

AGREEMENT

between

Jackson County Medical Care Facility

and

**Jackson County Medical Care Facility
Employees Unit Local 139**

and

Michigan Council 55

of the

**AMERICAN FEDERATION OF
STATE, COUNTY & MUNICIPAL EMPLOYEES
AFL-CIO**

January 1, 1969 to December 31, 1971

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RELATIONS LIBRARY**



Michigan State University

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AGREEMENT

This Agreement entered into on this first day of November 1968 between the Jackson County Medical Care Facility (hereinafter referred to as the EMPLOYER) and Local 139 Jackson County Medical Care Employees Unit, affiliated with the International Union of the American Federation of State, County, and Municipal Employees, and Council 55 AFL-CIO (hereinafter referred to as the "UNION").

(NOTE: the headings used in this agreement and exhibits neither add to nor subtract from the meaning, but are for reference only.)

PURPOSE AND INTENT: The general purpose of this Agreement is to set forth terms and conditions of employment, and to promote orderly and peaceful labor relations for the mutual interest of the Employer, the Employees and the Union.

The parties recognize that the interest of the community and the job security of the employees depend upon the Employer's success in establishing a proper service to the Community.

To these ends the Employer and the Union encourage to the fullest degree friendly and cooperative relations between the respective representatives at all levels and among all employees.

1. RECOGNITION – Employees Covered

Pursuant to and in accordance with all applicable provisions of Act 379 of the Public Acts of 1965, as amended, the Employer does hereby recognize the Union as the exclusive representative for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment, and other conditions of employment for the term of this agreement of all employees of the Employer excluding Registered Nurses, Licensed Practical Nurses, Doctors, Office Clerical Employees and Supervisors as defined in the Act.

2. AID TO OTHER UNIONS

The Employer will not aid, 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.

3. UNION SECURITY – Requirement of Union Membership

(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 shall be required as a condition of continued employment to become members of the Union for the duration of this Agreement, on or before the thirtieth (30th) day following such effective date.

(c) 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 or before the thirtieth (30th) day following the beginning of their employment in the unit.

(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.

4. UNION DUES AND INITIATION FEES

(a) Payment by Check-off

Employees shall tender the initiation fee and monthly membership dues by signing the Authorization for Check-off of dues form.

Check-Off Forms: During the life of this Agreement and in accordance with the terms of the Form of Authorization of Check-off of Dues hereinafter set forth, the Employer agrees to deduct Union membership dues levied in accordance with the Constitution and By-Laws of the Union from the pay of each employee who executes or has executed the following Authorization for Check-Off of Dues Form:

AUTHORIZATION FOR REPRESENTATION BY THE
AMERICAN FEDERATION OF STATE, COUNTY
& MUNICIPAL EMPLOYEES AFL-CIO

I hereby request and authorize you to deduct from my earnings the Union membership initiation fee and once each month, an amount established by the Union as monthly dues. The amount deducted shall be paid to the Treasurer of the Union.

By _____
Print Last Name First Name Middle Name

To _____
Employer Department

Date to Start Signed _____
Deduction

_____ Address _____

(b) When Deductions begin.

Check-off deductions under all properly executed Authorization for Check-off of Dues forms shall become effective at the time the application is signed by the Employee and shall be deducted from the second pay of the month and each month thereafter.

(c) Remittance of Dues to Financial Officer.

Deductions for any calendar month shall be remitted to the designated financial officer of the Local Union with a list for whom dues have been deducted no later than five (5) days from the date dues are deducted.

(d) Termination of Check-Off.

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 Local Union will be notified by the Employer of the names of such employees following the end of each month in which their termination took place.

(e) Disputes Concerning Membership.

Any dispute arising as to an employee's membership in the Union shall be reviewed by the designated representative of the Employer and a representative of the Local Union, and if not resolved may be decided at the final step of the grievance procedure.

5. UNION REPRESENTATION

(a) Employees shall have the right to be represented by Stewards as follows:

First Shift - Three (3) Stewards

Second Shift - Two (2) Stewards

Third Shift - One (1) Steward

(b) The Stewards shall report off to their Supervisor when they leave their job for the purpose of investigating and presenting grievance.

(c) Stewards will be paid for time off their job during their working hours if they have properly reported off their job to investigate and process legitimate grievances or attending employer scheduled meetings.

6. SPECIAL CONFERENCES

(a) Special conferences for important matters will be arranged between the Unit Chairman and the Employer or its designated representative upon the request of either party. Such meetings shall be between at least two representatives of the Union. 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 at the time the conference is requested. Matters taken up in special conferences shall be confined to those included in the agenda. This meeting may be attended by a representative of the Council and/or a representative of the International Union. The members of the Union shall not suffer loss of time or pay spent in these conferences if such conferences are held during regularly scheduled work hours.

7. GRIEVANCE PROCEDURE - Time of Answers

It is the intent of the parties to this Agreement that the procedure set forth herein shall serve as a means for a peaceful settlement of disputes that may arise between them as to the application and interpretation of this agreement.

The grievance must be presented in writing by the employee and/or the Steward to the immediate supervisor within five (5) days from the knowledge of its occurrence in order to be a proper matter for the grievance procedure.

Step 1. (a) If an employee feels he has a grievance, he shall discuss the grievance with his immediate supervisor and/or the Steward.

(b) If the matter is not disposed of within two (2) working days, it will be submitted in writing by the Steward to the immediate supervisor.

(c) The immediate supervisor shall answer the grievance in writing within two working days.

Step 2. (a) If the immediate supervisor's answer is not satisfactory the grievance may be referred to the Unit Chairman who may submit the grievance in writing to the Administrator within three (3) working days.

(b) In the Nursing Dept. the Steward shall submit the grievance to the Director of Nursing within three (3) working days. The Director of Nursing shall answer the grievance within two (2) working days. If the Director of Nursing's answer is not satisfactory then it shall be referred to Section (a) above.

(c) The Administrator shall answer the grievance within three (3) working days.

Step 3. (a) If the administrator's answer is not satisfactory, the Unit Chairman may submit the appeal on an agenda to the administrator who will refer the agenda to the Jackson County Labor Relations Committee. A meeting between at least two (2) representatives of the Union and at least two (2) representatives of the Employer will be arranged to discuss the grievance or grievances appearing on the agenda within ten (10) calendar days from the date the agenda is received by the administrator. The employer shall answer the grievance within five (5) working days from the date the meeting is held.

(b) The Union Representatives may meet at a place designated by the Employer on the Employer's property for at least one-half hour immediately preceding a meeting with the representatives of the Employer for which a written request has been made.

(c) The Unit Chairman or his representative shall be allowed reasonable time off his job without loss of time or pay, to investigate a grievance he is to discuss with the employer.

