

STEELE COUNTY COMMUNITIES FOR A LIFETIME, INC
d/b/a KODA LIVING COMMUNITY

AND

AMERICAN FEDERATION OF
STATE, COUNTY
AND MUNICIPAL EMPLOYEES (AFSCME)
AFL-CIO, MINNESOTA COUNCIL 65, LOCAL 147

TERM:

July 1, 2020 – June 30, 2022

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PREAMBLE

This Agreement entered into by Steele County Communities for a Lifetime d/b/a Koda Living Community, hereinafter referred to as the EMPLOYER, and Local 147, affiliated with Council 65 of the American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the UNION, has as its purpose the establishment of an equitable and peaceful procedure for the resolution of grievances, and the establishment of rates of pay, hours of work, and other conditions of employment.

ARTICLE 1: RECOGNITION

Section 1.1. The EMPLOYER recognizes the UNION as the exclusive representative for the purpose of meeting and negotiating the terms and conditions of employment for all employees in the bargaining unit composed of:

All employees of the Koda Living Community, Owatonna, Minnesota, excluding supervisory, social worker (including Social Service Ass't) and confidential employees.

Section 1.2. The EMPLOYER will not enter into, establish or promulgate any resolution, agreement or contract with or affecting such employees as are defined in Section 1.1 of this Article, either individually or collectively, which in any way conflicts with the terms and conditions of this Agreement.

Section 1.3. The EMPLOYER will provide the UNION written notice of new hires within the bargaining unit (to include the employee's name, job classification and mailing address) within thirty (30) days of hire.

ARTICLE 2: MANAGEMENT RIGHTS

Section 2.1. The Employer retains the full and unrestricted right to operate and manage all employees, facilities and equipment; to establish or change functions, policies and programs; to set or change and amend budgets; to determine the best utilization of employees and technology; to establish and modify the organizational structure; to select, assign, direct and determine the number of personnel; to establish, change, or reduce work schedules, shifts, and hours of work; and to perform any managerial function not specifically limited by this Agreement. All rights and authority which the Employer has not specifically abridged, delegated or modified by express provision of this Agreement are retained by the Employer.

Section 2.2. The Employer shall have the right to designate responsibility for Employer functions required under this Agreement pursuant to applicable statutory provisions and to designate representatives authorized to act on their behalf with respect to matters arising under this Agreement.

Section 2.3. The Employer specifically retains the right to subcontract any and all work. If any subcontracting is proposed that involves permanently discontinuing any bargaining unit positions, a sixty (60) calendar day notice will be given to the Union and the parties will meet and confer if requested by the Union. The Employer may unilaterally decide to cease any and all operation or to sell or otherwise assign its interest in the facility. In such event, neither the Employer nor any purchaser or assignee shall be bound by any of the terms of this Agreement.

ARTICLE 3: UNION SECURITY

Section 3.1. Dues Deduction The Employer shall deduct an amount each pay period sufficient to provide the payment of regular dues, and/or other Union approved deductions, established by the Union from the wages of all employees authorizing, in writing, such deduction on a form mutually agreed upon by the Employer and the Union; and the deduction of dues shall commence thirty (30) working days after initial employment with the Employer. The Employer shall notify the Labor Representative of all newly hired employees within in thirty (30) working days after initial hire.

Dues deductions shall be forwarded to AFSCME Minnesota Council 65 (118 Central Avenue, Nashwauk, MN 55769) within seven (7) days of the end of each pay period, along with a list of the names of employees from whose wage deductions were made along with other pertinent employee information necessary for the collection and administration of union dues, preferably in an Excel formatted report that may be electronically transmitted or by U.S. mail.

Section 3.2. Indemnity. The Union agrees to indemnify and hold the Employer harmless against any claim, suit, order or judgment brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of this Article.

Section 3.3. Union Stewards. Employees who are elected by the Union to act as stewards shall not suffer a loss in pay when presenting grievances to the Employer. Employees who are elected by the Union to the negotiating committee shall not be paid when participating in contract negotiations with the Employer. Union stewards shall not solicit or investigate alleged grievances during working time.

ARTICLE 4: WORK FORCE

Section 4.1 Employee Classification Definitions:

- A. A full-time employee is one normally scheduled for sixty (60) or more hours per two-week pay period.
- B. A part-time employee is one normally scheduled for less than sixty (60) hours per two-week pay period.
- C. A casual employee is one who is not regularly scheduled to work a defined number or range of hours per pay period.

Section 4.2. Initial Probationary Period. All probationary employees at SCCL must complete a three (3) month probationary period. The probationary period may be extended to a maximum of up to one (1) calendar month by agreement between the employee and Employer.

- A. As a matter of policy, the Employer will normally evaluate in writing and discuss evaluations with new employees at least once prior to the completion of the probationary period. During the probationary period, an employee may be terminated at the sole discretion of the Employer, and such termination shall not be a violation of this Agreement. Such action shall not be grievable.
- B. Employees shall, during the probationary period, accumulate PTO. However, during the probationary period, the employee shall not be allowed the use of PTO except that which may be used to reach the minimum hours required to maintain health insurance eligibility.

Section 4.3. Promotional Practices. Notices of all bargaining unit positions to be filled shall be posted on employee bulletin boards, and the employees shall be given seven (7) calendar days time to apply to fill the vacancy or new position. The notice shall state the position title and the number of hours and the days involved. The Employer may fill a vacant position from outside the bargaining unit, but if his/her qualifications are equal, the applicant with the greatest bargaining unit seniority shall be selected.

Employees who make application for a new or vacant position shall be notified within seven (7) calendar days of the Employer's decision.

Notices of vacancies of non-bargaining unit positions shall be posted. The Employer, however, is under no obligation to fill the position with a bargaining unit applicant.

All vacant positions and/or shifts shall be posted for employees to apply for them.

Section 4.4. Change in Position. Employees who wish to apply for a vacant position within the facility must use the following procedure:

- A. Make a written request on an in-house transfer form. The form shall be submitted to the business office during normal business office hours. The employee will be notified of approval or denial within a reasonable time.
- B. Once the application is approved, based upon qualification of the applying employee, a reasonable notice of the change to the correct department head must be given so that a qualified replacement can be arranged, subject to the approval of the administrator.
- C. The administrator may require a medical examination before approval of a change in position.

