

AGREEMENT
between
RAINY LAKE MEDICAL CENTER
and
AMERICAN FEDERATION OF STATE,
COUNTY, AND MUNICIPAL EMPLOYEES
(AFSCME), COUNCIL 65, LOCAL NO. 1843

Effective November 1, 2018 through October 31, 2021

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AGREEMENT

1. This Agreement made and entered into this 1st day of November, 2018 between International Falls Memorial Hospital Association, doing business as Rainy Lake Medical Center, hereinafter referred to as the Employer; and AFSCME Council 65, Local No. 1843; and including in its membership Rainy Lake Medical Center employees, all which hereinafter will be referred to as the Union.

Notation: The Parties also agree to change throughout the Agreement, "Hospital," "Falls Memorial Hospital," or "International Falls Memorial Hospital" to "Rainy Lake Medical Center," except for Article 8, Section A.

2. It is the desire of the respective parties to assure a friendly spirit of cooperation between the employees and the Employer and members of the Union and to avoid disruption in the service intended to be derived by and between the Employer and the Union under these Articles of Agreement.
3. In the event Rainy Lake Medical Center changes ownership during the duration of this Agreement, the new owner shall recognize AFSCME Council 65, Local No. 1843 as the sole and exclusive representative of the bargaining unit employees, as described in Addendum B.

ARTICLE 1 **RECOGNITION**

The Employer recognizes the above named Union as the sole and conclusive bargaining agent for all employees whose classifications are set forth in Addendum B.

ARTICLE 2 **UNION SECURITY**

1. All employees covered by this Agreement who are now or may hereafter become members of the AFSCME Council 65, Local No. 1843 shall, during the life of this Agreement, remain members of Local 1843 in good standing as a condition of employment. The term "in good standing" for purposes of this Agreement is defined to mean the payment of monthly dues and initiation fees uniformly required as a condition of acquiring or retaining membership in Local 1843. Employees who choose not to join or remain a member of Local 1843 shall be obligated to make the appropriate agency fee payment to the Union. As a condition of employment, employees shall become and remain members of the Union or pay an appropriate agency fee within one hundred twenty (120) days of employment. Any employee who fails to become and remain a member of Local 1843 or pay an appropriate agency fee shall be subject to dismissal by the Employer upon request of Local 1843. It is agreed, however, that the Union will request discharge by the Employer of any employee because of non-membership compliance.

2. In the event the Employer decides to subcontract out services currently provided by this unit, Rainy Lake Medical Center will:
 - a. give the Union a reasonable period of time, not to exceed 90 days, to prove it can provide the same quality product or service available through subcontracting at a comparable expense to Rainy Lake Medical Center; and
 - b. place any employees laid off due to such subcontracting on a preferential hiring list and give them first opportunity for application to any available positions within Rainy Lake Medical Center. All other provisions of the contract (i.e., job posting, seniority) will be complied with.
3. The Employer reserves the right to hire temporary employees in bargaining unit positions, not to exceed one hundred twenty (120) days, after notifying the union.
4. A union steward will be allowed up to fifteen (15) minutes to contact new employees on paid time during the employer's initial onboarding of new hires. HR will communicate with the Union Steward regarding available times during aforementioned on boarding for this meeting. The union steward must notify their supervisor of the meeting and such orientation will not interfere with the performance of the employee's work duties.
5. Rainy Lake Medical Center and policy changes shall not conflict with or contradict the Union Agreement insofar as they affect members of the bargaining unit.
6. One job steward shall be paid, during their regular scheduled hours, to attend scheduled meetings with the Employer concerning the administration of this Agreement. Such steward must notify their supervisor of the meeting, as soon as possible.
7. The employer shall notify the union president of any and all job description changes. All changes in job descriptions and classifications shall be with affected-employee input. When substantial changes are made to job descriptions the Employer agrees to notify the Union and negotiate new wage rates, if necessary.
8. The Employer shall, during the first pay period of each month, deduct Union initiation fees and dues from the wages of each employee who, in writing, authorizes such deduction.
9. All sums deducted shall be remitted to the Union together with a list of the names of the employees from whose pay deductions were made.

ARTICLE 3
DEFINITIONS

1. **Regular Full-Time employee:** An employee who is so classified and is scheduled to work a minimum of forty (40) hours per week and is on a regularly scheduled basis.
2. **Regular Part-Time employee:** An employee who is so classified and is scheduled to work less than forty (40) hours per week and is on a regularly scheduled basis.
3. **Casual (PRN) employee:** An employee who is so classified, and is not regularly scheduled, but works as needed, and whose employment is for no definite term.
4. **Temporary:** The term "temporary employee" applies to any employee employed by the Employer for a defined period of time, not to exceed three (3) months. The parties may mutually agree to extend the three month period. The Employer's basic policy shall be to use its employees to the exclusion of temporary employees from outside the Employer except in unavoidable situations where no other means of providing necessary staffing are available. The Employer shall maintain all reasonable steps to reduce and minimize reliance on temporary employees from outside agencies and other facilities. The Employer shall insure that there will not be an increased assignment of any of its own employees to night, evening, holiday or weekend duty as a result of the use of temporary employees, except when no other options are available for safe and effective operation of the Department.

ARTICLE 4
SENIORITY AND STATUS

1. Employees shall be probationary employees for the first 120 calendar days of employment. During such period, employees may be discharged by the Employer without cause and without the same causing a breach of this contract or constituting a grievance hereunder.
2. The Employer will, on the first of January and the first of July of each calendar year, prepare a seniority list of employees covered by this Agreement and post the same on a bulletin board in Rainy Lake Medical Center. Such seniority lists shall specify the unit seniority of each employee. Within 15 days thereafter, the employee may file with the Employer corrections to such posting. The Union and Employer shall mutually agree on such corrections. After so corrected, such seniority rating shall be permanent and shall not be subject to change except as the names of new employees are placed on subsequent seniority postings. New positions are negotiable.
3. The foregoing provisions shall apply to layoffs and rehiring in each department of the unit and to promotions in such departments if the employee is qualified with two (2)

weeks of training to fulfill the duties thereof. Such departments are listed as Addendum B.

4. A full-time employee is one who is scheduled to work 40 hours per week, excluding those departments that have prior agreements to work less than 40 hours per week. These employees shall maintain full seniority benefits without any proration of pensions, PTO, and insurances.
5. Shift Preference: After the Employer has created the schedules necessary to meet the needs of Rainy Lake Medical Center; an employee's seniority shall be given reasonable consideration with respect to shift preference and day off preference. When shifts become available due to an increase in staffing needs or a vacated position, senior employees shall be given first preference to said shifts, provided they are qualified to perform the work available. When it becomes necessary to make changes in the schedule(s) due to a reduction in staff or hours of work, senior employees shall be scheduled according to the above provisions. Nothing herein shall be construed to permit the practice of "bumping" to displace another employee's hours or shift, unless under the provisions of the Layoff article contained herein.
6. Every employee covered by the terms of the contract shall have seniority as herein provided from the employee's life to date hours as posted on the seniority list, unless seniority is broken for reasons specified herein. Total seniority will be based upon the total hours of continuous service from the initial date of hire at RLMC for the purpose of all benefits. Seniority within the specific job is the basis for step level on the wage scale.
7. Seniority shall be unit-wide as hereinafter provided.