Step 4. (a) In the event that they are unable to settle the matter and the Union wishes to carry it further it shall within thirty (30) days after receiv-

ing the answer to Step 3 be determined by decision of an arbitrator selected by the parties. In the event they cannot agree upon an arbitrator within five (5) days, then an arbitrator shall be selected by the American Arbitration Association in accordance with their rules.

(b) Any arbitrator selected shall have only the functions set forth herein. The fees and approved expenses of an arbitrator will be paid by the parties equally.

(c) Any grievance not appealed within the time limits outlined within the grievance procedure shall be considered settled on the basis of the last answer and not subject to further review.

8. WITHDRAWAL OF CASES

(a) After a case has been referred to the Arbitrator, the case may not be withdrawn by either party except by mutual consent.

(b) Finality of Decisions. There shall be no appeal from any Arbitrator's decision. Each such decision shall be final and binding on the Union and its members, the Employee or Employees involved, and the Employer.

9. PAYMENT OF BACK PAY CLAIMS

If the Employer fails to give an Employee work to which his seniority entitles him, and a written notice of his claim is filed within five (5) days of its knowledge of the time the Employer first failed to give him such work, the Employer will reimburse him for the earnings he lost through failure to give him such work.

10. COMPUTATION OF BACK WAGES

No claim for back wages shall exceed the amount of wages the employee would otherwise have earned at his regular rate, less other compensation the employee received during that period.

11. DISCHARGE AND DISCIPLINE

(a) Notice of discharge or discipline. The Employer agrees promptly upon the discharge or dis-

cipline of an Employee to notify in writing the Steward in the department of the discharge or discipline.

(b) The discharged or disciplined employee will be allowed to discuss his discharge or discipline with the Steward of the department and the Employer will make available an area where he may do so before he is required to leave the property of the Employer. Upon request, the Employer or his designated representative, will discuss the discharge or discipline with the Employee and the Steward.

(c) Appeal of Discharge or Discipline. Should the discharged or disciplined Employee or the Steward consider the discharge to be improper, a complaint shall be presented in writing through the Steward to the Employer within two (2) regularly scheduled working days of the discharge or discipline. The employer will review the discharge or discipline and give its answer within three (3) regularly scheduled working days after receiving the complaint. If the decision is not satisfactory to the Union, the matter shall be referred to the grievance procedure.

(d) Use of Past Record. In imposing any discipline on a current charge, the Employer will not take into account any prior infractions which occurred more than two (2) years previously.

(e) Reprimands - An employee shall be notified in writing of any subject matter which could be construed as detrimental to his future promotion, transfer or present or future employment.

12. SENIORITY - Probationary Employees

(a) New employees hired in the unit shall be considered as probationary employees for the first ninety (90) days of their employment. The ninety (90) days probationary period shall be accumulated within not more than one hundred and eighty (180) calendar days. When an employee finishes the probationary period, by accumulating ninety (90) days of employment within not more than one hundred and eighty (180) calendar days, he shall be entered on the seniority list of the unit and shall rank for seniority from the day ninety (90) days prior to the day he completes the probationary period. There shall be no seniority among probationary employees. (Note: if an additional thirty (30) days is needed the em-

ployer and the union may agree mutually in writing.)

(b) The Union shall represent probationary employees for the purposes of collective bargaining in respect to rates of pay, wages, hours of employment and other conditions of employment as set forth in this Agreement.

(c) Seniority shall be in accordance with the employee's last date of hire with the Medical Care Facility.

13. SENIORITY LISTS

(a) Seniority shall not be affected by the race, sex, marital status, or dependents of the employee.

(b) The seniority list on the date of this Agreement will show the names and job titles of all employees of the unit entitled to seniority.

(c) The Employer will keep the seniority list up to date at all times and will provide the Local Union Membership with up to date copies at least every one hundred eighty (180) days.

14. LOSS OF SENIORITY

An employee shall lose his seniority for the following reasons only:

(a) He quits.

(b) He is discharged and the discharge is not reversed through the procedure set forth in this Agreement.

(c) He is absent for three (3) consecutive working days without notifying the Employer. In proper cases, exceptions shall be made. After such absence, the Employer will send written notification to the employee at his last known address that he has lost his seniority, and his 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 he does not return to work when recalled from lay off as set forth in the recall brochure.

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

15. SHIFT PREFERENCE (Temporary)

In a classification from which the temporary shift is to be made, the junior employee will be selected,

provided he has the present ability to perform the work required, unless a more senior employee so qualified within the department promptly requests the transfer.

16. SENIORITY OF STEWARDS

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 department which they can perform and shall be recalled to work in the event of a layoff on the first open job in the department which they can perform.

17. SENIORITY OF OFFICERS

Notwithstanding their position on the seniority list, the President, Vice-President, Financial Secretary, Recording Secretary of the Local Union shall in the event of a layoff only be continued at work at all times, provided they can perform any of the work available.

18. SUPPLEMENTAL AGREEMENTS

All proposed supplemental agreements shall be subject to Good Faith negotiations between the Employer and the Union. They shall be approved or rejected within a period of ten (10) days following the conclusion of negotiations.

19. LAYOFF DEFINED

(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 employees will be laid off on a Medical Care Facility basis. Seniority employees will be laid off according to seniority as defined in Section 12 (c), 16 and 17. In proper cases exceptions may be made. Disposition of these cases will be a proper matter for Special Conference and if not resolved it shall then be subject to the final step of the grievance procedure (arbitration).

(c) Employees to be laid off for an indefinite period of time will have at least seven (7) calendar days

notice of layoff. The Local Union Secretary shall receive a list from the Employer of the employees being laid off on the same date the notices are issued to the employees.

20. RECALL PROCEDURE

When the working force is increased after a layoff, employees will be recalled according to seniority, as defined in Section 15 (c), 19 and 20. Notice of recall shall be sent to the employee at his last known address by registered or certified mail. If an employee fails to notify the employer within three (3) days of his intent to report for work within ten (10) days from the date of mailing of notice of recall he shall be considered a quit.

21. TRANSFERS

(a) Transfer of Employees. If an employee is transferred to a position under the Employer not included in the 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 transferred under the above circumstances shall retain all rights accrued for the purpose of any benefits provided for in this Agreement.

(b) The Employer agrees that in any movement of work not covered above in Section 21 (a) he will discuss the movement with the Union in order to provide for the protection of the seniority of the employees involved.

(c) In the event of a vacancy or a newly created position employees shall be given the opportunity to transfer on the basis of seniority in the department if qualified. In such cases all vacancies and newly created positions shall be posted in a conspicuous place in each building in the hospital at least four (4) calendar days prior to filling such vacancy or newly created position.

