

# Collective Bargaining Agreement

Between

SEIU Local 503, OPEU/CAP Local 501

And

Cascade AIDS Project

October 1, 2022 to September 30, 2024

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**PREAMBLE**

This Agreement is entered into by and between Cascade AIDS Project, hereinafter referred to as the "Employer" or "CAP", and is made with the Service Employees International Union, Local 503, OPEU, hereinafter referred to as the "Union". The purpose of the Agreement is to set forth the understanding reached between the parties concerning wages, hours of work, and other terms and conditions of employment for employees of the Employer who are represented by the Union as set forth in Article 1.

**ARTICLE 1 - UNION SECURITY**

**1.1 Union Recognition:** The Employer recognizes the Union as the sole and exclusive bargaining representative for the bargaining unit, to include all probationary and regular full and part-time employees of CAP as defined in this Agreement, excluding temporary employees as defined in Article 3.5, confidential employees, supervisors, and managerial employees as defined in the National Labor Relations Act. "Employee" or "employees" as used in this Agreement means members of the bargaining unit.

**1.2 Membership Requirements:** It shall be a condition of employment that all current employees covered by this Agreement shall, on the thirty-first (31st) day following the signing of this agreement, become and remain dues-paying members in good standing of the Union, or if they \_choose not to be a member, to tender to the Union the equivalent of monthly dues (sometimes known as fair share payment or agency fee payments). The same shall apply to new regular employees on the thirty-first (31st) day following the beginning of employment. If at any time an employee notifies SEIU that the employee chooses to no longer be a member and to instead tender their fair share payment, SEIU will provide notification of such change to CAP within fifteen (15) business days of the Union receiving such notice.

**1.3 Dues Check Off and Fair Share Payment:**

a) During the life of this Agreement, the Employer agrees to deduct monthly such initiation fees or monthly dues/service fees levied by the Union in accordance with the Constitution and By-Laws of the Union from each employee who executes or has executed an "Authorization for Deduction of Union Dues, Etc." form.

b) Upon written, electronic or recorded oral request from an employee, monthly Union dues plus any additional voluntary Union deductions shall be deducted from the employee's pay and remitted to the Union. All applications or cancellations of membership shall be submitted by the employee to the Union. Any written applications for Union membership and/or authorizations for Union dues and/or other deductions or dues cancellations which the Employer receives will be promptly forwarded to the

Union. The Union will maintain the written, electronic and recorded oral authorization records and will provide copies to the Employer upon request.

c) A file containing new authorizations or changes in authorizations for employee Union deductions will be submitted by the Union to the Employer electronically by close of business on the business day immediately preceding the twentieth (20th) of each month. The Employer agrees that new or changed payroll deduction authorizations submitted within the above timelines shall be made in the first payroll processed after the list is submitted by the Union.

d) Any written, electronic or recorded oral dues authorization submitted that contains the following provision will cease only upon compliance by the employee with the stated condition as follows: "This authorization is irrevocable for a period of one year from the date of execution and from year to year thereafter unless not less than thirty

(30) and not more than forty-five (45) days prior to the end of the annual period or the termination of the contract between my employer and the Union, whichever occurs first, I notify the Union and my employer in writing, with my valid signature, of my desire to revoke this authorization."

(e) All monies deducted as hereinabove provided shall be paid by the Employer to the Union within ten (10) days of after the end of each month, together with (to the extent available by the Employer's payroll service) an electronic list which includes names, home address, social security number, salary amount, dues or in-lieu-of-dues payment plus any special voluntary payroll deductions. The Employer will also provide, in electronic form, (to the extent possible) employee name, unique identifying number, hire date, full-time or part-time status, amounts deducted, job title, employee address and home telephone number, employee work phone number and email address, hourly wage rate, and designation of membership status of employees for whom dues/service fees and initiation fees have been deducted. The Employer shall designate on this list new hires, employee terminations and employees on Leave of Absence of more than thirty (30) calendar days. The Employer shall not be liable by reason of the requirements of this section for the remittance or payment of any sums other than that constituting actual deductions made from employee wages earned.

1.4 Religious Objection: If payment of Union dues or agency fee payments is prohibited by a bona fide religious body of which the employee is a member, the employee shall arrange with the Union to pay the equivalent of Union dues to a non-religious charity.

1.5 Notification of New Hires: On a monthly basis, the Employer shall furnish electronically to the Union an alphabetical listing, by department of new employees hired into positions represented by the Union. The list shall contain each listed

employee's name, home address, home phone number, work email address, work phone number, work location, FTE, employee ID number, hire date, department and classification.

## **ARTICLE 2 - GENERAL PROVISIONS**

The Employer shall not make any agreements, either verbal or written, with any employee or employees covered by this Agreement that would in any way conflict with the terms and conditions of this Agreement. Any such agreements shall be invalid.

## **ARTICLE 3 - DEFINITION OF EMPLOYEE STATUS**

**3.1 Trial Employees:** An employee shall be considered an at-will trial employee during the first six (6) months of employment. If any step of the progressive discipline policy has been activated within the six (6) months trial period, then the trial period may be extended by three (3) months with a documented action plan. Trial employees are represented by the Union for the purposes of collective bargaining concerning wages, hours, and other conditions of employment covered by this agreement; however, a trial employee disciplined or discharged for any reason other than for Union activity shall not have recourse under Article 23, Discipline and Discharge, as set forth in this Agreement. All benefits provided herein will accrue during the trial period. Employees may not exercise seniority if they are in trial status.

**3.2 Regular Employee:** A regular employee is one who has successfully completed the trial period.

**3.3 Full Time Employee:** A full-time employee is one who is scheduled to work forty (40) hours per week.

**3.4 Part-Time Employee:** A part-time employee is one who is hired to work less than forty (40) hours per week.

**3.5 Temporary Employee:** A temporary employee who is excluded from the bargaining unit is one who is hired to work on an intermittent basis, as an interim replacement, or for temporary work on specific projects for a pre-established period of less than one hundred eighty (180) days.

**3.6 Time Clarification:** Whenever used in this Agreement, "days," "weeks," "months," and "years shall refer to calendar days, weeks, months and years unless otherwise noted.

**3.7 Schedule Defined:** A work schedule is defined as the time of day and days of the week an employee is assigned to work.

**3.8 Internal Applicant:** For the purpose of this Agreement, internal applicant means bargaining unit employees.

**3.9**            Prorated: Some benefits are earned or accrued based upon the percent of FTE reflected in an employee's job description. The following benefits are based on level of FTE.

Vacation accrual  
Health Leave accrual  
Holiday time  
Jury Duty time  
Bereavement leave  
Longevity bonus time  
Wellness leave granted

**3.10**            Lateral Transfer: A lateral transfer is defined as the movement of an employee to a position with comparable levels of responsibility. Lateral transfers are not accompanied by increases in salary.

#### **ARTICLE 4 - MANAGERIAL PREROGATIVE**

Except as may be specifically modified by the terms of this Agreement, the Employer shall retain all rights of management in the direction of their work-force. Rights of management shall include all statutory and inherent rights, prerogatives, and functions, retained and vested exclusively in CAP including but not limited to:

1. Determine the number of employees to be employed
2. Hire employees, determine qualification and assign and direct their work
3. Promote, demote, transfer, lay off, recall to work, and retire employees
4. Set the standards of productivity, and the services to be rendered
5. Maintain the efficiency of operations
6. Determine the personnel, methods, means, and facilities by which operations are conducted
7. Set the starting and quitting time, and the number of hours and shifts to be worked
8. Reprimand, suspend, discharge, or otherwise discipline employees for just cause using progressive disciplinary policies
9. Use independent contractors or volunteers to perform work or services so long as such use does not result in an erosion of the bargaining unit
10. Close down, or relocate CAP's operations or any part thereof
11. Sub-contract or contract out CAP's operations or any part thereof so long as such contracting does not result in an erosion of the bargaining unit
12. Issue, amend and revise policies, rules, regulations, and practices
13. Expand, reduce, alter, combine, transfer, assign or cease any job, program area, operation, and property of CAP
14. Introduce new or improved service methods; determine the number, location and operation of departments, divisions, and all other programs of CAP
15. Take whatever action is either necessary or advisable to determine, manage, and fulfill the mission of CAP and to direct CAP employees

CAP's failure to exercise any such right, prerogative, or function in a particular way, shall not be considered a waiver of CAP's right to exercise such right, prerogative, or function, or preclude it from exercising the same, in other ways not in conflict with the express provisions of this Agreement.

## **ARTICLE 5 - UNION RIGHTS**

**5.1**        **New Employees:** As part of each bargaining unit employee's orientation, the employee will be introduced by the Employer to a designated Union Steward who shall be allowed one (1) hour to conduct a Union orientation.

**5.2**        **Steward System:** A Steward system shall be established and serve as the first line of Union representation.

**5.3**        **Steward Functions:** The function of the Stewards shall be to: present any grievance arising under the terms and conditions of this Agreement that has been requested by an employee or employees; investigate such grievances so that it can be properly presented to the appropriate supervisor or director; attend any meetings with representatives of the Employer when such meetings are necessary to present any such grievances.

**5.4**        **Steward Business:** The Employer agrees that the Stewards shall be free to conduct their duties as long as such duties do not interfere with CAP's normal conduct of business. Stewards will be on paid time when performing Steward duties during working hours. Up to two (2) stewards may be in paid status during the course of investigating or processing of a specific grievance or potential grievance as long as one of the stewards is in training as a steward.

**5.5**        **Identification of Stewards:** The Union shall notify the Employer of the names of Stewards and officers of the local.

**5.6**        **Bulletin Boards:** Reasonable Union bulletin board space shall be provided in each facility at a location where employees have immediate and easy access. Only Union-sanctioned material shall be placed on the bulletin board(s). The Union shall pay for or furnish and install one (1) bulletin board at each facility that shall be used exclusively for the purpose of posting Union notices.

**5.7**        **Union Representative Visits:** With (24) twenty-four hours prior notice to the Executive Director, or Executive Assistant, authorized representatives of the Union may visit the work locations of represented employees for the purpose of conducting representational activities and observing working conditions provided that their presence does not interfere with the employee's performance of duties. Such notice shall not be required for brief contacts or picking up and dropping off of materials and communications.

**5.8**        **Bargaining Delegates:**  
Bargaining delegates will be paid for the time spent in bargaining sessions. Such time will not be eligible for nor will it count towards weekly overtime.



**5.9 Union Clothing:** Cap Management and the Union shall work together to create co-branded t-shirts. Employees shall be allowed to wear CAP/SEIU clothing during official CAP business. Employees shall have the right to wear exclusively SEIU branded clothing where they would have that right guaranteed by the National Labor Relations Act or other rule or law.

## **ARTICLE 6- NON-DISCRIMINATION, DIVERSITY, AND AFFIRMATIVE ACTION**

**6.1 Non-discrimination:** The Employer and the Union agree that there shall be no discrimination or harassment because of Union membership status or Union activity, race, ethnicity, national origin, gender, gender identity, marital status, sexual orientation, political affiliation, age, creed, religion, ancestry, HIV status, citizenship status, veteran status, Workers' Comp status, mental or physical disability, including any other protected status.

