employees shall be notified by mail of openings at their last known address. Employees will be contacted under recall and will have 48 hours to respond. If the Employer does not hear from the employee within two (2) weeks, he/she will be removed from the recall list and terminated. Employees who have a specific reason for failing to respond in a timely manner may continue on recall. This will require mutual agreement between management and the union.

ARTICLE XII – PROBATIONARY EMPLOYEES

Section 1 – New Hires (SEIU Master Agreement)

The probationary period for employees regularly scheduled for 20 hours or more shall be 90 calendar days. The probationary period for employees regularly scheduled for fewer than 20 hours shall be 300 hours or 90 calendar days, whichever occurs later.

During the probationary period, employees may be discharged without recourse to the grievance procedure.

The probationary period may be extended only by mutual agreement between the Employer, the employee, and the Union.

If an employee is on leave at any time during the probationary period, time spent on leave will not count towards fulfilling the probationary period.

Probationary employees shall be provided with appropriate training and orientation tools and a written performance evaluation shall be issued upon completion of 60 calendar days. In no case shall an employee be required to serve more than one probationary period.

Section 2 – New Employee Orientation (SEIU Master Agreement)

The Union and the Employer shall coordinate times for Union Representatives/Stewards to meet with new bargaining unit members for thirty (30) minutes during the New Employee Orientation period. The Employer will provide the Union Representative with New Employee Orientation schedules and updates as they occur. Such time will be scheduled within the new employee orientation agenda. It is further understood that, should the Union designate a Union Steward to meet with the employees, the Steward's time will be paid and the Steward will be released from work for the time needed to meet with employees.

ARTICLE XIII – TRANSFERS/PROMOTIONS/MULTIPLE SITES

Section 1 – Transfers/Promotions

The evaluation period for employees transferring or promoting shall be sixty (60) calendar days. The evaluation period may be extended up to an additional thirty (30) days only by mutual agreement between the Employer, the employee and the Union.

Employees who fail to qualify for the new position within the Evaluation period shall be returned to their former or comparable position without loss of seniority or wage rate. For the purposes of this article, comparable position is defined as same wage rate, same shift (if applicable), same classification, and same worksite. An alternative worksite can be selected with mutual agreement between the Employer, the employee, and the Union.

Within the first fourteen (14) calendar days of the Evaluation period, an employee may elect to return to his/her former position without loss of seniority or wage rate.

If an employee is on leave at any time during the evaluation period, time spent on leave will not count towards fulfilling the evaluation period.

Employees shall be provided with appropriate training and orientation tools and written progress report prior to the completion of the Evaluation period.

Section 2 – Assignment at Multiple Sites

If a staffing need arises and requires an employee to work at multiple sites then a volunteer will be solicited. If there is no volunteer then the qualified employee with the least seniority at the site will be required to work at the additional site.

ARTICLE XIV – ASSISTANTS

Psychological Assistants, Psychiatric Social Worker Assistants, and Marriage and Family Therapist Assistants shall be covered under this section. The classification of assistant is intended as a career track position. After state licensure, assistants will be placed on the appropriate licensed salary structure within three (3) months after notification of licensure by the employee. Managers may use the Advance Step Placement Process in the placement of the employee.

Once hired as an assistant, an employee will be offered and must work a schedule that would accumulate at least half the required supervisory hours annually. Once the assistant obtains the required supervised hours, the employee has two (2) years from that date to complete state licensure.

ARTICLE XV – PROFESSIONAL HOURS

Section 1 – Professional Hours

The parties recognize the professional nature of the work performed by the employees covered by this Agreement. While each full-time employee will be scheduled to work eighty (80) hours on a bi-weekly pay period, the actual daily and weekly work schedule may vary due to time requirements of specific assignments and seasonal variations in clinic work load. All staff are entitled to build into their schedule an unpaid meal period. Employees will be scheduled to have at least two (2) consecutive days off during the eighty (80) hour bi-weekly pay period. The scheduling of hours during the week shall be established by the Chief of Service. When consistent with the needs of the clinic, flexible schedules requested by staff may be authorized by the Chief or his/her designee.

An employee shall be informed at her/his time of hire as to her/his work schedule. It is understood that such schedule is subject to change in the interest of efficient operations. Due to the professional nature of the work, it is recognized that schedules may vary from the normal workweek, however, employees are expected to work the number of hours regularly scheduled in a bi-weekly pay period.

If, in the interest of efficient operations, it becomes necessary to change or establish schedules departing from the normal department/clinic operating schedules, and if such change is intended to last longer than three (3) months, the Employer shall notify the Union of said change. If so requested, the Employer shall meet and confer with the Union to arrange mutually satisfactory schedules. In such instances, and where possible, the Employer will consider the preferences of the concerned employees, however, it is understood that the right to establish such schedules rests with the Chief or his/her designee.

When an employee's regular schedule or starting time is changed, the employee shall be advised as far in advance as possible. In such instances, and where feasible, seniority and employee preferences will be considered.

Section 2 – Notice of Intended Absence

Employees who are required to be absent from work for any reason will provide their immediate supervisor or designated representative with reasonable notice of such intended absences, and the reasons therefore.

Employees may request personal time off without pay if they have exhausted their Paid Time Off account. In determining whether such request shall be granted, the Employer shall consider the reason(s) for the request and the potential impact upon the operation of the facility.

ARTICLE XVI – REGULAR PART-TIME, SHORT-HOUR, TEMPORARY AND PER DIEM EMPLOYEES

Section 1 – Status Definitions

A. Regular Full-Time

A regular full-time employee is one who is regularly scheduled to work eighty (80) hours in a biweekly pay period.

B. Regular Part-Time Employees

A regular part-time employee is one who is regularly scheduled to work forty (40) hours or more, but less than eighty (80) hours in a bi-weekly pay period.

In the event it becomes necessary, for efficiency of operations, for the Employer to increase hours of part-time employee(s), the least senior employee(s), who is qualified to perform the additional work, will be assigned the additional hours **should more senior qualified employees decline the additional hours.**

Benefit levels will be based on the scheduled hours of the position to which the employee bid on or was hired into and will not fluctuate in level if the employee works additional or fewer hours on an intermittent basis.

C. Short-Hour Employees

A short-hour employee is one who is regularly scheduled to work a predetermined schedule of less than forty (40) hours in a bi-weekly pay period.

D. Temporary Employees

A temporary employee is one who is hired as a replacement or for work designated at the time of hire for a limited period of time not to exceed three (3) months. However, in those instances where the need exceeds three (3) months or where a temporary employee is hired to replace an employee who is on medical leave which goes beyond three (3) months, the Employer shall request approval from the Union to retain the employee on temporary status and the Union will not unreasonably deny the request. Temporary employees will be paid on the base wage rate structure for the classification.

E. Per Diem Employees

A Per Diem employee is one who works as a replacement or on an intermittent basis. Per Diem employees will receive a \$.50 per hour differential (up to eighty (80) hours in a bi-weekly pay period) in lieu of all fringe benefits and time off provisions.

F. Benefited Employees

A benefited employee shall be defined as a Regular Full-time Employee or a Regular Part-Time Employee who works a minimum of forty (40) hours in a bi-weekly pay period.

Benefited levels will be based on the regular scheduled hours of the position to which the employee bid on or was hired into and will not fluctuate in level if the employee works additional hours or fewer hours on an intermittent basis.

G. Non-Benefited Employees

Non-benefited employees shall be defined as all Short-Hour Employees, Temporary Employees, and Per-Diem Employees. Non-Benefited Employees will receive a \$0.50 per hour differential (up to eighty (80) hours in a bi-weekly pay period) in lieu of all fringe benefits and time off provisions.

Section 2 – Changing Status

Full-time and part time employees who transfer to a Short Hour, Temporary or Per Diem status are subject to the following benefit accrual adjustments:

- Employees will be paid off in full their previously accumulated Paid Time Off at their base rate of pay in effect immediately prior to transfer to a Short Hour, Temporary or Per Diem status.

- Employees will retain previously accumulated service credit for purposes of Paid Time Off accrual, but will not accrue further Paid Time Off while in a Short Hour, Temporary or Per Diem status.
- Employees' previously accumulated Extended Sick Leave hours will be frozen. It will not be available for use until such time as they return to a full-time or regular part-time status.

ARTICLE XVII – WAGES

Section 1 – Payday and Paychecks (SEIU Master Agreement)

Payday shall be every other Friday. When a payday falls on a holiday, employees shall be paid on the day immediately preceding the holiday.

Employees upon written request may direct automatic deposit of their paycheck to a bank or saving institution of their choice provided such bank or institution participates in the National Automatic Clearing House Association. Employees electing automatic deposit shall receive a check stub or equivalent information each pay period indicating all payments made.

Paycheck shortages shall be paid by no later than the end of the next business day upon request of the employee; otherwise, paycheck shortages shall be paid on the next pay period or per applicable law.

Section 2 – Effective Date of Tenure and Across the Board Increases (SEIU Master Agreement)

Tenure increases and across the board increases shall become effective at the beginning of the first full payroll period nearest the employee's date of eligibility for such increase.

Section 3 – Across the Board Wage Increases

The date of eligibility will be October 1st of each year.

Section 4 – Shift Differential

Effective September 1, 2006, any employee who is scheduled to work a minimum of three (3) hours after 5:30 PM shall receive \$2.75 per hour for all hours worked between 5:30 PM and 7:00 AM. This provision includes weekdays, weekend days, and holidays.

Section 5 – On-Call/Beeper Pay

Effective September 1, 2006, On Call/Beeper Time shall be applicable for the following time periods:

Each Weekday: 5:00 PM to 9:00 AM the following day
Each Weekend Day or Holiday: 9:00 AM to 9:00 AM the following day

The following on-call pay options may be used singly or in combination to provide the required on-call coverage. The parties shall endeavor to select an on-call pay option(s) within each facility (as defined in an addendum to this contract on Page 40) in a collaborative manner by representatives of both the Employees and the Employer. However, it is understood that the right to establish coverage rests with the Chief or his/her designee.

Paid Position Option:

On-Site – Employees shall be paid hour for hour, per the negotiated wage structure.

Off-Site (Beeper Carry) – One (1) hour pay for every two (2) hours of coverage, paid per the negotiated wage structure. Employees shall not receive additional pay for call-in during Off-site pay period. All paid hours (On-site and Off-site) subject to shift differential provisions. (Article XVII, Section 4)

Employee Beeper Pay Option:

Regular Employees will accrue Accrued Time Off (ATO) at the rate of one (1) hour for every four (4) hours of beeper-carry time (maximum of four (4) hours for each weekday and six (6) hours for each weekend day or holiday). When required to come in to the hospital during beeper-carry time, employees will accrue a minimum of two (2) hours of ATO for any time on-site up to two (2) hours and receive one (1) hour of ATO for each additional hour or increment of an hour thereafter.

The time accrued may be taken as ATO or as pay (with approval of the Chief) in lieu of ATO within the pay period in which the time is accrued. ATO can be accumulated to a maximum of eighty (80) hours and can be scheduled off in full hourly increments.

Dedicated Team Beeper Pay Option:

Eligibility for Dedicated Team Beeper Pay

A Primary Dedicated Team Member is defined as an Employee who provides weekday, weekend or holiday on-call coverage for a minimum of 40 calendar days in a calendar year or equivalent.