22. PROMOTIONS

(a) Promotions within the bargaining unit shall be made on the basis of seniority and qualifications.

Job vacancies will be posted for a period of four (4) working days setting forth the minimum requirement for the position in a conspicuous place in the hospital. Employees interested shall apply within the four (4) working days. The senior employee applying for the promotion and who meets the minimum requirements shall be granted a four (4) week trial period to determine:

1. His desire to remain on the job.
2. His ability to perform the job.

In the event the senior applicant is denied the promotion, reasons for denial shall be given in writing to such employee's Steward, in the event the senior applicant disagrees with the reasons for denial it shall be a proper subject for the Grievance Procedure.

(b) During the four (4) week trial period, the employee shall have the opportunity to revert back to his former classification. If the employee is unsatisfactory in the new position, notice and reasons shall be submitted to the Union in writing by the Employer with a copy to the employee. The matter may then become a proper subject for the second step of the grievance procedure.

(c) During the trial period, employees will receive the rate of the job they are performing.

23. VETERANS

(a) Reinstatement of Seniority Employees.

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 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 will be offered such employment in line with his seniority as may be available which he is capable of doing at the current rate of pay for such work, provided he 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 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.

(c) Except as hereinbefore provided the reemployment rights of employees and probationary employees will be limited by applicable laws and regulations.

(d) Employees who are in some branch of the Armed Forces Reserve or the National Guard will be paid the difference between their reserve pay and their regular pay with the Medical Care Facility when they are on full time active duty in the Reserve or National Guard, provided proof of service and pay is submitted. (A maximum of two weeks per year.)

24. LEAVE OF ABSENCE

Leaves of absence for reasonable periods not to exceed two (2) years will be granted without loss of seniority for:

- 1 - Serving in any elected position (Public or Union).
- 2 - Illness Leave (Physical or mental with doctor's certificate.)
- 3 - Serving in an appointed position with the Council or International Union.
- 4 - Prolonged illness in immediate family, (with doctor's certificate). (Such leave may be extended for like cause.)

25. LEAVE FOR UNION BUSINESS

(a) Members of the Union elected to Local Union positions or selected by the Union to do work which takes them from their employment with the Employer shall at the written request of the Union receive temporary leaves of absence for periods not exceed two (2) years or the term of office, whichever may be shorter, and upon their return shall be re-employed at work with accumulated seniority.

(b) Members of the Union elected to attend a function of the International Union such as conventions or educational conferences shall be allowed a total of five (5) working days for the unit with pay per year after which time off without pay to attend such conferences and/or conventions.

26. MATERNITY LEAVE (Up to one year)

(a) Female employees who have acquired seniority will be granted a leave of absence for maternity, provided they report the pregnancy to the employer within the first three months and present a certificate from her physician verifying pregnancy.

(b) No employee will be continued on the job beyond her seventh month of pregnancy, provided further, that her doctor certify monthly her condition to perform the job within her classification.

(c) An employee cannot return to work after a maternity leave in less than six weeks after delivery or miscarriage. The employee must submit a statement from her physician indicating that she is able to be employed in her job classification.

27. SICK LEAVE

(a) All employees covered by this Agreement shall accumulate one (1) sick leave day per month provided he works eleven (11) scheduled work days or more in that month, with seventy-two (72) days accumulation. Any employee who accumulates unused sick leave days in excess of sixty (60) days shall be compensated for one - half of those excess unused sick leave days in a sum of money over and above the normal pay equal to their hourly rate. The same shall be due and payable to such employees at the end of each calendar year, and paid to said employee as soon as the final computation of same is made by the comptrollers' office.

(b) To be eligible for sick leave, an employee must notify his Supervisor at least one-half hour prior to the start of his shift; except in proper cases exceptions may be made.

(c) An employee while on sick leave will be deemed to be on continued employment for the purpose of computing all benefits referred to in this Agreement, and will be construed as days worked.

(d) Abusing or misusing of sick leave will be subject to disciplinary action.

(e) All employees shall be allowed two (2) personal business leave days per year, with pay, not to be deducted from sick leave.

28. FUNERAL LEAVE

An employee shall be allowed three (3) working days as funeral leave days not to be deducted from sick leave for a death in the immediate family. Immediate family is to be defined as follows: Mother, Father, Brother, Sister, Wife or Husband, Son or Daughter, Mother-in-law, Father-in-law, Son-in-law, Daughter-in-law, Brother-in-law, Sister - in - law, Grandparents or a member of the employee's household. Any employee selected to be a pall bearer for a deceased employee will be allowed one (1) funeral leave day with pay, not to be deducted from sick leave. The Local Unit Chairman, or his representative, shall be allowed one (1) funeral leave day in the event of a death of a member of the unit who is a member of the Medical Care Facility for the exclusive purpose of attending the funeral. If additional time is needed, the employee may request such time to be deducted from sick leave. If additional time is granted it shall be in writing signed by the Employer, the Union and the employee.

29. WORK HOURS, WORK WEEK, and SHIFT PREMIUM

(a) Employees who work on the second or third shift shall receive, in addition to their regular pay, 15¢ per hour respectively additional compensation.

(b) The regular full work day shall consist of eight (8) continuous hours per day.

(c) With thirty (30) minutes off for lunch included in the eight hour period.

(d) Employees may take a coffee break the first half and a coffee break the second half of their regular shift.

(e) Any employee reporting for overtime duty shall be guaranteed at least two hours pay at the rate of time and one-half.

(f) The immediate supervisor shall schedule the employees in the department concerned to provide each employee with a week-end off every third week. All schedules shall be posted one (1) week in advance, setting forth the schedule for three weeks in each department. (No schedule shall be changed once posted unless agreed between the immediate supervisor, employee or employees involved in writing.)

30. TIME AND ONE-HALF

Time and one-half will be paid as follows:

- (a) For all hours worked over eight in one day.
- (b) For the seventh day as such.
- (c) For all hours in excess of the regular week or eighty (80) hours every two (2) weeks.
- (d) For all hours worked on holidays that are defined in this agreement in addition to holiday pay.

31. HOLIDAY PROVISIONS

(a) The paid holidays are designated as: New Year's Day, Lincoln's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, and any general election day. Employees will be paid their current rate based on the regular work day for said holidays. 10

(b) In addition, any day or part of a day may be designated a holiday by the Board of Social Service.

(c) Obviously, in a hospital, the entire staff cannot be off on the same day. The immediate supervisor will schedule the holiday time off. At the same time, consideration will be given, as far as possible, and reasonable to the individual's wishes. Whenever possible, the employees will be scheduled so that all may have a turn for actual holidays.