- D. In the event two or more equally qualified employees apply for the vacancy, the employee with the greater bargaining unit seniority shall be selected.

Section 4.5. Promotional Probationary Period.

- A. Promoted employees shall serve a probationary period of three (3) consecutive months of work. The promotional probationary period shall serve as a period of time during which the employee shall demonstrate fitness and ability to perform the specific position duties and responsibilities.
- B. At any time during the promotional probationary period, employees may be returned to their previously held position by the Employer. Employees returned to their previously held job position during a promotional probationary period shall be compensated at the salary rate which would have been paid had the promotion not occurred.
- C. Nothing in this Article shall limit the Employer's right to transfer employees or to reassign duties to include functions properly assignable to the classification or to lower classifications. Any employee who is laterally transferred at the Employer's option shall not be subject to a probationary period, except as may otherwise apply due to a recent employment or promotion change.
- D. Any employee demoted to their former position by the Employer shall have the right to file a grievance.

Section 4.6. Layoff and Recall.

- A. In the event of a reduction in force, the Employer shall first lay off probationary non-bargaining unit temporary and non-bargaining unit seasonal employees in the classification before laying off any employees in the bargaining unit. Thereafter, the layoff shall be by classification in reverse order of bargaining unit seniority. An employee who is laid off shall have the right to displace an employee with less bargaining unit seniority in an equal or lower paying classification, provided the displacing employee can immediately qualify for the classification. A part-time employee who is laid off shall have the right to displace a full-time employee with less bargaining unit seniority in an equal or lower paying classification, provided the displacing employee can immediately qualify for the position, for an equivalent number of hours as that normally worked by the part-time employee. An employee who is displaced shall, in turn, have the right to displace an employee, with less bargaining unit seniority subject to the same conditions.
- B. Recall from layoff shall be by classification in reverse order of layoff or displacement from the classification. No vacancies in the classification shall be filled by promotion or hiring until all employees who have been laid off and displaced from the classification and who wish to return to work in the classification have been recalled. Notice of recall shall be sent to employees at their last known address by Registered or Certified Mail. If the employee

fails to report for the job to which he or she has been recalled within ten (10) calendar days from the date on which the notice of recall was mailed, the employee shall lose his or her right to recall.

- C. The Employer shall not employ any seasonal or temporary workers in a classification from which employees are laid off or displaced unless the employees on layoff or displaced status refuse to accept the available work. An employee on layoff status shall be deemed terminated if not recalled within a length of time equal to one-half (1/2) their length of service or one (1) year, whichever is less, following the date of layoff. Any employee on layoff who refuses to return to work in a lower classification, if an offer of such position is made, shall be deemed to have resigned if such refusal constitutes grounds for termination of unemployment compensation. Any employee who accepts a lower classification position to avoid layoff or to return from layoff shall be placed at the new pay step of the new classification appropriate for the employee's length of service.

Section 4.7. Vacancy Defined. For purposes of this Article, a "vacancy" shall be defined as a new position expected to be filled for at least six (6) calendar months. Any existing position for which the previous incumbent has terminated and the Employer intends to fill, shall be deemed vacant. An existing position for which the previous incumbent has been placed on a leave of absence shall not be deemed vacant.

Section 4.8. Reduction in Hours. When a reduction in hours occurs, the Employer will first request that employees, by seniority, voluntarily reduce their hours. In the event that sufficient volunteers are not found, hours shall be reduced in order of inverse seniority of employees in each affected classification. If hours are subsequently added, the hours shall be added on a seniority basis. New hours that become available, which do not constitute a vacancy, shall be offered to existing employees on the same shift and within the department on a seniority basis.

ARTICLE 5: SENIORITY

Section 5.1. Definitions.

"Seniority" means an employee's length of continuous service with the facility, calculated by Employee's hire date in compensated payroll status since their most recent date of hire.

"Bargaining Unit Seniority" means an employee's length of continuous service with the facility, calculated by Employee's hire date in compensated payroll status since their most recent date of hire.

"Classification Seniority" means an employee's continuous service with the facility, calculated by the Employee's hire date in compensated payroll status in a particular unit classification.

Section 5.2. Probation Period. New employees shall be added to the seniority list following satisfactory completion of probation. Seniority will revert to the first day of employment.

Section 5.3. Seniority Lists. Every twelve (12) months, the Employer shall furnish a seniority list showing the continuous service of each employee to the Local Union.

Section 5.4. Breaks in Continuous Service. An employee's continuous service record shall be broken by voluntary resignation, discharge, or retirement.

ARTICLE 6: HOURS OF WORK

Section 6.1. The work schedule for employees shall be based on an eighty (80) hour pay period of two weeks (fourteen days). The basic full-time work year is 2080 hours.

Section 6.2. The scheduled work week need not correspond to the calendar and the pattern of scheduling may be such that more or fewer than five (5) days of work are scheduled in one calendar week, provided that not more than ten (10) days of eight (8) hours each are normally scheduled in a two (2) week work period.

Section 6.3. Requests for special days off must be given to the respective department supervisor at least four (4) weeks in advance of the posting of the schedule.

Section 6.4. Work schedules shall be prepared by the employer. Schedules shall be posted fourteen (14) days prior to the beginning of the scheduled work period. Schedules shall include the number of hours assigned to each position. Except in the case of emergency, work schedules will not be changed by the Employer. Once the schedule is posted, employees are required to find their own replacement unless such absence is due to illness or an emergency.

Section 6.5. Emergency requests will be considered as they arise. The requesting of a special day, however, does not automatically guarantee that the request will be granted. All requests will be granted as the schedule permits.

Section 6.6.. A minimum of two (2) hours compensation, at the appropriate rate, shall be paid to an employee called to work.

Section 6.7. When two employees in the same department agree to switch days, they must switch within the same two week schedule, and immediately notify the Employer in writing and obtain approval from the director of nursing or the assistant director of nursing or their designee. Shift switching will not be approved if it results in overtime eligibility that would not otherwise occur.