A Substitute Dedicated Team Member is defined as an Employee who is available to provide substitute coverage for Primary Team Member(s) at least 20 calendar days per calendar year or the maximum number of days needed, whichever is less.

Annual evaluation of actual coverage shall be used to determine continued eligibility for Dedicated Team Beeper Pay for each succeeding calendar year. The nature of duties shall be subject to provisions of Article XXVIII-Section 1 – Job Duties.

Dedicated Team Members shall accrue Accrued Time Off (ATO) at the rate of one (1) hour for every two (2) hours of beeper-carry time. No additional accrual will occur when required to come in to the hospital during beeper-carry time. Shift differential provisions do not apply.

The time accrued may be taken as ATO or as pay (with approval of the Chief) in lieu of ATO within the pay period in which the time is accrued. ATO can be accumulated to a maximum of eighty (80) hours and can be scheduled off in full hourly increments.

Section 6 – Step Increases

Step increases will be effective on the first day of the pay period closest to the employee's step increase date, or closest to the date when the employee will achieve eligibility to advance to the next step. This does not change the employee's step increase (anniversary) date. Employees will follow this process moving through the pay structure until they reach Step 9.

Section 7 – Longevity Step

To advance to Step 10 (i.e. the 15 year longevity step) employees must have 15 years professional experience in a job classification covered by this agreement. Movement to Step 10 will be processed by the manager.

Section 8 – Advanced Step Placement

New hire employees shall be hired using advanced step placement policy below based on their clinical work experience post licensure and/or certification.

- 1-2 years experience - Step 2
- 2-3 years experience - Step 3
- 4+ years experience - Step 4

Based on special needs with mutual agreement between the parties, employees may be hired beyond Step 4.

When making the request to hire above Step 4, the hiring party must provide the following information to be shared with the Union, upon request.

- 1. The amount of time the position was unfilled;**
- 2. A dated copy of the job posting;**
- 3. Any recruitment methods, other than the usual Kaiser process, used in attempting to fill the position;**
- 4. The number of qualified applicants and the number interviewed;**
- 5. Any special qualification/certifications this candidate has;**
- 6. Number of years of post licensure experience this candidate has; and**
- 7. Candidate's salary history at relevant previous positions.**

On a yearly basis the employer will provide the union a listing of the positions filled in each classification and the number of positions filled above Step 4. Based on that data, the parties will meet to discuss methods to address problems with recruitment and retention.

Section 9 – Termination Pay (SEIU Master Agreement)

When an employee is voluntarily or involuntarily separated from employment, the employee will be paid all monies owed pursuant to applicable collective bargaining agreements, state or federal laws.

Section 10 – Mileage (SEIU Master Agreement)

Employees required to use their personal automobile for employer business will be reimbursed according to the Employer’s current policy on mileage reimbursement.

ARTICLE XVIII – LEAVES OF ABSENCE

Section 1 – Family Leave

The Employer will comply with the provisions of the California Family Rights Act, as amended, and with the provisions of the Federal Family and Medical Leave Act of 1993, as amended. Any alleged violations of this paragraph must be pursued under the procedures of those Acts. In determining the maximum duration for Family Leave and other leaves taken for Family Leave purposes, the various types of leaves will run concurrently.

Benefits while on Family Leave

If employees elected health plan and dental plan coverage under the “*Benefits by Design*” Flexible benefits program, these benefits will continue Employer-paid during the entire period of the Family Leave. Employer-paid life insurance coverage will continue at the Employer’s expense for a maximum of thirty-one (31) calendar days following commencement of unpaid Family Leave. To continue life insurance coverage beyond the thirty-one (31) days, employees are required to pay premiums in order to maintain such coverage.

Employees utilizing Paid Time Off (PTO) and Extended Sick Leave (ESL) hours while on Family Leave are eligible to accrue PTO and ESL benefits during that period. PTO and ESL will accrue for up to thirty-one (31) days of unpaid Family Leave. If the unpaid Family Leave is for more than thirty-one (31) days, PTO and ESL eligibility date(s) will be adjusted for the entire time employees were on leave without pay. Employees receive Holiday pay while in a paid status and do not receive Holiday pay while on Short-Term Disability (STD) in an unpaid status. Employees on an unpaid Family Leave are not eligible to receive other paid time off benefits such as Educational Leave, jury duty pay, etc. Pension service/credited service does not accrue while employees are in an unpaid status.

Section 2 – Unpaid Medical Leave

Commencing on the first day of employment, employees are eligible for unpaid Medical Leave for non-work-related disabilities, including conditions related to pregnancy. Medical Leave continues for the period of disability, or a maximum of six (6) months, whichever is earlier, provided that an appropriate licensed provider’s (e.g. physician) certification is submitted. Each leave of absence is treated independently provided that

three (3) months elapsed between each leave of absence. The period of the Medical Leave shall not exceed six (6) months and shall commence after exhaustion of accrued ESL, any immediately-elected PTO and Short Term Disability benefits.

Benefits while on an Unpaid Medical Leave

If employees elected health, dental, and life insurance coverage under the “*Benefits by Design*” Flexible benefits program and are on an unpaid Medical Leave that does not run concurrently with Family Leave, employees are required to pay premium(s) beginning the first of the month following the commencement of unpaid Medical Leave in order to maintain such coverage.

Employees on unpaid Medical Leave will continue to accrue PTO and ESL up to thirty-one (31) days. If the unpaid Medical Leave is for more than thirty-one (31) days, PTO and ESL eligibility date(s) will be adjusted for the entire time employees were on leave without pay. Employees do not receive Holiday pay while receiving STD or on an unpaid medical leave. Employees on an unpaid Medical Leave are not eligible to receive other paid time off benefits such as Educational Leave, jury duty pay, etc. Pension service/credited service does not accrue while employees are in an unpaid status.

Section 3 – Occupational Leave

Effective the first day of employment, employees are eligible for an unpaid Occupational Leave for absences covered by Workers’ Compensation. The period of the Occupational Leave commences after exhaustion of accrued ESL, any immediately-elected PTO and Short Term Disability benefits. An Occupational Leave may continue up to a maximum of twelve (12) months, or until such time as the employees are released by their attending physicians from the period of temporary disability and are physically capable of, and qualified for, performing substantially all tasks, whichever is earlier.

An Occupational Leave will expire in less than twelve (12) months if employees are no longer disabled and can perform their pre-disability jobs, with or without reasonable accommodation, or if there is uncontroverted medical evidence that the employees are permanently disabled and cannot perform their pre-disability jobs, with or without reasonable accommodation, or ninety (90) days after an award from the Workers’ Compensation Appeals Board indicating that the employees are permanently disabled and cannot perform their pre-disability jobs, with or without reasonable accommodation.

Benefits while on Occupational Leave

If employees elected health plan, dental plan, and life insurance coverage under the “*Benefits by Design*” Flexible benefits program, these benefits will continue Employer-paid during the entire period of the Occupational Leave.

Employees on unpaid Occupational Leave will continue to accrue PTO and ESL for up to thirty-one (31) days. PTO and ESL eligibility date(s) will not be adjusted for the entire twelve (12) month period that employees are on an unpaid Occupational Leave. Employees do not receive Holiday pay while in an unpaid status. Employees on an unpaid Occupational Leave are not eligible to receive other paid time off benefits such as Educational Leave, jury duty pay, etc. Pension service/credited service does not accrue while employees are in an unpaid status.

Section 4 – Personal Leave

Employees with at least six (6) months of employment are eligible for an unpaid Personal Leave which may be granted at the discretion of the Employer for emergency situations and/or personal reasons. The period of the Personal Leave commences after exhaustion of all accrued PTO and ESL, where applicable. A Personal Leave may continue up to a maximum of six (6) months.

Benefits while on Personal Leave

If employees elected health, dental, and life insurance coverage under the “*Benefits by Design*” Flexible benefits program, and are on an unpaid Personal Leave that does not run concurrently with Family Leave, employees are required to pay premium(s) beginning the first of the month following the commencement of unpaid Personal Leave, in order to maintain such coverage.

Employees on unpaid Personal Leave will continue to accrue PTO and ESL up to thirty-one (31) days. If the unpaid Personal Leave is for more than thirty-one days, PTO and ESL eligibility date(s) will be adjusted for the entire time employees were on leave without pay. Employees do not receive Holiday pay while in an unpaid status. Employees on an unpaid Personal Leave are not eligible to receive other paid time off benefits such as Educational Leave, jury duty pay, etc. Pension service/credited service does not accrue while employees are in an unpaid status.

ARTICLE XIX – BEREAVEMENT LEAVE

When a death occurs in the immediate family of a regular benefit eligible employee, the employee shall be entitled to a paid leave of absence of up to three (3) days. For purposes of bereavement leave only, immediate family is defined as spouse, domestic partner, parent, step parent, parent-in-law, in loco parentis, child, step child, legal ward, foster child, adopted child, daughter, step daughter, daughter-in-law, step daughter-in-law, son, step son, son-in-law, step son-in-law, sister, step sister, step sister-in-law, brother, step brother, brother-in-law, step brother-in-law, grandparent, step grandparent, grandchildren, step grandchildren, and a relative living in the same household. An additional two days of paid leave is available if the funeral or memorial service is over 300 miles from the employee’s residence, upon request of the employee to his/her supervisor/chief.

Additional time off will not be unreasonably denied. An employee may use PTO/ATO for such purpose. If an employee is on paid leave and a death occurs in the immediate family, the employee may convert the paid leave to Bereavement Leave. Bereavement Leave may be divided due to timing of services and related circumstances and need not be taken on consecutive days. Verification of death may be required.

ARTICLE XX – EDUCATIONAL LEAVE

Each regular full time employee shall receive five (5) days of educational leave annually. A regular part-time employee working more than forty (40) hours but less than eighty (80) hours in a bi-weekly pay period accumulates educational leave on a prorated basis determined by his/her regularly scheduled hours of work. Regular full time employees may accrue up to two (2) years' entitlement of educational leave, to a maximum of ten (10) days. Regular part time employees may accrue up to two (2) years of their prorated annual entitlement. New hires will receive a prorated amount of educational leave during the first year of employment. Regular full time employees hired prior to June 30 of any given year, will be granted five (5) days during their first year of employment; whereas those hired on or after July 1, will accrue two (2) days their first year of employment. Thereafter, educational leave will be granted on a calendar year basis.

Educational leave must be approved in advance by the Chief of Service or his/her designee. Requests for such leave shall be made in writing setting forth the details, i.e. dates, hours, subject, facility and purpose. Employees must furnish evidence of attendance to the Employer following completion of the course/program. Educational leave taken on other than scheduled work days will be paid at straight time **or the employee may take a day off as education leave within 30 days.**

If an employee takes an education day on a regularly scheduled work day, they may use the same number of educational leave hours as their scheduled work day. This would apply even if the training itself were fewer hours than an employee would be scheduled to work on that day. Education leave can be used for travel days to attend an educational meeting or conference.

Educational leave can be used for home study courses. An employee may use educational leave hours for the total number of educational units awarded plus additional study or preparation time.

Educational Leave can be used for studying for Licensing Exams for Assistants. Assistants will provide documentation of their entry into the licensing exam to their manager or chief.

ARTICLE XXI – JURY DUTY

Benefited employees required to report for jury services shall be eligible for jury duty pay equal to the number of hours regularly scheduled on the day in jury service. The employer may require the employee to provide proof of jury service.

