

12/31/97



AGREEMENT

between

**BOARD OF TRUSTEES
DICKINSON COUNTY
MEMORIAL HOSPITAL SYSTEM**

and

**DICKINSON COUNTY
MEMORIAL HOSPITAL SYSTEM
EMPLOYEES' UNIT - LOCAL NO. 1176**

Affiliated with

Council 25 AFSCME, AFL-CIO

January 1, 1995
to

December 31, 1997

Michigan State University
LABOR AND INDUSTRIAL
RELATIONS LIBRARY

Dickinson County Memorial Hospital System

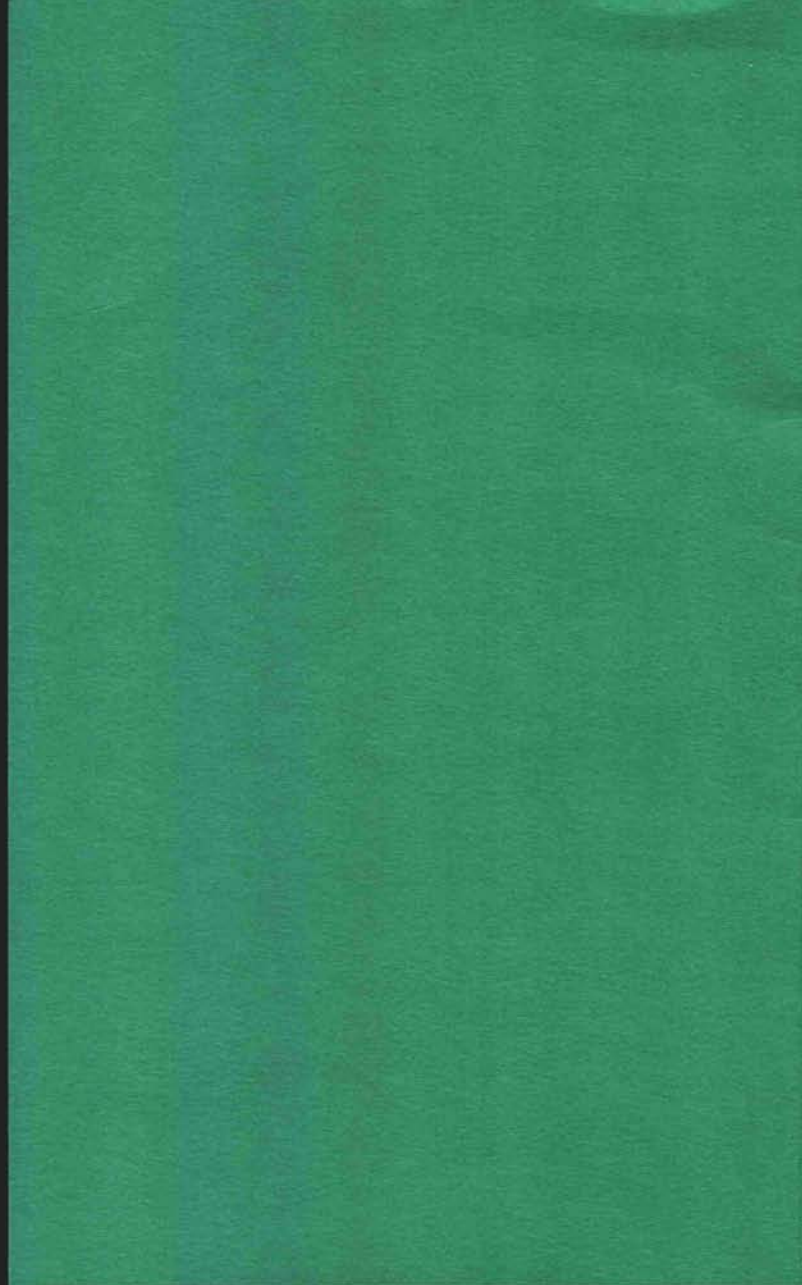


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AGREEMENT

between

BOARD OF TRUSTEES, DICKINSON COUNTY HOSPITALS

and

LOCAL NO. 1176, COUNCIL 25, AFL-CIO

1995 CONTRACT

AGREEMENT

THIS AGREEMENT entered into this first day of January 1995 by and between:

The Board of Trustees and its Successors and Assigns, Dickinson County Memorial Hospital System, a corporation organized as a public county health facility corporation pursuant to Act 230, P.A. of 1987, which operates the "Dickinson County Memorial Hospital, Iron Mountain, Michigan," "Anderson Memorial Hospital," Norway, Michigan, and which are hereinafter referred to, individually or collectively, as the "Hospitals,"

and

Dickinson County Hospital Employees' Chapter of Local No. 1176 affiliated with Council 25 American Federation of State, County and Municipal Employees, AFL-CIO hereinafter referred to as the "Union."

ANTI-DISCRIMINATION

The Hospitals and the Union agree that all provisions of this Agreement shall be applied to all employees covered hereby without regard to race, creed, national origin, marital status, sex, color, age, height, weight, or handicap.

GENDER, NUMBER AND CASE

Where necessary to add clarity and meaning to the understanding and agreement of the parties, masculine shall mean feminine, feminine shall mean masculine, singular shall mean plural, plural shall mean singular, grammatical changes which do not modify the substance of the contract shall be implicit and covered also by this provision.

EFFECT OF AGREEMENT

This Agreement supersedes any past practice or previous agreement, verbal or written, between any of the parties hereto, or between any of them and any employee(s) covered hereby, which is in conflict with the Agreement.

ARTICLE I

The Parties' Purpose and Intent

1.01. The Parties Purpose and Intent. The parties agree that the Hospital System's fulfillment of its important obligation to perform services which are necessary and essential to the public should not be obstructed by disputes between them. Accordingly, it is the intent of the parties hereto to set forth herein their Agreement - with respect to rates of pay, wages, hours of employment, and other conditions of employment - to be observed by the Hospital System, the Union, and the Employees covered by this Agreement, to provide procedures for adjustment of grievances and to promote harmonious relations between the Hospitals, their employees and the Union.

ARTICLE II

Management's Rights

2.01. Management Rights. The Union recognizes and agrees that the Hospitals retain the sole right to manage and operate the Hospitals in all respects and as to all matters in connection with the exercise of such right, subject only to the Union's right to grieve in accordance with the procedure provided in this Agreement if action taken by the Hospitals may reasonably and sensibly be claimed to be contrary to a specific limitation of their rights which is clearly expressed in this Agreement.

ARTICLE III

Recognition of the Union

3.01 Definition of the Bargaining Unit. Pursuant to, and in accordance with, all applicable provisions of Act 336, Public Acts of Michigan, 1947, as amended by Act 379, Public Acts of Michigan, 1965, the Hospitals 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 Hospitals who are included in the Bargaining Unit described as follows:

All regular full-time; regular part-time; and irregular part-time employees of the Dickinson County Memorial Hospital System ("Dickinson County Memorial Hospital," Iron Mountain, Michigan; and "Anderson Memorial Hospital," Norway, Michigan) excluding:

- Accountant
- Accounts Payable Clerk
- Administrator's Secretary
- BioMed Lead, BioMed Electronic Technician,
BioMed Helper/Communication Technician
- Cardiovascular Technician
- Communications Technician
- Community Relations Specialist
- Community Education Coordinator
- Cytotechnician
- EKG Specialist

Electrodiagnostics Technician
Employee Benefits Assistant
Finance Assistant
Financial Analyst
Histology Technologist
Human Resources Assistant
Human Resources Secretary
Information Systems Personnel
Lab Assistant/Phlebotomist
Licensed Personnel (except LPNs)
Lifeline Coordinator
Medical Staff Coordinator
Medical Secretary
Medical Records Transcriptionist
Medical Review Analyst
Medical Records Administrator, Medical Records Technician,
Medical Laboratory Technician
Nursing Secretaries
Occupational Health Coordinator
Patient Financial Counselor
Patient Insurance Specialist
Payroll Coordinator
Perioperative Information Systems Coordinator/Supervisor
Pharmacy Technician
Physicians or Physician's Employees
(except for Hospital employees)
Professional Employees as defined by the Fair Labor Standards Act
Quality Management Secretary
Records Retention
Registered Nurses
Registered X-ray Technician, Ultrasound Technician, Sonographer,
CT Scan Technician, Nuclear Medicine Technician
Respiratory Therapist
Supervisors, Managers, and Executives who have authority to hire,
fire, or discipline any other employee

3.02 New Jobs - Determination of Unit - Status of Job. When a new job which is not classified under an existing labor contract is established within the Hospitals, the Hospitals shall determine whether the new position should be excluded from or included in the Bargaining Unit and shall notify the Union in writing of such determination. The Union

may meet and confer with the Hospitals' Director of Human Resources if the determination is felt to be incorrect. If agreement cannot be reached, the union may present the matter in the form of a written grievance, beginning at Step 3 of the Grievance Procedure as defined herein.

ARTICLE IV - UNION REPRESENTATION

4.01. Stewards. Employees covered by this Agreement shall be represented by Stewards as follows:

4.02. Dickinson County Memorial Hospital. Nine (9) Stewards – two (2) for the Nursing Department; one (1) each for Dietary, Business office, Maintenance, Housekeeping, afternoon shift (3-11), night shift (11-7) and Anderson Memorial Hospital (AMH). At such times as the number of employees covered hereby on the afternoon or night shift at AMH is ten (10) or more, there shall be a Steward for such shift.

4.03. Stewards and Chief Steward. The Chapter Chairperson shall select a Chief Steward and Stewards who shall perform the functions provided for such Union Representative by the provisions of this Agreement. In the absence of the Chief Steward or Stewards, the Chapter Chairperson may appoint an alternate by notifying the Hospitals' Director of Human Resources and the alternate's Supervisor.

4.04. Notice to Hospitals of Union's Representatives. The Union shall advise the Hospitals' Director of Human Resources or designee, in writing, of the names of the Stewards and of the group and shift each represents and the name of the Chief Steward. Each such Union Representative, at the time of his or her designation as such, shall have completed his or her probationary period.

4.05. Officer and Stewards' Meetings. The Chapter Chairperson, Chief Steward, and Stewards may hold Stewards' meetings monthly, if necessary, during working hours without loss of time or pay, not to exceed one-half (1/2) hour in duration. AFSCME will provide at least one (1) day's notice to the Hospitals and will attempt to schedule meetings when they are the least disruptive to Hospital operations. No overtime or call-in-pay will result from attendance at such meetings.

4.051. Use of Hospital Meeting Rooms. The Officers and Stewards shall have the right to use available rooms at any of the

Hospitals for meetings of a professional nature. Requests for the use of meeting rooms shall be made in advance through the department responsible for room scheduling, and notification will be given to the Human Resources Manager of such request.

ARTICLE V - UNION MEMBERSHIP

5.01 Union Security (Agency Shop).

5.011. Regular Employees. 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 or pay a representation fee to the Union equal to dues uniformly charged for membership for the duration of this Agreement.

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 or pay a representation fee equal to the dues required for membership, commencing thirty (30) days after the effective date of this Agreement and such condition shall be required for the duration of this Agreement.

5.012. New, Rehired, Reinstated and Transferred Employees. 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 or pay a representation fee to the Union equal to the dues required for membership for the duration of this Agreement, commencing the thirtieth (30th) day following the beginning of their employment in the Unit.

5.013. New Employee Orientation. The Hospitals will provide the Union with time during new employee orientation for a brief summary and sign up.

5.02. Dues Check Off.

5.021. Procedure. The Hospitals agree to deduct from the wages of any employee who is a member of the Union all Union membership dues required, if any, as provided in a written authorization in accordance with the standard form used by the Hospitals herein (see Subsection 5.022), provided that the said form shall be executed by the employee.

The written authorization for Union dues deduction shall remain in full force and effect during the period of this contract and may be revoked only by written notice during the period thirty (30) days immediately prior to expiration of this contract. The termination must be given to both the Hospitals and the Union.

5.022. Authorization Form.

AUTHORIZATION FORM

To: _____

Hospitals

I hereby request and authorize you to deduct from my earnings, one of the following:

- An amount established by the Union as monthly dues
or
- An amount equivalent to monthly Union dues, which is established as a representation fee.

The amount deducted shall be paid to Michigan Council 25, AFSCME, AFL-CIO in behalf of Local _____

By: _____

Print Last Name

First Name

Address

Zip Code

Telephone

Department

Classification

Signature

Date

5.023. Amount of Fee. Union dues and representation fees will be authorized, levied, and certified in accordance with the Constitution and By-laws of the local Union. Each employee and the Union hereby authorize the Hospitals to honor certifications by the Secretary and the legality of the adopting action specifying such amounts of Union dues and representation fees.

5.03. Representation Fee check Off.

5.031. Procedure. The Hospitals agree to deduct from the wages of any employee who is not a member of the Union, the Union representation fee, as provided in a written authorization in accordance with the standard form used by the Hospitals herein (see Subsection 5.022), provided that the said form shall be executed by the employee. The written authorization for representation fee deduction shall remain in full force and effect during the period of this contract and may be revoked only by written notice given during the period thirty (30) days immediately prior to the expiration of this contract. The termination notice must be given to both the Hospitals and the Union.

5.032. No Charge for Check-Off. The Hospitals agree to provide this service without charge to the Union.

5.04. Remittance of Dues and Fees.

5.041. Effective Date of Check-Off. 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 second pay period of the month and each month thereafter.

5.042. Remittance of Dues to Financial Officer.

5.0421. Deductions for any calendar month shall be remitted to such address designated by the Financial Officer of Michigan Council No. 25, AFSCME, AFL-CIO, with an alphabetical list of names and addresses of all employees from whom deductions have been made no later than the fifth (5th) day of the month following the month in which they were deducted.

5.0422. The Hospitals shall additionally indicate the amount deducted and notify the Financial Officer of the council of the names and

addresses of employees who, through a change in their employment status, are no longer subject to deductions and further advise said Financial Officer of all new hires since the date of submission of the previous month's remittance of dues.

5.05 Hold Harmless. The Union shall indemnify and save the Hospitals harmless against any and all claims, existing suits, orders or judgments, brought or issued against the Hospitals as a result of any proper action taken by the Hospitals pursuant to this article.

ARTICLE VI - RESPONSIBILITY OF THE PARTIES

6.01. Orders & Instructions. An employee covered by this Agreement shall immediately proceed to carry out any order or instruction given him or her by the Hospitals (unless his or her doing so would obviously jeopardize the health or safety of himself/herself or others). He or she shall raise any question he or she has as to the Hospitals' right to give him or her the order or instruction only after he or she carries out the order or instruction and his or her question must be based on a reasonable and sensible reading of a specific provision or provisions of this Agreement.

6.02. Reporting for and Staying at Work - Patient Care. It is mutually recognized that patient care comes first. Accordingly, an employee directly involved in patient care will continue his or her present practice of reporting slightly ahead of the usual shift's starting time so that the employee going off shift may give him or her information as to his or her patients and of staying over until so relieved by the employee on the next shift. "Patient care" employees will continue to cooperate with each other to keep a minimum "shift exchange carry over time," and the Hospitals will continue to expend their best efforts to do so, to the extent within their control.

6.03. Notice of Resignation Requirement. Employees are requested to provide verbally as much advance notice of resignation as is possible and are required to provide in writing at least two (2) weeks' advance notice of resignation. Such notice shall be given to the Human Resources Department.

6.04. Strikes, Work Interruptions. The parties to this Agreement

mutually recognize that the services performed by employees covered by this Agreement are services essential to the public health, safety, and welfare. The Union, therefore, agrees that there shall be no interruption of these services for any cause whatsoever by the employees it represents, nor shall there be any concerted failure by them to report for duty, nor shall they absent themselves from their work or abstain in whole or in part from the full, faithful and proper performance of the duties of their employment, or picket the Hospitals' premises. The Union further agrees that there shall be no strikes, sit-downs, slow-downs, stay-ins, stoppages of work, or any acts that interfere in any manner or to degree with the services of the Hospitals. The employer agrees that during the term of this Agreement there shall be no lockouts of Bargaining Unit Members.

Any violation of any of the foregoing may be made the subject of disciplinary action or discharge from employment, as to employees, and/or of exercise of any legal right or remedy as to the Union and/or cancellation of this Agreement.

ARTICLE VII

Professional Negotiation Procedures

7.01. Cooperation. The parties undertake to cooperate in arranging meetings, selecting representatives for such discussions, furnishing necessary information and otherwise constructively considering and resolving any such matters.

7.02. Selection of Bargaining Teams. In any negotiations described in this article, neither party shall have any control over the selection of the negotiation representatives of the other party and each party may select their representatives from within or outside the immediate area. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Hospitals' Board of Trustees and by a majority of the membership of the Union with the approval of Council 25, AFSCME, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals and make concessions in the course of negotiations, subject only to such ultimate ratification by both parties.

7.03. Bargaining Time and Pay. It is hereby agreed by and

between the parties that the Hospitals shall pay up to six (6) members of the bargaining committee for time off spent in negotiations. Such time shall be restricted to the actual bargaining process and shall not include committee meetings of the Union.

7.04. Extent of Agreements. Any agreements negotiated by the parties shall apply to all Bargaining Unit Members affected by the Agreement and shall be reduced to writing and signed by the authorized Representatives of the Hospitals and the Union.

ARTICLE VIII - SPECIAL CONFERENCES

8.01. Special Conferences. Special conferences, apart from the Grievance Procedure, for matters considered important by either the Union or the Hospitals, may be arranged by mutual agreement between the Chief Steward and the Hospitals' Administrator, or Director of Human Resources, or designee. Such meetings shall be attended by such representatives of the parties as each deem useful to the discussion. Arrangements for the time, date, and place of 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. The members of the Union attending such a special conference shall not lose time or pay for time so spent, nor for up to one-half (1/2) hour spent in meeting together preceding such a conference.

ARTICLE IX - WAGES

9.01. Wage Schedule. The parties agree that the wage schedule for this Bargaining Unit shall be set forth in Appendix "A" attached hereto and made part hereof.

9.02. Exceptions.

9.021. Wage Scales. Effective with the execution of this Agreement, employees that are currently being paid in accordance with Schedule G will be paid in accordance with Scheduled One.

Effective with the execution of this Agreement, employees that are currently being paid on Schedule N and all employees hired after the ex-

cution of this Agreement will be paid in accordance with Schedule Two.

9.02. Retired Employees Returning to Work. Retired employees returning to work on an irregular basis will be paid and will remain at the ninety (90) day rate of Schedule One.

9.03. Hours Paid Considered Hours Worked. Any hours paid shall be construed as hours worked for the purposes of the contract excluding the cash pay-out of benefit hours and stand-by hours for which the employee is not called into work.

9.04. Wage Rate - Temporary Transfer. During the period of his or her temporary transfer to another job, an employee shall be paid the rate of the job to which he or she is transferred, or the rate of his or her regular job, whichever is the higher rate.

9.05. Lead Persons. The Hospitals may designate an employee in the Maintenance, Housekeeping, Dietary, first and second shift, Admitting, Patient Accounting, Laundry and Norway Dietary Departments as "lead person" with the responsibility for assigning, directing, and inspecting the work of other persons in the same department and for completing related administrative tasks; however, this person shall not be responsible for disciplining, hiring, firing, transferring, or scheduling any other employee.

The Hospitals reserve the right to select a "lead person" based on whatever criteria it deems appropriate and may remove the duties of "lead person:" from an employee at any time for any reason. The employee has the right to refuse assignment as a "lead person" and may relinquish his or her duties as a "lead person" at any time.

The Hospitals agree to compensate the employee for "lead person" duties by increasing the employee's base hourly rate by 6 percent.

The Hospitals and AFSCME further agree that "lead persons" may temporarily replace department Supervisors during their absences. It is understood, however, that the employee shall receive the 6 percent addition to the base wage paid and thirty-five cents (\$.35) per hour while replacing a Supervisor.

9.06. Jury Duty Pay. An employee who is scheduled to serve on jury duty shall notify his or her Supervisor immediately upon receiving notice of such call to serve and immediately upon confirmation or cancellation of the need to report. If the employee does not need to report for

jury duty, he or she will work his or her normally scheduled shift. When an employee reports for, is selected and serves on jury duty during days when he or she is scheduled to work, the Hospitals will pay for his or her actual time spent in fulfilling his or her duty at his or her regular straight-time hourly wage for up to a maximum of eight (8) hours.

A "day" for the purposes of this section is defined as beginning with the midnight shift of the previous day and concluding at the end of the afternoon shift of the day the jury duty is scheduled.

Day shift employees who are not selected to serve on the jury or who are selected but are released after a half-day of jury duty are to immediately notify their Supervisors of their availability if more than one-half (1/2) of their regular shifts remain. The employee will then have the option to:

1. Return to work to complete his or her shift.
2. Have priority to take a voluntary low census day if staffing permits.
3. May use benefit time if her or she desires.

Those employees scheduled for an evening shift who report but are not selected to serve on jury duty, will report for their scheduled evening shift.

Those employees scheduled for an evening shift who are selected for jury service but are released with four hours or less of jury duty service, are to notify their Supervisors of their availability for their normal shifts. They will be paid their regular straight-time wages for all hours spent fulfilling their duties up to a maximum of eight (8) hours. The employee will then have the option to:

1. Work his or her normal shift and retain compensation by the court.
2. Complete the difference between hours served on jury duty and his or her scheduled work hours.
3. If staffing permits, may take voluntary low census.
4. May utilize benefit time.

Those employees working a night shift who report but are not selected to serve on the jury or are released after a half-day of jury duty will be paid up to eight (8) hours of their normal daily wages to compensate for the shifts missed.

Upon receipt of the payment from the municipality for serving on

the jury (excluding mileage), the employee shall pay such amount to the Hospitals' Payroll Coordinator (except as defined above). If the employee fails to remit his or her jury duty pay, the jury pay paid by the Hospitals will be adjusted through the payroll process.

9.07 Witness Pay. If an employee is called as a witness on behalf of the Hospitals in a judicial proceeding or for reason arising out of his or her Hospital employment, he or she shall be paid at his or her regular rate for such attendance. The employee would be paid at his or her overtime rate if the provisions of Section 9.12 (Overtime) apply.

If such an arrangement can be coordinated with the court, the Hospitals will supply the employee with a beeper to be called by the court when he or she is needed as a witness.

