



# **COLLECTIVE BARGAINING AGREEMENT**

**Between**

**NATIONAL UNION OF HEALTHCARE WORKERS**

**and**

**KINDRED HOSPITAL  
SAN FRANCISCO BAY AREA**

**November 1, 2012 – October 31, 2015**

## Foreword

## NOTES

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**THIS AGREEMENT** is made and entered into by and between **KINDRED HOSPITAL - SAN FRANCISCO BAY AREA** 2800 Benedict Drive, San Leandro, California, hereinafter called the "**Employer**", the "**Facility**" or the "**Hospital**" and the **NATIONAL UNION OF HEALTHCARE WORKERS**, hereinafter called the "**Union**" or the "**NUHW**."

## **SECTION 1.**      **RECOGNITION**

- 1.1 The Employer recognizes the Union as the exclusive bargaining agent for employees covered by this Agreement. This Agreement covers employees of the Employer who work at Kindred Hospital San Francisco Bay Area located at 2800 Benedict Drive, San Leandro, California 94577 (the "Facility") in one of the following job classifications: CNAs, LVNs, Unit Clerks, Housekeeping Aides, Dietary Aides, and Cooks. This Agreement does not apply to stationary engineers, technical and professional employees, confidential and managerial employees, guards., supervisors, nor to any other employees who are not specifically covered by this Agreement.
- 1.2 Both parties recognize that the efficient and uninterrupted operation of the Facility is to their mutual advantage and in the interest of the Facility's patients. The purpose of this Agreement is to establish and maintain a harmonious and constructive relationship between the parties in order to achieve those results. The Employer and the Union agree that all Kindred employees, physicians and managers will treat each other, regardless of position, with dignity, respect, courtesy and trust. The forgoing principles shall also apply in providing service to patients and visitors.
- 1.3 (a) If the Employer intends to subcontract any work involving the tasks presently performed by employees covered by this

Agreement, it shall give ninety (90) days prior written notification to the Union. This obligation does not apply to the use of registries. The Employer and the Union will meet after notice is provided in an attempt to reach mutual agreement on issues concerning such contracting. If the parties are unable to reach agreement by the end of the one hundred twenty (120) day period, the No Strike, No lockout provision of this Agreement will be suspended and the Union may serve ten (10) days written notice of its intent to strike.

(b) In the event this Facility is sold, assigned, leased, or transferred, the Hospital will notify the Union, in writing or via electronic mail, at least sixty (60) calendar days prior to such action. Such notice shall include the name and address of the prospective new owners, assignee, lessee, or transferee. The Hospital will meet with representatives of the Union to bargain over the effects of the transaction on bargaining unit employees and such bargaining shall begin no later than forty-five (45) days prior to the completion of any transaction.

## **SECTION 2.            HIRING AND PROBATIONARY PERIOD**

- 2.1 Kindred may hire employees from any source and shall be the sole judge of the fitness of any applicant for the job.
- 2.2 A probationary period of ninety (90) days from the date of first hiring shall be established for newly hired full-time and part-time employees. For per diem employees the probationary period shall be six (6) months or five hundred twenty (520) hours of work, whichever is later. During the probationary period the employee may be discharged for any reason which, in the opinion of Kindred, is just and sufficient, and there shall be no recourse to Section 31, Grievance Procedure and Arbitration.

- 2.3 The Union shall be given thirty (30) minutes to provide a new member orientation during the Employer's normal orientation program for new hires in the bargaining unit.

### **SECTION 3. UNION MEMBERSHIP**

- 3.1 Not later than the thirty-first (31st) day following the beginning of employment, or the effective date of this Agreement, or the execution of this Agreement, whichever is later, every employee subject to the terms of this Agreement shall, as a condition of employment, become and remain a member of the Union paying the periodic dues and initiation fees uniformly required, or, in the alternative, shall, as a condition of employment, pay a fee in the amount equal to the periodic dues and initiation fees uniformly required as a condition of acquiring or retaining membership, or, if the employee objects to the payment of that agency fee, such employee shall as a condition of employment pay that portion of the agency fee that is related to the Union's representation costs. The Union shall comply with its legal obligation under *Communications Workers v. Beck* to inform every new employee in writing that he or she has the right to be a nonmember, subject only to the duty to pay initiation fees and dues, and that nonmembers have the right to be given sufficient information to enable the employee to intelligently decide whether to object and to be apprised of any internal Union procedures for filing objections.
- 3.2 No later than the tenth (10<sup>th</sup>) day of the month, the Employer will provide to the Union in electronic form a list of new hires, terminations and transfers into or out of the bargaining unit. The list will include the employee's full name, date of hire, current hire date (seniority date), social security number, home address, telephone number, department, job title, wage rate (including any wage rate changes for transfers), status

(e.g. regular full-time, regular part-time, per diem or temporary), and date of hire, termination (including reason for termination such as resignation, retirement, discharge, layoff) or transfer, as applicable.

Hard copies of the above data will be provided only upon separate request, no more than twice a calendar year.

- 3.3 Employees who are required herein, to maintain membership or make payments described in paragraph 3.1 above, and fail to do so and employees who are required herein to join the Union and fail to do so shall, upon written notice to the Facility and upon examination of documentary proof that an employee failed to comply with 3.1 as above described, be terminated, unless the Facility has reasonable grounds for believing that the employee was denied the ability to comply with 3.1 or terminated for reasons other than failure to comply with 3.1 as defined above.
- 3.4 At the time of employment, a new employee who will be subject to this Agreement shall be informed of the Agreement and shall read or have paraphrased the provisions of this Section 3 and Section 4 following.

#### **SECTION 4.**      **VOLUNTARY WRITTEN** **ASSIGNMENT OF WAGES**

- 4.1 During the term of the Agreement, the Facility will honor written assignments of wages to the Union for payment of Union initiation fee and dues, and honor written assignment of wages to the Union's Committee on Political Education (COPE) fund, provided such assignments are submitted in a form agreed to by the Facility and the Union. The Union will pay whatever start-up costs are applicable for the implementation of the program.



- 4.2 The Facility will promptly remit the monies deducted pursuant to such assignments with a written statement of the names of the employees for whom deductions were made. Such data will be provided in the form of the bank or service organization's computer run of deductions.
- 4.3 Normally, the deduction of such assigned wages will be made on the first pay period of each month for the then current Union membership fees. However, the Union and the Facility may make other arrangements by mutual consent.
- 4.4 The Union will hold harmless the Facility against any claim or obligation which may be made by any person by reason of the deduction of Union membership fees, including the cost of defending against any such claim or obligation. The Union will have no monetary claim against the Facility by reason of failure to perform under this Section.