**6.2 Diversity and Affirmative Action:** The Employer shall be an equal opportunity and affirmative action employer and shall actively seek to recruit a diverse work force. The Employer shall demonstrably and actively recruit, in accordance with this Agreement, qualified applicants from ethnic and cultural minority groups, persons diagnosed with HIV, persons within the LGBTQ+ community, and populations represented in the epidemiology of the HIV epidemic. Clear, specific and well-publicized affirmative action goals and a time-line shall be established. Employment and promotional opportunities shall be made in a fair and equitable basis to all qualified persons.

## **ARTICLE 7 - SCHEDULES AND SCHEDULING**

Employees may request an adjustable schedule (a work schedule in which the starting and stopping times may vary on a daily, monthly, or seasonal basis) or a 4:10 schedule (four (4) ten (10) -hour days per week) based on personal need, family need, workload requirements, etc. Adjustable schedules shall be granted as often as possible, at the discretion of the Director or their designee responsible for creating the schedule, depending on position requirements. Requests for adjustable schedules will not be arbitrarily denied. If the request is denied, the employee will be provided with a reason for the denial in writing. The same standard will be used to approve schedule adjustments for all employees within the bargaining unit.

## **ARTICLE 8 - FILLING OF VACANCIES**

**8.1 Vacancy Defined:** A vacancy is a bargaining unit position opening that the Employer intends to fill with an employee. Vacancies shall first be filled from the return from layoff list so long as the minimum qualification requirements (e.g. licenses or certifications) are met or can be met within twelve (12) weeks as long as there doesn't cause disruption to contractual obligations or essential services.

**8.2 Notice of Resignations:** When the Employer confirms a resignation of an employee, a notice of resignation shall be delivered to a Union Executive Committee member by the fifth (5<sup>th</sup>) workday following the resignation.

**8.3            Job Posting:** The Employer shall post all bargaining unit vacancies, including new bargaining unit positions, by email and on the organization's website five (5) business days in advance of the closing date for the new or vacant position. Job postings shall specify the minimum qualifications, full or part-time status, and schedule. Any revision to a posted position shall require re-posting by e-mail and on the organization's website. The revised position must be posted for five (5) business days in advance of the closing date. The employer may seek from the union a waiver or adjustment of the re- posting requirements for a revised position.

**8.4            Internal Applicants:** All internal applicants for bargaining unit positions shall be given an interview for the vacant or new position only if they meet the minimum qualifications for the position. An internal applicant is qualified for the position only if they have the credentials, knowledge, skills, and abilities to do the work of the position, are not in an active disciplinary status, and have not been subject to reduction in pay, demotion, or suspension within the previous twelve (12) months. Internal applicants who are not interviewed or placed in the position shall, upon request, receive a written explanation for not being interviewed or hired. In the case that the finalists for a position are internal candidates and the final candidate cannot be determined based upon their interview, credentials, knowledge, skills and abilities, then of those employees applying for the position internally, the employee with the most seniority shall be awarded the job.

**8.5            New Bargaining Unit Positions:** Prior to posting a new bargaining unit position or revised bargaining unit position, the Employer will notify the Union of the intention to fill a position within the bargaining unit. The Employer will provide the Union with the job description and salary range for the new position. The Union will respond to the Employer with comments within five (5) business days of notification. If no response is received from the Union within five (5) business days, the Employer will proceed with posting, hiring or filling the vacancy for the position.

## **ARTICLE - 9 LAYOFF**

**9.1            Layoff Defined:** A layoff is defined as a separation of an employee from service, for involuntary reasons other than termination and not reflecting discredit on an employee.

**9.1A            Involuntary Reduction of FTE by .25 or More:** Reduction of FTE by .25 or more entitles an employee to be placed on the return from layoff list. An employee has 30 days from the date of reduction of FTE to be placed on this list. If an employee has their FTE reduced to 0 within one (1) year of the original involuntary reduction of their FTE; that employee shall be entitled all benefits under the layoff definition.

**9.2            Layoff Notification:** In the event of a reduction in CAP staff, the Employer will notify the affected staff at least thirty (30 days) in advance, in writing, of potential or pending layoff of employees and the reasons for such. Within one business day of notifying the impacted employee(s) of the pending layoff, Management shall notify the Union President or designated appointee of the pending layoff and provide reasons for

the layoff. Additionally, within one business day, the Union and Management shall meet to engage in joint problem solving to minimize the impact of layoff on employees. After such conversations occur and with the permission of the affected staff, the Employer shall notify all employees of potential or pending layoff and the reasons for such.

9.3 Layoff Process: In the event of a reduction in CAP staff, the Employer has sole discretion to determine which positions will be eliminated. An employee shall be laid off in order of reverse seniority in affected program areas. The only exception shall be if the least senior employee in the program area is the only person in the program area with specific qualifications in an essential aspect of the job, in which case the next-to-the-least senior employee(s) shall be laid off. The Union shall receive a seniority list as least thirty (30) days in advance of the pending layoff(s).

9.4 Return-From-Layoff List: Prior to the effective date of a layoff, the employee(s) will sign a written authorization opting in or out of the return-from-layoff list. An employee opting into the list shall provide the Employer with a resume which may be updated while in layoff status if additional skills are attained through training, education, or work experience. The Employer shall provide the Union the recall list as any opening position becomes available.

9.5 Recall: An employee on the return-from-layoff list will be recalled by seniority for vacant positions for which they are qualified, until the available appropriate vacancies have been filled. An employee shall be removed from the list if they decline two (2) recall offers, provided at least one (1) offer is for a position with the same base pay. In no event will the Employer be required to maintain an employee on the return from layoff list for longer than twelve (12) months from the date of layoff.

9.6 Severance Pay: Upon layoff, the Employer will provide employees with a pay-out of accrued vacation leave. After thirty (30) days a laid off employee shall receive one (1) week severance pay for every year of continuous employment up to a maximum of four (4) weeks, provided the employee has not been recalled to a position with the same base pay regardless of whether they accept the recall. Severance pay will be issued in a pro-rata, monthly basis for Employees whose period of continuous employment is more than one year. Severance pay will be issued during the first pay period following thirty (30) days from layoff.

9.7 Affirmative Action: Notwithstanding any other provisions of this Article, designated individuals may be bypassed during layoff to retain adequate numbers of protected class employees, based upon the goals of the Affirmative Action Plan developed by the Employer, consistent with applicable law.

## **ARTICLE 10 - TRAINING**

**10.1**        **Scheduling Training:** Training required by the Employer for employees shall be conducted during their regularly scheduled hours if possible. Employees will be offered an opportunity to make up required training whenever possible.

**10.2**        **Training Costs:** The Employer will pay for the cost of any training required by the Employer. The Employer will pay the employees the regular rate of pay during the required training.

**10.3**        **Training Orientees:** Within the first thirty (30) days, the Employer agrees to orient all new employees to elements like basic office procedures, an overview of the agency and its departments, enrollment for benefits as well as job-specific training. An incoming employee shall be given on-the-job training by the departing employee whenever possible.

**10.4**        **Training Required to Perform Work-Related Duties:** When knowledge of the working of a new system, program or procedure is required for the employee to perform job-related duties, employees will be trained as soon as possible after decisions to change or revise systems, etc. Supervisors will establish a training timeline and a monitoring schedule to insure employees receive the appropriate training and support. All employees are expected to complete training within the established timeline unless there are extenuating circumstances, as determined by the supervisor. No employee shall be disciplined for work performance related to a new system or program until after the employee has completed the training related to the new system, program or procedure.

## **ARTICLE 11 - POSITION DESCRIPTIONS AND PERFORMANCE EVALUATIONS**

**11.1**        **Position Description:** All employees shall have an accurate position description. Individual position descriptions shall be written and delineate the duties and responsibilities regularly assigned to an employee's position. Any language similar to "other duties as assigned" included in a position description shall include language that specifies that these other duties are to be related to the position. A signed copy of the position description shall be given to the employee upon assuming the position and when the position description is amended. The individual position description shall be subject to at least an annual review and signature with/by the employee. The Employer agrees to give titles to positions which clearly indicate the nature of the work performed.

**11.2**        **Evaluation:** Each employee shall receive a performance evaluation based on the job description. Evaluations shall occur on an annual basis for all non-trial employees. Trial employees shall receive a review before the end of the trial period. The annual review will contain a summary of the employee's overall annual performance and will be completed no later than thirty (30) days after the fourth (4<sup>th</sup>) quarter. No evaluation shall be entered into an

employee's file until the employee has had an opportunity to read, provided comments, and sign it.

**11.3**      **Evaluation Process:** The supervisor shall discuss the performance evaluation with the employee. Any changes or recommendations made in the evaluation after the initial discussion shall be discussed with the employee. The employee shall sign the new evaluation and that signature shall only indicate that the employee has read the evaluation. A copy of the final evaluation shall be provided to the employee at this time. The employee shall have the opportunity to provide written comment within thirty (30) days. Such written comments shall not be used as a basis for disciplinary action, layoff, or any other reprisal.

**11.4**      **Personnel File:** Employees may, upon request to the human resources representative, review the contents of their personnel file, and respond in writing to the material. The file will be made available within two (2) days of their request. Such responses shall be included as part of the employee's personnel file.

## **ARTICLE 12 - SENIORITY**

**12.1**      **Seniority Defined:** Seniority is defined as an employee's length of continuous service with CAP. Employees shall accrue seniority during continuous employment at CAP, including any leave with pay. Any employee on the return from layoff list will retain accrued seniority during layoff.

**12.2**      **Seniority Lists:** The Employer shall provide, for posting on Union bulletin boards, seniority lists within thirty (30) days of the effective date of this Agreement, and new lists shall be provided at any time upon request by an employee.

## **ARTICLE 13 - COMPENSATION**

**13.1**      **Salary Determination:** Salaries for employees at CAP are determined based on a job's category per appendix A. For non-exempt and other hourly employees, wages are determined by dividing annual salaries by 2080 hours in a fifty-two (52) work week year.

**13.2**      **Wage Step System:** On July 1, 2023 all employees will be placed on a wage scale according to their years of experience. Each classification will be assigned a salary range with a starting rate equal to that classification's current salary as of July 1, 2023 (not including coverage pay or other temporary increases). Each classification's scale will have six (6) steps, with each step being seventy-five cents (\$.75) per hour more than the previous step. Existing bargaining unit employees will be placed on the step scale according to their years of experience at CAP (for example, an employee with less than one year of experience will be placed on step one, an employee with between one and two years will be placed on step two, etc.).

Newly hired employees will be placed on the step scale according to their years of experience in substantially equivalent positions.

Effective January 1, 2024, each employee will move to the next step on the scale on the anniversary of their date of hire with the Employer until such time as the employee reaches the last step on the scale.

13.3

13.3 Cost-of-Living-Increases: Effective July 1, 2023, all employees shall receive a cost-of-living increase of one point five percent (1.5%) and all wage scales will be increased by one point five percent (1.5%).