9.08 Inconvenience Pay. An employee shall receive a flat sum of ten dollars (\$10.00) inconvenience pay under the following sections:

9.081. Call-In Pay - Minimum Guarantee. An employee, whether regular full-time or regular part-time, who is called in to work outside of his or her scheduled working hours shall be guaranteed at least three (3) hours pay at his or her regular rate.

9.082. Replacement Shift Guarantee. An employee who reports within one (1) hour of being called and within two (2) hours of the start of the shift he or she is replacing on will be entitled to pay for the full shift and inconvenience pay if he or she is being called in as a replacement for another employee who came to work and later left because he or she became ill or left for another emergency reason.

An employee who reports within one (1) hour of being called but more than two (2) hours after the start of the shift he or she is replacing on will receive pay from the time called or three (3) hours of pay, whichever is greater, and inconvenience pay.

9.083. Unscheduled Shift Option - Full-Time Employees. A full-time employee who is called in by the Hospitals to work an unscheduled shift with twenty-four (24) hours or less notice shall, if possible, be given the option of working his or her regular schedule that week plus the overtime shift or of having his or her schedule re-arranged so that he or she is scheduled off on one of his or her regular shifts during that week and working the call-in shift. The employee will receive inconvenience pay for the unscheduled shift.

9.084. *Unscheduled Shift - Part-Time Employees.* A regular part-time employee who works an unscheduled shift will be paid a flat sum inconvenience pay if the employee agrees to work the shift with twenty-four (24) hours or less notice. Inconvenience pay will be paid on any such shift which is worked as overtime at a premium rate of time and one-half (1-1/2).

9.09. *Reporting Pay.* An employee who is permitted to come to work without having been notified that work on the job for which he or she was scheduled is not available may, at the Hospitals' option, either be sent home or be put to work on a job for which the Hospitals consider him or her qualified.

If the employee is put to work, he or she shall be assured of enough work to give him or her a minimum of two (2) hours' pay at his or her regular rate, excepting the Nursing Department where a minimum of three (3) hours of work will be provided. If he or she is sent home by the Hospitals without having worked, he or she will be paid for two (2) hours at his or her regular rate, except in the Nursing Department where three (3) hours of pay will be provided.

The Hospitals shall have no liability for reporting pay to an employee, or responsibility to offer him or her work, if he or she was absent when notice of lack of work was given or was attempted to be given at least two (2) hours prior to the start of the shift. Reporting pay shall not be due when the employee is not able to work because of major reasons beyond the control of the Hospitals.

9.10 *Unscheduled Full Shift - Guarantee.* An employee called in to work a unscheduled full shift and who reports for work within one (1) hour after being called shall be paid for the full shift unless the Hospital agrees in advance at the time of notice that the employee may have up to the second (2nd) hour to report to work, but not longer, from the time of notification.

9.11. *Employees Standby and Call-In From Stand-by Pay.*

9.111. *Maintenance and ACU Employees On Call and Call-in Pay.* The Maintenance and ACU Departments will each maintain an employee on call each day. The employee on call will receive one dollar and twenty-five cents (\$1.25) for each hour on call. If the person is called in to perform work, he or she will receive pay at time and one-half (1-1/2) his or her base rate for one (1) hour or for the total hours actually

worked, whichever is greater. Call will be distributed equally among qualified employees.

9.112. Stand-by Call from Low-Need. When an employee is not needed due to low volumes, he or she may be sent home and paid one dollar and twenty-five cents (\$1.25) per hour to remain on stand-by call for the remainder of his or her normal shift.

9.113. Surgical Technologists. Surgical Technologists shall receive the same standby pay that is paid to Operating Room Nurses and shall be subject to the same overtime policy as Operating Room Nurses.

9.114. Autopsies. The Dickinson County Memorial Hospital System will maintain a list of no less than six (6) qualified Pathology Assistants. When this list falls to less than six (6) qualified Pathology Assistants, the position will be posted and awarded to the most senior signer(s). To become a qualified Pathology Assistant, the employee must observe two (2) autopsies and assist one (1) autopsy at which the employee will be paid at his or her regular rate of pay.

The Dickinson County Memorial Hospital System will provide the group of qualified Pathology Assistants with two (2) Hospital-owned beepers. Qualified Pathology Assistants will rotate these beepers among themselves for periods of one (1) week. When an autopsy is scheduled, the Lab will notify the Switchboard Operator to "beep" the Pathology Assistant. If the beeper is in possession of a Pathology Assistant who is otherwise scheduled to work in his or her own department, that Pathology Assistant will find another Pathology Assistant to cover the autopsy by referring to the sign-up sheet. Pathology Assistants will enter their names and availability for the next (4) weeks, every four (4) weeks on a list. Pathology Assistants will be called by seniority and availability; and when that list is exhausted, Pathology Assistants will be called starting with the least senior employee. Whichever Pathology Assistant will be covering the autopsy will call back to the Lab to determine what time the autopsy is scheduled for and to confirm that he or she will assist.

When no Union Pathology Assistant from the list is available to assist for an autopsy, the Hospital may call in a non-union person, provided that Union wage rates are paid.

Pathology Assistants will be paid fifteen dollars (\$15.00) per hour. When called in, time and one-half (1-1/2) will be paid for a minimum of two (2) hours. First-call Pathology Assistant will be paid thirty dollars (\$30.00) per week for carrying a beeper and locating second call when he

or she is not free.

9.12. Overtime.

- a) Employees regularly scheduled shifts of more than eight (8) hours in a day will receive time and one-half for all hours worked over forty (40) hours in one (1) work week.
- b) Employees regularly scheduled other than as defined in (a) above will receive time and one-half for all hours worked in excess of eight (8) hours in a day or eighty (80) hours in a two (2) week pay period.
- c) All overtime must be approved by the employee's Manager or Manager's designee.
- d) Overtime will be calculated on the employee's base rate, plus shift differentials and 6 percent lead-person pay if applicable.
- e) Overtime hours which carry an employee from one shift into another shift will have the overtime paid on the shift differential which corresponds to the shift that leads into the overtime.
- f) There shall be no pyramiding of overtime; that is, overtime will not be paid twice as a result of the same hours worked within a pay period.
- g) There shall be no shifting of the work schedule for the purpose of circumventing the payment of overtime except if the schedule change is specifically requested by the employee.

9.13. Compensatory Time. Compensatory time, which is more commonly called comp-time, is paid time off from work which is taken in lieu of receiving cash for overtime and call-ins. Compensatory time is earned at the rate of one and one-half (1-1/2) hours, at base pay, for each hour of overtime or called-in worked. An employee may save up to sixty (60) hours of comp-time which was earned by working up to forty (40) hours of overtime or call-in.

If the Supervisor determines that there is no work to be done, an employee, with the Supervisor's permission, may use comp-time to leave work early or to stay home from work. Comp-time may also be used by

an employee who has come in on-call the previous night or by employees working at a physician's clinic during periods of the physician's absence.

Employees are not required to accept comp-time in lieu of pay. Employees need not participate in the comp-time program.

An employee can at any time request to have some or all of saved comp-time paid out on any time card, whether the employee is taking time off work or not. Comp-time will be accumulated at time and one-half but paid out at straight-time rates.

9.14. Shift Differentials - Day Shifts. A day shift will be defined as any shift that is scheduled to begin on or after 5:00 a.m. and is scheduled to end on or before 6:00 p.m.. No shift differential shall be paid on day shifts.

Evening Shifts. A shift differential of fifty cents (\$.50) per hour shall be paid for evening hours worked between 3:00 p.m. and 11:00 p.m., excluding hours worked as part of a day shift as defined above.

Night Shifts. A shift differential of sixty cents (\$.60) per hour shall be paid for night hours worked between 11:00 p.m. and 7:00 a.m., excluding hours worked as part of a day shift as defined above.

Overlap Shifts. Employees working an overlap shift (a shift that the scheduled start time and the scheduled ending time falls in two (2) different shifts as stated above) may receive two (2) different rates of shift differential for hours worked when one shift ends and another begins.

Housekeeping and Dietary employees will receive shift differential for all hours worked between 3:00 p.m. and 7:00 a.m.

9.15. Weekend Premium. A weekend premium of fifty cents (\$.50) per hour will be paid for hours worked between 11:00 p.m. Friday night and 11:00 p.m. Sunday night, except for on-call call-in.

When an employee works more than four hundred sixteen (416) weekend hours in a year, he or she will be paid double weekend premiums.

9.16. Unit Secretary Certification. Health Unit Coordinators who are assigned postings as HUCs who achieve and maintain their certifications as Health Unit Coordinators shall receive differentials of fifty cents (\$.50) per hour upon receipt of their HUC certification cards in the

Nursing Office.

9.17. Ambulance Pay. LPNs required to accompany a patient in an ambulance will be paid thirty dollars (\$30.00) per trip in a vehicle and forty-five dollars (\$45.00) per trip in an aircraft in addition to their regular wages excluding intrahospital transfers.

9.18. Rate of Vacation Pay. Vacation pay shall be computed at the employee's regular rate for the last full pay period prior to the start of his or her vacation. It shall be due on the regular payday for that period.

9.19. Determination of Classification and Wage Rate. At the start of a new job which would be within the Bargaining Unit and which cannot properly be placed in a classification set forth in Appendix A, the Hospitals will notify the Chief Steward, in writing, of such new classification and of the rate which the Hospitals have applied to it.

9.20. Classification of Wage Rate. The classification rate so established by the Hospitals shall become permanent at the end of ten (10) working days after such notice to the Chief Steward unless within the last three (3) working days of such period the Chief Steward shall, in writing, request the Hospitals' Director of Human Resources to discuss the rate established for such classification.

If the Chief Steward requests such discussion, he or she and the Hospitals' Director of Human Resources shall each expend their best efforts to conclude such discussion, in a manner mutually satisfactory, within five (5) working days following the Chief Steward's request. If they are unable to do so within such a period, the matter shall be referred to Step 3 of the Grievance Procedure. If the rate on such a new job, through discussion or the grievance procedure, is settled higher than the rate which the Hospitals assigned to it, such higher rate shall be applied retroactively to the date the job was first worked, unless mutually agreed otherwise between the Hospitals and the Union.

9.21. Pay for Grievance Handling.

9.211. Stewards. For working time necessarily spent in investigating a grievance already submitted on in discussion of it with the Hospitals' Representative(s), a Steward (including the Chief Steward) shall be paid at his or her regular rate for time during which he or she would otherwise have been working for the Hospitals, in being agreed

that such investigation or discussion shall be performed without undue loss of working time.

9.212. Union Representatives. Union Representatives shall suffer no loss of time or pay while investigating or presenting grievances pursuant to the Grievance Procedure herein.

9.213. Grievant. When a grievance discussion takes place during the working hours of the grievant and his or her presence is reasonably required during the discussion, he or she will, upon request to his or her immediate Supervisor, be allowed to leave work as soon as he or she can be spared there from as determined by his or her Supervisor. He or she shall be paid at his or her regular rate for hours so lost when it is sensibly necessary for him or her to be present during consideration of his or her grievance.

9.22. Mandatory Meetings. Employees will be guaranteed at least one (1) hour at their regular rates of pay for mandatory meetings.

9.23. Irregular Employees. Full-time or regular part-time employees who request and are granted a change of status to irregular part-time will be paid at their current rates of pay for their classifications and will, thereafter, advance on the pay scale based on hours paid.

9.24. Student Wage Rates. The hourly rate of pay for any student so employed shall be the probationary rate for the first ninety (90) days and shall not exceed the ninety (90) day rate.

9.25. Maintenance Certification. The Hospitals will provide a maintenance certification pay rate identified on Pay Scale I and Pay Scale II as Maintenance IA. Maintenance employees will be eligible for the pay level after successfully completing both the Michigan Society for Healthcare Engineering's Mechanic Education Certification and a Hospitals' practical exam that will be developed by the Plant Operation Manager and approved by both parties prior to implementation.

9.26. NRP Certification. Any LPN who is assigned in the Nursery, Labor and Delivery, or Obstetrics and who is NRP certified shall receive a differential of ten cents (\$.10) per hour.

9.27. Perioperative Surgical Technicians. Perioperative Surgical

Technicians who are assigned postings as Perioperative Surgical Technicians, who achieve and maintain their certifications as Perioperative Surgical Technicians, shall receive differentials of twenty cents (\$.20) per hour upon receipt of their Perioperative Surgical Technician's certification cards in the Nursing Office.

ARTICLE X - DEFINITIONS OF EMPLOYEE STATUS

10.01. Full-Time Employees. Full-time employees are those who hold full-time postings and are regularly scheduled to work eighty (80) hours in a pay period.

10.02. Regular Part-Time Employees. Regular part-time employees are those who are regularly scheduled to work at least thirty-two (32) hours in a pay period.

10.03. Irregular Part-Time Employees. Irregular part-time employees are those who are available and may be scheduled to work less than thirty-two (32) hours in a pay period. Irregular part-time employees accrue seniority but not benefits.

10.031. Termination of Employment. Any irregular employee who has been requested to and has not worked at least twenty-four (24) hours under this Agreement during the preceding payroll quarter shall be removed from the payroll and shall have his or her employment terminated. Payroll quarters during the life of the Agreement are as follows:

1995 - Begins December 18, 1994, and ends March 25, 1995; begins March 26, 1995, and ends June 17, 1995; begins June 18, 1995, and ends September 23, 1995; begins September 24, 1995, and ends December 16, 1995.

1996 - Begins December 17, 1995, and ends March 23, 1996; begins March 24, 1996, and ends June 15, 1996; begins June 16, 1996, and ends September 21, 1996; begins September 22, 1996, and ends December 14, 1996.

1997 - Begins December 15, 1996, and ends March 22, 1997; begins March 23, 1997, and ends June 14, 1997; begins June 15, 1997, and ends September 20, 1997; begins September 21, 1997, and ends December 13, 1997.

An employee on an approved leave of absence is exempt from the language in 10.031.

10.032. Request for Status Change to Irregular. Full-time or regu-

lar part-time employees who wish to change their statuses to irregular will make such a request in writing to their Managers. This request is subject to either approval or disapproval of the Manager and Director.

10.04. Temporary Employees. Temporary employees are those employees hired from outside the Bargaining Unit to fill a temporary vacancy created by the absence of a regular employee.

Temporary employees may be utilized within a department only when there are no regular Bargaining Unit Members available to work within that department.

It is understood and agreed that temporary employees will not normally be scheduled for overtime. It is also understood that for the purpose of avoiding the payment of overtime to other Bargaining Unit Employees, temporary employees will not be utilized in other positions than the position into which they were hired.

Such employee will remain in that position until:

1. The regular employee returns to his or her position.
2. The term of the temporary posting expires, or
3. The Union agrees to a specified temporary extension.

Temporary employees may also be employees hired from outside the Bargaining Unit to fill a temporary need for a specific period of time not to exceed ninety (90) calendar days unless the Union agrees to a specified temporary extension.

A temporary employee filling a non-posted position of less than ninety (90) days duration shall not accrue seniority nor earn benefits except as otherwise provided for in the contract and shall not be required to comply with Section 5.01 (Union Security) of the Agreement.

A temporary employee filling a posted position of more than ninety (90) days duration shall accrue seniority and shall earn benefits in accordance with contract language and shall be required to comply with Section 5.01 (Union Security) of the Agreement.

10.05. Probationary Employees. All new employees shall be on a probationary status for the first ninety (90) calendar days of their employment. A probationary employee may be discharged by the Hospitals for any reason other than participation in Union business, and the Union shall not represent him or her or file a grievance in connection with such

discharge.

10.051. Discharge. An employee who is discharged by the hospitals during his or her probationary period shall begin his or her probationary period anew if he or she is later rehired by the Hospitals.

10.052. Re-employment. The Hospitals shall have no obligation to re-employ an employee who is laid off or discharged during his or her probationary period.

10.06. Students. During the summer months, May through September, and any other short-term vacation periods, students may be hired and will not be required to join the Union. However, whenever a student performs work other than filling in for vacationing employees during the vacation period, such student must join the Union pursuant to the conditions set forth in Section 5.01. and 5.02.

ARTICLE XI - SCHEDULING

11.01 Goals - Twenty-Four (24) Hour Operation. It is recognized by the Union and the Hospitals that the care and welfare of Hospital patients requires service on a seven (7) day week, twenty-four (24) hour-a-day basis. Within this requirement, the Hospitals' Administration will seek to maintain a pattern of regular work schedules including weekends and holidays that recognize the personal needs of their employees and will attempt to avoid excessive demands upon the employee and will seek to avoid overtime work.

11.011. Consecutive Days Limitation. Employees will not be scheduled more than five (5) days in a row without their permission.

11.02. Workweek Defined. The regular workweek shall begin at 7:00 a.m. Sunday and end at 6:59 a.m. Sunday.

11.021. Workday Defined. The regular workday shall begin at the starting time of the shift which begins about 7:00 a.m. and shall continue for twenty-four (24) hours thereafter.

11.022. Work Shift. The regular work shift for full-time employees will consist of no less than eight (8) hours within the workday subject to the regular rest and lunch periods. Deviations from the regular work shift

may be made only with the agreement of the affected employee(s) and the Union or under Section 24.02, Low-Need Days.

There shall be no scheduled split shifts without mutual agreement between the parties. A split shift is defined as one in which the designated work shift is divided into two (2) separate start times within the work day.

No employee will be scheduled to work on more than two (2) shifts (days/evenings/nights) during any payroll period except by mutual agreement.

11.03. Preferred Positions. An employee is hired into the Nursing Services Department on the understanding that he or she may be rotated through or assigned to any of the three (3) shifts. However, the Hospitals will maintain a total of fifteen (15) non-rotating LPN positions of which at least ten (10) will be full-time and five (5) will be .5 or greater for the entire length of this contract. All incumbent LPNs currently in preferred positions are guaranteed to be scheduled in such positions for the length of this contract unless reduced by attrition.

In addition to the above, the Hospitals will maintain a .8 non-rotating LPN position at Anderson Memorial Hospital until such time that acute care inpatient services are not provided there.

The Hospitals will maintain non-rotating Health Unit Coordinator positions in the following units:

1 FT 11-7 night float position;

1 FT 3-11 position in the following units: Medical Floor, Surgical Floor, ED;

1 FT 7-3 position in the following units: Medical Floor, Surgical Floor, ACU and ED;

1 PT 7-3 position for Medical/Surgical Floors.

All incumbent HUCs currently in preferred positions are guaranteed to be scheduled in such positions for the length of this contract.

Both parties will continue to work together in developing efficiency in staffing as the Hospitals and the Union face changing times.

11.04. Lunch and Rest Periods.

11.041. Eight- and Ten-Hour Shifts. The workday includes a paid

lunch period of one-half (1/2) hour, scheduled by the Hospitals and a paid rest period of fifteen (15) minutes, scheduled by the Hospitals.

11.042. Twelve-Hour Shifts. The workday includes a paid lunch period of one-half (1/2) hour scheduled by the Hospitals and two (2) paid fifteen (15) minute rest periods scheduled by the Hospitals.

11.043. Less Than Eight (8) Hour Shifts. A paid rest period of fifteen (15) minutes scheduled by the Hospitals is included in the workday for those employees working more than four (4) but less than six (6) hour shifts.

A paid lunch period of thirty (30) minutes scheduled by the Hospitals is included in the workday for those employees working at least six but less than eight (8) hour shifts.

11.05. Weekend Scheduling. Full-time and regular part-time employees in the Nursing Services, Pharmacy, Dietary, and Housekeeping Departments may be required to work two (2) out of three (3) weekends until they achieve two (2) years of employment, after which they will be scheduled to work every other weekend. This provision does not apply to regular part-time employees hired to work weekends only.

Other Hospital departments will maintain a scheduling policy that is uniformly applied to employees. Part-time employees may be scheduled differently than full-time employees.

11.06. Off Period Between Shifts. There shall be no employee scheduled without a period of at least twelve (12) hours off since his or her last scheduled shift except by mutual agreement.

11.07. Work on Holiday. An employee who is scheduled to work on a holiday will be scheduled off on the same holiday the following year unless the employee does not work the holiday as scheduled because of illness. Trading holiday shifts with another employee will have no effect on holiday rotation scheduling. Required holiday work will take preference over weekends off.

Departments may post a volunteer list prior to the posting of a holiday schedule to seek volunteers for holiday work. If a surplus of volunteers exist, shifts will be assigned to the most senior signer. If a shortage of volunteers exist, shifts will be assigned to the least senior employees who were not scheduled to work that holiday the previous year.

Volunteering for holiday work will have no effect on holiday rotation scheduling.

11.071. Holiday on Weekend. In the instance where a holiday falls on a weekend, those employees eligible for the holiday off due to the alternate holiday scheduling policy shall be given preference over employees who would otherwise be scheduled off on the weekend. Scheduling an employee who would normally be scheduled off to work on a weekend because of the alternate holiday policy shall not be considered a violation of contract provisions for weekend time off. Paid-leave time may not be used on holidays that an employee is scheduled to work..

11.072. Holiday During Vacation. If a holiday falls during an employee's vacation period, that employee shall be scheduled off even though he or she did not work the holiday the previous year. However, he or she will be required to work an additional holiday which he or she has worked the previous year.

11.073. Christmas and New Year's Holiday. Employees will be scheduled off Christmas Eve and New Year's Day one year and off Christmas Day and New Year's Eve the next year. The holiday eve includes all three (3) shifts which would begin on the day before the holiday.

11.08. Posting Schedules. Schedules shall be posted not less than ten (10) calendar days preceding the effective date of the schedule. It is the responsibility of each employee to check his or her schedule and report for scheduled shifts. The posted schedule shall be for a minimum of two (2) working weeks.

11.09. Scheduling Changes. There shall be no schedule change after the schedules have been posted except by mutual agreement between the Supervisor and affected employees, or as defined in Section 11.091. or 11.092.

11.091. Return from Leave of Absence. The Hospitals may modify the schedule to accommodate the immediate return to work of an employee due to worker's compensation by transferring the temporary replacement(s) back to their former position(s) or by taking back in reverse seniority order the extra shifts that have been given to part-time

and irregular employees to fill in during the absence. The Hospitals may modify the schedule to accommodate the return to work of an employee who has been out of work due to an approved leave of absence provided the employee furnishes a two (2) week advance notice of his or her desire or ability to return to work by taking back in reverse seniority order the extra shifts that have been given to part-time and irregular employees to fill in during the absence.