Section 6.8. Employees called to work due to an emergency shall receive one (1) hour of pay at the appropriate rate, in addition to pay at the appropriate rate for hours actually worked. For purposes of this Section, an emergency shall be defined as a staffing need which requires the employee to be called to work with notice of one hour or less. In a small effort to reward staff for staying additional three (3) or more hours beyond their regularly scheduled shift of at least seven (7) hours, staff will receive an hour of call-in pay as referred to in this Section. This

applies in addition to any overtime that may occur. This also applies to staff that are on the star system and have to stay an extra three (3) or more hours. To receive the call in pay eligible employees must fill out a blue slip and turn it in to HR prior to the end of the pay period. No exceptions!

Section 6.9. To the extent practicable, any additional hours that become available will be offered to bargaining unit employees who request them. Employer will apply seniority order for employees staying on extended shift only. Those already on duty shall be mandated to stay on in order of star system rotation.

Section 6.10. Full-time or part-time employees who voluntarily pick up and work an eight (8) hour shift in addition to their regular schedule shall receive one (1) hour of pay at the appropriate rate, in addition to pay at the appropriate rate for hours actually worked. Full-time or part-time employees who voluntarily pick up and work a two (2) to four (4) hour shift in addition to their regular schedule shall receive one half (1/2) hour of pay at the appropriate rate, in addition to pay at the appropriate rate for hours actually worked. This applies in addition to any overtime that may occur. To receive the pick up pay eligible employees must fill out a blue slip and turn it in to HR prior to the end of the pay period.

Section 6.11. Any employee who is regularly scheduled to work more than fifteen (15) hours per pay period and who works their scheduled weekend shifts during a pay period and is called to work a third weekend shift in a pay period (with the approval of their supervisor), shall receive, in addition to pay at their appropriate rate, \$2.00 per hour for each hour worked. The section shall not apply to traded shifts or make-up weekends.

Section 6.12. Employees who work Monday through Friday and work an extra shift on a weekend shall be allowed to have a day off without pay within the same period and providing a 48 hour notice is provided. Time off must be approved by the employee's supervisor. Every reasonable effort shall be made by the Employer to grant the day requested off.

Section 6.13. Nursing Department Scheduling Policy and Procedure:

1. The Scheduler will prepare preliminary schedules in advance of the actual posting. This will allow employees to volunteer for extra shifts when needed. All shifts that are not voluntarily filled prior to the posting of the schedule will be assigned to available personnel.
2. All requests for days off must be in writing on the approved form eighteen (18) days before the posting of the schedule. Posting requirements for the schedule are as stated in this Agreement.
3. Once the schedule is posted, no changes to the posted schedule by employees will be allowed unless authorized. All requests must be placed in writing on the approved form, and given to the Department Supervisor or Scheduler or their

designee for approval or denial, after the schedule is posted. Requests must be made at least twenty-four (24) hours prior to the change, unless it is an emergency. Changes to the schedule are defined as time off requests and switching of shifts/days. Emergency requests for changes to the schedule will be handled on a case by case basis.

4. Employees will not be allowed to miss more than two (2) scheduled weekends in a twelve (12) month period (measured from the first missed weekend). Approved FMLA leave, Workers' Compensation leave or providing a doctor's slip for illness shall not count as a missed weekend.

If an employee is unable to work a scheduled shift on a weekend, the employee will be placed at the top of the weekend call in list and if the employee does not get substituted to fill an extra weekend earlier, the employee will be scheduled to work a weekend in the next three (3) un-posted schedules. This will not guarantee Saturday for Saturday or Sunday for Sunday. Repetitive absence from scheduled weekend shift work may be grounds for discipline. The two dollar (\$2.00) premium provided for in Section 6.10 will not apply to these assignments. The "make up" scheduling will not be required if the weekend absence resulted from an immediate family funeral or resulted from hospitalization of the employee.

5. The Department Supervisor or Scheduler will grant one (1) scheduled weekend request for vacation per year. This is defined as two (2) weekend days. Notwithstanding the foregoing, all nursing department employees with twenty-five (25) or more years of service will be granted two (2) scheduled weekend requests for vacation per year.
6. All employees are expected to work their scheduled hours. It is expected that employees will be willing and able to work extra shifts/days as needed.
7. Problems or concerns employees may have with the schedule must be addressed to the Department Supervisor or Scheduler.

Section 6.14. On-Call Pay: Any employee required to be on-call shall be paid \$1.00 an hour for each hour required to be On Call during which the employee is not actually called to work. If an employee is required to be On Call on a holiday "not worked" the On Call rate shall be \$2.00 an hour for all hours which the employee is not actually called to work.

ARTICLE 7: OVERTIME

Section 7.1. Overtime Pay. Time and one-half (1-1/2) the employee's regular hourly rate of pay, shall be paid for work under any of the following conditions:

- A. All work performed in excess of eighty (80) hours in any pay period.
- B. All work performed in excess of eight (8) hours in any work day.

Section 7.2. For the purpose of computing overtime as provided by this Article, overtime hours worked shall not be compounded, pyramided or counted twice for the same hours worked. Except in emergency situations, all overtime must be authorized in advance by the administrator or approved by the department supervisor. In emergency situations, overtime may be approved by the person in charge of the department initialing the time card for overtime payment.

ARTICLE 8: WORK BREAKS

Section 8.1. Rest Periods. All work schedules shall provide for a fifteen (15) minute on-site rest period during each four (4) hour work period. Prior to leaving on a rest period/break, all employees must coordinate their break with their immediate supervisor. Employees are not allowed to leave campus during the 15 minute rest period or break. Walking to the edge of the property is acceptable.

Section 8.2. Meal Periods. Thirty (30) minute meal periods are not paid and are to be determined by the department head. Meal periods are to be taken only at the designated times. An employee must request permission to take their meal period.