Effective July 1, 2024 all employees shall receive a cost-of-living increase equivalent to the annual percentage change in the CPI-U, West Region in January 2024, between a minimum of two percent (2%) and a maximum of five percent (5%). All wage scales will be increased by a commensurate amount.

13.4            Salaries (Appendix A): Appendix A, shall be adjusted on July 1 of each year consistent with Cost-of-Living Increases established under Section 13.2.

Increases to Appendix A shall only impact employees hired after the date of increase as current employees will already have received increase via Cost of Living adjustments under Section 13.2.

**13.5 Merit Bonuses:** CAP may, in its sole discretion, exercise its managerial prerogative to award merit bonuses to any CAP employee. Merit bonuses, if awarded, shall be paid at the completion of each fiscal year (by June 30th), and be directly linked to the employee's annual review outcomes. Employees who have been employed at CAP for less than six (6) months shall not be eligible for merit bonuses.

**13.6 Longevity Awards:** In recognition of dedicated service, CAP shall provide longevity bonuses on the following schedule:

- Upon completion of two (2) years of service: \$325 award
- Upon completion of four (4) years of service: two (2) weeks of paid time off above and beyond any other benefit outlined in the contract
- Upon completion of six (6) years of service: \$750 award
- Upon completion of eight (8) years of service: four (4) weeks of paid time off above and beyond any other benefit outlined in the contract
- Upon completion of ten (10) years of service: \$1,500 award
- Upon completion of twelve (12) years of service: six (6) weeks of paid time off above and beyond any other benefit outlined in the contract
- Upon completion of fourteen (14) years of service and every two (2) additional years thereafter: every two (2) years an employee will be awarded, on an alternating basis, a cash award in the amount of \$1,500 or six (6) weeks of paid time off above and beyond any other benefit outlined in the contract (e.g. upon completion of fourteen (14) years of service, an employee will receive a \$1,500 award, upon completion of sixteen (16) years of service, an employee will receive six (6) weeks of paid leave above and beyond any other benefit outlined in the contract, etc.).

Employees will have four (4) years from the time of anniversary to take advantage of paid-time off and will work with their managers to schedule time that works for both the employee and Employer. Should the time not be used within four (4) years, at that point, the longevity bonus time off not taken shall be lost. Paid time off for longevity bonuses may be spread over the four (4) year period, but may not be taken in any increment smaller than one (1) week, unless the employee has less than a week of longevity bonus available.

For all employees who have worked less than full-time during any period of their employment counted towards a longevity bonus, the average full-time equivalent worked over the period counted will be used to adjust the longevity bonus. For example, an employee who worked three-quarters time for two (2) years and full-time for two (2) years would have worked an average of seven-eighths (7/8) time over the full four years, and as such, their bonus would be provided at seven-eighths 7/8 of the level set above.

**13.7 Salary at Promotion:** A promotion is defined as the addition of significant responsibility for program development and oversight, including but not limited to: direction, goals, methods, work plan, marketing and/or interagency linkages. Promotions are accompanied by a salary increase commensurate with added responsibilities. An employee who has been promoted shall complete a six (6) month Trial Period. If the supervisor determines that the employee is unable to perform the added job responsibilities at a satisfactory level during this time, the employee may be transferred back to their previous position if that position is still open, or placed in a position for which they are qualified at their pre-promotion level of responsibility and salary. If no such position exists or is vacant, the employee may elect to be placed on the Return-from-Layoff list.

If the employee decides during the Trial Period that the promotion is not in their best interest and their former position is vacant, they shall be returned to their previous position.

**13.8 Salary at Demotion:** A demotion is defined as the decrease or removal of significant responsibility for program development and oversight, including but not limited to: direction, goals, methods, work plan, marketing and/or interagency linkages. Demotions are accompanied by a salary decrease commensurate with the decreased or removed responsibilities.

**13.9 Automobile Reimbursement:** Reimbursement for mileage will be paid at the current internal Revenue Service determined mileage rate per mile to all employees who are assigned to conduct business in their own vehicles. Employees shall not be required to transport clients in their personal vehicles; if an employee uses their personal vehicle on official CAP business, the employee shall be reimbursed for parking costs incurred away from and at their official work station. Employees shall not be reimbursed for travel to and from their home and their regularly assigned office location. Employees shall not be required to deduct their "regular daily commute distance" when conducting official CAP business on a work-from-home day.

**13.10 Travel, Transportation and Related Expenses:** Travel, transportation, meals, lodging and other related expenses for trips on official business authorized by a supervisor in advance, will be reimbursed for all employees at the federal per diem rate of such trip in accordance with the policies established. Employees may request this in advance of the trip or submit an expense reimbursement request after the travel is completed.

**13.11 Shift Differentials for Residential Care Staff:**

Evening shift (weekday): Any hours worked on a shift beginning between 2:30 pm and 10:59 pm on a Monday, Tuesday, Wednesday, Thursday or Friday will be paid a differential of one dollar (\$1) per hour.

Evening shift (weekend): Any hours worked on a shift beginning between 2:30 pm and 10:59 pm on a Saturday or Sunday will be paid a differential of one dollar (\$1) per hour.

Noc shift (weekday): Any hours worked on a shift beginning between 10:30 pm and



6:59 am on a Monday, Tuesday, Wednesday, Thursday, or Friday will be paid a differential of six dollars (\$6) per hour.

Noc shift (weekend): Any hours worked on a shift beginning between 10:30 pm and 6:59 am on a Saturday or Sunday will be paid a differential of six dollars and fifty cents (\$6.50) per hour.

Day shift (weekend): Any hours worked on a shift beginning between 7:00 am and 2:29 pm on a Saturday or Sunday will be paid a differential of one dollar (\$1) per hour.

**13.12 Bilingual Differential:** Any employee who, is required to use skills in languages other than English shall be paid an additional two dollars (\$2) per hour for all hours worked. In order to receive this differential, the employee must qualify through language proficiency testing and be approved by their Department Director or their designee.

**Note:** No CAP employee will be compensated at less than \$21.04/hour effective July 1, 2023. **ARTICLE 14 – COVERAGE PAY**

**14.1a** Coverage Staff Person is defined as someone who takes on, or “covers,” the job duties of another staff person within the same job classification, or job family, in a Coverage Event (or Vacant Position) (see sect 14.1b)

Employees who are required to provide coverage for a Coverage Event shall be paid a temporary pay increase of 15% of the covering employees’ base wage when the covering employee takes on a significant number of duties from the vacated position that are not in the covering employees current job description; or when the covering employee experiences a significant workload increase when providing coverage for a vacated staff member who held the same job or job duties.

**14.1b** A “Coverage Event” is when an employee is required to provide coverage (“Coverage Staff Person(s)”) for a position left vacant (the “Vacant Position”) for one of the following reasons:

- A. In the case of separation or termination of employment, except when replacement staff is scheduled to begin work within four (4) weeks of the separation or termination;
- B. In the case of an employee absence due to continuous protected leave (e.g., Oregon Family Medical Leave, Washington Family Medical Leave, or Federal Family Medical Leave) of more than four (4) weeks;
- C. In the case of an employee absence due to an approved leave of absence of more than four (4) weeks such as vacation, longevity leave, or unpaid leave of absence;

**14.1c** Coverage Pay is defined as the compensation given to the staff person taking on the additional job duties or “covering” the job duties of that vacant position or absent staff member due to a Coverage Event. Coverage Pay must be approved by Executive Leadership of the department prior to implementation.

The Coverage Staff Person(s) shall be paid an additional fifteen percent (15%) of their current base pay.

- 14.1d Before Coverage Pay is authorized, the covering employee and their manager will mutually agree upon, in writing:
- A. a start date, which may be retroactive,
  - B. the coverage duties,
  - C. how to prioritize the covering employees' existing tasks in addition to the coverage duties
  - D. any adjustment to normal working hours necessary to accomplish the increased workload,
  - E. if possible, a plan for what will trigger the end of coverage pay (e.g., goal date for refilling vacant position)

The duration of the Coverage Pay shall begin on the date which the Coverage Staff person is assigned the Coverage Responsibilities (as defined above ) and end when such duties are reassigned to another staff person including, but not limited to, a replacement hire after the appropriate onboarding and training period. Coverage pay is not available in the case of an employee absence of less than four (4) weeks due to continuous protected leave (OFLA, WFLA, or FMLA), or other approved leave (vacation, longevity leave, or unpaid leave of absence).

Multiple employees may cover duties and receive coverage pay for a single vacancy. If either represented staff or management proposes more than two employees provide coverage for a single vacancy, CAP will conduct a budgetary review to determine if a Coverage Pay arrangement is the most appropriate and efficient way to accomplish the necessary work. No staff person will be asked to provide Coverage for more than one (1) Vacant Position at a time. Any employee receiving Coverage Pay will be expected to fulfill their normal job duties and responsibilities as well as the additional responsibilities as agreed upon with their manager.

14.2 Employees of a residential care facility providing patient care on a shift that is understaffed as defined by acuity shall be paid coverage pay in the amount of thirty-five dollars (\$35.00) per shift.

Within six months of the ratification of this agreement, the parties will form a working group to discuss how coverage pay will be implemented at Primary Care Clinics for shorter-term absences.

## **ARTICLE 15 - HOURS OF WORK**

### **15.1 Non-Exempt Employees**

- A. Workday and Workweek: A normal workday for a fulltime non-exempt employee shall consist of eight (8) hours, not including meal breaks. The normal workweek for a fulltime non-exempt employee shall consist of forty (40) hours in a seven (7) day period, not including meal breaks. The workweek shall run from 12:01 am on Sunday to midnight on Saturday.
- B. Meal Breaks: Non-exempt employees may take an unpaid meal break as scheduled and for a duration approved by the supervisor or designee. If scheduled to work more than three (3) hours beyond an eight (8) hour shift, the employee shall be provided an additional unpaid meal break before or during the additional time.
- C. Overtime: For the purpose of overtime, paid leave shall be considered time worked. Non-exempt employees shall not work more than forty (40) hours in a workweek without approval by their supervisor prior to the overtime being worked except in emergent or unforeseeable situations where the employee stopping work could threaten patient/client safety. Overtime shall be time worked in excess of forty (40) hours per workweek and shall be paid at a rate of one-and-one-half (1-1/2) times the employee's hourly rate during the pay period in which the overtime was worked. Overtime hours shall not be used for the purposes of computing fringe benefits.
- D. Compensation Time: Should Federal or State law allow private sector non-exempt employees to accrue compensation time in lieu of overtime pay, overtime for non-exempt employees shall either be paid at a rate of one and one-and-one-half (1 ½) times the employee's hourly rate, or in compensatory time at the rate of one and one-half (1 ½) hours for each hour worked, whichever the employee designates.

### **15.2 Exempt Employees:**

- A. Workweek: The normal workweek for a full-time exempt employee shall consist of not less than forty (40) hours in a seven (7) day period, not including meals or other breaks. The workweek shall run from 12:01 a.m. on Sunday to midnight on Saturday.
- B. Work Schedules: Exempt employees who frequently work more than forty (40) hours per week, not including meals or other breaks, may request to meet with their supervisor for the purpose of adjusting and prioritizing workload and/or schedules in order to get their workload down to a more manageable and consistent forty (40) hour per week average schedule. Exempt employees may be awarded time off without loss of pay as determined by the Employer at its sole discretion. Such time may be used only at times mutually agreed to by the employee and their supervisor.

