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Lafayette Chamberlain Case, Inc.

LAFAYETTE CONTRACT

LOCAL 1918

CHAPTER P

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AGREEMENT

THIS AGREEMENT is made this 5th day of January, 1972, by and between LAFAYETTE EXTENDED CARE, INC., hereinafter referred to as the "Employer", and Chapter P of Local 1918, affiliated with Council #29 of the American Federation of State, County and Municipal Employees (AFL-CIO) hereinafter referred to as the "Union."

PREAMBLE

This Agreement entered into by the parties has as its purpose the promotion of harmonious relations between the Employer and the Union, the establishment of an equitable and peaceful procedure for the resolution of differences and the establishment of rates of pay, hours of work, and other conditions of employment.

The parties ascribe to the principle of equal opportunities, and shall share equally the responsibilities for applying the provisions of this Agreement without discrimination as to age, sex, marital status, race, creed, national origin, political or union affiliation.

The parties encourage to the fullest degree, friendly and cooperative relations between the respective representatives at all levels and among all employees.

ARTICLE 1. RECOGNITION

The Employer does hereby recognize the Union as the sole exclusive representative for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment, and conditions of employment, for the term of this Agreement. All full time and regular part time employees of the Employer included in the bargaining units as certified and defined by the National Labor Relations Board in a Certification

Case #7-RC-10518, but excluding Physical Therapists, Licensed Practical Nurses, Registered Nurses, Dieticians, Office Clerical Employees, Professional Employees, Guards and Supervisors as defined in the Act.

ARTICLE 2. AID TO OTHER UNIONS

The Employer will not promote or finance any labor group or organization which purports to engage in collective bargaining or make any agreement with any such group or organization for the purpose of undermining the Union.

ARTICLE 3. EMPLOYEE PROTECTION - UNION SECURITY

A. Employees covered by this Agreement at the time it becomes effective, and who are members of the Union at that time shall be required as a condition of continued employment to continue membership in the Union for the duration of this Agreement.

B. Employees covered by this Agreement who are not members of the Union at the time it becomes effective, or employees hired, rehired reinstated or transferred into the bargaining unit after the effective date of this Agreement and covered by this Agreement, shall be required as a condition of continued employment, to become members of the Union for the duration of this Agreement, on the first pay period of the month after an employee has been employed for a period of thirty (30) days.

C. Notwithstanding any other provision of this Agreement, to the contrary, employees newly hired or rehired shall be temporary or probationary employees for a period of ninety (90) days and during such period, the Employer shall have the exclusive judgment as to whether said employees shall be made regular employees.

D. An employee who shall tender an initiation fee (if not already a member) and the periodic dues uniformly required as a condition

of acquiring or retaining membership shall be deemed to meet the conditions of this section.

E. Employees shall be deemed to be members of the Union within the meaning of this Section if they are not more than sixty (60) days in arrears in payment of membership dues.

F. The Employer shall be notified in writing, by the Union, of any member who is sixty (60) days in arrears in payment of membership dues.

ARTICLE 4. UNION DUES AND INITIATION FEES

A. Employees may tender the initiation fee and monthly membership dues by signing the Authorization for Check-Off of Dues Form.

During the life of this Agreement, and in accordance with the terms of the form of Authorization of Check-Off Dues hereinafter set forth, and to the extent the laws of the State of Michigan permit, the Employer agrees to deduct Union membership dues levied in accordance with the Constitution and the By-Laws of the Union from the pay of each employee who executes or has executed the valid Check-Off Authorization for Payroll Deduction.

B. Check-off deductions under all properly executed Authorizations for Check-off shall become effective at the time the application is signed by the employee and shall be deducted from the first payroll of the month and each month thereafter.

C. Deductions for any calendar month shall be remitted to the designated financial officer of the Union with a list for whom dues have been deducted as soon as possible after the deduction is made.

D. An Employee shall cease to be subject to Check-Off deductions beginning with the month immediately following the month in which he is no longer a member of the bargaining unit. The Union will be noti-

fied by the Employer of the names of such employees following the end of each month in which the termination took place.

ARTICLE 5. REPRESENTATION

A. Employees shall be represented by Stewards on each shift who shall be regular employees working in that group classification and on that shift, according to the following schedule:

Department	Shift	Number
Nurses Aides	First	3
Nurses Aides	Second	2
Nurses Aides	Third	1
Kitchen & Maintenance Housekeeping & Laundry (Combined)	All Shifts	1

The Stewards during working hours, without loss of time or pay, receive and present grievances to the Employer.

B. It is mutually recognized that the bases of the number of Stewards agreed to is based upon the size of the work force. It is, therefore, agreed that in the event of a material increase and/or decrease in the size of the work force, the subject of an increase or decrease in the size of the work force, the subject of an increase or decrease in the number of the Stewards shall be subject to collective bargaining during the course of this Agreement.

C. The Employer recognizes the right of the Union to designate Stewards and Alternates. The authority of the Stewards and Alternates so designated by the Union shall be limited to, and shall not exceed, the following duties and activities.

1. The investigation and presentation of grievances in accordance with the provision of the collective bargaining agreement;

2. The collection of dues when authorized by appropriate Local Union action;

3. The transmission of such messages and information shall

originate with, and are authorized by the Local Union or its officers, provided such messages and information,

- a. have been reduced to writing, or
- b. If not reduced to writing, are of a routine nature and do not involve work stoppages, slow downs, refusal to handle goods, or any other interference with the Employer's business.
- c. No processing of grievances during first hour of shift other than discharge or suspension.

D. The Steward and alternates have no authority to take strike action, or any other action interrupting the Employer's business, except as authorized by official action of the Union.

ARTICLE 6. BARGAINING COMMITTEE

The Employer recognizes a bargaining committee of five (5) members who shall be selected by the Union, who shall be charged with the duty and responsibility to negotiate contracts and act as a safety committee to meet once each month, to assist Stewards and the Administration of the Employer in their functions.

The five (5) members of such committee shall select one (1) of their members to act as Committee Chairman. This Committee will function without loss of time or pay, but in accordance with the Letter of Understanding dated July 20, 1971.

ARTICLE 7. MANAGEMENT RIGHTS

The management of the business and the direction of the working forces, including the right to plan and direct operations, hire suspend or discharge from proper cause, transfer or relieve employees

from duty because of lack of work or other legitimate reasons only, the right to study or introduce new or improved production methods or facilities, and the right to establish and maintain reasonable rules and regulations covering the operation of the business, a violation of which reasonable rules and regulations shall be among the causes for discipline or discharge are vested in the Employer, provided, however, that such rights shall be exercised with due regard for the rights of the employees and subject to the provisions of this Agreement, and without discrimination against any employees.

ARTICLE 8. NO STRIKE

During the term hereof, the Union agrees that there shall be no strike or any other interference with or interruption of the normal conditions of the Employer's business by the Union.

ARTICLE 9. GRIEVANCE PROCEDURE

A. It is mutually agreed that all grievances, disputes or complaints arising under and during the term of this Agreement shall be settled in accordance with the procedure herein provided.

