

# COLLECTIVE BARGAINING AGREEMENT

*between*

PLANNED PARENTHOOD  
SOUTHWESTERN OREGON



SERVICE EMPLOYEES  
INTERNATIONAL UNION  
LOCAL 49

*in effect from*

FEBRUARY 11, 2022

— *through* —

JUNE 30, 2025

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[www.SEIU49.ORG](http://www.SEIU49.ORG)

Working together as SEIU 49 members at Planned Parenthood Southwestern Oregon, we reached a groundbreaking contract!

Here is just some of what we won:

#### Essential Compensation for Essential Workers!

- ✓ Average 15% raise upon ratification
- ✓ A competitive wage scale with a minimum wage of \$18 per hour
- ✓ Guaranteed minimum raises of an average of 2.25% in 2023 and an average 2.85% in 2024

#### Affordable Healthcare

- ✓ 100% Employee Insurance Premium paid for by PPSO for full time employees, prorated based on FTE
- ✓ 20% of Dependent Insurance Premium paid by PPSO for full time employees, prorated based on FTE

#### Improved Retirement Plan

- ✓ Employer matching contributions after three years of employment, with increases after four and five years

#### Respect For Our Union

- ✓ Rights of Union Stewards to represent co-workers and enforce our contract
- ✓ Weingarten Rights that allow an employee to request a Union Steward at any meeting that may lead to discipline
- ✓ Protections and a fair process in the event of layoffs
- ✓ Union bulletin boards, access to meeting rooms, and thirty minutes of union orientation for new employees

#### Diversity

- ✓ New DEI Committee with the goal of identifying and addressing institutional or structural inequalities and creating a positive and inclusive work environment
- ✓ New Respect Clause that ensures all employees will be treated with respect by supervisors, managers, and other employees at PPSO.
- ✓ Premium pay for language skills increased from \$0.50 per hour to \$0.75 per hour

#### Safety + Scheduling + Staffing = Support

- ✓ New Labor Management Committee to work on issues of common interest like PTO, healthcare, and staffing
- ✓ Equitable process for floating based on volunteers and rotation

#### SEIU & Employer Joint Education Fund

- ✓ Licensure Renewals are reimbursed
- ✓ Preparation with computer classes, Medical Terminology, Foundational Math/Science, Language programs, Online Soft Skills courses and more
- ✓ College courses: funded up front for general education, prerequisites, certificate, and degree classes
- ✓ Tuition support: reimbursement of \$5,250 for tuition, textbooks, and fees
- ✓ Career Pathways: Accelerated online programs to become qualified for key positions in allied health



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## **PREAMBLE**

This AGREEMENT is made and entered into on the date shown at the end hereof, by and between PLANNED PARENTHOOD OF SOUTHWESTERN OREGON, hereinafter referred to as “Employer,” and SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL NO. 49, CTW-CLC, of Portland, Oregon, hereinafter referred to as “Union.”

## **ARTICLE 1 – RECOGNITION**

**1.1** The Employer recognizes the Union as the exclusive bargaining representative for employees in the following classifications: Health Care Assistant I, Health Care Assistant II, Health Care Assistant III, Health Center Receptionist, Community Educator, Clinician Per Diem, Family Planning Clinician, Billing Representative, Medical Billing Data Analyst, Call Center Representative, Call Center Lead, Follow Up Coordinator, Marketing Coordinator, Development Assistant, RN - Quality Improvement, RN - Case Management, RN - Case Management Lead, Systems Coordinator, Maintenance Coordinator, Medical Clinician, EHR & Informatics Coordinator, and Office Coordinator. Excluded from the bargaining unit are all other employees of the Employer, including managerial employees, confidential employees, guards, and supervisors as defined in the National Labor Relations Act.

**1.2** No provision of this Agreement precludes the Employer’s use of volunteers.

**1.3** When a new job classification is established that is included in the bargaining unit, the Employer will establish an appropriate wage rate, given job requirements. The Employer will notify the Union at least twenty-one (21) days before any new bargaining unit classification is established. The notice will include a proposed date and time to meet to discuss the new position job description, the proposed wage rate or rates, and copies of materials examined to arrive at a proposed wage rate or rates (for example, job descriptions for comparable jobs, salary surveys, other collective bargaining agreements). Unless the Union waives its right to bargain, the parties will meet during the 21-day period to establish an appropriate wage rate.

If the parties have met and exchanged proposals but do not agree on an appropriate wage rate or rates, the Employer may implement its final offer at any time after the 21-day notice period expires.

## **ARTICLE 2 – UNION RIGHTS**

**2.1 Lists/New Employees.** Each month, the Employer will provide the Union with an electronic list of the name, home address, and telephone number provided by the employee; and PPSO employee identification number, job classification, department, shift, pay grade (if any), pay step (if any), wage rate, hire date, and employee status (regular full-time, regular part-time, per diem or on-call, or temporary) for each bargaining unit member as contained in the Employer’s HR database. The list will include bargaining unit members designated as new hires, transfers, promotions, and terminations, including the date of the personnel action. The Union agrees that it will use this information only for Union business and will use reasonable good faith efforts to protect employee privacy.

**2.2 Bulletin Boards.** The Employer will provide to employees a reserved section of the main employee bulletin board for their exclusive use for Union business. In addition, the Union may maintain one designated union bulletin board in each designated break room, which are in non-patient care areas.

**2.3 Union Stewards.** The Employer will recognize Union stewards who are designated by the Union. The Union will notify the Employer, in writing, of the names of all Union stewards.

Grievance meetings (including informal discussions encouraged in Article 6.2) and investigatory interviews will be held during regular working hours on the Employer's premises and without loss of pay to participating employees. When meetings are scheduled during an employee's regularly scheduled workday, the employee will seek the approval of their immediate supervisor, providing as much notice as possible; approval will not be capriciously denied and, if approval is denied, the meeting will be rescheduled to allow the employee to participate. When meetings are held outside an employee's regularly scheduled workday, the employee will be compensated for the time.

**2.4 Access to Meeting Rooms.** Conference rooms or other suitable public meeting space will be available without cost for Union meetings related to the Employer's bargaining unit, insofar as making space available does not hinder normal operations of the Employer. Scheduling meeting rooms will occur through the normal facility scheduling process. Use of conference rooms and other meeting space will not be denied for such meetings unless rooms are unavailable when requested. After hours use will be permitted if a bargaining unit employee is designated to lock up and alarm the building at the conclusion of the meeting and the meeting facilitator takes responsibility to monitor the whereabouts of meeting participants.

Meeting spaces may be made available to the Union and its members for meetings not related to the PPSO bargaining unit only in compliance with the Employer's policy for Community Group use of space and Board Room policy.

**2.5 Access to Employer Premises.** Authorized representatives of the Union will be permitted at all reasonable times, when scheduled in advance, to enter the facilities operated by the Employer to transact Union business, represent employees, and observe conditions under which employees are employed. Representatives will not interfere with the work of employees or interrupt normal business operations. The Union representative will check in with either PPSO security (Administrative Office) or the Health Center Manager, or designee upon arrival at the facility, and comply with HIPAA while on site.

**2.6 New Employee Orientation.** The Employer will provide Union representatives up to thirty (30) minutes to conduct an orientation meeting with represented employees within the first thirty (30) days of their start of employment. The Union is responsible for scheduling the orientation with the new represented employee and for providing all material for such meetings.

**2.7 Union Activity.** The parties agree that except as provided in this Agreement, Union activity will take place only on employees' non-work time, and any distribution of Union materials will be limited to non-work areas.

**2.8 Union Buttons.** The parties agree that union buttons may be worn in non-patient care areas, provided their size does not interfere with employer-provided identification. The parties further agree that union buttons may not be displayed in patient care areas, with the exception of a button identifying SEIU that is no more than 2" in diameter. The Employer will not discriminate against union buttons by allowing employees to wear personal buttons that have not been provided by PPFA or PPSO in patient care areas.

**2.9 Unpaid Leave for Union Business.** Provided there is no interference with the posted work schedule, Union members may be granted a leave of absence without pay to work for the Union. The leave request will be made in writing to the employee's immediate supervisor at least sixty (60) days prior to the date of the leave. The request will specify the first day of leave and the first day of return. The request must be granted or denied within seven (7) days of the request. Leave will not be unreasonably denied. The Employer is not required to grant a request for more than one member

during the same time period or for more than thirty (30) days at a time. Upon return, the employee will retain the employee's former position, wages, benefits, and seniority date. Health insurance coverage will continue as provided in Article 24. The parties agree that vacation requests will take priority over unpaid leave for union business.

The notice requirements of this provision do not apply to release of members of the Union's bargaining team to participate in contract negotiations with the Employer.

Union members may be granted leave for participation in Union Executive Board functions, up to one (1) Union member per year may be granted a leave of absence without pay for up to twelve (12) days annually to attend meetings of the Local's Executive Board. The leave shall be requested in writing by the employee to the unit manager at least sixty (60) days prior to the date of the leave.

## **ARTICLE 3 – DEFINITIONS**

### **EMPLOYMENT STATUS.**

**3.1 Regular Full-Time.** An employee regularly scheduled for at least forty (40) hours per week. Benefits eligibility for full-time employees will be as provided in the relevant benefit plans and/or policies.

**3.2 Regular Part-Time.** An employee regularly scheduled for less than forty (40) hours per week. Benefits eligibility for part-time employees will be as provided in the relevant benefit plans and/or policies.

**3.3 Per Diem.** An employee who is utilized on an intermittent, as-needed basis and is not regularly scheduled.

**3.4 Temporary.** An employee who is hired to perform temporary work on a predetermined work schedule, as an interim replacement while a position is being filled under Article 12, to replace an employee who is on a leave of absence, or in a temporary grant-funded position. Temporary employees are not entitled to benefits, except as provided by law, Employer policy, or this Agreement. Temporary employees do not accrue seniority. However, if a temporary employee assumes a regular full-time or regular part-time position with no break in service, the employee will be credited with seniority back to their initial hire date. A position that is categorized as temporary but has been utilized for more than 180 days will be posted and filled in accordance with Article 12 of this Agreement, unless the temporary employee is filling in as an interim replacement for an employee on a protected leave of absence, or is working in a grant-funded position, in which case the temporary employee may continue in that status for the duration of the leave or grant funding.

### **OTHER.**

**3.5 Day.** As used in the Agreement, "day" means a calendar day, excluding holidays as listed in Article 19.

**3.6 Anniversary Date.** Anniversary date is the annual anniversary of an employee's hire date, except that if an employee transfers to another position, anniversary date will be the annual anniversary of the employee's transfer date.

## **ARTICLE 4 – NON-DISCRIMINATION**

**4.1 Employment Discrimination.** The Employer, the Union, and all employees will comply with applicable laws prohibiting discrimination in employment matters because of race, color, national origin, religious belief, sex, age, marital status, veteran status, mental or physical disability, sexual orientation, gender, gender identity, or any other legally protected status, including applicable laws regarding harassment.

**4.2 Union Activity.** The Employer will not discriminate against any employee because of their membership in the Union or for lawful Union activity, and the Union will not discriminate against any employee because of their choice to refrain from Union membership and/or Union activity.