On any day of jury service in which an employee is excused entirely or in sufficient time to permit him/her to return to work for a minimum of one-half (1/2) his/her scheduled workday, he/she shall be required to do so.

ARTICLE XXII – HEALTH & WELFARE BENEFITS FOR ACTIVE EMPLOYEES

Regular full-time and regular part-time employees and their eligible dependents receive Health and Welfare benefits as described below. Eligible dependents include spouse or eligible domestic partner, and unmarried dependent children under age 25. Physically or mentally disabled children are covered regardless of age, provided their disability occurred prior to the dependent children turning age 25. Employees may need to provide annual certification of disability and dependency.

Ninety (90) – Day Plan

Newly hired and newly eligible regular employees, e.g., a Per Diem employee who becomes regular full-time, participate in the Ninety-(90) Day plan prior to becoming eligible for the *“Benefits by Design”* flexible benefits program.

Regular employees and their eligible dependents participate in Employer-paid Health Plan, Supplemental Medical, and Life Insurance equal to one times employee’s annual salary to a maximum of \$50,000. Coverage becomes effective the first (1st) of the month following date of hire or the date they become regular status.

“Benefits by Design” Flexible Benefits Program

Regular employees and their eligible dependents may enroll in the *“Benefits by Design”* flexible benefits program. *“Benefits by Design”* includes medical, dental, life insurance and long-term disability coverage options. In addition, eligible employees may participate in the Dependent Care and the Health Care Spending Accounts. Employees may change options during the annual flex open enrollment period. If no changes are made, the same options will remain in effect for the rest of the year until they make a change. To continue participation in the Dependent Care and/or the Health Care Spending Accounts, employees must make an annual election. Coverage for newly hired and newly benefit eligible employees, and their dependents under the *“Benefits by Design”* flexible benefits program is effective the first (1st) of the month following the completion of ninety (90) days from date of hire or the date they become benefit eligible.

Employees covered by Contributory Life insurance as of December 31, 1996 continue to have coverage equal to two times their annual salary up to a maximum of \$500,000, and Accidental Death and Dismemberment (AD&D) coverage in addition to any life insurance coverage they may have chosen under the “*Benefits by Design*” flexible benefits program.

Default Plan

The Default Plan is provided only to regular employees (not their eligible dependents) scheduled to work 32 hours or more per week who do not make elections under the “*Benefits by Design*” flexible benefits program during the election period. Regular employees scheduled to work less than 32 hours per week and their eligible dependents are not eligible to participate in the Default Plan. The Default Plan provides Health Plan (with Supplemental Medical) and Life Insurance equal to one times the employee’s annual salary to a maximum of \$50,000.

Employees under the Default Plan do not have dental or long-term disability benefits and are not eligible to receive flex credits. The Default Plan will remain in effect for the rest of the year until the next flex open enrollment period when employees may make changes and/or add eligible dependents to their coverage.

Employer Funding

The Employer shall provide flex credits to fund benefits at 100% for regular employees scheduled to work 32 hours or more per week. Regular employees scheduled to work 26 to 31 hours per week will receive funding at 80%. Regular employees scheduled to work 20-25 hours per week will receive funding at 60%.

A. Ninety (90) - Day Plan

The Employer shall fund the benefits covered under the Ninety (90)-Day Plan for regular employees and their eligible dependents.

B. “Benefits By Design” Flexible Benefits Program

The Employer shall provide flex credits to fund the benefits covered under the KFHP Mid-Level Plan option (with Supplemental Medical) and the Basic Dental Plan option for regular employees and their eligible dependents. The Employer shall provide flex credits to fund the 50% Long Term Disability coverage option, and life insurance coverage at thirty-one cents (.31) per one thousand dollar (\$1,000) of coverage, up to one (1) times the employee’s annual salary.

C. Default Plan

The Employer shall fund the benefits covered under the Default Plan for eligible employees only.

Short Term Disability

Short Term Disability (STD) is provided to regular employees when they become eligible for “*Benefits by Design*”. STD is available after regular employees have exhausted hours available in their Extended Sick Leave Bank and continues up to six (6) months from the date of disability, or until no longer disabled, whichever occurs earlier. The STD benefit is based on the employee’s base salary in effect at the time (s)he is initially disabled. STD coverage provides 50% of base salary, or 60% if integrated with SDI or Workers’ Compensation.

Coverages, limitations and exclusions of the foregoing Health and Welfare Plans, Dependent Care and Health Care Spending Accounts coverages are established and governed by the Employer’s service agreements with respective providers, insurance carriers, Plan Documents, and Summary Plan Descriptions. Further information can be found in the TPMG Benefits by Design Booklet.

ARTICLE XXIII – PAID TIME OFF (PTO) PROGRAM

Description - The Paid Time Off (PTO) Program consists of three (3) components:

1. Designated Holidays
2. Paid Time Off (PTO) Banks
3. Extended Sick Leave (ESL)

Section 1 – Designated Holidays

The following days shall be observed holidays and holiday pay will be paid for the shift in which the majority of the hours are worked on the holiday to an annual limit of 56 hours per calendar year.

New Year’s Day
Labor Day
Presidents’ Day
Thanksgiving Day
Memorial Day
Christmas Day
Independence Day

When a holiday falls on a scheduled day off, the employee may either be paid 8 hours, or a prorated rate based on the employee’s regularly scheduled hours, for the holiday or may take another 8-hour or prorated day off with holiday pay within thirty (30) days.

When an employee works on a holiday he/she may either be paid an additional 8 hours for the holiday or may take another day off as holiday within 30 days.

Employees may flex hours to make up hours when a holiday falls on a day that they are normally scheduled for more than 8 hours. Employees may also use extra holiday hours, ATO, or PTO hours to make up the additional hours.

Section 2 - Paid Time Off (PTO) Banks

The Paid Time Off hours are to be used for paid time off away from work such as occasional illnesses, leisure time, religious observances, family needs and appointments.

If an employee reports to work and becomes ill, or has to leave the clinic due to an emergency, sick child or for some compelling reason, he/she will be paid for the day as if it were a normal work day. There is no deduction from PTO. Additionally, if an employee has a scheduled MD appointment during a normal work shift, there is no deduction from PTO, he/she will also be paid for the day as if it were a normal workday. If, however, the employee wants to schedule pre-planned time away from work for personal business or on-going medical appointments, they should consider the following:

- ◆ Using ATO (ATO is accrued time off that may accumulate to a maximum of 80 hours. Employees should use ATO prior to PTO since it is not a vested benefit);
- ◆ Considering flexing their schedule if they want no deduction in time (provided such is accomplished during normal office operating hours);
- ◆ Using PTO;
- ◆ Using Educational Leave (for approved courses).

Individual circumstances require judgment and reasoning and should be agreed upon between the affected staff member and manager.

Regular full-time employees accrue Paid Time Off on a monthly basis in accordance with the below schedule (pro-rated for regular part-time employees):

YEARS OF SERVICE	MONTHLY PTO ACCRUAL	YEARLY PTO ACCRUAL
0 – 1	12.67 hours	19 days
2 – 4	16.00 hours	24 days
5 – 9	19.33 hours	29 days
10 or more	22.67 hours	34 days

Regular employees become eligible to take time off as it is earned based on the applicable language for the scheduling of Paid Time Off.

PTO Annual Bank and PTO Rollover Bank

All PTO hours accrued but not taken will remain in the PTO Annual Bank and will be available for use during the accrual year. Any PTO hours remaining unused at the end of the accrual year will be placed in the PTO Rollover Bank. The maximum combined accrual in the PTO Annual and Rollover Banks is 500 hours. No further accumulation of PTO hours will occur until such time as the employees use their accumulated PTO hours.

Holidays during PTO

If a designated holiday occurs during an employee's scheduled PTO period, that day shall not be charged against accrued Paid Time Off.

PTO In – Service Cash Out

Effective January 1, 2001, on an annual basis during the last quarter of each year, employees may make an irrevocable election to cash out PTO hours that they will accrue in the subsequent calendar year during a designated election period. Employees will be able to cash out PTO hours in 40-hour increments up to 160 hours provided their election does not exceed their expected annual accrual based on their PTO service date and scheduled hours as of January 1st following the election period. The amount an employee can elect to cash out may vary from year to year.

During the designated election period, employees will specify the pay period(s) in which to receive the cash out(s) and the number of 40-hour increments to be cashed out based on their expected annual accrual in the upcoming year. It may take up to fourteen (14) days following the specified pay period to process the actual cash out.

In order to receive a cash out, employees must have the PTO hours available in their Annual Bank at the time of the specified pay period. If at the time of the cash out there are insufficient PTO hours available in the Annual Accrual Bank to cover the 40-hour increment(s), employees will receive the balance contained in their Annual Accrual Bank. If there are no hours available in their Annual Accrual Bank, there will be no cash out for that specified pay period.

Payment of Unused PTO Hours at Retirement or Termination

The combined balance of employees' PTO Annual and PTO Rollover Banks will be paid upon retirement or termination.

Financial Hardship Payment from the PTO Bank

Employees are eligible to request financial hardship payouts from their PTO Banks in accordance with the Employer's financial hardship policy.

Section 3 – Extended Sick Leave

Extended Sick Leave (ESL) hours are to be used for illnesses or injuries which prevent employees from working for longer than seven continuous calendar days. Employees may use their ESL on the 1st day of hospitalization. Hospitalization is defined as an in-patient or outpatient surgical procedure whereby the physician has prescribed time off in excess of one day for recovery. Employees may use ESL hours without an approval for State Disability Insurance (SDI) or Workers' Compensation benefits. If employees are eligible for SDI or Workers' Compensation benefits, payments will be integrated with ESL/PTO.

Regular full-time employees accrue four (4) hours of ESL per month, or six (6) days per year in their ESL Bank. ESL for regular part-time employees will be prorated based on scheduled hours. There is no limit on the number of ESL hours that can be accumulated.

Holidays During ESL

If a designated holiday occurs while an employee is on ESL, that day shall not be charged against accrued ESL.

Unused ESL Hours at Retirement or Termination

Upon retirement or termination for any reason, employees will not be paid for any unused hours remaining in their ESL Bank. However, employees with a balance of five hundred (500) or more ESL hours at the time of retirement or termination will receive Credited Service under the Kaiser Permanente Retirement Plan equal to the number of hours remaining in their ESL Bank.

ARTICLE XXIV – HEALTH & WELFARE BENEFITS FOR RETIREES

Section 1 – Health Plan

Employees retiring with fifteen (15) years of service and are age fifty-five (55) or older receive medical coverage when they become eligible for and participate in Medicare Parts A and B. Eligible retirees and their eligible dependents receive coverage under the Kaiser Foundation Health Plan known as "Senior Advantage" or the Preferred Provider Option (PPO) Plan coordinated with Medicare. In the event that the cost of the PPO Plan exceeds the Health Plan coverage, the retiree will bear the cost difference. The employee and spouse or eligible domestic partner must enroll in Medicare Parts A and B when first eligible to have continued Health Plan or PPO coverage. Employees hired prior to February 1, 1986, are covered under the Medicare Reimbursement program. Employees hired on or after February 1, 1986, will not be reimbursed for Medicare.