Such reversal shall be accomplished one shift at a time beginning with the lowest seniority employee within the unit until the returning employee receives the number of shifts to which he or she is entitled on the basis of his or her seniority. Such reversal will not result in any regular part-time employee having less than the minimum number of hours guaranteed to be scheduled to part-time employees.

If the individual is available for immediate work, the individual will be considered for call-in.

11.092. Return from Trial Period or Temporary Posting. The Hospitals may modify the schedule to accommodate the immediate return to work of an employee who is returning to his or her former position from a trial period or due to the end of a temporary posting by transferring the temporary replacement(s) back to their former position(s) or taking back in reverse seniority order the extra shifts that have been given to part-time and irregular employees to fill in during the absence.

11.10. Exchange of Shifts. With the approval of their Department Manager, employees in the same classification within the same department may exchange shifts. Such exchanges shall be in writing signed by the affected employees and their Supervisor and will include the effective dates.

11.11. Scheduling Requests. Each department shall have a written method where all requests for scheduling purposes will be made fourteen (14) days prior to the posting of the schedule. The request book will be used in compiling the work schedules.

11.12. Nursing Department Pre-posted Schedule - Filling Shifts. Additional shifts beyond those guaranteed to be scheduled to regular part-time employees shall be scheduled one shift at a time, within the pay period they occur, in the following order:

1. The most senior, regular part-time employee holding a position

in the unit and classification where work is available and proceeding to the least senior, regular part-time employee. For purposes of scheduling, Medical and Surgical Units will be considered one unit.

2. Irregular part-time employees in the unit, not to exceed four (4) prescheduled shifts per pay period for any reason.
3. Part-time employees who wish to work extra shifts in units within the Nursing Department other than their assigned units for which they possess qualifications/work experience, may sign up for extra shifts with the Department Manager where they wish to work. Employees will be called by seniority and availability with releasing Manager's approval.
4. Irregular part-time employees outside the unit not to exceed a total of four (4) pre-scheduled shifts per pay period for any reason.
5. Overtime within the Nursing Department by seniority provided the employee possesses the qualifications to perform the available work.

*** Unit is defined as the specific nursing area in the Hospitals for which nursing personnel hold a posting.

11.13. All Departments Other than Nursing - Pre-Posted Schedule - Filling Shifts. Additional shifts beyond those normally scheduled to regular part-time employees shall be scheduled one shift at a time, within the pay period they occur, in the following order:

1. The most senior, regular part-time employee holding a position in the classification where work is available and proceeding to the least senior, regular part-time employee.
2. Irregular part-time employees in that classification not to exceed four (4) pre-scheduled shifts per pay period for any reason.
3. Overtime within that classification by seniority.

4. If vacancies still exist at the time the schedule is posted, said vacancies will be filled utilizing the provisions contained in 11.16.

11.14. Nursing Department. In the Nursing Services Department, new hires shall be placed into the work force but shall not be considered as coverage for patient-care assignments during their training periods. The length of the training period shall be determined by the Director of Nursing Services.

11.15. Nursing Department - Vacancy/Call-In/High Need Days. If a vacancy occurs or a high-need situation arises, the shift may be filled at the Manager's discretion. If the shift is to be filled, the employees will be called in the following order:

1. If there is a temporary surplus or deficiency of employees in any classification covered hereby the Hospitals shall have the right to adjust such surplus or deficiency by assigning employees to work within their classifications or to other jobs for which the Hospitals deem them qualified at the Hospital at which they are usually employed or at another Hospital.

Then employees within the Department of Nursing who are not currently scheduled for that day and whose scheduling will not result in subsequent overtime if the shift is accepted will be called in the following order:

1. Qualified, part-time employees from the Department of Nursing by seniority.
2. Qualified, irregular part-time employees from the Department of Nursing by seniority.

If unable to fill the shifts, overtime will be offered by seniority in the following manner:

1. Overtime to qualified employees within that classification in the Department of Nursing.
2. Overtime within that classification in the Department of Nursing.

3. For the LPN classification, Bargaining Unit Employees from other departments outside the Nursing Department holding the necessary qualifications will be sought for available shifts.

Finally, if no one volunteers from staff currently working for available overtime, the overtime will be assigned to the least senior employee within the classification currently working within the Department of Nursing.

An employee who offers good reasons for his or her inability to work the assigned overtime may be relieved of that assignment at the Manager's discretion.

Employees required to work under this provision will not be required to work overtime again during the pay period in which the overtime falls or the following pay period.

If a vacancy occurs less than twenty-four (24) hours prior to the start of the vacant shift, the shift will be granted to the first person able to accept the shift.

If a vacancy occurs more than twenty-four (24) hours prior to the start of the vacant shift, the contacted employee will be allowed up to thirty (30) minutes to respond to the request from the time of contact. This thirty-minute (30) window opens at the time the call is placed to the employee and will include no answer and messages left in person with an adult or on answering machines and will close earlier than thirty (30) minutes once the employee accepts or rejects the shift. If more than one (1) employee is contacted and offered the shift, the shift will be assigned to the most senior employee indicating acceptance of the shift.

11.16. Other than Nursing - Vacancy Call-In. If a vacancy occurs after the schedule has been posted, the shift may be filled at the Manager's discretion. If the shift is to be filled, the employees will be called in the following order:

1. The most senior, regular part-time employee holding a position in the classification where work is available and proceeding to the least senior, regular part-time employee who is not currently scheduled for that day and whose scheduling will not result in overtime if the shift is accepted.
2. Irregular part-time employees in that classification.
3. Overtime within that classification by seniority.

4. Finally, if no one volunteers for overtime from staff currently working, the overtime will be assigned to the least senior employee from staff currently working in the department. An employee who offers good reasons for his or her inability to work the assigned overtime may be relieved of that assignment.

Employees required to work under this provision will not be required to work overtime again during the pay period in which the overtime falls or the following pay period.

If a vacancy occurs less than twenty-four (24) hours prior to the start of the vacant shift, the shift will be granted to the first person able to accept the shift.

If a vacancy occurs more than twenty-four (24) hours prior to the start of the vacant shift, the contacted employees will be allowed up to thirty (30) minutes to respond to the request from the time of contact. This thirty minute window opens at the time the call is placed to the employee and will include no answer and messages left in person with an adult or on answering machines and will close earlier than thirty (30) minutes once the employee accepts or rejects the shift. If more than one (1) employee is contacted and offered the shift, the shift will be assigned to the most senior employee indicating acceptance of the shift.

11.17. Dietary - Vacancy Call-In. If a vacancy occurs after the schedule has been posted, the shift may be filled at the Manager's discretion. If the shift is to be filled, the employees will be called in the following order:

1. The most senior, regular part-time employee holding a position in the classification where work is available and proceeding to the least senior regular part-time employee who is not currently scheduled for that day and whose scheduling will not result in overtime if the shift is accepted.
2. Irregular part-time employees in that classification.
3. The most senior, regular part-time employee holding a position in a different classification that is qualified to perform the work that is available and preceding to the least senior, regular part-time employee who is not currently scheduled for that day and whose schedule will not result in overtime if the shift is accepted.

4. Overtime within that classification by seniority.
5. Overtime to those qualified to perform the job that are not in the classification by seniority.

6. Finally, if no one volunteers for overtime, the overtime will be assigned to the least senior employee that has the qualifications to perform the job. An employee who offers good reasons for his or her inability to work the assigned overtime may be relieved of that assignment.
Employees required to work under this provision will not be required to work overtime again during the pay period in which the overtime falls or the following pay period.

If a vacancy occurs less than twenty-four (24) hours prior to the start of the vacant shift, the shift will be granted to the first person able to accept the shift.

If a vacancy occurs more than twenty-four (24) hours prior to the start of the vacant shift, the contacted employees will be allowed up to thirty (30) minutes to respond to the request from the time of contact. This thirty minute window opens at the time the call is placed to the employee and will include no answer and messages left in person with an adult or on answering machines and will close earlier than thirty (30) minutes once the employee accepts or rejects the shift. If more than one (1) employee is contacted and offered the shift, the shift will be assigned to the most senior employee indicating acceptance of the shift.

An employee voluntarily accepting a shift under this section will be paid the rate of the job for the accepted work.

11.18. Acceptance of Shift. Once an employee verbally accepts shifts for call-ins, the employee is committed to work that shift unless the employee exercises the right to exchange shifts under Section 11.10.

An employee will also be required to use benefit time for straight-time shifts which are given away to another employee.

11.19. Employees Utilizing Time Off. An employee who has been granted time off (e.g., vacation, personal leave, requested days off, etc.) will be contacted and offered the shift unless the employee specifically requests in writing to the Supervisor not to be contacted.

11.20. Temporary Transfers.

11.201. Temporary Surplus or Deficiency of Employees. If there is a temporary surplus or deficiency of employees in any classification covered hereby, the Hospitals shall have the right to adjust such surplus or deficiency by assigning employees to work within their classifications or to other jobs for which the Hospitals deem them qualified at the hospital at which they are usually employed or at another Hospital.

11.202. Employees to be Transferred. When there is more than one (1) employee in a classification from which the temporary transfer is to be made, the offer of transfer will be extended to the employee that has the present ability to perform the work required. The temporary transfer will be offered to employees in descending order of seniority. If no employee voluntarily accepts the transfer, the transfer will be assigned to the least senior employee, excluding full-time, locked-in positions deemed qualified by the Hospital.

11.203. Determination of Seniority. The quarterly seniority list as defined in Section 23.02. will be used for time off or transferring purposes with the following exceptions: when an employee notifies and provides evidence to his or her Manager that the quarterly seniority list is inaccurate. When such notification takes place, management will then use the most current bi-weekly seniority list.

11.204. Time Limit. A temporary transfer shall not exceed fourteen (14) consecutive work days after which, if the need still exists, the job will be posted as provided in Section 19.02. An employee who believes that he or she has been too repeatedly temporarily transferred may raise the matter in the Grievance Procedure, beginning at Step 2.

11.21. Request for Benefit Day. Once a request for a benefit day has been approved and utilized, the employee will record it as such on his or her time card and the appropriate number of hours will be deducted from the employee's benefit accrual.

ARTICLE XII - HOLIDAYS

12.01 Recognized Holidays. The holidays recognized by the parties are:

New Year's Day	Thanksgiving Day
Christmas Day	Labor Day
St. Valentine's Day	Independence Day
Easter Day	Memorial Day

12.011. Designated Holidays. For those employees who work Monday through Friday only, the Hospitals may designate the Friday before or the Monday after a holiday which falls on a weekend as the day of observance for time-off purposes only. Employees who are unable to be scheduled off on the designated holiday will be paid at their regular rates of pay for hours worked and will retain their holiday hours for later use.

12.02. Holiday-Time Accrual.

12.021. Full-Time. A full-time (non-probationary) employee shall have eight (8) hours added to his or her holiday bank during the pay period in which the holiday falls.

12.022. Regular Part-Time. A part-time (non-probationary) employee shall receive hours in his or her holiday bank on the following basis: three hundred and eight ten thousandths (.0308) holiday hours earned per hour worked. Such accrual shall be credited each pay period.

12.023. Irregular Part-Time. Irregular part-time employees shall not accrue holiday-time benefits.

12.024. Leave of Absence. An employee on an unpaid leave of absence shall not receive holiday time for holidays occurring during an unpaid leave of absence.

12.03. Holiday Scheduling - Eligibility for Pay. On the above eight (8) general holidays, the Hospitals will schedule off as many employees who would otherwise be scheduled to work as, in their judgment, they can spare consistent with their responsibilities to the Hospitals' patients, their visitors, and the communities serviced by the Hospitals. An employee who is scheduled off will be paid at his or her regular hourly rate for such hours as he or she would have worked for the Hospitals on the Holiday, provided:

- He or she is a seniority employee on the day on which the holiday falls, and
- He or she is on paid leave, or
- He or she works the full period of his or her last scheduled

workday prior to and of his or her next scheduled workday following the holiday, or

- He or she provides a physician's excuse for absence because of illness.

12.04. Holiday Accrual Maximum. An employee may accrue up to ninety-six (96) hours of holiday time. Once an employee's holiday maximum accrual is reached, no additional accrual will be earned.

12.05. Defining Holiday Time Period. Paid holidays will be recognized on the 11-7 shift on the eve of the holiday and on the 7-3 and 3-11 shifts on the holiday or, in the case of persons not rotating through the seven (7) days of the week, on the day designated as the holiday when the holiday falls on a weekend.

12.051. Operating Room Defined Holiday. For the Operating Room, each holiday shift, except Christmas and New Year's, shall begin at 6:30 a.m. on the holiday and end at 6:30 a.m. on the day following the holiday.

12.052. Operating Room - Christmas Holiday. The Christmas holiday shall begin at 3:00 p.m. on the day preceding the holiday and end at 11:00 p.m. on the holiday.

12.053. Operating Room - New Year's Holiday. The New Year's Holiday will begin at 11:00 p.m. on December 31 and end at 6:30 a.m. on January 2.

12.06. Holiday Pay.

12.061. Full-Time Employee. A regular full-time (probationary/non-probationary) employee who is scheduled to work on a holiday and who works as scheduled shall be paid at the rate of time and one-half (1-1/2) for hours worked.

12.062. Regular Part-Time Employee. A regular part-time (probationary/non-probationary) employee working on a holiday shall be paid at one and one-half times his or her regular rate of pay for each hour worked on the holiday.

When a regular part-time employee does not work on a holiday,

such employee is entitled to use holiday hours from his or her holiday bank (if available) to compensate for the holiday not worked.

12.063. Irregular Part-Time Employee. An irregular part-time (probationary) employee working on a holiday shall be paid at one and one-half (1-1/2) times his or her regular rate of pay for each hour worked on the holiday.

An irregular part-time (non-probationary) employee working on a holiday shall be paid at two and one-half (2-1/2) times his or her regular rate of pay for each hour worked on the holiday.

12.07. Accumulated Holiday Time. Holiday bank hours may be added to vacation and scheduled in the same manner as earned vacation days with the consent of the Department Manager. Such consent will not be arbitrarily withheld.

12.08. Payoff of Benefit Accrual. Upon termination, resignation, retirement or employee requested change in status to irregular part-time, employees will receive a payout of any non-deferred balance of their holiday accruals on their last regular paychecks.

Upon layoff or Hospital requested change in status to irregular part-time due to a cutback, employees will have the option of maintaining their holiday balances or receiving a pay off of any non-deferred balance of their holiday accruals on their last regular paychecks. In the event the layoff or cutback continues beyond a ninety-day (90) period, however, all remaining holiday hours will be paid out to the employee.

12.09. Cash Payout of Holiday Hours. Accumulated holiday hours shall be paid out upon request of the employee after the employee has taken a minimum of five (5) vacation, personal leave or sick-conversion days during the calendar year. Accumulated holiday hours may be combined with vacation hours, sick hours in excess of four-hundred eighty (480) and/or personal-leave time when requesting a cash payout. No benefit payouts will be processed for less than forty (40) hours if more than forty (40) hours are available for payout on the books. If less than forty (40) hours are available, the employee may take the entire balance under forty (40) hours.

12.10. Holiday Scheduling. An employee who is scheduled to work on a holiday will be scheduled off on the same holiday the following year unless the employee does not work the holiday as scheduled because of

illness or low census. Trading holiday shifts with another employee will have no effect on holiday scheduling. Required holiday work will take preference over weekends off.

If a holiday falls during an employee's vacation period, that employee shall be scheduled off even though he or she did not work the holiday the previous year. However, he or she will be required to work an additional holiday which he or she has worked the previous year.

Employees will be scheduled off Christmas Eve and New Year's Day one year and off Christmas Day and New Year's Eve the next year. The holiday eve includes all three (3) shifts which would begin on the day before the holiday.

12.11. Christmas and New Year's Holiday - All Departments Other Than the Operating Room. Beginning with the 3:00 p.m. shift on December 24th and December 31st and ending 11:00 p.m. on December 25th and January 1st, any employee working any shift shall be paid holiday time as defined in the contract.

ARTICLE XIII - INSURANCE PROGRAM

13.01. Health Insurance. The Hospitals will provide, without charge, to each regular full-time and each regular part-time employee working a minimum of three hundred sixty (360) hours in a payroll quarter in which six (6) pay periods are paid or four hundred twenty (420) hours in a payroll quarter in which seven (7) pay periods are paid a choice of:

1. A single health insurance coverage, Plan B as defined in the plan document. Employees may purchase dependent coverage (2-member or full family) on Plan B on a payroll deduction basis.
2. A family health insurance coverage, Plan C as defined in the plan document, provided there is no family coverage already in place through the spouse's employer.

The Hospitals will provide one-half (1/2) of the premium of a single health insurance coverage under either Plan B or Plan C as defined in the plan document to each regular part-time employee working less than stated above but more than one hundred ninety-two (192) hours in a payroll quarter in which six (6) pay periods are paid or two hundred twenty-

four (224) hours in a payroll quarter in which seven (7) pay periods are paid. Employees may purchase dependent coverage (2-member or full family) on either Plan B or Plan C on a payroll-deduction basis.

13.011. Pay in Lieu of Health Insurance. Any employee who is eligible for health insurance benefits, fully or partially paid by the Hospitals, and who is also covered by a different health insurance plan (group or individual), may elect a lump sum payment of nine hundred dollars (\$900) for full-time employees, and four hundred and fifty dollars (\$450) for part-time employees, per year in lieu of the health care benefits as provided in this article. For purposes of this section, full-time and part-time shall be determined using the same methodology as for the health insurance.

If the employee does not have twelve (12) months of health insurance eligibility during the year, the lump sum payment will be prorated based on one-twelfth (1/12) of the applicable payment for each month that the employee was eligible. Employees must be regular employees actually working or on an authorized leave of absence at the conclusion of the plan year to be eligible for payment. An authorized leave shall include personal business leave, sick leave, military leave, maternity leave and Union business leave. Payment shall be made within thirty (30) days of the conclusion of the plan year, provided sufficient verifiable evidence of continuous coverage was provided at the time of "opt out" and again at the time of payoff.

13.012. Deduction for Health Insurance. Upon the employee's written authorization for the Hospitals to do so, the Hospitals will deduct that portion of the health insurance premium which is due from the employee and pay such portion to the health insurance provider. The premiums withheld are split to be deducted on the first and second pay dates of the month and may be deducted on either a pre- or post-tax basis.

13.013. Optional Levels of Coverage. All regular full-time and regular part-time employees may participate in either Plan B or Plan C of the health insurance coverage offered by the Hospitals.

13.014. Insurance Changes.

13.0141. Change of Carrier. The Hospitals reserve the right to substitute another carrier for substantially equivalent health insurance coverage or payment plan; however, at least sixty (60) days prior to the date

proposed for any such change, the Hospitals shall present to the Union any proposed changes for comment.

13.0142. Change of Health Care Services. The Hospitals reserve the right to research alternative methods of providing healthcare services to employees. The Hospitals shall present to the Union any proposal which shall be negotiated between the parties.

13.015. Continuation of Health Insurance Coverage.

13.0151. Employee on Leave of Absence. An employee's health insurance coverage will be maintained by the employer during periods of paid leaves of absence and will also be available at the employee's expense for employees on an approved unpaid leave of absence for a maximum of one (1) year at which time the employee will be notified of his or her COBRA rights.

13.0152. Retiree Health Insurance. When a regular full-time or regular part-time employee retires, he or she shall be eligible to maintain the same coverage of the Hospitals' health insurance plan as when he or she was employed with the entire cost assumed by the retiring employee. When the retiring employee becomes eligible for medicare, the Hospitals' Group Plan will become secondary to the retiree's medicare benefits.

13.0153. Early Retirement. Employees who retire early and defer receiving their pensions to a later date may keep the same health insurance coverage that they have carried as an employee until they otherwise qualify as a retiree provided they have attained the age of fifty-five (55) and have completed twenty (20) years of pension service credit.

13.0154. Insurance Benefit for Part-Time Employees During Lay-Off. Employees who are moved from full-time to part-time status during a lay-off situation will be entitled to receive full-time health insurance benefits for a period of four months or until they refuse an offer of full-time work within their classification, whichever first occurs.

13.016. Enrollment Re-Opening Period. Notice of the annual re-opening period for health insurance shall be posted in the cafeteria at Dickinson County Memorial Hospital, on the bulletin board at Anderson Memorial Hospital and in each out-building.

13.02. Life Insurance. Each regular full-time and regular part-time employee upon completing ninety (90) days of service shall be covered by life insurance in the amount of five thousand dollars (\$5,000) or 50 percent of the annual base wage, whichever is greater, which sum shall be paid to his or her designated beneficiary in the event of the employee's death. Such coverage includes Accidental Death and Dismemberment Benefits (AD&D). The premium for said life insurance shall be paid entirely by the Hospitals.

13.03. Dental Insurance. All full-time employees electing Plan B coverage under the health plan will be provided with dental benefits as defined in the plan document.

13.04. Vision Discount Program. All full-time employees electing Plan B coverage under the health plan will be provided a vision discount program as defined in the plan document.

ARTICLE XXIV - HEALTH PROGRAM

14.01. Post-Offer Health Evaluation. A health assessment will be provided to an employee after an offer of employment has been extended and prior to employment. The health assessment will be conducted by the Dickinson Occupational Clinic at no expense to the employee. The Medical Director of the Dickinson Occupational Clinic will determine the necessary components of such examination.

14.02. Immunizations and TB Test. Each employee shall be provided, by the Hospitals, with a generally recognized tuberculosis test as identified by the Hospitals' employee health policies.

The Hospital shall provide each employee with the opportunity for obtaining immunizations as identified in the Hospitals' employee health policies without charge.

14.03. Illness on Duty. The Hospitals agree to provide temporary or emergency hospital treatment and/or Emergency Room Physician Service, if necessary, for an employee who becomes ill while on duty, without charge to the employee, except for those items which are covered by his or her health insurance coverage (or would have been covered in the case of an eligible but non-participating employee).

14.04. Out-Patient Charges. On all Hospital out-patient services (excluding physicians' fees) provided to full-time, regular part-time, and irregular part-time employees who have worked eight hundred thirty-two (832) or more hours in the previous payroll year, the employee shall receive a discount equal to 50 percent of the difference, if any, between the Hospitals' charges for such service and the amount of such charges covered by the existing Hospitals' health insurance plan (or which would have been covered in the case of an eligible but non-participating employee).