## **SECTION 5. WAGES**

- 5.1 Schedule of Wages: The minimum straight-time hourly rates of pay shall be shown in Appendix A attached hereto and made a part hereof.
- 5.2 Payday: If the Facility's payday is on a Friday, the Facility will make reasonable efforts to pay employees working after 6:00 p.m. by the conclusion of their last shift which begins on Thursday. If the Facility's payday falls on an employee's day off, the Facility will make reasonable efforts to have the employee's paycheck available by the end of the shift on the previous workday. If the Facility uses symbols on payroll checks, such symbols shall be explained to an employee on request. In addition, the Facility will make reasonable efforts to issue

paychecks no later than 3:30 p.m. on a payday. An employee shall be notified of a change in his or her regular rate of pay.

5.3 Meals: Employees working in the Dietary Department shall be entitled to the regular meals occurring within their shift without deductions in their compensation. All such meals shall be consumed in the Facility. All employees must clock in and out for meal periods.

5.4 Shift Differential:

A shift differential shall be granted to all qualified employees working the night shifts as follows:

Department	Position	Shift Differential Hours	Shift Differential Rate)
Nursing	LVN	7:00 pm – 7:30 am	\$2.40
Nursing	CNA	7:00 pm – 7:30 am	\$1.90
Housekeeping	All	2:00 pm – 11:30 pm	\$1.40
Housekeeping	All	11:00 pm – 7:30 am	\$1.90
Dietary	All	3:00 pm – 11:30 pm	\$1.40
All	Unit Secretary	7:00 pm – 7:30 am	\$1.90

James Fox will continue to receive the evening shift differential for all hours worked provided he remains on his current shift.

To qualify for shift differential the employee must work a minimum of four (4) hours during the shift differential period. Hours worked before or after the shift differential period will be paid at the employee's straight-time rate.

The shift differential will be included in the calculation of the overtime rate for hours worked that are subject to payment of shift differential. However, this shift differential shall not be included in the rate of pay for paid time off.

In the event that the Employer establishes shifts such that employees in the dietary classifications work four or more hours between the hours of 11:30 p.m. and 7:30 a.m., the Employer, upon the Union's request, will meet to bargain about the establishment of a shift differential applicable to work performed during these hours.

## **SECTION 6.        HOURS OF WORK**

### **6.1   Employee Categories:**

(a) A full time employee is one who is regularly scheduled to work thirty (30) or more hours per week.

(b) A part time employee is one who is regularly scheduled to work twenty-four (24) or more hours per week.

(c) A per diem employee is an employee who works a variable number of hours or shifts as required by the Employer's work needs and the employee's availability and is employed through an in-house pool or in-house registry. To maintain their status, per diem employees must be available to work one (1) shift per week and one (1) major holiday per year (Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve). Per diem employees who work two (2) or more shifts (each shift being a minimum of eight hours) in a pay period shall receive a one dollar (\$1.00) per hour differential for all hours worked during that pay period. Per diem employees who work fewer than two (2) shifts (each shift being a minimum of eight hours) during a pay period will not receive the one dollar (\$1.00) differential for that pay period.

(d) Temporary employees are those employees who are hired for a specific period of time or on an "on call" basis.

(e) The Facility shall be the sole judge of which categories of employees should be hired and of how many employees in each category should be hired.

6.2 Change of Category: Part-time or per diem employees who for a period in excess of nine (9) consecutive pay periods, work thirty (30) or more hours per week, will, upon the request of the Employee, be reclassified as a regular full-time employee.

### 6.3 Hours of Work:

(a) The work week is defined as the seven (7) day period commencing at 6:00 a.m. on Sunday and ending at 5:59 a.m. on the following Sunday. Hours worked during a workweek are calculated in accordance with this definition.

(b) The workweek for full time employees shall be either (a) forty (40) hours, five (5) days per week, or (b) thirty-six (36) hours, three (3) days per week. The Facility retains the right to add other schedules after providing fourteen (14) days notice to the Union of such additions or changes. The work schedules established by the Employer are normal hours of work and shall not be construed as a guarantee of hours of work per day or per week, or of days of work per week. Part time, per diem, and temporary employees may be scheduled to work up to twelve (12) hours per day.

### 6.4 Overtime

(a) Overtime for Employees Scheduled To Work Eight (8) Hour Shifts:

1. When an employee is required to work in excess of eight (8) hours in any one (1) workday, the employee shall be paid overtime at the rate of time and one-half (1 ½) the regular rate of pay for the hours worked over eight (8).

2. When an employee is required to work in excess of forty (40) hours in workweek, the employee shall be paid overtime at the rate of time and one-half ( $1\frac{1}{2}$ ) the regular rate of pay for the hours worked over forty (40).

3. When an employee is required to work in excess of twelve (12) hours in any one (1) workday, the employee shall be paid double (2x) times the regular rate of pay for the hours worked over twelve (12).

(b) Overtime For Employees Scheduled To Work Twelve (12) Hour Shifts:

1. When an employee is required to work in excess of twelve (12) hours in any one (1) workday, the employee shall be paid overtime at the rate of double (2x) times the regular rate of pay for the hours worked over twelve (12).

2. An employee who works in excess of forty (40) hours in a workweek shall be compensated at one and one-half ( $1\frac{1}{2}$ ) times the employee's regular rate of pay for all hours worked over forty (40) hours in the workweek.

3. Extra Shift On Scheduled Day Off: The Employer will provide bargaining unit employees working twelve (12) hour shifts, the same payment as is given RNs and RTs; i.e., when working an extra shift on a day off, the employee would receive time and one-half ( $1\frac{1}{2}$ ) for the first eight (8) hours and double time (2x) for all remaining hours. It is understood that if the method of payment for RNs and RTs is changed in the future, it will be changed to be the same for all bargaining unit employees.

(c) Overtime Computation:

Except for rest periods, only hours actually worked shall be considered hours worked for the purpose of computing overtime.

## 6.5 Scheduling

(a) Wherever practical and possible in the light of the Employer's requirements, the Facility will endeavor to schedule two (2) consecutive days off per week. No employee shall be required to work two (2) full shifts within a period of (24) hours; provided, however, that if in an emergency the Employer cannot secure the consent of sufficient employees to work as is necessary within a unit or department, the Facility may require such work by assignment in the inverse order of seniority.

(b) The Facility will post work schedules at least two (2) weeks in advance and notify promptly an employee whose posted work schedule is to be changed.

(c) Weekend rotation: The Facility will use its best efforts to grant full time and part time employees every other weekend off.