32. VACATION ELIGIBILITY

An employee will earn vacation with pay in accordance with the following schedule:

- (a) One week after six months to one year of employment.
- (b) Two weeks after one year to eight years of employment.
- (c) Three weeks after eight years to twelve years of employment.
- (d) Four weeks after twelve years and over of employment.

33. VACATION PERIOD

(a) All employees who make their vacation requests prior to April 1 of each year shall be honored

by the Employer on the basis of seniority. All vacations shall be posted on a bulletin board in each department by the Employer prior to May 1 of each year. Vacation requests submitted after April 1 of each year will be granted at such times during the year as are suitable, considering the employee's request and the efficiency of the operation concerned. All vacation requests shall be submitted in writing with at least two (2) weeks' advance notice to their immediate supervisor. The immediate supervisor shall acknowledge the request within three (3) working days to the employee, in writing, and posted on the vacation notice on the bulletin board. If a dispute arises concerning an employee's eligibility for vacation and/or vacation schedule, it shall be referred to the Employer and the Union for disposition, subject to the grievance procedure.

(b) Vacations will be taken in a period of consecutive days. Vacations may be split into one or more weeks, providing such scheduling does not drastically interfere with the operation.

(c) When a holiday is observed by the Employer during a scheduled vacation, the vacation will be extended one day continuous with the vacation.

(d) A vacation may not be waived by an employee and extra pay received for work during that period.

(e) If an employee becomes ill and is under the care of a duly licensed physician during his vacation, his vacation will be rescheduled upon the presentation of a certificate from his doctor. In the event his incapacity continues through the year, he will be awarded payment in lieu of vacation.

34. PAY ADVANCE

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

(b) If an employee is laid off or retired, he will receive any unused vacation credit including that 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.

(c) Rate during vacation: Employees will be paid

their current rate based on their regular scheduled day while on vacation and will receive credit for any benefits provided for in this agreement.

35. UNION BULLETIN BOARDS

(a) The Employer will provide bulletin boards in each building which may be used by the Union for posting notices of the following types, with the approval of the Employer:

1. Notices of recreational and social events.
2. Notices of elections.
3. Notices of results of elections.
4. Notices of meetings.

36. RATES FOR NEW JOBS

When a new job is placed in a unit 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 negotiation.

37. 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.

38. JURY DUTY

An employee who serves on Jury Duty will be paid the difference between his pay for jury duty and his regular pay.

39. SAFETY COMMITTEE

A safety committee of employees and the employer representatives is hereby established. This committee will consist of two (2) representatives of the Union and two (2) representatives of the Employer.

40. EQUALIZATION OF OVERTIME HOURS

Overtime hours shall be divided as equally as possible among employees in the same classifications in their department.

41. HOSPITALIZATION MEDICAL CARE COVERAGE

The employer agrees to pay the low cost premium for hospitalization medical coverage for the employee and family, the plan to be Blue Cross-Blue Shield low cost deductible. This coverage shall apply to all seniority employees if they are not covered by other hospitalization coverage.

42. LIFE INSURANCE COVERAGE

The employer agrees to pay the full premium of straight life insurance plan for each employee, face value of \$1,000, while employed or laid off.

43. MISCELLANEOUS

(a) All provisions of this Agreement shall be paid on a pro-tata basis to part-time employees in accordance with the number of hours they are employed per month and year. (Employees referred to as "Blue Bells" shall not be covered by this Agreement, and the number of these employees shall be determined by the Employer and the Union each year.)

(b) Uniforms. A committee of three (3) employees shall be established for a uniform ordering service through a sales representative of their own choice to purchase uniforms at a reduced rate. Through the employer the department shall be defined by the following colors:

Nursing - Blue

Physical Therapy - White

Occupational Therapy - White

Housekeeping - Pink

Laundry - Green

Kitchen - White with a White apron

(c) Effect of Agreement. This Agreement supercedes any past practice or previous Agreement, verbal or written, between the parties hereto, or between any of them and any employees covered hereby.

(d) Working Days. For the purpose of this Agreement working days is intended and shall be deemed Monday through Friday.

(e) Pronouns, Use of: Wherever herein reference is made to the male pronoun - he, him, his, etc. - it is intended and it shall be deemed to include reference to the equivalent female pronoun - she, her, hers, etc.

44. WORKMAN'S COMPENSATION - On-the-Job Injury

Each employee will be covered by the applicable Workmen's Compensation Laws and the Employer further agrees that an employee being eligible for Workmen's Compensation will receive, in addition to his Workmen's Compensation income, an amount to be paid by the Employer sufficient to make up the difference between Workmen's Compensation and his regular weekly income based on forty (40) hours.

45. APPENDICES

The following appendices are incorporated and made a part of this Agreement:

- Appendix A. Pensions.
- Appendix B. Classifications and Rates.
- Appendix C. Job Description.

46. TERMINATION AND MODIFICATION

This Agreement shall continue in full force and effect until 11:59 P.M. December 31, 1971.

(a) If either party desires to terminate this Agreement, it shall, sixty (60) days prior to the termination date, give written notice of termination. If neither party shall give notice of amendment, as hereinafter provided, or if each party giving a notice of termination withdraws the same prior to termination date, this Agreement shall continue in effect from year to year thereafter subject to notice of termination by either party on sixty (60) days written notice prior to the current year's termination date.

(b) If either party desires to modify or change this agreement, it shall, sixty (60) days prior to the termination date or any subsequent termination date, give written notice of amendment, in which event the

notice of amendment shall set forth the nature of the amendment or amendments desired. If notice of amendment of this agreement has been given in accordance with the paragraph, this Agreement may be terminated by either party on ten (10) days written notice of termination. Any amendments that may be agreed upon shall become and be a part of this agreement without modifying or changing any of the other terms of this Agreement.

(c) Notice of Termination or Modification. Notice shall be in writing and shall be sufficient if sent by certified mail addressed, if to the Union, to Council 55, Lansing, Michigan, and if the Employer, addressed Jackson County Medical Care Facility, Jackson, Michigan, or to any such address as the Union or the Employer may make available to each other.

47. EFFECTIVE DATE

All provisions of this Agreement shall become effective as of November 1, 1968, except for Leave for Union Business, Vacation Eligibility, Hospitalization and Appendix B which shall become effective January 1, 1969.

IN WITNESS WHEREOF, The parties hereto have caused this instrument to be executed on the day and year first above written.