14.05. In-Patient Charges. On all Hospital in-patient services (excluding physicians' fees) provided to full-time, regular part-time, and irregular part-time employees who have worked eight hundred thirty-two (832) or more hours in the previous payroll year, the employee shall receive a discount on the charges for such service which is equal to the difference, if any, between the Hospitals' total charge for such in-patient service and the amount covered by the existing Hospitals' health insurance plan (or which would have been covered in the case of an eligible but non-participating employee).

14.06. Fitness for Duty. In the event that an employee has been absent from work and the nature of the illness/injury which caused the absence causes his or her Supervisor concern about infection control/safety issues, the Hospitals at their discretion may request that the employee consult with the Employee Health Nurse/Employee Health Physician prior to the employee reporting to work.

If the evaluation was not requested prior to the employee's return to work, but the employee's condition upon return concerns the Supervisor, the Hospitals at their discretion may request that the employee consult with the Employee Health Nurse/Employee Health Physician for a fitness for duty evaluation.

Any request for an evaluation will be conducted in such a way as to not violate the employee's right to confidentiality.

ARTICLE XV - PENSION

15.01. Retirement Pension. The Hospitals will provide a non-contributory pension plan as defined by the DCMHS' retirement plan document. It is understood that the fundamental benefits will not be reduced and the eligibility requirements will be not be increased during the term of the Agreement.

ARTICLE XVI - VACATION

16.01. Eligibility and Accrual.

16.011. Accrual. Each full-time or regular part-time employee shall accrue vacation benefits in accordance with the following schedule:

Hours Paid	Accrual	Maximum Hours
0 - 10,399	1 hr./26 hrs. paid	160
10,400 - 29, 119	1 hr./17.3 hrs paid	240
29,120+	1 hr./13 hrs. paid	320

Vacation accrual will be calculated on all hours paid at regular rate plus all hours paid at holiday rate. Vacation accrual will be not calculated on hours paid at overtime rate, cash payout of benefits and hours paid for stand-by.

16.012. Irregular Part-Time. Irregular part-time employees shall not accrue vacation benefits with the exception of irregular part-time employees who have worked eight hundred thirty-two (832) or more hours in the previous payroll year.

Such employees will then accrue vacation benefits under Section 16.011.

16.013. Maximum Accrual. Once an employee's vacation balance has reached maximum hours, no additional accrual will be earned.

16.014. Eligibility for Use. Full-time and regular part-time employees shall not be eligible for paid vacation until they have completed six (6) months of employment.

16.02. Scheduling.

16.021. Vacation Requests/Scheduling. Vacation requests must be submitted to the Department Manager between January 1 and March 31 for the twelve (12) month period beginning May 1 for priority consideration. This process shall begin with January 1995.

Vacation requested between January 1 and March 31 for the period of twelve (12) months will be granted based on seniority.

All requests submitted by March 31 will be approved or disapproved by April 15.

Requests submitted after March 31 will be considered in the order of request on a first come, first serve basis.

Approval or disapproval by the employee's Manager shall be provided fifteen (15) days after the request.

A vacation schedule of all granted and pending requests will be maintained by the Department Manager in each department and be available to all employees in the department.

Vacation requests for 1995 granted as of December 7, 1994, shall be honored.

16.021. Vacation Use - Part-Time Employees. Part-time employees will follow the guidelines as outlined in Article 16.021 to request vacations. Part-time employees will utilize benefit time to cover their vacation periods at their average rates of accrual based on their year-to-date FTEs as identified on payroll reports. The employee will have access to his or her average year-to-date FTE by contacting his or her Manager and/or the Payroll Coordinator.

16.022. Weekends Before and After Vacation. Employees shall be granted the weekend off before and after their vacation periods if requested. Employees in the Nursing Services Department shall be granted the weekend off before and after one vacation period between June 1 and September 1 if requested. The Hospitals will make every attempt to grant weekends off before and after vacation periods at other times of the year.

16.023. Nursing Services Department. In the Nursing Services Department, requests for accrued benefit days to be taken in blocks of three (3) or more working days during the period of June 1 to September 1 must be applied for following the same procedure as applying for vacation in accordance with Section 16.021.

16.03. Christmas and New Year's. Vacation may be granted during Christmas and New Year's according to seniority. Employees may request up to one week vacation either during Christmas or New Year's with the approval of the Department Head. The granting of requests shall be in accordance with seniority but shall be honored only every three (3) years.

16.04. Splitting Vacation Allowance. When staffing realities permit, vacation time may be split into one (1) day increments. In addition, an employee may use benefit time on one (1) weekend per calendar year.

16.05. Prorated Vacation. An employee may submit his or her vacation request before he or she earns his or her vacation benefits. In the event the employee has not accrued the necessary hours four (4) weeks prior to the scheduled time off, his or her vacation will be prorated accordingly.

16.06. Employee Transfer. Every attempt will be made to allow an employee accepting a new position the ability to retain his or her previously approved vacation time.

16.07. Payoff of Benefit Accrual. Upon termination, resignation, retirement or employee requested change in status to irregular part-time, employees will receive a payout of any non-deferred balance of their vacation accruals on their last regular paychecks.

Upon layoff or Hospital requested change in status to irregular part-time due to a cutback, employees will have the option of maintaining their vacation balances or receiving a pay off of any non-deferred balance of their vacation accruals on their last regular paychecks. In the event the layoff or cutback continues beyond a ninety-day (90) period, however, all remaining vacation hours will be paid out to the employee.

16.08. Cash Payout of Vacation Benefits. Accumulated vacation time shall be paid out upon request of the employee after the employee has taken a minimum of five (5) vacation, personal leave, or sick conversion days during the calendar year. Accumulated vacation time may be combined with personal leave, sick hours in excess of four-hundred eighty (480) and/or holiday time when requesting a cash payout. No benefit payouts will be processed for less than forty (40) hours if more than forty (40) hours are available on the books. If less than forty (40) hours are available for payout, the employee may take the entire balance under forty (40) hours.

ARTICLE XVII - SICK TIME

17.01. Eligibility and Accrual.

17.011. Employees Hired Prior to March 17, 1992. Full-time and regular part-time employees hired prior to March 17, 1992, shall accrue paid sick time at the rate of one (1) hour of sick time for every twenty-one and sixty-seven hundred (21.67) hours paid.

17.012. Employees Hired On or After March 17, 1992. A regular employee commencing employment on or after March 17, 1992, shall accrue paid sick time in accordance with the following schedule:

<u>Hours Paid</u>	<u>Sick Hours Earned</u>
0-10,339	1 hr./43.33 hours paid
10,400-29,119	1 hr./28.89 hours paid
29,120 +	1 hr./21.67 hours paid

17.013. Irregular Part-Time. Irregular part-time employees shall not accrue paid sick time with the exception of irregular part-time employees who have worked eight hundred thirty-two (832) or more hours in the previous payroll year. Such employees will then accrue paid sick time under Section 17.012.

17.014. Maximum Accrual. An employee may accrue a maximum of eight-hundred sixteen (816) paid sick-time hours. Once an employee's sick-time maximum accrual is reached, no additional accrual will be earned.

17.02. Sick Pay - New Employees. Pay for sick time shall not be used until after the employee has completed his or her first six (6) calendar months of employment, after which he or she shall receive sick pay if available, when he or she is absent from work due to any of the causes set forth below.

17.03. Use of Sick Time. Sick time may be granted:

1. When the employee is sick or injured and cannot work.
2. To cover the "waiting period" under Workers' Compensation Act.
3. A maximum of seven (7) days per calendar year whenever there is illness, injury or hospitalization to a family member residing in the employee's household which requires the employee's attendance.
4. Out-of-town medical appointments if medical care for employee's condition is not available in the community.

17.04. Benefit Time to Cover Sick Days. If an employee has no remaining sick-time benefits to cover sick time, the employee shall use benefit time to cover the sick day (vacation, personnel leave or holiday time). (Extended leaves of absence requests involving the use of sick time are addressed in Section 18.09.)

17.05. Notice of Illness or Injury. An employee who falls ill or who is injured and who expects to be off work so as to use his or her paid sick time should notify his or her immediate Supervisor as promptly as practicable under the circumstances. His or her failure to do so may, at the Hospitals' discretion, result in denial of his or her claim against his or her paid sick time.

17.06. Suspected Sick-Leave Abuse. In the event the employer suspects possible abuse of sick leave, the employer shall meet with the employee and his or her Steward to place the employee on notice of the suspected abuse. Thereafter, the employer may require a doctor's statement verifying future illnesses for a period of up to six (6) months. After the meeting with the employee and the Union, an employee may be disciplined if the alleged abuse continues. If the employee or Union feels the employer's actions to be unwarranted, a grievance may be filed at Step 3 of the grievance procedure.

Excessive sick absence is grounds for disciplinary action which can result in dismissal.

17.07. Illness On Duty. An employee who becomes ill while on duty will be paid for hours worked and will have the remainder of his or her normal work shift deducted from his or her accumulated sick leave.

17.08. Weekend Sick Day. In the event the employer suspects possible abuse of sick days during weekends that the employee is scheduled to work, the employer may require the employee to make up weekend days not worked because of such claim by working the next weekend that he or she would ordinarily be scheduled off that work is available. Such time shall be made up within a one (1) year period. An employee will not be required to make up weekend days on a holiday weekend. This provision shall not apply during illness or injury which is of five (5) workdays in duration or longer.

Employees suspected of weekend sick-day abuse will be placed on notice prior to being required to make up weekend work. The notice will

be in writing with a copy to the employee's Steward. If the employee or Union feels the requirement is unwarranted, a grievance may be filed at Step 3.

17.09. Illness During Vacation. An employee who falls ill or is injured during his or her vacation may suspend his or her vacation and begin to use his or her paid sick time thereafter. In such circumstances, the employee should immediately notify the Department Manager of the situation. His or her failure to do so may, at the Hospitals' discretion, result in denial of his or her claim against his or her paid sick time.

17.10. Conversion of Sick-Time to Vacation. Employees who have sixty (60) days (480 hours) of accumulated sick time may, at their option, convert sick-time hours in excess of four-hundred eighty (480) at the rate of one (1) day sick time to one (1) day vacation time.

Hours so converted are subject to the scheduling provisions found in Article 16.

An employee who intends to convert accumulated sick leave in excess of four-hundred eighty (480) hours to vacation time shall elect to do so in writing to the Benefits Department. Such election shall remain in place until the employee cancels the election in writing. The employee will be limited to two (2) elections per calendar year.

The vacation maximums as stated in Section 16.011 shall remain the same for those employees whose vacation banks include hours transferred under this section. No hours which have been transferred under this section may be returned to the sick bank by either the employee or the employer.

17.11. Payoff of Sick-Time Accrual. Upon termination, resignation, retirement or employee requested change in status to irregular part-time, employees will receive a payoff of any non-deferred balance of their sick-time accruals in excess of four-hundred eighty (480) hours on their last regular paychecks. All other sick-time hours will be canceled.

Upon layoff or Hospital requested change in status to irregular part time, due to a cutback, employees will have the option of maintaining their entire sick-time balances or receiving a payoff of any non-deferred balance of their sick-time accruals in excess of four-hundred eighty (480) hours on their last regular paychecks and maintaining their sick-time accruals of less than four-hundred eighty (480) hours. In the event the layoff or cutback continues beyond a one-hundred eighty (180) day period, however, all sick-time hours in excess of four-hundred eighty (480)

hours will be paid out to the employee. All other sick-time hours will be canceled.

17.111. Payoff of Sick-Time Accrual Upon Retirement. Employees who leave the Dickinson County Memorial Hospital System employment to retire and who are eligible for and elect to receive a retirement pension upon retirement or who have twenty (20) years of pension service credit shall be paid at their rates of pay on their retirement days for 25 percent of their accumulated sick leave of less than four hundred eighty (480) hours. All sick leave in excess of four hundred eighty hours (480) shall continue to be compensated for fully at the rate of pay in effect on the date of termination.

17.12. Cash Payout of Sick Hours Eligible for Conversion. Accumulated sick hours in excess of four-hundred eighty (480) shall be paid out upon request of the employee after the employee has taken a minimum of five (5) vacation, personal leave, or sick-conversion days during the calendar year. Accumulated sick hours in excess of four-hundred eighty (480) may be combined with vacation, personal leave, and/or holiday time when requesting a cash payout. No benefit payouts will be processed for less than forty (40) hours if more than forty (40) hours are available on the books. If less than forty (40) hours are available for payout, the employee may take the entire balance under forty (40) hours.

ARTICLE XVIII - LEAVE OF ABSENCE

18.01. Family and Medical Leave Act. Unless specifically addressed elsewhere in this contract, leaves of absence for the following events will be governed by the Hospitals' policy based on regulations as outlined by the Federal Family and Medical Leave Act of 1993:

1. The birth of a child and to care for the newborn child.
2. The placement with the employee of a child for adoption or foster care.
3. To care for the employee's seriously ill child, spouse or parent.
4. A serious health condition that makes the employee unable to perform his or her job functions.

18.02. Bereavement Time with Pay.

18.021. Number of Days. At the time of death of a member of his or her immediate family as defined below, an employee, whether full-time or part-time, shall be granted a leave of absence as follows:

1. One day if he or she is not attending the funeral or if he or she wishes to attend the funeral of a brother-in-law or sister-in-law.
2. Up to four (4) scheduled work days which fall within five (5) working days following the date of said death.
3. A three (3) day extension if requested by the use of three (3) sick leave days.

Consistent with the above, bereavement time will be paid only for those scheduled workdays which fall within five (5) days following the date of said death, exclusive of the granting of the three (3) day extension.

18.022. Immediate Family Defined. "Immediate family" shall mean grandparent, parent, legal step-parent, spouse, child, stepchild, grandchild, brother, sister, parent-in-law, step-brother, step-sister and persons residing in the same household.

18.023. Verification of Death and Relationship. The Hospitals may require verification of the death and/or the relationship of the employee to the deceased, at their discretion, following the leave and before paying for bereavement time. The Hospitals may withhold payment if the employee did not make prompt request for leave prior to taking the time off so that his or her work could be covered in his or her absence.

18.024. Time Off for Relatives. Employees may request to use vacation, personal leave, holiday compensatory days, or apply for a leave of absence to attend the funeral of other relatives.

18.03. Maternity Leave.

18.031. Type of Leave. The Hospitals will allow female employees two (2) options of requesting maternity leave if the employee qualifies for unused sick leave under the Hospitals' Union contract:

1. Maternity leave with pay (use of accumulated sick time only)

OR

2. Maternity leave without pay

18.032. Procedure. A maternity leave of absence will be granted by the Hospitals to any female who is pregnant, pursuant to the following procedure:

18.0321. Medical Certificate Regarding Ability to Continue Work. Within the first five (5) months of pregnancy, the employee shall present to her Department Manager a certificate from her physician setting forth her estimated date of expected delivery (which shall conclusively be deemed to be correct) with her opinion as to her ability to continue her usual work and for what period of time.

18.033. Length of Leave. Employees shall be granted a maternity leave of absence extending from one (1) month prior to the expected date of delivery, or such other time recommended by their physicians and approved by the Hospitals, and continuing until five (5) months following delivery, whenever delivery actually occurs.

18.034. Return from Leave of Absence. An employee shall be allowed to return to work under the provisions of Section 11.091 provided she presents a certification from her physician to her fitness to return to the job which she would be assigned.

18.0341. Maternity Leave Extension. An employee's maternity leave of absence may be extended by the Hospitals beyond the five (5) months' delivery if prior to that time, she indicates in writing to the Hospitals her desire to extend and presents a certificate from her physician indicating that her return to work be delayed for a medical reason for a given time.

18.04. Military Service Leave. The parties agree that the matter of leave of absence for an employee during the period of his or her military service with the Armed Forces of the United States and his or her reinstatement thereafter shall be governed by applicable statutes and court decisions. Application for military service leave of absence shall be made to the Hospitals in writing as soon as the employee is notified of his or her acceptance by the military service and, if possible, not less than six (6) weeks prior to departure during peace-time operation.

18.05. Public Office Leave. An employee who is elected or appoint-

ed to any public office, the fulfillment of the duties of which necessitates a leave of absence, shall be granted a leave of absence for the term(s) of his or her office, provided that such leave may be granted without violation of any applicable law. Application for such leave shall be made to the Director of Human Resources and shall be accompanied by reasonable authentication of the employee's election or appointment.

18.06. Educational Leave.

18.061. Full Leaves of Absence. Upon written application to his or her Department Manager, an employee shall be granted a full leave of absence to pursue an educational program which would be related to Hospital work for one (1) year. An extension of up to one (1) additional year may be applied for if the educational program in which the employee is enrolled has not been completed by the end of the first year. Employees granted leaves for education purposes who cease pursuing education because of discontinuation of such course and/or training will be required to notify the Hospitals within four (4) calendar days after such discontinuation to establish a return to work date. Failure to do so will result in disciplinary action up to and including discharge.

18.0611. Partial Leaves of Absence. Upon written application to his or her Department Manager, an employee may be granted a partial leave of absence to pursue an educational program which would be related to Hospital work for one (1) year. An extension of up to one (1) additional year may be applied for if the educational program in which the employee is enrolled has not be completed by the end of the first year. The Hospitals reserve the right to limit the number of partial educational leaves of absence granted in a department for the same period of time.

Employees granted a partial leave for education purposes who cease pursuing education because of discontinuation of such course and/or training will be required to notify the Hospitals within four (4) calendar days after such discontinuation to return to their normal work schedules. Failure to do so will result in disciplinary action up to and including discharge.

18.062. Work During Leave. Employees who are on educational leaves and are out of the area and need to work may be permitted to do so without jeopardizing the employment with the Hospitals provided prior permission is obtained from the Human Resources Department which shall not be unreasonably withheld.

18.07. Union Business Leave.

18.071. Local Union. An employee covered by this Agreement who is elected or appointed to a full-time office in the Union, the fulfillment of the duties of which requires a leave of absence, shall be granted a leave of absence for his or her term of office and any subsequent term(s) of office. Request for such leave shall be submitted to the Human Resources Department by an Officer of the International Union or of the Council. One (1) week written notice will be required unless circumstances arise which create shorter notice, in which case the employee must work out a schedule with his or her Supervisor and the Human Resources Department.

18.072. National Union. A leave of absence will be granted to not more than one (1) employee at a time who obtains employment with the AFSCME Union. Such leave will be without pay and benefits.

18.073. Other Union Leaves. Any other Union business leave of absence shall be granted for the period of service for the Union provided, however, that not more than three (3) employees shall be on such leave at any one time, that such leave shall not exceed three (3) calendar weeks in duration, and that such leave shall be requested sufficiently in advance to permit the Hospitals adequate time to cover the work of the employee(s) for whom leave is requested, provided that no more than two (2) employees are absent from any one department at the same time. A request for such leave for Union business shall be in writing, shall be submitted to the Hospitals' Director of Human Resources, and shall state the general purpose for which Union business leave is requested.

18.08. Personal Business Leave.

18.081. Application Procedure. An employee shall have the right to make application, in writing, to his or her Department Manager for a leave of absence of one (1) calendar month or less for reasons of persuasive nature which he or she shall state in his or her application. Granting of such leave shall be at the Hospitals' discretion, subject to the employee's right to appeal a denial of leave to the Grievance Procedure, beginning at Step 2.

18.09 Sick Leave.

18.091. Application Procedure. An employee who is ill or suffers an injury and who offers a physician's certificate as to the necessity for leave of absence as a result thereof shall be granted a leave of absence. In accordance with the Hospitals' Family and Medical Leave Act Policy, the employee must use all of his or her accrued sick time and paid-time-off benefits with the exception of forty (40) hours of paid-time-off benefits which may be saved before an unpaid sick leave of absence is granted. Application for leave shall be made to the employee's Department Manager. Such application will include the employee's election of which type of benefit and the number of hours to be saved. If no election is made, up to forty (40) hours of vacation time will be saved.

18.092. Elective Surgery. Elective, non-emergency surgery must be scheduled at least four (4) weeks in advance and not during the following periods: June 1 - August 31 or holiday (November 15 - December 31) time.

18.093. Leave Extension(s). Extension(s) of a sick leave shall be granted on the employee's application, similarly supported by a physician's statement. However, an employee who is on sick leave for a total of twenty-four (24) consecutive months shall cease to have seniority and his or her name shall be removed from the seniority list.

18.094. Medical Release. An employee returning from sick leave of absence will be required by the Hospitals to furnish a physician's statement as to his or her fitness for the work to which he or she will be assigned following his or her leave.

18.10. Return to Work. Employees must return to work in their regular or most recent successfully bid-for posted positions. Scheduling issues relating to returning from a leave of absence are delineated in Section 11.091.

18.11. Falsifying Reason for Leave. An employee who gives false reason for obtaining a leave of absence may be subject to discipline up to and including discharge.

18.111. Work During Leaves. An employee may accept employment elsewhere while on a Union Business Leave, Military Service Leave or Educational Leave.

Employees on other types of leaves who desire outside employment or were employed prior to the leaves shall notify their Department Managers.

In the event the employer feels that the outside employment interferes with the employees' employment at DCMHS, the employer may request a special conference. Employees failing to notify the employer of outside employment during a leave may be subject to disciplinary action up to and including discharge.

18.12. Failure to Report for Work. An employee who fails to report for work at his or her starting time on his or her first workday after expiration of a leave of absence shall be terminated. However, if the employee's failure to report is on account of illness or injury or other serious reason beyond his or her control, he or she may retain his or her seniority if he or she has notified his or her Department Manager in writing or by certified mail prior to the above deadline. The Department Manager will acknowledge receipt of such request in writing to the employee and the Chapter Chairperson. It is recognized that the Hospitals may require substantiation of the reason given by an employee. If it is not substantiated promptly upon request of the Department Manager to the satisfaction of the Department Manager and the Director of Human Resources or designee, the Hospitals may determine that the employee's termination shall stand, and the employee may appeal the Hospitals' determination to the Grievance Procedure, beginning at Step 2.

18.13. Posting When On Leave of Absence. Employees will not be eligible for a posting award while on education leave unless they are within thirty days(30) days prior to returning from leave.

18.14. Seniority During Leaves of Absence. During an unpaid leave of absence, all accumulated seniority is retained, but no further seniority may be accrued. Seniority shall continue to accumulate during any paid leave of absence or any portion thereof.