No seniority will be held during a leave for educational purposes.

An employee's seniority shall be broken by:

- A. voluntary termination of employment;
 - B. discharge for cause;
 - C. failing within one (1) calendar week to report for work after layoff upon receipt of notice by registered mail;
 - D. employment by any other Employer during leave of absence;
 - E. failure to return to work after expiration of leave of absence;
 - F. layoff in excess of one (1) year.
8. Employees who are involuntarily transferring from full-time to part-time shall retain their life to date hours and shall not forfeit earned benefits or suffer any loss of seniority until such time as full-time becomes available to said employee(s).
 9. An employee who is absent due to personal illness will not lose their life to date hours until the employee has been absent for a period of time equaling the employee's

length of service with Rainy Lake Medical Center, not to exceed one (1) year's total absence.

10. Upon request the Employer will make current written job descriptions available to bargaining unit members.
11. Management/supervisors shall not routinely perform bargaining unit work. Management/supervisors shall only perform bargaining unit work after overtime has been offered to all qualified bargaining unit employees. If no bargaining unit employees are willing to perform the additional work/hours, management will attempt to notify the union that a management/supervisor shall be utilized due to need. The Union may only grieve this matter up to Step 3 of the grievance procedure.
12. "Life-to-date hours" is the measurement of employment duration used in determination of employee placement on the step pay scale and for benefit eligibility levels. This measurement includes all regular pay codes, all premium time pay codes, call back code, PTO, funeral time, education time, travel pay and non-pay benefit time.
13. "Seniority" means the total compensated hours accrued by an employee since their most recent date of employment into the bargaining unit at the Hospital. Compensated hours, as qualified in this paragraph, shall include all hours for which an employee is paid: regular pay codes, all premium time pay codes, call back codes, PTO, funeral time, education time, travel pay and non-pay benefit time, and call time.

ARTICLE 5

LAYOFF AND RECALL

1. Whenever the Employer determines a layoff is necessary employees will be laid off based on their seniority, with employees with the least amount of seniority being laid off first. The Employer will determine in which classifications and departments, layoffs will occur. Employees with the least amount of seniority within the classification selected for the layoff will be laid off first.
2. Laid off employees may elect within five (5) days to bump a less senior employee in an equal or lower classification if they are qualified to perform the duties of the position with two (2) weeks' training. Or if they have transferred, can bump a less senior employee. Employees successfully exercising their bumping shall be placed on a 90 day probationary period to determine if they can perform the duties of the position. A 30-day extension will be added to the 90-day probation period if licensure or certification is pending. If it is determined during the probationary period that the employee is unable to perform the duties of the position, they shall be laid off without further bumping rights.

Any dispute with regard to qualifications will be subject to the grievance procedure.

3. Laid off employees shall retain their life to date hours and recall rights for 12 months from the effective date of the layoff. Laid off employees will be terminated 12 months after the effective date of the layoff if there is no call-back.
4. Laid off employees shall be recalled in reverse order in which they were laid off within the department in which the recall occurs.
5. The Employer will provide all regular employees with a written notice of discharge at least two (2) weeks prior to the effective date. Such notice will include the reason for such discharge. This shall not apply to employees discharged for just cause.

ARTICLE 6 **JOB POSTING**

1. When the Employer determines a vacancy exists, such vacancy shall be posted on the bulletin boards for seven (7) calendar days. Any non-probationary employee may apply in writing for such vacancy during the seven (7) day period. The position will be awarded to the applicant who possess the required ability, qualifications, performance, and department, however, first consideration shall be given to candidates with the most seniority. Management reserves the right to create combination jobs within a department, or combination jobs that cross over departments.

Job applicants shall be notified immediately upon filling the position or within 30 days from the last day of the posting, if the position has not been filled, as to management's selection for the job or status of the posting.

2. If any employee, entitled to a promotion on the basis of seniority, voluntarily elects not to accept the promotion, they shall sign a waiver thereto.
3. Any employee may be temporarily transferred from one department to another when vacancies or requirements of work, as determined by management, require such transfers. If the job to which the employee is transferred pays a higher rate of pay than his/her scheduled employment, then the employee shall receive such higher rate during the time when they are so employed in such higher rated job. It is further understood that the employee who is temporarily transferred will receive their regular rate of pay if the position to which they are transferred has a lower rate of pay. Temporary transfers expire within 120 days unless a renewal, not to exceed 120 days, is justified.

Employees temporarily transferred from one job to another shall be paid at the greater pay rate of either the current job pay rate or the temporary job pay rate.

4. If the permanently transferred employee works up to the 90 day period, and the employee proves not be qualified, the Employer shall retransfer the employee to their original

department. During the initial 90 day period, the Employer will evaluate the employee's performance at 30 and 60 days after the transfer. If the permanently transferred employee wishes to return to their original job, they shall be allowed to do so within fourteen (14) days from the date they started the new job.

Employees who successfully bid for a permanent transfer will be paid the greater of the current pay rate or entry level rate of the new position.

Employees who successfully bid for a permanent transfer to a new position outside the current position's job classification will start at the entry level rate for the new job.

Employees who involuntarily transfer to a new position within their job classification due to layoff or job elimination will be paid at the greater of current pay rate or entry level rate for the new job, not to exceed the maximum pay rate described in the step plan. If the new job is within the job classification of the terminated job, the employee will maintain seniority toward the step scale (pay rate) for the new job. If the new job is outside the job classification of the terminated job, the employee's seniority toward the step scale (pay rate) includes only the hours worked in the new job and does not include hours worked in the terminated job.

Step increases are based on duration of employment within the current job.

No employee may be permanently transferred without the employee's consent, unless such transfer is for just cause.

5. If any dispute arises because of the interpretation of any provision of this section, such dispute shall be determined by the provisions of the grievance procedure.

ARTICLE 7

OVERTIME AND HOURS

1. Rainy Lake Medical Center will assign employees to either the "8-80 schedule" or the "40 hours in a seven (7) day period" method of overtime payment. The normal workweek for "8-80" employees will consist of ten (10) (8) hour days within a two week pay period. The normal workweek for all other employees will be forty (40) hours in a seven (7) day period. However, nothing contained herein shall restrict Rainy Lake Medical Center from changing the hours of work, per day or per week, for the efficient operation of Rainy Lake Medical Center, except that full-time employees shall not be scheduled less than eight (8) hours per day, unless mutually agreed to by the employee and Employer.
2. RLMC recognizes "40 hours in a seven (7) day period" schedule for the purpose of calculating overtime payment. The normal workweek for employees will be forty (40) hours in a seven (7) day period.