LOCAL 139, COUNCIL 55
AMERICAN FEDERATION OF STATE, COUNTY
AND MUNICIPAL EMPLOYEES AFFILIATED
WITH AFL-CIO

Robert W. Chittenden

Its Council #55 Representative

Cliff S. Rogers

Harriet S. McClellan

Deathy Miller

Mary F. Beebe

Florine W. Bolndawgh

In presence of:

Pauline Harrington

JACKSON MEDICAL CARE FACILITY
AND JACKSON COUNTY LABOR
RELATIONS COMMITTEE

Frank N. Mitchell

George J. Hamp

Nolan Eschelbach

In presence of:

Robert J. Easton

APPENDIX A – PENSIONS

First: Where does the money come from on which we retire? The answer is -- we pay part and the County pays part. Our contribution as employees is 3% of our salary for the first \$4,200 annual salary, over \$4,200 we contribute 5% of our annual salary.

Example: \$3000 annual salary x 3%-\$90 a year
 \$4200 annual salary x 3%-\$126 a year
 \$6000 annual salary-\$126 -(5% x \$1800)
 -\$126 plus \$90 - \$216 annual contribution.

The County then contributes an amount depending on average age of employees, amount of service to the County, and the liability that can be expected on a sound, actuarial basis. As determined by the County Actuary, but for instance in the year 1963 the County contributed 5.43% on the basis of your salary under \$4200 and 8.16% on the basis of your salary over \$4200. Examples of County contributions:

\$3000 annual salary x 5.43% equals \$217.20
 \$4200 annual salary x 5.43% equals \$228.06
 \$6000 annual salary equals \$228.06 plus
 (\$1800 x 8.16%) equals \$228.06 plus \$146.88
 equals \$374.94.

Now let us see what our annual retirement amounts to, under one of three plans.

Straight life retirement is computed on this basis: 1% times the average of your five highest consecutive years of service, out of the last ten years of service of the first \$4200 annual salary plus 1-1/2% over \$4200 annual salary. Example: Straight Life Retirement -- Average salary for five highest consecutive years out of last ten years of service equals \$4000. Total amount of service covered under retirement for the County, 30 years.

Then: 1% times \$4000 equals \$40 times 30 years equals \$1200 annual retirement. Plus whatever accrued monthly benefits you have in social security, which is entirely separate from our retirement benefits.

Example: The same as above only the average salary for the highest five consecutive years of the past ten years amounts to \$6000.

1. Final average compensation.	\$6000
2. 1% of the first \$4200.	\$42.00
3. 1-1/2% of the remaining \$1800.	<u>27.00</u>
4. Total of items 2 & 3.	\$69.00
5. Multiply by total years of service.	x 30
Total annual retirement allowance	<u>\$2070.00</u>

There are two other options under the retirement system which are computed on a sound actuarial basis: but have reduced benefits due to the benefits your spouse is to receive. These benefits should be checked with your employee representative prior to your retirement.

Option A (lowest) Employee takes reduced retirement computed on actuary figures, spouse's age enter into this computation as to the monthly income but when former employee is deceased the spouse draws the continued amount.

Option B (this is next) Computed on actuarial tables according to age and while both husband and wife are alive they draw more than option A, but when employee is deceased the spouse draws one half of what employee would have drawn if he were still alive.

Here is an actual example of what one employee's benefits were under one of the three options. He was 68, spouse was 63 at the time of retirement.

Option	Emp. Annual Benefit	% of Straight Life	Emp. Draws Annually	Spouse Draws at Emp. Death
Straight Life	\$1216.80	100.00	\$1216.80	0
Option A	803.28	66.02	803.28	803.28
Option B	990.00	81.36	990.00	495.00

APPENDIX B — CLASSIFICATION AND RATES — 1969

In accordance with article 12 section (c) the following hourly rates shall become effective Jan. 1, 1969

	Starting Rate	LONGEVITY				
		After 90 Days	3 Years	5 Years	10 Years	15 Years
(a) Kitchen Helper Laundry Worker Seamstress Housekeeper Nurses Aide I	\$1.73	\$1.88	\$2.08	\$2.13	\$2.18	\$2.23
(b) Cook I	\$1.88	\$2.03	\$2.18	\$2.23	\$2.28	\$2.33
(c) Janitor Cook II Orderlies Nurses Aide II Physical Therapy Aide Occupational Therapy Aide Assistant Housekeeper Supervisor Assistant Laundry Supervisor	\$1.98	\$2.13	\$2.28	\$2.33	\$2.38	\$2.43

APPENDIX B – CLASSIFICATION AND RATES – 1970

In accordance with article 12 section (c) the following hourly rates shall become effective Jan. 1, 1970

	Starting Rate	LONGEVITY				
		After 90 Days	3 Years	5 Years	10 Years	15 Years
(a) Kitchen Helper Laundry Worker Seamstress Housekeeper Nurses Aide I	\$1.90	\$2.06	\$2.26	\$2.31	\$2.37	\$2.42
(b) Cook I	\$2.06	\$2.21	\$2.37	\$2.42	\$2.47	\$2.52
(c) Janitor Cook II Orderlies Nurses Aide II Physical Therapy Aide Occupational Therapy Aide Assistant Housekeeper Supervisor Assistant Laundry Supervisor	\$2.16	\$2.31	\$2.47	\$2.52	\$2.57	\$2.62

APPENDIX B - CLASSIFICATION AND RATES - 1971

In accordance with article 12 section (c) the following hourly rates shall become effective Jan. 1, 1971

	Starting Rate	LONGEVITY				
		After 90 Days	3 Years	5 Years	10 Years	15 Years
(a) Kitchen Helper	\$ 2.08	\$ 2.24	\$ 2.45	\$ 2.50	\$ 2.56	\$ 2.61
Laundry Worker						
Seamstress						
Housekeeper						
Nurses Aide I						
(b) Cook I	\$ 2.24	\$ 2.40	\$ 2.56	\$ 2.61	\$ 2.66	\$ 2.72
(c) Janitor	\$ 2.34	\$ 2.50	\$ 2.66	\$ 2.72	\$ 2.77	\$ 2.82
Cook II						
Orderlies						
Nurses Aide II						
Physical Therapy Aide						
Occupational Therapy Aide						
Assistant Housekeeper Supervisor						
Assistant Laundry Supervisor						

APPENDIX C JOB DESCRIPTIONS

NURSES' AIDE

I. QUALIFICATIONS:

- 1) High School education desirable
Grammar School required
- 2) Minimum age of 17
- 3) Good Physical and Mental Health
- 4) Pleasant and neat appearing

II. JOB SUMMARY:

Under professional nurse supervision, the nurses' aide performs routine nursing duties, transports patients to other hospital area; runs errands and assists in maintaining a clean and suitable environment.

