

The Collective Bargaining Agreement Between



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September 1, 2020 - August 31, 2023

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Article 1 - Recognition and Union Security

1.1

- A. The Oregon Federation of Nurses and Health Professionals (the Employer) hereby recognizes the OFNHP Staff Union, CWA Local 7901 (the Union), as the exclusive representative of all professional employees in the job titles of Internal Organizer, Lead Organizer, External Organizer, Communications Organizer, Data Analyst, Executive Administrative Coordinator, St. Charles Health System Internal/External Organizer, Leadership Development Organizer including, and excluding:
- B. Members of any of the OFNHP represented Bargaining Units released by their employer on a temporary basis, not to exceed (6) months without mutual agreement.
- C. Employees of the AFT International Union, or its affiliates.
- D. Positions fully funded and employed by the employers of the members of the bargaining units represented by OFNHP (AFT, Local 5017).
- E. Employees represented by OPEIU, Local 11.
- F. Temporary Staff, not included in 1.1 A and B above, hired by the Employer, not to exceed ninety (90) days in duration without the written agreement from the Union.
- G. Confidential Employees.

1.2

It is the intent of the Employer to honor bargaining unit work, and not to displace bargaining unit employees with workers described above, with the understanding that the parties agree that members (member organizers) of the OFNHP will from time to time perform services which may be considered bargaining unit work.

1.2.A OFNHP Local 5017 members (member organizers) who take leave from their primary place of employment to do work that could reasonably be considered to fall under the scope of this agreement will be paid replacement wages or at the first step of the CWA salary wage scale, whichever is greater. The member organizer shall have no reduction in benefits from their primary place of employment to which they would be entitled if they were working in their primary place of employment for the duration of time spent performing work covered by this agreement. A member organizer will be subject to the compensatory time and holiday portions of this agreement regardless of the duration of their assignment.

1.2.B The member organizer to perform the bargaining unit work and the Union will be notified of the expected duration of their time spent performing CWA bargaining unit work. Loss time members may work for OFNHP for up to six (6) months or for a longer time period by mutual agreement between the Employer, member organizer, and the Union. Loss time members are not represented by CWA. If a full-time position is created, where the loss time member had been performing the bargaining unit work, the loss time member will be considered for the position.

1.2.C Should a OFNHP member be hired into a Union position while working as a temporary employee or member organizer, the employee's seniority will be retroactive to the day the employee started that assignment. A member organizer's knowledge and work experience as a member organizer shall be considered when placing the member on the appropriate pay step. The member shall not be placed on a pay step that is less than what the member earns in their current position with their current employer.

1.3

Should any new job classifications be established by the Employer, the Employer and the Union will meet to negotiate appropriate rates of pay for such classifications.

1.4

All present employees shall, within thirty-one (31) days of the execution of this Agreement, become and remain members in good standing of the Union by paying the regularly required dues and initiation fees, if applicable. Where contained in this Article, the terms "membership" or "member" shall be interpreted to include the term "financial core membership" or "financial core member," and are subject to the limitations contained in the National Labor Relations Act, and applicable court rulings or decisions by the National Labor Relations Board.

1.5

All employees in classifications covered by this Agreement who are hired by the Employer subsequent to the execution date of this Agreement shall, on or before the thirty-first (31st) day following the beginning of their employment, either become and remain members of the Union or pay regular fees equal to Union membership fees and monthly dues.

1.6

Employees who are required to join the Union or pay regular fees and who fail to do so shall, upon notice in writing from the Union to the Employer of such failure, be terminated. However, the Employer shall have sixty (60) days to recruit a replacement before any employee is terminated for failure to comply with the provisions of this Article. In cases where termination of an employee would result in a critical staffing situation, the sixty (60) day period may be extended by mutual agreement between the Parties. Such an extension will not be unreasonably denied by the Union.