Retiree medical coverage is extended to the retiree's spouse or eligible domestic partner and eligible dependent children. Physically or mentally disabled children are covered regardless of age, provided such disability occurred prior to the dependent children turning age 25. The retiree may need to provide annual certification of disability and dependency. Upon the death of the retiree, coverage continues for the surviving spouse until remarriage or death, for the eligible domestic partner until marriage, reentering a domestic partnership or death, and for surviving dependent children until they no longer meet the eligibility requirements.

Employees represented by the Social Service Union, UHW, are eligible for the following post-retirement benefits as described below:

Employees **hired prior to February 1, 1986**, who meet the eligibility requirements for early retirement (i.e., age 55 and 15 years of service, or age plus years of service = 75), normal retirement (age 65), or postponed retirement (over age 65), and their eligible dependents will receive Health Plan (with vision benefits), dental, and retiree life insurance coverage immediately upon retirement, and Medicare reimbursement for Part B premiums as applicable.

Employees **hired on or after February 1, 1986**, and are age 55 or older, with at least 15 years of service when they retire, and their eligible dependents will receive Health Plan coverage (without vision benefits) upon participation in Medicare (generally age 65). Retiree life insurance coverage is provided at retirement.

Section 2 – Life Insurance

A five-thousand dollar (\$5,000) Employer-paid life insurance coverage is provided to eligible retirees for five (5) years after retirement. Beginning on the sixth (6th) year, the coverage becomes two thousand dollars (\$2,000) for the lifetime of the retiree.

Or, for retirees who were hired prior to January 1, 1997 and have the Contributory Life insurance of Twice their Annual Salary at the time of retirement, the coverage will continue for one (1) month after retirement, and thereafter taper by one percent (1%) each month for seventy-five (75) months until it reaches the minimum of twenty-five percent (25%) of the original amount or two-thousand dollars (\$2,000), whichever is greater.

If employees retire at or before age 65, their life insurance will begin tapering based on the amount of coverage in effect at their retirement date. If they retire after age 65, their life insurance will begin tapering based on the coverage amount in effect at age 65 as if they had retired at that time.

Coverage, limitations and exclusions of the foregoing Health and Welfare benefits for retirees are established and governed by the Employer's service agreements with the respective insurance carriers, Plan Documents and Summary Plan Descriptions.

ARTICLE XXV – RETIREMENT PLANS

Section 1 – Pension

The Employer shall provide a Defined Benefit Pension Plan. The full cost of the Plan will be paid by the Employer. The pension formula shall be **1.45%** of Final Average Pay multiplied by all years of Credited Service with no Social Security offset. Employees on the payroll as of the date of ratification **(October 13, 2000) were grandfathered into the previous pension plan with the formula of 1.5% of Final Average Pay multiplied by all years of Credited Service with no Social Security Offset.**

Credited Service is defined as a year in which a participant has **1800** or more compensated hours. Credited Service is prorated if there are less than **1800** compensated hours in a calendar year. Final Average Pay is defined as the averaged highest sixty (60) consecutive months of compensation earned over the last one hundred twenty months (120) of employment.

Employees will be eligible to retire as a Normal retiree at age sixty-five (65) with at least one (1) year of service, as a Postponed retiree if over age sixty-five (65) with at least one (1) year of service, and as an Early retiree with a minimum age of fifty-five (55) and a minimum fifteen (15) years of service. Employees who terminate with five (5) or more years of service, prior to being eligible to retire, are vested in the Plan.

Service is defined as 1,000 hours of compensated hours in a calendar year. There is no proration of service years.

The Employer shall provide a qualified Pre-retirement Survivor Annuity to active employees vested in the Kaiser Permanente Pension Plan at no cost to the employee. This benefit provides a monthly annuity to the surviving spouse or domestic partner from the Plan. This benefit is payable on the date the employee would have been eligible for Normal retirement. However, the spouse or domestic partner may elect to receive a reduced benefit payable on the date the employee would have become eligible for Early retirement.

Terms and definitions of the Retirement Plans are contained and governed by the respective Plan Documents.

Section 2 – Tax Deferred Retirement Savings

The Employer shall provide employees with a voluntary, tax deferred, retirement savings plan. The future of the Plan and its provisions will be determined by Kaiser Foundation Health Plan, Inc.

ARTICLE XXVI – UNION REPRESENTATION

Section 1 – Union Staff Representatives (SEIU Master Agreement)

A duly authorized Union Staff Representative shall have access to the facility at any operational time for the purpose of observing working conditions, monitoring compliance with this Agreement or following-up on inquiries and concerns of bargaining unit employees.

It is understood by the parties that Union Staff Representatives have legal obligations as employee representatives and, as such, have access rights beyond those of the public and other non-employees.

Union Staff Representatives will abide by patient confidentiality, infection control, and other Employer policies applicable to employees when using their access rights.

When entering any of the Employer's facilities, Union Staff Representatives will wear their Union Representative badge issued by the Employer or the Union.

Union Staff Representatives may confer with an employee and/or his/her supervisor or an Employer representative on Employer time in connection with a complaint or problem concerning the employee, but such conference should not interfere with the work of the employee or the delivery of patient care.

Section 2 – Union Shop Stewards (SEIU Master Agreement)

Periodically, the Union will notify the Employer in writing the names of duly authorized Union Shop Stewards.

The Employer agrees that there will be no discrimination against the Shop Steward because of Union activity.

Shop Stewards will obtain permission from their immediate supervisor before leaving their work area to conduct Union business. Stewards shall not lose pay because of their participation in activities related to grievances, investigations or disciplinary meetings.

Section 3 – Union Bulletin Boards (SEIU Master Agreement)

The Employer will provide **adequate** space at each facility for posting Union communications. **In the event the Union demonstrates the need for a glass-enclosed, locked bulletin board, such shall be provided for the Union's use.**

ARTICLE XXVII – PERFORMANCE EVALUATIONS (SEIU Master Agreement)

Performance evaluations shall be based on objective and observable behaviors or activities as outlined in job descriptions. Performance evaluations are to be used as a teaching tool, provide an opportunity for feedback, recognition, and identification of mutual areas of interest.

Performance evaluations are not intended to be used as a means of discipline; therefore, the contents of such evaluations will not serve as a basis to deny transfer rights or promotions. Employees shall be provided performance evaluations annually and given a written copy of the performance evaluation document. Employees shall sign and date such material only as proof as receipt.

Employees shall be given an opportunity to read and attach written comments to performance evaluations prior to placement in the employee's personnel file.

Performance evaluations shall not be grievable.

ARTICLE XXVIII – JOB DUTIES AND WORKLOAD DISTRIBUTION

Section 1 – Job Duties

Management shall consider the competency and interest of staff when considering changing duties and/or assignments. In the interest of collaboration, staff will be allowed input into the changes in duties and/or assignments and be given preparation time and training as needed when their position responsibilities change. The final decision for changes in duties and/or assignments of staff remains with the chief and/or his/her designee.

Section 2 – Workload Distribution (SEIU Master Agreement)

It is the intent of the Employer to distribute the workload equitably among employees in both single work units and departments with due regard for employee safety.

When an employee is absent for any reason and if a replacement cannot be obtained in time, it is the intent of the Employer to distribute the workload equitably among the employees in the work unit so that no undue hardship may be placed on an individual worker.

ARTICLE XXIX – DISCIPLINE AND DISCHARGE (SEIU Master Agreement)

No employee shall be disciplined or discharged without just cause. Any employee who is discharged shall be informed in writing at the time of discharge of the reason(s) for the discharge.

Supervisors shall ask employees if they wish the presence of a Union Steward and/or Union Representative in any meeting or investigation that may result in discipline. The selection of a Union Representative shall not unduly delay the proceeding.

It is the Employer's intent normally to make use of progressive discipline in accordance with established practices and policy.

In the event the Employer disciplines or discharges an employee, the Employer will, at the request of the employee and/or Union, furnish copies of necessary and/or relevant documents or written statements used by the Employer as a basis for the disciplinary action.

Employees shall have the right to respond in writing to any written disciplinary notices and documentation of employee counseling sessions, and shall have that response attached to the relevant material.

Written disciplinary notices and documentation of employee counseling sessions shall be invalid after a period of one (1) year from the date of issuance except when there are other materials of the same or related nature. It is understood that while the Employer may retain expired documents to satisfy legal and regulatory requirements, such documents will not be used to justify further disciplinary action.

ARTICLE XXX – CORRECTIVE ACTION PROCEDURE

The Corrective Action Procedure shall be applied and relied on by both parties as the basic means of progressive discipline. It is intended to be an open process that utilizes a problem solving approach to address issues and explore alternatives to correct performance and/or behavioral concerns using a "just cause" standard. All disputes arising out of the Corrective Action Procedure shall be subject to the Grievance/Arbitration Procedure.

No employee shall be disciplined or discharged without just cause. Any employee who is discharged shall be informed in writing at the time of the discharge of the reason(s) for the discharge.

Supervisors shall ask the employee if he/she wishes the presence of a Union Steward and/or Union Staff Representative in any meeting or investigation that

may result in discipline. The selection of a union representative shall not unduly delay the proceeding.

It is the Employer's intent normally to make use of progressive discipline in accordance with established practices and policy.

In the event the Employer disciplines or discharges an employee, the Employer will, at the request of the employee and/or Union, furnish copies of necessary and/or relevant documents or written statements used by the Employer as a basis for the disciplinary action.

Employees shall have the right to respond in writing to any written disciplinary notices and documentation of employee counseling sessions, and shall have that response attached to the relevant material.

Section 1 – Corrective Action Procedure

A. Level 1 – Oral Reminder

The manager/supervisor meets privately with the employee and a representative of the Union (unless such representation is refused), to clarify the performance and/or behavioral issue(s). The manager/supervisor's primary role at Level One is to gain the employee's understanding and agreement to solve the problem.

The focus of the oral reminder is to remind the employee that (s)he has a personal responsibility to meet reasonable standards of performance and/or behavior. The supervisor/manager and employee should use this opportunity to problem-solve the issues, clarify expectations, and explore and agree upon behavioral changes including measurements of achievement and time lines.

B. Level 2 – Individual Action Plan

This is the second level of the Corrective Action Procedure and should be utilized if the employee's performance and/or behavioral problems continue.

At this level the supervisor/manager will meet privately with the employee and a representative of the Union (unless such representation is refused), to revisit the issues/problems, and clarify the need for the employee to meet reasonable standards of performance and behavior. This discussion will include a review of the progress made by the employee based on input at Level 1; the joint development of a written Individual Action Plan; and the time frame in which the employee is expected to meet performance and/or behavioral standards. The employee and supervisor should both sign the Individual Action Plan.

C. Level 3 – Corrective Action Plan

This is the third level of the Corrective Action Procedure and should be utilized if the employee's performance and/or behavioral problems continue, or if the employee refused to sign the Individual Action Plan at Level 2.

At this level the supervisor/manager will meet privately with the employee and a representative of the Union (unless such representation is refused), to revisit the individual action plan, timelines, and progress made under the Individual Action Plan.

The preferred outcome of this meeting is that the supervisor/manager and the employee, through a collaborative process, will mutually agree and sign a Corrective Action Plan. However, if the employee refuses to acknowledge the issue or if agreement cannot be reached, the supervisor/manager will prepare the Corrective Action Plan necessary for the employee to correct performance and/or behavioral issues. In these circumstances, the supervisor/manager may unilaterally implement the Corrective Action Plan after notification to the employee.