3. Employees assigned will be paid overtime for all hours worked in excess of forty (40) hours in a seven (7) day work period at the rate of one and one-half (1½) times his/her rate of pay. The work period shall be defined as Monday through Sunday
4. The Employer agrees that if there is a change in the work schedule, such schedule shall be posted on the bulletin board at least one (1) week prior to schedule change. This shall not apply in the case of emergencies, or by mutual agreement.
5. There shall be no split shifts and employees will receive at least two (2) consecutive days off per pay period, and shall not be required to work more than seven (7) consecutive days unless the employee mutually agrees to do so.
6. No overtime will be permitted unless on request by the supervisor or the department manager.
7. Any part-time or casual employee required to go on duty to cover a scheduled shift, shall not work less than four (4) hours unless the Employer and the employee mutually agree to work less than four (4) hours.
8. An employee who is normally scheduled to work shall be provided with at least ten (10) hours of rest between the ending of the shift and the beginning of the next scheduled shift, with the exception of an emergency or mutual agreement between the employee involved and the supervisor.
9. Only Ward Clerks and Ward Clerk/CNAs will be scheduled to fill ward clerk and ward clerk /CNA shifts.
10. For the purposes of definition:
 - a. Planned Overtime: if an employee is notified at least twenty four (24) hours before the need to report to work.
 - b. Unplanned Overtime: if an employee is notified to report to work with less than twenty four (24) hours' notice or immediately following the regular work day, dependent on the tasks/business needs of the department.

Employees may be required to work overtime. Planned/unplanned overtime will be offered in the order of most senior to least senior. Planned/unplanned overtime will be assigned from the least senior to the most senior.

It shall be the responsibility of the employee who has just completed a night shift to notify the supervisor in charge each time that they are available and willing to accept overtime, if overtime becomes available.

11. Employees shall be allowed one (1) 15-minute rest period within each four (4) hours of continuous work.
12. Employees who are called off will be offered work in another department if qualified, and work is available. This is not subject to Article 19 – Grievance Procedure.

ARTICLE 8
CALL OUT/CALL BACK/LOW NEED

1. Those employees scheduled for work, and canceled, or put on call for their shift of work, shall receive credit for benefits accrued by hours (insurances, PTO, and pensions). Preference shall be given to allow the senior employee the option of being the employee to be called off or canceled. If the senior employee accepts this option, they must use PTO to cover the canceled or called off hours.
2. Any employee reporting for work who was not notified not to report, shall be provided with a minimum of six (6) hours' work, or shall be paid not less than six (6) hours at their regular rate, even though no work is provided. If the employee works more than four (4) hours and is then sent home, the employee shall be paid for the number of hours actually worked. Anyone who requests to be sent home early shall not have this provision apply to them.
3. If an employee who is not scheduled to be on-call is called to work less than one (1) hour before the beginning of the shift for which they were called to work, the employee will receive pay for the entire scheduled shift, if they report for duty within one-half (1/2) hour of the beginning time of the shift. If the employee is called less than one-half (1/2) hour before the beginning of the shift, they will receive pay for the entire scheduled shift, if he/she reports within one (1) hour from the time they were called. An employee called to work after the beginning of the shift will be given up to one (1) hour to report with pay and will be given the option to work beyond the end of the shift to accumulate the number of hours the shift was scheduled for.
4. Failure to provide notice to an employee a minimum of two (2) hours prior to reporting to work shall not result in the current working employee being sent home before the non-notified employee who has reported. If an employee is called and does not respond, the employee shall not be subject to the six (6) hour minimum if the Employer can verify the attempt to notify.
5. Any employee who has completed their assigned shift before they are notified of an added or extra work assignment shall be credited with a call-in regardless of where

they may be contacted. If an employee is notified of an added assignment prior to completion of their assigned shift, they will be paid the applicable overtime rate.

6. Employees who are scheduled to be on call, or who are scheduled to work then placed on call shall be paid \$4.50 per hour for on call duty during weekends, weekdays, or during holidays. Employees will receive a minimum of two (2) hour's pay at their one and one half times their regular rate if they are called in to work, or paid the number of hours they actually whichever is greater.
7. Employees not scheduled to work shall receive a minimum of two (2) hours' work at one and one-half (1½) their regular rate of pay, or paid one and one-half (1½) times their regular hourly rate for the number of hours they actually work. However, to receive such two (2) hour minimum, employees must work the full two (2) hours. Employees called in to work will have the option of going home when their work is completed, if less than one (1) hour and receive one (1) hour of pay at time and one-half (1½) their regular rate of pay.
8. Scheduled or unscheduled on call time shall be assigned on a voluntary basis. In the event that no employee volunteers, management can mandate on call on a rotational/seniority basis.
9. There will be no pyramiding of call-in hours or pay.
10. If an employee is on-call for a fourth (4th) consecutive weekend and is called in to work, or if an employee, other than a casual employee, who is not scheduled on the weekend, is called in to work the employee shall be paid double time for those hours worked. This weekend premium shall not apply to extra weekend hours worked at the voluntary request of the employee. Weekend is defined as any hours worked between 2300 Friday and 2300 Sunday for (8) eight hour shifts or 1900 Friday to 0700 Monday for (12) twelve hour shifts. Employees will not be required to work more than three (3) weekends in a row.

ARTICLE 9

HEALTH INSURANCE

- A. Health Insurance: Rainy Lake Medical Center will provide and pay eighty-five percent (85%) of the cost for single employee coverage and Rainy Lake Medical Center shall pay fifty percent (50%) of the additional premium for family coverage with the employee paying the remaining cost under a health insurance plan for all employees with an FTE of .70 or greater. Rainy Lake Medical Center will provide and pay seventy percent (70%) of the cost of single employee coverage and Rainy Lake Medical Center shall pay thirty-five percent (35%) of the additional premium for family coverage with the employee paying the remaining cost under a health insurance plan for all employees with a FTE of less than .70 and greater than .50. Employees with a FTE of less than .50 are not eligible

for Health Insurance benefits. Rainy Lake Medical Center reserves the right to change health insurance providers due to premium differences. Insurance options shall be developed through the Health Insurance Committee as identified below. Benefit changes to the health insurance plan are subject to negotiations with the Union.

1. Employees who have been employed by Rainy Lake Medical Center for a period of one (1) year or more, who have used up all their paid time off (PTO), and who have requested a sick leave of absence (Article 17, Leaves of Absence) will be allowed ninety (90) days' additional coverage, per the Family Leave Act.
2. After the ninety (90) day period in which Rainy Lake Medical Center paid the Employer's share of Rainy Lake Medical Center's health plan, the employee can continue with their coverage at their own expense. The employee can also continue their family coverage entirely at their own expense under the regulations of COBRA.
3. Coverage for subsequent months must be paid monthly to Rainy Lake Medical Center by the first day of each subsequent month. Any increase in premiums experienced by Rainy Lake Medical Center will be passed on to the employee.
4. The deductible and co-pays for which the employee is responsible each calendar year will be described in the Summary Plan Description (SPD) and Employee Benefit Booklet.
5. Employee Benefit Continuation of Health Insurance Coverage: Rainy Lake Medical Center shall comply with the Internal Revenue Code: Consolidated Omnibus Budget Reconciliation Act (COBRA). Rainy Lake Medical Center shall notify the employee of their COBRA rights within thirty (30) days of separation from employment.

An eligible employee may continue to carry coverage at their own expense under Rainy Lake Medical Center plan of employee benefits for as long a period as they make the required premium payments under the regulations of COBRA. If, however, an eligible employee drops their coverage through failure to pay a premium due, the employee will not again be covered until they return to active work and are covered by Rainy Lake Medical Center plan.