Every effort shall be made to adjust all controversies and disagreements between the Employer and the Union or its members in an amicable manner. In the event that any dispute cannot be settled in this manner, the question may be submitted for settlement or arbitration, as hereinafter provided.

as hereinafter provided.

B. Should any grievance, dispute or complaint arise over the interpretation or application of the contents of this Agreement, there shall be an earnest effort on the part of the parties to settle such promptly through the following steps:

Step 1. An employee's grievance shall first be taken up by conference between the aggrieved employee, the shop steward, and/or his or her alternate, or both, and the supervisor in charge of his or her department.

Step 1 a. Before proceeding to Step 2 below, it shall be the responsibility of the aggrieved employee to reduce any grievance to writing on the regular grievance form provided by the Union, and the Company is to answer same within seventy-two (72) hours.

Step 2. All grievances shall be the subject of a conference between an official or officials of the Union, and the Manager or representative of the Employer delegated by the manager or both.

Step 3. In the event the last step fails to settle the complaint, it shall be referred to arbitration upon the request of either the Union or the Employer. The Secretary-Treasurer, and/or Executive Board of the Chapter shall have the right to determine whether or not the grievance is qualified to be submitted for arbitration by the Union.

Step 3 a. The arbitrator shall be a person mutually agreed to by both the Employer and the Union. In the event the parties have not agreed upon an arbitrator within five (5) days, the moving party may request the service of the American Arbitration Association to appoint an arbitrator who shall have authority to hear and decide the case.

Step 3 b. In the event of a refusal by either party to submit to or appear at the arbitration hearing, the arbitrator shall have jurisdiction to proceed ex parte and make an award. The fees and expenses of the arbitrator shall be shared equally by the Employer and the Union. The decision of the arbitrator shall be rendered without undue delay, and all settlements made in the grievance procedure, including the decision of the arbitrator, shall be final and binding on all parties, including the employees involved.

Step 3 c. The arbitrator shall have the sole and exclusive power and jurisdiction to determine whether or not a particular grievance, dispute or complaint is arbitrable under the terms of this Agreement.

Step 3 d. Written grievances must be taken up promptly, and no grievance will be considered or discussed which is presented later than ten (10) days after the aggrieved has knowledge of the occurrence complained of. Neither party shall change the status quo, as it existed prior to the occurrence of the event giving rise to the grievance, dispute or complaint while the matter is being processed through the grievance and arbitration machinery established by this Article.

ARTICLE 10. DISCHARGE OR SUSPENSION

A. The Employer shall not discharge or suspend any employee without just cause, but in respect to discharge or suspension, shall give at least one (1) warning notice of the complaint against such employee to the employee, in writing, and a copy of the same to the Union and job steward affected, except with cases of dishonesty, drunkenness or patient abuse.

B. Any employee may request an investigation as to his or her discharge or suspension. Should such investigation prove that an injustice has

been done to an employee, the employee shall be reinstated. A request by an employee for an investigation as to his or her discharge or suspension must be made by written request within five (5) days from the date of discharge or suspension. Appeal from discharge or suspension must be heard within ten (10) days and decision reached within fifteen (15) days from the date of discharge or suspension. If no decision has been reached, the case shall then be taken up as provided in the arbitration and grievance procedure. In the event of reinstatement by the Arbitrator, the Arbitrator shall have the right to order full, partial or no back pay at his discretion.

C. The penalty for six (6) days absence during any six (6) consecutive months for any reason other than a personal illness verified by a Doctor's statement, in writing, specifying the type of illness and treatment will be one (1) week disciplinary layoff.

D. If five (5) additional days absence occur during the six (6) consecutive months immediately following the one (1) week disciplinary layoff, the penalty will be discharge. This does not pertain to authorized leaves of absence. In the event employee insists absence is due to illness, the employer shall have the right to an independent medical examination at the Employer's expense.

E. After the six (6) months immediately following a disciplinary one (1) week layoff have expired, the discharge penalty will cease to apply.

F. After four (4) successive doctor's slips, indicating the nature of the illness, the employee shall accept a leave of absence until such time as their doctor and/or the company doctor reports in writing, that the employee is in good health and is capable of performing his or her job on a continuous basis.

G. Any employee giving false reasons for their absence may be discharged.

H. Any employee off sick three (3) scheduled working days may be required to bring a doctor's slip upon returning to work.

ARTICLE 11. SENIORITY

A. New employees hired in the unit shall be considered as probationary employees for the first ninety (90) calendar days of their employment.

B. Seniority shall be by classification, in accordance with the employee's last date of hire. Employees laid off in their classification may apply to the Personnel Department for other work for which they have the seniority and qualifications.

C. The Seniority list on the date of this Agreement will show the rates, names and job titles of all employees of the unit entitled to Seniority.

D. If an employee is continued in the employ of the Employer after the ninety (90) days probationary period, he shall acquire either the status of a regular full-time employee or that of a regular part-time employee. Separate seniority lists shall be maintained as to each group, within classification, and seniority on the appropriate list shall be established from the first day worked as a probationary employee.

E. The seniority of employees now in either group shall be computed, up to the effective date of this Agreement, on the basis of the employees hiring date, irrespective of the group in which he started or in which he now holds his seniority. After said date, however, a record shall be kept of the number of hours actually worked by each employee and his group seniority shall be based thereon.

F. When employees are transferred or promoted from one classi-

fication to another classification, their accrued seniority will be transferred to their new classification.

G. The Employer will keep the seniority lists up to date and will provide the local union membership with up to date copies at least every (90) ninety days.

ARTICLE 12. LOSS OF SENIORITY

An employee shall lose his or her seniority for the following reasons only.

A. Voluntary quit.

B. A discharge, and the discharge is not reversed through the grievance procedure.

C. Absence for five (5) consecutive working days without notifying the Employer. After such absence, the Employer will send a written notice to the employee at his or her last known address, as recorded on the employee's records that he or she has lost is seniority and that his or her employment has been terminated. If the disposition made of any such case is not satisfactory, the matter may be referred to the grievance procedure.

D. If the employee does not return to work when recalled from layoff as set forth in the recall procedure.

E. Return from sick leave and leaves of absence will be treated the same as (c) above.

ARTICLE 13. PREFERENTIAL SENIORITY OF UNION REPRESENTATIVES

A. Notwithstanding their position on the seniority list, Stewards shall, in the event of a layoff of any type, be continued at work as long as there is a job in the classification which they can perform.

B. Notwithstanding their position on the seniority list, the Chapter Chairman and Financial Secretary of the Chapter shall, in the event of a layoff be continued at work at all times, provided

they can perform any of the work available.

ARTICLE 14. LAYOFF AND RECALL

A. The word "layoff" means a reduction in the working force due to a decrease of work.

B. If it becomes necessary for a layoff, the following procedure will be mandatory. Probationary or temporary employees will be laid off first. Seniority employees will be laid off according to seniority as defined in this Agreement. In proper cases, exceptions may be made. Disposition of these cases will be a proper matter for Conference, and if not resolved, it shall then be subject to the Grievance Procedure.

C. Employees to be laid off for an indefinite period of time will have at least five (5) calendar days notice of layoff. The Local Union shall receive a list from the Employer of the employees being laid off on the same date the notices are issued to the employees.