Section 8.3. Designated Areas for Meal Periods. Meal and breaks taken in the facility will be taken in the employee lounges or the patio area only and other designated areas with approval by the administrator. No other areas may be used for these meal periods. The charge nurse on the night shift may make other arrangements for personnel on their shift due to the limited staffing in the care center at that time. Nursing mother's rooms will be made available when requested to an immediate supervisor.

ARTICLE 9: PAID TIME OFF

Section 9.1 Paid Time Off. Paid Time Off (PTO) combines hours for vacation, sick leave for illnesses of three (3) days or less, family emergencies, funeral/bereavement leave, health and dental care, personal business, inclement weather, and other elective absences into one "bank."

All active full-time and part-time employees are eligible for PTO. Casual/on-call employees are not eligible for PTO. All new hires have a waiting period of ninety (90) days before PTO is available for use.

Employees will accrue PTO every pay period on all hours paid, up to eighty (80) hours, based on their anniversary year, not to exceed the limits as specified. Should the employee's accrual exceed the allotted limits, hours will no longer accrue until the balance has been reduced under these limits.

Length of Service	Accrual Rate	Annual Hours / No. of Days*	Balance Maximum / No. of Days*
0 – 2 years	0.0577	120 hrs / 15 days	180 hrs / 22.5 days
3 – 5 years	0.0692	144 hrs / 18 days	216 hrs / 27 days
6 – 10 years	0.0808	168 hrs / 21 days	252 hrs / 31.5 days
11 – 14 years	0.0885	184 hrs / 23 days	276 hrs / 34.5 days
15 or more years	0.0962	200 hrs / 25 days	300 hrs / 37.5 days

*Based on a full-time schedule of 80 hours per pay period or 2080 hours per year.

PTO may be used as it is earned. Request PTO in one-half (1/2) hour timeframes for the first half hour (1/2), then in one-quarter (1/4) increments thereafter. Requests will be reviewed and approved based on business needs and staffing requirements and shall not be unreasonably denied. In the event of illness or emergencies, the employee will provide as much advance notice as possible. Furthermore, employees who are unable to request PTO in advance are required to notify their supervisor according to the Attendance/Tardiness policy. PTO requests from employees that have exhausted their PTO will be denied.

Every reasonable effort shall be made by the Employer to schedule employee PTO at a time agreeable to the employee insofar as work unit staffing permits. If it is necessary to limit the number of employees within or among classifications on PTO at the same time and in the event of any conflict over PTO periods, the PTO schedules shall be established on the basis of bargaining unit seniority.

Carryover is permitted with PTO. PTO accrued during the employee's anniversary year and not taken by the conclusion of the anniversary year may carry forward into the next anniversary year. Employees may accumulate PTO up to the equivalent of one and one-half (1-1/2) times the annual accruals.

Employee PTO balance shall be included on each paystub. Employees are responsible for managing their own balances to allow for adequate coverage for time off. To request PTO, complete and submit a request form to your immediate supervisor at least four (4) weeks prior to the time off, but no more than six (6) months in advance.

PTO is compensated at the employee's base rate of pay. For the purposes of calculating overtime, PTO is considered time not worked and will not be included towards overtime calculations.

For re-hires, length of service and accruals will be calculated based on the most recent hire date, not based on the original date of hire, in which the waiting period of ninety (90) days is reapplied.

Section 9.2. Paid Time Off - Holidays. Holidays that occur during PTO periods will be paid as holiday and not charged as PTO time, if applicable.

Section 9.3. Paid Time Off - Illness.

PTO will be used concurrently with federal FMLA, if hours are available in the employee's account, until exhausted. PTO may not, however, be used to extend FMLA. PTO will not accrue during an unpaid leave of absence.

The Employer will grant leaves in accordance with applicable laws.

Section 9.4. Paid Time Off - Balances. When employees move from a PTO-eligible status into an ineligible status, any remaining balance will be paid out. In the reverse, when an employee moves from a PTO-ineligible status into an eligible status, the accrual period will be based on the date of eligibility status change, not on the date of hire or rehire, in which the waiting period of ninety (90) days applies.

A voluntary PTO payout/cashout is available once a year after the end of the employee's anniversary date of hire. If the employee's balance is greater than eighty (80) hours, the employee may request up to forty (40) hours to be paid out. A remaining balance of at least eighty (80) hours must be carried forward into the next fiscal year.

Section 9.5. Paid Time Off – Payout Upon Separation: To be eligible for a payout of unused PTO hours upon employment separation, a written notice must be provided. LPN employees must provide a thirty (30) day notice; all other employees must provide a two (2) week notice. PTO payout will be compensated at the employee's current base of rate for all unused PTO earned through the last day of work. Employment separation without proper notification or discharge for just cause will be ineligible for a payout of unused PTO hours. Employees separating within the waiting period will not be eligible for accrued PTO time; thus, not eligible for payout. PTO may not be used or substituted as a proper notice.

PTO time may not be used to extend employment beyond the last day worked or in combination with an unpaid leave on separation to extend insurance coverage.

ARTICLE 10: HOLIDAYS

Section 10.1. All regular full-time and regular part-time employees, who have completed ninety (90) days of employment, are eligible for holiday pay.

The following days are recognized and observed as paid holidays:

- New Year's Day
- Easter Sunday
- Memorial Day
- Independence Day
- Labor Day

Thanksgiving Day
Christmas Day

No employee (unless they volunteer) shall be required to work the Christmas or Thanksgiving Holiday 2 years in a row. The Christmas and Thanksgiving Holidays will be scheduled off in an annual rotation.

Section 10.2. Holidays – Work Week. Employees whose normal work schedule is Monday through Friday will observe the holidays as described:

1. When the holiday falls on a Saturday, the preceding Friday will be observed as the holiday.
2. When the holiday falls on Sunday, the following Monday will be observed as the holiday.

Section 10.3. Holiday - Not Worked. Full-time employees who have worked a minimum of fifty (50) hours per pay period during the preceding four (4) pay periods, have successfully met the waiting period, and who generally do not work on a holiday, will receive holiday pay in an amount equal to their regularly scheduled hours, prorated up to a maximum of eight (8) hours per day. Part-time employees who have successfully met the waiting period and do not work on a holiday will not receive holiday pay. If an employee calls in on a scheduled shift that falls on a holiday, the employee must use PTO time and is not eligible for holiday pay. Unscheduled absences during the day before or after the holiday will result in no holiday pay. Exceptions are pre-approved PTO and PTO resulting from illness or injury supported by a timely medical doctor's slip which includes the diagnosis.