**15.3** **Our House Report Time:** Nursing and direct care staff at Our House will continue the existing practice of thirty (30) minutes for handoff and report between shifts.

## **ARTICLE 16 – HYBRID AND REMOTE WORK**

16.1 Hybrid Work Defined: Hybrid work is defined as any work schedule where an employee's work is conducted, for a portion of the work week, at a CAP facility, typically the employee's primary office location, and for the remainder of the work week, at alternative worksite that is not a CAP facility. CAP will continue to allow and encourage hybrid work schedules where it is a viable option for the employee and for CAP.

16.2 Remote Work Defined: Remote work is defined as any work schedule where the vast majority of an employee's work is conducted from a worksite that is not in a CAP facility. A remote employee may occasionally work from a CAP facility for in-person meetings or events. CAP values in-person collaboration and most CAP jobs require that some duties be performed in-person at a CAP facility. CAP will allow and encourage remote schedules only when such a schedule is a viable option for the employee and is an effective way for CAP to meet business needs or when a remote schedule is a reasonable accommodation agreed upon through the Americans with Disabilities Act (ADA) interactive process or when agreed upon beforehand by the employee and the Director.

16.3 Hybrid and Remote Worksite Security: The alternative worksite must allow for employee to keep information about CAP, its clients, and its employees private and secure. If the employee is working with Protected Health Information, the alternative work location must meet HIPAA information security requirements.

16.4 Hybrid and Remote Worksite Safety: Any alternative workstation where the employee will spend extended periods of work time must be ergonomically sufficient to prevent workplace injury. CAP will provide employees with the necessary equipment to allow such ergonomic sufficiency as follows:

1. CAP will provide necessary equipment for each employee's primary worksite.
2. If CAP requests or requires an employee to work a hybrid schedule, or if a hybrid schedule is part of a reasonable accommodation agreed upon through the ADA, CAP will provide necessary equipment for both the primary and alternate work site.
3. If an employee's hybrid work schedule is requested by the employee for reasons other than as an accommodation the employee may check out existing CAP equipment that is not being used by another employee and not reserved for an existing unfilled position.

16.5 Connection to CAP Systems: The employee must be able to connect with CAP's systems as needed to complete work tasks. The employee must connect with CAP's systems in a way that meets necessary security standards. If an employee is unable to connect with CAP's systems due to power or internet outages or any other reason, and is required to travel to a CAP facility to continue working, the employee will be paid for such travel time.

16.6 Request for Hybrid and Remote Work Schedules by the Employee: Hybrid and remote work scheduling reflects CAP's desire to promote safe and healthy work environments and to address issues of equity and accessibility in the workplace.

Employees who would like to request a hybrid or remote work schedule will provide their supervisor with the schedule they are requesting. The Employer will respond in writing to these requests within thirty (30) calendar days. In deciding whether to approve, deny, continue, or end an employee's remote or hybrid work schedule, management's considerations include:

- the portion of the employee's job duties that can be performed from an alternative worksite
- safety and security of the alternative worksite as attested to by the employee
- the employee's demonstrated inability to perform their job duties and collaborate effectively from the alternative worksite and/or from the office
- the specific schedule requested
- the need to have sufficient staff at CAP facilities to provide on-site service and support

16.7 Priority for Approving Hybrid and Remote Work Schedules: Staffing needs may limit the number of employees who can work from an alternative location on any given day. CAP will prioritize hybrid and remote schedules that are part of an accommodation agreed upon through the ADA interactive process.

16.8 Denial of Hybrid and Remote Work Schedules: If the employee's request for a hybrid or remote work schedule is denied the Employer will provide the Employee with a written reason for the denial. No request to work a hybrid schedule shall be arbitrarily denied.

16.9 Rescission of Hybrid and Remote Work Schedules by Employer: If CAP rescinds an employee's hybrid or remote work schedule, CAP will provide the employee with a written reason for the rescission. When practicable, CAP will provide an employee with a minimum of thirty (30) calendar days advance notice. If thirty (30) calendar days advance notice is not practicable, CAP will provide the employee a written reason why. CAP will provide no less than fourteen (14) calendar days advance notice before the employee is required to return to work full-time from a CAP facility.

16.10 Rescission of Hybrid and Remote Work Schedules by Employee: If the employee rescinds their hybrid or remote work schedule, they will provide CAP with a minimum of thirty (30) calendar days advance notice when practicable. The employee will provide no less than fourteen (14) calendar days advance notice. CAP will return an employee who rescinds their remote or hybrid work schedule to a CAP facility full-time as long as sufficient physical workspace is available at the CAP facility.

## **ARTICLE 17 - HOLIDAYS**

17.1. Holidays: The following are paid holidays for all regular employees:

New Year's Eve  
New Year's Day  
Martin Luther King Jr. Day  
Presidents' Day  
Memorial Day  
Juneteenth

## Independence Day

Labor Day  
Thanksgiving Day  
The day after Thanksgiving  
Christmas Eve Day  
Christmas Day

When one of these holidays occurs on a Saturday, the preceding Friday shall be recognized as the holiday. When one of these holidays occurs on a Sunday, the following Monday shall be recognized as the holiday.

Employees will be able to claim up to three (3) hours of holiday pay if they work on the Wednesday before Thanksgiving.

**17.2 Holiday Pay:** Holiday pay shall be the equivalent of eight (8) hours pay for regular full-time employees. Holiday pay for regular part-time employees shall be prorated according to the percentage of FTE as defined in the employee's job.

**17.3 Requirements for Holiday Pay:** An employee shall receive pay for a holiday provided they are in paid status on the regular scheduled workday immediately preceding the holiday and the regular scheduled work day following the holiday.

**17.4 Floating Holiday:** Each employee will be granted two (2) floating holidays per fiscal year. Floating holidays may be used at any point during the fiscal year they are granted, do not accrue year-to-year, and may not be cashed out.

**17.5 Work on a Holiday:** Employees who work on a holiday will receive eight (8) hours of pay for the holiday in addition to their regular pay for hours worked on that day.

## **ARTICLE 18 -VACATION:**

**18.1 Vacation Accrual:** Each regular full-time employee shall accrue vacation leave for each month (or half-month or pay-period) employed at the following rates:

Years Employment	Days Accrued Per Year of Employment	Hours Accrued Per Year of Employment
Year 1-2	16	128
Years 3 & above	21	168

Exempt part-time employees shall accrue vacation leave on a pro-rata basis based upon the percentage FTE reflected in their job description.

Hourly employees shall accrue vacation leave on a pro-rata basis based upon actual hours worked up to forty (40) hours per week.

18.2 Vacation Anniversary Date: Vacation anniversary date is the first (1<sup>st</sup>) day of work. Changes in the employee's vacation accrual rate shall occur in the pay period in which the employee's vacation anniversary date occurs.

18.3 Initial Hire Trial Employees: Employees accrue vacation during their initial hire trial period, however, they may not take paid leave. Upon successful completion of their first ninety (90) days of their six (6) month initial hire trial period, employees are then eligible to access accrued vacation leave since the first (1<sup>st</sup>) day of employment.

18.4 Maximum Accrual: Vacation accrual balances shall not exceed one hundred sixty eight (168) hours and stop accruing at that point. Vacation accrual balances shall be administered on a pro-rata basis for regular part-time employees based upon percentage FTE reflected in the employee's job description. The Employer



will provide employees written notice within fifteen (15) days of when the employee's accrual balance exceeds one hundred twenty (120) hours with encouragement to use their vacation time and a reminder that time accrued in excess of one hundred sixty eight (168) hours is lost. Notice shall be provided no more than once per month.

**18.5 Utilization:** Vacation leave may be taken upon prior written approval of the Employer and may not be taken in the pay period in which it is earned. Five (5) vacation days per year may be utilized for urgent personal business and may not require prior written approval but still require daily verbal notification to the supervisor. Vacation leave shall be scheduled at the employee's preference unless the Employer would be unable to meet CAP's operating requirements.

**18.6 Conflicting Requests:** In situations where employees have made conflicting requests, such conflicts shall be resolved on a first come/first serve basis. In the event there is a conflict among employees submitting requests at the same time, the employee with the greatest seniority shall be granted the request. Vacation leave shall be taken in no less than one-hour increments.

**18.7 Pay Out:** An employee who resigns with at least fourteen (14) days-notice or is terminated (unless the termination is for gross misconduct i.e. theft, intentional breach of confidentiality and/or violence) shall be paid for earned vacation leave accrued to the date of separation. An employee who is terminated for gross misconduct, or who resigns without fourteen (14) days-notice will lose and not be paid for all accrued, but unused vacation at the time of separation. This Section will not be interpreted to mean that pay out of accrued vacation would not be required by the Employer when an employee resigned and could not reasonably have provided fourteen (14) days-notice.

## **ARTICLE 19 - HEALTH LEAVE**

**19.1 Accrual:** Full-time employees will accrue health leave at the rate of eight (8) hours per month up to a maximum of two hundred and forty (240) hours. Regular part-time employees will accrue health leave on a prorated basis up to a maximum of two hundred (200) hours. Health leave earned will be credited to the employee's accrual after the completion of the pay period and may not be used in the pay period earned. Unused health leave will not be paid out to an employee upon separation from employment.

**19.2 Utilization of Health Leave:** Generally, health leave shall be used in hourly increments. Prior to taking a health day, the employee will, on a daily basis, notify their supervisor.

**19.3 Verification:** If the employee is absent in excess of three (3) days the Employer may require a statement by a health care provider to verify the employee's or family member's illness or to certify the employee's ability to return to work and perform the duties of their position.

**19.4 Wellness Leave Pool:** The Wellness Leave pool is accessible to regular full- or part-time employees who have a serious illness or injury of extended duration, and who have exhausted all accrued health and all but three (3) days of vacation leave. CAP retains the sole discretion to determine if a given situation meets the criteria to qualify for wellness leave.

- A. Wellness leave is not available to employees receiving compensation through Workers' Compensation, long-term disability or other compensation programs. Use of wellness leave is separate and distinct from obtaining a supervisors approval to take extended leave of any nature.
- B. During any fiscal year, employees may contribute in half-day increments a maximum of six (6) days of accrued vacation leave to the pool. Donations can be submitted at any time of year, and must be submitted via the CAP Wellness Leave Donation Form. Donations must be submitted in writing. Once donated, hours remain in the pool until accessed. Employees may not take back or cash out donated hours upon separation from employment at CAP. Records of donations made by employees will be kept and appear on an employees pay stub within a month after the donation is made.
- C. Requests for use of the pool are submitted in writing by, or on behalf of, an employee to their supervisor. All requests must include written verification from a licensed health care professional documenting the expected length of time needed for recovery or treatment, as well as the necessity of the employee to be away from work. CAP will provide written documentation of its decision to grant or not grant wellness leave to the requesting employee.
- D. Access to the pool is on a first-come first-serve basis. If the pool contains insufficient hours to meet a request in full, the hours available will be awarded to meet the request on a partial basis. Quarterly reports on the number of hours in the pool will be made by CAP to employees for the purpose of allowing employees to make donations and know how many hours are available. If during an employee's illness or treatment the pool is replenished, that employee will not receive wellness leave retroactively.
- E. A full time employee may request wellness leave in increments of not less than one (1) week and not more than two (2) months during any fiscal year. Awards are granted up to a maximum of two (2) week increments and re-evaluated for additional periods, if requested in writing by the employee. Part-time employees may request wellness leave on a prorated basis. Wellness leave requested is limited to an employee's recovery or treatment time as documented by a health care professional, and when an employee becomes eligible for short or long-term disability.