### **4.3 Diversity, Equity, and Inclusion Committee.**

The parties agree that structural racism, inherent bias, and other forms of discrimination and inequality exist at all levels of our society. It is the mutual goal of the parties to identify and address institutional or structural racism or other inequalities, with the goal of creating a positive and inclusive work environment. The parties are committed to working together to enable greater accountability, culture change, prevention, reframing, resourcing, and systemic change. Each and every employee is entitled to a just and supportive work environment, where all employees are treated with dignity and respect, regardless of sex, race, color, age, sexual orientation, national origin, marital status, gender identity, religion, mental or physical disability, veteran status, or any other protected personal characteristic.

In addition to other DEI initiatives it may adopt, the Employer will continue its DEI Committee. The DEI Committee will work to address DEI concerns outlined in this Article 4, as well as in hiring, professional development, education, job advancement, investigations, discipline, and PPSO programmatic offerings. The Committee will meet monthly for an hour. Committee members will conduct meetings during paid work hours and will be released from all assigned duties during such meetings. If all DEI Committee members cannot be released from all assigned duties, the meeting will be rescheduled. Additional paid time may be granted to Committee members to support the work of the Committee. The DEI Committee will consist of three members from the Employer and three from the bargaining unit, which may be expanded upon mutual agreement. Both Employer and bargaining unit committee members will represent a cross-section of the workforce.

**4.4 Sustainable DEI Values and Practices.** The DEI committee will work with the DEI Manager to create a DEI program that includes staff and committee support to develop sustainable DEI strategic priorities. Those priorities will include an implementation timeline, action plan, transparent communication and feedback plan, expectations that ensure accountability standards which reflect staff and leadership improvements, and required DEI training at all levels including new hire orientation and onboarding. The DEI program is intended to create a culture of belonging and inclusion and to support redesigning frameworks that may create inequities and address barriers and biases that may limit opportunities and advancements for minoritized populations. The DEI strategic priorities will be in line with the Planned Parenthood Federation and Planned Parenthood of Southwestern Oregon. The Employer will utilize available PPSA resources.

## **ARTICLE 5 – SAFE AND HEALTHY WORKPLACE**

**5.1** The Employer will maintain a safe and healthy work environment.

**5.2** The Employer agrees to make reasonable and proper provisions for the maintenance of appropriate standards of health and safety in the workplace, to promptly review unsafe conditions brought to its attention, and to correct them as necessary. The employees acknowledge their responsibility to observe safety policies and procedures established by the Employer or mandated by



state or federal laws or regulations related to the employee's job or work area. The Employer acknowledges its responsibilities to appropriately train all employees regarding the Employer's safety policies, procedures, and state and federal laws and regulations.

**5.3** The Employer and the Union agree that employees have the right to give input into the Employer's safety program. In the event an employee believes an unsafe working condition exists, they will bring the situation to the attention of their supervisor. If, after bringing the situation to the supervisor's attention, the employee believes the problem still exists, the employee may report the condition to the Director of Affiliate Quality and Compliance.

## **ARTICLE 6 – GRIEVANCE AND ARBITRATION PROCEDURE**

**6.1 Definition of a Grievance.** A grievance is defined as any dispute over the interpretation or application of this Agreement, including discipline or discharge of an employee (other than an employee in the initial trial service period who may not challenge discipline or discharge actions under this Agreement).

**6.2 Principles.** The goal of the parties is to resolve grievances at the lowest level possible. Employees are encouraged to discuss the subject matter of a potential grievance with their immediate supervisor at any time before filing a written grievance. However, this recommendation does not change the time limits specified in this article for filing a grievance.

**6.3 Timelines.** When the Employer fails to respond within the timelines specified herein the Union is allowed to submit the grievance to the next level. When the employee or the Union fails to submit the grievance to the next level within the timelines specified herein the grievance is considered withdrawn. The parties may extend timelines by agreement in writing.

**6.4 Discharge Grievances.** All discharge grievances shall be filed at Step 2 of the Grievance Procedure within fourteen (14) days of the effective date of discharge.

### **6.5 Grievance Steps.**

**Step 1.** The employee or the Union, through any employee who is a steward or a non-employee union representative, may file a grievance in writing with the immediate supervisor or designee to whom the employee reports, within twenty-one (21) days from the occurrence or the time when the employee should reasonably have been aware of the occurrence giving rise to the grievance. The grievance shall set forth the employee's complaint, the article(s) of this Agreement allegedly violated, and the requested remedy. A copy of the grievance shall be sent to Human Resources. The immediate supervisor or designee will meet with the employee and a Union representative, within seven (7) days of the filing of the grievance. The employee may choose to present the grievance on behalf of themselves. Together, the parties shall attempt to resolve the grievance. The immediate supervisor or designee shall respond in writing no later than seven (7) days from the date of the meeting.

**Step 2.** If the grievance is unresolved, the employee and/or the Union may appeal the grievance to the Director of Human Resources or designee within fourteen (14) days of receiving the Step 1 response. The Director of Human Resources or designee will meet with the grievant and Union representative and will respond in writing within fourteen (14) days of the date the Step 2 appeal was filed.

**Step 3.** If the grievance is unresolved, the employee and/or the Union may appeal the grievance to the Employer's CEO or designee within fourteen (14) days of receiving the Step 2 response. The

CEO or designee will meet with the grievant and Union representative and will respond in writing within fourteen (14) calendar days of the date the Step 3 appeal was filed.

**Step 4.** If the grievance is unresolved, the Union may provide written notice to the CEO or designee of its intent to arbitrate the grievance. This notice must be provided within fourteen (14) calendar days of the date of the Step 3 response.

**6.6 Mediation.** In the event that an arbitration notice is received, mediation through either FMCS or some other mutually agreed upon mediation service may be held based on mutual agreement. If the parties agree to proceed to mediation, and the grievance remains unresolved, the Union may provide written notice to the CEO and Director of Human Resources of its intent to proceed to arbitration. This notice must be provided within fourteen (14) calendar days of the conclusion of mediation.

**6.7 Arbitration.** In the event there is either no mediation or mediation is unsuccessful, the parties will select an arbitrator. If they do not agree on an arbitrator within seven (7) days of the date arbitration notice is provided, the parties will request the Federal Mediation and Conciliation Service (FMCS) to provide the parties with a list of eleven (11) arbitrators with Oregon as their primary residence. The parties will select an arbitrator by alternately striking names (the first strike will be determined by a coin toss).

The parties have an interest in following arbitration procedures that guarantee due process but are also time efficient and cost effective. To accomplish these goals, the parties will make all reasonable efforts prior to the hearing to stipulate to facts that are not in dispute, to stipulate to the issue(s) to be presented to the arbitrator, and to decide whether written briefs may be submitted.

The arbitrator will issue a written decision and award within thirty (30) days of the close of the hearing (including thirty (30) days after receipt of briefs, where they are submitted). The arbitrator will have no power or authority to add to, modify or detract from the provisions of this Agreement, and is required to enforce all timelines under this Agreement. The arbitrator will have continuing jurisdiction following issuance of the arbitration award to address any issues arising from implementation of the award.

Arbitrator fees and costs will be equally split by the parties. All other costs of arbitration, including representation costs and transcripts, will be paid by the party that incurred them. The grievant and steward shall be granted unpaid release time to participate in arbitration hearings. The Employer will release employees from work on a reasonable basis, as needed to testify.

## **ARTICLE 7 – LABOR-MANAGEMENT COMMITTEE**

**7.1 Labor-Management Committee.** The parties will establish a Labor-Management Committee (LMC) consisting of three (3) persons appointed by the Employer and three (3) employees selected by the Union. The parties will attempt to appoint members who are broadly representative. The committee shall be established for the purpose of considering matters of mutual concern, to promote improved labor/management relations, and to develop a collaborative problem-solving process based upon mutual interests. The Labor-Management Committee's role is an advisory, rather than a decision-making, one. For specific projects, subcommittees may be created that include up to two (2) additional Employer-appointed employees and two (2) Union-appointed employees.

**7.2 Purpose of Labor-Management Committee.** The purpose of the LMC is to (a) foster a positive and collaborative relationship between the parties leading to expeditious resolution of issues based on mutual respect and acknowledgement of each party's legitimate organizational interests,

(b) advance the mission of the Employer by strengthening employee involvement, and (c) identify areas in which the central objectives of the Employer and the Union are congruent, with a view to building a joint program of action.

**7.3 Labor-Management Committee Activities.** Committee meetings are not a substitute for the grievance procedure; and the committee has no authority to settle grievances, modify or waive any provisions of this Agreement or bargain regarding wages, hours, or other terms or conditions of employment.

**7.4 Meetings.** Meetings will be scheduled quarterly at regular times established at least one (1) month in advance to allow adequate time for scheduling regular duties. However, the Committee may meet at any time by mutual agreement. Meetings will be held during regular working hours on the Employer's premises and without loss of pay to participating employees. When meetings are held outside an employee's regularly scheduled workday, the employee will be compensated for the time.

**7.5 Emergency Meetings.** In the event of a public health emergency or natural disaster, a meeting of the Labor Management Committee may be called within 48 hours to discuss issues impacting employees.

**7.6** Both parties recognize that open, collaborative communication between front line staff and their direct supervisors is key to creating a more inclusive, equitable, and engaged workforce with improved outcomes for PPSO patients and communities we serve.

**7.7 Transparency and Communication.** Regular and open communication and information-sharing will strengthen our ability to effectively carry out the Employer's mission. To ensure transparency, the Employer will make the following documents available to the LMC:

- a. Strategic Plans formally adopted by the Board of Directors. This will be shared no later than thirty (30) days after adoption.
- b. Summary of Annual Budget, to include revenue and expense projections, and strategic goals. This will be shared no later than thirty (30) days after adoption.

**7.8 Board Meetings.** Employees may attend the public portions of the first Board meeting of each fiscal year, remotely and as guests. Employees may be excluded from Executive Sessions.

**7.9 Employee Feedback.** The LMC will develop a feedback loop mechanism to obtain employee feedback, including the opportunity for anonymous feedback, and provide appropriate follow-up.

## **ARTICLE 8 – PERSONNEL RECORDS**

**8.1 Performance Evaluations.** The purpose of performance evaluations is to provide constructive feedback to employees to enable them to perform satisfactorily and contribute fully to the mission of the Employer, and to plan for training and skills development that supports employees to progress to higher classifications in a classification series or meet other personal goals. The Employer will provide written performance evaluations to the employees on a regular schedule, within thirty (30) days of the following employee milestones: three (3) months following hire date, six (6) months following hire date, and on the employee's anniversary date thereafter. The Employer may alter the performance review tools and process to maintain relevancy and consistency with employee engagement standards.

In preparing a performance evaluation, the Employer may consider input from the employee and the employee's co-workers; however, such feedback will be evaluated by the Employer to be fair, accurate,

and relevant to performance of the employee's job responsibilities. The employee's supervisor will discuss the evaluation with the employee, provide the employee with an electronic copy of it, and give the employee an opportunity to make written comments on the evaluation form before the form is placed in the employee's personnel record.