D. When the working force is increased after a layoff, employees will be recalled according to seniority, as defined in this Agreement. Notice of recall shall be sent to the employee at his last known address as shown on the company records, by certified mail. In the event of a short term layoff (30 days or less) the employee fails to report for work within five (5) days of recall, he or she shall be considered a voluntary quit; provided, however, an employee laid off longer than thirty (30) days shall notify the employer within ten (10) days of recall of his intention to return to work.

ARTICLE 15. TRANSFERS

A. If an employee is transferred to a position under the Employer not included in the bargaining unit, and is thereafter transferred again to a position within the unit, he shall have accumulated seniority while working in the position to which he was transferred. Employees shall maintain seniority for a period

of thirty (30) days at which time their seniority will be frozen until they return to a classification within the unit.

B. In the event of a vacancy or newly created position, all vacancies and newly created positions shall be posted in a conspicuous place in each department at least ten (10) calendar days prior to filling such vacancy or newly created position. Employees shall request such transfer in writing to the Administrator of the Nursing Home and the employee shall be transferred as soon as possible if the request is approved.

ARTICLE 16. PROMOTIONS

A. Promotions, vacancies and new positions within the unit shall be made available to the employees on the basis of qualifications. In the event of similar or equal qualifications, seniority shall prevail.

ARTICLE 17. MILITARY VETERANS

A. Any employee who enters into active service in the Armed Forces of the United States, upon the termination of such service, shall be offered re-employment in his or her previous position or a position of like seniority, status and pay, unless the circumstances have so changed as to make it impossible or totally unreasonable to do so, in which event he or she shall be offered such employment in line with his or her seniority as may be available for which he or she is capable of doing at the current rate of pay for such work, provided he or she reports for work within one hundred twenty (120) days of the date of such discharge or one hundred twenty (120) days after hospitalization continuing after discharge.

B. A probationary or temporary employee who enters the Armed Forces and meets the foregoing requirements, must complete his probationary period, and upon completing it, will have seniority equal to the time he spent in the Armed Forces, plus thirty (30) days.

C. Except as herinbefore provided, the re-employment rights of employees and probationary employees will be limited by applicable laws and regulations relating to veterans.

D. Employees who are reinstated in accordance with the Universal Military Training Act, and other applicable laws and regulations, will be granted leaves of absence for a period not to exceed a period equal to their seniority in order to attend school full time under applicable federal laws in effect on the date of this Agreement.

ARTICLE 18. LEAVES OF ABSENCE

A. Upon written application to the Employer, leaves of absence for reasonable periods not to exceed two (2) years will be granted without loss of seniority to employees with at least six (6) months of seniority for the following purposes:

B. Leave for Union Business

C. Maternity Leave

a. Upon written application to the Employer, leaves of absence for a reasonable period not to exceed one (1) year will be granted without loss of seniority to employees with at least six (6) months seniority for maternity leave.

b. Three (3) months after the birth of the child, the employee will be required to report back to duty.

c. Failure to report at the designated time will be considered reason for termination of employment.

d. Before returning to work, doctor's consent must be obtained and in the employee's personnel file.

e. Employees requesting additional leave time will be granted a leave up to a maximum of one (1) year from the delivery date providing such request is made in writing by the attending physician. Such employees desiring to return to employment will be placed at the top

top of the list to fill the first open position that they are qualified to fill.

C. Leave for Illness Due to Physical or Mental Reasons

D. Leave to serve as appointed official with the Council or International Union.

E. Leave due to illness in the immediate family.

F. Personal Leave of thirty (30) days shall be granted by the Employer and may be extended by mutual agreement.

G. Educational Leave

a. Such leave may be extended for like cause. Evidence of need for such leave or extension thereof must be submitted from time to time by the employee to the Employer.

H. Bereavement Leave

a. Leaves of absence with pay for three (3) days shall be granted an employee in the event of death in his/her immediate family or other resident in the household. For purposes of this Agreement, immediate family shall be defined as: wife, husband, father, mother, father/mother-in-law, brother, sister, son, daughter, grandparents, grandchildren.

An additional two (2) days leave without pay will be granted where extra time is needed.

ARTICLE 19. WORKING HOURS

A. Shift Premium

Employees who work on the second shift shall receive in addition to their regular pay five (5) percent per hour additional compensation. Employees who work on the third shift shall receive in addition to their regular pay ten (10) percent per hour additional compensation.

Employees who work a major portion of hours on a premium shift shall receive a shift premium of their base rate for all hours worked on the shift.

B. Shift Preference

The Employer will follow a seniority principle relative to shift assignment when efficiency is not impaired and within the various departments and divisions. Employees shall submit, in writing, their shift preference to their departmental office by December 1 of each year. Such shift assignment will be effective on the first Monday of a new pay period, on or following January 1 of each year, whenever possible or as soon thereafter as the employee can be granted such shift assignment.

A request for any shift change will be submitted in writing to the departmental office. Shift changes may be made by mutual agreement between employees, with the approval of the Department Head, or may be made by mutual agreement between employees and their immediate supervisor, if they work in the same division or unit. The hospital reserves the right to assign an employee to a specific shift for just cause.

C. Overtime

1. Overtime hours shall be divided as equally as possible among employees in the same classifications in their department. Upon request by the Union, once each six (6) months, it may examine employers personnel records to determine overtime hours for the previous six (6) months. Whenever overtime is required, the person with the least number of overtime hours in the classification will be called first and so on down the list in an attempt to equalize the over time hours.

2. For the purpose of this clause, hours not worked because the employee did not choose to work such hours will be charged against the employee not working.

3. Should the above method prove to be unsatisfactory, the parties agree to meet ninety (90) days from the effective date of this Agreement and work out a solution. -16-

4. Overtime hours will be computed from date of signing of this Contract and every twelve (12) months thereafter.

5. Time and one-half of the employee's regular rate of pay shall be paid for work under any of the following conditions.

a. Daily - all work performed in excess of eight (8) hours in any work day.

b. Work Period - All work performed in excess of eighty (80) hours in any pay period.

c. Working schedules shall not be altered to circumvent payment of overtime.

D. Hours of Work

1. The work day shall consist of eight (8) hours per day, plus one-half ($\frac{1}{2}$) hour off for lunch.

2. The union recognizes the established present shifts. If new shifts are to be established, they will be mutually agreed to by the Union and the Employer.

3. Employees may take a fifteen (15) minute "coffee break" in the first half of their shift and a fifteen (15) minute "coffee break" in the second half of their regular shift, or in the a.m. and p.m., whichever may apply.

E. Pay Day

1. Every other Friday. Third shift employees to be paid at the end of the shift.

F. Call-In Pay

1. Employees called in to work and who report not later than two (2) hours after the start of the shift will receive pay for the full eight (8) hours. Overtime premium pay will be paid in accordance with applicable contract provisions.

ARTICLE 20. VACATIONS

A. One year employment equals one week vacation. Two years employment equals two weeks vacation. Five years employment equals three weeks vacation. Ten years employment equals four weeks vacation.