## **ARTICLE 20 - OTHER LEAVE - PAID**

**20.1 Jury Duty or Witness Leave:** When an employee is called for jury duty or is subpoenaed as a witness in a criminal matter, or in a civil matter arising from their employment at CAP, or in which CAP is either a defendant or plaintiff, such employee shall not suffer any loss of regular pay for such absence, provided the employee is not a plaintiff in a case where CAP is the defendant. A maximum of eighty (80) hours shall be paid by the Employer.

The employee shall not be required to transfer any compensation received for the performance of jury or witness duty to CAP unless they serve for a period longer than one week at which point they will transfer all compensation to CAP.

**20.2 Educational Leave:** A maximum of sixteen (16) hours of paid job-related educational leave, and payment of class costs and registration up to five hundred dollars (\$500) per year may be granted to regular employees who work 0.5 FTE or more, upon request and with the prior written approval of the employee's Departmental Director.

**20.3 Bereavement Leave:** In the event of the death of a person significant to the employee, staff may take up to five (5) days of paid bereavement leave, per death, up to two (2) times per fiscal year.

## **ARTICLE 21 - UNPAID LEAVE, MILITARY LEAVE, LIFE THREATENING OR TERMINAL ILLNESS:**

**21.1 Leave of Absence:** The Employer, at its sole discretion, may grant a leave of absence without pay, not to exceed six (6) months, to employees for any reasonable purpose. Employees who are granted leaves of absence of one (1) month but not more than six (6) months shall be returned to their former jobs upon the conclusion of the leave. Seniority shall be maintained. All personal leaves of absence shall be subject to the condition that the Employer may cancel the leave in an emergency upon prior written notice to the employee specifying the date of the termination of the leave.

**21.2 Military Leave:** Military Leave shall be granted in accordance with Federal and State law. Seniority shall be maintained.

**21.3 Life-Threatening or Terminal Illness:** Employees with life-threatening illness such as HIV disease, shall be permitted to continue working so long as they maintain an acceptable level of performance and medical documentation shows that continuing to work will not be harmful to their health. When an employee has exhausted all accrued leave and OFLA and FMLA, the Employer may grant a medical leave of absence without pay during which time the Employer may continue to pay health and life insurance premiums for a maximum of three (3) months. The Employer may extend the medical leave of absence and insurance at their sole discretion.

## **ARTICLE 22 - OREGON FAMILY LEAVE ACT (OFLA) \ FAMILY MEDICAL LEAVE ACT (FMLA)**

The employer agrees to abide by the applicable provisions of state or federal law regarding family medical leave, as set forth by the CAP Personnel Policy Manual.

**ARTICLE 23 - MEDICAL, DENTAL, VISION, AND OTHER BENEFITS**

**23.1 Medical:** The Employer shall, for the term of this Agreement and to the extent that insurance plans agree to provide coverage, provide and maintain fully-paid (100%) premiums for medical insurance for all employees working .50 FTE or more. Coverage shall be effective as soon as possible following the first (1<sup>st</sup>) day of work.

**23.2 Dental:** The Employer shall, for the term of this Agreement and to the extent that insurance plans agree to provide coverage, provide and maintain fully-paid (100%) premiums for dental insurance for all employees working .50 FTE or more. Coverage shall be effective as soon as possible following the first day of work.

**23.3 Vision:** The Employer shall, for the term of this Agreement and to the extent that insurance plans agree to provide coverage, provide and maintain fully-paid (100%) premiums for vision insurance coverage for all regular and part-time employees working .50 FTE or more. Coverage shall be effective as soon as possible following the first day of work.

**23.4 Benefit Plan Changes:** If the Employer chooses to make any reduction in benefits or increased cost to employee of more than 10% to any of the benefits outlined in Sections 23.1, 23.2, 23.3 or 23.10, the Employer will establish a benefits committee to review changes and make recommendations. Committee membership will allow for an equal number of management and Union representatives. The recommendations of the committee will be made available to the Union membership.

**23.5 Life:** The Employer shall provide life insurance for all regular and part-time employees working .50 FTE or more. Coverage shall be effective as soon as possible following the first day of work.

**23.6 Accidental Death and Dismemberment:** The Employer shall provide accidental death and dismemberment insurance for all employees working .50 FTE or more. Coverage shall be effective as soon as possible following the first day of work.

**23.7 Short-Term and Long-Term Disability:** The Employer shall provide short-term and long-term disability insurance for all regular and part-time employees working .50 FTE or more. Coverage shall be effective as soon as possible following the first day of work.

**23.8 Flex Account:** The Employer will maintain a flexible spending account (IRS 125 Plan) which will allow all employees to contribute pre-tax dollars to cover medical premiums, childcare expenses and unreimbursed medical expenses.

**23.9 On-the-Job-Injury:** Employees who are injured on-the-job shall be compensated in accordance with the requirements of the State Workers Compensation Act. Employees will not accrue vacation or sick leave while they are absent due to an on-the-job injury.

23.10 Retirement: Employees are eligible for the 401 (K) plan offered by CAP to employees for the term of the Agreement. The Employer shall provide a three percent (3%) matching contribution for the term of the Agreement.

**ARTICLE 24 - DISCIPLINE AND DISCHARGE:**

24.1 Progressive Discipline: Progressive Discipline is a process for dealing with job-related performance and behavior that does not meet expected and communicated standards, including but not limited to policy violations, failure to adequately perform job duties and/or requirements, or meet agency standards. It is designed to assist the employee to understand that a performance problem or opportunity for improvement exists, and assist them in correcting issues. The principles of progressive discipline shall be used and shall be imposed only for just cause. Formal discipline may include documented performance coaching, verbal, and written reprimands, reduction in pay, demotion, suspension with or without pay, and dismissal. The grievance and arbitration procedures set forth in this Agreement shall be the only procedure for resolving disputes concerning discipline and discharge. An employee who has been disciplined or discharged by the Employer shall be given a written statement outlining the charges and causes of the discipline.

Steps of Progressive Discipline:

- Step 1: Documented Coaching
- Step 2: First Documented Reprimand
- Step 3: Second Documented Reprimand
- Step 4: Suspension without pay and Final Written Warning
- Step 5: Termination of Employment

Active Disciplinary Status begins at Step 3 (Second Documented Reprimand). Management may in its discretion require a performance improvement plan at Step 3.

24.2 Disclaimer: The employee shall be required to sign all material that reflects negatively on the employee that is to be placed in the personnel file provided that the following disclaimer is included on the written material:

"The employee's signature confirms only that the supervisor has discussed and given a copy of the material to the employee. The employee's signature does not indicate agreement with the contents of this material."

24.3 Removal of Discipline from Personnel Records: Two (2) years after placement into a personnel file and at the request of the employee, records of disciplinary action, warnings, admonishments or reprimands related to minor infractions of work rules may be permanently removed from an employee's personnel file provided no subsequent, related entries have been made into the file. Minor infractions are defined as ones that do not compromise professional ethics, or the financial or legal accountabilities and responsibilities of the organization.

Infractions of work rules that are not minor but have been corrected to the

satisfaction of the employer will, at the request of the employee, have a

signed and dated letter of resolve from the employee's supervisor attached to the document.

**24.4 Employee Response:** Employees shall be allowed to provide a written response to any discipline they are given within thirty (30) days of the discipline. The written response shall be attached to the discipline placed in the employee's personnel file.

## **ARTICLE 25 -GRIEVANCES AND GRIEVANCE PROCEDURE**

**25.1 Grievance Defined:** A grievance is defined as an alleged violation of the terms and conditions of this Agreement by either party. The Employer and the Union endorse the general proposition that, whenever possible, grievances, complaints and other disputes shall be resolved at the lowest possible level of authority, and specifically between the Steward and the supervisor wherever possible. Both parties will extend efforts to establish a working relationship between the stewards and supervisors. If any grievances arise, including but not limited to a grievance concerning a discharge or a substantially excessive continuous workload, or a dispute regarding the interpretation of language, it shall be submitted to the following grievance procedure. Time limits set forth in the following steps may only be extended by mutual consent of the parties hereto.

**25.2 Step 1 - Supervisor:** The employee and the Union Steward, if requested by the employee, shall present the grievance in writing to the supervisor (which, depending on circumstances, may be the Chief Executive Officer) no later than thirty (30) calendar days after the event giving rise to the grievance. The supervisor shall respond in writing to the grievance within ten (10) calendar days of receipt of the grievance.

**25.3 Step 2 – Chief Executive Officer:** If the matter is not resolved at Step 1 to the employee's satisfaction, the grievance may be referred in writing to their Supervisor's Director (which, depending on circumstances, may be the Chief Executive Officer) or designee within seven (7) calendar days of the Step 1 response. Within fourteen (14) calendar days, a meeting shall occur between the Director or designee, the employee and the Union Steward and/or Union Organizer. Within fourteen (14) calendar days of that meeting, the Chief Executive Officer or designee will provide a written response.

25.3b Grievances filed by CAP Management shall be initiated at this step and filed with the Union President within thirty (30) calendar days after the event giving rise to the grievance. The Union President (or designee) and one Executive Committee Member and the Chief Executive Officer (or designee) shall meet within fourteen (14) calendar days. Within fourteen (14) calendar days of that meeting, the Union President (or designee) will provide a written response. If the matter is not resolved at Step 2 to Management's satisfaction Management may proceed to Step 4, Arbitration.

**25.4 Step 3 – Chief Executive Officer:** If the matter is not resolved at Step 2 to the employee's satisfaction, the grievance may be referred in writing to the Chief Executive

Officer or designee within seven (7) calendar days of the Step 2 response. Within fourteen (14) calendar days, a meeting shall occur between the Chief Executive Officer or designee, the employee and the Union Steward and/or Union Organizer. Within fourteen (14) calendar days of that meeting, the Chief Executive Officer or designee will provide a written response. If the Chief Executive Officer responded to the grievance at Step 2, Step 3 may be skipped.