6. Health Insurance Committee: The parties agree Rainy Lake Medical Center will create a Health Insurance Committee to meet as necessary to discuss the types of plans and providers.

The committee shall consist of the following members: one (1) from AFSCME MN Council #65 Local #1843; one (1) from AFSCME MN Council

#65, Local 1843-1; one (1) from AFSCME MN MLPNA; one (1) from MNA Registered Nurses; one (1) from MNA Technical Employees, one (1) non-union/non-management, and one (1) Department Director or Supervisor; and up to three (3) from Administration.

- B. Dental Insurance. Rainy Lake Medical Center will provide and pay eighty percent (80%) of the cost for single employee coverage with the employee paying the remaining cost under a dental insurance plan for all eligible employees with an FTE of .70 or greater. Rainy Lake Medical Center will provide and pay sixty percent (60%) of the cost of single employee coverage with the employee paying the remaining cost under a dental insurance plan for all eligible employees with a FTE of less than .70 and greater than .50. Employees with a FTE of less than .50 are not eligible for Dental Insurance benefits. Employees may purchase family dental coverage at the employee's own expense.

C. Life Insurance:

The Employer shall provide, at no cost to any eligible employee, one and one-half (1-½) times the employees annual rate up to \$150,000 of life insurance prorated based on their annual rate rounded to the nearest \$1,000 dollars. Eligible employees shall have the option to purchase supplementary life insurance coverage for the employee, spouse, and/or dependent children. Employees may purchase a maximum supplementary coverage up to \$300,000, spouse up to \$150,000 and children at either \$10,000 or \$15,000. At age sixty-five (65), term life insurance reduces automatically to sixty-six percent (66%) of the regular covered amount.

D. Disability Insurance.

Employees are eligible the first day of the month following 30 calendar days of employment, or the first day of the month following 30 calendar days of a qualifying FTE to participate in the Employer's Long Term Disability (LTD) plan. Qualifying employee must meet the elimination period of 28 consecutive calendar days and agree to participate in the Employers Return-to work program to be eligible to receive sixty (60) percent of the employee's basic monthly earnings for the first six (6) months and forty percent thereafter.

ARTICLE 10
RETIREMENT PLAN

- A. International Falls Memorial Hospital Employee Defined Benefit Pension Plan was frozen effective 12-31-05. Full benefit level remains at \$18 per month per year of employment with graduated benefits for part-time employees. Vesting continues after freeze date (12-31-05) for active employees not one hundred percent (100%) vested in this retirement plan.
- B. Rainy Lake Medical Center, Employee 401k Pension Plan, effective January 1, 2006:

Eligibility:

- Age 21
- One (1) calendar year of service at RLMC.
- Minimum of one thousand (1000) hours of service in the first twelve (12) months employed.
- Eligibility for the match and profit sharing are the same.
- Employee may begin to make elective deferrals at time of hire.

Vesting Schedule: Three (3) years or more to be one hundred percent (100%) vested.

Match: After meeting eligibility, fifty percent (50%) up to four percent (4%) of earnings each payroll period.

Annual Profit Sharing: A percentage of earnings may be paid at the discretion of the Employer upon receipt and Board approval of audited financials that demonstrate organizational achievement of a 3% operating margin.

1%	1-10 years of service
2%	11 to 15 years of service
3%	16 or more years of service

Note: Current employees as of 11/1/2011 shall receive not less than the same percentage of earning that they would have received under the previous age based profit sharing plan.

ARTICLE 11
COMPENSATION

1. **SHIFT DIFFERENTIAL:**

Employees scheduled to work more than half their shift between 1500 hours to 2330 hours shall be paid an additional one dollar and twenty-five cents (\$1.25) per hour.

Employees scheduled to work more than half their shift between 2330 hours to 0730 hours shall be paid an additional two dollars and twenty-five cents (\$2.25) per hour.

2. **ONE TIME SIGNING BONUS:**

3. Employees with 20 years of service or more upon ratification of this agreement will receive a one-time \$500.00 signing bonus in recognition of years of service. This will be a one-time payment and shall only apply to the following employees: Paul Eklund, Evelyn Ice, Ila Stish, Cheryl Melander and Kathy Amiot..

4. If an employee works December 24, they shall be paid one and one-half (1½) times for working on that day. In computing one and one-half (1½) times compensation for this purpose, the day begins at the start of the day shift and concludes at the beginning of the day shift on December 25. All other holiday pay begins at the start of the day

shift on the holiday and concludes at the beginning of the day shift on the following day. Any employee working any additional hours at the request of Rainy Lake Medical Center beyond scheduled hours on December 24 shall be paid at the rate of double time and one-half (2½) rate of pay.

5. GENERAL WAGE INCREASE:

General wage increase of 2% for classifications not showing an adjustment. Backpay retro to the expiration of the agreement shall be applied to all wage adjustments and general wage increases.

- A. Pay increases of 2 % General Wage increase will be paid retro to the expiration of the agreement
- B. Pay increases of 2 % General Wage increase will be paid starting on November 1, 2020.
- C. Pay increases of 2 % General Wage increase will be paid starting on November 1, 2021.

If an employee works the evening or night shifts on December 31, they shall be paid one-and-one-half (1½) times for hours worked.

- 6. An employee that is scheduled to work on New Year's Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day shall be compensated at one and one-half (1½) times the employee's regular rate of pay. During a holiday week, employees who are scheduled to work 40 hours shall receive one and one-half (1½) times their regular rate of pay for additional shifts or hours. Failure to work all the scheduled hours will result in pay per the standard contract language.
- 7. All employees working on the effective date of daylight savings on the night shift will be paid time and one half for working the thirteenth hour or the ninth hour beyond their regularly scheduled shift
- 8. When an employee attends a mandatory in-service, such employee shall be reimbursed at their regular rate of pay. A mandatory in-service shall be one that is posted for a specific group or groups of persons.
- 9. An employee assuming the function of a lead person shall receive an additional \$2.00 per hour in addition to their regular rate of pay.
- 10. At the sole discretion of Rainy Lake Medical Center, new employees may be assigned up to ten (10) years experience credit to count toward placement on the step plan.

11. Any employee that is required to wear safety glasses may receive \$200 per contract term to purchase prescription safety glasses. The employee must turn in a proof of purchase receipt to their supervisor in order to receive reimbursement of the \$200 stipend.
12. An employee who is called after hours shall be paid a minimum of 15 minutes for each incident or time logged. Pay shall be compensated following facility rounding rules.

The employee shall maintain an after-hours "call-log" for calls made or received after scheduled hours worked and must have approval by the department supervisor to be paid. Employee will be paid at their hourly rate based on forty (40) hour work week unless employee works greater than the standard overtime is identified.

ARTICLE 12 **JURY DUTY**

Any employee who is required to be absent from work because of jury duty will be paid the difference between the compensation received for jury duty and the amount of the wage they would have earned (computed on the basis of his regular straight-time hourly rate) for their scheduled hours during the period they were on jury duty.

Payment will be made according to the voucher received from the Clerk of Court. When an employee is required to perform jury duty during only part of their scheduled working hours, the employee will report for all of their scheduled hours other than those required for jury duty. The employee is required to show evidence of time spent on jury duty.