ARTICLE XIX - POSTINGS, STAFF PROMOTIONS, EVALUATIONS

19.01. Job Posting Notice. If a job has been filled for fourteen (14) consecutive days by a temporary transfer, or if any vacancy occurs in a regular job, the Hospitals will notify the Union within ten (10) days after the vacancy occurs of their decision to fill or leave the position vacant. If the Hospitals decide to fill the position, the vacancy will be posted no

19.02 Posting of Jobs. The Hospitals will post on the Hospitals' bulletin boards a notice of such vacancy or newly created job for a period of not less than three (3) days. All postings shall be timed and dated at the time of posting and shall delineate the job title, department (primary unit for Nursing Services), shifts, hours of work, pay range, and qualification requirements.

The Hospitals shall furnish the Chapter Chairperson with a copy of each job posting at the same time the postings are posted. The Hospitals shall furnish the Chapter Chairperson with a copy of the list of names of those employees who applied for the job and, thereafter, notify the Chapter Chairperson as to who was awarded the job.

Both the successful and unsuccessful signers for a job will receive written notification.

19.021. Procedure. Any employee desiring to fill a posted job vacancy shall sign the posting. An employee who would be off work for any reason at the time that he or she thinks a posting might be made of a job in which he or she would be interested shall give notice of his or her interest to another person who has agreed to sign postings for him or her before he or she leaves. After the end of a posting period, an employee may not bid regardless of his or her reason for failure to bid during the posting period and, also, regardless of his or her seniority standing relative to those employees who did bid during the posting period.

19.022. Bidding Limitation. An employee may only be awarded two (2) positions (regular or temporary) other than those positions listed in 19.0221 in a twelve (12) month rolling year. That year commences the date the first position is accepted. For newly hired employees, the rolling consecutive twelve (12) month period begin with their dates of hire.

19.0221. Regular Position - One-Year Bidding Limitation. An employee awarded a regular position in the listed departments/positions will not be eligible to be awarded a posting for another position for a twelve (12) month period. New hires shall be informed of the twelve (12) month bidding limitation requirement when applying for a regular position and upon hire.

Patient Administration: Admitting Clerk
Patient Representative
Group Accounting Clerk
Billing Support Aide
Cashier/Receptionist
Cash/Reimbursement Aide

Physician Offices: Physician Biller/Receptionist

19.022. Trial Periods. The trial period for an employee transferring to a department into which he or she has not been oriented shall be forty (40) calendar days. The trial period for an employee transferring from one classification to another within his or her own department or to a department into which he or she has already been oriented shall be thirty (30) calendar days.

During his or her trial period, the Hospitals may transfer the employee back to his or her former position. If the employee is transferred back at the Hospitals' request, the bidding limitations as found in Sections 19.022 and 19.0221 will be waived. If an employee elects to transfer back to his or her former position within the trial period, the bidding limitations as found in Section 19.022 and 19.0221 will be enforced. If the job is thus vacated, the Hospitals may, at their option, select another bidder from the posting or re-post the job.

The trial period may be extended by mutual agreement of the parties.

19.023. Irregular Postings. Irregular positions will not be posted.

19.03. Selection Process.

19.031. Initial Qualification Determination. After a job has been posted in accordance with Section 19.02, the Human Resources Office will make an initial qualification determination of all Union Members who have signed the posting. This will be accomplished by comparing the qualifications as found in the personnel file of each signer with the qualification requirements stated on the posting. A determination will be made as to whether a signer meets or does not meet each requirement. An employee is considered to be fully qualified for a position only if he or she meets the minimum qualifications.

It is the employee's responsibility to provide the Human Resources Department with up-to-date information regarding his or her qualifications.

19.032. Interview and Selection. Employees in the follow classifications/areas will be selected under the interview process:

<u>Department</u>	<u>Position</u>
Physician Offices	All staff employees
Hospital Clinics	Receptionists Billers
Patient Administration	Admitting Clerk Patient Representative Group Accounting Clerk Billing Support Aide Cashier/Receptionist Cash/Reimbursement Aide
All	Department Head Secretaries

All fully qualified signers of a posting will be ranked by the Human Resources Office in order of seniority using a Hospital-wide, bi-weekly, seniority list.

The three (3) most senior fully qualified signers will be referred to the hiring Manager for interview. If there are less than three (3) fully qualified signers, the remaining two (2) or one (1) will be referred for interview.

Interviews with all referred candidates must be conducted prior to selection by the hiring Manager.

The Hospitals will provide all candidates with written reason(s) why they were not selected.

19.033. Selection Process - All Other Positions. For all positions not listed in 19.032, the most senior, qualified employee will be awarded the position.

19.034. Grievability. Grievances involving the initial qualification determination, the ranking and referral process, the interview selection process and the award of a posting are subject to the grievance procedure

as found in Article 28.

The grievance will be initiated at Step 3 within two (2) days of the notification of the posting award.

19.035. Job Not Filled Through Posting. If an open job is not filled through the method above provided, the Hospitals may, at their option, either select and train an employee for the job or hire in an employee to fill it.

19.04. Job Descriptions. The Hospital System agrees to provide to AFSCME a copy of the job description for a covered position which has been revised or a copy of the job description for a new position. The Hospitals further agree that a position will be not be posted until five (5) workdays after the new or revised job description for the position has been delivered to AFSCME. It is further agreed by and between AFSCME and the Hospitals that AFSCME may request a meeting with the Department Head who developed the job description to discuss its content within five (5) working days after the job description has been delivered to AFSCME.

It is understood by both parties that the Hospital has the right to establish and modify job descriptions, subject only to AFSCME's right to grieve, and that the Hospitals are not required to negotiate job descriptions. It is, however, the intent of both parties to establish a process whereby AFSCME may appraise management of their concerns before a job description is adopted for use so that management may voluntarily agree to modify or clarify items of concern.

It is further understood and agreed by both parties that by requesting a meeting to discuss a job description AFSCME is in no way waiving or diminishing their future right to grieve the job description or its application.

19.05. Written Evaluations. New employees and employees transferring to other units shall have written evaluations of their performances by their immediate Supervisors within ninety (90) calendar days following their hire/transfer dates. They shall acknowledge such evaluations by signature; however, such signature will imply neither agreement nor disagreement with the evaluation. All other employees shall have a written evaluation of their work performances annually on their anniversary dates of hire. They shall acknowledge such evaluation by signature; however, such signature will imply neither agreement nor disagreement with evaluation.

19.06. Job Bidding - Temporary Jobs

19.061. Temporary Vacancy. A temporary vacancy created by the absence of a regular employee which is expected to be of short duration may be filled by the temporary transfer language found in Section 11.20 or by giving additional shifts to other employees under Sections 11.12 or 11.13 or if a full-time vacancy is expected to last longer than fourteen (14) days, it will be posted and filled under Section 19.02. However, for the purpose of awarding temporary postings only, bidders for the job from within the department in which the vacancy exists will be considered in accordance with seniority for the job prior to employees from outside the department.

For the purposes of this section, the definition of department shall mean the entire Nursing Services Department.

19.062. Temporary Need. A temporary need not to exceed ninety (90) calendar days may be posted or not posted at the Manager's discretion. If posted, the procedure in 19.02 will be followed, and **if awarded, the provisions of 19.0631 or 19.0632 will be followed.**

19.063. Job Award - Temporary Jobs.

19.0631. Bargaining Unit Employees. If a position under 19.061 or 19.062 is posted, qualified bidders for the job from within the department in which the vacancy exists will first be considered in accordance with seniority for the job. If a Bargaining Unit Employee is awarded the position, such employee will remain in that position until:

1. The regular employee returns to his or her position,
2. The term of the temporary posting expires, or
3. The union agrees to a specified temporary extension.

The Hospitals shall inform the Union of the names of the employees, areas assigned to and date of hire when awarded the position.

19.0632. External Candidate (Temporary Employee). If a position under 19.061 or 19.062 is posted and an external candidate is hired into the position, such employee will remain in that position under the same provisions as found in 19.0631.

19.07. Holding Postings. An employee may only hold one (1) job posting.

19.08. Deviation From Eight (8) Hour Shifts. The parties agree that if at any time during the term of this Agreement, the Hospitals desire to implement any shifts greater than eight (8) hours, the parties will meet and negotiate over the requested changes.

ARTICLE XX - PROFESSIONAL MEETINGS

20.01. Professional Meetings. Employees may be granted time off work without loss of pay to attend educational seminars and workshops and may also be reimbursed for out-of-pocket expenses incurred in such attendance.

ARTICLE XXI - HOSPITAL POLICIES

21.01. Policy. It is understood that the employer may promulgate, publish, and implement policies to assure the best possible patient care and the efficient operation of the Hospitals.

21.02. Conflict of Policy with the Agreement. In the event the Union believes a policy conflicts with this Agreement, the Union may request a special conference to discuss the issue with the employer; however, this provision does not prohibit the Union from filing a grievance on behalf of any employee protesting the application or interpretation of any policy promulgated and published by the employer.

ARTICLE XXII - DISCIPLINARY ACTION, DISCHARGE, SUSPENSION

22.01. Type of Discipline. A Representative of the Hospitals may discipline an employee for proper cause. Disciplinary action may range from written reprimand through discharge depending upon the nature of the employee's offense, the circumstances under which and the manner in which it was committed, and the employee's record during the immediately preceding two (2) years.

The emphasis of disciplinary action is to be corrective rather than punitive.

22.02. Statement of Offense. At the time he or she takes disciplinary action, the Hospitals' Representative shall give to the employee a written and signed statement of the nature of the employee's offense, of its date and time, of the penalty assessed, and of the date and the time the penalty is effective. As immediately as is practicable thereafter, not later than the second day, the Hospitals' Representative shall provide a copy of such statement to the employee's Steward or, in his or her absence, to another Union Representative.

22.03. Right to Confer with Steward. An employee who is disciplined by time-off penalty or by discharge shall, after such action is taken and before leaving the Hospitals' premises, have the right to confer with his or her Steward or, in his or her absence, another Union Representative at such place on the Hospitals' premises (but away from work areas and public areas) as the Hospitals' Representative may designate.

22.031. Union Activity. The Union reserves the right to represent an employee during his or her probationary period who, in its opinion, has been disciplined or discharged for Union activity.

22.04. Discussion of Discipline. No later than the end of the shift on the second day on which disciplinary action was taken, the employee may request a discussion of the matter by the Hospitals' Representative, his or her Union Representative, and himself/herself. If such discussion is not so requested, the disciplinary action shall stand. If such discussion is requested, it shall be held no later than the end of the shift on the day following the making of the request, at a time designated by the Hospitals' Representative. If the matter is not settled by such discussion, it may be entered in Step 3 of the Grievance Procedure, at the written stage thereof. If not entered by the second day following the discussion, the disciplinary action shall stand.

22.05. Suspension Pending Investigation. Under circumstances where he or she deems it appropriate to do so, a Representative of the Hospitals may suspend an employee pending investigation to determine whether or not disciplinary action is called for and, if so, the penalty to be assessed. At the time of suspension, the employee shall be given written notice thereof, and as immediately as is practicable thereafter, his or her Steward, or in his or her absence another Union Representative, shall be given a copy of such notice. The employee shall have the right to confer with his or her Union Representative which is provided above for

employees who have been disciplined. Suspension shall last no longer than the end of the shift on the third (3rd) day following suspension. If no penalty has been assessed within that time, the employee shall be paid for time lost during suspension. If penalty is assessed within that period, it shall be effective from the time of suspension action. If and after disciplinary action is taken, the employee's right to a discussion and to appeal to the Grievance Procedure shall be as above provided for the case where disciplinary action was initially taken.

ARTICLE XXIII - SENIORITY

23.01. Definition. An employee covered by this Agreement who:

- Has completed the probationary period, hereinafter set forth, following his or her most recent date of hire; and
- Has thereafter continuously worked for any of the Hospitals which constitute the Dickinson County Memorial Hospital System, shall have seniority as of such most recent date of hire. Service by an employee with a Hospital whose facilities were acquired by the Dickinson County Memorial Hospital System shall be recognized only if and to the extent specifically provided for in this Agreement.

Seniority shall be applied only as specifically set forth in this Agreement.

The parties recognize that seniority, for the purposes of this Agreement, arises from this Agreement and terminates with this Agreement.

Seniority shall be based on hours paid up to a maximum of two thousand eighty (2,080) hours per year.

23.02. Seniority Lists. Within thirty (30) days following the end of the first (1st) and third (3rd) quarters of each year, the Hospitals will post on the bulletin board and will furnish the Chapter Chairperson with a seniority list revised up to the pay period in which the list is compiled. The seniority list will show employee names by classification, the total hours paid to each employee up to two thousand eighty (2,080) hours per year, last date of hire, and whether the employee is full-time or part-time. The seniority list provided to the Chapter Chairperson will also include the employee's current hourly wage.

23.021. Correction of Lists. It shall be the responsibility of each employee to check each such revised list and to notify the Hospitals' Director of Human Resources, in writing, of any alleged error therein. The employee and Director of Human Resources shall promptly try to settle such a question as to the correctness of posted seniority. The Director of Human Resources shall promptly and in writing, notify the Union's Recording Secretary of any correction so made in an employee's seniority. If the question is not so settled, the employee may refer it to Step 2 of the Grievance Procedure. If he or she does not do so within five (5) working days after his or her discussion with the Director of Human Resources, his or her seniority shall be deemed to be correct as posted.

23.022. Personnel Changes. In effecting a personnel change, the Hospitals will rely on a bi-weekly seniority list. An employee shall notify the Hospitals'; Director of Human Resources, in writing, as closely as possible to the time of such personnel change, if he or she thinks that there is an error in the seniority list which affects that personnel change. If he or she does so and the Director of Human Resources agrees that there was an error, or if it is so agreed in the Grievance Procedure, the Hospitals shall incur no liability for an erroneous personnel change until the end of the fifth (5th) working day following the day on which the employee notified the Hospitals of the error.

23.023. Union Notification of Personnel Changes. The Human Resources Department will notify the Union within three (3) days of new hires and an employee's change of active employment, i.e., retirement, termination, layoff, recall, leave of absence and worker's compensation claim.

23.03. Seniority Status.

23.031. Completion of Probation. Upon an employee's completion of his or her probation, he or she shall be placed on the seniority list with credit for all hours paid from his or her last date of hire.

23.04. Regular Full-Time/Part-Time Employees. When two (2) or more employees have been paid the same number of hours, a regular full-time employee shall be considered more senior than a regular part-time employee. If both employees are either full or part-time, then seniority between the two will be determined by the alphabetical order of their last names.

23.05. Seniority of Employees Transferred from the Bargaining Unit. If an employee covered hereby is transferred to a position within the Hospitals which is not included in the Bargaining Unit, he or she shall retain seniority, but he or she shall not continue to accumulate seniority while so employed outside of the Bargaining Unit. If an employee transfers back into the Bargaining Unit within a two (2) year period, he or she will be allowed to exercise his or her seniority to obtain a job for which he or she is qualified to perform and shall be entitled to any benefits provided for in this Agreement which his or her seniority entitles him or her.

23.06. Reasons for Loss. An employee covered by this Agreement shall cease to have seniority and he or she shall have his or her name removed from the seniority list in the event:

1. He or she is discharged for proper cause; or
2. He or she retires, or is retired, under the Hospitals' Retirement plan; or
3. He or she quits; or
4. He or she is laid off for a period equal to his or her seniority at time of layoff, or for a period of three (3) years, whichever is the shorter period; or
5. He or she gives false reason for obtaining a leave of absence; or
6. He or she is absent from work without permission for three (3) successive workdays "successive workdays" being understood to include workdays surrounding a period of scheduled time off, but not to include the period of such time off itself. If the employee's absence is on account of illness or injury or other serious reason beyond his or her control, he or she may retain his or her seniority if he or she has notified the Hospitals' Director of Human Resources by telegram or by registered or receipted mail received prior to the expiration this third (3rd) successive day of absence from work. It is recognized that the Hospitals may require substantiation of the reason given by an employee. If it is not substantiated promptly upon request of the Director of Human Resources, the Hospitals may determine

that the employee's loss of seniority shall stand and the employee may appeal the Hospitals' determination to the Grievance Procedure, beginning at Step 2; or

7. The employee's request to change status from full-time or regular part-time to irregular part-time is granted.

23.07. Seniority Accrual During Periods of Leave of Absence.

23.071. Seniority During Paid Leave of Absence. Seniority will continue to accrue during all paid leaves of absence or use of benefit time.

23.072. Seniority During Unpaid Leave of Absence. Seniority will be retained but will not accrue during periods of unpaid leaves of absence.

23.08. Retention of Seniority.

23.081. Worker's Compensation. Employees off on worker's compensation shall not lose seniority, except if there is a Worker's Compensation redemption, in which case all benefits and seniority shall cease.

23.082. Union Business. Seniority shall be retained and accumulated during the period of a Union Business Leave of Absence.

Seniority credit will be provided in the pay period which follows the use of Union business day(s). The employee will receive seniority credit for the Union business day(s) used.

23.083. Change of Status. When the Hospitals reassign a regular part-time employee to irregular part-time status, the employee shall not lose accrued seniority or accrued benefit time.

**ARTICLE XXIV - REDUCTION IN WORK FORCE
AND RECALL**

24.01. DEFINITIONS. A lay-off shall be defined as a reduction in force.

A reduction in force of a permanent nature or one which is anticipated to last ten (10) or more days will follow the layoff procedure iden-

tified in 24.04. In the event of such a reduction in force, 24.03 will apply.

A reduction in force whereby employees are asked to take time off due to a temporary decrease in work load which is determined on a shift-by-shift basis shall follow the low-need-day procedure identified in 24.02. If the low-need procedure is utilized, 24.03 does not apply.

24.02. Low-Need-Days Procedure. In instances where employees due to a temporary decrease in work load may be asked on a daily basis to take time off or be transferred to another unit by their Managers, the following procedure will be followed:

1. The unit who needs to low census will check with the other units to determine if additional staffing is required. If an employee is needed on another unit, Section 11.202 will be followed. In the Department of Nursing, an employee may bump a less senior employee in another nursing unit, at the same facility, on the same shift as long as he/she possesses the necessary qualifications or training to perform the job.
2. Employees who have voluntarily requested a low-census day will be low censused by order of sign-up. Employees volunteering for low-census may utilize accumulated benefit time for that day at their discretion.
3. In the event that #1 and #2 above do not sufficiently accommodate the low-need requirement, low-census time will be assigned to the least senior employee within the classification from staff currently working only after probationary or temporary employees (excluding those on orientation) in the classification are low censused in that order by seniority.
4. Employees assigned a low-census day may utilize accumulated benefit time for that day at their discretion.
5. Employees affected by low-census days may apply to the Michigan Employment Security Commission (MESC) for under-employment benefits. The Hospitals will expedite their response to requests for information from MESC.

24.021. Exceptions for Low-Need Days. In the event of a reduction in force, each Steward first and next the Chapter Chairperson, Chief

Steward and the remaining Stewards, in that order, shall be continued at work as long as they have the ability to perform any work available within the group which they represent, regardless of their actual seniority as shown on the seniority list.

24.03. Notification of Lay-Off. Employees shall be notified at least twenty-four (24) hours prior to the effective date of the lay-off or will be eligible for eight (8) hours of pay in lieu of same.

24.031. Union Notification of Lay-Off. The Hospitals shall notify the Union five (5) working days prior to the prospective lay-offs to schedule a meeting to discuss the causes for, effect of and implementation of such action.

24.04. Lay-Off Procedure.

1. Initially, the Hospitals shall honor requests for layoff. Employees with the greatest seniority shall be given priority in taking a voluntary layoff provided the remaining employees possess the qualifications, skills, and abilities necessary to perform the work normally performed by the senior employees without additional training. (Employees taking a voluntary lay-off may apply for but are not guaranteed unemployment benefits under MESC guidelines.)
2. Temporary employees followed by non-seniority employees (probationary) in each classification affected shall be laid off first.
3. Thereafter, seniority employees in each affected classification shall be laid off starting from the bottom of the seniority list and disregarding whether or not they are working at a Hospital affected by the temporary layoff provided the remaining employees possess the qualifications, skills, and abilities necessary to perform the work normally performed by the senior employees without additional training.
4. During a permanent reduction in the work force, employees bumping within a classification will be afforded an opportunity to receive orientation for the position into which their seniority carries them and will not be required to possess all of

the qualifications, skills, and abilities prior to bumping into the position.

24.041. Exception.

1. However, in appropriate cases, exceptions may be made to lay-off by classification so that a more senior employee may be retained in a different classification but one of work similar or related to his or her usual work and for which he or she is qualified, provided that an employee may not move, in layoff, to a higher paying classification.
2. In the event of a reduction in force, each Steward first and next the Chapter Chairperson, Chief Steward and the remaining Stewards, in that order, shall be continued at work as long as they have the ability to perform any work available within the group which they represent, regardless of their actual seniority as shown on the seniority list.

24.05. Staff Assignments After Lay-Off. In affecting transfers of employees between Hospitals, in order to staff each Hospital under the lay-off conditions, the Hospitals shall start from the bottom of the seniority list of the employees remaining on the payroll.

24.06. Recall. When the size of the Hospitals' work force is to be increased after a reduction in force, employees shall be recalled by classification, in seniority order, to the Hospital at which they were working at the time of layoff.

In the event the call back is for a specialty unit, employees shall be recalled by classification, in seniority order, provided the employee possesses the qualifications, skills and ability to perform the available work. Employees transferred between Hospitals to cover jobs of returning employees during the layoff shall be transferred back to their original jobs provided the employee possesses the qualifications, skills and ability to perform the available work.

In the event that a layoff results in a long-term, permanent reduction and only a portion of those affected by layoff will be returned to work, it is agreed that both parties will meet to negotiate call-back and retraining of employees on a seniority basis.

24.07. Notice of Recall. Notice of recall may be given in person, by phone, by telegram, or by registered or certified mail. In the case of

notice given in person or by phone, the Hospitals shall promptly thereafter give to the chief Steward a written memorandum that it has given such notice. In the case of notice given by telegram or mail, the employee's last address of record with the Hospitals shall be used.