25.5 Step 4 - Arbitration: If the grievance is not settled on the basis of the foregoing procedures, either the Employer or the Union may notify the other party, in writing, of their intent to submit the issue for arbitration within twenty one (21) calendar days following the receipt of the Chief Executive Officer's response or the response of the Union President. If the Employer and the Union fail to agree on an arbitrator within fourteen (14) days, a list of eleven (11) arbitrators shall be requested from the Federal Mediation and Conciliation Service. The parties shall thereupon alternate in striking a name from the panel until one name remains. The person whose name remains shall be the arbitrator. The arbitrator's decision shall be final and binding on all parties. The arbitrator shall have no authority to add to, subtract from, or otherwise change or modify the provisions of this Agreement, but shall be authorized only to interpret existing provisions of this Agreement as they may apply to the specific facts of the issue in dispute. Each party shall bear one-half (1/2) of the fee of the arbitrator and any other expense jointly incurred incident to the arbitration hearing. All other expenses shall be borne by the party incurring them and neither party shall be responsible for the expense of witnesses called by the other party.

25.6 Suspension, Demotion and Discharge: Suspension, demotion or discharge grievances will be submitted at Step Two (2) and then proceed through the grievance/arbitration procedure. Discharge grievances shall be submitted at Step Two within fourteen (14) calendar days.

25.7 Equity and Inclusion: For any step in the grievance process, the aggrieved employee may request the attendance of any employee on the People & Culture Team to attend a grievance meeting.

## **Article 26 - JOINT LABOR MANAGEMENT COLLABORATION**

26.1 CAP and the Union agree that the best outcomes for the agency, for our clients, and for our employees can be achieved when management and labor work collaboratively to identify opportunities for continual improvement and to address challenges. Both CAP and the Union agree that central to the success of collaborative efforts are timely two-way communications and respectful working relationships. As such, the parties agree to convene working groups on an as-needed basis that may be used to come up with recommendations related - but not limited to - CAP services, organizational culture, employee morale, employee safety, client needs, opportunities for advancement, and/or agency operations.

Such working groups shall have no authority to change any of the provisions of this Agreement, including all managerial prerogatives as defined under Article 4, Managerial Prerogative or elsewhere. The working groups shall have the authority to



develop recommendations related to topic areas for which they are convened. While recommendations are not binding upon Union or Management, both parties agree to

ensure thorough review and consideration of such recommendations. This work group process is not intended to prevent timely management decisions.

**26.2 Convening & Communications:** Working groups can be convened by either Management or the Union, but require at least two (2) representatives of each to call for the convening of any new working group. Where represented staff has an interest in convening a working group, but are unable to get two members of management signed on, they can over-ride and require the convening of a working group by getting more than fifty (50%) of represented staff to petition for such working group. On such occasions, the fifty percent (50%) petition shall result in the requirement of a working group to be convened. Working groups shall meet at a frequency and time as agreed upon by its members and will only continue to be recognized as valid under this Article through the formal documentation of minutes.

**26.3 Composition:** The working groups shall require at least two (2) union and two (2) management representatives to participate to be considered officially recognized under this Article. Where a working group has been convened via petition of fifty percent (50%) of represented staff, Management shall be obligated to ensure two (2) representatives participate in said working group. Working groups can be dissolved at any time when fifty percent (50%) plus one (1) of the attendees at an agreed-upon scheduled meeting vote to do so.

**26.4 Pay Status:** The working groups shall meet during regular business hours and all participating staff shall be paid their regular rate of pay for time invested.

## **ARTICLE 27 - NO STRIKE. NO LOCKOUT**

**27.1 No Strike:** During the term of this Agreement, neither the Union nor its members, agents, representatives, employees or persons acting in concert with them shall incite, encourage, or participate in any strike, sympathy strike, walkout, slowdown or other work stoppage of any nature. In the event of any strike, sympathy strike, walkout, slowdown or work stoppage or threat thereof, the Union and its officers will do everything within their power to end or avert such action. Any employee participating in any strike, sympathy strike, walkout, slowdown or other work stoppage may be subject to discipline up to and including immediate dismissal.

**27.2 No Lockout:** No lockouts shall be entered upon by the Employer for the term of this Agreement.

## **ARTICLE 28 - COMPLETE AGREEMENT**

The parties acknowledge that each has had the right and opportunity to make demands and proposals with respect to any matter deemed a proper subject for collective bargaining. The results are set forth in this Agreement. Therefore, the Employer and the Union each voluntarily agree to waive the right to oblige the other party to bargain with respect to any subject specifically discussed during negotiations or covered in this Agreement unless mutually agreed otherwise.

**ARTICLE 29 -SEPARABILITY**

If an article of this Agreement should be held invalid by operation of law, or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any article should be restrained by such tribunal, the remainder of this Agreement shall not be affected thereby. Within thirty (30) days of invalidation either party may request in writing to renegotiate the invalidated provision.

**ARTICLE 30 - DURATION**

This Agreement shall be effective as of October 1, 2022 and shall continue in full force and effect until September 30, 2024. Should either party desire to modify or terminate this Agreement, it shall serve written notice at least one hundred and twenty (120) days prior to the expiration date with bargaining beginning no later than ninety (90) days before the expiration date.

<b><u>FOR CASCADE AIDS PROJECT:</u></b>	<b><u>FOR SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 503, OPEU:</u></b>
<u>Emily Gilliland</u> Emily Gilliland, Interim Chief Executive Officer	<u>Troy Preble</u> Troy Preble, Bargaining Team
<u>Eli Gall</u>	<u>Adie Steckel</u> Adie Steckel, Bargaining Team
<u>John Domingo</u>	<u>Lynsley Rollins</u> Lynsley Rollins, Bargaining Team
<u>Kristi Addis</u>	<u>Lif Bowers</u> Lif Bowers, Bargaining Team
<u>Adrian Cook</u>	<u>Kristine Kingstadt Deagle</u> Kristine Kingstadt Deagle, Bargaining Team
<u>Crystal Barber</u>	<u>Hayden Fawcett</u> Hayden Fawcett, Bargaining Team
	<u>Melissa Unger</u> Melissa Unger, Executive Director, SEIU Local 503
	<u>Aaron Giesa</u> Aaron Giesa, Spokesperson, SEIU Local 503

**Appendix A: Wages****Hourly wages as of 7/1/2023**

<b>Job Title</b>	<b>Range</b>	<b>Step 1 Hourly</b>	<b>Step 2 Hourly</b>	<b>Step 3 Hourly</b>	<b>Step 4 Hourly</b>	<b>Step 5 Hourly</b>	<b>Step 6 Hourly</b>
Caregiver	CAPR1	\$21.04	\$21.79	\$22.54	\$23.29	\$24.04	\$24.79
Flex Caregiver	CAPR1	\$21.04	\$21.79	\$22.54	\$23.29	\$24.04	\$24.79
Housekeeper / Caregiver	CAPR1	\$21.04	\$21.79	\$22.54	\$23.29	\$24.04	\$24.79
Kitchen Assistant	CAPR1	\$21.04	\$21.79	\$22.54	\$23.29	\$24.04	\$24.79
Life Enrichment Assistant	CAPR1	\$21.04	\$21.79	\$22.54	\$23.29	\$24.04	\$24.79
Receptionist	CAPR1	\$21.04	\$21.79	\$22.54	\$23.29	\$24.04	\$24.79
Flex Medication Technician	CAPR1	\$21.04	\$21.79	\$22.54	\$23.29	\$24.04	\$24.79
Caregiver & Medication Technician	CAPR1	\$21.04	\$21.79	\$22.54	\$23.29	\$24.04	\$24.79
Senior Kitchen Assistant	CAPR1	\$21.04	\$21.79	\$22.54	\$23.29	\$24.04	\$24.79
Medical Receptionist	CAPR1	\$21.04	\$21.79	\$22.54	\$23.29	\$24.04	\$24.79
Employment Services Coordinator	CAPR2	\$21.54	\$22.29	\$23.04	\$23.79	\$24.54	\$25.29
Certified Medication Aide	CAPR3	\$22.04	\$22.79	\$23.54	\$24.29	\$25.04	\$25.79
SW WA Employment & Support Specialist	CAPR3	\$22.04	\$22.79	\$23.54	\$24.29	\$25.04	\$25.79
Aging Well Program Asst	CAPR3	\$22.04	\$22.79	\$23.54	\$24.29	\$25.04	\$25.79
Benefits Navigator	CAPR3	\$22.04	\$22.79	\$23.54	\$24.29	\$25.04	\$25.79
Carelink Navigator	CAPR3	\$22.04	\$22.79	\$23.54	\$24.29	\$25.04	\$25.79
Certified Recovery Mentor	CAPR3	\$22.04	\$22.79	\$23.54	\$24.29	\$25.04	\$25.79
Cowlitz County Peer Navigator	CAPR3	\$22.04	\$22.79	\$23.54	\$24.29	\$25.04	\$25.79
HIV/STI Testing Counselor	CAPR3	\$22.04	\$22.79	\$23.54	\$24.29	\$25.04	\$25.79
Housing and Employment Specialist	CAPR3	\$22.04	\$22.79	\$23.54	\$24.29	\$25.04	\$25.79
Housing Case Manager	CAPR3	\$22.04	\$22.79	\$23.54	\$24.29	\$25.04	\$25.79
Housing Case Manager Project Partnership	CAPR3	\$22.04	\$22.79	\$23.54	\$24.29	\$25.04	\$25.79
Housing Navigator	CAPR3	\$22.04	\$22.79	\$23.54	\$24.29	\$25.04	\$25.79
Housing Program Assistant	CAPR3	\$22.04	\$22.79	\$23.54	\$24.29	\$25.04	\$25.79
Housing Services Specialist	CAPR3	\$22.04	\$22.79	\$23.54	\$24.29	\$25.04	\$25.79
Peer Navigator	CAPR3	\$22.04	\$22.79	\$23.54	\$24.29	\$25.04	\$25.79
Peer Recovery Mentor	CAPR3	\$22.04	\$22.79	\$23.54	\$24.29	\$25.04	\$25.79
Peer Support Specialist	CAPR3	\$22.04	\$22.79	\$23.54	\$24.29	\$25.04	\$25.79
Peer Support Specialist - HIV Day Center	CAPR3	\$22.04	\$22.79	\$23.54	\$24.29	\$25.04	\$25.79
Peer Support Specialist - Housing Retention	CAPR3	\$22.04	\$22.79	\$23.54	\$24.29	\$25.04	\$25.79
Peer Support specialist - Trans+/Gender Divers Services	CAPR3	\$22.04	\$22.79	\$23.54	\$24.29	\$25.04	\$25.79