D. Level 4 – Day of Decision

This is the fourth level of the Corrective Action Procedure and should be utilized if the employee has not shown improvement in performance and/or behavioral problems after having gone through Level 3 of the Corrective Action Procedure.

At the conclusion of the follow-up meeting at Level 3, and after having determined that prior efforts have failed to produce the desired changes, a meeting will be scheduled between the supervisor/manager and the next higher level manager/chief, the employee, the union steward and the next higher union representative (unless such representation is refused) to discuss the continuing problem. The purpose of this meeting is to review the continuing performance and/or behavioral issues and the lack of improvement.

If management decides to invoke the Day of Decision, the next higher level manager will explain the severity of the situation to the employee and will place the employee on a paid Day of Decision. (The Day of Decision is paid to demonstrate the Employer's commitment to retain the employee.) The higher level manager will stress the need for the employee to use the Day of Decision as a day of reflection and choice. The employee has the opportunity to choose to change his/her performance and/or behavior and return to the organization, or voluntarily sever the employment relationship. Management will document the meeting in a memorandum, which will include the date, location, attendees, and summary of the discussion.

Upon the employee's return, the supervisor/manager, the employee, and the union representative (unless such representation is refused), will meet to review the employee's decision. If the employee's decision is to change his/her performance and/or behavior and continue employment, the supervisor/manager, employee and Union representative (if any), will meet to develop and sign a Last Chance Agreement. The Last Chance Agreement will include a Final Corrective Action Plan.

E. Level 5 – Termination

Termination is the final level of the Corrective Action Procedure and should be utilized if performance and/or behavioral issues still persist despite the Oral Reminder, Individual Action Plan, Corrective Action Plan, and Day of Decision.

Section 2 – Purging of Documentation

Written disciplinary notices and documentation of employee counseling sessions shall be invalid after a period of one (1) year from the date of issuance except when there are other materials of the same or related nature. It is understood that while the employer may retain expired documents to satisfy legal and regulatory requirements, such documents will not be used to justify further disciplinary action.

Section 3 – Maintenance of Documentation

In order to satisfy governmental record keeping requirements, purged documentation will be maintained by the Employer in a separate file to which supervisors/managers do not have access.

Section 4 – Investigatory Suspensions

In situations where the Employer determines that removal of an employee is warranted due to the nature of a reported incident or allegation, such employee will be placed on a paid investigatory suspension. At the conclusion of the investigatory suspension, the Employer will determine at what level, up to and including Level 5, to place the employee in the Corrective Action Procedure.

Section 5 – Acts of Gross Misconduct

Acts of gross misconduct and/or gross negligence will subject the employee to an accelerated level in the Corrective Action Procedure, up to and including Last Chance Agreement or Termination.

ARTICLE XXXI – ISSUE RESOLUTION

The parties agree to consider, for selected issues or concerns an issue resolution process. Management, employee(s) and/or union representative(s) may confer with the Chief and request the formation of an ad hoc issue resolution committee. Such committees shall be formed only if mutually agreed to by both parties.

The issue resolution committee will meet and attempt to reach a resolution of the issue using an interest-based problem solving approach and methodology. Encouragement of participation and communicating openly, timely, constructively and respectfully, without fear of retribution, are necessary components to make issue resolution efforts sincere and effective. The individual bringing the issue forward must stay actively involved in the search for the solution. Any recommended resolution must be reached by the committee through consensus and mutual agreement. The Chief has the authority to accept or reject the committee's recommendation. The issue resolution committee should establish timelines for the procedure, being mindful that this process is intended to bring timely solutions to everyday workplace issues and concerns. If a mutually agreeable solution is not reached within the established timelines, or the Chief rejects the committee's recommendation, the employee and/or the Union has seven (7) calendar days to file at Step 1 of the Grievance Procedure.

ARTICLE XXXII – DISPUTES (SEIU Master Agreement)

Work Stoppages. The Employer and the Union realize that the Employer's facilities are different in their operations from industries because of services rendered to the community and for humanitarian reasons, and agree that there shall be no lockouts on the part of the Employer, nor suspension of work on the part of the employees, it being one of the purposes of this Agreement to guarantee that there will be no strikes, lockouts or work stoppages.

All disputes in other matters of controversy coming within the scope of this Agreement will be settled by the Grievance and Arbitration Procedure hereinafter provided.

ARTICLE XXXIII – GRIEVANCE AND ARBITRATION PROCEDURE (SEIU Master Agreement)

Section 1 – General Principles

Basic Means of Settling Grievances. The following procedure shall be applied and relied upon by both parties as the basic means of seeking adjustment of and settling grievances. Grievance, as referred to in this Article, includes every dispute concerning interpretation and application of this contract and/or any

dispute concerning wages, hours, or working conditions. All such disputes shall be subject to the grievance procedure.

Time Limits. Except for grievances alleging errors in wages, benefits errors, or discharge, each grievance arising under this Agreement shall be presented to the appropriate party within thirty (30) calendar days after the grievant had knowledge of the event or should have had knowledge of the event. All discharge grievances shall be referred immediately to Step Two of this procedure within ten (10) calendar days from the date of discharge. Any grievance not timely filed is deemed waived by the aggrieved party.

Both parties agree that the grievance and arbitration procedure should proceed as expeditiously as possible; however, by mutual agreement between the Union and the Employer, the time limits of any step of the grievance procedure may be extended and this extension must be confirmed in writing within the specified time limits. Both parties agree, however, to make their best effort to abide by the time limits outlined in this Agreement. In the event the Union fails to appeal a grievance in a timely manner, the Union may request an extension and the Employer shall grant such extension. If the Employer fails to respond to the grievance within the time limits specified, the grievance may be appealed to the next step of the grievance procedure by the Union.

Mandatory Meetings. There shall be a mandatory meeting at each step of the grievance procedure unless waived by mutual agreement of the parties. Employees participating in such meetings shall not suffer any reduction in pay due to their participation.

Written Grievance Documents. All grievances, grievance appeals, grievance responses, requests for extensions of time limits and agreements to extend time limits will be given in writing.

Non Precedent-Setting Settlements. Grievance settlements or resolutions reached at Step One or Two of the grievance procedure shall not be precedent-setting for any purpose and shall not be used to interpret the language or associated practices of the agreement.

Good Faith Efforts to Resolve Issues. The goal of the parties is to achieve early and prompt resolutions of issues and disputes through informal and formal interest-based discussions between the steward, employee(s) and the direct supervisor or department head in Step One and Step Two. The use of the procedures contained in the Article should not preclude, or be used by any party to avoid, active good faith efforts to achieve dispute or issue resolution.

Union Staff Representatives. Union staff representatives may participate at any level of the grievance procedure.

Necessary and/or Relevant Information. The parties agree and understand that the free exchange of necessary and/or relevant information is essential to their mutual understanding and satisfactory resolution of issues and disputes. Accordingly, the parties agree to respond adequately, in a timely, good faith manner to requests for information, and to promptly address and resolve any disputes relating to the provision of requested information.

Section 2 – Steps of the Grievance and Arbitration Procedure

Step One. Step One of the grievance procedure is an informal process. The parties recognize that most issues or disputes can and should be resolved informally at the closest possible level to the unit/department in which they occur.

The Grievance procedure shall be initiated at Step One, except grievances specified in this Article as going directly to Step Two. A Union Steward representing an employee shall initiate the grievance procedure at Step One by presenting the issues to the employee's immediate supervisor. Within ten (10) calendar days after submission of the issues, a meeting shall be held. The parties are encouraged to continue to work collaboratively on the issue until either party feels that further work at this step will not resolve the issue. Once resolution is reached, or the decision is made that joint resolution is not possible, the supervisor shall respond to the grievant(s) and the Union Steward within ten (10) calendar days. Participants in Step One discussions should include the employee(s), the involved supervisor, and the Union Steward.

Step Two. All issues that are not resolved at Step One may be appealed to Step Two within ten (10) calendar days. An appeal to Step Two shall be submitted in writing as a formal grievance after either party feels the issue(s) cannot be resolved at Step One in a timely manner. The parties shall attempt to resolve the grievance within ten (10) calendar days after the appeal is received. If the parties are unable to resolve the grievance within these time limits, a grievance response shall be given within ten (10) calendar days thereafter. Grievances regarding discharges must be initiated at Step Two within ten (10) calendar days after the action. In addition, grievances involving workload and suspension shall be introduced directly to Step Two of the Grievance and Arbitration procedure. Participants in Step Two should include the employee(s), the Union Steward, the supervisor, and the human resources representative.

Step Three. All grievances that are not resolved at Step Two may be appealed to Step Three within ten (10) calendar days. The appeal to Step Three shall be submitted in writing to the parties' designees. Within ten (10) calendar days of the receipt of such appeal, a meeting shall be held including the parties' designees, Union Steward, and grievant(s). Within ten (10) calendar days after such meeting, the Employer's designee shall respond to the Union Staff Representative and other meeting participants in writing.

Step Four. In the event the grievance remains unresolved, the grieving party may appeal the grievance to arbitration. Written notice of such appeal must be received by the Director of Labor Relations or Designee within ten (10) calendar days after receipt of the Step Three response. No grievance shall be appealed to arbitration without first being processed through the appropriate steps of the Grievance and Arbitration Procedure except by mutual agreement.

Selection of Arbitrator. An impartial arbitrator shall be selected by mutual agreement of the parties. In the event mutual agreement is not reached, the party appealing the grievance to arbitration shall request a panel of arbitrators from the Federal Mediation and Conciliation Service. Upon receipt of said panel, the parties will select an arbitrator by alternately striking names.

Authority of the Arbitrator. The arbitrator shall be prohibited from adding to, modifying, or subtracting from, the terms of this Agreement or any supplemental written agreement of the parties. Further, it shall not be within the jurisdiction of the arbitrator to change any existing wage rate or establish a new rate. However, grievances involving reclassification and upgrade are within the scope of the grievance procedure and are within the jurisdiction and powers of the arbitrator; the decision of the arbitrator, however, is limited to changes in the classification of a position within the existing wage schedule. The award of the arbitrator shall be final and binding on both parties.

Cost of Arbitration. Each party shall pay one-half (1/2) the cost of the arbitration proceedings which include but are not limited to the cost of the arbitrator, court reporter and transcript for the arbitrator, if mutually agreed to as necessary, conference room costs and other related costs, and each party shall be responsible for the cost of its own representatives and witnesses.

Section 3 – Grievance Associated with the Master Agreement (SEIU Master Agreement)

The parties agree that they will use their best efforts to identify any grievance that may involve interpretation or application of the (SEIU) Master Agreement, or practices relating to the provisions of the (SEIU) Master Agreement, before such grievance is appealed to Step Three, and this shall be noted in either the Step Two response or the appeal to Step Three. If such a grievance is resolved at Step Three, it shall be resolved at the local bargaining unit level on either a non precedent-setting basis or as a precedent applicable to that bargaining unit only, unless otherwise agreed to by all parties to the (SEIU) Master Agreement. The parties will identify three (3) permanent arbitrators who shall be the only arbitrators who may be selected to hear grievances involving the (SEIU) Master Agreement. At the time an arbitrator is selected to hear a specific case, the parties will inform the arbitrator whether they wish the arbitrator to issue a precedent-setting decision, a non precedent-setting decision, or to decide whether a decision will be precedent-setting as one of the issues in the case.