6.6 Reporting Pay: An employee required by the Employer to report to work, and who does report, will be utilized and paid for half (1/2) the usual or scheduled day's work, but in no event fewer than two (2) hours nor more than four (4) hours, at the employee's regular rate of pay. Any payment for work not performed shall not be treated as hours worked for any purpose. If the employee is offered work and elects to go home, then the employee shall not receive any reporting pay.

6.7 Rest Periods: Each employee shall be granted a rest period of fifteen (15) minutes during each half (1/2) shift without deduction in pay.

6.8 Floating: The Employer will discuss floating at the union's request if bargaining unit employees are asked to float from one unit to another more than twice every six (6) months. The issue of floating (including but not limited to any decision to float employees) will not be subject to the grievance and arbitration process.

6.9 Temporary Work Assignment Outside of Unit: A unit employee may be temporarily assigned to work in a classification not covered by this Agreement provided that the employee voluntarily agrees in writing to the assignment. While so employed, the unit employee will not be subject to the terms and conditions of this Agreement. Absent the union's written consent, any such temporary assignment shall not exceed sixty (60) days. When the temporary assignment ends, the unit employee shall return to his or her former classification and position without any loss of seniority.

6.10 Assignment of Night Shift Unit Secretaries: The Employer may, in its sole discretion, place a registered nurse in the position of unit secretary during the night shift. Any such placement by the Employer shall not be subject to the grievance and arbitration process.

## **SECTION 7. EMPLOYMENT & INCOME SECURITY**

The Hospital will continue to make every effort to avoid displacing employees (e.g., reduction in force, reduction in hours, daily cancellations, job elimination on a temporary, indefinite or permanent basis, etc.) and in so far as it is able, will provide employment security to bargaining unit employees.

## **SECTION 8. SENIORITY**

8.1 Unless otherwise specified, seniority shall commence on the most recent date of hire into the bargaining unit by the Employer as a regu-

lar full-time employee and shall mean total service with the Facility thereafter, subject to termination of seniority under Section 8.5. Seniority shall have no application during the first ninety (90) days of continuous employment. Part-time and Per diem employees shall have seniority among themselves.

## 8.2 Displacement and Recall

- (a) Seniority shall be by department and shall apply in cases of displacement or re-call, except in cases where specialized work or skill or trained personnel is required.
- (b) The Facility will make reasonable efforts to inform employees of displacements as soon as practical prior to the displacement.
- (c) In the event of a permanent displacement (layoff) affecting at one time, ten (10) or more employees, the Employer agrees to bargain with the Union over the amount, if any, of severance pay to be paid to the displaced employees. The Union must request bargaining in writing within ten (10) days of notification that a permanent displacement will occur or within ten (10) days after the permanent displacement occurs.

## 8.3 Permanent Vacancies

- (a) All permanent vacancies in regular full-time and part-time classifications covered by this Agreement shall be posted for seven (7) days before they are filled. Current employees who wish to be considered for such vacancies shall submit a written request to the Employer's on-site Human Resources Coordinator (or any other individual designated in the posted notice). If no qualified employee submits a written request by 4 p.m. of the seventh (7<sup>th</sup>)



day of the posting, the Employer shall be free to fill the vacancy from any source. The Employer shall select the qualified employee with the greatest seniority (giving preference first, regardless of seniority, to full-time employees within the department, then part-time employees within the department, then per diem employees within the department and then to any non-departmental employee with the greatest seniority.) However, the Employer is not required to select any employee, regardless of his or her seniority and regardless of the number of applicants for the vacancy, if within the year prior to the employee's request the employee received a written warning or a disciplinary suspension and/or if the employee did not receive an overall rating of "satisfactory" or better on the employee's most recent evaluation form. Any employee who is selected to fill a vacancy by this procedure shall be given a sixty (60) day trial period. In the event, the Employer deems that the employee has not performed in a satisfactory manner, the Employer shall return the employee to his or her former position, without any break in department or bargaining unit seniority, and re-post the vacancy. During any posting period, the Employer may fill the vacancy on a temporary basis.

(b) The Facility, in its sole discretion, shall determine when there is a permanent vacancy.

8.4 No Bumping: It is understood that in none of the foregoing instances does this Agreement contemplate a bumping procedure.

8.5 Loss of Seniority: Seniority shall be terminated by:

- (1) Discharge;
- (2) Resignation;

- (3) Absence in excess of twelve (12) consecutive months by reason of industrial injury for employees with fewer than five (5) years of service, or absence in excess of twenty-four (24) consecutive months by reason of industrial injury for employees with five (5) or more years of service, unless extended by mutual consent;
- (4) Absence in excess of six (6) consecutive months by reason of illness or non-industrial injury, unless extended by mutual consent;
- (5) Failure to return from a leave of absence in accordance with the terms of the leave;
- (6) Displacement of twelve (12) months or more;
- (7) Failure to report to work for three (3) consecutively scheduled shifts (no call/no show) where the absence has not been excused by the Employer.

## **SECTION 9.        ADDITIONAL WORK**

9.1 The Employer shall attempt to replace a scheduled employee who is absent for any reason (e.g., vacation, call off due to illness, etc.) by offering work in the following manner and order, provided such employee has made him/herself available through procedures established by the Employer.

- (a) Calling part-time employees by seniority until they have worked forty (40) hours in a week;
- (b) Calling per diem employees on an equitable basis;
- (c) Calling full-time employees by seniority.

9.2 A part-time or full-time employee who chooses not to be called for additional work will advise the Employer in writing and it is agreed that the Employer will not make such calls.

9.3 Overtime will also be offered by seniority.

## **SECTION 10. WORK DISTRIBUTION**

The Employer will exercise its best efforts to distribute the workload equitably among employees; however, this section shall not be subject to the grievance and arbitration procedure in this Agreement.

## **SECTION 11. ELIGIBILITY OF BENEFITS**

(a) Only full-time and part time employees, who have successfully completed their probationary period, are entitled to benefits in accordance with the provisions of the Employer's Employee Handbook. Employees working less than twenty-four (24) hours per week, per diem, and temporary employees are not eligible to receive benefits other than those required by law. In the event that the Employer ceases, for whatever reason, to use twelve (12) hour work shifts in this Facility, then only full time employees and those part time employees working a minimum of thirty (30) hours per week shall be entitled to benefits in accordance with the provisions of the Employer's Employee Handbook.

