

# **COLLECTIVE BARGAINING AGREEMENT**

**By and Between**

**SDH SERVICES WEST,  
A SUBSIDIARY OF SODEXO, INC.,**

**At**

**SHARP MEMORIAL HOSPITAL AND MARY BIRCH  
HOSPITAL FOR WOMEN  
EVS AND FANS DEPARTMENTS  
SAN DIEGO, CALIFORNIA**

**And**

**OFFICE and PROFESSIONAL EMPLOYEES  
INTERNATIONAL UNION  
LOCAL 30, AFL-CIO**



**EFFECTIVE:**

**JANUARY 01, 2025 TO DECEMBER 31, 2028**

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## **AGREEMENT**

This Agreement is entered into January 01, 2025, by and between SDH Services West, a subsidiary of Sodexo, Inc. (hereinafter referred to as the "Employer"), and the Office and Professional Employees International Union (OPEIU) Local 30 (hereinafter referred to as the "Union").

## **PURPOSE**

It is the intent and purpose of this agreement to promote the interests of the Employer, to establish wages, benefits, grievance resolution, and conditions of employment, and to promote harmonious relations between the employees and the Employer.

## **ARTICLE 1 – RECOGNITION**

- Section 1. (A) The Employer recognizes the OPEIU Local 30 as the sole and exclusive collective bargaining representative for the bargaining unit comprised of all fulltime and part-time Environmental Service and Food and Nutritional Service employees included in the following classifications: Housekeeping Attendant I, Housekeeping Attendant II, Floor Tech, Linen Attendant, Unit Clerical I (Diet Clerk), Food Service Worker I, Food Service Worker II (Patient Services Attendant), Food Service Worker III (Caterer), Cook I, Cook II, Cashier II, Host/Hostess, Stock Worker I, Relief Leads and Environmental Services Leads employed by the Employer at Sharp Memorial Hospital at 7901 Frost Street and Sharp Mary Birch Hospital for Woman at 3003 Health Center Drive, San Diego, CA. 92123.
- (B) Excluded from the aforesaid bargaining unit are: administrative assistants/secretaries, dietary technicians and all other professional employees, chefs, guards, supervisor I/FANS lead employees and supervisors as defined in the National Labor Relations Act.
- Section 2. If a new job classification is to be established or an existing classification substantially changed, the Employer shall provide the Union with thirty (30) days' notice and meet (at a mutually agreed upon time) and negotiate with the Union over the pay rate of the new or changed classification.
- Section 3. In the event the Employer sells, conveys, assigns or transfers its operation to another Employer, acquires or merges with another Employer, the current Agreement shall continue in full force and effect.

- Section 4. A full-time employee is defined as an employee who works thirty (30) hours or more per week on a regular, non-temporary basis. A part-time employee is defined as an employee who works less than thirty (30) hours per week on a regular, non-temporary basis.
- Section 5. Measurement Period: An employee's status as full-time or part-time shall be determined on the basis of the employee's average weekly hours during the fifty-two week measurement period ending on the date in October 2014 and in each succeeding year as specified by the Employer's Corporate Benefits Department. No employee shall fail to be classified as full-time due to time spent on FMLA, or Military (USERRA) leave. Employees who have been employed for less than one year as of the measurement date shall be classified as full-time or part-time in accordance with the procedures used by the Employer to classify partial-year employees under the Standard Benefits Plans.

## **ARTICLE 2 – UNION SECURITY AND CHECK-OFF**

- Section 1. Subject to the provisions of the Labor-Management Relations Act of 1947, as amended, it will be a condition of employment hereunder that all employees covered by this Agreement will, on the 30th day following the execution of this agreement, become and remain members of the union throughout their employment by the employer. It will be a condition of employment hereunder that all new employees covered by this Agreement, will, on or after the 30th day following the employee's completion of the probationary period with the Employer in the classifications covered hereunder, become and remain members of the Union throughout their employment with the Employer.
- Section 2. Any employee who is a member of and/or adheres to established and traditional tenets or teachings of a bona fide religion, body, or sect which has historically held conscientious objections to joining or financially support labor organizations will not be required to join or financially support the Union as a condition of employment. However, any such employee must, in lieu of periodic dues and initiation fees, pay sums equal 1 Sharp Grossmont (FSD/EVS) exp. 11-30-26 to such dues and initiation fees to a non-religious charitable fund exempt from taxation under 501 c 3 of Title 26 to be selected by such employees. Any employee making contributions to a charitable fund as defined above must provide to the Union reasonable proof of such contributions such as receipts or cancelled checks.
- Section 3. Employees who are required hereunder to maintain membership in the union and fail to do so, and those employees who are required to join the Union and fail to do so, shall upon notice of such fact from the union to the Employer, be terminated.

- Section 4. Each month the Employer shall remit to the Union all deductions for dues made from the wages of employees for the preceding month, together with a list of all employees from whom dues have been deducted.
- Section 5. The Employer agrees to furnish the Union each month with the names of newly hired employees; their address, social security numbers, classification, their date of hire; the names of terminated employees in the bargaining unit, their date of termination; and the names of all bargaining unit employees on Leaves of Absence.
- Section 6. The Employer shall deduct from the wages of any employee who submits a voluntary authorization card, an amount designated by such employee for OPEIU's "J.B Moss of the Electorate" (Vote) fund. Such deductions shall be made on the same date that employees receive their regular paychecks.
- Section 7. Voluntary contributions deducted from employees' paychecks shall be made payable to the J.B Moss Voice of the Electorate (Vote) fund and forwarded monthly to the Secretary-Treasurer of the Office and Professional Employees International Union, AFL-CIO, 80 Eighth Avenue, Suite 610, New York, New York 10011, along with a listing of the names and contributors of the amounts.
- Section 8. The Union shall indemnify and hold harmless the Employer from any and all claims, demands, suits, and any other forms of liability that may arise out of the Employer's compliance with this Article.