Section 10.4. Floating Holiday. Full-time employees who have successfully met the waiting period may request and be paid for one floating holiday per year in an amount equal to their regularly scheduled hours.

The floating holiday should be requested in advance and be taken as a single day. Multiple, partial holidays will not be allowed.

The floating holiday is compensated at the employee's base rate of pay. For the purposes of calculating overtime, a floating holiday is considered time not worked and will not be included towards overtime calculations.

Holidays cannot be banked for future use.

ARTICLE 11: LEAVES OF ABSENCE

Section 11.1. Application for Leave. Any request for a leave of absence shall be submitted in writing by the employee to the Department Head. The request shall state the reason the leave of absence is being requested, the length of time off the employee desires, and shall provide a space for Employer approval.

Requests for immediate leaves (for example, family sickness or death) shall be answered before the end of the shift on which the leave request is submitted, if practicable.

A request for a leave of absence not exceeding three (3) days shall be answered promptly.

A request for a leave of absence exceeding three (3) days will be answered in fourteen (14) days.

Except as otherwise provided, all fringe benefits, including accrual of seniority, shall be granted while an employee is on a paid leave of absence granted pursuant to the provisions of this Agreement. Fringe benefits, including seniority accrual, shall not apply when an employee is on an unpaid leave of absence in excess of thirty (30) days. Any employee who is granted a leave of absence pursuant to the Agreement shall be returned to the position held at the time the leave of absence was requested, unless such position has been abolished. PTO must be used until exhausted during an approved leave of absence where applicable.

Section 11.2. Paid Leaves.

- A. Jury Duty. Employees scheduled to work fifty (50) hours per pay period and successfully completed ninety (90) days of employment.

Employees are eligible for up to five (5) days of pay at their regular wage to serve as a juror. If jury duty exceeds the maximum number of days allowed, employees must access their available PTO hours to supplement their pay. They are expected to provide their supervisor with a copy of the jury duty summons at least one week in advance. Employees are expected to return to work after they are released from jury duty. If the employee is released after having been on jury duty for less than four (4) hours, the employee is expected to report to work the same day, if regularly scheduled to work the day of release. If the employee is released after having been on jury duty for four (4) or more hours, the employee is expected to return to work the next scheduled work day.

Jury duty will not count as hours worked for overtime purposes. Employees may use any earned PTO hours to supplement any unpaid time while serving on a jury. PTO accruals will be suspended during unpaid jury duty and resume upon the employee's return to work.

Amounts compensated from jury duty will be subtracted from regular work pay.

- B. Military Service. Any employee who is a member of a reserve force of the United State or of this State and who is ordered by the appropriate authorities to attend a training program or perform other duties under the supervision of the United States or of this State shall be granted a paid leave of absence during the period of such activity to a maximum of fifteen (15) days.

- C. In the event of the death of an employee's spouse, child or step-child, the employee shall be granted up to five (5) consecutive days, at the discretion of the employer. The first three (3) days if granted, shall be a leave of absence with full pay, and the fourth (4th) and fifth (5th) days of funeral leave shall be charged to available PTO. Up to three (3) consecutive days (beginning the first missed day) for funeral leave, charged to PTO, shall be granted in the event of a death in the employee's immediate family. For the purposes of this subsection, the "immediate family" shall mean the employee's mother/step-mother, father/step-father, sister/step-sister, brother/step-brother, grandparents/step-grandparents, grandchildren/step-grandchildren, son-in-law, daughter-in-law, brother-in-law, sister-in-law, mother-in-law and father-in-law. If additional days off are needed, the employee is required to request an LOA from his/her supervisor. Casual and part-time employees do not qualify for funeral leave; however, they can work with their scheduler or supervisor to request time off under a personal leave of absence. Employees may be required to supply proof of death (e.g., the funeral service program).

- D. Labor Management Committee: Up to three (3) employees, will be allowed, on the employers time to serve on the Labor Management Committee.

Section 11.3. Unpaid Leaves.

- A. Reasonable Purpose. Leaves of absence for a limited period – not to exceed three (3) months – may be granted for any reasonable purpose and such leaves may be extended by mutual agreement of the Employee and the Employer.

- B. Union Business. Not more than two (2) employees at any one time who are elected to any Union office or selected by the Union to do work of the Local which takes time from their employment with the Employer shall, at the written request of the Union, be granted a leave of absence, not to exceed two (2) weeks. Employees may request additional unpaid leave for union business and such requests shall be considered for approval on a case-by-case basis.

- C. Military Service. Any employee who enters into active service in the Armed Forces of the United States while in the service of the Employer shall be granted a leave of absence for the period of military service during a declared national emergency.

- D. Family Medical Leave Act. The Union and the Employer agree that the Employer shall follow the terms and conditions of the Family Medical Leave Act known as FMLA.

- E. State and Federal Laws and Regulations. The Union and the Employer agree that the Employer, where required, shall follow all applicable State and Federal laws/regulations.

ARTICLE 12: DISCIPLINE AND DISCHARGE

Section 12.1. Policy The Employer recognizes its continuing responsibility to develop and administer regulations and disciplinary measures in a fair and consistent manner. The Employer further recognizes the obligation of all employees to conform to regulations that are applicable to their assignment. All discipline that may be necessary shall be issued as soon as reasonable and practicable under the circumstances following the incident leading to the discipline.

Section 12.2. Just Cause. Employees will be disciplined for just cause. (Corrective Action Guide)

Section 12.3 Upon completion of the probationary period, employees, where warranted, may be disciplined, suspended or discharged; the administration of such discipline, suspension or discharge shall be in private and in a reasonable time from discovery. The employee may have one union representative of the employee's choice present, at the employee's request. The employer need not delay the administration of discipline, suspension or discharge because the union representative of the employee's choice is not available.