Prep Navigator	CAPR3	\$22.04	\$22.79	\$23.54	\$24.29	\$25.04	\$25.79
Prevention Navigator	CAPR3	\$22.04	\$22.79	\$23.54	\$24.29	\$25.04	\$25.79
Prevention Program Specialist	CAPR3	\$22.04	\$22.79	\$23.54	\$24.29	\$25.04	\$25.79
Program Assistant	CAPR3	\$22.04	\$22.79	\$23.54	\$24.29	\$25.04	\$25.79
Behavioral Health Program Coordinator	CAPR4	\$22.54	\$23.29	\$24.04	\$24.79	\$25.54	\$26.29
Panel Coordinator	CAPR4	\$22.54	\$23.29	\$24.04	\$24.79	\$25.54	\$26.29
Bilingual Housing Navigator	CAPR4	\$22.54	\$23.29	\$24.04	\$24.79	\$25.54	\$26.29
Bilingual MAI Latinx Services Navigator	CAPR4	\$22.54	\$23.29	\$24.04	\$24.79	\$25.54	\$26.29
Bilingual PrEP Navigator	CAPR4	\$22.54	\$23.29	\$24.04	\$24.79	\$25.54	\$26.29
Bilingual Housing Case Manager	CAPR4	\$22.54	\$23.29	\$24.04	\$24.79	\$25.54	\$26.29
Bilingual MAI Latinx Health & Housing Services Specialist	CAPR4	\$22.54	\$23.29	\$24.04	\$24.79	\$25.54	\$26.29
Community Services Assistant	CAPR5	\$23.04	\$23.79	\$24.54	\$25.29	\$26.04	\$26.79
Community Services Associate	CAPR5	\$23.04	\$23.79	\$24.54	\$25.29	\$26.04	\$26.79
Certified Alcohol and Drug Counselor	CAPR7	\$24.04	\$24.79	\$25.54	\$26.29	\$27.04	\$27.79
Referral Coordinator	CAPR7	\$24.04	\$24.79	\$25.54	\$26.29	\$27.04	\$27.79
Aging Well Program Coordinator	CAPR7	\$24.04	\$24.79	\$25.54	\$26.29	\$27.04	\$27.79
Covid Support Navigation Coordinator	CAPR7	\$24.04	\$24.79	\$25.54	\$26.29	\$27.04	\$27.79
Emergency Rent Assistance Coordinator	CAPR7	\$24.04	\$24.79	\$25.54	\$26.29	\$27.04	\$27.79
HIV/STI Prevention Coordinator	CAPR7	\$24.04	\$24.79	\$25.54	\$26.29	\$27.04	\$27.79
Housing Readiness Coordinator	CAPR7	\$24.04	\$24.79	\$25.54	\$26.29	\$27.04	\$27.79
Lead Caregiver & Medication Technician	CAPR7	\$24.04	\$24.79	\$25.54	\$26.29	\$27.04	\$27.79
Prevention Services Coordinator	CAPR7	\$24.04	\$24.79	\$25.54	\$26.29	\$27.04	\$27.79
Service Center Coordinator	CAPR7	\$24.04	\$24.79	\$25.54	\$26.29	\$27.04	\$27.79
Zeroing In Prevention Coordinator	CAPR7	\$24.04	\$24.79	\$25.54	\$26.29	\$27.04	\$27.79
Warehouse Coordinator	CAPR8	\$24.54	\$25.29	\$26.04	\$26.79	\$27.54	\$28.29
Bilingual HIV/STI Prevention Coordinator	CAPR8	\$24.54	\$25.29	\$26.04	\$26.79	\$27.54	\$28.29
Referral and Release Specialist	CAPR8	\$24.54	\$25.29	\$26.04	\$26.79	\$27.54	\$28.29
NHCP Case Worker	CAPR9	\$25.04	\$25.79	\$26.54	\$27.29	\$28.04	\$28.79
NHCP Outreach Case Worker	CAPR9	\$25.04	\$25.79	\$26.54	\$27.29	\$28.04	\$28.79
Operations-IT Coordinator	CAPR9	\$25.04	\$25.79	\$26.54	\$27.29	\$28.04	\$28.79
Volunteer Resource Coordinator	CAPR9	\$25.04	\$25.79	\$26.54	\$27.29	\$28.04	\$28.79
Development Admin Assistant	CAPR9	\$25.04	\$25.79	\$26.54	\$27.29	\$28.04	\$28.79
Development Associate	CAPR9	\$25.04	\$25.79	\$26.54	\$27.29	\$28.04	\$28.79
Event & Development Coordinator	CAPR9	\$25.04	\$25.79	\$26.54	\$27.29	\$28.04	\$28.79

## Marketing Communications

Associate	CAPR9	\$25.04	\$25.79	\$26.54	\$27.29	\$28.04	\$28.79
Client Services Specialist	CAPR9	\$25.04	\$25.79	\$26.54	\$27.29	\$28.04	\$28.79
Certified Medical Assistant I	CAPR10	\$25.54	\$26.29	\$27.04	\$27.79	\$28.54	\$29.29
Prevention Services & Data							
Coordinator	CAPR10	\$25.54	\$26.29	\$27.04	\$27.79	\$28.54	\$29.29
Medical Case Manager	CAPR11	\$26.04	\$26.79	\$27.54	\$28.29	\$29.04	\$29.79
WA Latino Services Navigator	CAPR11	\$26.04	\$26.79	\$27.54	\$28.29	\$29.04	\$29.79
Bilingual Medical Case Manager	CAPR11	\$26.04	\$26.79	\$27.54	\$28.29	\$29.04	\$29.79
Certified Medical Assistant II	CAPR13	\$27.04	\$27.79	\$28.54	\$29.29	\$30.04	\$30.79
Donor Relations Specialist	CAPR14	\$27.54	\$28.29	\$29.04	\$29.79	\$30.54	\$31.29
Clinic Operations & IT Coordinator	CAPR15	\$28.04	\$28.79	\$29.54	\$30.29	\$31.04	\$31.79
Certified Medical Assistant III	CAPR16	\$28.54	\$29.29	\$30.04	\$30.79	\$31.54	\$32.29
Grants Specialist	CAPR16	\$28.54	\$29.29	\$30.04	\$30.79	\$31.54	\$32.29
Clinical Case Manager	CAPR17	\$29.04	\$29.79	\$30.54	\$31.29	\$32.04	\$32.79
Behavioral Hlth Therapist I	CAPR17	\$29.04	\$29.79	\$30.54	\$31.29	\$32.04	\$32.79
EHR Support Analyst	CAPR19	\$30.04	\$30.79	\$31.54	\$32.29	\$33.04	\$33.79
Contract Data Support Specialist	CAPR19	\$30.04	\$30.79	\$31.54	\$32.29	\$33.04	\$33.79
Behavioral Hlth Therapist II	CAPR21	\$31.04	\$31.79	\$32.54	\$33.29	\$34.04	\$34.79
Compliance Officer	CAPR22	\$31.54	\$32.29	\$33.04	\$33.79	\$34.54	\$35.29
Residential Care Licensed Practical							
Nurse	CAPR23	\$32.04	\$32.79	\$33.54	\$34.29	\$35.04	\$35.79
Behavioral Hlth Therapist III	CAPR25	\$33.04	\$33.79	\$34.54	\$35.29	\$36.04	\$36.79
Rural Health Case Manager	CAPR26	\$33.54	\$34.29	\$35.04	\$35.79	\$36.54	\$37.29
Flex Residential Care Registered							
Nurse	CAPR35	\$38.04	\$38.79	\$39.54	\$40.29	\$41.04	\$41.79
Residential Care Registered Nurse	CAPR35	\$38.04	\$38.79	\$39.54	\$40.29	\$41.04	\$41.79
RN Gender Care Coordinator	CAPR40	\$42.04	\$42.79	\$43.54	\$44.29	\$45.04	\$45.79
Clinic Registered Nurse	CAPR45	\$43.04	\$43.79	\$44.54	\$45.29	\$46.04	\$46.79

**Monthly Wages as of 7/1/23**

<b>Job Title</b>	<b>Range</b>	<b>Step 1 Monthly</b>	<b>Step 2 Monthly</b>	<b>Step 3 Monthly</b>	<b>Step 4 Monthly</b>	<b>Step 5 Monthly</b>	<b>Step 6 Monthly</b>
Caregiver	CAPR1	\$3,646.93	\$3,776.93	\$3,906.93	\$4,036.93	\$4,166.93	\$4,296.93
Flex Caregiver	CAPR1	\$3,646.93	\$3,776.93	\$3,906.93	\$4,036.93	\$4,166.93	\$4,296.93
Housekeeper / Caregiver	CAPR1	\$3,646.93	\$3,776.93	\$3,906.93	\$4,036.93	\$4,166.93	\$4,296.93
Kitchen Assistant	CAPR1	\$3,646.93	\$3,776.93	\$3,906.93	\$4,036.93	\$4,166.93	\$4,296.93
Life Enrichment Assistant	CAPR1	\$3,646.93	\$3,776.93	\$3,906.93	\$4,036.93	\$4,166.93	\$4,296.93
Receptionist	CAPR1	\$3,646.93	\$3,776.93	\$3,906.93	\$4,036.93	\$4,166.93	\$4,296.93
Flex Medication Technician	CAPR1	\$3,646.93	\$3,776.93	\$3,906.93	\$4,036.93	\$4,166.93	\$4,296.93
Caregiver & Medication Technician	CAPR1	\$3,646.93	\$3,776.93	\$3,906.93	\$4,036.93	\$4,166.93	\$4,296.93
Senior Kitchen Assistant	CAPR1	\$3,646.93	\$3,776.93	\$3,906.93	\$4,036.93	\$4,166.93	\$4,296.93
Medical Receptionist	CAPR1	\$3,646.93	\$3,776.93	\$3,906.93	\$4,036.93	\$4,166.93	\$4,296.93
Employment Services Coordinator	CAPR2	\$3,733.60	\$3,863.60	\$3,993.60	\$4,123.60	\$4,253.60	\$4,383.60
Certified Medication Aide	CAPR3	\$3,820.27	\$3,950.27	\$4,080.27	\$4,210.27	\$4,340.27	\$4,470.27
SW WA Employment & Support Specialist	CAPR3	\$3,820.27	\$3,950.27	\$4,080.27	\$4,210.27	\$4,340.27	\$4,470.27
Aging Well Program Asst	CAPR3	\$3,820.27	\$3,950.27	\$4,080.27	\$4,210.27	\$4,340.27	\$4,470.27
Benefits Navigator	CAPR3	\$3,820.27	\$3,950.27	\$4,080.27	\$4,210.27	\$4,340.27	\$4,470.27
Carelink Navigator	CAPR3	\$3,820.27	\$3,950.27	\$4,080.27	\$4,210.27	\$4,340.27	\$4,470.27
Certified Recovery Mentor	CAPR3	\$3,820.27	\$3,950.27	\$4,080.27	\$4,210.27	\$4,340.27	\$4,470.27
Cowlitz County Peer Navigator	CAPR3	\$3,820.27	\$3,950.27	\$4,080.27	\$4,210.27	\$4,340.27	\$4,470.27
HIV/STI Testing Counselor	CAPR3	\$3,820.27	\$3,950.27	\$4,080.27	\$4,210.27	\$4,340.27	\$4,470.27
Housing and Employment Specialist	CAPR3	\$3,820.27	\$3,950.27	\$4,080.27	\$4,210.27	\$4,340.27	\$4,470.27
Housing Case Manager	CAPR3	\$3,820.27	\$3,950.27	\$4,080.27	\$4,210.27	\$4,340.27	\$4,470.27
Housing Case Manager Project Partnership	CAPR3	\$3,820.27	\$3,950.27	\$4,080.27	\$4,210.27	\$4,340.27	\$4,470.27
Housing Navigator	CAPR3	\$3,820.27	\$3,950.27	\$4,080.27	\$4,210.27	\$4,340.27	\$4,470.27
Housing Program Assistant	CAPR3	\$3,820.27	\$3,950.27	\$4,080.27	\$4,210.27	\$4,340.27	\$4,470.27
Housing Services Specialist	CAPR3	\$3,820.27	\$3,950.27	\$4,080.27	\$4,210.27	\$4,340.27	\$4,470.27