(b) A full-employee who has completed his or her probationary period may elect to receive Pay-in-Lieu-of-Benefits (PIB). A full-time employee who elects PIB shall receive a PIB differential that is fifteen (15%) above his or her regular hourly straight-time wage rate. A full time employee who elects PIB shall not be entitled to any benefits under any of the following Sections of this Agreement: Section 12 Bereavement Leave; Section 13 Jury Duty; Section 14 Paid Time Off; Section 17 Health Program; Section 18

Group Life Insurance; Section 19 Short and Long Term Disability Insurance;; and Section 20 Retirement Plan. The PIB election must occur within the first thirty (30) days after a full time employee completes his or her probationary period or within thirty (30) days of the ratification of this Agreement, whichever is later, or annually on dates designated in advance by the Employer. Once PIB is elected, the election shall remain in effect until the annual election period during which time the employee may revoke his or her election.

## **SECTION 12.      BEREAVEMENT LEAVE**

Bereavement leave up to three (3) days with pay shall be granted to eligible employees in cases of a death in the employee's immediate family which shall be defined to include spouse, mother, father, daughter, son, sister, brother, grandparents and parents-in-law. An additional two (2) days with pay shall be allowed for the employee to attend a funeral out of state of California as long as the employee provides documentation of an out-of-state funeral. Pay for bereavement leave shall be at the same base rate and for the same number of hours the employee would have received had the normal schedule been worked, up to a maximum of eight (8) hours per day.

## **SECTION 13.      JURY DUTY**

Eligible employees who are required to serve on a jury shall be paid the difference between jury duty pay and their regular pay. Payment shall be at the same base rate and for the same number of hours the employee would have received had the normal schedule been worked, up to a maximum of eight (8) hours per day and forty (40) hours per workweek. Paid jury duty shall be capped at fifteen (15) days in any twelve (12) month period. As a condition to receiving jury duty pay, the employee must notify the Employer as soon as

practicable after receiving the summons for jury duty and must provide the Employer with documentation of his/her jury duty pay.

## **SECTION 14. PAID TIME OFF (P.T.O.)**

14.1 Except as noted below, eligible employees shall be entitled to accrue, vest, utilize and cash out PTO to the same extent as hourly non-bargaining unit employees in this Facility.

14.2 For the life of this Agreement (Years 2013-2015), all PTO eligible employees in the bargaining unit will be grandfathered at current PTO accrual rates, which are as follows:

	Max Annual PTO Accrual for 1872 or 2080 hours paid, depending on job position
Up to 1 <sup>st</sup> year anniversary	112 hours
From 1 <sup>st</sup> year anniversary to 3 <sup>rd</sup> year anniversary	128 hours
From 3 <sup>rd</sup> year anniversary to 5 <sup>th</sup> year anniversary	136 hours
From 5 <sup>th</sup> year anniversary to 10 <sup>th</sup> year anniversary	160 hours
From 10 <sup>th</sup> year anniversary to 15 <sup>th</sup> year anniversary	184 hours
15 <sup>th</sup> year anniversary and Thereafter	200 hours

Years of service will be determined as of an employee's most recent date of hire at the Facility.

14.3 The amount of PTO is calculated by multiplying the PTO Accrual Rate Per Hour Paid by all hours paid (including holiday, PTO, jury duty, bereavement leave and overtime hours) each biweekly pay period (up to the stated maximum per calendar year).

- (a) The maximum number of hours that vests each pay period can be calculated by dividing the employee's maximum accrual by twenty-six (26). The employee vests in accrued PTO based on a maximum of seventy-two (72) hours per biweekly pay period (for employees working fewer than twelve (12) hour shifts the maximum is eighty (80) hours per bi-weekly pay period). Any PTO accruals that exceed the biweekly limit will be carried over to vest in a following pay period in which the employee has fewer paid hours than the biweekly limit.
- (b) PTO will not accrue during unpaid time or when an employee is on an authorized leave of absence unless otherwise required by law.
- (c) Effective upon ratification of this Agreement, the maximum amount of banked PTO an employee may have on the books at any given time will be two hundred (200) hours. Effective on January 1, 2014, for years 2014 and 2015, the maximum amount of banked PTO will be one hundred-sixty (160) hours.

PTO will stop accruing when the employee's PTO balance reaches the combined maximum balance or the calendar year maximum accrual, whichever occurs first. PTO will resume accruing when the employee begins to use PTO and reduces the combined balance below the allowed maximums, so long as the calendar year maximum accrual has not been met. During any period that an employee's PTO account balance and/or annual accrual have reached allowed maximums, PTO does not accrue and any forfeited hours are not added retroactively to the employee's PTO account.

14.4 Accrued PTO hours shall accrue and become vested on a biweekly basis. PTO can only be used if vested; employees

may not borrow against non-vested PTO. Eligible employees accrue PTO from date of hire but accrued PTO is not vested and available for the use of a new employee until the beginning of the first full pay period following the employee's first thirty (30) days of employment.

- 14.5 PTO may accrue from year to year; or in the alternative, an employee may elect to cash out all or part of PTO accrued each year at one hundred percent (100%) of the employees' then hourly rate; provided that the employee provides the Employer with written notice of the amount of PTO to be cashed out.
- 14.6 PTO is to be used for illness or other personal reasons, including vacation. An employee who leaves work early due to an illness or emergency may use PTO for the time remaining on his or her shift, but PTO may not be used to compensate employees who are late for work. PTO may only be used to substitute for hours that the employee is regularly scheduled but does not work. Except for the cash out provision of Section 14.5, PTO may not be used to supplement pay for time away from work.
- 14.7 PTO must be used in a minimum of two (2) hour increments.
- 14.8 The Employer may require a physician's statement for employees who are absent three (3) or more consecutive days of work because of illness or injury.
- 14.9 Except for absences due to illness or emergencies, PTO must be scheduled in advance. PTO shall be granted on a first come, first served basis, except under the following circumstance:

Employees who elect to use PTO for vacation of one (1) week or more must request it in writing by February 1 of

each year. Such vacation will be taken through February 1 of the following year. The Employer will respond to all requests made before February 1, by March 1. Based on the Employer's scheduling needs and staffing requirements, the Employer shall attempt, but is not required, to grant the employee's requested vacation.

Any requests for two (2) weeks or more of PTO made after February 1 may be denied based on late submission alone. Requests for two (2) weeks or more of PTO for vacation made within sixty (60) days of the first (1<sup>st</sup>) day of vacation may be denied due to late submission alone.

For all vacation requests, where two (2) or more employees in the same job classification, on a timely basis, make the same or overlapping requests and the Employer is unable to accommodate all of the requests, it shall use seniority in determining which request, if any, to grant. Once a request is granted, it shall not be changed absent the mutual consent of the Employer and the employee.