ARTICLE 13 **MEAL PERIODS**

If an employee is unable to take an unpaid thirty (30) minute duty-free meal break during their shift of work, the employee will be paid time and one half (1 ½) for the time which should have been taken as a break. Employees must receive prior supervisor approval and complete the proper payroll form in order to receive one and half (1-1/2) times the hourly rate to work through their lunch period.

ARTICLE 14 **PAID TIME OFF (PTO)**

1. Paid time off (PTO) may be used at the employee's option for time off for personal reasons in accordance with the procedures set forth below. The purpose of PTO is to stabilize staffing and scheduling, and that most absences will be planned in advance for adequate coverage to be arranged. In some instances, Rainy Lake Medical Center will be unable to arrange coverage for all those wishing to be away at a particular time and some requests for PTO may have to be denied.
2. PTO will be earned on a prorated basis; all hours paid will count toward PTO. PTO shall not be earned when an employee is off on Workers' Compensation or unpaid leaves of absence.
3. Employees will accrue PTO based upon their length of service with Rainy Lake Medical Center and the number of hours paid. The accrual will be limited to hours paid, up to 2080 hours in a year, and there shall be no limit on the amount of accrual during each pay period. All low census, low census cancel, and low census on-call hours are also credited towards PTO accrual based upon the number of hours the employee was scheduled to work.

There will be no pyramiding of any low census hours and PTO hours. PTO will be credited at the end of each pay period (26 times a year).

4. The accrual factors are as follows:

<u>Length of Service</u>	<u>Accrual Rate</u>	<u>Maximum Accrual</u>
Upon hire	.0962 per hour worked	300 hours
After three (3) years of service	.1154 per hour worked	360 hours
After six (6) years of service	.1346 per hour worked	420 hours
After twelve years of service	.1538 per hour worked	480 hours

(Example: A full-time employee with seven [7] years of service with Rainy Lake Medical Center would earn 35 eight (8) hour days of PTO. 2080 hours worked x .1346 accrual rate = 279.9 hours of PTO \div 8 = 35 days.)

Employees stop accruing PTO once they reach their maximum accrual, unless the employee has requested PTO and been denied on three (3) separate occasions and has consulted with their department manager and was still unable to receive time off.

5. The following holiday packages will be developed for scheduling purposes. The number of holidays per package will be dependent upon needs per job classification. Holiday packages will begin with Memorial Day and end with New Years, beginning in 2006.

Two packages: July 4 th	Memorial Day
Labor Day	Thanksgiving
Christmas	New Years

Three packages:	Memorial Day July 4 th Christmas	Labor Day Thanksgiving New Years
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6. Holiday packages will be rotated annually among members. It is understood there may be some doubling of weekends when the holiday falls on a weekend. Holiday package obligation takes precedence over PTO requests.
7. New employees are not eligible to use PTO until they have completed 120 days of continuous employment; however, they begin accruing PTO on their first day of employment.
8. PTO as provided herein recognizes the following holidays: New Year's Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, and Christmas Day. Employees who are regularly scheduled on the holiday and the department is closed, or the employee is scheduled off, such employee must use PTO for the number of hours they were scheduled.
9. When qualifying for Rainy Lake Medical Center's disability insurance plan, the employee must use PTO for the first 28 calendar days. When the employee is receiving disability insurance payments they have the option to use PTO to supplement the disability insurance payments to 100% of the employee's FTE.
10. Temporary employees hired for not more than 500 hours per year and casual employees do not accrue PTO.
11. If a family death (as defined in Article 18.3, Death Leave) occurs during PTO, the employee's PTO bank will be reaccredited with the number of bereavement days the employee would have received under Article 18.3.
12. All employees covered by this Agreement must give their supervisor a tentative schedule at least 30 days in advance of requested week of PTO or the day before the schedule is prepared based on departmental practices. The Employer will allow at least one (1) employee per department on requested PTO at any one time. However, there may be times when the Employer cannot allow requested PTO (e.g., departmental needs, staffing requirements, the PTO would cause an overtime situation). Additional PTO requests may be approved on a first-come, first-served basis. Employees shall not be required to work during their PTO unless it is an extreme emergency. A week of requested PTO shall be defined as a seven (7) day period. Employees shall submit a separate request for PTO for each pay period.
13. There shall be two (2) periods to schedule guaranteed PTO.
 - a. Period I shall be from May 1 through October 31.

Requests may be submitted anytime between the period of March 1 and March 31. Rainy Lake Medical Center shall provide a written reply by April 15.

All requests during March shall be chosen in consecutive rotation from most to least senior.

Requests received after the posting period shall be honored on the basis of first come, first served.

During the months of June, July, and August, the Department Director may limit employees to only one (1) request.

- b. Period II shall be from November 1 through April 30.

Requests may be submitted from September 1 through September 30. Rainy Lake Medical Center shall provide a written reply by October 15.

All requests during September shall be chosen in consecutive rotation from most to least senior.

Requests received after the posting period shall be honored on the basis of first come, first served.

All denials must be returned to the employee in a timely manner (seven [7] calendar days).

- c. A request is defined as not more than two (2) weeks of scheduled work.

- 11. Absences documented as a “qualifying event” under the Family Medical Leave Act, shall not be counted as an unscheduled occurrence for the purpose of disciplinary action in the event of three (3) occurrences during six (6) consecutive months as per the Attendance Policy.
- 12. Leaves of absence for elective surgeries may not be approved during June, July, and August; and during the Thanksgiving/Christmas holiday schedules.
- 13. Employees with two (2) years of continuous employment at Rainy Lake Medical Center may cash in one (1) week of accrued PTO from their available balance two (2) times per year paid at their current rate of pay. In order to qualify for cash out option, an employee must leave a minimum of eighty (80) hours in their PTO bank. Requests must be submitted in accordance with the employer policy and procedure two (2) weeks prior to the start date of the pay period in which the payment is to be received. Payments will be made on the employee’s regular paycheck and is not available through a separate check.

14. Paid time off (PTO) hours shall be considered as hours worked for overtime purposes, pension purposes and contractually provided benefits.
15. Rainy Lake Medical Center will allow up to four (4) bargaining unit employees to use their accrued PTO or take non-paid, non-benefit time off for all hours they were scheduled to work during negotiation sessions. Employees must submit a written request to their supervisor at least 30 days in advance of negotiations, or as soon as possible after each bargaining session is scheduled. Bargaining unit employees may donate their accrued but unused PTO to members of the negotiating team.

ARTICLE 15

DISCIPLINE AND DISCHARGE

Employees shall only be suspended, demoted, or dismissed for just cause. Before discipline begins, employees shall receive counseling and coaching from their supervisor. The progression of discipline steps may include any or all of the following form:

- a. verbal warning
- b. written warning
- c. final warning
- d. discharge

Provided, however, in the cases of serious infractions such as dishonesty, usage of illegal drugs, theft, drinking on the job, insubordination, or other such serious violations of the Employer's rules, an employee may be discharged without receiving prior warning.

In the cases of a minor infraction of the Employer's rules, the Employer shall give at least one (1) warning notice of the infraction against an employee in writing, a copy of which is to be sent to the Union without undue delay.

