

## **Letter of Agreement between SEIU, Local 503 and Prestige Care Inc. Regarding CNA Mentor Compensation**

The parties, the Service Employee International Union, Local 503 (SEIU) and Prestige Care (Prestige) enter into the following agreement regarding CNA Mentor Compensation in unionized facilities represented by SEIU 503.

- 1) It is a goal that each center will identify a minimum of one (1) mentor per shift. Prestige will have the right to select the mentors at their individual center by following the general criteria outlined below and any framework developed through the SLMC process between SEIU and Prestige. Prestige will keep an updated list of all mentors and will be provided upon request.

Mentor Criteria:

- a) A Bargaining Unit Employee who is willing to be a mentor.
  - b) Must have successfully completed the probationary period
  - c) Preferred seniority of at least 1 year with Prestige.
  - d) Other considerations include but not limited to Performance, time management, experience, attendance.
- 2) Prestige and SEIU recognize that each new CNA will have different training needs. Prestige will be flexible in evaluating the individual training needs for each CNA.
    - a) Prestige will generally offer a minimum three (3) training shifts for each new CNA. Additional training shifts may be added as needed based on the team member's individual training needed.
    - b) Prestige will attempt to check-in with the assigned Mentor to get feedback on the team member's progress before placing the team member on the floor.
  - 3) Prestige can adjust the Mentor Program guidelines, procedures and documents as required to fit individual facilities operational needs. Prestige will notify SEIU of any changes to the program and SEIU may request to meet and confer regarding these changes at either the next facility LMC or State LMC meeting.
  - 4) This LOA establishes minimum compensation levels for mentors at Prestige facilities. Individual facilities can establish hourly compensation levels or increased bonus pay above the minimums outlined below, so long as they are applied equally to all mentors within that facility.
  - 5) Mentors will be paid an additional \$2.00 per hour for every hour worked where they are training new employees during their initial orientation.
    - a) The \$2.00 per hour increase will remain the same regardless of the number of new employees being trained during a shift.
    - b) The \$2.00 per hour increase will only be in effect on the shifts where mentors are training new employees.
  - 6) Mentors are encouraged to help retain new employees they train and will have the opportunity to achieve additional compensation through "Retention Bonus" pay for their successful efforts in doing so. The mentor will have the potential to receive the Retention Bonus for each employee for whom

they serve as the primary mentor for. Primary is defined as being the assigned mentor for a majority of a new employees 1 on 1 training shifts at the facility. To qualify for the Retention Bonus, Mentors must complete at least 2 shifts with the new employee.

- a) The parties agree that the intention is for 1 trainee to be assigned to 1 mentor for the duration of their 1 on 1 training period whenever possible.
  - b) The parties acknowledge that unforeseen circumstances could result in a trainee being assigned a different mentor during their 1 on 1 training period.
  - c) Should two mentors equally split the number of 1 on 1 training shifts for a trainee, the mentors will split the bonus payments as outlined below.
  - d) Should the Primary mentor leave the service of Prestige, the other Mentor to whom the trainee was assigned will become eligible for any remaining Retention Bonus payments
- 7) Retention Bonus pay will be awarded to the Mentor at the following amounts and milestones:
- a) \$150 bonus for 90-day retention
  - b) \$250 bonus for 180-day retention
  - c) \$300 bonus for 1-Year retention

Should the need for changes to this agreement be identified, the parties agree to utilize the State LMC process to meet and confer regarding updates to the agreement.

Signed by the Employer:

*Megan Sarvela*

Megan Sarvela [Feb 8, 2023 18:28 PST]

Megan Sarvela

Date:

Feb 8, 2023

Signed by the Union:

*Melissa Unger*

Melissa Unger

Date: 1/18/2023