1.7

Those employees who are supervisory or confidential employees under the National Labor Relations Act shall not be subject to Article 2, 3, 4, 5, 6, 9, 10, 11, 12, 13, 14, 15, 16, 17, and Appendix A, B, and Letters of Agreement which are contained elsewhere in this Agreement.

1.8

Payroll Deduction of Dues

A. The Employer shall deduct from each employee's wage the amount of Union dues or fees, as specified by the Union, for all employees covered by this Agreement who have voluntarily provided the Employer with a written agreement authorizing such deductions. Once signed, the authorization cannot be canceled for a period of one (1) year from the date appearing on such written assignment or within a fifteen (15) day period prior to the termination date of this Agreement, whichever occurs sooner.

B. Deductions for dues or fees shall be made on each pay period and shall be promptly remitted to the Union.

Article 2 - Probation/Returning to Previous Job/Hiring of Employees

2.1

Employees covered by this Agreement shall be subject to a probationary period which shall end six (6) months after date of employment. The probationary period may be extended for an additional ninety (90) days beyond the above referenced periods by mutual agreement. The total probationary period shall not exceed one year. Any discussion of extending probation will include a Union Representative and documentation indicating performance issue(s).

2.2

RETURNING TO PREVIOUS JOB

If at any time within the first forty five (45) days accepting a new position the Employer or Employee decides the position is not suitable, the employee will be returned to their former position.

2.3

The employer agrees to meet with anyone who is in probation on a monthly basis to discuss any needs of improvement.

2.4

JOB POSTING. Any vacancies that occur shall be posted internally and externally simultaneously and awarded first to the senior internal candidate who bids on the position, if qualified. Where experience is relatively equal, seniority shall be observed with respect to promotions, transfers or layoffs in accordance with Article 14. The Employer shall not interview any external candidates until the job has been posted internally for at least ten (10) days. The Employer shall notify employees absent due to

vacation or other leave of all job postings using the employee's personal phone number and personal email address on file. The Employer will post job descriptions as outlined in Appendix B in all job postings.

2.5

Employee Orientation

New OFNHP staff will receive an orientation in their first two (2) weeks of employment that covers the procedures, policies, and practices of the Employer's operation. Job shadowing, with the support of management, will be provided as well.

Article 3 - Personnel Files

3.1 Only one (1) file for each employee shall be kept.

3.2 The employee shall be notified in writing when any material is to be placed in the file. The employee shall have the right to add material to the file relating to the employee's qualifications and service.

3.3 The employee shall also have the right to attach dissenting or explanatory material to any material contained in the file and, upon written request, shall be given a copy of any material in the file.

Article 4 - Discipline

4.1

The Employer may discipline any employee only for Just Cause and shall follow the principle of progressive discipline except in cases of significant misconduct. The ordinary progression shall be as follows:

- A. Verbal coaching with a note for the personnel file.
- B. Written warning.
- C. Written discipline.
- D. Suspension without pay.
- E. Termination.

4.2 Discipline shall be in private and in writing, and a copy of any discipline shall be provided to the employee at the time of discipline with a copy provided to the Union.

4.3 Disciplines shall expire no later than one (1) year from date of discipline.

4.3.1 Any level of discipline may be repeated prior to escalating to the next level of progressive discipline.

Article 5 - Compensation & Work Week

5.1 Salary

A. Workers in all classifications covered by this Agreement shall receive a salary paid twice monthly, based on their placement on the salary schedule in Appendix A. Workers shall advance to the next step after one (1) year of employment at each step. Employees shall have the right to receive their pay via direct deposit.

5.2 Work Week/Hours

A normal five-day workweek is agreed to by both Parties. Any five days during a calendar week will be a normal workweek, although it is mutually recognized between the Parties that the sixth (6th) and seventh (7th) workday may, from time to time, be necessary and/or be required as a condition of employment. The Employer shall continue to engage in good-faith efforts to offer and maintain flexible schedules and hours, promote work-life balance, and ensure that employees generally have weekends off of work.. However days of work shall be flexed per Organizer and Managerial discretion as they deem necessary to fulfill their workload.