ARTICLE XXXIV– SAFETY

Kaiser Permanente will comply with applicable federal and California laws and regulations relating to Occupational Safety and Health. The Employer will promptly and thoroughly investigate any employee's expressed concern regarding the safety or healthfulness of the work environment. While the Employer agrees it will comply with all applicable regulations, it is the duty of each employee to comply with all health and safety regulations of the Employer. In the event any safety or health hazard is detected, it shall be promptly reported to the administrative supervisor and/or chief. Clinics are expected to address safety issues unique to the physical structure/plant and to practices of work site, and maintain its compliance through regular safety training.

ARTICLE XXXV – COMPLETION OF AGREEMENT

The Employer and Union expressly acknowledge and agree that they have had full and fair opportunity to bargain, have fully exercised and exhausted that opportunity to bargain regarding all mandatory and permissive subjects of bargaining, and have reached agreement as to all such proper subjects of bargaining.

ARTICLE XXXVI – CONFORMITY TO LAW (SEIU Master Agreement)

If any provision of this Agreement is found to be in conflict with State or Federal law, the remaining provisions of the Agreement shall remain in full force and effect. In the event any provision(s) are declared to be in conflict with any law, both parties shall meet immediately for the purpose of renegotiating only the provision(s) so invalidated.

ARTICLE XXXVII – DURATION OF AGREEMENT (SEIU Master Agreement)

Except as otherwise specifically provided, this Agreement shall be effective as of October 1, 2005, and shall continue in effect through the month, day, and year as specified in the National Agreement, Section 3: Scope of The Agreement, D. Duration, Renewal and Reopening and shall be automatically renewed from year to year thereafter, unless amended, modified, changed or terminated.

Either party wishing to change or terminate this Agreement must serve written notice of a desire to amend to the other party at least 90 days prior to the expiration date. Notice of desire to change or terminate given by one party shall render unnecessary a similar notice by the other party.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement the day and year first above written:

THE PERMANENTE MEDICAL GROUP, INC.

UNITED HEALTHCARE WORKERS-WEST
Integrated Behavioral Health Service Chapter
Service Employees International Union

ROBIN DEA
Chair, Chiefs of Psychiatry

SAL ROSSELLI
UHW President

TERENCE O'BRIEN
Chair, Chiefs of CDRP

JOYCE BAIRD
Regional Director

JESSE S. DRUCKER
Sr. Labor Relations Consultant

DARIUS DAVENPORT
Vice President

MARCIA DRAVIS
Associate Medical Group Administrator

CLEMENT PAPAIZIAN
Chapter President

TAMI MILLER
Sr. HR Site Consultant

KAREN STEPHEN
Secretary

DON MORDECAI
Chief of Psychiatry

SUSAN STOFAN
Field Representative

MARION LIM YANKOWITZ
Behavioral Health Manager III

APPENDIX A

KP MEDICAL CENTERS AND MOBS BY AREA

Facility Name (Contract)	Medical Center	MOB/SITE
CENTRAL VALLEY	MANTECA MED CTR	MANTECA CDRP
		TRACY
	MODESTO MED CTR	MODESTO BANGS AVE STANDIFORD DALE ROAD
	EMANUEL HOSPITAL*	(TURLOCK)
	DAMERON HOSPITAL*	STOCKTON
DIABLO	(SOUTH) WALNUT CREEK MED CTR	LIVERMORE PLEASANTON
	(CENTRAL) WALNUT CREEK MED CTR	PARK SHADELANDS WALNUT CREEK MARTINEZ
	(NORTH) DEER VALLEY MED CTR	DELTA FAIR (ANTIOCH) DEER VALLEY
EAST BAY	OAKLAND MED CTR	ALAMEDA OAKLAND CDRP EMERYVILLE MOSSWOOD PARK BLDG
	RICHMOND MED CTR	RICHMOND
FRESNO	FRESNO MED CTR	CLOVIS FRESNO STREET FIRST STREET (FRESNO) OAKHURST SELMA
GSAA	FREMONT MED CTR	FREMONT
	HAYWARD MED CTR	UNION CITY HAYWARD
NAPA/SOLANO	VALLEJO MED CTR	VALLEJO NAPA VALLEJO CDRP K.F.R.C.
	VACAVILLE MED CTR	FAIRFIELD VACAVILLE

Facility Name (Contract)	Medical Center	MOB/SITE
NORTH VALLEY	ROSEVILLE MED CTR	LINCOLN FOLSOM ROSEVILLE RANCHO CORDOVA EAST ROSEVILLE
	SACRAMENTO MED CTR	SACRAMENTO Davis POINT WEST DAVIS
REDWOOD CITY	REDWOOD CITY MED CTR	REDWOOD CITY
SAN FRANCISCO AREA	SAN FRANCISCO MED CTR	SAN FRANCISCO CDRP S.F. - FRENCH CAMPUS
SAN RAFAEL	SAN RAFAEL MED CTR	PETALUMA NOVATO SAN RAFAEL DOWNTOWN 3RD STREET
SANTA CLARA AREA	SANTA CLARA MED CTR	MILPITAS SANTA CLARA-TANTAU MOUNTAIN VIEW SANTA CLARA-HOMESTEAD CAMPBELL
SANTA ROSA	SANTA ROSA MED CTR	ROHNERT PARK SANTA ROSA RICHARD STEIN (SANTA ROSA) PAIN CLINIC/NEUROLOGY PSYCHIATRY
SANTA TERESA	SANTA TERESA MED CTR	SAN JOSE SANTA TERESA ST TERESA GARAGE & O GILROY
SOUTH SACRAMENTO	S. SACRAMENTO MED CTR	ELK GROVE SOUTH SACRAMENTO I/P PSYCH - SO SACTO
SOUTH SAN FRANCISCO	S. SAN FRAN MED CTR	DALY CITY SOUTH SAN FRANCISCO
	* Contract Hospital	

APPENDIX B

WAGE STRUCTURES – ALL AREAS EXCEPT FRESNO

EFFECTIVE OCTOBER 2005

ALL AREAS EXCEPT FRESNO

Job Code	Job Title	Step 1 Year 1	Step 2 Year 2	Step 3 Year 3	Step 4 Year 4	Step 5 Year 5	Step 6 Year 6	Step 7 Year 7	Step 8 Year 8	Step 9 Year 9	Step 10 Year 15
* 963004	Psychological Assistant	28.3014	30.7091								
963005	Psychologist	36.6143	37.6395	38.6933	39.7768	40.8906	42.0355	43.2126	44.4225	45.6664	47.5981
* 963006	Marriage Family Therapist Asst	27.5304	28.3014	29.0936							
963007	Marriage Family Therapist	31.2759	32.1517	33.0516	33.9776	34.9287	35.9066	36.9123	37.9460	39.0084	40.6857
963010	Psychiatric Social Worker (LCSW)	31.2759	32.1517	33.0516	33.9776	34.9287	35.9066	36.9123	37.9460	39.0084	40.6857
963011	CDRP Counselor II	22.4410	23.0693	23.7154	24.3793	25.0620	25.7636	26.4852	27.2267	27.9890	29.1730
963012	CDRP Counselor I	20.4007	20.9719	21.5590	22.1628	22.7834	23.4212	24.0769	24.7511	25.4442	26.5207
* 963015	Psychiatric Social Work Asst.	27.5304	28.3014	29.0936							
963022	Behavioral Medicine Spec (Psych)	36.6143	37.6395	38.6933	39.7768	40.8906	42.0355	43.2126	44.4225	45.6664	47.5981
963023	Behavioral Medicine Spec (LCSW)	31.2759	32.1517	33.0516	33.9776	34.9287	35.9066	36.9123	37.9460	39.0084	40.6857
963024	Neuropsychologist	40.2758	41.4035	42.5628	43.7546	44.9796	46.2391	47.5338	48.8648	50.2329	52.3578

EFFECTIVE OCTOBER 2006

ALL AREAS EXCEPT FRESNO

Job Code	Job Title	Step 1 Year 1	Step 2 Year 2	Step 3 Year 3	Step 4 Year 4	Step 5 Year 5	Step 6 Year 6	Step 7 Year 7	Step 8 Year 8	Step 9 Year 9	Step 10 Year 15
* 963004	Psychological Assistant	29.4335	31.9375								
963005	Psychologist	38.0789	39.1451	40.2410	41.3679	42.5262	43.7169	44.9411	46.1994	47.4931	49.5020
* 963006	Marriage Family Therapist Asst	28.6316	29.4335	30.2573							
963007	Marriage Family Therapist	32.5269	33.4378	34.3737	35.3367	36.3258	37.3429	38.3888	39.4638	40.5687	42.3131
963010	Psychiatric Social Worker (LCSW)	32.5269	33.4378	34.3737	35.3367	36.3258	37.3429	38.3888	39.4638	40.5687	42.3131
963011	CDRP Counselor II	23.3386	23.9921	24.6640	25.3545	26.0645	26.7941	27.5446	28.3158	29.1086	30.3399
963012	CDRP Counselor I	21.2167	21.8108	22.4214	23.0493	23.6947	24.3580	25.0400	25.7411	26.4620	27.5815
* 963015	Psychiatric Social Work Asst.	28.6316	29.4335	30.2573							
963022	Behavioral Medicine Spec (Psych)	38.0789	39.1451	40.2410	41.3679	42.5262	43.7169	44.9411	46.1994	47.4931	49.5020
963023	Behavioral Medicine Spec (LCSW)	32.5269	33.4378	34.3737	35.3367	36.3258	37.3429	38.3888	39.4638	40.5687	42.3131
963024	Neuropsychologist	41.8868	43.0596	44.2653	45.5048	46.7788	48.0887	49.4352	50.8194	52.2422	54.4521

* Please refer to page 49 for post-degree experience required for Assistant step increases.