24.08. Failure to Report to Work. An employee who fails to report for work, when notified to do so in person or by phone, by the starting time of his or her shift on the fourth (4th) working day thereafter, or by the starting time on any later day on which he or she is instructed to report, shall be deemed to have quit, shall cease to have seniority, and shall have his or her name removed from the seniority list. An employee who fails to report for work, when notified to do so by telegram or mail, by the starting time of his or her shift on the sixth (6th) work day after the day such notice was sent, or by the starting time of his or her shift on any later date on which he or she is instructed to report, shall likewise be deemed to have quit and shall lose seniority. However, if an employee's failure to report to work is on account of illness or injury or other serious reason beyond his or her control, he or she may retain his or her seniority if he or she has notified the Hospitals' Director of Human Resources, or designee, of such reason by telegram or by registered or receipted mail, received prior to the deadline of his or her reporting for work. It is recognized that the Hospitals may require substantiation of the reason given by an employee. If it is not substantiated promptly upon request of the Director of Human Resources, or designee, to the satisfaction of the Director of Human Resources, or designee, the Hospitals may determine that the employee's loss of seniority shall stand and the employee may appeal the Hospitals' determination to the Grievance Procedure, beginning in Step 2.

ARTICLE XXV - ACCESS TO PERSONNEL RECORDS

25.01. Employee's Access to Personnel Records. An employee shall be entitled to review the contents of his or her Hospital Human Resources personnel file in accordance with the applicable laws and regulations. At the request of the employee, a Representative of the Union may be present. At the request of the employee, copies of any item(s) contained in the Human Resources' Office personnel file shall be provided to the employee.

25.02. Release of Information to Union. With the written consent of the employee, the Union Representative may read the contents of the

employee's personnel file and obtain a copy of any information the employee wishes the Union to have in accordance with the applicable laws and regulations.

ARTICLE XXVI - SURVIVOR BENEFITS

26.01. Pay-Out. In the event of an employee's death, any time worked not yet compensated and any remaining vacation, personal leave, holiday, sick leave balances (s) in excess of four-hundred eighty (480) hours will be paid out to his or her designees, heirs or estate.

ARTICLE XXVII - WORKERS COMPENSATION

27.01. Coverage. Pursuant to Michigan law, the Hospitals provide, at their sole expense, Worker's Compensation coverage for each employee covered hereby.

27.011. Continuation of Insurance Benefits. Employees on Worker's Compensation shall be continued under insurance benefits, at the Hospital's expense, for a period of one (1) year and then shall have the option to continue under the plan for two (2) years at the employee's expense.

In the case of a separation from employment, the employee shall be entitled to continue his or her health insurance under applicable COBRA law.

27.12. Return to Work. An employee returning to work after being on Worker's Compensation shall be returned to the same position he or she held prior to injury if the position is still in existence and if the employee is medically capable of performing those duties. If an employee is unable to perform the same duties as he or she had performed previously, the employee may post into another vacant position for which he or she qualifies and which fits within the work restrictions of the employee.

However, recognizing the Americans with Disabilities Act (ADA) and the obligation to comply with its requirement, the Union agrees to work with the Hospitals to take all actions necessary to comply with the act if the employee's disability is covered by the ADA.

ARTICLE XXVIII - GRIEVANCE PROCEDURE

28.01. Definition of a Grievance. A grievance is defined as a claim, reasonably and sensibly founded, of a violation of this Agreement. Any grievance filed shall refer to the provision or provisions alleged to have been violated and shall adequately set forth the facts pertaining to the alleged violation. An employee who files a grievance shall not be discriminated against by management for exercising his or her right to file a grievance.

28.02. Steps of a Grievance Procedure. An employee having a grievance as above defined may present it to the Hospitals as follows and in accordance with the rules provided in Section 28.03 of this Article:

Step 1. An employee may verbally present a grievance to his or her Department Head or to his or her Steward or to each of them together. At any discussion of the grievance between the employee and his or her Department Head, either of them may arrange for the employee's Steward to be present. If the grievance is presented to the Department Head, he or she shall give his or her verbal answer to it no later than the end of the day following its presentation.

If the Department Head verbally grants the grievance, the Steward shall write it on a form provided by the Union, the employee shall sign it, and the Steward shall present it to the Department Head by the end of the day following the verbal answer. The Department Head shall write his or her answer on the form, sign it, and return it to the Steward by the end of the next day.

If at any step of the Grievance Procedure an Employer Representative is unavailable or refuses to accept a grievance, the grievance may be automatically processed to the next step of the grievance procedure. If advanced under this provision the reasons for the advancement will be noted on the grievance form.

The time limit for written presentation and for answer shall be two (2) days each.

Step 2. If the Union wishes to appeal denial of a grievance in Step 1, the Chief Steward shall present it to the appropriate Manager or Director within two (2) days following the written answer in Step 1. The Manager or Director shall answer the grievance in writing within two (2) days thereafter.

Step 3. If the Union wishes to appeal denial of a grievance in Step 2, the Unit Chairperson shall present it to the Hospitals' Director of Human Resources and/or Administrator within five (5) days following the written answer in Step 2. The grievance shall be considered by an Appeal Board composed of the Administrator and one other member designated by the Hospitals and two (2) members designated by the Union. Such Board shall meet no later than five (5) days following presentation of the grievance in Step 3. At such meeting, there may be present such person(s) as any Board Member deemed useful to discussion of the matter and for whose attendance he or she arranges. The Hospital members of the Appeal Board shall answer the grievance in writing no later than five (5) days after the meeting is held.

Step 4. If the Union wishes to appeal denial of a grievance in Step 3 - after review of the matter by their Council and/or International Representatives - it shall request, in writing, within thirty (30) days after the answer in Step 3 that the Hospitals and the Union select a mutually satisfactory arbitrator. If the parties are unable to agree upon an arbitrator within seven (7) days of the written notice requesting arbitration, the matter shall be referred to the F.M.C.S. for the selection of an impartial arbitrator. The matter shall thereafter be administered by F.M.C.S. in accordance with their "Voluntary Labor Arbitration Rules." The parties, the Arbitrator, and the arbitration shall be subject to the following as well:

- The Arbitrator shall be empowered to rule only on a grievance which involves an interpretation or application of this Agreement. He or she shall not add to, subtract from, ignore, or change any of the provisions of this Agreement.
- Each party shall furnish to the Arbitrator and the other party whatever facts or material the Arbitrator may require to properly weigh the merits of the grievance; provided, however, that such facts or material were discussed during the grievance procedure preceding.
- The Arbitrator's charges for his or her services and expenses shall be borne equally by the parties. Each party shall be responsible for their own expenses incurred.
- The Arbitrator's decision shall be final and binding.

28.03. Rules of Grievance Processing.

28.031. Time Limit for Filing. It is agreed that any grievance must be brought up as soon as it might reasonably have become known to exist and that, in any event, no grievance claim shall be valid for a period more than one (1) calendar month prior to the date the claim was first filed in writing. Within this limitation, back pay shall be the amount of wages the employee would have earned from the Hospitals, less any amount received by him or her from other employment, self-employment, or unemployment compensation if hereafter applicable.

28.032. Definition of Day. For the purpose of the Grievance Procedure, a "day" shall be deemed to mean Monday through Friday, and the day on which action is taken shall not be part of any time limit provided.

28.033. Extension of Time Limits. Time limits may be extended by mutual agreement, reduced to writing.

28.034. Signing of Grievance Documents. A Union Representative shall date and sign his or her appeal of a grievance to a higher step. The Hospitals' Representative receiving it shall give a receipt for it and note the date and time he or she received it. A Hospital Representative shall date and sign his or her answer to a grievance; the Union's Representative receiving it shall give a receipt for it and note the date and time he or she received it.

28.035. Alternate Representatives. In the absence of a representative designated to act, the party whom he or she would represent may designate an alternative representative to act in his or her place.

28.036. Status of Grievance. A grievance not advanced to the next higher level within the time limit provided shall be deemed permanently withdrawn and as having been settled on the basis of the answer last given to it. A grievance not answered within the time limit provided shall automatically be advanced to the next higher step. If the Union requests a special conference at this step, the parties shall meet to discuss the grievance. Time limits are to reflect the same limit for the employer and the Union.

28.037. Permission to Leave Work Station. In no event shall any

Union Representative leave his or her work for grievance purposes without first notifying his or her immediate Supervisor and turning his or her work over to a replacement who shall be provided by the Supervisor as promptly as is practicable under the circumstances.

28.038. Grievance Settlement. It is understood and agreed that any grievance settlement arrived at is binding upon the Union and the Hospitals.

ARTICLE XXIX - MISCELLANEOUS AND DEPARTMENT SPECIFIC

29.01. Materials Management Employees. Beginning with the effective date of this contract, all current Materials Management Aides will be titled Materials Management Clerks. The current Materials Management Aide responsible for data entry/expediting will be titled Data Entry/Expediting Clerk. It is understood that Materials Management Clerks may be assigned to fill the Data Entry/Expediting Clerk position in the absence of the Data Entry/Expediting Clerk.

29.02. Dietary Employees. There shall be five (5) classifications within the Dietary Department. These classifications include Cook, Dietary Assistant, Dietary Aide, Dietary Storeroom Clerk and Department Head Secretary.

For purposes of implementation of the new classification and scheduling structure, all positions will be posted within the Dietary Department to include the time and date of the posting, the classification, shift(s) and hours of work. In this initial implementation phase, Dietary full-time employees will be maintained in their current classifications with potentially only a change in the length of the scheduled shift. It is further understood that each part-time employee will be scheduled at least the minimum number of hours as delineated per his or her posting. All part-time postings will be assigned by seniority and qualifications.

Full implementation of this revised Dietary scheduling will be completed within ninety (90) days of the signing of the contract. Any problems that arise during the implementation of this provision will be immediately discussed in a special conference.

29.03. Addresses and Telephone Numbers of Employees. Each employee covered hereby, whether on or off the active payroll of the Hospitals, should keep the Hospitals currently advised of his or her cor-

rect mailing address and of his or her telephone number, if any.

In the case of an employee on the Hospitals' active payroll, notice of change of address or telephone number shall be deemed given only if the employee makes the change on the form available at the Human Resources Department at Dickinson County Memorial Hospital and returns such form there, duly completed.

The Hospitals shall give the employee a receipt for his or her notice of change of address or of telephone number at the time he or she turns in such notice.

In the case of an employee off the Hospitals' active payroll (such as on layoff, leave of absence, vacation, etc.) notice of change of address or of telephone number shall be deemed given only if the employee follows the procedure above or gives notice by certified mail, in which case he or she shall address the notice to "Human Resource Department, Dickinson County Memorial Hospital System, Iron Mountain, Michigan 49801."

The Hospitals shall be entitled to rely on the last address and telephone number furnished by an employee and shall have no responsibility to the employee for his or her failure to receive notice which arises from his or her not following the procedures above.

29.04. Bulletin Boards. The Hospitals agree to provide a bulletin board at each of the Hospitals covered hereby for the Union's use in posting notices of their meetings, elections, and recreational and entertainment activities. Other types of Union notices shall not be posted unless and until approved by the Hospitals' Director of Human Resources.

29.05. Effect of Invalidity of Provision of This Agreement. If any provision of this Agreement is held invalid under existing or future legislation, State or Federal, the remainder of this Agreement shall not be affected thereby.

The following will be the order in which the invalid contract matter will be resolved: First, the non-economic or language question: If a legal change can be made on the economic and/or the non-economic question, it will be corrected by the Hospital to validate the contract section again. Second, the economic question will be resolved if it cannot be validated again and it is an economic question as defined below.

Non-economic matters, which means the invalidity of contract language in a provision of the contract, will be resolved by finding acceptable contract language to validate the provision under the new regulation.

Economic issues will be resolved on an equal dollar value for the amount lost because of the invalidity. The base for this economic loss

will be calculated on the last full calendar twelve (12) months at which time the legislation or regulation became effective.

29.06. Volunteer Service Organizations and Workers. The Union recognizes that volunteer organizations and workers perform services in the Hospitals which are a valuable and necessary contribution to the welfare of patients and to the operation of the Hospitals, and that such services in no way interfere or conflict with the duties or privileges or employment of employees. The Hospitals shall continue to have the right to use all services of such nature and neither the Union nor employees shall interfere in any way with the activities or duties of any such volunteer organization or workers.

29.07. Handicapped Opportunity. The Hospital System may rearrange job duties or provide assistive aides to a handicapped employee to reasonably accommodate his or her handicap as may be required by law. Job assignment preference may be given to an employee when reintroduced to the work force after a disability that prevents him or her from performing his or her previous job. An employee reintroduced to the work force will not displace employees currently holding a regular post-ed position.

29.08. Cost and Distribution of Contracts. The Hospitals and the Union will alternate the incurrence of the cost of supplying to each employee a copy of this Agreement. The Union will incur the cost of the printing of the contract that becomes effective January 1, 1995.

29.09. Unlicensed Practical Nurses. A Practical Nurse who fails the State Board Examination may be offered employment with the Hospitals in another classification if work is available and the employee is qualified for the position.

ARTICLE XXX - CONTINUING EDUCATION AND TUITION

30.01. Eligibility. The Hospitals may make available to any full-time or regular part-time employee who has worked a minimum of two thousand eighty (2,080) hours, tuition reimbursement for one or more courses at an accredited educational institution (tuition only will be reimbursed.)

30.02. Approval of Tuition. Tuition reimbursement may be provided for courses leading to a degree or certificate in one's field, subject to

the approval of the Department Manager and the availability of funds within the Hospitals' budget.

30.03. Tuition Administration. Tuition reimbursement will be administered in accordance with the Hospitals Human Resources Policy entitled Criteria for Tuition Reimbursement.

30.031. Tuition Reimbursement Rate. It is agreed that the tuition reimbursement rate will not be decreased from the rate stated in the above referenced Hospital policy dated February 93.

ARTICLE XXXI - SAFETY

31.00. Safety. The Hospitals and the employees will observe all applicable health and safety laws, governmental regulations, and safety policies. The parties will take all steps necessary to reasonably assure the employee's safety including training sessions, policies, employee awareness programs, etc.

The Union shall notify the Director of Human Resources of the member who serves as their Representative on the Safety Committee.

The Safety Committee shall meet on a regular basis.

ARTICLE XXXII - PERSONAL LEAVE

32.01. Personal-Leave Day. Each full-time and regular part-time employee shall be entitled to one hundred and fifty-four ten-thousandths (0.154) of an hour of personal leave for each hour paid at regular rate plus all hours paid at holiday rate. Personal-leave accrual will not be calculated on hours paid at overtime rate, cash payout of benefits and hours paid for stand-by. Up to sixty-four (64) personal-leave hours may be accrued, after which no additional hours are accrued.

32.011. Irregular Part-Time. Irregular part-time employees shall not accrue personal-leave benefits with the exception of irregular part-time employees who have worked eight hundred thirty-two (832) hours in the previous payroll year. Such employees will then accrue personal-leave benefits under Section 32.01.

32.02. Utilization of Personal-Leave Days. Personal-leave days may be used on weekdays with seven (7) days advance notice, except

that a personal-leave day may be used at any time if there are emergency, unforeseen circumstances.

32.03. Payoff of Benefit Accrual. Upon termination, resignation, retirement or employee requested change in status to irregular part-time, employees will receive a payout of any non-deferred balances of their personal-leave accruals on their last regular paychecks.

Upon layoff or Hospital requested change in status to irregular part-time due to a cutback, employees will have the option of maintaining their personal-leave balances or receiving a pay off of any non-deferred balances of their personal-leave accruals on their last regular paychecks. In the event the layoff or cutback continues beyond a ninety-day (90) period, however, all remaining personal-leave hours will be paid out to the employee.

32.04. Cash Payout of Personal Leave. Accumulated personal-leave time shall be paid out upon request of the employee after the employee has taken a minimum of five (5) vacation, personal leave, or sick-conversion days during the calendar year. Accumulated personal leave may be combined with vacation hours, sick hours in excess of four-hundred eighty (480) and/or holiday time when requesting a cash payout. No benefit payouts will be processed for less than forty (40) hours if more than forty (40) hours are available on the books. If less than forty (40) hours are available for payout, the employee may take the entire balance under forty (40) hours.

ARTICLE XXXIII - TERM OF THIS AGREEMENT

This Agreement shall become effective January 1, 1996 and except as otherwise provided herein, shall continue in full force and effect until midnight, December 31, 1997 and for successive annual periods thereafter unless, at least ninety (90) days prior to the end of its original term or of any annual period thereafter, either party shall serve upon the other written notice that it desires termination, revision, modification, alteration, renegotiation, change, or amendment of Agreement. A notice of a desire for termination, revision, modification, alteration, renegotiation, change, or amendment, or any combination thereof, shall have the effect of terminating this Agreement in its entirety on the expiration date in the same manner as a notice of a desire to terminate unless, before such date of termination, all subjects of amendment proposed by either party have been disposed of by agreement or by withdrawal by the party proposing


amendment. In the event of the notice above referred to, the parties shall begin to hold negotiation meetings no later than sixty (60) days prior to the termination date.


Any mid-term contract changes or letters of understanding will be submitted to the Business Agent for approval.


IN WITNESS WHEREOF, the Parties have executed this Agreement by their duly authorized representatives this 26th day of October, Nineteen Hundred and Ninety-Five.

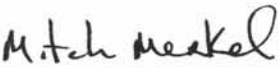
**DICKINSON COUNTY
MEMORIAL HOSPITALS'
EMPLOYEES UNIT**
Local #1176, Council 25
AFSCME, AFL-CIO

**DICKINSON COUNTY
MEMORIAL HOSPITAL
SYSTEM**

by: 
Terry Testolin
Chapter Chairperson

by: 
John Schon
Administrator/CEO

by: 
Peter Dompierre
Staff Representative

by: 
Mitch Merkel
Director of Human Resources

NEGOTIATION COMMITTEES

AFSCME

Peter Dompierre
AFSCME Staff Representative

Terry Testolin
Chapter Chairperson

Leila Canavera
Chapter Vice-Chairperson

Tammy Hardwick
Chapter Chief Steward

Barbara Majewski
Chapter Secretary

Laura Rowell
Steward

Carol Christesen
Steward

DICKINSON COUNTY MEMORIAL HOSPITAL SYSTEM

Mitch Merkel
Director of Human Resources

Jim Husing
Manager of Human Resources

Peg Schram
Director of Inpatient Services

Linda Haleen
ED Manager/ADMIN ASST ADN

Sheri LeBombard
Manager of Benefits

Mark Rosatto
UM/QM/PIP Manager

Kathy Jensen
Human Resources Secretary

DEPARTMENT Current CLASSIFICATION

1995

MSSCA, Middle Field, January 1, 1995 thru December 31, 1995, Schedule 1.

DEPARTMENT	CLASSIFICATION	DCM Prob.	DCM 30 days	DCM 1 year	DCM 3 year	DCM 5 year	DCM 10 year	DCM 15 year	DCM 20 year	DCM 25 year	DCM 30 year	
ADMISSION	Advertising Clerk	9.41	9.74	9.95	10.81	10.33	10.41	10.40	10.40	10.70	10.99	
	Switchboard	9.91	9.29	9.46	9.49	9.84	9.88	9.95	10.10	10.25	10.30	
	DIETARY	Dept Head Secretary	9.05	10.14	10.37	10.41	10.74	10.83	10.80	11.00	11.20	11.30
		Foodroom Clerk	9.15	9.78	9.81	9.81	10.23	10.23	10.27	10.50	10.60	10.70
		Cook	8.95	9.25	9.48	9.48	9.77	9.77	9.77	9.85	10.00	10.10
		Dietary Asst	8.88	9.23	9.49	9.47	9.89	9.85	9.95	10.10	10.25	10.30
	Dietary Aide	8.48	8.81	8.84	8.91	9.25	9.32	9.38	9.51	9.71	9.82	
	Dietary Clerk	8.83	9.15	9.18	9.27	9.59	9.69	9.73	9.96	10.06	10.17	
	Tray & Wash Aid	8.72	9.00	9.14	9.14	9.55	9.62	9.67	9.89	9.99	10.09	
	EMER. SERVICES	E. S. Aid	8.46	8.81	8.84	8.91	9.25	9.32	9.38	9.61	9.71	9.82
LABORATORY		Issue Technician	10.50	10.04	11.01	11.10	11.43	11.52	11.50	11.70	11.90	12.00
		Dept Head Secretary	9.85	10.14	10.37	10.41	10.74	10.83	10.80	11.00	11.20	11.30
LAUNDRY		Lab Clerk	9.41	9.74	9.95	10.01	10.33	10.41	10.40	10.60	10.70	10.90
		Laundry Aid	8.91	9.28	9.46	9.49	9.84	9.88	9.95	10.10	10.25	10.30
		Laundry Aide	8.70	8.94	8.98	8.91	9.25	9.32	9.38	9.61	9.71	9.82
		Laundry Aide	8.46	8.81	8.84	8.91	9.25	9.32	9.38	9.61	9.71	9.82
MAINTENANCE		Janitor/Delivery	9.16	9.49	9.74	9.61	10.14	10.23	10.27	10.50	10.60	10.70
		Maintenance Helper IA	12.20	12.68	12.92	12.94	13.33	13.39	13.43	13.65	13.76	13.90
		Maintenance Helper I	11.70	12.19	12.42	12.44	12.93	12.99	12.94	13.15	13.26	13.40
	Maintenance Helper II	10.81	10.92	10.98	10.91	10.96	10.94	10.94	11.04	11.12	11.20	
	Dept Head Secretary	9.05	10.14	10.37	10.41	10.74	10.83	10.80	11.00	11.20	11.30	
	MATERIAL MANAGEMENT	Rec. Dept Clerk	9.10	9.39	9.74	9.61	10.14	10.23	10.27	10.50	10.60	10.70
		Rec. Dept Typist	8.91	9.28	9.46	9.49	9.84	9.88	9.95	10.10	10.25	10.30
		Rec. Dept Clerk	9.41	9.74	9.95	10.01	10.33	10.41	10.40	10.60	10.70	10.90
		Rec. Dept Typist	8.91	9.28	9.46	9.49	9.84	9.88	9.95	10.10	10.25	10.30
	MEDICAL RECORDS	Coor. Medical Records Clerk	9.41	9.74	9.95	10.01	10.33	10.41	10.40	10.60	10.70	10.90
Medical Records File Aide		8.46	8.81	8.84	8.91	9.25	9.32	9.38	9.61	9.71	9.82	
NURSING	Licensed Prac. Nurse	10.63	10.95	11.00	11.14	11.52	11.61	11.62	11.85	11.96	12.06	
	Surgical Technician	10.83	10.95	11.00	11.14	11.52	11.61	11.62	11.85	11.96	12.06	
	Pharmacist	9.41	9.74	9.95	10.01	10.33	10.41	10.40	10.60	10.70	10.90	
	Cert. Health Unit Coor.	9.41	9.74	9.95	10.01	10.33	10.41	10.40	10.60	10.70	10.90	
Health Unit Coor.	8.91	9.29	9.46	9.49	9.81	9.89	9.95	10.15	10.25	10.35		