A written copy of the discipline administered shall be provided to the employee and the union representative present at the time it is administered. With the written copy of the discipline administered, the Employer will provide the employee with a written copy of any policy, practice, standard, directive, etc., proving the basis for the discipline. A copy of these documents will also be provided to the union's Business Agent.

Section 12.4 The Employer shall follow the practice of progressive discipline whenever possible. Progressive discipline shall normally involve a verbal warning, written warning, 3-day suspension, and termination. However, the Employer may use its discretion in administering the level of discipline, subject to a determination of just cause under the grievance/arbitration procedure. Employees may be suspended pending investigation at Employer discretion if the Employer deems it necessary in order to complete the investigatory process or to insure the safety of clients.

Section 12.5 Disciplinary action shall remain active for a period of not more than twelve (12) months from the date of the disciplinary notice for the purpose of administering future disciplinary action. Disciplinary action involving any matters of vulnerable adult incidents such as resident abuse or neglect shall remain active for twenty-four (24) months from the date of disciplinary action.

Non-active disciplinary actions will remain in the personnel file but will not be used towards progressive discipline after one has been deemed inactive.

Section 12.6 Certain conduct is just cause for immediate termination. Such conduct includes, but is not limited to the following conduct:

1. Theft.
2. Use or possession of alcohol or non-prescribed controlled substances on the Employer's premises (unless approved in advance by the Employer);
3. Use or possession of inhalants or other mood altering substances on the Employer's premises;
4. Reporting to work under the influence of alcohol, non-prescribed controlled substances, inhalants or other mood altering substances;
5. Fighting or threats of violence;
6. Possession or use of firearms on Company property;
7. Possession or use of other objects intended or used in a manner to produce bodily harm;
8. Falsification of employment records or of other Company records; such as, but not limited to falsification of employment credentials, time cards, or client information;
9. Harassment towards any individual;
10. Violation of the Resident's Bill of Rights, Minnesota Vulnerable Adults Act, or the Vulnerable Adults Policy;
11. Gross insubordination;
12. Intentional destruction of Company property;
13. Intentional conducts that creates an unsafe condition that could reasonably be believed to cause serious bodily injury to any person;
14. Absconding with drugs from the facility.
15. Abandoning shift/leaving shift early without permission from manager or charge of building.

Section 12.7 Employees wishing to resign or quit their employment are required to give the Employer a written notice of the intention to resign two (2) weeks prior to termination. In alignment with Section 9.5, LPN employees must provide a thirty (30) day notice. For the purpose of this provision, vacation time shall not serve as the notice time.

Section 12.8 If Management chooses to use the process of Reeducation and Coaching, when a bargaining employee is given Reeducation or Coaching by the Employer, the Employer will provide a copy of the document given to the Employee to the union Business Agent.

ARTICLE 13: GRIEVANCE PROCEDURE

Section 13.1. A grievance shall be defined as a dispute or disagreement raised by an employee against the Employer involving the violation or application of the specific provisions of this Agreement.

Section 13.2. Grievance Procedure. Grievances, as herein defined, shall be processed in the following manner:

Step 1. An employee claiming a violation concerning the application of the express provisions of this Agreement shall:

- a) Within ten (10) working days the event giving rise to the grievance, the employee, with or without the Union Steward, shall present such grievance in writing to his/her immediate supervisor who is designated by the Employer. The supervisor shall meet with the employee with or without the Union Steward and attempt to resolve the grievance.
- b) The supervisor shall give their answer in writing within fifteen (15) working days after such presentation.

Step 2. If the grievance is not satisfactorily resolved in Step 1, and the employee wishes to appeal the grievance to Step 2 of the Grievance Procedure, it shall be presented in writing to the Employer or his or her designated representative within fifteen (15) working days after the designated supervisor's answer as provided for in Step 1 (b). The grievance appeal shall be initiated by means of a written grievance to be signed by the employee and the Union Steward or representative. The written grievance shall set forth the nature of the grievance, the facts on which it is based, the provision or provisions of the Agreement allegedly violated, and the relief requested. The department head and/or his or her designated representative shall discuss the grievance with the employee and a Union representative, if requested by the employee, within fifteen (15) working days after the date presented at a time mutually agreeable to the parties. If the grievance is resolved as a result of such meeting, the settlement shall be reduced to writing and signed by the Employer or its designated representative, the employee and the Union representative. If no settlement is reached, the Employer or its designated representative shall give written answer to the employee and the Union representative within fifteen (15) working days following their meeting.

Step 3. Mediation – If the grievance is not satisfactorily resolved in Step 2, if the employer and/or the Union agree to attempt mediation, either the Employer or the Union shall have fifteen (15) working days to submit the matter to FMCS for mediation.

Step 4. Arbitration – If the grievance is not settled in accordance with the foregoing procedure, the employer or the Union may refer the grievance to arbitration within seven (7) working days after the employee and the Union's receipt of the Employer's response in Step 3. The selection of the arbitrator shall be made in accordance with the "Rules Governing the Arbitration of Grievances" as established by the Public Employment Relations Board. The arbitrator shall hear the grievance at a scheduled meeting subject to the availability for the Employer and the Union representative. The arbitrator shall notify the employee, the Union representative, and the Employer of her/his decision within thirty (30) calendar days following close of the hearing or submission of briefs by the parties, whichever is later, unless the parties agree to an extension thereof. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the Union, provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record

of the proceedings, it may cause such record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally. The arbitrator shall not have the right to amend, modify, nullify, ignore, add to, or subtract from the provisions of the Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing, by the Employer and the employee-Union, and shall have no authority to make a decision on any other issue(s) not so submitted. The arbitrator shall be without power to make decisions contrary to or inconsistent with or modifying or varying in any way, the application of laws, rules, or regulations having the force and effect of law. The decision shall be binding upon both the Employer and the Union and shall be based solely upon the express terms of this Agreement and on the facts of the grievance presented.

If a grievance is not presented within the time limits set forth above, it shall be considered "waived". If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the employee and the Union may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the Employer and the Union representatives involved in each step. The term "working day" as used in this Article, shall mean the days Monday through Friday, exclusive of holidays.