### **ARTICLE 3 – UNION REPRESENTATION**

- Section 1. The Employer agrees that the representatives of the Union will be granted access to the workplace in order to visit employees represented by the Union on their non-work time and in non-patient care areas of the facility, provided such visits are not disruptive of facility operations. The representative will give proper advance notice of their intent to visit to the General Manager or their designee. The Union Representative will conduct all such visit as expeditiously as possible and will ensure that there is no interference or disruption of the Employer's operations. Union Representatives will follow the Sharp visitation and security procedures.

During such visits, Union representatives may 1) investigate and discuss grievances, and work related issues associated with the bargaining unit members as long as any time spent with the bargaining unit member(s) is before work, after work, during the employee's scheduled lunch break or rest period, 2) conduct a meeting with bargaining unit members during the employee's non-working time, provided that the Client is approves such a meeting occurring on in its facility or on its premises.

Section 2. The Employer agrees to recognize no more than twelve (12) employees to act as Stewards. The function of the Steward will be to report to the Representative of the Union grievances or alleged infractions of the Agreement, to present grievances to their manager, to investigate grievances so that they may be properly presented, and to be present at disciplinary meetings. The Union shall notify the Employer at least quarterly of the names of the employees selected to serve as Stewards.

Section 3. Upon request, a Steward will normally be given permission by their supervisor to leave their workstation for a reasonable period of time without loss of pay provided that:

1. Patient Care is not jeopardized.
2. Safety is not jeopardized.
3. Service commitments can continue to be met.
4. Reasonable attempts have been made to address the situation during a break period.
5. Assigned daily duties can be completed in the allotted time.
6. Meetings related to union business shall be held in designated areas of the facility (facility conference rooms, departmental offices as available). In the event that these facilities are not available, management agrees to make a room available.

#### **ARTICLE 4 – BULLETIN BOARDS**

The Employer will provide and install a bulletin board for the exclusive use of the Union in the Environmental Services and Food and Nutrition Services Departments. The Employer agrees to install the bulletin board in an area where notices to employees are customarily posted. Notices being posted on said bulletin boards will be limited notices of Union elections and results, meetings, recreational and social affairs, education and job opportunities. A Union Representative will sign such notices. Such notices shall not be of a defamatory, adversarial, or otherwise negative nature that may pose a potential detriment to the Employer, the Employer's client, or the relationship existing between the Employer and the employees.

#### **ARTICLE 5 – NON-DISCRIMINATION**

The Employer and the Union agree that there shall be no discrimination against any employee or applicant because of race, color, religion, creed, national origin, ancestry, sex, sexual orientation, age, physical disability, mental disability, genetic information, gender identity expression, veteran status, or other status protected by applicable federal, state or local laws.

## **ARTICLE 6 – MUTUAL RESPECT AND RESPONSIBILITY**

The Employer and the Union agree that there shall be no discrimination against any employee because of race, color, religion, creed, national origin, union affiliation, handicap, sexual orientation and/or preference, age or veteran-status.

- Section 1. The Employer, the Union, and the employees agree that all dealings between the parties shall be conducted with the utmost of mutual respect and responsibility
- Section 2. The Employer will use its best effort to hold in private any discussions of deficiencies in the employee's performance. All meetings in which formal discipline is being issued to an employee, the Employer will hold those meetings in a private area.
- Section 3. The employees agree to perform their duties, timely and in an appropriate and professional style and form.
- Section 4. If a discussion with an employee is to be considered to be a disciplinary discussion, the employee will be told in advance so said employee can be afforded Union representation if the employee so desires.
- Section 5. Courtesy. The Employer and the Union agree to encourage all employees and managers/supervisors, regardless of position or profession, to behave in a professional, courteous and respectful manner when such individuals interact with fellow employees, patients and the public.

## **ARTICLE 7 – NO STRIKE / NO LOCKOUT**

- Section 1. The Union agrees that there will be no strikes, work stoppages, sympathy strikes, or slowdowns of the Employer's operations during the term of this agreement or any subsequent extension. The Union further agrees that the employer shall have the unabridged right to discipline any employee violating this Article, up to and including discharge.
- Section 2. The Employer agrees that it will not lockout employees covered by and during this agreement or any of its subsequent extensions.