DEPARTMENT	CLASSIFICATION	DCMH Prob.	DCMH 30 days	DCMH 1 year	DCMH 3 year	DCMH 5 year	DCMH 10 year	DCMH 15 year	DCMH 20 year	DCMH 25 year	DCMH 30 year
CURRENT	Perigrative Nursing Assc	8.88	9.23	9.48	9.47	9.88	9.85	9.95	10.15	10.25	10.35
	Nurses Aide	8.77	9.12	9.29	9.34	9.67	9.74	9.83	10.04	10.15	10.25
OPERATIONS	Dept Head Secretary	9.05	10.14	10.37	10.41	10.74	10.83	10.86	11.09	11.20	11.30
	Clerk/Typist	8.91	9.28	9.46	9.49	9.81	9.88	9.95	10.16	10.26	10.36
PATIENT	Patient Representative	10.66	10.94	11.13	11.21	11.52	11.68	11.73	11.95	12.05	12.15
	Admission	9.85	10.25	10.43	10.48	10.84	10.91	11.12	11.32	11.42	11.52
ACCOUNTING	Cred & Coll. Clerk	9.15	9.42	9.67	9.71	10.04	10.11	10.18	10.39	10.50	10.60
	Billing Support Aide	9.82	9.31	9.56	9.59	9.92	10.00	10.05	10.29	10.39	10.50
	Cashier	9.82	9.31	9.56	9.59	9.92	10.00	10.05	10.29	10.39	10.50
	Cash Reimbursement Aid	9.82	9.31	9.56	9.59	9.92	10.00	10.05	10.29	10.39	10.50
PHARMACY	Pharmacy Assistant	9.31	9.63	9.85	9.88	10.22	10.30	10.36	10.59	10.69	10.79
	Clerk/typist Pharmacy Aide	8.91	9.28	9.46	9.49	9.81	9.88	9.95	10.16	10.26	10.36
PHYSICAL THERAPY	Dept Head Secretary	9.85	10.14	10.37	10.41	10.74	10.83	10.86	11.09	11.20	11.30
	P. T. Technician	8.86	9.18	9.36	9.47	9.77	9.84	9.89	10.12	10.23	10.33
RESPIRATORY THERAPY	Respiratory Therapist	8.66	9.10	9.28	9.47	9.77	9.84	9.89	10.12	10.23	10.33
	R. T. Aide	8.56	8.86	9.06	9.14	9.42	9.51	9.59	9.81	9.91	10.01
RADIOLOGY	Dept Head Secretary	9.05	10.14	10.37	10.41	10.74	10.83	10.86	11.09	11.20	11.30
	Imaging Assistant/tech	9.41	9.74	9.93	10.01	10.33	10.41	10.48	10.80	10.90	11.00
CLINIC	Receptionist/Billing	9.41	9.74	9.93	10.01	10.33	10.41	10.48	10.80	10.90	11.00
	Receptionist/Billing	9.96	10.20	10.49	10.55	10.87	10.95	11.01	11.22	11.32	11.42
PHYSICIAN OFFICES	Security Guard	8.48	8.81	9.04	9.09	9.25	9.32	9.38	9.61	9.71	9.82
	Receptionist	9.21	9.54	9.74	9.79	10.01	10.08	10.15	10.36	10.46	10.56
OPERATION	Licensed Prac. Nurse	10.64	10.95	11.28	11.34	11.62	11.70	11.76	12.00	12.10	12.20
	Biller/Receptionist	9.96	10.20	10.49	10.55	10.87	10.95	11.01	11.22	11.32	11.42
	Operation/Job Secretary	11.03	11.35	11.62	11.66	12.02	12.10	12.16	12.42	12.54	12.66

DEPARTMENT Current	CLASSIFICATION	1996									
		DCMH Prob.	DCMH 50 days	DCMH 1 year	DCMH 3 year	DCMH 5 year	DCMH 10 year	DCMH 15 year	DCMH 20 year	DCMH 25 year	DCMH 30 year
ADMISSION	Admitting Clerk BUSCHBARD	9.70	10.84	18.25	18.31	18.64	18.73	18.79	11.00	11.11	11.21
		9.18	9.47	9.74	9.77	10.13	10.17	10.25	10.40	10.57	10.67
DIETARY	Diet Head Secretary	18.14	18.44	18.68	18.73	11.97	11.15	11.20	11.43	11.53	11.64
		9.43	9.77	10.44	10.18	10.44	10.53	10.58	10.81	10.92	11.02
		9.70	9.96	9.78	9.79	10.15	10.25	10.38	10.58	10.61	10.72
		9.14	9.51	9.69	9.75	10.05	10.14	10.25	10.45	10.56	10.66
ENVR. SERVICES	E. S. Aid	8.73	9.07	9.18	9.18	9.53	9.58	9.66	9.98	10.09	10.11
		8.73	9.07	9.18	9.18	9.53	9.58	9.66	9.98	10.09	10.11
LABORATORY	Issue Technician	18.08	11.40	11.74	11.44	11.70	11.88	11.92	12.15	12.25	12.36
		18.14	18.44	18.68	18.73	11.97	11.15	11.20	11.43	11.53	11.64
		9.43	9.77	10.44	10.18	10.44	10.53	10.58	10.81	10.92	11.02
		9.14	9.51	9.69	9.75	10.05	10.14	10.25	10.45	10.56	10.66
LAUNDRY	Laboratory Aide	8.73	9.07	9.18	9.18	9.53	9.58	9.66	9.98	10.09	10.11
		8.73	9.07	9.18	9.18	9.53	9.58	9.66	9.98	10.09	10.11
		9.70	10.84	18.25	18.31	18.64	18.73	18.79	11.00	11.11	11.21
		9.18	9.47	9.74	9.77	10.13	10.17	10.25	10.40	10.57	10.67
MAINTENANCE	Maintenance Helper IA	12.04	12.47	13.29	13.32	13.72	13.77	13.81	14.05	14.15	14.26
		12.14	12.47	12.79	12.82	13.22	13.27	13.31	13.55	13.65	13.76
		18.14	18.44	18.68	18.73	11.97	11.15	11.20	11.43	11.53	11.64
		9.43	9.77	10.44	10.18	10.44	10.53	10.58	10.81	10.92	11.02
MATERIAL MANAGEMENT	Buyer	11.83	11.24	11.62	11.68	12.44	12.43	12.18	12.48	12.51	12.61
		18.14	18.44	18.68	18.73	11.97	11.15	11.20	11.43	11.53	11.64
		9.43	9.77	10.44	10.18	10.44	10.53	10.58	10.81	10.92	11.02
		9.14	9.51	9.69	9.75	10.05	10.14	10.25	10.45	10.56	10.66
MEDICAL RECORDS	Clerk	9.78	10.94	18.25	18.31	18.64	18.73	18.79	11.00	11.11	11.21
		9.18	9.47	9.74	9.77	10.13	10.17	10.25	10.40	10.57	10.67
		9.70	9.96	9.78	9.79	10.15	10.25	10.38	10.58	10.61	10.72
		9.14	9.51	9.69	9.75	10.05	10.14	10.25	10.45	10.56	10.66
NURSING	Licensed Pract. Nurse	18.95	11.42	11.48	11.48	11.86	11.96	11.98	12.21	12.32	12.42
		18.08	11.40	11.74	11.44	11.70	11.88	11.92	12.15	12.25	12.36
		18.14	18.44	18.68	18.73	11.97	11.15	11.20	11.43	11.53	11.64
		9.43	9.77	10.44	10.18	10.44	10.53	10.58	10.81	10.92	11.02
OPERATIONS	Dept Head Secretary	18.14	18.44	18.68	18.73	11.97	11.15	11.20	11.43	11.53	11.64
		18.14	18.44	18.68	18.73	11.97	11.15	11.20	11.43	11.53	11.64
		9.43	9.77	10.44	10.18	10.44	10.53	10.58	10.81	10.92	11.02
		9.14	9.51	9.69	9.75	10.05	10.14	10.25	10.45	10.56	10.66

1.83

APSCHE WAGE TABLE
January 1, 1996 thru December 31, 1996
Schedule 1

DEPARTMENT	DCM	DCM	DCM	DCM	DCM	DCM	DCM	DCM	DCM	DCM	DCM	DCM	DCM	DCM	DCM	DCM	DCM	DCM	DCM	
Current	528	2089	5288	18000	20808	31000	41600	52000	62400	72800	83200	93600	104000	114400	124800	135200	145600	156000	166400	
CLASSIFICATION	9.18	9.47	9.74	10.01	10.28	10.55	10.82	11.09	11.36	11.63	11.90	12.17	12.44	12.71	12.98	13.25	13.52	13.79	14.06	
RISK/MGR																				
PATIENT																				
ACCOUNTING																				
PHARMACY																				
PHYSICAL THERAPY																				
RESPIRATORY																				
RADIOLOGY																				
CLINIC																				
PLT OPER																				
PHYSICIAN OFFICES																				
OPERATION																				

DEPARTMENT
CURRENT

1997

1.83

ADMISSION

ANSWERS WAGE TABLE
January 1, 1997 thru December 31, 1997
Schedule 1

CLASSIFICATION	DCMH Prob.	DCMH 520	DCMH 2888	DCMH 6248	DCMH 28888	DCMH 31288	DCMH 41888	DCMH 52888	DCMH 62888
CLASSIFICATION	98 days	1 year	3 year	5 year	10 year	15 year	20 year	25 year	30 year
Admitting Clerk Switchboard	9.99	10.24	10.56	10.82	10.96	11.05	11.11	11.23	11.44
UCLERY	10.45	10.75	11.00	11.40	11.48	11.54	11.77	11.99	12.29
Dept. Head Secretary	9.58	9.85	10.09	10.46	10.55	10.63	10.82	11.04	11.35
Cook	9.42	9.79	9.98	10.44	10.49	10.55	10.76	10.87	10.99
Dietary Asst.	8.99	9.34	9.58	9.45	9.41	9.45	9.55	9.78	10.41
Dietary Aide	8.99	9.34	9.58	9.45	9.41	9.45	9.55	9.78	10.41

ENVIR. SERVICES

E. S. Aid	11.17	11.68	11.96	12.28	12.40	12.47	12.61	12.84	13.17
Tissue Technician	18.45	18.75	19.06	19.40	19.48	19.54	19.77	20.00	20.39
Dept. Head Secretary	9.99	10.24	10.56	10.82	10.96	11.05	11.11	11.23	11.44
Lab Clerk	9.45	9.76	10.03	10.40	10.48	10.56	10.77	10.88	10.99
Clerk/Typist	7.99	8.34	8.58	9.01	9.09	9.15	9.36	9.47	9.59
Laboratory Aide	8.99	9.34	9.58	9.45	9.41	9.45	9.55	9.78	10.41
Laundry/Delivery	9.71	10.06	10.34	10.48	10.75	10.85	10.89	11.13	11.24

LABORATORY

Maintenance Helper IA	13.88	14.24	14.58	14.92	15.00	15.06	15.24	15.48	15.84
Maintenance Helper IB	13.45	13.81	14.15	14.49	14.57	14.63	14.81	15.05	15.41
Maintenance Helper II	13.02	13.38	13.72	14.06	14.14	14.20	14.38	14.62	14.98
Dept. Head Secretary	18.45	18.75	19.06	19.40	19.48	19.54	19.77	20.00	20.39

LAUNDRY

Buyer	11.26	11.66	11.97	12.33	12.40	12.49	12.77	13.00	13.39
Dept. Head Secretary	18.45	18.75	19.06	19.40	19.48	19.54	19.77	20.00	20.39
Mat. Mgmt. Clerk	9.71	10.06	10.34	10.48	10.75	10.85	10.89	11.13	11.24
Data Entry/ Exp. Clerk	9.45	9.76	10.03	10.40	10.48	10.56	10.77	10.88	10.99
Clerk/Typist	8.99	9.34	9.58	9.45	9.41	9.45	9.55	9.78	10.41

MAINTENANCE

Coder	9.99	10.24	10.56	10.82	10.96	11.05	11.11	11.23	11.44
Medical Records Clerk	9.63	9.95	10.17	10.52	10.60	10.66	10.87	11.09	11.41
Medical Records File Aide	8.99	9.34	9.58	9.45	9.41	9.45	9.55	9.78	10.41
Licensed Prac. Nurse	11.28	11.68	11.99	12.35	12.42	12.48	12.70	12.94	13.29
Surgical Technician	11.28	11.68	11.99	12.35	12.42	12.48	12.70	12.94	13.29
Practical Nurse	10.59	10.84	11.09	11.44	11.52	11.58	11.80	12.04	12.39
Cert. Health Unit Coord.	9.95	10.26	10.56	10.88	10.98	11.06	11.27	11.50	11.89
Health Unit Coord.	9.76	10.07	10.38	10.70	10.78	10.84	11.06	11.29	11.68
Pharmacist	9.42	9.73	10.04	10.36	10.44	10.50	10.72	10.95	11.34
Nurses Aide	9.38	9.67	9.95	10.25	10.34	10.42	10.65	10.87	11.27

MATERIAL MANAGEMENT

Dept. Head Secretary	18.45	18.75	19.06	19.40	19.48	19.54	19.77	20.00	20.39
Buyer	11.26	11.66	11.97	12.33	12.40	12.49	12.77	13.00	13.39
Mat. Mgmt. Clerk	9.71	10.06	10.34	10.48	10.75	10.85	10.89	11.13	11.24
Data Entry/ Exp. Clerk	9.45	9.76	10.03	10.40	10.48	10.56	10.77	10.88	10.99
Clerk/Typist	8.99	9.34	9.58	9.45	9.41	9.45	9.55	9.78	10.41

MEDICAL RECORDS

Coder	9.99	10.24	10.56	10.82	10.96	11.05	11.11	11.23	11.44
Medical Records Clerk	9.63	9.95	10.17	10.52	10.60	10.66	10.87	11.09	11.41
Medical Records File Aide	8.99	9.34	9.58	9.45	9.41	9.45	9.55	9.78	10.41

NURSING

Licensed Prac. Nurse	11.28	11.68	11.99	12.35	12.42	12.48	12.70	12.94	13.29
Surgical Technician	11.28	11.68	11.99	12.35	12.42	12.48	12.70	12.94	13.29
Practical Nurse	10.59	10.84	11.09	11.44	11.52	11.58	11.80	12.04	12.39
Cert. Health Unit Coord.	9.95	10.26	10.56	10.88	10.98	11.06	11.27	11.50	11.89
Health Unit Coord.	9.76	10.07	10.38	10.70	10.78	10.84	11.06	11.29	11.68
Pharmacist	9.42	9.73	10.04	10.36	10.44	10.50	10.72	10.95	11.34
Nurses Aide	9.38	9.67	9.95	10.25	10.34	10.42	10.65	10.87	11.27

DEPARTMENT	DCMH PROB.	DCMH 528 2008	DCMH 29 days	DCMH 1 year	DCMH 3 year	DCMH 5 year	DCMH 10 year	DCMH 15 year	DCMH 20 year	DCMH 25 year	DCMH 30 year
OPERATIONS											
RISK/MRGR											
PATIENT											
ACCOUNTINGS											
PHARMACY											
PHYSICAL THERAPY											
RESPIRATORY THERAPY											
RADIOLOGY											
CLINIC											
PLT OPER											
PHYSICIAN OFFICES											
OPERATION											
Classification	18.45	10.75	11.88	11.40	11.40	11.40	11.40	11.54	11.77	11.88	11.99
Dept Head Secretary	9.45	9.76	10.93	10.96	10.96	10.96	10.96	10.96	10.97	10.98	10.99
Clerk/Typist	11.44	11.64	11.81	11.89	12.22	12.39	12.45	12.68	12.78	12.79	12.89
Recruit Representative	10.23	10.59	10.88	10.87	11.28	11.38	11.38	11.58	11.58	11.59	11.88
Group Accl. Clerk	9.78	10.89	10.26	10.26	10.26	10.26	10.26	10.26	10.26	10.26	10.26
Crtd & Coll. Clerk	9.57	9.86	10.14	10.17	10.52	10.61	10.67	10.92	11.03	11.03	11.13
Billing Support Aide	9.57	9.86	10.14	10.17	10.52	10.61	10.67	10.92	11.03	11.03	11.13
Leath Measurement Aid	9.57	9.88	10.14	10.17	10.52	10.61	10.67	10.92	11.03	11.03	11.13
Inventory Assistant	9.56	10.22	10.45	10.49	10.44	10.53	10.59	11.29	11.29	11.29	11.29
Clerk/Typist	9.45	9.76	10.93	10.96	10.96	10.96	10.96	10.96	10.97	10.98	10.99
Pharmacy Aide	8.99	9.24	9.38	9.45	9.81	9.89	9.95	10.29	10.38	10.41	10.41
Dept Head Secretary	10.45	10.75	11.88	11.88	11.88	11.88	11.88	11.88	11.88	11.88	11.88
P. T. Assistant	9.34	9.67	9.86	9.91	10.26	10.24	10.42	10.65	10.76	10.87	10.87
EOB Specialist	9.40	9.74	9.93	10.04	10.37	10.44	10.55	10.74	10.74	10.74	10.74
R. T. Assistant	9.40	9.74	9.93	10.04	10.37	10.44	10.55	10.74	10.74	10.74	10.74
Medical Assistant	9.40	9.74	9.93	10.04	10.37	10.44	10.55	10.74	10.74	10.74	10.74
R. T. Aide	9.40	9.74	9.93	10.04	10.37	10.44	10.55	10.74	10.74	10.74	10.74
Dept Head Secretary	10.45	10.75	11.88	11.88	11.88	11.88	11.88	11.88	11.88	11.88	11.88
Radiology Assist/Sec	9.99	10.34	10.36	10.62	10.76	11.05	11.11	11.33	11.44	11.55	11.55
Reception/Admitting receptionist/billing	10.57	10.91	11.12	11.19	11.53	11.62	11.68	11.98	12.01	12.12	12.12
Security Guard	8.99	9.24	9.38	9.45	9.81	9.89	9.95	10.29	10.38	10.41	10.41
receptionist	9.45	9.76	10.93	10.96	10.96	10.96	10.96	10.96	10.97	10.98	10.99
Licensed Prac. Nurse Biller	10.57	10.91	11.12	11.19	11.53	11.62	11.68	11.98	12.01	12.12	12.12
Operation/Unit Secretary	11.74	12.44	12.23	12.37	12.75	12.86	12.93	13.18	13.28	13.38	13.43

DEPARTMENT
Current
SCHEDULE II

1995

AFSCRE WAGE TABLE
January 1, 1995 Divu December 31, 1995
Schedule 2

ADMISSION

CLASSIFICATION	DCMH									
	2889	2899	2909	2919	2929	2939	2949	2959	2969	2979
Admitting Clerk	7.88	7.44	7.79	8.22	8.63	9.00	9.42	9.79	10.19	10.57
Switchboard	6.25	6.65	6.96	7.34	7.71	8.09	8.41	8.74	9.07	9.43
Dept Head Secretary	7.59	7.97	8.35	8.81	9.21	9.61	10.00	10.40	10.80	11.19
Storeroom Clerk	6.58	6.91	7.23	7.63	8.02	8.42	8.75	9.08	9.43	9.81
Cook	6.65	7.07	7.48	7.81	8.28	8.61	8.95	9.30	9.68	10.04
Dietary Asst	6.53	6.94	7.27	7.67	8.05	8.46	8.79	9.13	9.48	9.81
Dietary Aide	6.88	6.38	6.68	7.85	7.44	7.77	8.04	8.38	8.71	9.06
1995 3% Increase -	8.44	8.83	7.22	7.61	6.80	9.48	9.57	9.96	10.20	10.70
Storeroom Clerk	6.88	6.24	6.68	6.99	7.32	8.46	8.77	9.13	9.49	9.82
Dietary Aide	6.88	6.38	6.68	7.85	7.44	7.77	8.04	8.38	8.71	9.06
E. S. Aid	6.58	6.84	6.46	6.98	6.48	6.81	6.42	6.83	6.43	6.85
Tissue Technician	7.98	7.97	7.35	8.81	9.25	9.71	10.18	10.49	10.81	11.65
Lab Clerk	6.25	6.65	6.96	7.34	7.71	8.09	8.41	8.74	9.07	9.43
Clerk/Typist	6.88	6.38	6.68	7.85	7.44	7.77	8.04	8.38	8.71	9.06
Laboratory Aide	6.88	6.38	6.68	7.85	7.44	7.77	8.04	8.38	8.71	9.06
Laundry Aide	6.88	6.38	6.68	7.85	7.44	7.77	8.04	8.38	8.71	9.06
Wash/Delivery	6.88	6.38	6.68	7.85	7.44	7.77	8.04	8.38	8.71	9.06
Maintenance Helper IA	9.46	9.68	10.43	10.55	11.80	11.90	12.44	12.57	13.92	14.42
Maintenance Helper II	7.56	9.18	10.85	10.95	13.50	11.00	11.24	11.97	14.82	15.92
Maintenance Helper III	7.58	7.97	8.35	8.81	9.21	9.61	9.79	10.17	10.55	10.97
Dept Head Secretary	7.58	7.97	8.35	8.81	9.21	9.61	9.79	10.17	10.55	10.97
Buyer/Head Secretary	9.75	9.38	9.74	10.28	10.79	11.33	11.80	11.98	13.08	14.00
Asst. Mgmt Clerk	6.58	6.91	7.23	7.63	8.02	8.42	8.75	9.08	9.43	9.81
Data Entry/ Exp Clerk	6.58	6.91	7.23	7.63	8.02	8.42	8.75	9.08	9.43	9.81
Clerk/Typist	6.25	6.65	6.96	7.34	7.71	8.09	8.41	8.74	9.07	9.43
Coder	6.88	6.51	6.98	7.48	7.97	8.46	8.95	9.43	9.92	10.40
Medical Records Clerk	7.48	7.44	7.79	8.22	8.63	9.04	9.45	9.86	10.27	10.68
Medical Records File Aide	6.48	6.38	6.68	7.45	7.48	7.77	8.04	8.38	8.71	9.06
Licensed Prac. Nurse	9.88	9.57	10.82	10.57	11.18	11.27	11.29	11.51	11.61	11.71
Surgical Technician	9.88	9.57	10.82	10.57	11.18	11.27	11.29	11.51	11.61	11.71
Practical Nurse	8.58	8.95	7.84	8.29	8.72	9.13	9.49	9.84	10.19	10.54
Cert. Health Unit Coord.	7.88	7.44	7.79	8.22	8.63	9.04	9.42	9.79	10.19	10.57
Health Unit Coord.	7.88	7.44	7.79	8.22	8.63	9.04	9.42	9.79	10.19	10.57