III. JOB FUNCTIONS:

1. Bathes patients as assigned, (bed or tub)
2. Changes linen routinely and as needed.
3. Assists patients with personal hygiene.
4. Feeds and/or assists patients with diets, collects trays.
5. Maintains patients comfort and safety by using mechanical devices (porta-lifts, bath lifts, restraints, etc.)
6. Assists in admissions, discharges and the care of the deceased.
7. Takes care of and records personal belongings and/or money.
8. Assists with dressings, treatments and exercises as directed.
9. Observes patients mental and physical condition, listens to and reports patients wants and complaints to the supervising nurse.
10. Records on patients chart, general care, changes in patients condition, intake and output, i.e. all pertinent information pertaining to each individual patient.
11. Performs related duties as assigned by the professional nurse.
12. Nurses' Aide II passes medications.

CENTRAL STERILE

I. QUALIFICATIONS:

As previously listed.

II. JOB FUNCTIONS:

1. To wash and clean equipment.
2. To wrap bundles and set up trays.
3. To sterilize supplies and equipment in the autoclave as directed.
4. To make solutions as directed.
5. To dispense supplies as needed.
6. Care and maintenance of instruments and equipment.
7. To catalog and inventory supplies.
8. To assist on the floor with patient care as needed.
9. Other related duties as directed by Director of Nursing.

MAID (HOSPITAL)

I. QUALIFICATIONS:

- 1) High school education desirable
Grammar School required
- 2) Minimum age of 17
- 3) Good Physical and Mental Health
- 4) Pleasant and neat appearing
- 5) Ability to organize and performs cleaning details with ease.

II. JOB SUMMARY:

Under the professional nurse supervision, the Main (Hospital) will be assigned cleaning and other related details in patients rooms, clothing areas; linen presses, etc.

III. JOB FUNCTIONS:

Examples:

Cleaning and polishing beds

Cleaning and arranging in proper order, clothes presses, closets, etc.

Care of mattresses, pillows and protectors

Cleaning and completing units after discharges, or deaths

Other related duties

OCCUPATIONAL THERAPY AIDE

GENERAL STATEMENT OF DUTIES:

Performs nonprofessional work in instructing and supervising hospital patients in occupational therapy activities; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class supervises the occupational therapeutic activities including the teaching of various handicrafts and sewing. Some discretion is exercised in planning and directing the activities of patients, but immediate supervision is received from a professional supervisor who plans the overall program and evaluates the work through observation and review of the patients' programs.

EXAMPLES OF WORK: (Illustrative only)

Supervises and instructs patients in sewing, knitting, embroidering, ceramics, woodworking and other applied arts and crafts; Observes the progress and reaction of patients and makes reports on individual cases to the immediate supervisor; Plans weekly entertainment programs for patients; Maintains files and medical records of patients; Orders supplies for both crafts and patients' personal needs; Attends and takes notes at weekly rehabilitation conferences.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Some knowledge of the principles and practices of occupational therapy and ability to apply them in the treatment of patients; some knowledge of occupational and recreational working materials and equipment and ability to direct their economical and beneficial use; skill in various types of manual arts and crafts; ability to make simple analyses regarding the occupational needs and progress of patients; ability to get along well with patients, physicians and other medical personnel; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING:

Some experience in routine or group occupational therapy work and completion of a standard high school course; or any equivalent combination of experience and training which provides the required knowledges, skills and abilities.

PHYSICAL THERAPY AIDE I

GENERAL STATEMENT OF DUTIES:

Performs nonprofessional work in the administration of physical therapy treatments; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

The work in this class involves giving limited non-professional assistance to therapists in the treatment of physical disabilities by performing routine tasks which will facilitate the work of the professional therapist. The work is performed under the direct supervision of a therapist or follows an established routine.

EXAMPLES OF WORK: (Illustrative only)

Transports patients to treatment room; Sets up and adjusts various types of equipment required for patients' treatment; Assists therapists in giving massage and exercise; Gives walking exercises to feeble, infirm and handicapped patients, assisting patients into and out of wheelchairs if necessary; Carries out the various treatments as ordered by physicians and supervised by the Physical Therapist; Informs physicians and Physical Therapist of the progress of patients; Maintains and care for equipment.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Some knowledge of materials and equipment used in physical therapy; some knowledge of the possible hazards to patients during treatment and routine precautionary and remedial measures; ability to deal tactfully and effectively with the physically and mentally ill; ability to follow simple, oral and written instructions; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING:

Some experience as a physical therapy aide and completion of a standard high school course and a recognized course in physical therapy; or any equivalent combination of experience and training which provides the required knowledges, skills and abilities.

JANITOR

ORGANIZATIONAL UNIT: HOSPITAL

JOB SUMMARY:

Is directed by an assigned Housekeeping Supervisor. Performs any duties necessary to maintain a clean and orderly environment for patients and hospital personnel. Must follow schedules and attend meetings.

DUTIES:

1. Floor maintenance, Hall maintenance.
 - a. Mopping, wet and damp.
 - b. Scrubbing
 - c. Stripping
 - d. Refinishing floors.
 - e. Mop boards in halls.
2. Window washing, inside Smoke room, Dining room, Lobbies and High windows.
3. Wall washing.
4. Hanging drapes and curtains, if needed.
5. Disposing of refuse.
6. Cleaning utility rooms and men's washrooms.
7. Hall maintenance, floor and mopboards.
8. Reporting maintenance needs.
9. Polishes and scours metal and porcelain.
10. Follows schedules, daily and weekly, unless otherwise instructed by Supervisor.
11. Responsible for use and care of equipment and economical use of supplies.
12. May be called upon to assist with moving heavy furniture and equipment.
13. Observes safety rules and regulations.
14. May be called upon to relieve in other House-keeping area only, with other duties as the supervisor deems necessary.

QUALIFICATIONS:

1. Ability to follow oral and written directions.
2. Training program provided for specific duties.
3. Physically able to perform duties required.
4. Must be willing to work in patients areas and do repetitive tasks.
5. Personal cleanliness.
6. Take pride in doing good work.
7. Willingness to cooperate with others in the performance of his duties.
8. Please, if vision is poor, glasses must be worn while working.

HOUSEKEEPING

JOB SUMMARY:

As directed by the Executive Housekeeper: Performs any duties necessary to maintain a clean and orderly environment for patients and hospital per-

sonnel. Follow schedules and attend department meetings.

1. Floor maintenance.
2. Dust mopping.
3. Mopping, wet and damp.
4. Clean mop boards.
5. Dusting furniture.
6. Dusting window sills
7. Cleaning bathrooms, chair lifts when needed.
8. Cleaning toilet rooms.
9. Window washing, inside.
10. Changing and hanging of Drapes and Cubicle curtains. Use proper ladder.
11. Cleaning Day Rooms and Offices.
12. Following schedules daily and weekly unless otherwise instructed by executive housekeeper.
13. Polish or scour metal drinking fountains.
14. Responsible for use and care of equipment and economical use of supplies.
15. Keep areas supplied with toilet tissue, paper towels, soap, and any other necessary supplies in stock.