## **ARTICLE 8 – HOURS OF WORK**

- Section 1. The workweek is defined as a seven-day period commencing 12:00 am (midnight) Friday and ending at 11:59:59 pm the following Thursday. The workday is defined as the twenty-four (24) hour period commencing at 12:00 am (midnight). Nothing in this Article shall be construed as a guarantee of hours.
- Section 2. The Employer will make a good faith effort to afford employees a regular schedule. The Employer in developing and implementing schedules will take into account the needs of the business and the needs of the employee. In devising its schedules, the Employer will consider and utilize, where appropriate, schedules that employ one or more of the following design features: Monday through Friday scheduling; consecutive days off scheduling; every other weekend off scheduling.
- Section 3. Those employees regularly scheduled to work on weekends may request an occasional weekend off; that request will not be unreasonably denied.
- Section 4. The Employer will use its best efforts to post two (2) week schedules at least one (1) week in advance. Schedules will be posted on Fridays. Work schedules shall be posted in a designated area in each department.
- Section 5. The Employer will notify, in person or by phone, an employee of any change to an employee's start time, finish time, or days off twenty-four (24) hours before such change occurs, or as soon as the Employer becomes aware that a change is necessary.
- Section 6. An employee who reports to work at their scheduled time, and who has not been directed not to report at least two (2) hours prior to beginning of the scheduled shift, will be given the opportunity to work or be paid for one half (1/2) their scheduled shift but not less than two (2) hours.
- Section 7. Employees shall be entitled to a rest period of fifteen (15) minutes for each four (4) consecutive hours of work. Employees working shifts of six (6) consecutive hours or more shall be entitled to an unpaid meal period of thirty (30) minutes. If an employee's supervisor or manager requests that the employee return to work and the meal period/break has not been completed, that employee's meal period or rest period will be rescheduled. The Employer agrees to follow California laws relative to breaks and lunch periods.
- Section 8. Employees shall be paid one and one-half ( $1\frac{1}{2}$ ) times their regular pay, including shift differential, if applicable, for time worked in excess of eight (8) hours a day, or in excess of forty (40) hours in one workweek. Employees shall be paid two (2) times their regular pay, including shift differential, if applicable, for time worked in excess of twelve (12) hours in a day.

- Section 9. Overtime will be offered on a voluntary basis to qualified employees by job title. A voluntary overtime sign-up sheet shall be posted quarterly. Overtime shall be offered on a rotational basis based upon the list. If no employee volunteers for overtime, the Employer shall assign the overtime in reverse order of seniority. Payment of overtime shall not be pyramided.
- Section 10. The Employer will make a good faith effort to schedule part-time hours equitably amongst part-time employees.
- Section 11. Part-Time Employees who work an average of thirty (30) hours or more per week in any consecutive twenty-six (26) week period shall be considered Full-Time and benefits eligible.

#### **ARTICLE 9 – NEW HIRE ORIENTATION**

- Section 1. The Union shall be allowed up to thirty (30) minutes of unpaid time at the completion of the new hire orientation to orient the Memorial bargaining unit employees to the Union, distribute copies of the Agreement, and to distribute and collect membership cards, dues authorization cards as well as voluntary PAC contribution forms. The Employer and/or the Union shall not make disparaging comments about the other party. The Employer will provide the Union with a schedule of new hire orientation dates and times at least five (5) working days in advance of the new hire orientations.
- Section 2. A list of all newly hired employees covered by this Collective Bargaining Agreement will be sent to the Union on a monthly basis.

#### **ARTICLE 10 – PROBATIONARY PERIOD**

- Section 1. New hires entering the bargaining unit shall be considered probationary during the first one hundred and twenty (120) calendar days of employment. During the probationary period an employee shall have no recourse and no entitlement under any provision of the Collective Bargaining Agreement except for wages and sick leave.
- Section 2. Employees covered by this Agreement may be discharged during their probationary period without cause and without recourse to the grievance procedure.

## **ARTICLE 11 – SENIORITY AND LAYOFFS**

- Section 1. Bargaining unit seniority is defined as the length of time an employee has been continuously employed by the Employer in a bargaining unit position. Bargaining unit seniority shall apply in the computation and determination of eligibility for all benefits where length of service is a factor pursuant to this Agreement.
- Section 2. An employee's seniority shall commence after the completion of their probationary period and shall be retroactive to their initial date of hire.
- Section 3. Seniority shall accrue, but benefits shall be prorated, during periods of authorized Leaves of Absence for a period not to exceed three (3) months, and during a period of layoff not to exceed twelve (12) months.
- Section 4. An employee's seniority shall be lost when the employee terminates voluntarily; is discharged for cause; fails to return following the end of an official leave of absence; is laid off for a period of twelve (12) months or a period exceeding the length of the employee's continuous service whichever is less; or fails to return to work from layoff within five (5) days after being recalled by the Employer.
- Section 5. In the event of a layoff, probationary employees will be laid off first. Non-probationary employees shall follow in inverse order of their classification seniority. In the event that a non-probationary employee is scheduled to be laid off from one job title and there is a vacancy in another job title in the same or lower paying job classification, and for which the employee has the credentials and the ability to satisfactorily perform the job, then that employee shall be offered that vacant position. In the event that a part-time employee has more seniority than a FullTime Employee who is scheduled to be laid off, the Part-Time Employee must accept the full-time hours to continue to work.
- Section 6. Recall shall be accomplished in inverse order of the layoff. A part-time employee on layoff shall have recall rights to a full-time position only if they are willing to work those full-time hours.
- Section 7. If the affected employee has been promoted from one job classification to another with three (3) months prior to the layoff, that employees shall be able to use their bargaining unit seniority to bump back the least senior employee in the same or lower paying job classification.

## **ARTICLE 12 – JOB POSTINGS**

- Section 1. The Employer will post for seven (7) consecutive days any bargaining unit vacancy to be filled by the Employer. Vacancies shall be posted in a designated area in each department. Any employee covered by this agreement who is interested in bidding for the position may do so by applying for the open position on the Employer's application system. When more than one (1) candidate exhibits equal qualifications for the open position, the most senior qualified employee shall be awarded the position. Employees who have received a corrective action with a written warning or greater within the previous twelve (12) month period or have filled a posting within the previous six (6) months are not considered qualified for purposes of this Article. All bargaining unit applicants will be informed of the outcome.
- Section 2. An employee who has bid on and has been awarded a position shall be given thirty (30) days to demonstrate their proficiency in the new position. If the employee is unable to perform the duties satisfactorily, and/or chooses not to stay in the position, they shall be returned to their former position or a comparable position in their former job classification provided the former position is still available.
- Section 3. The Employer will provide the job description of a vacant classification to any employee requesting such information. The job description for a classification shall include but is not limited to statements regarding the functions and qualifications for each classification.