EFFECTIVE OCTOBER 2007

ALL AREAS EXCEPT FRESNO

Job Code	Job Title	Step 1 Year 1	Step 2 Year 2	Step 3 Year 3	Step 4 Year 4	Step 5 Year 5	Step 6 Year 6	Step 7 Year 7	Step 8 Year 8	Step 9 Year 9	Step 10 Year 15
* 963004	Psychological Assistant	30.6108	33.2150								
963005	Psychologist	39.6021	40.7109	41.8506	43.0226	44.2272	45.4656	46.7387	48.0474	49.3928	51.4821
* 963006	Marriage Family Therapist Asst	29.7769	30.6108	31.4676							
963007	Marriage Family Therapist	33.8280	34.7753	35.7486	36.7502	37.7788	38.8366	39.9244	41.0424	42.1914	44.0056
963010	Psychiatric Social Worker (LCSW)	33.8280	34.7753	35.7486	36.7502	37.7788	38.8366	39.9244	41.0424	42.1914	44.0056
963011	CDRP Counselor II	24.2721	24.9518	25.6506	26.3687	27.1071	27.8659	28.6464	29.4484	30.2729	31.5535
963012	CDRP Counselor I	22.0654	22.6832	23.3183	23.9713	24.6425	25.3323	26.0416	26.7707	27.5205	28.6848
* 963015	Psychiatric Social Work Asst.	29.7769	30.6108	31.4676							
963022	Behavioral Medicine Spec (Psych)	39.6021	40.7109	41.8506	43.0226	44.2272	45.4656	46.7387	48.0474	49.3928	51.4821
963023	Behavioral Medicine Spec (LCSW)	33.8280	34.7753	35.7486	36.7502	37.7788	38.8366	39.9244	41.0424	42.1914	44.0056
963024	Neuropsychologist	43.5623	44.7820	46.0359	47.3250	48.6500	50.0122	51.4126	52.8522	54.3319	56.6302

EFFECTIVE OCTOBER 2008

ALL AREAS

Job Code	Job Title	Step 1 Year 1	Step 2 Year 2	Step 3 Year 3	Step 4 Year 4	Step 5 Year 5	Step 6 Year 6	Step 7 Year 7	Step 8 Year 8	Step 9 Year 9	Step 10 Year 15
* 963004	Psychological Assistant	31.5291	34.2115								
963005	Psychologist	40.7902	41.9322	43.1061	44.3133	45.5540	46.8296	48.1409	49.4888	50.8746	53.0266
* 963006	Marriage Family Therapist Asst	30.6702	31.5291	32.4116							
963007	Marriage Family Therapist	34.8428	35.8186	36.8211	37.8527	38.9122	40.0017	41.1221	42.2737	43.4571	45.3258
963010	Psychiatric Social Worker (LCSW)	34.8428	35.8186	36.8211	37.8527	38.9122	40.0017	41.1221	42.2737	43.4571	45.3258
963011	CDRP Counselor II	25.0003	25.7004	26.4201	27.1598	27.9203	28.7019	29.5058	30.3319	31.1811	32.5001
963012	CDRP Counselor I	22.7274	23.3637	24.0178	24.6904	25.3818	26.0923	26.8228	27.5738	28.3461	29.5453
* 963015	Psychiatric Social Work Asst.	30.6702	31.5291	32.4116							
963022	Behavioral Medicine Spec (Psych)	40.7902	41.9322	43.1061	44.3133	45.5540	46.8296	48.1409	49.4888	50.8746	53.0266
963023	Behavioral Medicine Spec (LCSW)	34.8428	35.8186	36.8211	37.8527	38.9122	40.0017	41.1221	42.2737	43.4571	45.3258
963024	Neuropsychologist	44.8692	46.1255	47.4170	48.7448	50.1095	51.5126	52.9550	54.4378	55.9619	58.3291

* Please refer to page 49 for post-degree experience required for Assistant step increases.

EFFECTIVE OCTOBER 2009

ALL AREAS

Job Code	Job Title	Step 1 Year 1	Step 2 Year 2	Step 3 Year 3	Step 4 Year 4	Step 5 Year 5	Step 6 Year 6	Step 7 Year 7	Step 8 Year 8	Step 9 Year 9	Step 10 Year 15
* 963004	Psychological Assistant	32.4750	35.2378								
963005	Psychologist	42.0139	43.1902	44.3993	45.6427	46.9206	48.2345	49.5851	50.9735	52.4008	54.6174
* 963006	Marriage Family Therapist Asst	31.5903	32.4750	33.3839							
963007	Marriage Family Therapist	35.8881	36.8932	37.9257	38.9883	40.0796	41.2018	42.3558	43.5419	44.7608	46.6856
963010	Psychiatric Social Worker (LCSW)	35.8881	36.8932	37.9257	38.9883	40.0796	41.2018	42.3558	43.5419	44.7608	46.6856
963011	CDRP Counselor II	25.7503	26.4714	27.2127	27.9746	28.7579	29.5630	30.3910	31.2419	32.1165	33.4751
963012	CDRP Counselor I	23.4092	24.0646	24.7383	25.4311	26.1433	26.8751	27.6275	28.4010	29.1965	30.4317
* 963015	Psychiatric Social Work Asst.	31.5903	32.4750	33.3839							
963022	Behavioral Medicine Spec (Psych)	42.0139	43.1902	44.3993	45.6427	46.9206	48.2345	49.5851	50.9735	52.4008	54.6174
963023	Behavioral Medicine Spec (LCSW)	35.8881	36.8932	37.9257	38.9883	40.0796	41.2018	42.3558	43.5419	44.7608	46.6856
963024	Neuropsychologist	46.2153	47.5093	48.8395	50.2071	51.6128	53.0580	54.5437	56.0709	57.6408	60.0790

* Please refer to page 49 for post-degree experience required for Assistant step increases.

APPENDIX C

WAGE STRUCTURES – FRESNO AREA

EFFECTIVE OCTOBER 2005

FRESNO AREA

Job Code	Job Title	Step 1 Year 1	Step 2 Year 2	Step 3 Year 3	Step 4 Year 4	Step 5 Year 5	Step 6 Year 6	Step 7 Year 7	Step 8 Year 8	Step 9 Year 9	Step 10 Year 15
* 963004	Psychological Assistant	24.0562	26.1259								
963005	Psychologist	31.1222	31.9936	32.8895	33.8103	34.7571	35.7302	36.7306	37.7591	38.8164	40.4584
* 963006	Marriage Family Therapist Asst	23.4010	24.0562	24.7294							
963007	Marriage Family Therapist	26.5847	27.1761	28.0939	28.8812	29.6893	30.5209	31.3754	32.2539	33.1569	34.5831
963010	Psychiatric Social Worker (LCSW)	26.5847	27.1761	28.0939	28.8812	29.6893	30.5209	31.3754	32.2539	33.1569	34.5831
963011	CDRP Counselor II	19.0748	19.6091	20.1581	20.7225	21.3026	21.8991	22.5123	23.1427	23.7907	24.7970
963012	CDRP Counselor I	17.3405	17.8261	18.3250	18.8382	19.3657	19.9079	20.4652	21.0383	21.6273	22.5422
* 963015	Psychiatric Social Work Asst.	23.4010	24.0562	24.7294	0.0000						
963022	Behavioral Medicine Spec (Psych)	31.1222	31.9936	32.8895	33.8103	34.7571	35.7302	36.7306	37.7591	38.8164	40.4584
963023	Behavioral Medicine Spec (LCSW)	26.5847	27.1761	28.0939	28.8812	29.6893	30.5209	31.3754	32.2539	33.1569	34.5831
963024	Neuropsychologist	34.2344	35.1930	36.1783	37.1912	38.2327	39.3033	40.4037	41.5350	42.6979	44.5041

EFFECTIVE JANUARY 2006

FRESNO AREA

Job Code	Job Title	Step 1 Year 1	Step 2 Year 2	Step 3 Year 3	Step 4 Year 4	Step 5 Year 5	Step 6 Year 6	Step 7 Year 7	Step 8 Year 8	Step 9 Year 9	Step 10 Year 15
* 963004	Psychological Assistant	25.0666	27.2232								
963005	Psychologist	32.4293	33.3373	34.2709	35.2303	36.2169	37.2309	38.2733	39.3450	40.4467	42.1577
* 963006	Marriage Family Therapist Asst	24.3838	25.0666	25.7680							
963007	Marriage Family Therapist	27.7013	28.3175	29.2738	30.0942	30.9363	31.8028	32.6932	33.6086	34.5495	36.0356
963010	Psychiatric Social Worker (LCSW)	27.7013	28.3175	29.2738	30.0942	30.9363	31.8028	32.6932	33.6086	34.5495	36.0356
963011	CDRP Counselor II	19.8759	20.4327	21.0047	21.5928	22.1973	22.8189	23.4578	24.1147	24.7899	25.8385
963012	CDRP Counselor I	18.0688	18.5748	19.0947	19.6294	20.1791	20.7440	21.3247	21.9219	22.5356	23.4890
* 963015	Psychiatric Social Work Asst.	24.3838	25.0666	25.7680							
963022	Behavioral Medicine Spec (Psych)	32.4293	33.3373	34.2709	35.2303	36.2169	37.2309	38.2733	39.3450	40.4467	42.1577
963023	Behavioral Medicine Spec (LCSW)	27.7013	28.3175	29.2738	30.0942	30.9363	31.8028	32.6932	33.6086	34.5495	36.0356
963024	Neuropsychologist	35.6722	36.6711	37.6978	38.7532	39.8385	40.9540	42.1007	43.2795	44.4912	46.3733

* Please refer to page 49 for post-degree experience required for Assistant step increases.

EFFECTIVE OCTOBER 2006

FRESNO AREA

Job Code	Job Title	Step 1 Year 1	Step 2 Year 2	Step 3 Year 3	Step 4 Year 4	Step 5 Year 5	Step 6 Year 6	Step 7 Year 7	Step 8 Year 8	Step 9 Year 9	Step 10 Year 15
* 963004	Psychological Assistant	26.0693	28.3121								
963005	Psychologist	33.7265	34.6708	35.6417	36.6395	37.6656	38.7201	39.8042	40.9188	42.0646	43.8440
* 963006	Marriage Family Therapist Asst	25.3592	26.0693	26.7987							
963007	Marriage Family Therapist	28.8094	29.4502	30.4448	31.2980	32.1738	33.0749	34.0009	34.9529	35.9315	37.4770
963010	Psychiatric Social Worker (LCSW)	28.8094	29.4502	30.4448	31.2980	32.1738	33.0749	34.0009	34.9529	35.9315	37.4770
963011	CDRP Counselor II	20.6709	21.2500	21.8449	22.4565	23.0852	23.7317	24.3961	25.0793	25.7815	26.8720
963012	CDRP Counselor I	18.7916	19.3178	19.8585	20.4146	20.9863	21.5738	22.1777	22.7988	23.4370	24.4286
* 963015	Psychiatric Social Work Asst.	25.3592	26.0693	26.7987							
963022	Behavioral Medicine Spec (Psych)	33.7265	34.6708	35.6417	36.6395	37.6656	38.7201	39.8042	40.9188	42.0646	43.8440
963023	Behavioral Medicine Spec (LCSW)	28.8094	29.4502	30.4448	31.2980	32.1738	33.0749	34.0009	34.9529	35.9315	37.4770
963024	Neuropsychologist	37.0991	38.1379	39.2057	40.3033	41.4320	42.5922	43.7847	45.0107	46.2708	48.2282

EFFECTIVE JANUARY 2007

FRESNO AREA

Job Code	Job Title	Step 1 Year 1	Step 2 Year 2	Step 3 Year 3	Step 4 Year 4	Step 5 Year 5	Step 6 Year 6	Step 7 Year 7	Step 8 Year 8	Step 9 Year 9	Step 10 Year 15
* 963004	Psychological Assistant	27.1642	29.5012								
963005	Psychologist	35.1430	36.1270	37.1387	38.1784	39.2476	40.3463	41.4760	42.6374	43.8313	45.6854
* 963006	Marriage Family Therapist Asst	26.4243	27.1642	27.9242							
963007	Marriage Family Therapist	30.0194	30.6871	31.7235	32.6125	33.5251	34.4640	35.4289	36.4209	37.4406	39.0510
963010	Psychiatric Social Worker (LCSW)	30.0194	30.6871	31.7235	32.6125	33.5251	34.4640	35.4289	36.4209	37.4406	39.0510
963011	CDRP Counselor II	21.5391	22.1425	22.7624	23.3997	24.0548	24.7284	25.4207	26.1326	26.8643	28.0006
963012	CDRP Counselor I	19.5808	20.1291	20.6926	21.2720	21.8677	22.4799	23.1092	23.7563	24.4214	25.4546
* 963015	Psychiatric Social Work Asst.	26.4243	27.1642	27.9242							
963022	Behavioral Medicine Spec (Psych)	35.1430	36.1270	37.1387	38.1784	39.2476	40.3463	41.4760	42.6374	43.8313	45.6854
963023	Behavioral Medicine Spec (LCSW)	30.0194	30.6871	31.7235	32.6125	33.5251	34.4640	35.4289	36.4209	37.4406	39.0510
963024	Neuropsychologist	38.6573	39.7397	40.8523	41.9960	43.1721	44.3811	45.6237	46.9011	48.2142	50.2538

* Please refer to page 49 for post-degree experience required for Assistant step increases.