**8.2 Personnel Records.** An employee's personnel record includes information relating to an employee's employment such as applications, written performance evaluations, disciplinary actions, correspondence, and other pertinent information. The Employer will make an employee's personnel file available for the employee's review and copying within fourteen (14) days of a written request to the Human Resources Department. The Employer will make an employee's personnel file or portions of it available for Union review and copying if the information is relevant to representing members of the bargaining unit. The Union will request the relevant documents in writing, including a statement of relevance, and provide the Employer with at least fourteen (14) days' notice, and will simultaneously notify the employees for whom personnel records are requested, in writing. The Employer will provide copies of requested information from personnel records at least seven (7) days prior to any meeting where such information is relevant.

## **ARTICLE 9 – DISCIPLINE AND DISCHARGE**

**9.1 Just Cause.** No employee who has completed the initial trial service period shall be discharged or subject to disciplinary action without just cause.

**9.2 Right to Representation.** In any investigatory meeting that an employee reasonably believes could lead to disciplinary action or discharge of that employee, the employee will have the right to Union representation, upon the employee's request. The employee will be allowed a reasonable amount of time to locate a representative or steward to attend the meeting.

**9.4 Documentation.** All disciplinary action must be recorded in writing and must state the reason for the action. Supervisors must provide written documentation of disciplinary action to the employee, and a copy must be placed in the employee's personnel file. In the case of a verbal warning, the contents of the warning must be placed in writing. An employee has the right to respond in writing to any disciplinary notices and have that response incorporated into the employee's personnel record.

**9.5 Administrative Leave Pending Investigation.** Paid or unpaid administrative leave may be implemented to investigate cases of serious misconduct. The Employer will forward the name of any employee who is placed on administrative leave to the Union when the leave is initiated. The investigation will be concluded as soon as reasonably possible given the circumstances. Health insurance will continue during the investigation. If neither a disciplinary suspension without pay nor discharge is warranted, the employee will be paid for the period of administrative leave as if they had worked the employee's regular schedule.

**9.6 Progressive Discipline.** The Employer agrees that progressive discipline should apply to those cases where the employee's conduct or performance does not warrant a more severe level of discipline, including but not limited to immediate discharge. For purposes of progressive discipline, disciplinary steps will expire if an employee has no discipline for a full year. If an employee does not maintain a discipline-free record for a full year, then all disciplinary steps will remain active.

## **ARTICLE 10 – SENIORITY**

**10.1 Definition.** Except as provided in this article, an employee's seniority is determined by the employee's most recent date of hire. Among employees hired on the same date, the employee who has

worked the most hours for the employer is the most senior. Time off due to a leave of absence protected by law will be considered hours worked for purposes of determining seniority.

A per diem employee has no seniority rights. If, however, a per diem employee assumes a regular full-time or regular part-time position with no break in service, the employee will be assigned an adjusted seniority date which treats any periods of service as a per diem employee as 0.2 the duration of service in a regular position.

**10.2 Application.** Seniority will apply to the computation and determination of eligibility for benefits where length of service is a factor, and otherwise as noted in this Agreement (Articles 12 and 13).

### **10.3 Trial Service.**

**10.3.1 Initial Trial Service.** New employees are hired contingent on successful completion of a six (6) month trial service period. Evaluation of the employee's adjustment to and competence in work tasks, conduct, and other work rules, attendance and job responsibilities will be conducted during the trial service period.

If the employee is continuously employed for more than six (6) months, the employee will be deemed to have successfully completed trial service. However, the Employer may extend the trial service period up to an additional three (3) months, upon written notice to the employee with a copy to the Union, stating how long the trial service period will be extended and what the employee must do to successfully complete trial service.

**10.3.2 Trial Service on Placement in a New Classification.** Employees taking a position in a new classification for which they receive a new offer letter will have to complete a new trial service period.

If the employee does not successfully complete the trial service in the new classification, the employee may return to the employee's prior job and rate of pay, providing that position is vacant. In the event that the position is not vacant, the employee will be given an involuntary leave of absence, without pay or benefits, and preference for the first future vacancy in the same classification for a period not to exceed ninety (90) days.

**10.4 Loss of Employment.** An employee loses employment and all rights associated with employment if the employee:

- a. Quits or resigns, except an employee who applies and is re-hired may return to a bargaining unit position after an absence of 90 days or less and retain previously accrued service;
- b. Is discharged for just cause;
- c. Does not return to work upon expiration of a leave of absence unless there has been an approved delay in reporting or there is other good cause for the delay beyond the control of the employee. The employee may be asked to provide documentation;
- d. Retires;
- e. Is laid off in excess of one year;
- f. Fails to report to work for a scheduled shift for two (2) consecutive work days or two (2) days within one (1) rolling year without notice to the Employer, unless the failure(s) to notify was (were) beyond the employee's control; or
- g. Declines recall to a substantially equivalent job in the employee's classification at a location within thirty (30) miles of the employee's former work station.

## **ARTICLE 11 – JOB DESCRIPTIONS**

The Employer must maintain current job descriptions for all bargaining unit positions. Job descriptions must include a description of the responsibilities, required skills, and minimum qualifications for the position. Job descriptions will be posted on the Employer's intranet and will be accessible to all employees. An employee who believes the job description for their position is not current may request a review of the job description by Human Resources.

The Employer will furnish a new job description to employees in the affected classification whenever a job description is changed. The Employer will furnish job descriptions to the Union upon request. The Employer must notify affected employees and the Union of any proposed changes to a job description at least fourteen (14) days before the change is intended to take effect. Upon request, the parties will meet to discuss any changes in duties and bargain wage rates for the position. The parties will bargain in good faith about the wage rates in an effort to reach agreement. The foregoing process will not apply to grant-funded positions.

## **ARTICLE 12 – JOB POSTING AND VACANCY FILLING**

**12.1 Job Posting and Selection.** When the Employer determines that a bargaining unit position is available, the Employer will fill the vacancy in accordance with this article. The Employer will post vacancies on the Employer's website and intranet. Position postings may be posted internally and externally at the same time. All bargaining unit position postings will include the responsibilities, required skills, and minimum qualifications of the job, the health center or department, location(s), exempt or non-exempt status, and the anticipated duration of the position if it is temporary. The employee's job classification, exempt or non-exempt status, health center or department, location(s), hours per week, any weekend or on-call obligations, and duration of employment for any temporary position will be included in the offer letter.

During the first year of employment with the Employer, and during the first year after accepting a new posted job, employees may not apply for a transfer to another position in the same classification or a lateral transfer, promotion, or demotion to another classification within the organization without the express approval of both the employee's current and proposed future manager. Employees who seek to transfer within classification to another health center or department will be given preference over employees seeking promotions or other job changes.

The position will be posted internally for a minimum of seven (7) days and may be simultaneously posted externally. The Employer will select from among qualified applicants, which may include both internal and external candidates, in accordance with the following:

If a selection is between two (2) or more internal candidates who meet job requirements, and they are substantially equally qualified, the candidate with the greatest seniority will be selected to fill the vacancy. If a selection is between two (2) or more internal and external candidates who meet job requirements, and they are substantially equally qualified, the internal candidate with the greatest seniority will be selected to fill the vacancy. The judgment of the Employer as to qualifications shall be fairly and reasonably executed.

**12.2 Temporary Assignments – Current Employees.** An employee who is temporarily assigned to a higher classification will be paid an appropriate amount greater than their current pay. The employee is entitled to return to the employee's prior position at the completion of the temporary assignment at their original rate of pay.

**12.3 Lead Clinicians.** The Employer may in its sole discretion select a Clinician to work as a Lead Clinician without posting the position.

**12.4 Job Classification Folders.** The Employer will maintain current Job Classification Folders on the PPSO Intranet for all positions, which include job descriptions and training materials. For those departments that maintain workflow and/or commonly used guidelines and procedures (such as frequently used lab resources, regional guidelines, CDC guidelines, etc.), those documents will be maintained in the Department's Sharepoint folder (or equivalent). Each department will develop a process for keeping folders up-to-date, which will include opportunities for employee input.

## **ARTICLE 13 – LAYOFF AND RECALL**

**13.1 General.** This article describes the procedures to be followed if the Employer wishes to reduce the number of employees working or hours worked within a classification in a department or health center. A layoff normally involves a reduction in positions; however, a layoff may involve both a reduction in positions and a reduction in hours where the number of hours to be cut cannot be achieved by eliminating entire positions.

### **13.2 Definitions.**

**13.2.1** "Layoff" means any reduction in the number of individuals working or hours worked in a classification and department or health center.

**13.2.2** Each of the following is a "classification series" for purposes of this article: (a) all call center support center classifications, (b) all RN classifications, including the classifications designated as compliance, nurse advice line, refill center, quality control or new employee screening, and (c) all clinician classifications, including lead clinician.

**13.2.3** For purposes of the order of layoff provided in Section 13.6, below, employees working from home but assigned to a particular department or health center will be included in the department or health center layoff order.

**13.3 Notice.** If the Employer plans a layoff, the Employer will give the Union and individuals within the affected job classification as much notice as possible but in no case less than fourteen (14) days' written notice. The notice will identify the date of the proposed action, the individuals who would be laid off and/or whose hours would be reduced, and the reason for the action.

**13.4 Meeting.** At the Union's request, the Employer and the leadership in the affected departments will meet with the Union to discuss the reason the Employer proposes a layoff.

**13.5 Layoff Notices.** Layoff notices will explain the affected employee's options.

**13.6 Order of Layoff.** If the Employer decides to proceed with a layoff, the Employer will first lay off employees in the affected classification and department or health center in the following order: temporary employees, then regular employees volunteering for layoff, then regular employee or employees based on qualifications. If two (2) or more regular employees are facing involuntary layoff within the same classification and department or health center, and they are substantially equally qualified, the individual with the least seniority will be selected to be laid off. The judgment of the Employer as to qualifications shall be fairly and reasonably executed. If the needed reduction in hours cannot be accomplished by cutting full positions only, a position's hours may be cut in the same order as for layoff.

**13.7 Assignment to Vacant Positions.** If a regular employee is laid off, in lieu of layoff they may take a vacant position in the same classification, a lesser classification in a classification series, or a position in a previously held classification.

If a regular employee's hours are reduced, in lieu of accepting the reduction in hours they may take a vacant position in the same classification, a lesser classification in the classification series, or a previously held classification.

In either of the above scenarios, pay will be based on the position the employee takes.

**13.8 Rights of Laid-Off Employees.** Restoration of hours or recall from layoff will be in reverse order of layoff. Employees will be offered recall to any available position in their job classification, classification series or in any classification they have previously held (provided they meet minimum qualifications for the position). If two (2) or more regular employees are eligible to be recalled to the same position and they are substantially equally qualified, the individual with the most seniority will be selected to fill the position. The judgment of the Employer as to qualifications shall be fairly and reasonably executed. Pay will be based on the position the employee takes.

Recall will be accomplished simultaneously by e-mail and trackable mail to the employee's addresses on file in the Human Resources Department. The employee is responsible for notifying Human Resources of any address changes. The employee must accept or reject the position within seven (7) days and report to work within fourteen (14) days of the mailing of the recall notice unless the Employer and the employee agree otherwise. An employee's recall and employment rights terminate after one (1) year or if the employee rejects an equivalent job.