QUALIFICATIONS:

1. Ability to follow oral and written directions.
2. Physically able to perform duties required.
3. Personal cleanliness.
4. Take pride in going a good job.
5. Willingness to cooperate with others in the performance of her duties.
6. Please if vision is poor glasses must be worn while working.

LAUNDRY

WASHING MACHINE OPERATOR

DUTIES:

1. Sort laundry and weight the proper amounts for each machine. Load and unload machines.
2. Responsible for correct usage of the pertinent formulas.
3. Help operate dryers when necessary.
4. Keeps machines and working area clean and neat.
5. Helps clean carts and wheels.
6. Helps collect laundry from laundry chutes.
7. Must know how to operate machines correctly.

8. Responsible for use and care of equipment and correct use of supplies.

QUALIFICATIONS:

1. Ability to follow oral and written directions.
2. Physically able to perform duties required.
3. Personal cleanliness.
4. Take pride in doing a good job.
5. Willingness to cooperate with others in the performance of her duties.

LAUNDRY

DRYER OPERATOR

1. Sorts laundry - helps weigh correct amount for each washer, when necessary.
2. Loads and unloads dryers using proper amounts each time.
3. Operates dryer correct length of time for each load.
4. Helps washer man when necessary and operates washers when regular operator absent.
5. Must be capable of operating any and all machines in the wash room.
6. Helps shake out laundry.
7. May assist at any machine when necessary.
8. Folds laundry and arranges it for proper distribution.
9. Helps take carts to proper floor and wing.
10. Keeps working area clean and neat.
11. Keeps machines clean.
12. Helps collect laundry from laundry chutes.

QUALIFICATIONS:

1. Ability to follow oral and written directions.
2. Physically able to perform duties required.
3. Personal cleanliness.
4. Take pride in doing a good job.
5. Willingness to cooperate with others in the performance of their duties.

LAUNDRY WORKER

GENERAL STATEMENT OF DUTIES: Performs routine laundry work in a hospital or institutional laundry; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is manual work involving responsibility for the regular and correct performance of tasks assigned. Duties require some knowledge of laundry machines and appliances, and familiarity with the use of laundry materials and equipment. Work is performed under general supervision and the finished product is carefully examined for adherence to work standards.

EXAMPLES OF WORK: (Illustrative only)

Sorts articles sent to laundry;

Operates electric washing machines, dryers, & presses;

Mangles sheets, pillow cases and other articles;

Folds and sorts linen, towels and gowns, and arranges for their proper distribution.

Hand presses nurses' uniforms and other special garments;

Starches and finishes nurses; caps and uniforms;

Maintains laundry room in clean and orderly condition.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Some knowledge of laundry methods and operations such as washing, ironing, and folding of articles by hand or machine; working knowledge of the use of common laundry cleaning appliances and materials; skill in the performance of simple laundry tasks; ability to understand and follow simple oral and written directions; strength and physical stamina; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Some experience in practical laundry work involving the operation of modern machinery and ability to read and write.

SEAMSTRESS

GENERAL STATEMENT OF DUTIES: Performs all of the sewing and mending tasks for the County hospital; does related work as required.

DISTINGUISHED FEATURES OF THE CLASS: This position involves the responsibility for the sewing,

altering, and mending of all hospital linens and uniforms. The work is performed under the general supervision of the Laundry Supervisor.

EXAMPLES OF WORK: (Illustrative only)

- Mend garments, linens and other cloth articles used in hospitals;
- Make towels, aprons, bibs, curtains and other linen and cloth articles;
- Operates commercial sewing machines, keeping them cleansed and oiled.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Some knowledge of the operation and care of sewing machines, buttonhole makers and hand tools used in sewing and mending; ability to cut materials to patterns; ability to follow simple oral and written directions; ability to read and follow patterns; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Some experience in sewing and mending work on a volume basis and ability to read and write.

KITCHEN HELPER

GENERAL STATEMENT OF DUTIES: Assists in the preparation and serving of food and in the cleaning of kitchen equipment; does related work as required.

DISTINGUISHED FEATURES OF THE CLASS: This is simple routine manual work performed under immediate supervision in connection with the preparing and serving of food to hospital or nursing home patients in their room and in dining rooms, and in the cleaning of kitchen equipment, silver and dishes.

EXAMPLES OF WORK: (Illustrative only)

- Sets tables;
- Clears tables of dirty dishes;
- Fills sugar bowls, salt and pepper shakers;
- Polishes silverware, cleans trays, dining room tables and chairs;
- Cleans dish and linen closets;
- Cleans dining and other rooms;
- Serves table for staff luncheons and visitors;
- Defrost and cleans refrigerator;

Polishes door knobs and metal plates;
Prepares trays for, and serves patients;
Washes dishes; pots and pans;
Puts groceries on storage shelves;
Assists in routine janitorial duties;

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:
Some knowledge of the proper methods of serving food and of the care of tableware, glassware, silver and kitchen appliances; practical working knowledge of modern cleaning methods and the use of cleaning supplies and appliances; ability to follow simple oral and written directions; physical strength and stamina; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Some experience in domestic food preparation and preferable ability to read and write.

COOK I

GENERAL STATEMENT OF DUTIES: Prepares meals for a small group of persons or assists in the preparation of meals for a moderately large group; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving responsibility for preparing meals or serving as assistant to a Cook II at a larger County facility. Work is performed under general, and at times, immediate supervision.

EXAMPLES OF WORK: (Illustrative only)

Performs various cooking tasks, such as preparing and cooking meats, making desserts, and preparing special dishes;

Sets food on steam table for cafeteria and tray service;

Prepares trays for serving of patients;

Cleans kitchen equipment such as stoves, worktables, mechanical mixers, kettles and steam cookers;

Helps clean kitchen and dining room.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:
Some knowledge of quantity food preparation and cooking methods; some knowledge of food values and nutrition; ability to keep simple records and make re-

ports; ability to understand and follow oral and written directions; reliability; a good moral character; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Some experience in domestic food preparation of the level of Kitchen Helper or above and ability to read and write.

COOK II

GENERAL STATEMENT OF DUTIES: Prepares meals for a moderately large group of people; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving responsibility for preparing meals for a moderate number of people. This work is performed under general supervision but the incumbent must be able to plan and prepare special diets as requested. Supervises the kitchen help.