Section 13.3. The grievance procedure contained in this Agreement is the sole and exclusive means of resolving any grievance arising under this Agreement.

ARTICLE 14: NON-DISCRIMINATION

Section 14.1. The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to age, sex, marital status, race, color, creed, national origin, political belief or any other basis prohibited by law. The Union shall share equally with the Employer the responsibility for applying this provision of the Agreement. The Employer agrees not to interfere with the rights of the employees to become members of the Union, and there shall be not discrimination, interference, restraint or coercion by the Employer or Employer representatives against any employee because of Union membership or because of any employee activity in an official capacity on behalf of the Union, or for any other cause.

The Union recognizes its responsibility as bargaining agent and agrees to represent all employees in the bargaining unit without discrimination, interference, restraint or coercion because of non-membership or because of any employee's lawful opposition to the Union, excluding internal Union discipline.

ARTICLE 15: INSURANCE

Section 15.1. All employees covered by this Agreement who are scheduled to work at least sixty (60) hours or more per pay period shall be eligible for health insurance, life insurance,

dental and vision insurance coverage as per the provisions of the Employee's Plan. Temporary and casual employees are not eligible for insurances provided for in this article.

Section 15.2. The Employer will provide at no cost to all full-time employees life insurance and accidental death and dismemberment (AD&D) insurance in the amount of \$20,000.

Section 15.3.

- A. The Employer will provide all eligible employees covered by this Agreement with group hospital and medical coverage, subject to the limitations, benefits and conditions established by the contract with the insurance carriers.
- B. Insurance coverage on all eligible employees covered by this agreement shall begin on the first day of the month following sixty (60) calendar days of employment, provided the employee has worked all days for which they were scheduled during the sixty (60) day qualifying period.

Section 15.4. Insurance & Retirement Plan(s).

A. Medical Plans

Pre-Tax Premium/Section 125

Under IRA section 125, benefits such as medical, dental, vision, and FSA allows your premium/contributions to be made with pre-tax income. As a rule for pre-tax premiums, your election is for a twelve (12) month period corresponding to the current plan year unless you experience a qualifying life event.

The Employer offers employees a sponsored medical plan which includes a prescription drug plan. See your Benefit Summary and Plan Document for specific details. The Employer shall pay 75% and the employee shall pay 25% of the cost of the since employee health insurance coverage.

If the High Deductible Health Plan with Health Savings Account plan is chosen, the employer contribution to the HSA will be \$500 annually for single and family, prorated to the applicable period.

Employees may also contribute pre-tax dollars to their HSA plan as outlined by the IRS.

Section 15.5 Dental Employees may contribute to a dental plan. See your Benefit Summary and Plan Document for specific details.

Section 15.6 Vision Employees may contribute to a voluntary vision plan. See your Benefit Summary and Plan Document for specific details.

Section 15.7. FSA The Employer offers employees a sponsored FSA plan. See your Benefit Summary and Plan Documents for specific details.

Section 15.8. Voluntary Life Insurance An employee may contribute to a voluntary life and/or accidental death and dismemberment (AD&D) insurance plan. This is a low-cost voluntary insurance package to help plan for long-term needs and/or unexpected incidences. Choices include:

- Life insurance and/or AD&D coverage for yourself at a benefit level of up to \$500,000 (AD&D covers accidental loss of life or accidental dismemberment of hands, feet, sight, or hearing);
- Life insurance and/or AD&D coverage for your spouse at a benefit level of up to \$300,000; and/or
- Life insurance with matching AD&D coverage for dependent children at a benefit level of \$10,000 per child for one rate.

Section 15.9 Short Term Disability The Employer offers a sponsored short term disability plan. See your Benefit Summary and Plan Document for specific details.

Section 15.10. Voluntary Employee Long Term Disability. Employer offers a sponsored long term disability plan. The purpose of LTD is income replacement where you as an employee can receive sixty percent (60%) of your base monthly salary up to a maximum of \$5,000.

Section 15.8. Retirement Plan – 401(k). The 401(k) retirement plan is a savings and investment plan that allows deferral of income from current income taxes. The Plan provides several investment options for you to choose from, which are professionally managed.

Employees are eligible to participate in the 401(k) plan with self-deferred contributions immediately after receiving their first payroll check, regardless of their employment status (i.e., full-time, part-time, casual, on-call, etc.)

The employer also offers a company match. Employees are eligible for the employer contribution the first of the month following one year of service if you have worked at least 1,000 hours and are at least twenty-one (21) years of age. The level of match is up to four percent (4%) (a 100% match of the first three percent (3%) of self-deferral and a fifty percent (50%) match of the next two percent (2%) of self-deferral), as below:

If you contribute...	Minimum Contribution
1.0%	= 1.0 %

2.0%	= 2.0 %
3.0%	= 3.0 %
4.0%	= 3.5 %
5.0% or greater...	= 4.0 % (the maximum match level)

ARTICLE 16: GENERAL PROVISIONS

Section 16.1. Stewards. Within ten (10) days of the execution date of this Agreement, and on July 1 of each succeeding year, the Union shall certify to the Employer, in writing, a current list of any non-employee business representative(s) and bargaining unit employee/stewards.

A. The Employer agrees to recognize stewards certified by the Union as provided in this section subject to the following stipulations:

1) The Employer shall recognize up to five (5) stewards as designated by the Union, in writing, to the employer to represent the Union or bargaining unit employees on any matters.

2) The Employer agrees to allow one (1) steward designated in (a) above to interrupt their work for a reasonable amount of time for the purpose of Union business with approval of the Employer, and they shall notify the Employer upon resumption of their work. Interruption of work for Union business shall be limited to the presentation of grievances to the Employer.

Section 16.2. Bulletin Boards. The Employer agrees to maintain space on departmental bulletin boards to be used by the Union for legitimate Union business only. The Union shall limit its posting and notices to such space. The Union agrees not to post any inflammatory company or partisan materials.