14.10 An employee who changes his or her status such that he or she is no longer eligible to accrue PTO (i.e., from full time to per diem) shall be paid his or her accrued PTO, whether or not vested, at the employee's hourly rate in effect immediately prior to the employee's status change.

14.11 Upon termination, all accrued PTO, whether or not vested, shall be payable to the employee except that an employee terminated within his or her probationary period shall not be entitled to be paid for any accrued PTO, whether or not vested.



14.12 In the event that the Employer changes its PTO Plan with respect to non-represented employees working in the Facility, before implementing any such changes with respect to the employees covered by this Agreement, it shall notify the Union and engage in good faith bargaining.

**SECTION 15. LABOR MANAGEMENT COMMUNICATIONS COMMITTEE**

The Employer and the Union agree to establish a Labor Management Communications Committee. The Committee will be composed of not less than two (2) nor more than five (5) employees and at least one (1) Employer representative. It will meet at least once every three (3) months, or more frequently as mutually agreed, to discuss and attempt to resolve any job-related issues, including those related to job security, workload, assignments, patient care, safety, infectious disease control and any other work-related issues. The parties agree that such meetings shall generally be limited to two (2) hours at a time, unless the parties agree otherwise. Committee member employees who attend the committee meetings will be paid for their time spent in the committee meeting at the straight-time hourly rate, not to exceed two (2) hours of pay, but such time shall not be considered for purposes of the payment of overtime.

## **SECTION 16.      HOLIDAYS**

16.1 The Employer recognizes the following holidays:

New Year's Day	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	Martin Luther King's Birthday
Labor Day	

16.2 Observance of the holiday will be on the first, second, and third shifts that begin on the actual holiday.

16.3 (a) An eligible employee who works an eight (8) hour shift will receive holiday pay up to a maximum of eight (8) hours for a holiday recognized by the Employer. If the eligible employee works fewer than forty (40) hours per week, his/her pay will be pro-rated.

(b) An eligible employee who works a twelve (12) hour shift will receive holiday pay up to a maximum of twelve (12) hours for a holiday recognized by the Employer. If the eligible employee works fewer than thirty-six (36) hours per week, his/her pay will be pro-rated.

(c) Full-time employees who work on a holiday shall receive time and one-half (1-1/2) for all hours worked in addition to the holiday pay set forth in subsections (a) and (b) above. Part-time and on call employees shall continue to receive time and one-half for all hours worked on the designated holidays.

(d) Employees will have the option of substituting their birthday for one of the seven holidays listed in the contract. Employees will give notice of their desire to substitute their birthday for a scheduled holiday at least ninety (90) days

prior to the scheduled holiday that will be substituted. The Hospital will honor employees' requests to the extent staffing needs permit.

## **SECTION 17. HEALTH PROGRAM**

17.1 Except as modified by this Section, Employees covered by this Agreement shall be entitled to health and dental benefits in accordance with the Employer's policies and procedures.

17.2 (a) The Employer will offer employees the choice of participation in either a Kaiser Medical Plan or Kindred plan(s).

(b) Employees will be subject to the same premium rates as hourly union employees in the Facility. The Employer has the right to change Kindred's plans, plan terms, co-pays, premiums, etc., if the Employer does so for hourly non-bargaining unit employees in the Facility. The Employer has a right to change the Kaiser plan for calendar year 2014, from the current Kaiser \$5 co-pay plan to the \$20 co-pay plan, which plan shall remain for the life of the contract, and ending December 31, 2015.

(c) Eligible employees shall authorize deductions to pay for the Kaiser and Kindred plan coverages. Employee monthly premium payments in 2013 are attached in Appendix B.

17.3 Eligible bargaining unit employees who elect to receive medical insurance in 2013 will receive the following one-time bonus the first full pay period following January 1, 2013 *or as soon thereafter as practicable*:

Employee Only:	\$60.00
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Employee plus Spouse or Partner:	\$120.00
Employee plus Children:	\$120.00
Employee plus Spouse/Partner and Children	\$180.00

17.4. Only in years 2014 and 2015, (a) the Employer will pay up to the first 7% of any medical insurance premium increases; (b) the Employer and the Employee will split 50-50 any medical insurance premium increases above the first 7%.

## **SECTION 18.**                      **GROUP LIFE INSURANCE**

Employees covered by this Agreement shall be entitled to the life insurance and death and dismemberment insurance program offered by the Employer.

## **SECTION 19.**                      **SHORT AND LONG TERM DIS- ABILITY INSURANCE**

Employees covered by this Agreement shall be entitled to the Short Term and Long term Disability Insurance Plans offered by the Employer.

## **SECTION 20.**                      **RETIREMENT PLAN**

Employees covered by this Agreement shall be entitled to the Kindred 401(k) Retirement Savings Plan offered by the Employer.

## **SECTION 21.      LEAVES OF ABSENCE**

- 21.1 Personal Leaves: Personal leaves shall be granted at the discretion of the Employer.
- 21.2 Personal Medical Leaves: The Employer will grant an employee a leave of absence for a medical condition verified by a physician in conformance with state, federal and local laws. The maximum leave shall be one year.
- 21.3 Work Related Medical Leaves: The Employer will abide by state, federal and local law regarding the granting of work-related medical leaves to employees. The maximum leave shall be one year. Employees on a work related medical leave shall receive up to twelve (12) weeks health insurance continuation.
- 21.4 Extensions: Extensions of any leave beyond the period required by law or Facility policies are at the discretion of the Employer.
- 21.5 Return from Leave: Upon return from a leave of absence, an employee will be returned to his/her former position or an equivalent position.
- 21.6 Employee Handbook Governs: The leave of absence policies in the Employer's Employee Handbook shall govern employee leaves of absences to the extent not specifically addressed herein.
- 21.7 Union Leaves: The Employer will grant one employee at any given time a leave up to one (1) year for the purpose of working for the NUHW. With four (4) weeks' notice, an

employee may return to duty at any time during or at the end of the one (1) year period.

## **SECTION 22.      DISCRIMINATION**

The Employer and the Union agree that neither the Union nor the Employer shall discriminate in respect to employment and continuing employment, by reason of Union activity, political affiliation, race, color, creed, national origin, disability, veteran status, sex, age, sexual orientation or gender identity.

## **SECTION 23.      UNIFORMS**

When employees are required to wear uniforms or special type work clothes while in the employ of the Facility, the cost of laundering and furnishing same shall be borne by the Facility, provided that the Facility shall not be required to furnish or launder apparel traditionally worn by such employees in hospitals generally. The term "uniform" includes wearing apparel and accessories of distinctive design or color.