5.2.B Compensatory Time

In recognition of the long and variable hours required of employees, one (1) day of compensatory time will be granted to each employee each month. Compensatory time must be approved by management. Compensatory time must be used by the end of the third month in which it was accrued.

Article 6 - Leaves of Absence

6.1 Sick Leave

A. Sick leave shall be earned at the rate of one (1) day of sick leave per month of service which will be prorated for less than full-time employees.

B. Sick leave may be accrued without a cap.

C. Sick leave may be used during periods of illness, or when the employee is absent to attend to an ill family member.

D. Sick leave may be coordinated by employees with other payments such as Worker's Compensation or disability insurance to enable employees to meet their usual weekly earnings.

E. Family member as used in this Contract shall mean the employee's spouse or equivalent person, parents, children and dependents of the employee, and other persons normally residing in the employee's immediate household.

F. Employees may donate sick leave to any OFNHP employee, to be paid at receiving employee wage.

6.2 Bereavement Leave

A. Each employee shall be granted three (3) days paid bereavement leave per occurrence OR five (5) days if the employee travels more than 500 miles one-way.

B. Bereavement Leave may be used in the event of death of a spouse, sibling, child, step-child, foster child, parent, stepparent, grandparent, grandchildren, parent-in-law, son or daughter-in-law, domestic partner, or other loved one as approved on a case-by-case basis by management.

6.3. Education Leave

A. Each employee shall be granted five (5) educational days during each fiscal year to attend seminars or conferences the employee requests and that the Employer deems related to the employee's job.

B. The Employer shall provide for expenses incurred in connection with this leave up to two thousand dollars (\$2,000) each fiscal year per employee.

6.4 Jury Duty

A. No employee shall suffer any loss of pay due to either jury duty or subpoena.

B. Any fees paid to the employee in connection with the above shall be endorsed to the Employer.

6.5 Parental Leave

An employee may take six (6) months (or longer if granted by the Employer) parental leave for the birth or the adoption of a child. An employee may use accrued sick leave and vacation; subsequent parental leave shall be an unpaid leave.

6.6 Medical Disability Leave

Employees who have completed their probationary period may take up to six (6) months in unpaid leave for the purpose of tending to a medical disability for the employee or member of the employee's family. This leave may be extended by mutual agreement between the Employer and the employee.

6.7 Union Officer

An employee covered by this Agreement who is an elected officer of CWA local 7901 shall be granted a leave of absence without pay and without loss of seniority for a period not to exceed two (2) days per month and an additional two (2) weeks per year. Requests for such leave shall be made in writing.

6.8 Union Stewards or Delegates

The Employer agrees to allow Union Stewards or Delegates off work to attend a Union convention or conference for up to (but not to exceed) seven (7) consecutive regular workdays per contract year. Additional time requested will not be unreasonably denied and shall be without pay.

6.9 Other Leaves of Absence

Leaves of absence of up to six (6) months may be granted by the Employer to employees who have completed one (1) year of service subject to staffing and work requirements. Requests for leaves of absence shall be submitted at least six (6) months in advance of the date the proposed leave is to begin.

6.10

Employees on unpaid leave shall not earn seniority for the period of unpaid leave. Employees granted an unpaid leave shall use their balance of paid vacation and compensatory days at the commencement of their leave. The total time off for the leave shall not exceed six (6) months.

6.11

Employees shall notify the Employer of their expected return one (1) month in advance of their return date.

6.12

Employees on unpaid leave may continue participation in the insurance programs at their own expense.

Article 7 - Health, Dental, Life, & Short-Term Disability

7.1 The Employer agrees to pay the full cost of full family coverage for Health (including vision) and Dental insurance. Coverage may be extended to workers' domestic partners if such coverage may be purchased from the carrier.

For the life of this Agreement, the Employer shall maintain for the employees its existing health insurance plans, or other plan(s) which provide benefits equal to or better than the existing plan(s), if such plan(s) exist.