Section 16.3. Union Representatives. The Employer agrees that accredited representatives of the American Federation of State, County and Municipal Employees, whether Local Union representatives, district council representatives, or International representatives, with prior notice to the administrator, shall have access to the premises of the Employer during working hours to conduct Union business relating to the administration of the contract, providing they do not disrupt departmental operations.

Section 16.4. In-Service Training. All mandatory in-service training shall be at the expense of the Employer and shall take place at hours determined by the Employer.

Section 16.5. Personnel File. All employees shall have the right to inspect their personnel file during working hours in the presence of the Employer, and they may file a rebuttal to any material they deem inappropriate.

Section 16.6. Professional Activities. If an employee is required to attend conferences or training, the work time required shall be paid for by the Employer.

Section 16.7. Travel Allowance. The Employer shall reimburse mileage at the current IRS rate for authorized travel.

Section 16.8. Meals and Overnight Lodging. Employees shall be reimbursed according to the Employer's Travel Policy with prior approval of the Administrator.

Section 16.9. Boiler Licence Premium. Maintenance employees who achieve Boiler Class 2C licensure or higher shall be paid a \$0.50 per hour premium above the appropriate grid wage.

Section 16.10. Uniform Allowance. The Employer agrees to provide each employee up to 4 logoed uniform items (shirt and/or pants) one time a year after a least 90 days employment. Employees may purchase additional logoed uniform items directly from the Employer.

ARTICLE 17: PAY PLAN

Section 17.1. Wage Schedule. All pay increases shall be effective the first full pay period following the effective date. Starting wages effective 11/1/2020 are the following:

	<u>11/1/2020</u>
Culinary Service Aide:	\$10.77
Housekeeper:	\$11.32
Wellness Coach	\$11.67
Cook:	\$13.31
Maintenance Tech:	\$15.70
CNA-NAR:	\$14.77
TMA:	\$15.13
LPN:	\$20.68

All pay increases shall be effective the first full pay period following the effective date. Starting wages effective 11/1/2021 are the following:

	<u>11/1/2021</u>
Culinary Service Aide:	\$10.99
Housekeeper:	\$11.55
Wellness Coach	\$11.90
Cook:	\$13.58
Maintenance Tech:	\$16.01
CNA-NAR:	\$15.07
TMA:	\$15.43
LPN:	\$21.10

Section 17.2. The Employer agrees to pay the following shift differential(s), effective August 6, 2020:

\$1.25/hour	Evening shift (2:00 pm – 10:00 pm) Nurses until 10:30 pm
\$1.75/hour	Night shift (10:00 pm – 6:00 am) Nurses until 6:30 am

Evening shift (2:00 pm -10:00 pm) Employees until 10:30 pm Night shift (10:00 pm - 6:00 am) LPNs/CNAs until 6:30 am.

Section 17.3. Lead Pay Premium. The Employer agrees to pay \$1.75 lead differential. A lead designation is defined as the highest functioning member of a department, coordinating the activity and duties of other employees in that department.

17.4. Holiday - Worked. When employees work on a holiday (see Employee Handbook for applicable holidays that this section applies). When employees work on a holiday, they will be paid a holiday premium pay at one and one-half (1-1/2) time their regular or base rate of pay for each hour worked on the holiday in addition to their regular pay. Shift differentials are not a part of the employee's regular rate of pay and will not be a part of the holiday premium. For purposes of calculating overtime, the holiday premium pay exceeds overtime rates. Therefore, hours worked on a holiday will count towards the calculation of overtime, but employees do not receive overtime pay based on the holiday premium, thus, anyone working a holiday will earn a maximum of 2 ½ times their regular rate of pay.

ARTICLE 18: SCOPE OF AGREEMENT

Section 18.1. This Agreement shall represent the complete Agreement between the Union and the Employer. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make requests and proposals with

respect to any subject or matter not removed by law from the area of collective bargaining, and that the complete understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. All past practices and understandings, unless written and signed by both the Employer and the Union, shall terminate upon the execution of this Agreement. Therefore, the Employer and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this Agreement or with respect to any subject or matter not specifically referred to in this Agreement; even though such subject matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

ARTICLE 19: SEVERABILITY

Section 19.1. In the event that any provision(s) of this Agreement is declared to be contrary to law by proper legislative, administrative or judicial authority from whose finding or determination or decree no appeal is taken, such provision(s) shall be void, and such matter shall be subject to negotiation at the request of either party. All other provisions shall continue in full force and effect.

ARTICLE 20: STRIKES/LOCKOUTS

Section 20.1. In recognition of the provision in this Agreement providing for binding arbitration of grievances, the Union, its officers or agents, or any of the employees covered by this Agreement, shall not cause, instigate, condone or engage in; any strike, work slowdown, mass resignation, mass absenteeism, the willful absence from one's position, the stoppage of work, or in the abstinence in whole or in part of the full, faithful and proper performance of the duties of employment. The Employer agrees not to lock-out any employees during the term of this Agreement.

A violation of this Article will constitute cause for dismissal.

ARTICLE 21: MUTUAL CONSENT CONTINGENCY

Section 21.1. The Agreement may be amended any time during its life upon the mutual consent of the Employer and the Union. Such amendment, to be enforceable, must be in writing and attached to all executed copies of this Agreement.

ARTICLE 22: DURATION

Section 22.1. This Agreement shall be effective as of July 1, 2020, and shall remain in full force and effect through June 30, 2020. It shall renew from year to year thereafter, unless either party shall notify the other in writing that it desires to modify this Agreement not later than one hundred-twenty (120) days prior to the expiration date of the Agreement. If such notice is given, negotiations shall begin not less than ninety (90) days prior to the expiration date of this agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed this 19 day of August, 2020.

For
STEELE COUNT COMMUNITIES
FOR A LIFETIME, INC d/b/a
KODA LIVING COMMUNITY

X Lisa Kern
Its Executive Director

For
SCCL, INC EMPLOYEES, LOCAL 147
AFSCME COUNCIL 65, AFL-CIO

X Sam Witt
Chapter President

X Jessie Schloak
Its HR/Payroll Manager

X John Probst 7/30/2020
AFSCME Council 65 Labor Representative

Date 8/19/2020

Date 8/19/2020