## **ARTICLE 13 – MEDICAL AND DENTAL**

The following terms shall govern the provision of health, dental, vision, life and disability insurance benefits for each insurance plan year:

- Section 1. Standard Benefits Plans. Sodexo will provide eligible employees the opportunity to enroll in Medical benefits through a Sodexo sponsored carrier. The plan(s), plan design(s) and schedule(s) of benefits may be adjusted from time to time in line with changes in the Medical benefits package for all Sodexo employees or as required by law. Other changes might include a change in the insurer, health maintenance organization, or other service provider that provides the benefits or establishes the network of participating providers.
- Section 2. Eligibility to Participate. Each employee's eligibility to participate in the Standard Benefits Plans in each insurance plan year shall be determined on the basis of the employee's hours worked or paid (as such hours are defined by the Employer with respect to the eligibility of employees generally to participate in the Standard

Benefits Plans) in the fifty-two (52) week period ending on the last day of the first payroll period in the October preceding the commencement of such insurance plan year, or such other date in October of each year as the Employer's Corporate Benefits Department shall select (for example, the eligibility of employees to participate in the Standard Benefits Plans in 2016 will be determined on the basis of the hours worked or paid in the fifty-two (52) week period commencing October 4, 2014 and ending October 2, 2015). No employee shall fail to be classified as full-time due to time spent on FMLA, Military (USERRA) leave.

Employees who have been employed for less than one (1) year as of the measurement date shall be classified as full-time or part-time in accordance with the procedures used by the Employer to classify partial-year employees under the Standard Benefits Plans. In no event will an employee's classification or change in classification be effectuated in a manner that violates the Affordable Care Act ("ACA") or other applicable law.

Nothing in this Article shall be construed to alter the definitions of full-time and part-time employees set forth in Article 2 of this Agreement, it being understood, however, that such definitions do not apply to the determination of eligibility to participate in the Standard Benefits Plans, which shall be determined solely in accordance with the terms and conditions applicable to such plans.

- Section 3. Contributions. Employee contributions for benefits will be at the 75-25 EE Rate Sheet and are subject to change from time to time in accordance with changes made for all Sodexo employees or as required by law.
- Section 4. Dental and Vision Plans. Dental and Vision Plans may be offered in accordance with the terms and conditions of the Standard Benefit Plans. The Employer shall deduct the employee's premium from each paycheck on a pre-tax basis.
- Section 5. Life Insurance. The Employer shall provide Free Basic Life insurance in accordance with the Standard Benefits Plans. If so, provided in the Standard Benefits Plans, employees may elect at their own expense to purchase additional life insurance coverage. The terms of coverage and the cost to the employee of such coverage shall be as set forth in the Standard Benefits Plans.
- Section 6. Disability Insurance. The Employer shall provide Short-Term and Long-Term Disability in accordance with the Standard Benefits Plans.
- Section 7. Premium Changes. Premiums for benefits may be adjusted by the Employer in accordance with the Employer's policies and practices regarding the Standard Benefits Plans.

Section 8. Waiver. By agreeing to participate in the Employer's Standard Benefits Plans, the Union agrees that any dispute, grievance, question or controversy concerning the interpretation or application of the Standard Benefits Plans shall be determined and resolved in accordance with the procedures set forth in the applicable plan documents and shall not be subject to the grievance and arbitration provisions of this Agreement. The Union further agrees that the Employer, as Plan Sponsor of the Standard Benefits Plans, has reserved the right to unilaterally amend, modify or terminate the Standard Benefits Plans, in whole or in part, without bargaining with the Union. This Section shall continue in effect following the expiration of this Agreement, until expressly terminated or superseded by written agreement of the Employer and the Union.

#### **ARTICLE 14 – VACATION**

Section 1. Full-time employees accrue vacation time throughout the year per the accrual table below and shall be available for use as it accrues. Part-time employees are not eligible to accrue vacation time. Vacation leave must be requested and approved with your manager at least three (3) weeks in advance to ensure operational needs are met. "The Employer expressly reserves the right to determine the number of employees off at any given time based upon operational considerations."

Employees who have exceeded the balance limit will be given the option to use the additional hours by December 31, 2025, or the option to cash out the additional hours.

Continuous employment means any period of time during which the employee does not lose seniority under the seniority section of this Agreement.

<b>Month of Service</b>	<b>Yearly Max Hours</b>	<b>Accrual Rate</b>	<b>Balance Limit</b>
0-60	80	1 hour per 26 hours paid	120
61-180	120	1 hour per 17.25 hours paid	180
181-999	160	1 hour per 13 hours paid	240

- Section 2. The annual posting period for vacation requests shall be the month of February for vacations from May 1 through the following April 30. Management will review vacation requests and approve or deny such requests within two weeks following the end of the vacation-posting period. Management shall respond in writing to all vacation requests made during the annual posting period. Vacation requests submitted during this period will be approved, based on seniority. The Employer will post vacation schedules by March 31.
- Section 3. Thereafter, vacation is first come first serve provided three (3) weeks' notice is given. Once vacation schedules have been assigned, senior employees shall not have the right to change their vacation schedules to the detriment of any junior employee. A supervisor shall respond in writing within ten (10) days of such request.
- Section 4. Effective January 2024, unused vacation hours may be carried over from year to year up to the stated balance limit. Employees are required to use vacation hours each year to maintain a maximum bank of the stated balance limit. Employees need to manage their vacation hours to remain below the stated balance limit by calendar year end. Employees with a vested balance above the stated balance limit at any time within the calendar year will be scheduled off by management in order to meet business needs.
- Section 5. Once a month, the Employer shall provide each employee with an accurate summary of vacation hours accrued year-to-date.