7.2 The Employer shall provide for employee's short-term disability as provided through Oregon's Worker's Compensation insurance Law. The Employer shall pay all premiums.

7.3 The Employer will provide Long-term Disability, Short-term Disability and Life Insurance coverage for all employees.

7.4 Upon request by either party, the parties shall meet and agree to a Letter of Understanding regarding health coverage for Medicare eligible employees. Such coverage shall be equivalent to that provided by the Employer to the remainder of the bargaining unit.

Article 8 - Retirement

8.1 401k - The employer will contribute \$4.16 per straight time compensable hour to the employee's 401k account. Additionally, the employer shall contribute 5% of each employee's monthly wage.

Article 9 - Vacation

9.1

Entitlement. All employees shall be entitled to and shall receive annual vacation time on the following basis:

0 - 4 years of service	-	4 weeks
5+ - 9 years of service	-	5 weeks
10+ years of service	-	6 weeks

PTO (Paid Time Off) May Not Exceed Thirty (30) Calendar Days- staff may not take more than thirty (30) consecutive calendar days off from work at any one time, whether vacation alone, or vacation in combination with holiday or comp time off. FMLA and other medical leaves are not included in this article.

This annual vacation time shall be advanced to each employee on their anniversary date (or their first date of employment) each year, but shall be accrued on a daily basis. "Employment" used in this section shall mean the total service with OFNHP (AFT Local 5017) or another AFT Local or AFT International Union. Management should give consideration for employees who have prior service in the Labor Movement.

9.1.2 Employees may opt to cash out up to ten (10) days of unused vacation annually by December 1st.

9.2 Requirements to take vacation time. Employees may not have more unused vacation time in their bank than nine (9) weeks total. Vacation accrual shall cease until such time as the vacation bank is less than nine (9) weeks total. If an employee wishes to take vacation time before the pay period in which vacation time would be lost, no reasonable request will be denied. No accrual credit shall be made for days not accrued due to this paragraph.

9.3 Seniority Applied. If more employees request vacation than can be accommodated during any period, requests shall be honored in the order they were submitted. If more than one request is submitted at the same time, then seniority shall prevail.

9.4 Scheduling of vacation time. An employee may take vacation time in segments of one (1) day or more upon agreement between the employee and the Employer. Vacation periods greater than two (2) consecutive workweeks may be taken with the approval of the Employer. Requests for time off, including last minute requests, shall not be unreasonably denied.

9.4.1 Vacation requests shall be approved or denied no later than seven (7) days from when the request was made.

9.5 Holiday and Vacation Time. When a holiday occurs during an employee's vacation, such holiday will be counted for that employee in lieu of any requested vacation for that day.

9.6 Pay at Termination. Upon termination of employment for any reason, employees shall receive a cash-out of all accrued but unused vacation time. Used but unaccrued vacation days shall be deducted from the cash out.

Article 10 - Holidays

10.1 Ten (10) holidays will be observed.

Holidays are as follows:

- New Year's Day
- May Day
- Martin Luther King, Jr. Day
- Cesar E Chavez Day
- Memorial Day
- Independence Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

10.2 Holidays falling on Saturday shall be observed on the preceding Friday; and those falling on Sunday shall be observed on the following Monday.

10.3 If an employee agrees to work on a holiday, then they will be afforded a floating holiday of their choice.

Article 11 - Expenses

11.1 The Employer shall reimburse the employee for all normal and reasonable work expenses, including "out-of-town" lodging and meals, and all travel expenses, with prior authorization connected with the Employer's business and necessary purchases of services and supplies. Employees will provide receipts for all expense reimbursement requests.

11.2 Transportation Allowance

A. The employee will use his or her personal automobile for the performance of the Employer's business and maintain the automobile in good working order. The Employer will provide each employee with a transportation allowance of \$175 each month.

A.1 The Employer shall also provide a roadside assistance program of its choice.