A warning notice as herein provided shall not remain in effect for a period of more than 12 months from the date of the warning notice, except final warning level notices, which shall remain in effect for 18 months following date of issuance.

Suspensions and Discharges: Suspension from work, with or without pay, is an OPTIONAL step in the disciplinary process. See Organization-Wide Progressive Discipline Policy. All suspensions and discharges will be in written form and copies will be provided to the Union immediately upon issuance of such notices. Discharges will normally be preceded by a suspension during which an investigation of the incident leading to the discharge will be conducted.

Verbal warnings shall be documented in writing, with three (3) copies provided to the employee. It will be the responsibility of the employee to contact, and provide a copy, to the Union representative.

If any employee is unjustly discharged, they shall return to work with full seniority and full pay for all lost time, or in the case of arbitration, Rainy Lake Medical Center will abide by the arbitrator's decision.

ARTICLE 16
DRUG AND FINGERPRINT TESTING

Rainy Lake Medical Center will do drug and alcohol testing of employees in accordance with Rainy Lake Medical Center policy. In addition, all new hires or those employees who have had more than a one hundred and twenty (120) daybreak in employment service will be required to have a fingerprint background study conducted per the Minnesota Department of Human Services (DHS).

ARTICLE 17
LEAVE OF ABSENCE

Leave of absence without pay shall be granted to an employee for the following reasons:

1. Family Medical Leave. Employer shall comply with all requirements of the Family Medical Leave Act of 1993 and Rainy Lake Medical Center policy.

2. Maternity Leave Extension. The maternity leave of absence without pay may be extended for an additional six (6) months on a mutually agreeable basis between the employee and the Employer. During this extension, length of service benefits will not accrue, but will remain the same as at the time of the beginning of the extension. During the extension, Rainy Lake Medical Center may permanently fill the employee's position. Upon returning from the extended leave, the employee will be given the first opportunity to return to a position for which they are qualified and will be given the opportunity to return to their former position if and when the position is open.

3. Bereavement Leave. In case of death in the immediate family, as defined as follows: Spouse, son, father, mother, daughter, brother, sister, father-in-law, mother-in-law, grandmother, grandfather, brother or sister-in-law, step-child, step-parents, grandchild, son-in-law, daughter-in-law, or a member of the immediate household of the employee.

Employees shall be granted a leave with pay for three (3) days for which an employee must be absent to attend to the affairs of the deceased, the funeral memorial and/or service.

In case of death of an aunt, uncle, niece, or nephew, the employee shall be allowed to use one (1) day of PTO to attend the funeral and such PTO will not count as single day usage.

In case of death of an aunt, uncle, niece, or nephew, the employee shall be allowed to use one (1) day of PTO to attend the funeral and such PTO will not count as single day usage.

4. Educational Leave. An employee who has completed his/her probationary period shall receive up to three (3) days per calendar year, with pay, for attendance at seminars, workshops, or other accredited education relevant to current or possible Rainy Lake Medical Center employment subject to approval by administration.
5. Leaves may be granted for other reasons at the discretion of Rainy Lake Medical Center.
6. Leaves of absence will be subject to review and extension based on need and mutual agreement. Employees will give at least three (3) weeks' notice, when appropriate, for taking leave and for returning from leave.
7. Employees do not accrue any benefits while on an unpaid leave of absence.

ARTICLE 18
PART-TIME/CASUAL EMPLOYEE CLAUSE

1. All part-time employees covered under this Agreement will go on a prorated schedule for paid time off (PTO) and funeral leave. PTO days are to be taken on no less than a one (1) hour basis. Exceptions to the rule shall be agreed upon by the Administrator or designee and the employee involved.
 - a. Holidays: Part-time employees will be paid at the rate of one and one-half (1½) times the regular rate of pay. Holidays hours will be prorated based on hours worked.
2. Rainy Lake Medical Center reserves the right to have not more than five (5) casual employees working in bargaining unit positions. Exceptions can be made on a case-by-case basis only upon approval of the bargaining unit.

The following will apply to casual employees:

- a. no guaranteed hours;
- b. may be scheduled or contacted at short notice;
- c. created at the discretion of management;
- d. must pass all RLMC hiring criteria, competencies, and educational requirements such as annual safety;
- e. will be a member of AFSCME, Local 1843;
- f. salary plus 10% with no benefits; for example, PTO. Will progress on the wage scale on the same basis as regularly scheduled employees;
- g. no seniority. Shall be given preferences over applicants not then employed by Rainy Lake Medical Center in filling vacancies;
- h. must accept at least three (3) shifts of not less than eight (8) hours per month, one (1) holiday per year, and one (1) weekend shift per month.

ARTICLE 19
MISCELLANEOUS CONDITIONS

1. Any provision of this Agreement which may be declared illegal under the valid existing and applicable state or federal laws shall in no way invalidate the remaining provisions of this Agreement.
2. Work donated to Rainy Lake Medical Center of a charitable or social nature, or community services, shall not be a violation of this Agreement as long as it does not displace employees or jeopardize wages, hours, or working conditions of the employees.
3. Upon ratification of the contract, a new job description will be provided to Housekeeping employees at a team meeting. The members will provide 90 days for the employer to recruit employees for the decontamination team and it will not be mandatory after that. If after 90 days it is still mandated, the union and the employer negotiate compensation.
4. Employees who hold a class 1C Boilers License shall be promoted to the Maintenance Engineer position. A Labor/Management meeting will be held to establish additional language to create usual and customary advancement from the Maintenance Tech position to the Maintenance Engineer position.

ARTICLE 20
GRIEVANCE PROCEDURE

The Employer and the Union desire that each employee have a means by which grievances may be given timely, fair, and continued consideration until resolved. In order to facilitate confidence in this procedure, an employee shall not be subject to criticism or reprisal for using the grievance procedure.

Should any grievance arise between the Employer and the Union as to the interpretation of, or the adherence to, the terms and provisions set forth herein, an earnest effort shall be made to settle such grievance promptly in the following manner: Employees may choose to informally discuss the grievance with their first level supervisor or department head at Step 1 of the procedure without involving their Union steward, or if the employee wishes to involve their Union steward and skip Step 1, the grievance will be reduced to writing and submitted at Step 2. The grievant and Union steward should be prepared to discuss dates for the meeting at the time of submittal.

Step 1. The employee may informally discuss the grievance with the employee's first level supervisor or department head.

Step 2. If the grievance is not resolved at the time of the Step 1 informal discussion, it shall be reduced to writing and submitted to the Administrator or designee.

The written grievance citing the specific article at issue whenever applicable, must be submitted to the Employer within 15 calendar days after the date of occurrence. A grievance relating to pay shall be considered timely if received by the Employer within 15 calendar days after the payday for the period during which the grievance occurred.

At the time the employee submits the written grievance to their supervisor, the employee and supervisor will set a date for the meeting to consider the grievance. This meeting shall be held among representatives of the Employer, representatives of the Union, and the employee within 15 calendar days after submission of the written grievance to the Employer.

The Administrator and any other necessary person from Rainy Lake Medical Center shall participate in the meeting.

Within 15 calendar days following the Step 2 meeting, the Employer shall submit a written reply to the Union and to the employee.