A full-time employee on layoff may elect to work in a part-time position without giving up the employee's recall rights, and a full-time or part-time employee may elect to work in a temporary or per diem position without giving up the employee's recall rights.

Employees in layoff status may review the open positions posted on the Employer's website and make application for vacancies in accordance with Article 12.

## **ARTICLE 14 – HOURS OF WORK**

**14.1 Workweek.** The workweek for payroll recordkeeping and overtime purposes is Sunday at 12:01 am through Saturday at midnight. A normal workweek for a full-time employee is forty (40) hours during this seven- (7) day period.

**14.2 Workday.** A normal workday for a full-time employee is eight (8), ten (10), or twelve (12) hours, plus a one-half (1/2) hour unpaid meal period; however alternative schedules may be established by mutual agreement between the Employer and employee.

**14.3 Work Schedules.** Except as provided in Article 14.5, regular full-time and part-time employees will not be regularly scheduled to work more or fewer hours a day than is established for the employee's position. Work schedules will be prepared for one (1) calendar month period and will be posted by the 15<sup>th</sup> of the month to take effect on the first day of the following month. In setting FTE and schedules for new positions, the Employer shall prioritize the goal of giving all employees two consecutive days off, consistent with operational needs.

There shall be no changes made in an employee's posted schedule, unless by agreement of the employee and manager. Health center and call center employees requesting changes to the schedule after the schedule is posted are responsible for finding a comparable replacement for coverage of their



scheduled hours unless the reason is a protected absence such as for medical reasons or jury duty, in which case the employee must follow absence notification procedures. Changes resulting from employee-requested changes in schedules may not result in unapproved overtime.

**14.3.1 Shift Trading.** Qualified employees in the same work area and the same classification may mutually agree to trade a shift within the established schedule, as long as the staffing ratio is preserved, and no overtime is created. Such trade must be mutually agreed in writing and notice given to the supervisor prior to the effective date of the trade. Trading outside of the employee's classification is not an option for Shift Trading.

**14.3.2 Flexibility.** Both parties will adopt non-precedent setting modification(s) to this Agreement, including 14.1 Workweek and/or 14.2 Workday, to accommodate innovative schedules that are mutually agreeable to the employer, union and employee.

**14.3.3 Health Center Employees.** Health Center positions, like all other regular positions, must have a workweek of an established duration. However, notwithstanding other provisions of this Article 14, the start and end times and work locations for their workdays may vary from day to day and from week to week. Health Center staff may be required to change their scheduled work location to accommodate operational needs.

## **14.5 Regular Facility/Office Hours.**

**14.5.1 Values.** The Union and Employer recognize patient or business needs must be considered along with the needs of bargaining unit employees and managers regarding the hours of operation of health centers and scheduling issues.

**14.5.2 Changes in Facility Hours.** The Employer may establish or change hours of facility operation on a permanent basis in accordance with business needs. If the Employer changes facility hours it will provide employees with at least thirty (30) days' notice.

**14.5.3 Changes in Staff Schedules Related to Permanent Changes in Facility Hours.** Upon request of the Union, the Employer will discuss the effects of the changes in the facility hours on staff schedules. If a mutually agreeable solution cannot be reached by voluntary adjustments in each employee's workweek and workdays, the Employer will develop a restructure plan with new position start and end times.

**14.5.4 Changes in Staff Schedules Unrelated to Changes in Facility Hours.** Managers determine when there is an operational need to adjust the start and/or end times of employee work schedules. The Employer will make every effort to provide at least two (2) weeks' notice of such changes to all employees in the affected job class. Discussion will occur at the team level and will include employees in the affected job class. The adjusted work schedule(s) will be awarded based on interest and seniority. If no interest is expressed or agreement cannot be reached, the adjusted work schedules will be assigned by inverse seniority.

**14.6 Meal and Rest Periods.** The Employer is responsible for ensuring that rest and meal breaks for hourly employees are scheduled and employees are able to take these breaks free of job responsibilities. The employee is responsible for taking their breaks. If the employee is unable to take their breaks they must provide prompt notice to their manager or designee. For employees working six (6) hours or more, meal breaks must be at least thirty (30) minutes and all employees must take ten- (10) minute rest breaks. Insofar as practical, employees working between six (6) and seven (7) hours should take their meal period between the second and fifth hour. If the work period is more than seven (7) hours, the meal period is to be taken between the third and sixth hour worked. Rest breaks must be taken approximately in the middle of each work period of four (4) hours or major fraction thereof. Meal and rest breaks cannot be combined and taken at the same time in lieu of

appropriately spaced breaks throughout the workday. The responsibility-free meal break is unpaid. If an employee is not provided a required meal break free of job responsibilities, the entire meal break is treated as work time and is paid. The responsibility-free rest breaks are paid, and no wage deduction is made for rest breaks. To be paid for meal time, the employee must notify the manager or designee with a note on ADP or other timekeeping software, or by email if timekeeping software is unavailable.

**14.7 Low Work Demand or Emergency Conditions.** The Employer may offer/require employees not to report for a shift, to leave work early, or report to another location when there is low work demand or unsafe conditions. Employees who take time off for low work demand or unsafe conditions may elect to use PTO or take the time unpaid. Opportunities not to report for a shift or to leave work early will be equitably distributed to the extent practicable.

**14.8 Floating.** The Employer may request employees to float to address staffing and patient needs. The process will begin with volunteers and then by an equitable rotation. The Employer will provide a reasonable justification for the need for employees to float.

## **ARTICLE 15 – NEW HIRE AND TRANSFER ORIENTATION AND TRAINING**

**15.1 Orientation to New Positions and Departments.** The Employer will provide adequate orientation and training for all new employees and those employees transferring into a new position, department, or health center. Adequate, for the purposes of this section, includes but is not limited to training on all assigned job duties and an evaluation of the employee's understanding and satisfactory performance of new tasks. The Employer will solicit and consider input of employees in establishing adequate orientation and training in each department.

**15.2 Health Center Orientation.** An employee who is assigned to work in a health center in which they have not worked previously or have not been regularly scheduled to work will be oriented to the center at the beginning of their shift. The orientation will include a review of health center procedures that differ from health center to health center such as, but not limited to, the following: physical set-up of the facility, processes and responsibilities for completion of paperwork, processes and responsibilities for other tasks, follow-up procedures, and any changes in procedure since the employee last worked in the facility. Employees will not be counted in the normal staffing complement when orienting.

**15.3 Employee Handbook.** The Employer will maintain a current copy of the Employee Handbook on the PPSO Intranet. Notice of updates will be provided to employees with no less than one (1) week notice.

## **ARTICLE 16 – SUBCONTRACTING**

**16.1 Clinicians.** The Employer may continue to engage contract clinicians to provide patient services.

**16.2 Temporary Agency Employees.** The Employer may use temporary agency employees to perform temporary work requiring skills the Employer does not ordinarily require, to address unanticipated fluctuations in workload, or as interim replacements during a leave of absence or while a permanent position is being filled.

**16.3 Other Subcontracting.** When the Employer is considering subcontracting work that is covered by Article 1.1 under circumstances not authorized by Article 16.1 or 16.2, the Employer shall notify the Union in writing at least thirty (30) days prior to the proposed commencement of such subcontracting and, upon request, meet with the Union to bargain the decision and/or the effects of

subcontracting as required by law, including alternatives to laying off any affected employees, the notice shall include the following information:

- The scope of the work to be performed,
- The anticipated duration of the work,
- The reason the Employer is considering subcontracting the work rather than assigning the work to an employee, and
- The anticipated cost of subcontracting the work compared with the cost of assigning the work to an employee.

**16.4** A laid-off employee whose position is subcontracted out shall have the rights specified in Article 13, as well as any additional rights that the parties may agree upon.

## **ARTICLE 17 – SUCCESSORSHIP**

**17.1 Change in Employer.** In the event the Employer is considering a merger, consolidation, sale of assets, lease, franchise, or any other means of entering into an agreement with another organization which, in whole or in part, affects the existing collective bargaining unit, the Employer will call this Agreement to the attention of any organization with which it seeks to make such an agreement.

**17.2 Change in Union.** In the event SEIU Local 49 merges, reorganizes or consolidates with another SEIU local (such as SEIU Local 1199 NW or Local 503), the Employer will recognize the newly merged local as required as if it were SEIU Local 49, with all of the rights, duties and responsibilities that it has with SEIU Local 49 just prior to the merger, reorganization or consolidation and will amend the name of the Union on this collective bargaining agreement to reflect this change without modifying any other provisions of the contract, including but not limited to fully honoring employees' seniority and benefits earned with the Employer under the collective bargaining agreement.

## **ARTICLE 18 – SEPARABILITY**

If any provision of this Agreement is at any time declared invalid by any court of competent jurisdiction or through government regulations or decree, that decision will not invalidate the entire Agreement, it being the express intention of the parties that all other provisions not declared invalid will remain in full force and effect. In the event of such occurrence, the parties will meet promptly to negotiate substitute provisions for such parts or portions rendered or declared illegal or invalid to conform such provision to state and/or federal law. The parties agree to construe the invalid provision according to its original bargained purpose and to agree on a narrowly revised provision that as closely as possible achieves such purpose.

## **ARTICLE 19 – MANAGEMENT RIGHTS**

The Union recognizes that the Employer has the obligation of serving the public with the highest quality of services, efficiently and economically. Therefore, except as specifically limited, abridged or relinquished by terms and provisions of this Agreement, the Union recognizes the right of the Employer to operate and manage the facilities, including but not limited to the right to require standards of performance and to maintain order and efficiency; to direct employees and to determine working schedules and job assignments; to add or to delete positions; to determine the material and equipment to be used; to implement improved operational methods and procedures; to determine staffing requirements; to determine the kind and location of facilities; to determine whether the whole or any part of the operation shall continue to operate; to sub-contract or discontinue work for

economic, medical or operational reasons; to select and hire employees; to transfer employees; to promote employees; to discipline and/or discharge employees for cause; to lay off employees for lack of funds or work and to recall employees; to promulgate and revise rules, regulations, and personnel policies, provided such right shall not be exercised as to violate any of the specific provisions of this Agreement.

## **ARTICLE 20 – RESPECT**

All employees will be treated with respect by supervisors, managers and other employees of the Employer. Bullying will not be tolerated. The Employer will follow a formal complaint process, investigate complaints submitted in accordance with the policy, and take action it determines is appropriate to ensure compliance with this article.

If any of the following occur, an employee may file a grievance at Step 2: The Employer fails to investigate, make findings and take such action as it deems appropriate within thirty (30) days of the filing of the complaint (such timeline may be extended by mutual agreement based on the circumstances of the investigation); the Employer finds that the complaint is not substantiated; or the Employer's action does not result in a cessation of conduct in violation of this article.

In the case of an arbitration over whether or not a complaint is substantiated, the Arbitrator's authority is limited to finding that the complaint should have been substantiated and directing the Employer to take action it determines is appropriate to ensure compliance with this article.

## **ARTICLE 21 – NO STRIKE/NO LOCKOUT**

There will be no strikes, sympathy strikes, picketing, or lockouts during the term of this Agreement. In the event of any violation of this article, the violating party, whether it be the Union or the Employer will, in good faith and without delay, publicly disavow the violation and attempt to bring about a quick termination of the violation.