## **ARTICLE 15 – SICK LEAVE**

Section 1.

<b>Month of Service</b>	<b>Yearly Max Hours</b>	<b>Accrual Rate</b>	<b>Balance Limit</b>
0-120	48	1 hour per 43.25 hours paid	320
121-999	64	1 hour per 32.50 hours paid	320

- Section 2. Unused sick leave may be carried over to the following year in accordance with this Article 15.
- Section 3. The qualifying reasons for taking paid sick leave are to allow eligible employees to take paid sick leave for diagnosis, care, or treatment of an existing health condition

or preventative care for themselves, and the following family members: a child (regardless of age or dependency status, including a biological, adoptive or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis); a parent (including a biological, adoptive or foster parent, stepparent, or legal guardian of the employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child); a spouse; a registered domestic partner; a grandparent; a grandchild; and a sibling. and for the following purposes for an employee who is a victim of domestic violence, sexual assault or stalking: to seek medical attention for injuries caused by domestic violence, sexual assault or stalking; to obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking; to obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking; to participate in safety planning and take other actions to increase safety from further domestic violence, sexual assault, or stalking; and to obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, permanent restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or his or her child.

- Section 4. Sick days shall be paid at the employee's regularly scheduled daily hours, times their regular hourly rate at the time of the absence.
- Section 5. The maximum sick leave balance is capped at three-hundred and twenty (320) hours.
- Section 6. If the need for paid sick leave is foreseeable, the employee must provide reasonable advance notification. If the need for paid sick leave is not foreseeable, the employee must provide notice of the need for leave as soon as practicable.
- Section 7. The Employer may request a doctor's note or other documentation from the employee upon the employee's return to work after three (3) consecutive days off sick, or upon returning to work after being off sick on the last scheduled day before or after a holiday, or on a holiday that the employee was scheduled to work.
- Section 8. Every four (4) weeks, the Employer shall provide each employee a summary of sick leave hours accrued year-to-date and total sick leave hours accrued.

#### **ARTICLE 16 – 401K**

Employees may participate in the Employer's 401(k) plan according to the Terms and Conditions, rules, policies, and eligibility of that Plan, which may be changed from time to time by the



Employer in its sole discretion, without bargaining with the Union. The current Employer match is \$.50 on \$1.00 up to 6%. The Employer agrees that the company match or contributions shall remain consistent company wide. This waiver of bargaining will continue in effect following the expiration of this Agreement, until changed by written agreement of the parties.

## **ARTICLE 17 – HOLIDAYS**

Section 1. All Full-time employees will be eligible for the following paid holidays:

New Year's Day	Memorial Day
MLK's Birthday or President's Day	July 4th
or Veteran's Day or Juneteenth	Thanksgiving Day
(floater)	Christmas Day

Section 2. Employee's shall inform their manager, in writing, during the month of February each year of their intent to observe one (1) of the three (3) following holidays during the following year. The Employer will approve or deny, based on operational needs, the employee's holiday request within two (2) weeks after it is submitted. The Employer will not unreasonably deny the employee's request:

- Martin Luther King's Birthday;
- President's Day; or
- Veteran's Day

An employee may only observe one (1) of the three (3) holidays, referenced in this section, annually.

For requests made after the end of February, the Employer will approve or deny those requests based on operational requirements for the upcoming holiday. If an employee's request is denied, the employee shall receive holiday pay at their base rate of pay times the number of hours the employee is regularly scheduled to work.

Section 3. In addition, each full-time employee shall receive one (1) floating holiday annually. As of December 1, 2016, each full-time employee who has eleven (11) years of service shall receive a second floating holiday.

Section 4. In the event any full-time or part-time employee is required to work on Thanksgiving Day, Christmas Day or New Year's Day, they will be paid for that day at the rate of one and one-half (1 ½) times the regular rate of pay. In addition, the employee will have the option to be scheduled for another mutually agreed upon day off within forty-five (45) days or receive holiday pay in lieu of another day off. If another day off is not scheduled within forty-five (45) days, the employee will

be paid their regular rate of pay times the number of hours regularly scheduled for that day.

- Section 5. In the event a full-time employee is required to work on a holiday other than Thanksgiving, Christmas, or New Year's Day, they will have the option to be scheduled for another mutually agreed upon day off within forty-five days or receive holiday pay in lieu of another day off. If another day off is not scheduled within forty-five (45) days, the employee will be paid their regular rate of pay times the number of hours regularly scheduled for that day.
- Section 6. Payment for holidays shall be based on an employee's regularly scheduled hours and regular rate of pay.
- Section 7. Holidays that fall during a vacation period shall be paid on the day of the holiday is observed and shall be recorded as a holiday and not a vacation day.
- Section 8. Employees scheduled to work on the holiday must work their last scheduled shift before, their first scheduled shift after the holiday, and the hours they are scheduled to work on the holiday if they are scheduled to work on the holiday in order to be paid for the holiday unless the employee is on vacation, jury duty, or bereavement leave.

#### **ARTICLE 18 – BEREAVEMENT**

- Section 1. All Employees are eligible for bereavement leave. Employees shall be granted 5 days (3 paid; 2 unpaid) of Bereavement Leave upon the death of their immediate family member. Employees will be granted an additional 2 days of unpaid time when traveling 300 miles or more one way to attend funeral or memorial services. Bereavement Leave may be divided due to timing of services and related circumstances and need to be taken on consecutive days within three (3) years of the death.