B. If an employee dies, the estate will receive any unused vacation credit accruing in the current calendar year.

C. Vacations will be granted at such times during the year as the efficient operation of the department dictates in the opinion of the Employer. Employees shall be responsible for notifying the Administrator, in writing, at least thirty (30) days in advance of the time vacation is desired.

D. The Employee will be paid his vacation pay to which he is entitled on the anniversary date of his employment. Vacation time cannot be accumulated from year to year.

E. Work schedules shall be posted every two weeks for two weeks in advance and shall indicate therein the employee's vacation times.

F. Choice of vacation will be granted on the basis of seniority.

G. If a regular pay day falls during an employee's vacation, he will receive that check in advance before going on vacation. The employee must make a request for his or her check two (2) weeks before leaving if he or she desires to receive it in advance.

H. If an employee is laid off or retired, he or she will receive any unused vacation credit accrued in the current calendar year. A recalled employee who received credit at the time of layoff for the current calendar year will have such credit deducted from his vacation the following year.

I. Split vacations may be taken, subject to the other provisions concerning vacation.

ARTICLE 21. HOLIDAYS

The following are the Holidays for all employees:

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

plus one (1) floater day to be used anytime during the year, and employees who do not work at all on any of said holidays shall receive their normal rate of pay for the particular day in question. In the event the employee works the Holiday, the employee will receive eight (8) hours straight pay plus eight hours at their normal rate of pay. The employee's scheduled work period will not be altered so as to circumvent overtime eligibility.

ARTICLE 22. BULLETIN BOARDS

The Employer will provide one (1) 3' X 2' Bulletin Board on the first floor of the Employer's premises by the time clock, which the Union may use for the posting of notices.

ARTICLE 23. NEW POSITIONS

When a new job is created and cannot be properly placed in an existing classification, the Employer will notify the Union prior to establishing a classification and rate structure. In the event the Union does not agree that the description and rate are proper, it shall be subject to grievance if necessary, and ultimate arbitration.

ARTICLE 24. TEMPORARY ASSIGNMENTS

Temporary assignments for the purpose of filling vacancies of employees who are on vacation, absent because of illness, etc. will be granted to the senior employee who meets the requirements for such

job. Such employees will receive the rate of pay of the higher classification for all hours worked while filling such vacancy.

ARTICLE 25. JURY DUTY

A. Any employee with 1040 or more hours seniority who is called to and reports for jury duty shall be paid by the Employer for days partially or wholly spent in performing jury duty, if the employee otherwise would have been scheduled to work for the Employer and does not work, an amount equal to the difference between:

a. The employee's regular straight time hourly rate, exclusive of shift, overtime and any other premiums for the number of hours up to eight (8) that he would otherwise have been scheduled to work, and,

b. The daily jury duty fee paid by the Court (not including travel allowances or reimbursement of expenses.)

B. The Employer's obligation to pay an employee for performance of jury duty under this Article is limited to a maximum of thirty (30) days in any calendar year.

C. In order to receive payment under this Article, an employee must give the Employer prior notice that he has been summoned for jury duty and must furnish satisfactory evidence that jury duty was performed on the days for which he claims such payment. The provisions of this Article are not applicable to an employee who, without being summoned, volunteers for jury duty.

D. In the event there is work on the afternoon shift, said employee will be required to work such shift if at all possible.

ARTICLE 26. GENERAL

A. Clothing.

Current policy of white uniforms to remain.

Uniforms will be clean, neatly ironed and free of jewelry.

Any change in color of uniforms shall be subject for negotiations. All other types of clothing worn by employees not required to wear uniforms must be clean and in good repair.

B. Retirement Program

A meeting on retirement will be held in January, 1972 to discuss the Retirement Program and mutually agree to same.

C. Workmen's Compensation

Each employee shall be covered by the applicable Workmen's Compensation Act.

D. Insurance

The Employer will make available and pay the entire premium for a life insurance policy in the amount of \$2,000. Part time employees will be eligible for benefits such as Sick and Accident and Life Insurance if they average twenty (20) hours a week.

E. Liability Insurance

The Employer shall maintain in force, a liability coverage for all employees within the unit who may be subject to liability claims for incidents arising out of their employment.

Employees required, either by the Employer or any Public Agency having the power of subpoena to appear before a Court or such agency in any matters related to their work with their Employer, and which they are personally involved as a Defendant shall be granted a leave of absence with pay (as set forth in Jury Duty clause) for the period they are required to be absent from work. Such employee shall be paid the difference, if any, between the compensation they receive from the Court or Agency and their wages for time necessarily spent

in such service. In the event such action takes place on an employee's normally scheduled day off, compensation difference will be computed on a time and one-half basis for hours involved.

F. Part Time Benefits

Part time employees^{who}/work twenty (20) hours a week or more shall receive benefits on a pro-rata basis.

G. Sick Leave Days

Employees will be granted twelve (12) sick leave days during their seniority year. Said days being for legitimate purposes such as short term illness, doctor and dentist visits, attending funerals and necessary family business. If not used, they will be carried over from one year to the next, but not to exceed thirty (30) days. Sick leave days will be earned at the rate of one (1) day per month. Presently accumulated sick leave days may be used by employees to supplement their sick leave.

ARTICLE 27. SPECIAL CONFERENCES

A. Special conferences for important matters will be arranged between the Chapter Chairman or his designated representative and the Personnel Director upon the request of either party.

B. Such meetings shall be between at least two (2) representatives of the Union, and at least two (2) representatives of the Employer. Arrangements for such special conferences shall be made in advance and an agenda of the matters to be taken up at the meeting shall be presented in writing at the time the conference is requested. Matters taken up in special conference shall be held at a mutually agreed upon time and shall be limited to one (1) hour duration unless extended by the parties. The members of the Union shall not lose pay for time lost in such special conferences. This meeting may be attended by a representative of the Council and/or a representative of the International Union.

C. Special conferences shall be scheduled within five (5) working days after request is made.

D. The Union representatives may meet at a place designated on the Employer's property for at least one-half (½) hour preceding the conference.

ARTICLE 28. WAGES

Wages are specifically outlined in Appendix A

ARTICLE 29. DURATION AND AMENDMENT

This Agreement shall remain in full force and effect for three (3) years covering the period 1-5-72, to and including 1-5-75 and shall continue thereafter in full force and effect from year to year in the absence of a notice to terminate or amend this Agreement, as hereinafter provided. In the event either party wishes to terminate or amend the Agreement, notice shall be given by either party to the other of such desire to terminate or amend, in writing sixty (60) days prior to its expiration date or yearly extended date. If notice to amend is given, the Agreement shall remain in full force and effect until a new agreement is reached or until either party given a ten (10) day notice to terminate.

DATED: _____

LAFAYETTE EXTENDED CARE, INC.