The Employer agrees to contract with a uniform/linen service to provide EVS employees with rented uniforms on a daily basis. Employees may take one clean uniform home so as to avoid the need to change clothes at the Facility.

Employees shall exercise reasonable care in maintaining their uniforms in good condition, given normal wear and tear, and shall return their uniforms to the Facility upon termination and prior to receiving their final paycheck. Employees shall be notified to these requirement upon receipt of a uniform.

## **SECTION 24.      MOONLIGHTING**

The Union will use its best efforts to cooperate with the Facility to prevent moonlighting which interferes with the employee's efficient performance of his/her duties with the Facility.

## **SECTION 25.      BULLETIN BOARD**

- 25.1 The Facility will provide a bulletin board directly next to the main cafeteria entrance for posting notices provided by the Union. This bulletin board shall be designated as a NUHW board and shall be equipped with a protective covering.
- 25.2 Upon submission by the Union to a designated representative of the Facility of a Union notice officially approved by the Union containing no editorial comment, the Facility will promptly post such notice on the bulletin board. Such notice will remain posted for a reasonable time commensurate with its purpose.

## **SECTION 26.      CONSCIENTIOUS OBJECTION**

The rights of patients to decline certain medical procedures and the obligation of the Facility to comply with such requests must be recognized and respected. In the case of withdrawal of life support systems, it is recognized that an employee may hold sincere moral or religious beliefs, which require the employee in good conscience to refuse direct participation in such medical procedures. An employee who has an assignment involving participation in the withdrawal of life support in such procedures shall notify his/her supervisor of this position in writing. The Facility agrees that an employee may refuse to participate directly in such medical procedures but retains the right reasonably to reassign or transfer such an employee.

## SECTION 27.      UNION REPRESENTATIVES' VISITATIONS

- 27.1 The Field Representative or qualified representative of the Union shall be allowed to visit the Facility for the purpose of ascertaining whether or not this Agreement is being observed or to observe job conditions under which employees are employed. This privilege shall be exercised reasonably and shall be related to the representative's responsibility for seeing that the Facility is in compliance with the Agreement.
- 27.2 The Field Representative or qualified representative of the Union shall report to a designated management official when entering the Facility, and such representative shall not interfere with the normal conduct of work in the Facility. The Union representative may confer with employees, including Shop Stewards, only upon their own free time and in public areas within the Facility such as cafeterias or coffee shops or in designated non-work areas.
- 27.3 In the case of a tour to observe conditions, the Field Representative or qualified representative shall notify the designated management official where he/she intends to go within the permitted areas of the Facility. The Field Representative shall not engage in discussion or distribution of material in work areas.
- 27.4 In the case of a grievance investigation, the Field Representative shall make an appointment in advance with the designated representative of management. Prompt and reasonable arrangements will be made so that a joint investigation of the grievance can be made.



- 27.5 The Field Representative assigned to the Facility may request a job description or job descriptions of bargaining unit positions if such descriptions exist. Such description or descriptions shall be given to the Field Representative in all cases where they are available or, if in the process of revision, as soon as the revised description or descriptions become available.
- 27.6 Employees appointed or elected to the Union Negotiating Committee shall receive full credit towards accrual of seniority and benefits, including any payment thereof, for all time missed from their regular work schedules due to negotiations.
- 27.7 The Facility and the Union shall reasonably apply the provisions of this Section.

## **SECTION 28.**                      **SHOP STEWARDS**

- 28.1 The Union may select a reasonable number of Shop Stewards for the Facility. The Union shall provide written notification to the Facility Administrator or her/his designee of the names of Shop Stewards as they are appointed and as their appointment ends.
- 28.2 It is preferred that the Shop Stewards shall be regular full-time or part-time employees with at least twelve (12) months of employment at the Facility.
- 28.3 The Shop Steward shall only deal with the representatives of the Facility designated to handle grievances.
- 28.4 The function of the Shop Steward shall be to assist employees in settling problems arising in connection with the application or interpretation of the provisions of this Agreement directly with the Facility Administrator or such other person as the Facility may designate and to participate, at the option

of the employee, in the Grievance Conference described in Section 31, Grievance Procedure and Arbitration.

- 28.5 The Shop Steward shall perform his/her functions outside of his/her working hours on his/her own time; provided, however, that if grievance meetings are scheduled during working hours, participating stewards shall not suffer any loss in pay.
- 28.6 The Shop Steward shall not direct any employee how to perform or not perform his/her work, shall not countermand the order of any supervisor, and shall not interfere with the normal operations of the Facility or any other employee. His/her activities as a Shop Steward shall in no way interfere with his/her assigned duties as an employee.
- 28.7 The Facility's designated representative is only required to meet with one (1) Shop Steward on any grievance.
- 28.8 In connection with investigatory interviews required by the Facility in which an employee reasonably believes that such investigation will result in disciplinary action, an employee upon his or her request shall be entitled to have a Union representative, Field Representative, and/or Shop Steward present, provided that such disciplinary interviews are not delayed by the inability to have both Union representatives present. It is understood that the role of the Union representative be strictly in accord with NLRB v. WEINGARTEN. In those cases where there are two (2) Union representatives present, there shall be only one (1) spokesperson, and the other representative shall serve only as observer.

## SECTION 29.

## COMPLAINTS

- 29.1 It is hoped that most questions arising under this Agreement can be settled short of following the formal Grievance Procedure. The Facility recommends that an employee who has a claim or complaint discuss the matter with his/her supervisor. If the employee prefers, however, the employee may first consult with a Union official. There will be no retaliation against any employee for presenting a claim or complaint or for consulting a Union official in the first instance.
- 29.2 If an employee has any complaints, which the employee believes have not been properly considered by the supervisor, the employee may confer with the Administrator or his/her designated representative. At this conference, the employee may be accompanied by a Union official. The employee shall be entitled to an answer within a reasonable length of time.
- 29.3 Included among the subjects upon which conferences may be requested are problems relating to verbal warnings, work loads, and adequate staffing. It is agreed that such cases or subjects are not subject to the Grievance Procedure except as otherwise specifically provided in this Agreement. However, conferences may be requested in cases of disciplinary layoff or discharge, and such cases shall be subject to the Grievance Procedure, including arbitration, as provided below.
- 29.4 An employee who receives a written warning or counseling memorandum shall be given a copy of the warning and shall sign a receipt which indicates the employee acknowledges having received the document. Acknowledging receipt of such document shall not constitute an admission of the employee's agreement with the substance of the warning.

An employee may grieve a written warning or counseling memorandum provided the grievance is presented in writing within thirty (30) working days upon receipt of the warning or memorandum. Letters of warning and counseling memoranda shall be given consideration based upon the seriousness of the incident and the length of time since the occurrence of the incident.