Peer Navigator	CAPR3	\$3,820.27	\$3,950.27	\$4,080.27	\$4,210.27	\$4,340.27	\$4,470.27
Peer Recovery Mentor	CAPR3	\$3,820.27	\$3,950.27	\$4,080.27	\$4,210.27	\$4,340.27	\$4,470.27
Peer Support Specialist	CAPR3	\$3,820.27	\$3,950.27	\$4,080.27	\$4,210.27	\$4,340.27	\$4,470.27
Peer Support Specialist - HIV Day Center	CAPR3	\$3,820.27	\$3,950.27	\$4,080.27	\$4,210.27	\$4,340.27	\$4,470.27
Peer Support Specialist - Housing Retention	CAPR3	\$3,820.27	\$3,950.27	\$4,080.27	\$4,210.27	\$4,340.27	\$4,470.27
Peer Support specialist - Trans+/Gender Divers Services	CAPR3	\$3,820.27	\$3,950.27	\$4,080.27	\$4,210.27	\$4,340.27	\$4,470.27
Prep Navigator	CAPR3	\$3,820.27	\$3,950.27	\$4,080.27	\$4,210.27	\$4,340.27	\$4,470.27
Prevention Navigator	CAPR3	\$3,820.27	\$3,950.27	\$4,080.27	\$4,210.27	\$4,340.27	\$4,470.27
Prevention Program Specialist	CAPR3	\$3,820.27	\$3,950.27	\$4,080.27	\$4,210.27	\$4,340.27	\$4,470.27
Program Assistant Behavioral Health	CAPR3	\$3,820.27	\$3,950.27	\$4,080.27	\$4,210.27	\$4,340.27	\$4,470.27
Program Coordinator	CAPR4	\$3,906.93	\$4,036.93	\$4,166.93	\$4,296.93	\$4,426.93	\$4,556.93
Panel Coordinator	CAPR4	\$3,906.93	\$4,036.93	\$4,166.93	\$4,296.93	\$4,426.93	\$4,556.93
Bilingual Housing Navigator	CAPR4	\$3,906.93	\$4,036.93	\$4,166.93	\$4,296.93	\$4,426.93	\$4,556.93
Bilingual MAI Latinx Services Navigator	CAPR4	\$3,906.93	\$4,036.93	\$4,166.93	\$4,296.93	\$4,426.93	\$4,556.93
Bilingual PrEP Navigator	CAPR4	\$3,906.93	\$4,036.93	\$4,166.93	\$4,296.93	\$4,426.93	\$4,556.93
Bilingual Housing Case Manager	CAPR4	\$3,906.93	\$4,036.93	\$4,166.93	\$4,296.93	\$4,426.93	\$4,556.93
Bilingual MAI Latinx Health & Housing Services Specialist	CAPR4	\$3,906.93	\$4,036.93	\$4,166.93	\$4,296.93	\$4,426.93	\$4,556.93
Community Services Assistant	CAPR5	\$3,993.60	\$4,123.60	\$4,253.60	\$4,383.60	\$4,513.60	\$4,643.60
Community Services Associate	CAPR5	\$3,993.60	\$4,123.60	\$4,253.60	\$4,383.60	\$4,513.60	\$4,643.60
Certified Alcohol and Drug Counselor	CAPR7	\$4,166.93	\$4,296.93	\$4,426.93	\$4,556.93	\$4,686.93	\$4,816.93
Referral Coordinator	CAPR7	\$4,166.93	\$4,296.93	\$4,426.93	\$4,556.93	\$4,686.93	\$4,816.93
Aging Well Program Coordinator	CAPR7	\$4,166.93	\$4,296.93	\$4,426.93	\$4,556.93	\$4,686.93	\$4,816.93
Covid Support Navigation Coordinator	CAPR7	\$4,166.93	\$4,296.93	\$4,426.93	\$4,556.93	\$4,686.93	\$4,816.93
Emergency Rent Assistance Coordinator	CAPR7	\$4,166.93	\$4,296.93	\$4,426.93	\$4,556.93	\$4,686.93	\$4,816.93
HIV/STI Prevention Coordinator	CAPR7	\$4,166.93	\$4,296.93	\$4,426.93	\$4,556.93	\$4,686.93	\$4,816.93



Housing Readiness Coordinator	CAPR7	\$4,166.93	\$4,296.93	\$4,426.93	\$4,556.93	\$4,686.93	\$4,816.93
Lead Caregiver & Medication Technician	CAPR7	\$4,166.93	\$4,296.93	\$4,426.93	\$4,556.93	\$4,686.93	\$4,816.93
Prevention Services Coordinator	CAPR7	\$4,166.93	\$4,296.93	\$4,426.93	\$4,556.93	\$4,686.93	\$4,816.93
Service Center Coordinator	CAPR7	\$4,166.93	\$4,296.93	\$4,426.93	\$4,556.93	\$4,686.93	\$4,816.93
Zeroing In Prevention Coordinator	CAPR7	\$4,166.93	\$4,296.93	\$4,426.93	\$4,556.93	\$4,686.93	\$4,816.93
Warehouse Coordinator	CAPR8	\$4,253.60	\$4,383.60	\$4,513.60	\$4,643.60	\$4,773.60	\$4,903.60
Bilingual HIV/STI Prevention Coordinator	CAPR8	\$4,253.60	\$4,383.60	\$4,513.60	\$4,643.60	\$4,773.60	\$4,903.60
Referral and Release Specialist	CAPR8	\$4,253.60	\$4,383.60	\$4,513.60	\$4,643.60	\$4,773.60	\$4,903.60
NHCP Case Worker	CAPR9	\$4,340.27	\$4,470.27	\$4,600.27	\$4,730.27	\$4,860.27	\$4,990.27
NHCP Outreach Case Worker	CAPR9	\$4,340.27	\$4,470.27	\$4,600.27	\$4,730.27	\$4,860.27	\$4,990.27
Operations-IT Coordinator	CAPR9	\$4,340.27	\$4,470.27	\$4,600.27	\$4,730.27	\$4,860.27	\$4,990.27
Volunteer Resource Coordinator	CAPR9	\$4,340.27	\$4,470.27	\$4,600.27	\$4,730.27	\$4,860.27	\$4,990.27
Development Admin Assistant	CAPR9	\$4,340.27	\$4,470.27	\$4,600.27	\$4,730.27	\$4,860.27	\$4,990.27
Development Associate	CAPR9	\$4,340.27	\$4,470.27	\$4,600.27	\$4,730.27	\$4,860.27	\$4,990.27
Event & Development Coordinator	CAPR9	\$4,340.27	\$4,470.27	\$4,600.27	\$4,730.27	\$4,860.27	\$4,990.27
Marketing Communications Associate	CAPR9	\$4,340.27	\$4,470.27	\$4,600.27	\$4,730.27	\$4,860.27	\$4,990.27
Client Services Specialist	CAPR9	\$4,340.27	\$4,470.27	\$4,600.27	\$4,730.27	\$4,860.27	\$4,990.27
Certified Medical Assistant I	CAPR10	\$4,426.93	\$4,556.93	\$4,686.93	\$4,816.93	\$4,946.93	\$5,076.93
Prevention Services & Data Coordinator	CAPR10	\$4,426.93	\$4,556.93	\$4,686.93	\$4,816.93	\$4,946.93	\$5,076.93
Medical Case Manager	CAPR11	\$4,513.60	\$4,643.60	\$4,773.60	\$4,903.60	\$5,033.60	\$5,163.60
WA Latino Services Navigator	CAPR11	\$4,513.60	\$4,643.60	\$4,773.60	\$4,903.60	\$5,033.60	\$5,163.60
Bilingual Medical Case Manager	CAPR11	\$4,513.60	\$4,643.60	\$4,773.60	\$4,903.60	\$5,033.60	\$5,163.60
Certified Medical Assistant II	CAPR13	\$4,686.93	\$4,816.93	\$4,946.93	\$5,076.93	\$5,206.93	\$5,336.93
Donor Relations Specialist	CAPR14	\$4,773.60	\$4,903.60	\$5,033.60	\$5,163.60	\$5,293.60	\$5,423.60

Clinic Operations & IT Coordinator	CAPR15	\$4,860.27	\$4,990.27	\$5,120.27	\$5,250.27	\$5,380.27	\$5,510.27
Certified Medical Assistant III	CAPR16	\$4,946.93	\$5,076.93	\$5,206.93	\$5,336.93	\$5,466.93	\$5,596.93
Grants Specialist	CAPR16	\$4,946.93	\$5,076.93	\$5,206.93	\$5,336.93	\$5,466.93	\$5,596.93
Clinical Case Manager Behavioral Hlth	CAPR17	\$5,033.60	\$5,163.60	\$5,293.60	\$5,423.60	\$5,553.60	\$5,683.60
Therapist I	CAPR17	\$5,033.60	\$5,163.60	\$5,293.60	\$5,423.60	\$5,553.60	\$5,683.60
EHR Support Analyst	CAPR19	\$5,206.93	\$5,336.93	\$5,466.93	\$5,596.93	\$5,726.93	\$5,856.93
Contract Data Support Specialist Behavioral Hlth	CAPR19	\$5,206.93	\$5,336.93	\$5,466.93	\$5,596.93	\$5,726.93	\$5,856.93
Therapist II	CAPR21	\$5,380.27	\$5,510.27	\$5,640.27	\$5,770.27	\$5,900.27	\$6,030.27
Compliance Officer Residential Care	CAPR22	\$5,466.93	\$5,596.93	\$5,726.93	\$5,856.93	\$5,986.93	\$6,116.93
Licensed Practical Nurse Behavioral Hlth	CAPR23	\$5,553.60	\$5,683.60	\$5,813.60	\$5,943.60	\$6,073.60	\$6,203.60
Therapist III	CAPR25	\$5,726.93	\$5,856.93	\$5,986.93	\$6,116.93	\$6,246.93	\$6,376.93
Rural Health Case Manager	CAPR26	\$5,813.60	\$5,943.60	\$6,073.60	\$6,203.60	\$6,333.60	\$6,463.60
Flex Residential Care							
Registered Nurse Residential Care	CAPR35	\$6,593.60	\$6,723.60	\$6,853.60	\$6,983.60	\$7,113.60	\$7,243.60
Registered Nurse RN Gender Care	CAPR35	\$6,593.60	\$6,723.60	\$6,853.60	\$6,983.60	\$7,113.60	\$7,243.60
Coordinator	CAPR40	\$7,286.93	\$7,416.93	\$7,546.93	\$7,676.93	\$7,806.93	\$7,936.93
Clinic Registered Nurse	CAPR45	\$7,460.27	\$7,590.27	\$7,720.27	\$7,850.27	\$7,980.27	\$8,110.27