BY *Kenneth L. Robinson*

BY _____

LOCAL 1918, CHAPTER P,
COUNCIL #29, AMERICAN
FEDERATION OF STATE, COUNTY
AND MUNICIPAL EMPLOYEES (AFL-CIO)

BY *Jack R. Johnson*

BY *Thomas L. Egger*
Marie S. Callahan

ARTICLE 30. APPENDIXES

APPENDIX A

WAGES

APPENDIX C

WORK RULES

APPENDIX B

JOB DESCRIPTIONS

APPENDIX D

USE OF PAST RECORDS

APPENDIX A

WAGES:

Effective December 15, 1971

Starting Wages: Nurses Aides, Kitchen Aides, \$1.70 per hour
Laundry, Housekeeping

Beginning	2nd year increase to	\$1.87
	3rd year increase to	\$1.97
	4th year increase to	\$2.11
	5th year increase to	\$2.27
	6th year increase to	\$2.44
	7th year increase to	\$2.62
	8th year increase to	\$2.82

Cooks Starting Wage: \$2.00 hour

Beginning	2nd year increase to	\$2.15
	3rd year increase to	\$2.31
	4th year increase to	\$2.48
	5th year increase to	\$2.67
	6th year increase to	\$2.87
	7th year increase to	\$3.09
	8th year increase to	\$3.32

Effective December 15, 1971 and every anniversary date of the employee's hiring date thereafter, employees will be put in the wage level which their seniority permits.

APPENDIX A CON'T.

Tentative wage structure changes effective 12-1-73 and to be instituted subject to withdrawal by management in six (6) months if the program does not work. Seniority raises excepted.

Starting wage New Aides	\$1.70 per hour
after 90 days	\$1.75
after six (6) months	\$1.80
after one (1) year	\$1.87

Charge Aides

0-7 years seniority will be Level #1	\$2.62 per hr.
Beginning 2nd year in job or beginning 8th year seniority Level #2	\$2.82 per hr.
Beginning 3rd year in job or beginning 9th year seniority Level #3	\$3.03 per hr.
Beginning 4th year in job or beginning 10th year seniority Level #4	\$3.26 per hr.
Beginning 5th year in job or beginning 11th year seniority	\$3.50 per hr.

Seniority extension all aides except charge aides

Beginning 9th year	\$3.03 per hour
Beginning 10th year	\$3.26 per hour
Beginning 11th year	\$3.50 per hour

Nurses Aide Duties as published by the Department of Public Health,
Division of Health Facility Standards and Licensing Nursing Homes.

7:00 a.m. to 3:30 p.m.

1. Nursing personnel employed in a skilled home shall be under the direction of a registered nurse who shall be known as the Director of Nursing. (Part 6, NURSING SERVICES, Rule 63, Section 1).
2. The feelings, attitude, sensibility, and comfort of a patient shall be fully respected and given meticulous attention at all times by all personnel. (Part 4, PATIENT CARE, Rule 42, General Provisions.)
3. The home shall have and implement a written policy governing the nursing care and other services provided to a patient. (Part 4, PATIENT CARE, Rule 42, Section 1).
4. Nursing care and services shall include the following:
 - a. Care of skin, mouth, teeth, hands and feet, and shampooing and grooming of the hair.
 - b. Prevention and treatment of skin irritation and decubiti.
 - c. Washing of hands and face of a patient before and after all meals and snacks.
 - d. Facilities for shaving for a male patient or if assistance is required shaving as often as necessary for comfort and appearance unless the patient or physician writes an order to the contrary.
 - e. Immediate changes of clothing and bedding of a patient upon becoming wet. (Part 6, NURSING SERVICES, Rule 64, Section A,B,C,D,G).
5. A cubicle curtain, ---- shall be used to insure privacy (Part 6, NURSING SERVICES, Rule 65, Section 1).
6. An accident record or incident report shall be prepared for each accident or incident involving a patient, personnel or visitor---- (Part 10, RECORDS, Rule 105). LPN will be notified and signed for notification.
7. A doorway, passageway, corridor, hallway or stairwell shall be kept free from obstructions at all times. (Part 11, CARE OF BUILDINGS AND GROUNDS, Rule 114, Section 8).
8. Ice used in the home for any purpose shall be manufactured, stored, transported and handled in a sanitary manner. (Part 11, Page 41, Rule 132, Section 15).
9. Personnel shall wear clean garments, maintain a high degree of personal cleanliness and conform to hygienic practices while on duty. (Part 11, Rule 138, Section 2).
10. Pass and collect all meal trays. One aide is to help with the trays in the dining room.
11. Feed patients slowly.
12. Help patients which eat in dining room area to area.

Nurses Aides 7:00 a.m. to 3:30 p.m.

13. A bed patient shall be taken out of bed at least twice daily unless there are written physician orders to the contrary. Rule 164, Page 49, Section 3.
14. Give bedpans and take to bathrooms as needed. (Clean vaginal and rectal areas each time). Clean bed pans and urinals after use.
15. See that colostomy bags are cleaned and irrigated as requested by the nurse.
16. Report all B.M.'s and check for impactions - chart as such. Notify charge nurse if patient is uncomfortable or has problems which you feel merit her attention.
17. Do treatments as requested by medication nurse.
18. Check your patients hourly to be sure they are all right. If up in a chair, check for comfort and be sure that they are not up too long.
19. Be sure all patients have a chance to rest after lunch.
20. Keep rooms neat and in order, wipe up all spills, keep bell cords within easy reach of patient, offer fluids frequently, keep side rails up.
21. Remove all extra linen or undesirable foods from rooms.
22. Report to charge nurse any food found in diabetic patients rooms.
23. Check temps when requested or if you feel it merits your attention.
24. Check diabetic clinitest and report to charge nurse and chart.
25. Answer lights promptly
26. Admit patients.
27. Go with third shift to help finish their work and have patients ready for trays at 7:30 a.m., also get report from aid who cared for your assigned patient especially concerning unusual occurrences during the night at this time.
28. When a patient leaves, see that all clothes go with the family, and if the family is not available, sack possessions, label and put in clean utility room. Notify charge nurse of patient's time of departure - cancel diet - make out discharge slip. In cases of emergency. In cases where LPN's are not available.
29. Special back care should be given all bedridden patients at least once per shift.

Nurses Aides duties as published by the Department of Public Health, Division of Health Facility Standards and Licensing Nursing Homes.

3:00 to 11:30 p.m.

1. Nursing personnel employed in a skilled home shall be under the direction of a registered nurse who shall be known as the Director of Nursing (Part 6, NURSING SERVICES, Rule 63, Section 1).
2. The feelings, attitude, sensibility and comfort of a patient shall be fully respected and given meticulous attention at all times by all personnel. (Part 4, PATIENT CARE, Rule 42, General Provisions).
3. The home shall have and implement a written policy governing the nursing care and other services provided to a patient. (Part 4, Patient Care, Rule 42, Section 1).
4. Nursing care and services shall include the following:
 - a. Care of skin, mouth, teeth, hands and feet and shampooing and grooming of the hair.
 - b. Prevention and treatment of skin irritation and decubiti.
 - c. Washing of hands and face of a patient before and after all meals and snacks.
 - d. Immediate change of clothing and bedding of a patient upon becoming wet. (Part 6, NURSING SERVICES, Rule 64, Section A,B, C,D,G).
5. A cubicle curtain -- shall be used to insure privacy ... (Part 6, NURSING SERVICES, Rule 65, Section 1).
6. An accident record or incident report shall be prepared for each accident or incident involving a patient, personnel or visitor -- (Part 10, RECORDS, Rule 105).
7. A doorway, passageway, corridor, hallway, or stairwell shall be kept free from unused equipment at all times.
8. Ice used in the home for any purpose shall be manufactured, stored, transported and handled in a sanitary manner. (Part II, Page 41, Rule 132, Section 15).
9. Personnel shall wear clean garments, maintain a high degree of personal cleanliness and conform to hygienic practices while on duty. (Part II, Rule 138, Section 2).
10. See that all patients are up for as long as tolerated and those who are resting are gotten up and ready for supper.
11. Pass water and see that everyone is offered a drink. (Number 8, Page 1).
12. Pass and collect all supper trays.
13. Pass and collect all H.S. nourishments - See patients eats nourishment.
14. See that patients go to dining room that should. If patient does not want to go, try to persuade and if no results, contact charge nurse.