B. The Employer agrees to reimburse the employee for all business miles at the current IRS rate.

11.3 Reimbursements will be made promptly on the date of payroll or as arranged with the Employer. In order to receive reimbursement, expense reports will be provided to the Employer within sixty (60) days. At the end of each fiscal year, each employee will provide the Employer with all outstanding expense reports for the fiscal year.

Article 12 - Non-Discrimination

12.1

A. The Employer and the Staff agree that each will fully comply with applicable non-discrimination laws and regulations regarding discrimination and will not discriminate against any employee because of such person's race, religion, ethnicity, national origin, ancestry, gender identity, age, marital status, sexual orientation, or the membership in and/or activity on behalf of the Union. The Employer shall provide a safe and healthy work environment.

Both parties agree to encourage any employee who believes there has been a violation of this section of the Agreement to utilize the internal review procedure established by the Employer and the Union. If an employee chooses to utilize the internal review procedure, they shall not waive their right to use the grievance procedure, or other legal remedies available to them, and shall have the option of filing a grievance starting at Step 2 within ten (10) calendar days of the decision resulting from the internal review procedure.

B. The Employer acknowledges a responsibility to provide a work environment free of any type of harassment, including sexual harassment. Both parties agree that there will be no discrimination on the basis of sexual preference, political affiliation, or marital status. Both parties agree to encourage any employee who believes they have been subjected to harassment to utilize the internal review procedure established by the Employer and the Union, or if the employee believes there has been a violation of this section of the Agreement. If an employee chooses to utilize the internal review procedure, they shall not have waived their right to use the grievance procedure, or other legal remedies available to them, and shall have the option of filing a grievance, starting at Step 2, within ten (10) calendar days of the decision from the internal review procedure. If the Employer and Union jointly agree harassment education is necessary or requested, training will be provided on paid time.

Article 13 - Inclement Weather, Natural Disaster, Public Emergency

13.1 Inclement Weather, Natural Disaster, Public Emergency

A. An employee whose arrival at work may be delayed or made impossible due to any of the above, will suffer no loss of pay.

B. The Employer will permit early departure from work for these circumstances without loss of pay.

C. In the event the offices of the OFNHP are closed, the employees will be compensated during such time at their usual rate of pay.

D. To the extent possible, the employee will be expected to carry out their regular duties, provided they have access to the necessary systems and equipment and their ability to carry out those duties is not impacted by the weather or conditions. If an employee is unable to perform their regular duties, or will be unavailable to work for all or part of the day, they will notify their supervisor.

E. Nothing heretofore shall prohibit the employee from working at the office during such times if they choose to do so.

Article 14 - Seniority/Layoff and Recall

Seniority

14.1 Seniority shall mean the length of service of permanent workers with the Employer.

Layoff and Recall

14.2 At such time as the Employer believes there may be a need for a reduction in force, the Employer shall inform the Union in writing, and the parties will meet to attempt to find ways to avoid the reduction. If, after attempts to find alternatives to the reductions, it becomes necessary to permanently reduce the workforce in any fashion, any laid off employee shall receive two (2) weeks compensation for each year worked, with partial years prorated on a monthly basis with no minimum. Under no circumstances shall the Employer provide the Union with less than a ninety (90) day advance notice of any reduction.

14.3 In the event the Employer proceeds with layoffs, the Employer shall implement the layoff in the bargaining unit classification affected as follows (provided that the remaining employees have the ability to perform the needed work with reasonable orientation). The Parties agree that seniority shall be the primary factor in determining layoffs whenever possible.

- A. Temporary workers (including consultants, contractors, or any other worker doing bargaining unit work in a non-permanent position);
- B. Full and part-time probationary workers;
- C. Full and part-time non-probationary workers in inverse order of seniority.

14.4 The least senior worker in the location experiencing a layoff shall have the right to bump the least senior worker in the affected classification in the Local. Any employee laid off or demoted shall be placed on a reinstatement list for a period of eighteen (18) months. In reinstating laid off workers, the most senior person on the reinstatement list in the classification to be reinstated shall be the first person offered reinstatement.