Immediate family member Bereavement Leave is defined as:

- Spouse or domestic partner
- Parent, stepparent
- Daughter, stepdaughter
- Son, stepson
- Sister, stepsister, brother, stepbrother, adopted child.
- Grandparent
- Grandchildren
- Upon the death of an employee's spouse or domestic partner, parent or child an additional seven (7) calendar days of unpaid leave will be granted upon

request. At the employee's request, the employee may use vacation time provided the employee has sufficient hours in their account.

Section 2. If the death of an employee's family member, other than the employee's immediate family (listed in Section 1), occurs, the Employer will allow the employee to use reasonable unpaid time off or paid time off if applicable provided that operational needs are taken into consideration.

Section 3. The Employer reserves the right to request a death certificate and proof of relationship.

### **ARTICLE 19 – JURY DUTY**

A full-time employee who has completed their probationary period and who is required to report for jury duty shall be excused from work during periods up to twenty (20) consecutive court days in duration. The employee who loses work time because of such service will be paid the difference between the jury fee received and their regular rate of pay. A part-time employee who has completed their probationary period and who is required to serve on a jury shall be excused from work during periods up to two (2) weeks duration. Part-time employees shall be paid based on the average hours for the past ninety (90) days of work, less the jury fee received.

### **ARTICLE 20 – VOTING TIME**

Employees whose work schedule does not allow sufficient time to get to the polls before or after work will be given up to two (2) hours off with pay in order to vote. Employees are required to provide proof of voting.

### **ARTICLE 21 – LEAVES OF ABSENCE**

Section 1. Leaves of Absence shall only be granted for reasons noted in the laws of the state of California or the Federal Family Medical Leave Acts, to individuals qualifying under the Acts who submits an application to the Employer and provide the required certifications. Such leave shall be without pay, benefits, or benefit accruals, except as defined in the law. However, the Employer shall allow the employee to use any earned sick or vacation time during such leave.

Section 2. Leaves for the performance of duty with the Armed Services shall be accomplished in accordance with Federal Law.

- Section 3. A Personal Leave of Absence, for personal reasons not covered by FMLA, may be granted to regular non-probationary full-time employees at the sole discretion of the Employer, for a period not to exceed twelve (12) weeks. Such leave shall be without pay, benefits, or benefit accruals as may be defined in this agreement. The Employer shall not unreasonably deny granting leaves for compelling personal reasons, however, engaging in other employment during such leave, or failure to return from leave on the date approved shall be cause for immediate dismissal.
- Section 4. In the event an employee qualifies for Federal Family Medical Leave Act to care for an immediate family member with a serious health condition, health insurance benefits must continue while on leave provided that, that employee makes their required health insurance contributions.
- Section 5. The Employer agrees to comply with all Federal and State Laws related to leaves.
- Section 6. In the event an employee is hired or appointed to short-term employment with the Union, the employee shall be allowed to take leave, subject to the Employer's legitimate business needs. The employee shall give a minimum of thirty (30) calendar days' notice of such request. Such leave shall not exceed sixty (60) calendar days. No more than two (2) employees from the bargaining unit may be awarded such leave at a time. The Employer shall continue to pay for the employee's benefits during such leave provided that the Union and/or the employee reimburses the Employer in full for such benefits beginning on the first day of the month following the commencement of such leave. During such leave, the Employer will continue the seniority of the employee on leave and the accrual of benefits based on seniority.

## **ARTICLE 22 – UNIFORMS**

- Section 1. Each full-time employee, where required, will be supplied with five (5) uniforms as required by management. Three (3) uniforms will be supplied within the first two months of employment, followed by two (2) uniforms after the completion of the employee's probationary period. Part-time employees shall receive three (3) uniforms within the first month of employment.
- Section 2. In the event that management initiates a different uniform the employee will be provided with five (5) new uniforms within 6 months of the uniform change, employee may continue to wear previous uniform until the full five (5) sets are provided by management.

- Section 3. Uniforms will be replaced one-for-one on an as-needed basis. The Employer shall supply the employee with all required uniforms. The uniform shall include the top. Effective in the next fiscal year, in each September of every year of this Agreement, the Employer shall provide a \$50.00 stipend toward the purchase of non-slip work shoes of the Employer's designated type and style.

### **ARTICLE 23 – DISCIPLINE AND DISCHARGE**

- Section 1. No employee, after having completed their probationary period, will be discharged, suspended without pay, or subjected to other disciplinary action without just cause. In association with disciplinary action, the Employer will generally conduct an investigation consistent with customary just cause processes before termination. Management will offer union representation and will notify the assigned union representative by phone or email to schedule a meeting with the employee.
- Section 2. Under normal circumstances, the Employer, in order to vary the discipline with the circumstances, may utilize any or all of the following in order to maintain order and efficiency of the operation, and to allow the employee an opportunity to correct the deficiency: coaching, written warning, suspension, and termination.
- Section 3. Employees may be subject to immediate discharge for the following reasons: stealing, drinking alcohol while on duty or reporting for duty under the influence of alcohol, illegal possession or use of a controlled substance, possessing a lethal weapon, fighting while on duty, destruction of hospital or Employer property, willful misconduct, sleeping on the job or other conduct of a similar nature or seriousness.
- Section 4. The Employer will notify the Union in writing of any discharge or suspension within forty-eight (48) hours of the discharge or suspension. The Employer will notify the Union in writing of any disciplinary action, including discharge or suspension within forty-eight (48) hours of such disciplinary action being taken. Any employee who has been suspended pending investigation, shall receive a decision from the Employer by the fifteenth (15<sup>th</sup>) working day from the date of the suspension pending investigation. This time period may be extended by mutual agreement of the parties. Such requests will not be unreasonably denied by the Union.
- Section 5. Warning notices will become null and void after one (1) year, provided that the employee has no other disciplinary actions within that period.