- 29.5 Periodic performance evaluation reports are intra-Facility records and are not subject to the provisions of this Section or the Grievance Procedure. Upon request, an employee may have a copy of his or her performance evaluation.

### **SECTION 30. DISCHARGE FOR CAUSE**

- 30.1 The Facility shall have the right to discharge or suspend any employee for just cause.
- 30.2 The Facility may draft such reasonable policies as may be deemed necessary for governing the conduct of employees. Where such rules are not included in the Employer's Employee Handbook at the time the parties enter into this Agreement, the Employer must send a copy of any such changes to the Union at least thirty (30) days in advance of the effective date of intended implementation.

### **SECTION 31. GRIEVANCE PROCEDURE AND ARBITRATION**

- 31.1 Any problem arising in connection with the application or interpretation of the provisions of this Agreement, including the problems of discharge or layoff, which cannot be amicably adjusted between an employee of the Facility and the Department Head, or such other person as the Facility Administrator may designate, shall be reduced to writing,

signed by the employee or Union representative, whichever is appropriate, and submitted to a Facility representative designated by the Facility. No grievance shall be considered unless it has been first presented in writing within thirty (30) days of the alleged occurrence giving rise to the grievance. All incidents leading to disciplinary action must be presented to the employee within thirty (30) days of the Employer's discovery of the incident. Failure to do this will make the disciplinary action untimely.

The Union has the right to grieve the changes to the Employer's Employee Handbook, regarding rules, regulations and employment policies as to their being reasonable when they are applied.

31.2 Grievance Conference: Within seven (7) days of receipt of the written grievance by the Facility, the Union, the employee, and the Facility Administrator or his or her designee shall meet and attempt to resolve the matter informally.

### 31.3 Arbitration

31.3 (a) Upon receipt of a timely, written request, the Union and the Facility shall within thirty (30) days select an impartial third party to be the Arbitrator to hear and determine the issues. The decision of the Arbitrator shall be final and binding on all parties, subject to the limitations of jurisdiction and authority contained in (b) below. In the event the parties cannot agree on the selection of an impartial third party, within thirty (30) days they shall request a list of Arbitrators from the Federal Mediation and Conciliation Service. The parties shall, within five (5) days of the receipt of the list, al-

ternately strike names from such list until one name remains, which person shall be the Arbitrator.

31.3 (b) The Arbitrator shall not have any power to add to, subtract from, or to change any of the terms or provisions of this Agreement. Jurisdiction shall extend solely to claims of violation of specific written provisions of the Agreement and involve only the interpretation and application of such Agreement. The decision and award shall be based upon the joint submission agreement of the parties with respect to the specific interpretation and application of the Agreement.

31.3 (c) The fee of the Arbitrator, as well as other expenses connected with the formal hearing, shall be borne equally by both parties.

31.3 (d) Unless both parties agree in writing to waive the use of a Court Reporter, a Court Reporter will be used for every arbitration hearing and the parties will share equally the cost of the original and two (2) copies of the transcript, as well as the per diem fee of the Court Reporter.

31.4 A Field Representative or qualified representative of the Union may, with the employee's written authorization, and as relates to a particular grievance concerning the interpretation or application of this Agreement, inspect relevant material in such employee's personnel file upon which the Facility is or will be relying.

31.5 The time limits provided for herein may be waived only by the mutual written agreement of the Facility and the Union.

## **SECTION 32.      SAFETY**

The Facility will comply with applicable Federal and California laws and regulations pertaining to occupational safety and health. Likewise, 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 Employer. The Employer shall then have a reasonable period of time to remedy the situation. If, in the judgment of the employee or the Union, the Employer shall thereafter fail to completely remedy the situation, the employee or the Union shall be free to contact the Industrial Safety Commission of the State of California for appropriate action. Disputes concerning conditions of health and safety within the Facility shall not be subject to the complaints and the grievance and arbitration procedure of this Agreement, but shall be subject to the applicable administrative procedures established by Federal and California laws.

## **SECTION 33.      SAVINGS CLAUSE**

If any provision of this Agreement or the application of such provisions to any persons or circumstances be ruled contrary to applicable law, the remainder of this Agreement or the application of such provision to other persons or circumstances shall not be affected thereby.

## **SECTION 34.      MANAGEMENT RIGHTS**

- 34.1 It is mutually agreed that it is the duty and right of the Administration to manage the Facility and direct the workforce.
- 34.2 The employer retains the right to hire, direct and schedule the workforce; to plan, direct, and to control operations; to discontinue or reorganize any or all departments or operations; to transfer, to promote, layoff, and discharge employees for just cause; to implement reasonable rules, regulations and employment policies; to introduce new or improved methods of facilities and in all respects to carry out the ordinary and customary functions of Management. All other rights of the Employer are also expressly retained even though not particularly enumerated above. The foregoing provisions shall be subject to the terms and conditions of this Agreement. The terms and conditions set forth in the Employer's Employee Handbook shall govern the employment of employees covered by this Agreement to the extent that the Employee Handbook is not inconsistent with this Agreement.

## **SECTION 35.      NO STRIKE-NO LOCKOUT**

There shall be no strike, slowdown, walkout, shutdown, or other stoppage of work by the Union or Union employees and no lockout by the Employer during the life of this Agreement.

The observance of a picket line at covered Employer which is established by a labor organization presently recognized by the Employer for purposes of collective bargaining, and which picket line is authorized by the Central Labor Council shall not be a violation of this Agreement; provided, however, that if the Union supports another Union's picket line during the term of this



Agreement, the Union recognizes its obligation to maintain essential services.

### **SECTION 36. PATIENT CARE**


The Facility, its employees and the Union understand and agree that it should be the objective of all parties to provide high quality healthcare. The Facility and employees must be committed to serving the Hospital's patients by delivering the highest quality care possible. The parties agree and understand that high quality patient care can help be achieved if management and employees discuss and address patient care issues together.

### **SECTION 37. TERM OF AGREEMENT**

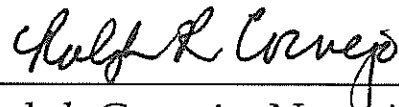
This Agreement shall be effective November 1, 2012 and shall remain in full force and effect without change, addition, or amendment through October 31, 2015, and shall be renewed from year to year thereafter subject to reopening by either party upon ninety (90) days' written notice to the other party prior to October 31, 2015 or any October 31 anniversary date thereafter.