EXAMPLES OF WORK: (Illustrative only)

Performs the more skilled cooking tasks, such as preparing and cooking meats, making desserts, and preparing special dishes;
Oversees the serving of the food;
Supervises the work of assistants in the cleaning of tables, kitchen utensils, stoves and kitchen;
Helps clean kitchen and dining room.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good working knowledge of large scale food preparation and cooking methods; some knowledge of food values and nutrition; working knowledge of special diets and how to prepare them; ability to keep simple records and make reports; ability to understand and follow oral and written directions; ability to supervise the work of others engaged in food preparation activities; reliability; good moral character; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Some experience in the preparation and cooking of food on a large scale of the level of Cook I, and completion of a standard grade school course; or any equivalent combination of experience and training which provides the required knowledges, skills and abilities.

1969

	S	M	T	W	T	F	S		S	M	T	W	T	F	S	
JAN.				1	2	3	4		JULY			1	2	3	4	5
	5	6	7	8	9	10	11			6	7	8	9	10	11	12
	12	13	14	15	16	17	18			13	14	15	16	17	18	19
	19	20	21	22	23	24	25			20	21	22	23	24	25	26
	26	27	28	29	30	31				27	28	29	30	31		
FEB.							1		AUG.					1	2	
	2	3	4	5	6	7	8			3	4	5	6	7	8	9
	9	10	11	12	13	14	15			10	11	12	13	14	15	16
	16	17	18	19	20	21	22			17	18	19	20	21	22	23
	23	24	25	26	27	28				24	25	26	27	28	29	30
										31						
MAR.							1		SEP.		1	2	3	4	5	6
	2	3	4	5	6	7	8			7	8	9	10	11	12	13
	9	10	11	12	13	14	15			14	15	16	17	18	19	20
	16	17	18	19	20	21	22			21	22	23	24	25	26	27
	23	24	25	26	27	28	29			28	29	30				
	30	31														
APR.			1	2	3	4	5		OCT.			1	2	3	4	
	6	7	8	9	10	11	12			5	6	7	8	9	10	11
	13	14	15	16	17	18	19			12	13	14	15	16	17	18
	20	21	22	23	24	25	26			19	20	21	22	23	24	25
	27	28	29	30						26	27	28	29	30	31	
MAY					1	2	3		NOV.						1	
	4	5	6	7	8	9	10			2	3	4	5	6	7	8
	11	12	13	14	15	16	17			9	10	11	12	13	14	15
	18	19	20	21	22	23	24			16	17	18	19	20	21	22
	25	26	27	28	29	30	31			23	24	25	26	27	28	29
										30						
JUNE	1	2	3	4	5	6	7		DEC.		1	2	3	4	5	6
	8	9	10	11	12	13	14			7	8	9	10	11	12	13
	15	16	17	18	19	20	21			14	15	16	17	18	19	20
	22	23	24	25	26	27	28			21	22	23	24	25	26	27
	29	30								28	29	30	31			

1970

	S	M	T	W	T	F	S		S	M	T	W	T	F	S	
JAN.					1	2	3		JULY				1	2	3	4
	4	5	6	7	8	9	10			5	6	7	8	9	10	11
	11	12	13	14	15	16	17			12	13	14	15	16	17	18
	18	19	20	21	22	23	24			19	20	21	22	23	24	25
	25	26	27	28	29	30	31			26	27	28	29	30	31	
FEB.	1	2	3	4	5	6	7		AUG.							1
	8	9	10	11	12	13	14			2	3	4	5	6	7	8
	15	16	17	18	19	20	21			9	10	11	12	13	14	15
	22	23	24	25	26	27	28			16	17	18	19	20	21	22
										23	24	25	26	27	28	29
										30	31					
MAR.	1	2	3	4	5	6	7		SEP.			1	2	3	4	5
	8	9	10	11	12	13	14			6	7	8	9	10	11	12
	15	16	17	18	19	20	21			13	14	15	16	17	18	19
	22	23	24	25	26	27	28			20	21	22	23	24	25	26
	29	30	31							27	28	29	30			
APR.				1	2	3	4		OCT.					1	2	3
	5	6	7	8	9	10	11			4	5	6	7	8	9	10
	12	13	14	15	16	17	18			11	12	13	14	15	16	17
	19	20	21	22	23	24	25			18	19	20	21	22	23	24
	26	27	28	29	30					25	26	27	28	29	30	31
MAY						1	2		NOV.	1	2	3	4	5	6	7
	3	4	5	6	7	8	9			8	9	10	11	12	13	14
	10	11	12	13	14	15	16			15	16	17	18	19	20	21
	17	18	19	20	21	22	23			22	23	24	25	26	27	28
	24	25	26	27	28	29	30			29	30					
	31															
JUNE		1	2	3	4	5	6		DEC.			1	2	3	4	5
	7	8	9	10	11	12	13			6	7	8	9	10	11	12
	14	15	16	17	18	19	20			13	14	15	16	17	18	19
	21	22	23	24	25	26	27			20	21	22	23	24	25	26
	28	29	30							27	28	29	30	31		

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	S	M	T	W	T	F	S		S	M	T	W	T	F	S	
JAN.						1	2		JULY					1	2	3
3	4	5	6	7	8	9		4	5	6	7	8	9	10		
10	11	12	13	14	15	16		11	12	13	14	15	16	17		
17	18	19	20	21	22	23		18	19	20	21	22	23	24		
24	25	26	27	28	29	30		25	26	27	28	29	30	31		
31																
FEB.		1	2	3	4	5	6		AUG.	1	2	3	4	5	6	7
7	8	9	10	11	12	13		8	9	10	11	12	13	14		
14	15	16	17	18	19	20		15	16	17	18	19	20	21		
21	22	23	24	25	26	27		22	23	24	25	26	27	28		
28								29	30	31						
MAR.		1	2	3	4	5	6		SEP.			1	2	3	4	
7	8	9	10	11	12	13		5	6	7	8	9	10	11		
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21	22	23	24	25	26	27		19	20	21	22	23	24	25		
28	29	30	31					26	27	28	29	30				
APR.					1	2	3		OCT.					1	2	
4	5	6	7	8	9	10		3	4	5	6	7	8	9		
11	12	13	14	15	16	17		10	11	12	13	14	15	16		
18	19	20	21	22	23	24		17	18	19	20	21	22	23		
25	26	27	28	29	30			24	25	26	27	28	29	30		
								31								
MAY						1			NOV.	1	2	3	4	5	6	
2	3	4	5	6	7	8		7	8	9	10	11	12	13		
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16	17	18	19	20	21	22		21	22	23	24	25	26	27		
23	24	25	26	27	28	29		28	29	30						
30	31															
JUNE		1	2	3	4	5		DEC.			1	2	3	4		
6	7	8	9	10	11	12		5	6	7	8	9	10	11		
13	14	15	16	17	18	19		12	13	14	15	16	17	18		
20	21	22	23	24	25	26		19	20	21	22	23	24	25		
27	28	29	30					26	27	28	29	30	31			