DEPARTMENT	CLASSIFICATION	DCMH Prob.	DCMH 94 days	DCMH 1 year	DCMH 3 year	DCMH 5 year	DCMH 10 year	DCMH 15 year	DCMH 20 year	DCMH 25 year	DCMH 30 year	DCMH 35 year	DCMH 40 year	DCMH 45 year	DCMH 50 year
CURRENT	Perioperative Nursing Assc	6.45	6.89	7.18	7.58	7.95	8.35	8.71	9.08	9.42	9.74	10.02	10.28	10.52	10.74
	Nurses Aide	6.45	6.89	7.18	7.58	7.95	8.35	8.71	9.08	9.42	9.74	10.02	10.28	10.52	10.74
OPERATIONS	Dept Head Secretary	7.58	7.97	8.35	8.81	9.25	9.71	10.18	10.64	11.10	11.56	12.02	12.48	12.94	13.40
	Clerk/typist	6.25	6.65	6.96	7.34	7.71	8.09	8.41	8.74	9.07	9.43	9.79	10.15	10.51	10.87
PATIENT	Patient Representative	6.75	7.39	7.74	8.28	8.79	9.33	9.89	10.46	11.04	11.62	12.20	12.78	13.36	13.94
	Group Acct. Clerk	7.35	7.81	8.18	8.63	9.06	9.52	9.99	10.46	10.94	11.42	11.90	12.38	12.86	13.34
ACCOUNTING	Cred & Coll. Clerk	7.88	7.44	7.79	8.22	8.65	9.07	9.50	9.94	10.38	10.82	11.26	11.70	12.14	12.58
	Billing Support Aide	6.85	7.28	7.62	8.05	8.45	8.87	9.22	9.58	9.94	10.30	10.66	11.02	11.38	11.74
PHARMACY	Cash Reimbursement Aid	6.85	7.28	7.62	8.05	8.45	8.87	9.22	9.58	9.94	10.30	10.66	11.02	11.38	11.74
	Pharmacy Assistant	7.88	7.44	7.79	8.22	8.65	9.07	9.50	9.94	10.38	10.82	11.26	11.70	12.14	12.58
PHYSICAL THERAPY	Pharmacy Aide	6.88	6.38	6.88	7.65	7.48	7.77	8.08	8.39	8.71	9.05	9.40	9.74	10.08	10.42
	Dept Head Secretary	7.58	7.97	8.35	8.81	9.25	9.71	10.18	10.64	11.10	11.56	12.02	12.48	12.94	13.40
RESPIRATORY THERAPY	P. T. Technician	6.75	7.16	7.54	7.99	8.41	8.81	9.20	9.58	9.94	10.30	10.66	11.02	11.38	11.74
	P. T. Aide	6.75	6.98	7.14	7.38	7.59	7.78	7.95	8.12	8.28	8.44	8.59	8.74	8.89	9.04
RADIOLOGY	EKG Specialist	7.58	7.97	8.35	8.81	9.25	9.71	10.18	10.64	11.10	11.56	12.02	12.48	12.94	13.40
	R. T. Assistant	6.45	6.89	7.18	7.58	7.95	8.35	8.71	9.08	9.42	9.74	10.02	10.28	10.52	10.74
CLINIC	EKG Aide	6.45	6.89	7.18	7.58	7.95	8.35	8.71	9.08	9.42	9.74	10.02	10.28	10.52	10.74
	R. T. Aide	6.45	6.89	7.18	7.58	7.95	8.35	8.71	9.08	9.42	9.74	10.02	10.28	10.52	10.74
PL. OPER	Dept Head Secretary	7.58	7.97	8.35	8.81	9.25	9.71	10.18	10.64	11.10	11.56	12.02	12.48	12.94	13.40
	radiology Assic/Sec	7.88	7.44	7.79	8.22	8.65	9.07	9.50	9.94	10.38	10.82	11.26	11.70	12.14	12.58
PHYSICIAN OFFICES	Reception/Admitting	7.35	7.81	8.18	8.63	9.06	9.52	9.99	10.46	10.94	11.42	11.90	12.38	12.86	13.34
	Receptionist/Billing	6.85	7.28	7.62	8.05	8.45	8.87	9.22	9.58	9.94	10.30	10.66	11.02	11.38	11.74
OPERATIONS	Security Guard	6.85	7.28	7.62	8.05	8.45	8.87	9.22	9.58	9.94	10.30	10.66	11.02	11.38	11.74
	Receptionist	6.58	6.91	7.23	7.63	8.02	8.42	8.75	9.09	9.43	9.77	10.11	10.45	10.79	11.13
OFFICES	Licensed Prac. Nurse	6.58	6.91	7.23	7.63	8.02	8.42	8.75	9.09	9.43	9.77	10.11	10.45	10.79	11.13
	Miller/Receptionist	7.35	7.81	8.18	8.63	9.06	9.52	9.99	10.46	10.94	11.42	11.90	12.38	12.86	13.34
OPERATIONS	Operation/Lab Secretary	6.88	6.51	6.88	7.65	7.48	7.77	8.08	8.39	8.71	9.05	9.40	9.74	10.08	10.42

DEPARTMENT CURRENT	DCPM Prob.	DCPM 500 90 days	DCPM 2000 1 year	DCPM 6200 3 year	DCPM 10000 5 year	DCPM 15000 10 year	DCPM 20000 15 year	DCPM 25000 20 year	DCPM 30000 25 year	DCPM 35000 30 year
RISK/MNGR	6.44	6.85	7.17	7.56	7.94	8.33	8.68	9.00	8.31	9.71
PATIENT ACCOMMOD										
Patient Representative	7.21	6.85	6.45	6.66	6.72	6.71	6.79	6.85	6.99	7.12
Front Desk Clerk	7.21	6.85	6.45	6.66	6.72	6.71	6.79	6.85	6.99	7.12
Billing Support Aide	7.86	7.58	7.85	8.29	8.74	9.14	9.58	9.97	10.24	10.58
Cashier	7.86	7.58	7.85	8.29	8.74	9.14	9.58	9.97	10.24	10.58
Cash Reimbursement Aid	7.21	6.85	6.45	6.66	6.72	6.71	6.79	6.85	6.99	7.12
Pharmacy Assistant	6.44	6.85	7.17	7.56	7.94	8.33	8.68	9.00	8.31	9.71
Clerk/Typist	6.18	6.57	6.88	7.26	7.62	8.00	8.32	8.64	8.91	9.22
Pharmacy Aide	6.44	6.85	7.17	7.56	7.94	8.33	8.68	9.00	8.31	9.71
PHYSICAL THERAPY										
Dept. Head Secretary	7.23	8.21	8.68	9.07	9.53	10.00	10.40	10.80	11.13	11.38
P. T. Technician	6.95	7.48	7.74	8.17	8.57	9.00	9.36	9.72	10.09	10.33
P. T. Aide	6.64	7.07	7.37	7.81	8.19	8.59	8.94	9.23	9.64	10.03
RECEPTOR/ THERAPY										
EKG Specialist	7.23	8.21	8.68	9.07	9.53	10.00	10.40	10.80	11.13	11.38
R. T. Assistant	7.23	8.21	8.68	9.07	9.53	10.00	10.40	10.80	11.13	11.38
EKG Aide	6.64	7.07	7.37	7.81	8.19	8.59	8.94	9.23	9.64	10.03
R. T. Aide	6.64	7.07	7.37	7.81	8.19	8.59	8.94	9.23	9.64	10.03
RADIOLOGY										
Dept. Head Secretary/ Radiology Assist/Sac	7.23	8.21	8.68	9.07	9.53	10.00	10.40	10.80	11.13	11.38
Radiology Assist/Sac	7.23	8.21	8.68	9.07	9.53	10.00	10.40	10.80	11.13	11.38
CLINIC										
Reception/Admitting	7.21	6.85	6.45	6.66	6.72	6.71	6.79	6.85	6.99	7.12
Receptionist/Billing	7.21	6.85	6.45	6.66	6.72	6.71	6.79	6.85	6.99	7.12
Security Guard	6.18	6.57	6.88	7.26	7.62	8.00	8.32	8.64	8.91	9.22
PLT OPER										
Receptionist	6.76	7.12	7.45	7.66	8.00	8.33	8.64	8.91	9.18	9.44
Receptionist/Phob. Nurse	6.76	7.12	7.45	7.66	8.00	8.33	8.64	8.91	9.18	9.44
Billing	7.21	6.85	6.45	6.66	6.72	6.71	6.79	6.85	6.99	7.12
OPERATIONS										
Operation/Lab Sec	8.24	8.77	9.17	9.68	10.17	10.67	11.17	11.68	12.18	12.69

DEPARTMENT Current	CLASSIFICATION	POINT Prob.	DGRN 98 days	DGRN 1 year	DGRN 3 year	DGRN 5 year	DGRN 10 year	DGRN 15 year	DGRN 20 year	DGRN 25 year	DGRN 30 year	DGRN 35 year	DGRN 40 year	DGRN 45 year	DGRN 50 year				
																7.43	7.85	8.26	8.72
ADMISSIONS	Accounting Clerk	7.43	7.85	8.26	8.72	9.10	9.51	9.91	10.30	10.72	11.13	11.54	11.94	12.32	12.72	13.11	13.50		
	Switchboard	6.63	7.05	7.46	7.92	8.30	8.72	9.10	9.51	9.91	10.30	10.72	11.13	11.54	11.94	12.32	12.72	13.11	
	Dept Head Secretary	7.96	8.46	8.96	9.46	9.96	10.46	10.96	11.46	11.96	12.46	12.96	13.46	13.96	14.46	14.96	15.46		
	Storeroom Clerk	6.98	7.33	7.67	8.09	8.51	8.93	9.30	9.67	10.04	10.41	10.78	11.15	11.52	11.89	12.26	12.63	13.00	
	Cook	7.85	7.58	7.85	8.29	8.78	9.13	9.38	9.67	9.96	10.24	10.53	10.82	11.11	11.40	11.69	11.98	12.27	
	Dietary Asst	6.33	6.55	6.77	7.11	7.48	7.85	8.24	8.57	8.96	9.33	9.69	10.06	10.41	10.78	11.15	11.52	11.89	12.26
	Dietary Aide	6.37	6.77	7.09	7.48	7.85	8.24	8.57	8.96	9.33	9.69	10.06	10.41	10.78	11.15	11.52	11.89	12.26	
	E. S. Aid	6.37	6.77	7.09	7.48	7.85	8.24	8.57	8.96	9.33	9.69	10.06	10.41	10.78	11.15	11.52	11.89	12.26	
	Issue Technician	9.82	9.59	10.84	10.59	11.12	11.59	12.01	12.45	12.89	13.33	13.77	14.21	14.65	15.09	15.53	15.97	16.41	
	Dept Head Secretary	7.96	8.46	8.96	9.46	9.96	10.46	10.96	11.46	11.96	12.46	12.96	13.46	13.96	14.46	14.96	15.46	15.96	
LABORATORY	Lab Clerk	7.43	7.85	8.26	8.72	9.10	9.51	9.91	10.30	10.72	11.13	11.54	11.94	12.32	12.72	13.11	13.50		
	Clerk/Typist	6.63	7.05	7.46	7.92	8.30	8.72	9.10	9.51	9.91	10.30	10.72	11.13	11.54	11.94	12.32	12.72	13.11	
	Laboratory Aide	6.37	6.77	7.09	7.48	7.85	8.24	8.57	8.96	9.33	9.69	10.06	10.41	10.78	11.15	11.52	11.89	12.26	
	Laundry Aide	6.37	6.77	7.09	7.48	7.85	8.24	8.57	8.96	9.33	9.69	10.06	10.41	10.78	11.15	11.52	11.89	12.26	
	Wash/Delivery	6.37	6.77	7.09	7.48	7.85	8.24	8.57	8.96	9.33	9.69	10.06	10.41	10.78	11.15	11.52	11.89	12.26	
	Restroom Helper Ia	9.54	9.15	10.61	10.15	11.16	11.76	12.25	12.72	13.19	13.66	14.13	14.60	15.07	15.54	16.01	16.48	16.95	
	Maintenance Helper I	9.89	9.55	10.11	10.89	11.26	11.76	12.25	12.72	13.19	13.66	14.13	14.60	15.07	15.54	16.01	16.48	16.95	
	Maintenance Helper II	7.71	8.28	8.58	9.06	9.52	9.98	10.39	10.79	11.19	11.59	11.99	12.39	12.79	13.19	13.59	13.99	14.39	
	Dept Head Secretary	7.96	8.46	8.96	9.46	9.96	10.46	10.96	11.46	11.96	12.46	12.96	13.46	13.96	14.46	14.96	15.46	15.96	
	Buyer	9.26	9.87	10.33	10.91	11.45	11.95	12.45	12.95	13.45	13.95	14.45	14.95	15.45	15.95	16.45	16.95	17.45	
MAINTENANCE	Dept. Head Secretary	7.96	8.46	8.96	9.46	9.96	10.46	10.96	11.46	11.96	12.46	12.96	13.46	13.96	14.46	14.96	15.46	15.96	
	Mat. Mgmt Clerk	6.98	7.33	7.67	8.09	8.51	8.93	9.30	9.67	10.04	10.41	10.78	11.15	11.52	11.89	12.26	12.63	13.00	
	Data Entry/Exp Clerk	6.98	7.33	7.67	8.09	8.51	8.93	9.30	9.67	10.04	10.41	10.78	11.15	11.52	11.89	12.26	12.63	13.00	
	Clerk/Typist	6.63	7.05	7.46	7.92	8.30	8.72	9.10	9.51	9.91	10.30	10.72	11.13	11.54	11.94	12.32	12.72	13.11	
	Cooker	8.49	9.83	9.44	9.97	10.47	10.97	11.47	11.97	12.47	12.97	13.47	13.97	14.47	14.97	15.47	15.97	16.47	
	Medical Records Clerk	7.43	7.69	8.26	8.72	9.10	9.51	9.91	10.30	10.72	11.13	11.54	11.94	12.32	12.72	13.11	13.50		
	Medical Records File Aide	6.37	6.77	7.09	7.48	7.85	8.24	8.57	8.96	9.33	9.69	10.06	10.41	10.78	11.15	11.52	11.89	12.26	
	Licensed Prac. Nurse	9.55	10.15	10.63	11.21	11.78	12.35	12.92	13.49	14.06	14.63	15.20	15.77	16.34	16.91	17.48	18.05	18.62	
	Surgical Technician	9.55	10.15	10.63	11.21	11.78	12.35	12.92	13.49	14.06	14.63	15.20	15.77	16.34	16.91	17.48	18.05	18.62	
	Practical Nurse	9.82	9.38	9.88	10.40	10.92	11.44	11.96	12.48	13.00	13.52	14.04	14.56	15.08	15.60	16.12	16.64	17.16	
NURSING	Cert. Health Unit Coord.	7.32	8.39	8.78	9.72	10.08	10.11	10.14	10.17	10.20	10.23	10.26	10.29	10.32	10.35	10.38	10.41	10.44	
	Perioperative Nursing Asst	6.84	7.31	7.62	8.04	8.43	8.83	9.21	9.57	9.92	10.27	10.62	10.97	11.32	11.67	12.02	12.37	12.72	
	Nurses Aide	6.84	7.31	7.62	8.04	8.43	8.83	9.21	9.57	9.92	10.27	10.62	10.97	11.32	11.67	12.02	12.37	12.72	
	Dept. Head Secretary	7.96	8.46	8.96	9.46	9.96	10.46	10.96	11.46	11.96	12.46	12.96	13.46	13.96	14.46	14.96	15.46	15.96	
	Medical Records Clerk	7.43	7.69	8.26	8.72	9.10	9.51	9.91	10.30	10.72	11.13	11.54	11.94	12.32	12.72	13.11	13.50		
	Medical Records File Aide	6.37	6.77	7.09	7.48	7.85	8.24	8.57	8.96	9.33	9.69	10.06	10.41	10.78	11.15	11.52	11.89	12.26	
	Licensed Prac. Nurse	9.55	10.15	10.63	11.21	11.78	12.35	12.92	13.49	14.06	14.63	15.20	15.77	16.34	16.91	17.48	18.05	18.62	
	Surgical Technician	9.55	10.15	10.63	11.21	11.78	12.35	12.92	13.49	14.06	14.63	15.20	15.77	16.34	16.91	17.48	18.05	18.62	
	Practical Nurse	9.82	9.38	9.88	10.40	10.92	11.44	11.96	12.48	13.00	13.52	14.04	14.56	15.08	15.60	16.12	16.64	17.16	
	Cert. Health Unit Coord.	7.32	8.39	8.78	9.72	10.08	10.11	10.14	10.17	10.20	10.23	10.26	10.29	10.32	10.35	10.38	10.41	10.44	
OPERATIONS	Perioperative Nursing Asst	6.84	7.31	7.62	8.04	8.43	8.83	9.21	9.57	9.92	10.27	10.62	10.97	11.32	11.67	12.02	12.37	12.72	
	Nurses Aide	6.84	7.31	7.62	8.04	8.43	8.83	9.21	9.57	9.92	10.27	10.62	10.97	11.32	11.67	12.02	12.37	12.72	
	Dept. Head Secretary	7.96	8.46	8.96	9.46	9.96	10.46	10.96	11.46	11.96	12.46	12.96	13.46	13.96	14.46	14.96	15.46	15.96	
	Medical Records Clerk	7.43	7.69	8.26	8.72	9.10	9.51	9.91	10.30	10.72	11.13	11.54	11.94	12.32	12.72	13.11	13.50		
	Medical Records File Aide	6.37	6.77	7.09	7.48	7.85	8.24	8.57	8.96	9.33	9.69	10.06	10.41	10.78	11.15	11.52	11.89	12.26	
	Licensed Prac. Nurse	9.55	10.15	10.63	11.21	11.78	12.35	12.92	13.49	14.06	14.63	15.20	15.77	16.34	16.91	17.48	18.05	18.62	
	Surgical Technician	9.55	10.15	10.63	11.21	11.78	12.35	12.92	13.49	14.06	14.63	15.20	15.77	16.34	16.91	17.48	18.05	18.62	
	Practical Nurse	9.82	9.38	9.88	10.40	10.92	11.44	11.96	12.48	13.00	13.52	14.04	14.56	15.08	15.60	16.12	16.64	17.16	
	Cert. Health Unit Coord.	7.32	8.39	8.78	9.72	10.08	10.11	10.14	10.17	10.20	10.23	10.26	10.29	10.32	10.35	10.38	10.41	10.44	
	Perioperative Nursing Asst	6.84	7.31	7.62	8.04	8.43	8.83	9.21	9.57	9.92	10.27	10.62	10.97	11.32	11.67	12.02	12.37	12.72	

DEPARTMENT	DCMH	DCMH	DCMH	DCMH	DCMH	DCMH	DCMH	DCMH	DCMH	DCMH	DCMH	DCMH	DCMH	DCMH	DCMH	DCMH	DCMH	DCMH	DCMH	DCMH
Current	528	2008	1 Year	3 Year	5 Year	10 Year	15 Year	20 Year	25 Year	30 Year	35 Year	40 Year	45 Year	50 Year	55 Year	60 Year	65 Year	70 Year	75 Year	80 Year
CLASSIFICATION	528	2008	1 Year	3 Year	5 Year	10 Year	15 Year	20 Year	25 Year	30 Year	35 Year	40 Year	45 Year	50 Year	55 Year	60 Year	65 Year	70 Year	75 Year	80 Year
RISK/MGR	6.63	7.95	7.38	7.79	8.18	8.58	8.92	9.27	9.56	9.80	10.00	10.16	10.29	10.39	10.46	10.51	10.55	10.58	10.60	10.61
PATIENT	7.88	8.29	8.68	9.16	9.61	10.10	10.49	10.91	11.32	11.66	12.00	12.30	12.55	12.77	12.96	13.12	13.25	13.35	13.43	13.49
ACCOUNTING	7.43	7.89	8.26	8.72	9.16	9.51	9.99	10.39	10.78	11.14	11.46	11.75	12.01	12.24	12.44	12.61	12.75	12.87	12.96	13.03
PHARMACY	7.27	7.72	8.08	8.54	8.98	9.41	9.78	10.16	10.55	10.91	11.24	11.53	11.79	12.01	12.20	12.36	12.50	12.61	12.70	12.77
PHYSICAL	7.27	7.72	8.08	8.54	8.98	9.41	9.78	10.16	10.55	10.91	11.24	11.53	11.79	12.01	12.20	12.36	12.50	12.61	12.70	12.77
RESPIRATORY	7.27	7.72	8.08	8.54	8.98	9.41	9.78	10.16	10.55	10.91	11.24	11.53	11.79	12.01	12.20	12.36	12.50	12.61	12.70	12.77
THEATRE	7.43	7.89	8.26	8.72	9.16	9.51	9.99	10.39	10.78	11.14	11.46	11.75	12.01	12.24	12.44	12.61	12.75	12.87	12.96	13.03
LABORATORY	7.43	7.89	8.26	8.72	9.16	9.51	9.99	10.39	10.78	11.14	11.46	11.75	12.01	12.24	12.44	12.61	12.75	12.87	12.96	13.03
CLINIC	7.43	7.89	8.26	8.72	9.16	9.51	9.99	10.39	10.78	11.14	11.46	11.75	12.01	12.24	12.44	12.61	12.75	12.87	12.96	13.03
PHYSICIAN	7.43	7.89	8.26	8.72	9.16	9.51	9.99	10.39	10.78	11.14	11.46	11.75	12.01	12.24	12.44	12.61	12.75	12.87	12.96	13.03
OFFICES	7.43	7.89	8.26	8.72	9.16	9.51	9.99	10.39	10.78	11.14	11.46	11.75	12.01	12.24	12.44	12.61	12.75	12.87	12.96	13.03
OPERATIONS	7.43	7.89	8.26	8.72	9.16	9.51	9.99	10.39	10.78	11.14	11.46	11.75	12.01	12.24	12.44	12.61	12.75	12.87	12.96	13.03