14.5 Permanent and full and part-time staff shall be placed on a reemployment list in inverse order of layoff. Laid off probationary workers shall be placed on the reemployment list following any permanent and full and part-time staff on the list. Vacancies shall be offered to persons on the reemployment list in inverse order of layoff.

Article 15 - Grievance Procedure

15.1 Definition

A grievance within the meaning of this Contract shall be any controversy or dispute arising between the Parties relating to any dispute between the Parties involving the interpretation or application of any Employer policy or procedure; any dispute between the Parties involving the interpretation or application of any Employer policy or procedure; any dispute between the Parties involving the interpretation or application of any state or federal law; OR any dispute between the Parties involving the interpretation or application of any provision of this Contract.

15.1.A.

Recognizing that many complaints and misunderstandings between the Employer and employee may be satisfactorily resolved short of a formal grievance, it is agreed that the parties will encourage employees to first discuss complaints with the immediate supervisor.

15.1.B.

Step 1. A grievance may be presented in writing to the Vice President within thirty (30) days from the date the action giving rise to the grievance occurred, or within thirty (30) days from the date the employee first became aware of the situation, action, or condition giving rise to the grievance. Upon receipt of the grievance by the Vice President, the Union Representative and the Vice President shall have fourteen (14) days to meet to attempt to resolve the grievance.

15.1.C.

Step 2. If the grievance is not resolved at the Vice President level, the Union will have fourteen (14) days to move the grievance to the President. The President and the Representative of the Union shall meet within fourteen (14) days to attempt to resolve the grievance.

15.1.D.

Step 3. If the grievance is not resolved at Step 2, either party will have fourteen (14) days to request mediation. Mediation will be sought through the Federal Mediation and Conciliation Services (FMCS). If a resolution is reached in mediation that is acceptable to both parties this resolution will be binding and will conclude processing the grievance further.

15.1.E.

Step 4. If at the completion of mediation the grievance is not resolved, the Union may appeal the grievance to arbitration within fourteen (14) days after mediation. The union and the Employer agree to select an arbitrator from a list of seven (7) names requested from the Federal Mediation and Conciliation Service (FMCS) living in Oregon or SW Washington. The order of striking names will be determined by a coin toss. The parties agree to use an expedited process, unless they agree otherwise. The arbitrator's fees and expenses shall be borne by the losing party.

Article 16 - Management Rights

16.1 Except as otherwise expressly provided in this Agreement, OFNHP reserves the right to manage its operations and direct its employees within applicable law.

Article 17 - Savings Clause

17.1 If any provision of this Agreement is found to be illegal or unenforceable by a government agency or court of competent jurisdiction, the remaining provisions of the Agreement shall remain in full force and effect. In such cases, and when necessary, the parties will meet promptly and attempt to negotiate a substitute to the invalidated provisions.

Article 18 - Successorship/Merger

18.1 In the event of a merger or consolidation of Oregon Federation of Nurses and Health Professionals with another labor organization, the Employer and the Union agree that the OFNHP staff union shall, through the representative(s) of the members' choosing, be invited to participate in all discussions involving said merger or consolidation, between representatives of OFNHP and the other labor organization, parties of the successor organization, or the AFT International.

Notwithstanding the preceding subsection, the current Collective Bargaining Agreement and Letters of Agreements shall remain in full force and effect and binding on the parties, and on any successor organization created as a result of the merger or consolidation, for the remainder of the terms of the current agreement. OFNHP will not agree to finalize unless the successor organization agrees in writing to be bound by this Agreement. However, if OFNHP Staff Union and OFNHP or the successor organization mutually agree, the parties may reopen the current Collective Bargaining Agreement prior to the end of the term of the current Agreement.

Article 19 - Renewal of Contract

19.1 Changes in this Contract may be made at any time with mutual consent of both Parties.

19.2 This Contract shall be in full force and effective for three years from September 1, 2020 through August 31, 2023 , and shall continue in effect thereafter unless and until either party gives notice in writing at least sixty (60) days prior to any expiration or modification of its desire to terminate or modify this Contract.