EFFECTIVE OCTOBER 2007

FRESNO AREA

Job Code	Job Title	Step 1 Year 1	Step 2 Year 2	Step 3 Year 3	Step 4 Year 4	Step 5 Year 5	Step 6 Year 6	Step 7 Year 7	Step 8 Year 8	Step 9 Year 9	Step 10 Year 15
* 963004	Psychological Assistant	28.2508	30.6812								
963005	Psychologist	36.5487	37.5721	38.6242	39.7055	40.8175	41.9602	43.1350	44.3429	45.5846	47.5128
* 963006	Marriage Family Therapist Asst	27.4813	28.2508	29.0412							
963007	Marriage Family Therapist	31.2202	31.9146	32.9924	33.9170	34.8661	35.8426	36.8461	37.8777	38.9382	40.6130
963010	Psychiatric Social Worker (LCSW)	31.2202	31.9146	32.9924	33.9170	34.8661	35.8426	36.8461	37.8777	38.9382	40.6130
963011	CDRP Counselor II	22.4007	23.0282	23.6729	24.3357	25.0170	25.7175	26.4375	27.1779	27.9389	29.1206
963012	CDRP Counselor I	20.3640	20.9343	21.5203	22.1229	22.7424	23.3791	24.0336	24.7066	25.3983	26.4728
* 963015	Psychiatric Social Work Asst.	27.4813	28.2508	29.0412							
963022	Behavioral Medicine Spec (Psych)	36.5487	37.5721	38.6242	39.7055	40.8175	41.9602	43.1350	44.3429	45.5846	47.5128
963023	Behavioral Medicine Spec (LCSW)	31.2202	31.9146	32.9924	33.9170	34.8661	35.8426	36.8461	37.8777	38.9382	40.6130
963024	Neuropsychologist	40.2036	41.3293	42.4864	43.6758	44.8990	46.1563	47.4486	48.7771	50.1428	52.2640

EFFECTIVE JANUARY 2008

FRESNO AREA

Job Code	Job Title	Step 1 Year 1	Step 2 Year 2	Step 3 Year 3	Step 4 Year 4	Step 5 Year 5	Step 6 Year 6	Step 7 Year 7	Step 8 Year 8	Step 9 Year 9	Step 10 Year 15
* 963004	Psychological Assistant	29.4373	31.9698								
963005	Psychologist	38.0837	39.1501	40.2464	41.3731	42.5318	43.7225	44.9467	46.2053	47.4992	49.5083
* 963006	Marriage Family Therapist Asst	28.6355	29.4373	30.2609							
963007	Marriage Family Therapist	32.5314	33.2550	34.3781	35.3415	36.3305	37.3480	38.3936	39.4686	40.5736	42.3187
963010	Psychiatric Social Worker (LCSW)	32.5314	33.2550	34.3781	35.3415	36.3305	37.3480	38.3936	39.4686	40.5736	42.3187
963011	CDRP Counselor II	23.3415	23.9954	24.6672	25.3578	26.0677	26.7976	27.5479	28.3194	29.1123	30.3437
963012	CDRP Counselor I	21.2193	21.8135	22.4242	23.0521	23.6976	24.3610	25.0430	25.7443	26.4650	27.5847
* 963015	Psychiatric Social Work Asst.	28.6355	29.4373	30.2609							
963022	Behavioral Medicine Spec (Psych)	38.0837	39.1501	40.2464	41.3731	42.5318	43.7225	44.9467	46.2053	47.4992	49.5083
963023	Behavioral Medicine Spec (LCSW)	32.5314	33.2550	34.3781	35.3415	36.3305	37.3480	38.3936	39.4686	40.5736	42.3187
963024	Neuropsychologist	41.8922	43.0651	44.2708	45.5102	46.7848	48.0949	49.4414	50.8257	52.2488	54.4591

* Please refer to page 49 for post-degree experience required for Assistant step increases.

EFFECTIVE JULY 2008

FRESNO AREA

Job Code	Job Title	Step 1 Year 1	Step 2 Year 2	Step 3 Year 3	Step 4 Year 4	Step 5 Year 5	Step 6 Year 6	Step 7 Year 7	Step 8 Year 8	Step 9 Year 9	Step 10 Year 15
* 963004	Psychological Assistant	30.6108	33.2150								
963005	Psychologist	39.6021	40.7109	41.8506	43.0226	44.2272	45.4656	46.7387	48.0474	49.3928	51.4821
* 963006	Marriage Family Therapist Asst	29.7769	30.6108	31.4676							
963007	Marriage Family Therapist	33.8280	34.7753	35.7486	36.7502	37.7788	38.8366	39.9244	41.0424	42.1914	44.0056
963010	Psychiatric Social Worker (LCSW)	33.8280	34.7753	35.7486	36.7502	37.7788	38.8366	39.9244	41.0424	42.1914	44.0056
963011	CDRP Counselor II	24.2721	24.9518	25.6506	26.3687	27.1071	27.8659	28.6464	29.4484	30.2729	31.5535
963012	CDRP Counselor I	22.0654	22.6832	23.3183	23.9713	24.6425	25.3323	26.0416	26.7707	27.5205	28.6848
* 963015	Psychiatric Social Work Asst.	29.7769	30.6108	31.4676							
963022	Behavioral Medicine Spec (Psych)	39.6021	40.7109	41.8506	43.0226	44.2272	45.4656	46.7387	48.0474	49.3928	51.4821
963023	Behavioral Medicine Spec (LCSW)	33.8280	34.7753	35.7486	36.7502	37.7788	38.8366	39.9244	41.0424	42.1914	44.0056
963024	Neuropsychologist	43.5623	44.7820	46.0359	47.3250	48.6500	50.0122	51.4126	52.8522	54.3319	56.6302

EFFECTIVE OCTOBER 2008

ALL AREAS

Job Code	Job Title	Step 1 Year 1	Step 2 Year 2	Step 3 Year 3	Step 4 Year 4	Step 5 Year 5	Step 6 Year 6	Step 7 Year 7	Step 8 Year 8	Step 9 Year 9	Step 10 Year 15
* 963004	Psychological Assistant	31.5291	34.2115								
963005	Psychologist	40.7902	41.9322	43.1061	44.3133	45.5540	46.8296	48.1409	49.4888	50.8746	53.0266
* 963006	Marriage Family Therapist Asst	30.6702	31.5291	32.4116							
963007	Marriage Family Therapist	34.8428	35.8186	36.8211	37.8527	38.9122	40.0017	41.1221	42.2737	43.4571	45.3258
963010	Psychiatric Social Worker (LCSW)	34.8428	35.8186	36.8211	37.8527	38.9122	40.0017	41.1221	42.2737	43.4571	45.3258
963011	CDRP Counselor II	25.0003	25.7004	26.4201	27.1598	27.9203	28.7019	29.5058	30.3319	31.1811	32.5001
963012	CDRP Counselor I	22.7274	23.3637	24.0178	24.6904	25.3818	26.0923	26.8228	27.5738	28.3461	29.5453
* 963015	Psychiatric Social Work Asst.	30.6702	31.5291	32.4116							
963022	Behavioral Medicine Spec (Psych)	40.7902	41.9322	43.1061	44.3133	45.5540	46.8296	48.1409	49.4888	50.8746	53.0266
963023	Behavioral Medicine Spec (LCSW)	34.8428	35.8186	36.8211	37.8527	38.9122	40.0017	41.1221	42.2737	43.4571	45.3258
963024	Neuropsychologist	44.8692	46.1255	47.4170	48.7448	50.1095	51.5126	52.9550	54.4378	55.9619	58.3291

* Please refer to page 49 for post-degree experience required for Assistant step increases.

EFFECTIVE OCTOBER 2009

ALL AREAS

Job Code	Job Title	Step 1 Year 1	Step 2 Year 2	Step 3 Year 3	Step 4 Year 4	Step 5 Year 5	Step 6 Year 6	Step 7 Year 7	Step 8 Year 8	Step 9 Year 9	Step 10 Year 15
* 963004	Psychological Assistant	32.4750	35.2378								
963005	Psychologist	42.0139	43.1902	44.3993	45.6427	46.9206	48.2345	49.5851	50.9735	52.4008	54.6174
* 963006	Marriage Family Therapist Asst	31.5903	32.4750	33.3839							
963007	Marriage Family Therapist	35.8881	36.8932	37.9257	38.9883	40.0796	41.2018	42.3558	43.5419	44.7608	46.6856
963010	Psychiatric Social Worker (LCSW)	35.8881	36.8932	37.9257	38.9883	40.0796	41.2018	42.3558	43.5419	44.7608	46.6856
963011	CDRP Counselor II	25.7503	26.4714	27.2127	27.9746	28.7579	29.5630	30.3910	31.2419	32.1165	33.4751
963012	CDRP Counselor I	23.4092	24.0646	24.7383	25.4311	26.1433	26.8751	27.6275	28.4010	29.1965	30.4317
* 963015	Psychiatric Social Work Asst.	31.5903	32.4750	33.3839							
963022	Behavioral Medicine Spec (Psych)	42.0139	43.1902	44.3993	45.6427	46.9206	48.2345	49.5851	50.9735	52.4008	54.6174
963023	Behavioral Medicine Spec (LCSW)	35.8881	36.8932	37.9257	38.9883	40.0796	41.2018	42.3558	43.5419	44.7608	46.6856
963024	Neuropsychologist	46.2153	47.5093	48.8395	50.2071	51.6128	53.0580	54.5437	56.0709	57.6408	60.0790

POST DEGREE EXPERIENCE REQUIRED FOR ASSISTANT STEP INCREASES

Psychological Assistants:

Step 1 is only used for Psychological Assistants who have less than 1500 hours of post-degree experience credited toward state licensure.

Step 2 is intended for Psychological Assistants who have 1500 hours or more of post-degree experience credited toward state licensure.

Psychiatric Social Worker Assistants:

Step 1 is only used for Psychiatric Social Worker Assistants who have less than 1600 hours of post-degree experience credited toward state licensure. In this step, there is no requirement for post-degree hours credited toward state licensure. Psychiatric Social Worker Assistants starting in Step 1 will be given 3 years to complete state licensure.

Step 2 is intended for Psychiatric Social Worker Assistants who have between 1600 and 3199 hours of post-degree experience credited toward state licensure.

Step 3 is intended for Psychiatric Social Worker Assistants who have 3200 hours or more of post-degree experience credited toward state licensure.

Marriage Family Therapist Assistants:

Step 1 is only used for Marriage Family Therapist Assistants who have less than 1500 hours of post-degree experience credited toward state licensure.

Step 2 is intended for Marriage Family Therapist Assistants who have between 1500 and 2999 hours of post-degree experience credited toward state licensure.

Step 3 is intended for Marriage Family Therapist Assistants who have 3000 hours or more of post-degree experience credited toward state licensure.