Nurses Aides 3:00 to 11:30 p.m.

15. If there is a program at night, help the volunteers get patients to the program.

16. Give P.M. care - (Number 4, Page 1). Insure privacy with drapes at all times.

- a. Bed patients must have backs washed, dried and rubbed with Derma Fresh lotion. Perineums and buttocks should be washed and dried thoroughly.
- b. Decubitus care must be given at this time.
- c. Proper positioning is important for optimum comfort.
- d. See each patient has a drink of water and has emptied the bladder before going to sleep.
- e. Clean off the top of bedside stand. Apply fresh bedside sack. Leave a poured glass of water, tissues and bell cord within easy reach.
- f. Bedside tables must be empty, wiped off and ready to hold breakfast tray.
- g. Put all wheelchairs out of the way. (Number 7, Page 1).
- h. Put side rails up.
- i. Keep beds at least 36 inches apart - this is a State request and also renders easy access to the patient.

17. Give baths when necessary, particularly ones up and about all day. A warm shower or bath will make them rest and sleep better.

18. Give treatments as requested by charge nurse.

19. Admit patients when necessary.

20. When patient leaves the facility, see that all clothes go with the family, and if family is not present, sack possessions, label, and put in clean utility room. Notify charge nurse of patients departures, cancel diet and make out discharge form.

21. Answer all lights promptly - use your flashlight - it is not necessary to awaken other patients in the room.

22. Call charge nurses attention to anything unusual and charge.

23. Wheelchairs will be picked up twice monthly and placed in the women's bath at the appropriate station. This will be assigned on worksheet.

Nurses Aides duties as published by the Department of Public Health, Division of Health Facility Standards and Licensing Nursing Homes.

11:00 p.m. to 7:30 a.m.

1. Nursing personnel employed in a skilled home shall be under the direction of a registered nurse who shall be known as the Director of Nursing. (Part 6, NURSING SERVICES, Rule 63, Section 1).
2. The feelings, attitude, sensibility, and comfort of a patient shall be fully respected and given meticulous attention at all times by all personnel. (Part 4, PATIENT CARE, Rule 42, General Provisions).
3. The home shall have and implement a written policy governing the nursing care and other services provided to a patient. (Part 4, PATIENT CARE, Rule 42, Section 1).
4. Nursing care and services shall include the following:
 - a. Immediate changes of clothing and bedding of a patient upon becoming wet. Care of skin, mouth, teeth, hands and feet. (Part 6, NURSING SERVICES, Rule 64, Section A, B,C,D,G).
 - b. Prevention and treatment of skin irritation and decubiti.
 - c. Washing of hands and face of a patient before and after all meals and snacks.
5. A cubicle curtain -- shall be used to insure privacy --. (Part 6, Nursing Services, Rule 65, Section 1).
6. An accident record or incident report shall be prepared for each accident or incident involving a patient, personnel or visitor. (Part 10, Records, Rule 105).
7. A doorway, passageway, corridor, hallway, or stairwell shall be kept free from all unused equipment at all times. (Part II, Care of Buildings and Grounds, Rule 114, Section B).
8. Ice used in the home for any purpose shall be manufactured, stored, transported and handled in a sanitary manner. (Part II, Page 41, Rule 132, Section 15).
9. Personnel shall wear clean garments, maintain a high degree of personal clealiness and conform to hygienic practices while on duty. (Part II, Rule 138, Section 2).
10. Check sick patients every two hours or more often as needed, and see that patients are not out of bed or trying to get out of bed.
11. Answer lights promptly. Use your flashlight and orivacy drape. (Rule 5, Page 1).
12. Clean desk each night and chart backs weekly. Be sure all papers on the chart are labeled with patient's name and proper date.

Nurses Aides 11:00 p.m. to 7:30 a.m.

13. Help L.P.N. or R.N. with census when necessary.
14. Clean nursing station counter tops and tidy station drawers nightly.
15. Keep supply, equipment and utility rooms clean at all times.
16. Do any extra cleaning which is assigned by charge nurse in other rooms, such as shelves and counter tops which are directly involved in nursing operations.
17. Pass fresh drinking water in early A.M. (Rule 8, Page 1).
18. Give morning care:
 - a. Wash hands and faces of helpless patients with first shift aides at 7:00 a.m.
 - b. Give report on patients before leaving.
 - c. Be sure all incontinent patients are clean and dry.
 - d. Have patients ready to eat their breakfast.
 - e. Those who do not get up shall have overbed tables positioned.
19. Collect all specimens in proper containers and place in treatment room refrigerator.
20. When a patient leaves facility see that all clothes go with the family and if family is not available, sack possessions, label, and put in clean utility room. Notify charge nurse of patient's time of departure - cancel diet - make out discharge slip. Have unit ready and waiting for next patient.
21. Remove all extra linen or undesirable foods from rooms.
22. Be sure all side rails are up.
23. Help charge nurse with treatments when requested to do so.
24. Report anything you feel merits the charge nurse's attention and chart.
25. Supply charts with needed papers, nursing notes, med sheets, etc. Make up charts so that there are five ahead at all times.
26. Weekly duties:
 - a. Every other Monday - wash wheel chairs.
 - b. Wednesday - clean charts
 - c. Thursday - wash water pitchers
 - d. Friday - clean geriatric chairs
 - e. Saturday - clean refrigerators
27. Nightly duties - clean aseptos and thermometers.
28. Monthly duties: Stamp all charge sheets.

COOKS

Job Summary:

Works under the direction of the food service supervisor.

Works with supervisor and food service workers to insure that patients receive a well prepared, attractive nourishing meal according to prescribed diet order.

Kept working area and equipment scrupulously clean and sanitary.

RESPONSIBLE FOR:

The cooking of meals and snacks, preparation of salads, taking and serving foods.

Following scheduled menus, preparing foods in accordance with prescribed dietary requirements, meeting scheduled meal times, cleanliness and sanitation of stove, serving tables, refrigerators, and cooking equipment.

In the absence of the Food Service Supervisor, supervises all food service employees.

REQUIRED ABILITIES AND SPECIAL DEMANDS:

Good working knowledge of large scale food preparation and cooking methods; good knowledge of sanitation regulations relating to handling and preparation of food. A valid food handlers permit from the Flint Health Department.