## **ARTICLE 22 – UNION SECURITY**

**22.1 Membership.** All bargaining unit employees covered by this Agreement must become members of the Union or pay fair share payments to the Union equal to the initiation fee and dues required of members as a condition of employment within thirty-one (31) calendar days after beginning their employment. All bargaining unit members must maintain membership in good standing or make monthly fair share payments for the duration of the collective bargaining agreement. Employees who fail to comply with this requirement must be discharged by the Employer within thirty (30) calendar days after receipt of written notice to the Employer from the Union.

**22.2 Dues Deduction.** The Employer will deduct from each employee's wages initiation fees, dues, fair share payments, and voluntary COPE contributions provided the employee has voluntarily agreed to and signed a written authorization of the deduction. The amount of initiation fees, dues, and fair share payments will be made according to a tiered schedule based on the gross amount of pay from which the dues are deducted. The amount of voluntary COPE contributions will be specified by the employee in the authorization. The Union will provide the Employer with a schedule of how to calculate initiation fees, dues, and fair share payments. Separately, the Union will provide the Employer with a schedule of COPE payment amounts which are to be deducted twice monthly. New

member applications will be submitted to the Employer no less than seven (7) days prior to payroll to be included with the next payroll deduction. The Union will provide the Employer a list of employees who elect to pay dues directly to the Union.

Deduction for initiation fees, union dues, and fair share payments will be made from employees' first and second pay checks of each month (24 per year) with deductions calculated based on earnings being paid and according to a formula supplied by the Union. COPE contributions will be withheld from the first and second pay periods of each month (24 per year). Monies so deducted must be mailed by check and postmarked to the Union office within seven (7) days of payroll. Separately, a list of the employees, each employee's PPSO identification number, gross wages for the pay period, the amounts deducted for dues, initiation fees, fair share payments, and COPE contributions (each separately identified) will be transmitted by e-mail.

The parties acknowledge and agree that the term "authorization" as provided in this Agreement includes authorizations created and maintained by use of electronic records and electronic signatures consistent with state and federal law. The Union, therefore, may use electronic records to verify Union membership, authorization for voluntary deduction of Union dues and fees from wages or payments for remittance to the Union, and authorization for voluntary deductions from wages or payments for remittance to COPE Funds, subject to the requirements of state and federal law. The Employer shall accept confirmations from the Union that the Union possesses electronic records of such membership and give full force and effect to such authorizations for purposes of this Agreement.

**22.4 Indemnification.** The Union shall indemnify the Employer against any and all claims, demands, lawsuits or liabilities that arise out of any action taken by the Employer to comply with the provisions of this article.

## **ARTICLE 23 - WAGES**

Note: all proposed changes to be effective the first pay period following ratification, unless otherwise stated.

### **23.1 Wages.**

a. Base Wage: \$18 per hour

Increase all classifications and employees currently below \$18 per hour to \$18 per hour. Implement step schedule in accordance with the attached.

b. Wages for all other classifications:

Implement step schedule in accordance with Exhibit A.

c. Initial Step Placement: Each employee employed as of ratification will be placed on the step schedule at the step in their classification based upon their years of service at PPSO. No employee will be placed on a step that does not guarantee an increase of at least 1% to their current rate of pay.

d. Progression to Next Step. Starting the day after the initial placement in Section 1(c) above, employees will advance to the next step in the classification rate scale at the start of the first pay period following their anniversary date. For purposes of step advancement "anniversary date" is the

employee's most recent hire date. However, if the employee has been promoted to a higher-paid classification, the date of promotion will be the employee's anniversary date for purposes of the step progression.

e. **New Employee Pay – Credit for Prior Experience.** The Employer may place a new hire with related comparable prior experience on a step above the bottom of the pay range based on an equitable system developed by Human Resources.

f. **Compensation on Promotion or Transfer to a New Classification.** An employee who is promoted to a higher paid classification will be placed on the step that provides them with at least a 5% increase, provided however that for promotions within the same classification series (e.g., HCA I, II, II; RN, RN Lead; other Lead positions, etc.), upon promotion the employee will maintain the same step.

An employee who transfers to a classification that is paid the same as the classification from which they are moving will be placed on the same step in the new classification.

An employee who transfers to a lower paid classification will be placed on the new scale based on the employee's skill and experience relevant to the new classification.

g. **Temporary work in a higher classification.** An employee assigned to work temporarily in a higher classification will be paid on the scale applicable to the higher classification at the step that provides at least 5% above their current classification.

**23.2 Travel Time.** An employee who is required to travel from the employee's base worksite to another worksite will be paid for the employee's actual travel time. An employee scheduled to work at a worksite more than thirty (30) miles from the employee's base worksite will be paid for actual travel time from either the employee's home or the employee's base worksite, whichever is closer to the destination.

**23.3 On-Call.** On-call work is performed by employees in the bargaining unit and by contractors and non-bargaining unit employees. Employees performing on-call duties are eligible to be paid \$30.00 (thirty dollars) per day Monday through Friday and \$50.00 (fifty dollars) per day Saturday, Sunday, and holidays, to be paid in accordance with the Employer's On-Call policy.

**23.4 Classification Rate Scale.** Appendix A lists job classifications and the associated rate scales. The difference in pay between steps for all job classifications is for General Progression is 2% and for Clinician / RN Progression is 1%. Each classification shall end at Step 20. If a new job classification is created, the percentage difference between steps will be established using the above for the existing job classifications.

### **23.5 Across-the-Board increases:**

Effective the first pay period following July 1, 2023, and July 1, 2024, the Classification Rate Scale will be increased by 1.0%.

**23.6 Reclassification.** An employee may request reclassification of their position if they believe the job description for another classification more accurately depicts the actual duties, authority, skills, and responsibilities of the position. A reclassification request must be submitted to the employee's immediate supervisor. The supervisor will review with Human Resources and will communicate a

decision on the reclassification request within sixty (60) days. Reclassification requests are not subject to the grievance procedure.

### **23.7 Premium Pay for Language Skills.**

Increase current language differential from \$0.50 per hour to \$0.75 per hour.

### **23.9 Uniforms**

Employees required to wear scrubs or lab coats will be provided a reimbursement of up to \$40.00 (forty dollars) at time of hire or upon initial placement in the classification, and at the beginning of each fiscal year thereafter for the purchase of these items.

## **ARTICLE 24 – HEALTH AND WELFARE**

**24.1 Health Insurance Plan.** PPSO will continue to provide its current programs of health and dental and vision insurance for all employees with an FTE of 0.70 or greater. These programs may be revised as required by the insurance providers or based on recommendations from the Labor-Management Committee.

**24.2 Health Insurance Premiums.** PPSO to pay 100% of employee only coverage for full-time employees for the standard health insurance plan. Part-time employees will pay a pro-rated amount based on their established FTE.

PPSO to pay 20% of dependent coverage for full-time employees for the standard health insurance plan. Part-time employees will pay a pro-rated amount based on their established FTE.

**24.3 Healthcare Committee.** Starting in March 2022, the parties will establish a Labor Management Healthcare Subcommittee to review the available standard plans and make a recommendation on which standard plan(s) to adopt for the following plan year, with a goal of adopting the standard plans which are the closest to the current medical plans, unless the Labor Management Healthcare Subcommittee makes a decision to recommend a different plan design.

The Labor Management Healthcare Subcommittee will meet starting in March 2022 to explore alternative plan design options, including the SEIU Healthcare Trust, with a goal of offering better benefits without increasing premiums.

## **ARTICLE 25 – RETIREMENT**

**25.1 Contributory Plan.** PPSO will maintain a contributory retirement plan. All employees are eligible to participate in the plan and make contributions to it upon completion of their trial service period.

**25.2 PPSO Matching Contributions.<sup>1</sup>** PPSO will match contributions of employees who work at least 1,000 hours per year, in accordance with the following:

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<sup>1</sup> Matching contributions will begin the first pay period after July 1, 2022 (the first day of the fourth month following ratification) to allow time for the plan to be set up.

- i. For employees who have completed three (3) years of employment: PPSO will match 50% of the employee contribution, up to a maximum of 3% of the employee's salary.
- ii. For employees who have completed four (4) years of employment: PPSO will match 50% of the employee contribution, up to a maximum of 4% of the employee's salary.
- iii. For employees who have completed five (5) years of employment: PPSO will match 50% of the employee contribution, up to a maximum of 5% of the employee's salary.

**25.3. Vesting.** The value of the individual account is fully vested from the date of the employee's participation in the plan.

## **ARTICLE 26 – VACATION**

**26.1 Accrual.** Vacation leave accrues for full-time employees per pay period based on hire date according to the following schedule:

- 0-3 years of employment: 3.08 hours per pay period (80 hours per anniversary year)
- 4-6 years of employment: 4.62 hours per pay period (120 hours per anniversary year)
- 7+ years of employment: 6.15 hours per pay period (160 hours per anniversary year)

Vacation accruals for part-time employees are prorated in accordance with established FTE.

**26.2 Use of Vacation.** PPSO encourages employees to use vacation time away from work to rest and reenergize in order to perform the duties and responsibilities of their job as best as possible. Vacation balances are reviewed annually at the beginning of each calendar year (January) to ensure that balances do not exceed eighty (80) hours. Vacation hours in excess of eighty (80) hours will be removed from the employee's account and no longer available for use.

Vacation leave can be taken only after it has been accrued and after ninety (90) days of employment. Vacation leave should be scheduled in advance and approval for all vacation requests will be provided at the supervisor's discretion. All vacation leave must be scheduled at a time that is mutually agreed upon by the employee and the supervisor so PPSO operations will suffer minimal disruption.

**26.3 Separation.** At the time of separation from employment, an employee with more than six (6) months of employment will be compensated for accrued but unused vacation leave, up to a maximum of eighty (80) hours, at the compensation rate in effect at the time the employee leaves.

**26.4 Exhaustion of Paid Leave.** Paid leave (vacation and/or sick leave) must be exhausted before unpaid leave may be taken.

**26.5 PTO Program.** PPSO is interested in exploring a PTO program that combines vacation and sick into one bank and proposes to do so through the Labor-Management Committee within one (1) year of ratification of the collective bargaining agreement.

## **ARTICLE 27 – HOLIDAYS**



PPSO recognizes the following holidays: New Year's Day, Martin Luther King Day, Memorial Day, Juneteenth (or Indigenous Persons Day, in lieu of Presidents Day), Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving Day, and Christmas Day.

On scheduled holidays, holiday pay is provided for employees with an FTE of 0.50 or greater (minimum 20-hour workweek) prorated in accordance with their established FTE.

**ARTICLE 28 – SICK LEAVE AND LEAVES OF ABSENCE**

Sick leave will be provided in accordance with PPSO policy.

Leaves of absence will be provided in accordance with PPSO policy.