Article 20 - Staff Union Involvement

20.1 BUDGET COMMITTEE: The Staff Union shall participate in the budgetary process of the Employer (including discussions with AFT-Healthcare relating to the Organizing and Political Action budget).

20.2 PERSONNEL COMMITTEE: The Staff Union shall participate in the Personnel Committee so long as the committee is not discussing current personnel issues.

20.3 LABOR MANAGEMENT COMMITTEE (LMC) The LMC exists to address issues of concern, recommend processes, reach agreement and solution, educate constituents and coordinate communications to promote optimal labor/management relationships.

20.3.A The LMC will be made up of the Vice President, an additional seat selected by the President, and two seats for CWA.

20.4 The Staff Union shall decide who will be sitting on the committees.

Appendix A - Wages

Workers in all classifications covered by this Agreement shall receive a salary paid twice monthly, based on their placement on the salary schedule in Appendix A. Workers shall advance to the next step after one (1) year of employment at each step. Workers may be placed on the salary schedule above Step 1, provided that the Staff Union is notified of said placement. Employees shall have the right to receive their pay via direct deposit.

A.1 The Salary Table for Internal Organizer, External Organizer, Communications Organizer, Leadership Development Organizer, St. Charles Health System Internal/External Organizer, and Executive Administrative Coordinator job classifications is below:

	1	2	3	4	5
IO, EO, Com, LDO, EAC, I/E	72,591	77,942.07	81,839.13	85,930.48	90,227.35

6	7	8	9	10
94,739	99,475.56	104,449.41	109,672.71	115,116.76

A.2 The Salary Table for Data Analyst is below:

	1	2	3	4	5
Database Analyst	60,614	63,644	66,827	70,168	73,676

	6	7	8	9	10
	77,360	81,228	85,290	89,554	94,032

A.3 The tables above are effective September 1, 2020. Initial placement on Appendix A will be on a pay step that will ensure that the existing bargaining unit members receives at least a 1.5% pay increase.

Effective September 1, 2021 all pay tables will be increased by 3%.

Effective September 1, 2022 all pay tables will be increased by 3%.

A.4 Step Placement. Upon hire of new Internal Organizers or Communication Organizers, the Employer shall award:

A. 1 step on the wage scale per 2 years of previous experience as an organizer, representative, or business agent for a labor union or worker center.

B. 1 step on the wage scale per 3 years of non-union/non-worker center community or political organizing experience.

C. Samuel Potter will be placed to the equivalent of Step 3 retroactively of the prior wage scale to May 1, 2020.

D. April Barnes will be placed to the equivalent of Step 3 retroactively of the prior wage scale to January 18, 2021.

A.5 Upon hire of new Executive Administrative Coordinators, the Employer shall award:

A.5.1 1 step per 1-year of experience in bookkeeping accounting or benefits administration.

A.6 Lead Pay:

Those with full-time lead duties will receive a **10%** differential at the appropriate step.

Appendix B - Job Descriptions

The following are the current job descriptions for the bargaining unit. Management reserves the right to change job descriptions with notice to the bargaining unit. The parties recognize that under the law that there may be a bargaining obligation in the event of job descriptions changes.