Some knowledge of food values and nutrition.

Ability to prepare attractive and palatable food.

Working knowledge of special diets and how to prepare them.

Ability to understand and follow oral and written direction.

Deep interest and pride in food preparation and service.

Hair nets required.

PHYSICAL DEMANDS:

Good physical and mental health. A chest x-ray annually.

Able to lift pots and pans of food used in service of departments.

Able to stand for long periods of time.

Able to stoop, bend, and twist, and able to stand exposure to heat and steam.

REQUIRED EXPERIENCE AND TRAINING:

Eight years of school with some cooking experience. Understanding of standard techniques used in providing food service for patients.

Appendix B - Job Description

Housekeepers - 7:30 a.m. to 4:00 p.m.

Meets the general qualifications.

No pre-service training or experience required.

Housekeeping will be under the supervision of the housekeeping supervisor; however, in an emergency, if housekeeping supervisor is not available, the laundry department supervisor will be in charge.

Daily assignments will be made by your housekeeping supervisor. Housekeepers will be rotated on a monthly basis and they will do the section that is assigned on the work sheet.

Housekeeping will be responsible for the general cleaning of the facility except the kitchen which will be cleaned by the dietary staff. Areas include patient rooms, lounges, offices, and waiting rooms, halls, dining areas, therapy rooms and nursing stations.

Housekeepers are responsible for returning soiled linens to the laundry room and replacing empty linen carts.

Other related duties as assigned by the Housekeeping Supervisor.

APPENDIX B JOB DESCRIPTION

KITCHEN AIDE

JOB SUMMARY:

Assists in the preparation and serving of food and in the cleaning of kitchen equipment; does related work as required.

Transfers food stuff, and food service supplies.

Assists in serving food from serving table to plates, makes up food carts and delivers to appropriate floor wing.

Removes food carts, waste materials, washes dishes, carts and trays.

Washes pots and pans, food preparation trays and cooking implements.

Cleans working and serving areas regularly.

RESPONSIBLE FOR:

Performing assigned duties as directed and scheduled.

Performing duties on time to insure meeting meal time schedules.

Handling food according to recognized sanitary and hygienic standards.

Providing quality assistance to the cook and food supervisor.

REQUIRED ABILITIES AND SPECIAL DEMANDS:

Deep interest and pride in work.

Able to prepare and deliver food carts and trays.

Able to meet exacting standards of conduct, time schedules and personal hygiene and sanitation requirements in preparation of food service. A valid food handlers permit from the Flint Health Department.

Ability to follow directions (oral or written) and ability to get along with co-workers.

Ability to read and write.

PHYSICAL DEMANDS:

Good physical and mental health. A chest x-ray annually.

Able to stand for long periods of time.

Assists in lifting pots and pans of food.

Considerable stooping, bending and twisting and exposure to heat and steam.

Very clean in work habits and dress. Hair nets required.

REQUIRED EXPERIENCE AND TRAINING:

Completion of at least eight years of education.
Some kitchen experience in an institution kitchen or domestic experience.

APPENDIX B

JOB DESCRIPTION

LAUNDRY AIDE

Participates as a member of a group in washing, extracting all hospital linens; sorts wet clothes and linen, adds soap, bleach to washers; adjusts, regulates water level and temperature; loads and unloads washer, dryer and extractor; keeps daily reports of number of loads washed.

Participates as a member of a group to sort, mangle, and fold clean linen in laundry; takes turns in sorting wet laundry in preparation for mangle; instructs new employees on use of mangle, folding of linen; keeps work area clean, neat, orderly and performs related duties requested within reason by authorized personnel. Delivers clean laundry to all institution departments and picks up soiled laundry.

Requires elementary school; one to three months on the job training; minor decisions on repetitive, routine work, permitting freedom of action within prescribed limits; uses visual effort 90% of the time on relatively large objects; moderate physical effort with moderate concentration; could affect work of others or financial loss; considerably disagreeable from heat 30-60% of time; ordinary occupational hazards; contacts with immediate associates only; personal expense would not exceed \$50.00 per year.

Linens and patients' clothes are to be mended before being returned as time and other duties permit.

The laundry room area is to be mopped on a daily basis with all first and second shift personnel being assigned on a rotating basis.

APPENDIX C

WORK RULES

All new work rules and regulations for which an employee may be disciplined or discharged shall be posted and submitted to the Union at least fourteen (14) days prior to the proposed effective date of the work rule.

The Union shall have an opportunity to request and receive a joint conference on issue or issues mentioned in above paragraph. If agreement is not reached during the special conference, the Union shall have the right to grieve from Step of the Grievance Procedure to establish the reasonableness of said rule (s) or regulations.

Discipline shall consist of four written types applied progressively, namely:

1. Warning (oral counseling)
2. Written reprimand
3. Suspension
4. Discharge

APPENDIX D

USE OF PAST RECORDS

A. The first written reprimand will be cancelled by the Administrator if the employee receives no additional reprimands during the next six (6) months.

If the employee receives a second reprimand during this six (6) month period, both the first and second reprimand will be retained on the record for six (6) months beyond the issuance date of the second reprimand. During this period, a third reprimand may result in suspension.

B. In the event of suspension or discharge on a current charge, the Employer will not take into account any prior suspension of which the Employer had knowledge that occurred more than two (2) years previously.

C. The following actions shall be considered cause for immediate discharge:

1. Theft or stealing of property belonging to patients, visitors, other employees or the Employer on the Employer's premises.
2. Misuse or removal from Employer's premises without proper authorization any Employer's records or confidential information of any nature.
3. Sabotage
4. Proven drunkenness
5. Proven dishonesty
6. Patient abuse by word or deed.

D. The following actions may be considered as cause for immediate suspension.

1. Refusal or failure to do job assignment.
2. Ringing the clock card of another employee or allowing another person to ring your card.
3. Immoral conduct or indecency
4. Possession of, or drinking of liquor or any alcoholic beverage on Employer's property at any time or reporting for work under the influence of alcohol.
5. Fighting on Employer's premises at any time.
6. Unauthorized sale of any commodity or service on Employer's premises.
7. Possession of weapons on Employer's premises (weapons as defined by Webster Dictionary).
8. Falsification of personnel or other records.

E. The following actions may be considered causes for oral counseling,

written reprimand, suspension or discharge in that order following the procedures of progressive discipline.

1. Absent without reasonable cause.
2. Leaving own work area or the Employer's premises without permission (exclusive of lunch period).
3. Repeatedly reporting late for work unless excused.
4. Repeated failure to ring one's own clock card.
5. Failure to wear I.D. bar.
6. Refusal to obey reasonable orders of Supervisor.
7. Unauthorized operation of equipment.
8. Disregard of posted health, sanitation or accepted safety practices.
9. Smoking in other than specifically designated areas.
10. Horseplay, scuffling, running or throwing things.
11. Mutilation or removal of any notices from Employer's bulletin boards.
12. Careless workmanship
13. Excessive absenteeism.

APPENDIX E

It is agreed between the parties that the provisions of Article 10, Sections C and D are subject to the following limitations; the six (6) days absence during six (6) months, and five (5) days absence during the following months shall be restricted to those days where a doctor's slip can be required as specifically outlined in the following paragraph.