Step 3. If the grievance is not resolved in Step 2, either the Employer or the Union may refer the matter to the Bureau of Mediation for the State of Minnesota. Any demand for mediation shall be in writing and must be received by either party within 15 calendar days following receipt of the Step 2 reply.

Step 4: If the grievance is not resolved in Step 3, either Rainy Lake Medical Center or the Union may refer the matter to arbitration. Any demand for arbitration must be in writing and must be sent within fifteen (15) calendar days of the receipt of the Step 2 answer, or, if Step 3 is invoked, within fifteen (15) calendar days of the close of the mediation session(s). Any grievance not submitted to Step 4 within the above mentioned time limits will be deemed settled based upon Rainy Lake Medical Center's Step 2 response, or any mediated settlement in Step 3. The Union must request such arbitration panel and notify Rainy Lake Medical Center of their desire to strike such panel within sixty (60) days from the request to arbitrate identified above, or the grievance will be deemed settled based upon Rainy Lake Medical Center's Step 2 response.

The parties shall select a neutral arbitrator from a list of seven (7) arbitrators provided by the Federal Mediation and Conciliation Service. The parties shall flip a coin to determine which party shall strike the first name. Then, the parties shall alternatively strike names until one (1) name remains. That person shall be the arbitrator.

The authority of the arbitrator shall be limited to making an award relating to the interpretation of or adherence to the written provisions of this Agreement, and the arbitrator shall have no authority to add to, subtract from, or modify in any manner the terms and provisions of this Agreement. The award of the arbitrator shall be confined to the issues raised in the written grievance and the arbitrator

shall have no power to decide any other issues. The award of the arbitrator shall be final and binding upon the Union and Rainy Lake Medical Center and the employee(s). The fees and expenses of the neutral arbitrator shall be divided equally Rainy Lake Medical Center and the Union.

The time limitations provided herein may be extended by mutual written agreement of the parties. A grievance pertaining to discharge may be instituted at Step 2 of the grievance procedure.

The failure of either party to comply with the above steps or timeliness stipulations will result in the grievance being defaulted in favor of the other party.

Time limits set forth herein may only be extended by mutual agreement between the parties, which agreement shall be in writing.

The aggrieved may withdraw a grievance at any point by submitting, in writing, a statement to that effect, or by permitting the time requirements at any step to lapse without further appeal.

An employee who has been terminated, who wishes to grieve their termination, must do so within seven (7) calendar days of the date of termination. If a grievance is not filed within seven (7) calendar days, it will be untimely and the termination will stand.

ARTICLE 21 **NEW CLASSIFICATION**

Should any hourly rate for a new job classification, or modification/combination of existing job classifications, be established by the Employer during the term hereof, the parties agree that upon ten (10) days' written notice, they will negotiate an agreeable wage rate for such classification which shall then be included and become part of the Wage Addendum.

ARTICLE 22 **SUPERIOR PRIVILEGES**

It is further agreed and understood that if any employee receives a rate above that called for in this Agreement, such rate shall not be reduced, nor shall the employee be reclassified to defeat the purpose of this Agreement. Any excess condition or privilege not specified in this Agreement, received by the employee previous to the signing of this Agreement, shall not be changed or discontinued.

ARTICLE 23
EDUCATION REIMBURSEMENT

It is agreed that the Employer shall reimburse any employee who has completed their probationary period 80% of the cost of any educational coursework at an accredited institution relevant to the employee's current or possible future Hospital employment, up to a maximum reimbursement of \$1500 per year.

1. The supervisor must approve the course of studies in advance as being reasonably relevant to employment or future employment.
2. The employee shall repay Rainy Lake Medical Center any reimbursement they have been paid hereunder to the extent that they do not continue to work or make themselves available to return to work at Rainy Lake Medical Center for at least 12 months after completion of the course or sequence of studies.
3. Payment shall be made upon satisfactory completion of each course for which reimbursement has been requested.
4. This article is intended for reimbursement of courses initiated at the request of the employee. Employer directed courses, seminars, and workshops shall continue to be reimbursed at 100% in accordance with Hospital policy.
5. An employee who receives and maintains a certification from an accredited professional association approved by administration as relevant to their current job classification shall receive an additional thirty cents (\$.30) per hour. Certifications are stackable up to three (3) certifications per employee. Certifications that are a pre-requisite for hire into a specific job are not compensable.

ARTICLE 24
MANAGEMENT RIGHTS

1. Except as specifically limited by this Agreement, the management of Rainy Lake Medical Center and the direction of the working forces shall be vested solely and exclusively in Rainy Lake Medical Center. This provision shall include, but is not limited to: the right to hire; to determine the quality and quantity of work performed; to determine the number of employees to be employed; to layoff employees for cause; to assign and delegate work; to enter into contracts for the furnishing and purchasing of supplies; to maintain and improve efficiency; to require observance of hospital rules, regulations, retirement, and other policies; to discipline or discharge employees for cause; to determine the number of hours to be worked; and to determine the methods and equipment to be utilized and the type of service to be provided. Rainy Lake Medical Center shall have the right to make work rules and policies, provided that changes in such rules shall be reduced to writing and furnished to the Union as soon as possible for its

information and made available to employees and provided that they do not violate any provisions of this Agreement.

ARTICLE 25
VOLUNTARY RESIGNATION

An employee will give notice of resignation at least two (2) weeks prior to leaving. The employee must work all of their scheduled shifts during the two (2) week notice period. Management will give consideration to extenuating circumstances.

ARTICLE 26
COMPLETE AGREEMENT

All matters not covered in this Agreement shall be deemed to have been raised and disposed of as if covered herein, and neither party, unless by mutual agreement, shall be required during the term of this agreement to negotiate or bargain upon any issue.

Certain practices, either past or present, and/or procedures implemented by the Company which are not in conflict with the subsequent Articles of this Agreement shall not be construed as part of this Agreement unless such as set forth in writing and specifically state they are part of the Agreement and are signed by the Chief Executive Officer or Human Resources Manager, and appropriate Union official.

ARTICLE 27
TERMS OF AGREEMENT

This Agreement shall become effective the 1st day of November, 2018, and shall continue in full force and effect until the 31st day of October, 2021, and from year to year thereafter, subject to 90 days written notice from either party to the other party prior to the yearly anniversary date of a desire to amend, change, or terminate this Agreement.