B.1 JOB DESCRIPTIONS

- A. **Internal Organizer:** The Internal Organizer will represent and organize union members at the workplace including organizing, political action, bargaining and other activities. Job duties include effectively addressing member and employer questions and problems; ensuring compliance with collective bargaining agreements; processing grievances; assist in preparing for arbitrations; attending meetings, pickets, seminars, and conferences; visiting locations and disseminating information; communicating with the union membership; and, recruiting, training, and utilizing stewards. The Internal Organizer will work otherwise as directed.
- B. **Lead Internal Organizer:** The lead internal organizer will have demonstrated ability to perform the tasks and duties outlined in the internal organizer job description. In addition, the lead internal organizer will carry some portion of turf, depending on campaign needs and other duties. The lead organizer will have specific responsibilities for helping lead the team to meet the goals set by the leaders of OFNHP including but not limited to: working with the team to build and execute campaigns, assisting and mentoring the team in moving field turf toward the goals and objectives of campaigns, work closely with the OFNHP President or their designee and internal organizers to move campaigns forward and to conduct regular check-ins, to help OFNHP committees, assist in finding appropriate trainings for the whole team, identify large scale organizing opportunities and trends, assist in working with committees to create and execute appropriate processes to help OFNHP.
- C. **Leadership Development Organizer:** The Leadership Development Organizer is an Internal Organizer who will work with stewards on developing training programs that meet the needs of the stewards. . The Leadership Development Organizer will work with union staff, to plan and implement training and classes for stewards and leaders. These classes will provide education and skills about representing the collective bargaining agreements, workers and their organizations, including but not limited to: union steward training, collective bargaining training, leadership and organizational development, community-labor alliances, labor history, law, and organizing. The Leadership Development Organizer will work otherwise as directed.

- D. **Communications Organizer:** The Communications Organizer will develop and implement the communication plans for the union including organizing, political action, bargaining and other activities. The Communications Organizer writes, edits and publishes union newsletters (targeted at specific collective bargaining units) and other communication materials; helps oversee the union's worksite flyer distribution system; sets up communication systems, and works with staff to provide high quality, timely flyers and newsletters; works with members to develop a system of communications that are relevant and useful to the broader membership; develops web, mass email, union branding and social media strategies and implement them; writes press releases, arranges press conferences and works extensively with media. The Communications Organizer will work otherwise as directed.
- E. **Executive Administrative Coordinator:** The Executive Administrative Coordinator will ensure that the financial accounts and records and human resource records and functions of the union are kept in good order. The Executive Administrative Coordinator processes payroll, ensuring accuracy and timeliness; tracks and report bank deposit information; maintains and reconciles petty cash; updates staff benefit information and eligibility dates, tracks insurance eligibility and ensures enrollment forms are submitted in a timely manner; maintains current personnel information and files; assists in expense tracking; ensures that all original receipts are securely filed away; checks accuracy of time sheets; maintains any additional records and systems as needed. The Executive Administrative Coordinator will work otherwise as directed.
- F. **External Organizer:** The External Organizer is responsible for a variety of aspects of an external organizing campaign from first contact with non-OFNHP workers through the first contract ratification. Job duties include building relationships with workers, assessing workers, building lists, mapping worksite, identifying and developing worker-leaders, conducting one-on-one and group meetings, writing turf plans, and recruiting and sustaining motivation of the organizing committee members and activists. External Organizers must also be able to perform work site and home visits. The External Organizer will work otherwise as directed.
- G. **St. Charles Health System Internal/External Organizer:** The SCHS Internal/External Organizer position will be utilized for organizing the St. Charles Health System. The job responsibilities will include duties from the Internal and External Job Classifications. If the amount of organized workers exceeds 600 the employer will inform CWA so that the parties can meet to discuss if there is a need for more Internal and/or External Organizers.
- H. **Data Analyst:** The Data Analyst position is responsible for overall planning, organizing, and execution of all technology functions. Job duties include administering OFNHP's network and server, managing data and Information Systems, generating and manipulating queries, reports and dashboards to help identify inconsistencies in the employer's dues and membership data systems and other technology and other duties as directed by the Executive Assistant.

SIGNATURES



6/11/2021

OFNHP - AFT Local 5017
Jodi Barschow,
President



6/10/2021

CWA Local 7901
Jill Pham
Bargaining Committee Member




6/11/2021

OFNHP - AFT Local 5017
Misty Richards
Vice President



6/11/2021

CWA Local 7901
Ida Baumer
Bargaining Committee Member



6/11/2021

CWA Local 7901
A.J. Mendoza
president