**KINDRED HOSPITAL-  
SAN FRANCISCO  
BAY AREA**

**NATIONAL UNION OF  
HEALTHCARE WORKERS**

  
By: Stacey Zartler  
Labor Relations Counsel

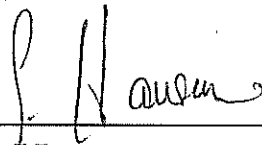
  
By: Sal Rosselli, President



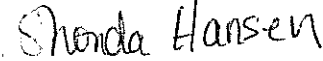
Ralph Cornejo, Negotiator

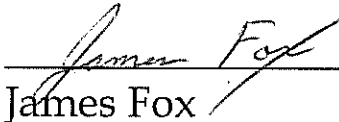


Maurice Banks



Shonda Hansen

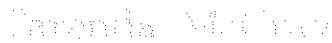




James Fox



Michael Critten





Brenda Smith

## APPENDIX A - WAGES

1. Effective the first full pay period following ratification: The Employer will provide to all employees a one-time 2% bonus based on straight time hours each was paid from 7/1/11 to 9/30/12.
2. Effective the first full pay period following (1) ratification, (2) October 1, 2013, (3) June 1, 2014, and (4) June 1, 2015, the Employer will provide a 2% base hourly wage increase to all employees. Notwithstanding the above, Employees hired into the bargaining unit between two increases will receive a pro-rated percentage increase on the dates set forth above, based on their total months of service at Kindred prior to the increase. For example, an employee hired 6 months before June 1, 2015, will receive an increase of 1% (6 mos/12mos times 2%). No increases after June 1, 2015, will be given unless negotiated between the parties beforehand.
3. The Employer will implement the Lead EVS job classification at a rate of 10% above the Housekeeping Scale.

[INTENTIONALLY BLANK]

4. Effective the first full pay period following ratification, the Employer will adopt the following minimum Hiring Scale to establish the starting wage rates of employees hired into a bargaining unit position. Placement of new unit employees into the scale will be based on years of prior experience as determined in Kindred's sole discretion. The scale will not be used for any purpose other than to establish minimum rates upon hire into the unit. Once hired into the unit, new employees will be eligible for the annual increases, as described above, but not any further scale increases. The scale will not be adjusted upward by the annual increases, above.

<b>Hiring Scale</b>						
(Years of Prior Experience)						
	0	1	2	3	4	5
LVN	\$24.17	\$24.65	\$25.14	\$25.64	\$26.15	\$26.67
CNA	\$16.59	\$16.92	\$17.26	\$17.61	\$17.96	\$18.32
Dietary Aide	\$15.91	\$16.23	\$16.55	\$16.88	\$17.22	\$17.56
Unit Secretary	\$17.15	\$17.49	\$17.84	\$18.20	\$18.56	\$18.93
Cook	\$17.30	\$17.65	\$18.00	\$18.36	\$18.73	\$19.10
Housekeeping	\$15.91	\$16.23	\$16.55	\$16.88	\$17.22	\$17.56

## APPENDIX B- MEDICAL PREMIUMS

### 1. Full Time Employees.

#### Monthly\* Healthy Rewards Rates

<b>Full Time</b>	<b>Flexible Choice</b>	<b>Consumer Choice</b>	<b>Kaiser Northern California</b>
Employee Only	\$ 99.00	\$ 61.00	\$ 155.00
Employee + Spouse/DP**	\$ 372.00	\$ 240.00	\$ 464.00
Employee + Child(ren)	\$ 268.00	\$ 156.00	\$ 381.00
Employee + Spouse/DP**, Child(ren)	\$ 521.00	\$ 330.00	\$ 645.00

#### Monthly Basic Rates \*

<b>Full Time</b>	<b>Flexible Choice</b>	<b>Consumer Choice</b>	<b>Kaiser Northern California</b>
Employee Only	\$ 144.00	\$ 106.00	\$ 200.00
Employee + Spouse/DP**	\$ 432.00	\$ 300.00	\$ 524.00
Employee + Child(ren)	\$ 313.00	\$ 201.00	\$ 426.00
Employee + Spouse/DP**, Child(ren)	\$ 581.00	\$ 390.00	\$ 705.00

**\*To calculate the per pay period deduction:**

Monthly Rate multiplied by 12 (number of months in a year) divided by the number of pay periods (52 for weekly, 26 for bi-weekly and 24 for semi-monthly)

**\*\*There will be an additional \$100 per month other coverage surcharge for employees who cover a spouse/domestic partner who has access to other employer-provided coverage.**

**To maintain the Healthy Rewards rates, please review the Healthy Steps Wellness program information included in the 2013 Benefits Enrollment Guide.**

## 2. Part Time Employees.

### Monthly\* Healthy Rewards Rates

Part Time	Flexible Choice	Consumer Choice	Kaiser Northern California
Employee Only	\$ 212.00	\$ 175.00	\$ 294.00
Employee + Spouse/DP**	\$ 539.00	\$ 427.00	\$ 691.00
Employee + Child(ren)	\$ 441.00	\$ 345.00	\$ 598.00
Employee + Spouse/DP**, Child(ren)	\$ 755.00	\$ 594.00	\$ 965.00

### Monthly\* Basic Rates

Part Time	Flexible Choice	Consumer Choice	Kaiser Northern California
Employee Only	\$ 257.00	\$ 220.00	\$ 339.00
Employee + Spouse/DP**	\$ 599.00	\$ 487.00	\$ 751.00
Employee + Child(ren)	\$ 486.00	\$ 390.00	\$ 643.00
Employee + Spouse/DP**, Child(ren)	\$ 815.00	\$ 654.00	\$ 1,025.00

\*To calculate the per pay period deduction:

Monthly Rate multiplied by 12 (number of months in a year) divided by the number of pay periods (52 for weekly, 26 for bi-weekly and 24 for semi-monthly)

\*\*There will be an additional \$100 per month other coverage surcharge for employees who cover a spouse/domestic partner who has access to other employer-provided coverage.

To maintain the Healthy Rewards rates, please review the Healthy Steps Wellness program information included in the 2013 Benefits Enrollment Guide.

## SIDE LETTER

### Tardiness/Absenteeism Policy

Employer shall modify the current Handbook Provision on tardiness/absenteeism as follows:

- A. Counseling Procedures: Add same time scale to progressive discipline under tardiness as appears under absenteeism.
- B. Absenteeism-Related Discipline: Add the following paragraph to the end of this section: "Also, the employees will not be disciplined for isolated occurrences of tardiness where the employee is less than five (5) minutes late; however, any patterns of such tardiness will be subject to discipline."
- C. Miscellaneous: Add "FMLA" and "Workers Comp Leaves" to the list of approved leaves which are not covered by this policy.