- Section 6. The Employer shall make a reasonable attempt to issue notices of disciplinary actions within thirty (30) days of the Employer's knowledge of the infraction. The Employer may request an extension of this time from the Union for reasons which include, but are not limited to, a prolonged investigation, employee or Employer unavailability, etc. The extension of this time will not be unreasonably denied by the Union.

## **ARTICLE 24 – GRIEVANCE PROCEDURE**

- Section 1. A grievance shall be defined as a dispute or complaint arising between the parties under or out of this Agreement, and shall be processed and disposed of in the following manner:

- Section 2. Both parties agree that, prior to filing any grievance, except for grievances contesting discipline, it is desirable to hold an informal discussion with the immediate Manager in an attempt to resolve the dispute.

If the grievance is not resolved after the procedures in Step 2 have been completed, the parties, by mutual agreement, may refer the matter to non-binding mediation. Such referrals shall occur within five working days after the Union receives the written response from the District Manager or their designee. The Grievance Mediation procedure is set forth in Appendix A.

- Section 3. The exact provision in the Collective Bargaining Agreement that was violated must be specified by the grievant and or by the Union. In addition, the grievant and/or Union representative must present in writing a brief written narrative (statement) as to what provision(s) of the Collective Bargaining Agreement were violated by the Employer. The grievant and/or Union representative may write the statement in English or in Spanish. Failure to comply with this procedure will result in the dismissal of the grievance.

- Section 4. In the case of termination or discipline, which may lead to termination, the employee may request the presence of a Union representative. Such request shall not be unreasonably denied.

**Step 1** - All grievances, except those involving discharge or layoff, shall be presented at Step 1. Within ten (10) working days, exclusive of Saturdays, Sundays, and holidays, an employee having a dispute or complaint, or the Union representative, shall present the grievance to the Manager who either issued the disciplinary action or that which has knowledge of the particular issue. The Manager or designee shall provide a response in writing to the employee and the Union within ten (10) working days of the Step 1 hearing. The parties at this step may, through mutual agreement, waive this step of the grievance procedure in

which case it will be appealed by the Union to the next step of the grievance procedure should the Union wish to pursue the matter.

**Step 2** - If the dispute or complaint is not resolved in Step 1, the grievance may, within ten (10) working days of the Supervisor's response, or within fifteen (15) days of the date of the initial dispute to be presented in Step 2. When grievances are presented in Step 2, they shall be reduced to writing, signed by the grievant and/or their Union representative, and presented to the grievant's General Manager or their designee. All discharge or layoff grievances shall be referred immediately to Step 2 of this procedure within fifteen (15) workdays from the date of the discharge. A grievance so presented in Step 2 shall be answered by the General Manager in writing within ten (10) working days after its presentation.

**Step 3** - If the grievance is not settled in Step 2, the grievance may; within ten (10) working days, be presented in Step 3. A grievance shall be presented in this step to the District Manager or Human Resource Manager, or their designee, and or their respective designee(s) shall render a decision in writing within ten (10) working days after the presentation of the grievance in this step.

If the grievance is not resolved after the procedures in Step 3 have been completed, the parties, by mutual agreement, may refer the matter to non-binding mediation. Such referrals shall occur within five working days after the Union receives the written response from the District Manager or their designee. The Grievance Mediation procedure is set forth in Appendix B.

**Step 4** – If the grievance is not settled in Step 3, the grievance may, within twenty-five (25) working days after completion of Step 3 of the grievance procedure, be referred for arbitration. Either party may request that the Federal Mediation and Conciliation Services (FMCS) submit a panel of seven (7) arbitrators. Each party will alternately strike one (1) name until an arbitrator is selected. The Arbitrator's fees and expenses shall be borne equally by the parties to this Agreement. The arbitrator shall not have the right to alter the Agreement but may merely rule on the facts presented during the arbitration.

Section 5. The time limits contained herein may be waived by mutual written agreement by the parties.

## **ARTICLE 25 – HEALTH AND SAFETY**

- Section 1. The Employer will comply with all safety standards pursuant to the laws of the State of California and will not require an employee to work under hazardous conditions without providing such safeguards as are consistent with well-established safety practices. The Employer will not require an employee to use or operate any equipment for which they have not received hands on training.
- Section 2. Employees are required to comply with all safety policies and practices established by the Employer, and to cooperate with the Employer in the investigation of accidents, and the enforcement of safety measures.
- Section 3. The Employer agrees to establish a Safety Committee. Said committee will be responsible for recommending to management the elimination of hazards throughout the facility, and for recommendations which are intended to keep the facility OSHA compliant.
- Section 4. There will be up to eight (8) employees on the Safety Committee; they may be selected by the employees.

## **ARTICLE 26 – MISCELLANEOUS**

- Section 1. Any employee shall have the right to review the contents of their personnel file. The file will be available to the employee within five (5) working days of the employee's written request to the General Manager.
- Section 2. The parties agree that the Employer can temporarily subcontract any work covered by this agreement when the Employer is unable to hire qualified staff, when there is a lack of experienced skilled staff who are willing to perform the work, when the Employer does not have the equipment or technology that can more efficiently perform the work, or when the Employer is preparing for hospital certification and/or inspection. The Employer agrees to notify the Union in writing of their intent to subcontract. The Employer agrees that it will subcontract only to companies that pay its employees at least the same hourly wage rate as would have been paid to bargaining unit employees performing the subcontracted work.