**ARTICLE 29 – EDUCATION**

**29.1 Joint Training and Education Trust Fund.** Starting on July 1, 2022, PPSO will contribute 0.22% (twenty-two hundredths of one percent) of the collective bargaining unit's annual payroll (prorated for any partial year) to the SEIU United Healthcare Workers West and Joint Employer Education Fund. Such contributions for 2022 shall be payable no later than July 1, 2022. Such contributions for 2023 shall be payable no later than February 15, 2023, and shall be due each February 15 thereafter, for the term of the Agreement. The collective bargaining unit's annual payroll shall mean the total wages reported in Box 1 of Form W-2, for all collective bargaining unit employees, for the prior calendar year. (For example, Form W-2, Box 1 wages from 2021 shall be used to calculate the required contribution for 2022.) Upon said payment each year, covered employees will be eligible for benefits during the current calendar year. The Employer further agrees to be bound by the terms of the Trust Agreement, the Plan Document, and the rules and regulations adopted by the Trustees of the Fund. The Education Trust Fund will provide an annual report on utilization by the Employer's employees. In the event that either party is dissatisfied with the level of utilization, the parties will meet to discuss options, which may include discontinuing participation in the next calendar year.

**29.2 Paid Time off and Travel Reimbursement for Conference Attendance.** Paid time off and travel reimbursement for conference attendance for Clinicians and RNs will be in accordance with PPSO policy.

**ARTICLE 30 – DURATION OF AGREEMENT**

This Agreement shall be in full force and effect upon ratification (February 11, 2022), and shall remain in effect until June 30, 2025, and shall continue in effect from year to year thereafter unless either party gives notice in writing to the other party at least ninety (90) calendar days prior to the expiration date of its desire to terminate or modify the Agreement.

FOR THE UNION



5/30/22

Meg Niemi  
President SEIU Local 49

FOR THE EMPLOYER



7/10/22

Lisa A. Gardner  
President & CEO  
Planned Parenthood of Southwestern Oregon

**ATBs**

Year 1	0.00%
Year 2	1.00%
Year 3	1.00%

<b>YEAR 1 - General Progression</b>		<b>Step increase --&gt;</b>			2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	
<b>Job Classification</b>	<b>Min</b>	<b>Max</b>	<b>1 (start)</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
Billing Representative	\$18.00	\$26.22	\$18.00	\$18.36	\$18.73	\$19.10	\$19.48	\$19.87	\$20.27	\$20.68	\$21.09	\$21.51	\$21.94	\$22.38	\$22.83	\$23.29	\$23.76	\$24.24	\$24.72	\$25.21	\$25.71	\$26.22
Call Center Representative	\$18.00	\$26.22	\$18.00	\$18.36	\$18.73	\$19.10	\$19.48	\$19.87	\$20.27	\$20.68	\$21.09	\$21.51	\$21.94	\$22.38	\$22.83	\$23.29	\$23.76	\$24.24	\$24.72	\$25.21	\$25.71	\$26.22
Community Educator	\$19.00	\$27.67	\$19.00	\$19.38	\$19.77	\$20.17	\$20.57	\$20.98	\$21.40	\$21.83	\$22.27	\$22.72	\$23.17	\$23.63	\$24.10	\$24.58	\$25.07	\$25.57	\$26.08	\$26.60	\$27.13	\$27.67
Development Assistant	\$18.00	\$26.22	\$18.00	\$18.36	\$18.73	\$19.10	\$19.48	\$19.87	\$20.27	\$20.68	\$21.09	\$21.51	\$21.94	\$22.38	\$22.83	\$23.29	\$23.76	\$24.24	\$24.72	\$25.21	\$25.71	\$26.22
EHR Informatics Coordinator	\$19.00	\$27.67	\$19.00	\$19.38	\$19.77	\$20.17	\$20.57	\$20.98	\$21.40	\$21.83	\$22.27	\$22.72	\$23.17	\$23.63	\$24.10	\$24.58	\$25.07	\$25.57	\$26.08	\$26.60	\$27.13	\$27.67
Greeter/Maintenance Specialist	\$19.00	\$27.67	\$19.00	\$19.38	\$19.77	\$20.17	\$20.57	\$20.98	\$21.40	\$21.83	\$22.27	\$22.72	\$23.17	\$23.63	\$24.10	\$24.58	\$25.07	\$25.57	\$26.08	\$26.60	\$27.13	\$27.67
Follow Up Coordinator	\$18.00	\$26.22	\$18.00	\$18.36	\$18.73	\$19.10	\$19.48	\$19.87	\$20.27	\$20.68	\$21.09	\$21.51	\$21.94	\$22.38	\$22.83	\$23.29	\$23.76	\$24.24	\$24.72	\$25.21	\$25.71	\$26.22
Health Care Assistant I	\$18.00	\$26.22	\$18.00	\$18.36	\$18.73	\$19.10	\$19.48	\$19.87	\$20.27	\$20.68	\$21.09	\$21.51	\$21.94	\$22.38	\$22.83	\$23.29	\$23.76	\$24.24	\$24.72	\$25.21	\$25.71	\$26.22
Health Care Assistant II	\$20.00	\$29.15	\$20.00	\$20.40	\$20.81	\$21.23	\$21.65	\$22.08	\$22.52	\$22.97	\$23.43	\$23.90	\$24.38	\$24.87	\$25.37	\$25.88	\$26.40	\$26.93	\$27.47	\$28.02	\$28.58	\$29.15
Health Care Assistant III	\$22.00	\$32.09	\$22.00	\$22.44	\$22.89	\$23.35	\$23.82	\$24.30	\$24.79	\$25.29	\$25.80	\$26.32	\$26.85	\$27.39	\$27.94	\$28.50	\$29.07	\$29.65	\$30.24	\$30.84	\$31.46	\$32.09
Health Center Receptionist	\$18.00	\$26.22	\$18.00	\$18.36	\$18.73	\$19.10	\$19.48	\$19.87	\$20.27	\$20.68	\$21.09	\$21.51	\$21.94	\$22.38	\$22.83	\$23.29	\$23.76	\$24.24	\$24.72	\$25.21	\$25.71	\$26.22
Maintenance Coordinator	\$19.00	\$27.67	\$19.00	\$19.38	\$19.77	\$20.17	\$20.57	\$20.98	\$21.40	\$21.83	\$22.27	\$22.72	\$23.17	\$23.63	\$24.10	\$24.58	\$25.07	\$25.57	\$26.08	\$26.60	\$27.13	\$27.67
Marketing Coordinator	\$18.00	\$26.22	\$18.00	\$18.36	\$18.73	\$19.10	\$19.48	\$19.87	\$20.27	\$20.68	\$21.09	\$21.51	\$21.94	\$22.38	\$22.83	\$23.29	\$23.76	\$24.24	\$24.72	\$25.21	\$25.71	\$26.22
Medical Billing Data Analyst	\$23.00	\$33.52	\$23.00	\$23.46	\$23.93	\$24.41	\$24.90	\$25.40	\$25.91	\$26.43	\$26.96	\$27.50	\$28.05	\$28.61	\$29.18	\$29.76	\$30.36	\$30.97	\$31.59	\$32.22	\$32.86	\$33.52
Office Coordinator	\$18.00	\$26.22	\$18.00	\$18.36	\$18.73	\$19.10	\$19.48	\$19.87	\$20.27	\$20.68	\$21.09	\$21.51	\$21.94	\$22.38	\$22.83	\$23.29	\$23.76	\$24.24	\$24.72	\$25.21	\$25.71	\$26.22
Systems Coordinator	\$19.00	\$27.67	\$19.00	\$19.38	\$19.77	\$20.17	\$20.57	\$20.98	\$21.40	\$21.83	\$22.27	\$22.72	\$23.17	\$23.63	\$24.10	\$24.58	\$25.07	\$25.57	\$26.08	\$26.60	\$27.13	\$27.67

<b>YEAR 1 - Clinician / RN Progression</b>		<b>Step increase --&gt;</b>			1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
<b>Job Classification</b>	<b>Min</b>	<b>Max</b>	<b>1 (start)</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
Clinician-Per Diem	\$52.00	\$62.83	\$52.00	\$52.52	\$53.05	\$53.58	\$54.12	\$54.66	\$55.21	\$55.76	\$56.32	\$56.88	\$57.45	\$58.02	\$58.60	\$59.19	\$59.78	\$60.38	\$60.98	\$61.59	\$62.21	\$62.83
Family Planning Clinician	\$50.00	\$60.42	\$50.00	\$50.50	\$51.01	\$51.52	\$52.04	\$52.56	\$53.09	\$53.62	\$54.16	\$54.70	\$55.25	\$55.80	\$56.36	\$56.92	\$57.49	\$58.06	\$58.64	\$59.23	\$59.82	\$60.42
Registered Nurse and Clinical Trainer	\$37.00	\$44.70	\$37.00	\$37.37	\$37.74	\$38.12	\$38.50	\$38.89	\$39.28	\$39.67	\$40.07	\$40.47	\$40.87	\$41.28	\$41.69	\$42.11	\$42.53	\$42.96	\$43.39	\$43.82	\$44.26	\$44.70
RN/Case Management	\$37.00	\$44.70	\$37.00	\$37.37	\$37.74	\$38.12	\$38.50	\$38.89	\$39.28	\$39.67	\$40.07	\$40.47	\$40.87	\$41.28	\$41.69	\$42.11	\$42.53	\$42.96	\$43.39	\$43.82	\$44.26	\$44.70
RN/Case Management Lead	\$38.00	\$45.91	\$38.00	\$38.38	\$38.76	\$39.15	\$39.54	\$39.94	\$40.34	\$40.74	\$41.15	\$41.56	\$41.98	\$42.40	\$42.82	\$43.25	\$43.68	\$44.12	\$44.56	\$45.01	\$45.46	\$45.91
RN/Quality Improvement	\$37.00	\$44.70	\$37.00	\$37.37	\$37.74	\$38.12	\$38.50	\$38.89	\$39.28	\$39.67	\$40.07	\$40.47	\$40.87	\$41.28	\$41.69	\$42.11	\$42.53	\$42.96	\$43.39	\$43.82	\$44.26	\$44.70