Proof of illness or disability may be required at any time of an employee who has taken sick leave on six (6) or more occasions within the preceding year.

Article 10

C. The penalty for six (6) days absence during any six (6) consecutive months for any reason other than a personal illness verified by a doctor's statement, in writing, specifying the type of illness and treatment will be one (1) week disciplinary layoff.

D. If five (5) additional days absence occur during the six (6) consecutive months immediately following the one (1) week disciplinary layoff, the penalty will be discharge. This does not pertain to authorized leaves of absence. In the event employee insists absence is due to illness, the employee shall have the right to an independent medical examination at the Employer's expense.

8-1-72
C. Douglas Anderson
Adm

Charge Aide

General Qualifications:

Previous training and experience showing ability to assist in limited supervision and assistance to Nurse Aides. Should have demonstrated ability to get along well with Nurse Aides and shown a desire for good geriatric care.

Duties: All Shifts

- A. Assign and offer supervision and assistance to Nurse Aides.
- B. Assists in orientation and training of new Nurse Aides and performs other duties assigned by the staff nurse or Director of Nurses.
- C. Assist in setting up, passing, and charting meds under direction and responsibility of licensed nursing personnel.
- D. Help deal with families when licensed staff not available.
- E. Other related duties as assigned by the charge nurse
- F. Report poor aide performance to licensed staff for oral warnings or reprimands

Duties: 1st. Shift

- A. Assist licensed personnel in some clerical detail.
 1. Blood pressures
 2. Charting
 3. Answering phone
 4. Admissions
 5. Stocking med rooms
 6. Ordering meds
 7. Transposing
 8. Other related duties as assigned by the charge nurse.

Duties: 2nd and 3rd Shift

- A. Perform routine nurse aide duties to an assigned number of patients.

This position cannot be held by a steward or steward alternate.

LETTER OF UNDERSTANDING

Upon the use of twelve sick leave days:

1. Every day that you are absent, thereafter will be credited as unauthorized absences unless:
 - a. You are ill and may be requested to bring in a doctor's slip.
 - b. You have been approved for absence by the Employer or his designee.
2. Article 10, Section C,D,E,F,G,H will prevail in regard to unauthorized absences.
3. In the event of disciplinary layoff (5 working days), the Employer will make every effort to fill the vacancy during the disciplinary period.
4. A ninety (90) day pilot program will be initiated September 1, 1973 to establish a decided decrease in absenteeism. In the event said decrease is evident, the employer as of December 1, 1973 will inaugurate the following plan.
 - a. Upon each employee's anniversary date, unused sick leave for that year will make an employee eligible for a bonus equal to one day's pay for each two (2) days of unused sick leave days with no loss of accumulated sick leave days.

Mary Wilson
Chapter Chairman

CHARGE AIDES - 1ST SHIFT
5 FULL-TIME CHARGE AIDES
1 ALTERNATE CHARGE AIDE

CHARGE AIDE DUTIES - 1ST SHIFT

1. Set up - Pass - Order - and chart medications under supervision of licensed nurse.
2. Keep Kardex and medication sheets and medicine cards up to date (2nd shift will do monthly transposing)
3. Check B.M. record daily and assign bowel care as needed (impaction checks, enemas etc. - a.m. aide assignment)
4. Make monthly B.M. sheets
5. Wash medicine boxes as needed
6. Keep medicine boxes and charts current (room#, Dr. names, patients names)
7. Make out a list monthly for Dr. Dykewicz's patients so that he knows when he is due to see his patients
8. Keep desk stocked with clerical supplies (keep drawers clean and in order)
9. Take daily and monthly B/P's and record
10. Routine aspect of patient admission - admission notes to be done by nurse.
11. Keep individual patient supply sheets up to date.
12. Keep medicine rooms stocked (avoid overstocking)
13. When 2 charge aides are assigned to a floor, take separate lunches and breaks
14. Alert floor aides to bed wash assignments as given by housekeeping.
15. New aides will be assigned to senior aide on the floor but would like you to spend some time with them. Show them floor lay-out, introduce to other aides and patients, show them any procedures they are not familiar with. This orientation should involve the floor nurse as well.
16. Take a pulse on each patient who receives a heart medication and record
17. See that the aides get a monthly weight on each patient and you record it on the chart.

CHARGE AIDES - 2nd SHIFT
7 FULL-TIME CHARGE AIDES
1 ALTERNATE CHARGE AIDE

CHARGE AIDE DUTIES- 2ND SHIFT

1. Set up - pass - chart - order medications with supervision of licenced nurse. (Double hall when necessary.)
2. Keep medicine room clean and organized (medicine boxes, shelves, counters, and desk.)
3. Transpose (accurately) patient medication lists monthly on medicine sheets.
4. Keep desks adiquatly stocked with clerical supplies.
5. Carry out assigned patient treatments as directed by floor supervisor.
6. You will not have specific patient assignments, but you will be expected to help answer lights or help lift off floor aids are legitimatly occupied elsewhere.
7. Take and record B/P and pulse readings.
8. Record temperature readings as reported by nurses aides.
9. Report any unusual patient symtoms directly to supervisor.

Richard J. K. [Signature]

3RD SHIFT CHARGE AIDES
1 FULLTIME CHARGE AIDE
1 ALTERNATE CHARGE AIDE

CHARGE AIDE DUTIES

1. Set-up - Pass - Chart as needed medications with the supervision of licensed nurse
2. Perform routine nurse aide duties
3. ~~General supervision of nurse aide performance~~

Please Read

EXTENDED CARE, INC.
627 BEGOLE STREET
FLINT, MICHIGAN 48503

May 23, 1973

PHONE 234-1667

Policy regarding transfer of alternate stewards
for administrative reasons

If administration desires to transfer an alternate steward, that transfer will be discussed in advance with the union committee chairman.

Kenneth L. Robinson,
Mary Wilson

EXTENDED CARE, INC.

627 BEGOLE STREET
FLINT, MICHIGAN 48503

PHONE 234-1667

ATTENTION ALL SHIFTS

Sign in Policy

It is required for all aides on each shift to sign in on their spiral notebooks at the beginning of their shift. This policy was enacted to facilitate the supervisors in rapid balancing of staff for their shift. Failure to sign in, only results in lost time and puts everyone behind schedule. Those who fail to comply with this policy will be subject to oral counseling then reprimand. If further action is thought to be required, a meeting will be held between union representatives and administration for a discussion for subsequent action of discipline.

Signed:

Kenneth A. Rubino
Mary Wilson

EXTENDED CARE, INC.

627 BEGOLE STREET
FLINT, MICHIGAN 48503

PHONE 234-1687

Policy regarding holidays for probationary employees

Probationary employees will be assigned to work on holidays during their probationary period. This may allow more seniority employees a chance at holidays off. By holidays, we mean the 6 paid holidays as specified in the union contract.

Amendment May 22, 1973

Probationary employees will be paid double-time if they work the holiday and if scheduled off will be paid straight 8 hours for holiday as are non-probationary employees.

Kenneth L. Kabanian
Mary Wilson