FOR RAINY LAKE MEDICAL CENTER:

DATE: _____

DATE: _____

FOR THE UNION:

DATE: _____

DATE: _____

AFSCME 1843 wage Scale Nov 1 2018 to Oct 31 2021

Maintenance Tech I

Hours of Service	Years of Service	Effective 11/1/2018	Effective 11/1/2019	Effective 11/1/2020
0	0	17.29	17.63	17.99
4160	2	18.01	18.37	18.74
10400	5	18.74	19.11	19.49
14560	7	19.62	20.02	20.42
20800	10	20.35	20.76	21.17
31200	15	21.39	21.82	22.25
41600	20	22.12	22.57	23.02

Maintenance Engineer

Hours of Service	Years of Service	Effective 11/1/2018	Effective 11/1/2019	Effective 11/1/2020
0	0	23.45	23.92	24.40
4160	2	23.96	24.44	24.93
10400	5	24.69	25.19	25.69
14560	7	26.56	27.09	27.63
20800	10	28.57	29.14	29.72
31200	15	29.75	30.35	30.96
41600	20	30.66	31.27	31.90

Materials Clerk

Hours of Service	Years of Service	Effective 11/1/2018	Effective 11/1/2019	Effective 11/1/2020
0	0	13.02	13.28	13.54
4160	2	13.41	13.68	13.95
10400	5	13.83	14.11	14.39
14560	7	14.87	15.17	15.47
20800	10	15.94	16.26	16.59
31200	15	16.67	17.00	17.34
41600	20	17.18	17.52	17.87

Housekeeper/Laundry

Hours of Service	Years of Service	Effective 11/1/2018	Effective 11/1/2019	Effective 11/1/2020
0	0	12.96	13.22	13.48
4160	2	13.38	13.64	13.92
10400	5	13.78	14.05	14.33
14560	7	14.82	15.11	15.41
20800	10	15.93	16.25	16.57
31200	15	16.60	16.93	17.27
41600	20	17.10	17.45	17.80

Ward Clerk/Certified Nurse Asst

Hours of Service	Years of Service	Effective 11/1/2018	Effective 11/1/2019	Effective 11/1/2020
0	0	14.35	14.64	14.93
4160	2	14.79	15.09	15.39
10400	5	15.24	15.54	15.85
14560	7	16.39	16.72	17.05
20800	10	17.64	17.99	18.35
31200	15	18.36	18.73	19.10
41600	20	18.93	19.31	19.70

Pharmacy Technician

Hours of Service	Years of Service	Effective 11/1/2018	Effective 11/1/2019	Effective 11/1/2020
0	0	15.96	16.28	16.61
4160	2	16.46	16.79	17.13
10400	5	16.96	17.30	17.65
14560	7	18.25	18.61	18.99
20800	10	19.62	20.02	20.42
31200	15	20.44	20.85	21.27
41600	20	21.08	21.51	21.94

Collections

Hours of Service	Years of Service	Effective 11/1/2018	Effective 11/1/2019	Effective 11/1/2020
0	0	16.39	16.72	17.05
4160	2	16.90	17.24	17.58
10400	5	17.43	17.78	18.14
14560	7	18.74	19.11	19.49
20800	10	20.16	20.56	20.97
31200	15	20.99	21.41	21.84
41600	20	21.64	22.08	22.52

Billers

Hours of Service	Years of Service	Effective 11/1/2018	Effective 11/1/2019	Effective 11/1/2020
0	0	14.73	15.02	15.32
4160	2	15.18	15.48	15.79
10400	5	15.64	15.95	16.27
14560	7	16.82	17.16	17.50
20800	10	18.08	18.45	18.81
31200	15	18.84	19.22	19.60
41600	20	19.43	19.81	20.21

Revenue Recovery Support

Hours of Service	Years of Service	Effective 11/1/2018	Effective 11/1/2019	Effective 11/1/2020
0	0	15.73	16.02	16.32
4160	2	16.18	16.48	16.79
10400	5	16.64	16.95	17.27
14560	7	17.82	18.16	18.50
20800	10	19.08	19.45	19.81
31200	15	19.84	20.22	20.60
41600	20	20.43	20.81	21.21

Prior Authorization/Biller

Hours of Service	Years of Service	New upon ratification	Effective 11/1/2019	Effective 11/1/2020
0	0	15.73	16.02	16.32
4160	2	16.18	16.48	16.79
10400	5	16.64	16.95	17.27
14560	7	17.82	18.16	18.50
20800	10	19.08	19.45	19.81
31200	15	19.84	20.22	20.60
41600	20	20.43	20.81	21.21

Reimbursing Posting

Hours of Service	Years of Service	Effective 11/1/2018	Effective 11/1/2019	Effective 11/1/2020
0	0	14.59	14.88	15.18
4160	2	15.03	15.34	15.64
10400	5	15.50	15.81	16.13
14560	7	16.67	17.00	17.34
20800	10	17.91	18.27	18.63
31200	15	18.66	19.03	19.41
41600	20	19.24	19.62	20.01

Data Entry Specialist

Hours of Service	Years of Service	Effective 11/1/2018	Effective 11/1/2019	Effective 11/1/2020
0	0	13.81	14.09	14.37
4160	2	14.24	14.52	14.81
10400	5	14.68	14.97	15.27
14560	7	15.79	16.11	16.43
20800	10	16.97	17.31	17.66
31200	15	17.69	18.04	18.40
41600	20	18.24	18.60	18.97

Registrar

Hours of Service	Years of Service	Effective 11/1/2018	Effective 11/1/2019	Effective 11/1/2020
0	0	14.14	14.43	14.72
4160	2	14.59	14.88	15.18
10400	5	15.04	15.34	15.65
14560	7	16.18	16.51	16.84
20800	10	17.39	17.74	18.09
31200	15	18.13	18.49	18.86
41600	20	18.69	19.06	19.44

Central Schd

Hours of Service	Years of Service	Effective 11/1/2018	Effective 11/1/2019	Effective 11/1/2020
0	0	14.14	14.43	14.72
4160	2	14.59	14.88	15.18
10400	5	15.04	15.34	15.65
14560	7	16.18	16.51	16.84
20800	10	17.39	17.74	18.09
31200	15	18.13	18.49	18.86
41600	20	18.69	19.06	19.44

Ancillary Clerk/Aide

Hours of Service	Years of Service	Effective 11/1/2018	Effective 11/1/2019	Effective 11/1/2020
0	0	14.35	14.64	14.93
4160	2	14.79	15.09	15.39
10400	5	15.24	15.54	15.85
14560	7	16.39	16.72	17.05
20800	10	17.64	17.99	18.35
31200	15	18.36	18.73	19.10
41600	20	18.93	19.31	19.70

Medical Records Clerk

Hours of Service	Years of Service	Effective 11/1/2018	Effective 11/1/2019	Effective 11/1/2020
0	0	13.96	14.24	14.52
4160	2	14.39	14.67	14.97
10400	5	14.83	15.12	15.43
14560	7	15.95	16.26	16.59
20800	10	17.15	17.49	17.84
31200	15	17.86	18.22	18.58
41600	20	18.41	18.78	19.15

Certified Coder				
Hours	Years			
of	of	Effective	Effective	Effective
Service	Service	11/1/2018	11/1/2019	11/1/2020
0	0	17.83	18.19	18.55
4160	2	18.38	18.75	19.12
10400	5	18.95	19.33	19.72
14560	7	20.38	20.79	21.20
20800	10	21.92	22.36	22.81
31200	15	22.83	23.28	23.75
41600	20	23.53	24.00	24.48

Non-Certified Coder				
Hours	Years			
of	of	Effective	Effective	Effective
Service	Service	11/1/2018	11/1/2019	11/1/2020
0	0	15.65	15.96	16.28
4160	2	16.15	16.47	16.80
10400	5	16.65	16.98	17.32
14560	7	17.89	18.25	18.61
20800	10	19.24	19.62	20.01
31200	15	20.03	20.43	20.84
41600	20	20.66	21.07	21.49