YEAR 2 - General Progression			Step increase -->			2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Job Classification	Min	Max	1 (start)	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Billing Representative	\$18.18	\$26.48	\$18.18	\$18.54	\$18.91	\$19.29	\$19.68	\$20.07	\$20.47	\$20.88	\$21.30	\$21.73	\$22.16	\$22.60	\$23.05	\$23.51	\$23.98	\$24.46	\$24.95	\$25.45	\$25.96	\$26.48
Call Center Representative	\$18.18	\$26.48	\$18.18	\$18.54	\$18.91	\$19.29	\$19.68	\$20.07	\$20.47	\$20.88	\$21.30	\$21.73	\$22.16	\$22.60	\$23.05	\$23.51	\$23.98	\$24.46	\$24.95	\$25.45	\$25.96	\$26.48
Community Educator	\$19.19	\$27.98	\$19.19	\$19.57	\$19.96	\$20.36	\$20.77	\$21.19	\$21.61	\$22.04	\$22.48	\$22.93	\$23.39	\$23.86	\$24.34	\$24.83	\$25.33	\$25.84	\$26.36	\$26.89	\$27.43	\$27.98
Development Assistant	\$18.18	\$26.48	\$18.18	\$18.54	\$18.91	\$19.29	\$19.68	\$20.07	\$20.47	\$20.88	\$21.30	\$21.73	\$22.16	\$22.60	\$23.05	\$23.51	\$23.98	\$24.46	\$24.95	\$25.45	\$25.96	\$26.48
EHR Informatics Coordinator	\$19.19	\$27.98	\$19.19	\$19.57	\$19.96	\$20.36	\$20.77	\$21.19	\$21.61	\$22.04	\$22.48	\$22.93	\$23.39	\$23.86	\$24.34	\$24.83	\$25.33	\$25.84	\$26.36	\$26.89	\$27.43	\$27.98
Greeter/Maintenance Specialist	\$19.19	\$27.98	\$19.19	\$19.57	\$19.96	\$20.36	\$20.77	\$21.19	\$21.61	\$22.04	\$22.48	\$22.93	\$23.39	\$23.86	\$24.34	\$24.83	\$25.33	\$25.84	\$26.36	\$26.89	\$27.43	\$27.98
Follow Up Coordinator	\$18.18	\$26.48	\$18.18	\$18.54	\$18.91	\$19.29	\$19.68	\$20.07	\$20.47	\$20.88	\$21.30	\$21.73	\$22.16	\$22.60	\$23.05	\$23.51	\$23.98	\$24.46	\$24.95	\$25.45	\$25.96	\$26.48
Health Care Assistant I	\$18.18	\$26.48	\$18.18	\$18.54	\$18.91	\$19.29	\$19.68	\$20.07	\$20.47	\$20.88	\$21.30	\$21.73	\$22.16	\$22.60	\$23.05	\$23.51	\$23.98	\$24.46	\$24.95	\$25.45	\$25.96	\$26.48
Health Care Assistant II	\$20.20	\$29.41	\$20.20	\$20.60	\$21.01	\$21.43	\$21.86	\$22.30	\$22.75	\$23.21	\$23.67	\$24.14	\$24.62	\$25.11	\$25.61	\$26.12	\$26.64	\$27.17	\$27.71	\$28.26	\$28.83	\$29.41
Health Care Assistant III	\$22.22	\$32.34	\$22.22	\$22.66	\$23.11	\$23.57	\$24.04	\$24.52	\$25.01	\$25.51	\$26.02	\$26.54	\$27.07	\$27.61	\$28.16	\$28.72	\$29.29	\$29.88	\$30.48	\$31.09	\$31.71	\$32.34
Health Center Receptionist	\$18.18	\$26.48	\$18.18	\$18.54	\$18.91	\$19.29	\$19.68	\$20.07	\$20.47	\$20.88	\$21.30	\$21.73	\$22.16	\$22.60	\$23.05	\$23.51	\$23.98	\$24.46	\$24.95	\$25.45	\$25.96	\$26.48
Maintenance Coordinator	\$19.19	\$27.98	\$19.19	\$19.57	\$19.96	\$20.36	\$20.77	\$21.19	\$21.61	\$22.04	\$22.48	\$22.93	\$23.39	\$23.86	\$24.34	\$24.83	\$25.33	\$25.84	\$26.36	\$26.89	\$27.43	\$27.98
Marketing Coordinator	\$18.18	\$26.48	\$18.18	\$18.54	\$18.91	\$19.29	\$19.68	\$20.07	\$20.47	\$20.88	\$21.30	\$21.73	\$22.16	\$22.60	\$23.05	\$23.51	\$23.98	\$24.46	\$24.95	\$25.45	\$25.96	\$26.48
Medical Billing Data Analyst	\$23.23	\$33.80	\$23.23	\$23.69	\$24.16	\$24.64	\$25.13	\$25.63	\$26.14	\$26.66	\$27.19	\$27.73	\$28.28	\$28.85	\$29.43	\$30.02	\$30.62	\$31.23	\$31.85	\$32.49	\$33.14	\$33.80
Office Coordinator	\$18.18	\$26.48	\$18.18	\$18.54	\$18.91	\$19.29	\$19.68	\$20.07	\$20.47	\$20.88	\$21.30	\$21.73	\$22.16	\$22.60	\$23.05	\$23.51	\$23.98	\$24.46	\$24.95	\$25.45	\$25.96	\$26.48
Systems Coordinator	\$19.19	\$27.98	\$19.19	\$19.57	\$19.96	\$20.36	\$20.77	\$21.19	\$21.61	\$22.04	\$22.48	\$22.93	\$23.39	\$23.86	\$24.34	\$24.83	\$25.33	\$25.84	\$26.36	\$26.89	\$27.43	\$27.98

YEAR 2 - Alternate Progression			Step increase -->			1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Job Classification	Min	Max	1 (start)	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Clinician-Per Diem	\$52.52	\$63.46	\$52.52	\$53.05	\$53.58	\$54.12	\$54.66	\$55.21	\$55.76	\$56.32	\$56.88	\$57.45	\$58.02	\$58.60	\$59.19	\$59.78	\$60.38	\$60.98	\$61.59	\$62.21	\$62.83	\$63.46
Family Planning Clinician	\$50.50	\$61.02	\$50.50	\$51.01	\$51.52	\$52.04	\$52.56	\$53.09	\$53.62	\$54.16	\$54.70	\$55.25	\$55.80	\$56.36	\$56.92	\$57.49	\$58.06	\$58.64	\$59.23	\$59.82	\$60.42	\$61.02
Registered Nurse and Clinical Trainer	\$37.37	\$45.15	\$37.37	\$37.74	\$38.12	\$38.50	\$38.89	\$39.28	\$39.67	\$40.07	\$40.47	\$40.87	\$41.28	\$41.69	\$42.11	\$42.53	\$42.96	\$43.39	\$43.82	\$44.26	\$44.70	\$45.15
RN/Case Management	\$37.37	\$45.15	\$37.37	\$37.74	\$38.12	\$38.50	\$38.89	\$39.28	\$39.67	\$40.07	\$40.47	\$40.87	\$41.28	\$41.69	\$42.11	\$42.53	\$42.96	\$43.39	\$43.82	\$44.26	\$44.70	\$45.15
RN/Case Management Lead	\$38.38	\$46.37	\$38.38	\$38.76	\$39.15	\$39.54	\$39.94	\$40.34	\$40.74	\$41.15	\$41.56	\$41.98	\$42.40	\$42.82	\$43.25	\$43.68	\$44.12	\$44.56	\$45.01	\$45.46	\$45.91	\$46.37
RN/Quality Improvement	\$37.37	\$45.15	\$37.37	\$37.74	\$38.12	\$38.50	\$38.89	\$39.28	\$39.67	\$40.07	\$40.47	\$40.87	\$41.28	\$41.69	\$42.11	\$42.53	\$42.96	\$43.39	\$43.82	\$44.26	\$44.70	\$45.15

YEAR 3 - General Progression			Step increase -->			2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Job Classification	Min	Max	1 (start)	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Billing Representative	\$18.36	\$26.74	\$18.36	\$18.73	\$19.10	\$19.48	\$19.87	\$20.27	\$20.68	\$21.09	\$21.51	\$21.94	\$22.38	\$22.83	\$23.29	\$23.76	\$24.24	\$24.72	\$25.21	\$25.71	\$26.22	\$26.74
Call Center Representative	\$18.36	\$26.74	\$18.36	\$18.73	\$19.10	\$19.48	\$19.87	\$20.27	\$20.68	\$21.09	\$21.51	\$21.94	\$22.38	\$22.83	\$23.29	\$23.76	\$24.24	\$24.72	\$25.21	\$25.71	\$26.22	\$26.74
Community Educator	\$19.38	\$28.22	\$19.38	\$19.77	\$20.17	\$20.57	\$20.98	\$21.40	\$21.83	\$22.27	\$22.72	\$23.17	\$23.63	\$24.10	\$24.58	\$25.07	\$25.57	\$26.08	\$26.60	\$27.13	\$27.67	\$28.22
Development Assistant	\$18.36	\$26.74	\$18.36	\$18.73	\$19.10	\$19.48	\$19.87	\$20.27	\$20.68	\$21.09	\$21.51	\$21.94	\$22.38	\$22.83	\$23.29	\$23.76	\$24.24	\$24.72	\$25.21	\$25.71	\$26.22	\$26.74
EHR Informatics Coordinator	\$19.38	\$28.22	\$19.38	\$19.77	\$20.17	\$20.57	\$20.98	\$21.40	\$21.83	\$22.27	\$22.72	\$23.17	\$23.63	\$24.10	\$24.58	\$25.07	\$25.57	\$26.08	\$26.60	\$27.13	\$27.67	\$28.22
Greeter/Maintenance Specialist	\$19.38	\$28.22	\$19.38	\$19.77	\$20.17	\$20.57	\$20.98	\$21.40	\$21.83	\$22.27	\$22.72	\$23.17	\$23.63	\$24.10	\$24.58	\$25.07	\$25.57	\$26.08	\$26.60	\$27.13	\$27.67	\$28.22
Follow Up Coordinator	\$18.36	\$26.74	\$18.36	\$18.73	\$19.10	\$19.48	\$19.87	\$20.27	\$20.68	\$21.09	\$21.51	\$21.94	\$22.38	\$22.83	\$23.29	\$23.76	\$24.24	\$24.72	\$25.21	\$25.71	\$26.22	\$26.74
Health Care Assistant I	\$18.36	\$26.74	\$18.36	\$18.73	\$19.10	\$19.48	\$19.87	\$20.27	\$20.68	\$21.09	\$21.51	\$21.94	\$22.38	\$22.83	\$23.29	\$23.76	\$24.24	\$24.72	\$25.21	\$25.71	\$26.22	\$26.74
Health Care Assistant II	\$20.40	\$29.73	\$20.40	\$20.81	\$21.23	\$21.65	\$22.08	\$22.52	\$22.97	\$23.43	\$23.90	\$24.38	\$24.87	\$25.37	\$25.88	\$26.40	\$26.93	\$27.47	\$28.02	\$28.58	\$29.15	\$29.73
Health Care Assistant III	\$22.44	\$32.73	\$22.44	\$22.89	\$23.35	\$23.82	\$24.30	\$24.79	\$25.29	\$25.80	\$26.32	\$26.85	\$27.39	\$27.94	\$28.50	\$29.07	\$29.65	\$30.24	\$30.84	\$31.46	\$32.09	\$32.73
Health Center Receptionist	\$18.36	\$26.74	\$18.36	\$18.73	\$19.10	\$19.48	\$19.87	\$20.27	\$20.68	\$21.09	\$21.51	\$21.94	\$22.38	\$22.83	\$23.29	\$23.76	\$24.24	\$24.72	\$25.21	\$25.71	\$26.22	\$26.74
Maintenance Coordinator	\$19.38	\$28.22	\$19.38	\$19.77	\$20.17	\$20.57	\$20.98	\$21.40	\$21.83	\$22.27	\$22.72	\$23.17	\$23.63	\$24.10	\$24.58	\$25.07	\$25.57	\$26.08	\$26.60	\$27.13	\$27.67	\$28.22
Marketing Coordinator	\$18.36	\$26.74	\$18.36	\$18.73	\$19.10	\$19.48	\$19.87	\$20.27	\$20.68	\$21.09	\$21.51	\$21.94	\$22.38	\$22.83	\$23.29	\$23.76	\$24.24	\$24.72	\$25.21	\$25.71	\$26.22	\$26.74
Medical Billing Data Analyst	\$23.46	\$34.19	\$23.46	\$23.93	\$24.41	\$24.90	\$25.40	\$25.91	\$26.43	\$26.96	\$27.50	\$28.05	\$28.61	\$29.18	\$29.76	\$30.36	\$30.97	\$31.59	\$32.22	\$32.86	\$33.52	\$34.19
Office Coordinator	\$18.36	\$26.74	\$18.36	\$18.73	\$19.10	\$19.48	\$19.87	\$20.27	\$20.68	\$21.09	\$21.51	\$21.94	\$22.38	\$22.83	\$23.29	\$23.76	\$24.24	\$24.72	\$25.21	\$25.71	\$26.22	\$26.74
Systems Coordinator	\$19.38	\$28.22	\$19.38	\$19.77	\$20.17	\$20.57	\$20.98	\$21.40	\$21.83	\$22.27	\$22.72	\$23.17	\$23.63	\$24.10	\$24.58	\$25.07	\$25.57	\$26.08	\$26.60	\$27.13	\$27.67	\$28.22

YEAR 3 - Alternate Progression			Step increase -->			1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Job Classification	Min	Max	1 (start)	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Clinician-Per Diem	\$53.05	\$64.09	\$53.05	\$53.58	\$54.12	\$54.66	\$55.21	\$55.76	\$56.32	\$56.88	\$57.45	\$58.02	\$58.60	\$59.19	\$59.78	\$60.38	\$60.98	\$61.59	\$62.21	\$62.83	\$63.46	\$64.09
Family Planning Clinician	\$51.01	\$61.63	\$51.01	\$51.52	\$52.04	\$52.56	\$53.09	\$53.62	\$54.16	\$54.70	\$55.25	\$55.80	\$56.36	\$56.92	\$57.49	\$58.06	\$58.64	\$59.23	\$59.82	\$60.42	\$61.02	\$61.63
Registered Nurse and Clinical Trainer	\$37.74	\$45.60	\$37.74	\$38.12	\$38.50	\$38.89	\$39.28	\$39.67	\$40.07	\$40.47	\$40.87	\$41.28	\$41.69	\$42.11	\$42.53	\$42.96	\$43.39	\$43.82	\$44.26	\$44.70	\$45.15	\$45.60
RN/Case Management	\$37.74	\$45.60	\$37.74	\$38.12	\$38.50	\$38.89	\$39.28	\$39.67	\$40.07	\$40.47	\$40.87	\$41.28	\$41.69	\$42.11	\$42.53	\$42.96	\$43.39	\$43.82	\$44.26	\$44.70	\$45.15	\$45.60
RN/Case Management Lead	\$38.76	\$46.83	\$38.76	\$39.15	\$39.54	\$39.94	\$40.34	\$40.74	\$41.15	\$41.56	\$41.98	\$42.40	\$42.82	\$43.25	\$43.68	\$44.12	\$44.56	\$45.01	\$45.46	\$45.91	\$46.37	\$46.83
RN/Quality Improvement	\$37.74	\$45.60	\$37.74	\$38.12	\$38.50	\$38.89	\$39.28	\$39.67	\$40.07	\$40.47	\$40.87	\$41.28	\$41.69	\$42.11	\$42.53	\$42.96	\$43.39	\$43.82	\$44.26	\$44.70	\$45.15	\$45.60

YEAR 4 - General Progression			Step increase -->	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	
Job Classification	Min	Max	1 (start)	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Billing Representative	\$18.55	\$27.02	\$18.55	\$18.92	\$19.30	\$19.69	\$20.08	\$20.48	\$20.89	\$21.31	\$21.74	\$22.17	\$22.61	\$23.06	\$23.52	\$23.99	\$24.47	\$24.96	\$25.46	\$25.97	\$26.49	\$27.02
Call Center Representative	\$18.55	\$27.02	\$18.55	\$18.92	\$19.30	\$19.69	\$20.08	\$20.48	\$20.89	\$21.31	\$21.74	\$22.17	\$22.61	\$23.06	\$23.52	\$23.99	\$24.47	\$24.96	\$25.46	\$25.97	\$26.49	\$27.02
Community Educator	\$19.58	\$28.55	\$19.58	\$19.97	\$20.37	\$20.78	\$21.20	\$21.62	\$22.05	\$22.49	\$22.94	\$23.40	\$23.87	\$24.35	\$24.84	\$25.34	\$25.85	\$26.37	\$26.90	\$27.44	\$27.99	\$28.55
Development Assistant	\$18.55	\$27.02	\$18.55	\$18.92	\$19.30	\$19.69	\$20.08	\$20.48	\$20.89	\$21.31	\$21.74	\$22.17	\$22.61	\$23.06	\$23.52	\$23.99	\$24.47	\$24.96	\$25.46	\$25.97	\$26.49	\$27.02
EHR Informatics Coordinator	\$19.58	\$28.55	\$19.58	\$19.97	\$20.37	\$20.78	\$21.20	\$21.62	\$22.05	\$22.49	\$22.94	\$23.40	\$23.87	\$24.35	\$24.84	\$25.34	\$25.85	\$26.37	\$26.90	\$27.44	\$27.99	\$28.55
Greeter/Maintenance Specialist	\$19.58	\$28.55	\$19.58	\$19.97	\$20.37	\$20.78	\$21.20	\$21.62	\$22.05	\$22.49	\$22.94	\$23.40	\$23.87	\$24.35	\$24.84	\$25.34	\$25.85	\$26.37	\$26.90	\$27.44	\$27.99	\$28.55
Follow Up Coordinator	\$18.55	\$27.02	\$18.55	\$18.92	\$19.30	\$19.69	\$20.08	\$20.48	\$20.89	\$21.31	\$21.74	\$22.17	\$22.61	\$23.06	\$23.52	\$23.99	\$24.47	\$24.96	\$25.46	\$25.97	\$26.49	\$27.02
Health Care Assistant I	\$18.55	\$27.02	\$18.55	\$18.92	\$19.30	\$19.69	\$20.08	\$20.48	\$20.89	\$21.31	\$21.74	\$22.17	\$22.61	\$23.06	\$23.52	\$23.99	\$24.47	\$24.96	\$25.46	\$25.97	\$26.49	\$27.02
Health Care Assistant II	\$20.61	\$30.01	\$20.61	\$21.02	\$21.44	\$21.87	\$22.31	\$22.76	\$23.22	\$23.68	\$24.15	\$24.63	\$25.12	\$25.62	\$26.13	\$26.65	\$27.18	\$27.72	\$28.27	\$28.84	\$29.42	\$30.01
Health Care Assistant III	\$22.67	\$33.00	\$22.67	\$23.12	\$23.58	\$24.05	\$24.53	\$25.02	\$25.52	\$26.03	\$26.55	\$27.08	\$27.62	\$28.17	\$28.73	\$29.30	\$29.89	\$30.49	\$31.10	\$31.72	\$32.35	\$33.00
Health Center Receptionist	\$18.55	\$27.02	\$18.55	\$18.92	\$19.30	\$19.69	\$20.08	\$20.48	\$20.89	\$21.31	\$21.74	\$22.17	\$22.61	\$23.06	\$23.52	\$23.99	\$24.47	\$24.96	\$25.46	\$25.97	\$26.49	\$27.02
Maintenance Coordinator	\$19.58	\$28.55	\$19.58	\$19.97	\$20.37	\$20.78	\$21.20	\$21.62	\$22.05	\$22.49	\$22.94	\$23.40	\$23.87	\$24.35	\$24.84	\$25.34	\$25.85	\$26.37	\$26.90	\$27.44	\$27.99	\$28.55
Marketing Coordinator	\$18.55	\$27.02	\$18.55	\$18.92	\$19.30	\$19.69	\$20.08	\$20.48	\$20.89	\$21.31	\$21.74	\$22.17	\$22.61	\$23.06	\$23.52	\$23.99	\$24.47	\$24.96	\$25.46	\$25.97	\$26.49	\$27.02
Medical Billing Data Analyst	\$23.70	\$34.49	\$23.70	\$24.17	\$24.65	\$25.14	\$25.64	\$26.15	\$26.67	\$27.20	\$27.74	\$28.29	\$28.86	\$29.44	\$30.03	\$30.63	\$31.24	\$31.86	\$32.50	\$33.15	\$33.81	\$34.49
Office Coordinator	\$18.55	\$27.02	\$18.55	\$18.92	\$19.30	\$19.69	\$20.08	\$20.48	\$20.89	\$21.31	\$21.74	\$22.17	\$22.61	\$23.06	\$23.52	\$23.99	\$24.47	\$24.96	\$25.46	\$25.97	\$26.49	\$27.02
Systems Coordinator	\$19.58	\$28.55	\$19.58	\$19.97	\$20.37	\$20.78	\$21.20	\$21.62	\$22.05	\$22.49	\$22.94	\$23.40	\$23.87	\$24.35	\$24.84	\$25.34	\$25.85	\$26.37	\$26.90	\$27.44	\$27.99	\$28.55

YEAR 4 - Alternate Progression			Step increase -->	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	
Job Classification	Min	Max	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Clinician-Per Diem	\$53.58	\$64.72	\$53.58	\$54.11	\$54.65	\$55.20	\$55.75	\$56.31	\$56.87	\$57.44	\$58.01	\$58.59	\$59.18	\$59.77	\$60.37	\$60.97	\$61.58	\$62.20	\$62.82	\$63.45	\$64.08	\$64.72
Family Planning Clinician	\$51.52	\$62.24	\$51.52	\$52.03	\$52.55	\$53.08	\$53.61	\$54.15	\$54.69	\$55.24	\$55.79	\$56.35	\$56.91	\$57.48	\$58.05	\$58.63	\$59.22	\$59.81	\$60.41	\$61.01	\$61.62	\$62.24
Registered Nurse and Clinical Trainer	\$38.12	\$46.06	\$38.12	\$38.50	\$38.89	\$39.28	\$39.67	\$40.07	\$40.47	\$40.87	\$41.28	\$41.69	\$42.11	\$42.53	\$42.96	\$43.39	\$43.82	\$44.26	\$44.70	\$45.15	\$45.60	\$46.06
RN/Case Management	\$38.12	\$46.06	\$38.12	\$38.50	\$38.89	\$39.28	\$39.67	\$40.07	\$40.47	\$40.87	\$41.28	\$41.69	\$42.11	\$42.53	\$42.96	\$43.39	\$43.82	\$44.26	\$44.70	\$45.15	\$45.60	\$46.06
RN/Case Management Lead	\$39.15	\$47.30	\$39.15	\$39.54	\$39.94	\$40.34	\$40.74	\$41.15	\$41.56	\$41.98	\$42.40	\$42.82	\$43.25	\$43.68	\$44.12	\$44.56	\$45.01	\$45.46	\$45.91	\$46.37	\$46.83	\$47.30
RN/Quality Improvement	\$38.12	\$46.06	\$38.12	\$38.50	\$38.89	\$39.28	\$39.67	\$40.07	\$40.47	\$40.87	\$41.28	\$41.69	\$42.11	\$42.53	\$42.96	\$43.39	\$43.82	\$44.26	\$44.70	\$45.15	\$45.60	\$46.06