- Section 3. Labor-Management Committee meetings will be held at a mutually agreeable time and date on a quarterly basis. The Union may designate four (4) employees, (two (2) from EVS and two (2) from FANS) to represent the bargaining unit. Meetings will be held to apprise the problems, concerns, and suggestions related to the operations and the workforce, all with the aim of promoting better understanding between the parties. Such meetings shall not be constructed as opening the Agreement for negotiations, nor shall any subject matter at the meetings constitute a step in the grievance procedure. Employees shall be paid at their regular hourly rate for the time spent at the Labor-Management Committee meetings.
- Section 4. Supervisors will not perform bargaining unit work normally performed by the employees, except when there are an insufficient number of bargaining unit employees to perform the work needed, or when such is necessary for legitimate and immediate needs or for the instruction of personnel. In no case shall supervisors or non-bargaining unit workers be utilized to erode the bargaining unit.
- Section 5. Wages shall be paid by check, deposit or electronic money order as determined by the employer, subject to the applicable law.
- Section 6. Employees shall be paid in accordance with the Employer's Payroll system. The Employer will notify the Union at least sixty (60) days before any change is made.

#### **ARTICLE 27 – TEMPORARY TRANSITIONAL DUTY PROGRAM**

- Section 1. In order to facilitate the return to work of an employee who has suffered an on-the-job injury or illness, the Employer may implement a Temporary Transitional Duty program, to provide a temporary, modified work assignment until the employee reaches Maximum Medical Improvement, but in no case longer than ninety (90) calendar days.
- Section 2. Prior to offering a Temporary Transitional Duty assignment to an employee, the Employer will give the Union three business days' notice of the proposed position and modifications. If the Union objects to the assignment for good cause, the Employer will delay implementation of the proposed assignment for up to five additional business days, during which time the parties will meet (in person or by telephone) to review and attempt to resolve the Union's objections. If the parties are unable to agree, the Employer may proceed with the implementation of the assignment and the Union may pursue the matter through the grievance and arbitration procedure.

- Section 3. No employee shall be disciplined for rejecting a Temporary Transitional Duty assignment. However, the rejection may have an impact on the employee's entitlement to workers' compensation benefits, depending on the applicable state workers' compensation law.
- Section 4. Nothing herein shall be deemed to require the Employer to offer a Temporary Transitional Duty assignment to any employee. No Temporary Transitional Duty assignment may be extended beyond ninety (90) days. No Temporary Transitional Duty assignment may become permanent without the express written consent of the parties.
- Section 5. Nothing herein shall be construed to add to or diminish the obligations of the parties under the Americans with Disabilities Act and/or state or local law relating to accommodation of disabilities.

#### **ARTICLE 28 – ALCOHOL AND DRUG ABUSE POLICY**

- Section 1. The Employer and the Union recognize that they must endeavor to provide safe and efficient operations for the protection and benefit of the general public, and the Employer's guests and employees. As part of its efforts to achieve this goal, the Employer must require that its work be performed by employees who are not under the influence of illegal drugs or alcohol at work. For purposes of this Agreement, the term "drugs" shall include drugs and alcohol, as appropriate.
- Section 2. The parties hereby adopt and incorporate by reference the Drug/Alcohol Test Implementation Guidelines annexed to this Agreement as Appendix B.

#### **ARTICLE 29 – MANAGEMENT RIGHTS AND RESPONSABILITIES**

Except as abridged by this Agreement, the Employer reserves and retains, solely and exclusively, the right to manage the business, as such rights existed prior to the execution of any previous agreement with the Union.

The sole and exclusive rights of Management, which are not abridged by this Agreement, include, but are not limited to its rights:

1. To determine the processes or operations.
2. To assign work to such employees in accordance with the requirements determined by Management.
3. To establish and change work schedules and assignments.
4. To maintain order and efficiency.
5. To change operating practices and work assignments and to eliminate work as business requirements may dictate.

The Employer may establish and enforce reasonable rules, regulations and procedures, including client-directed policies and procedures, applicable to employees, provided that such rules, regulations and procedures do not conflict with the provisions of this Agreement. Any dispute over the reasonableness of any rule will be subject to the Grievance and Arbitration Procedure set forth in this Agreement.

### **ARTICLE 30 – SAVINGS CLAUSE**

- Section 1. In the event that any provision of this Agreement is rendered invalid by applicable legislation or be declared invalid by any court or regulatory agency of competent jurisdiction, such action will not invalidate the entire Agreement, it being the intent of the parties hereto that all other provisions not rendered invalid will remain in full force and effect. The parties agree to attempt to cure such invalidity by negotiation and to submit the matter to arbitration if such negotiations are unsuccessful.
- Section 2. This Agreement constitutes the sole and entire Agreement between the parties and supersedes all prior policies, practices, agreements, oral and written, and expresses the total of all obligations of, or restrictions imposed upon, the respective parties during its term.

## **ARTICLE 31 – WAGES**

Wages shall be paid by check, direct deposit or electronic money card, as determined by the Employer, subject to applicable law.

### **AMW = Applicable Minimum Wage**

In the event that the AMW does not change in the succeeding year, the wage increase will be added to the prior year's wage rate.

### **Shift Differential**

Employees who work at least half of their scheduled shift during either of the following time periods will receive the applicable shift differential for all hours worked during the shift.

<u>Hours</u>	<u>Differential</u>
3:00 p.m. - 11:00p.m.	\$0.50 per hour
11:00 p.m. - 7:00 a.m.	\$1.00 per hour

### **EVS Lead Compensation**

An Employee who is assigned by the Employer to perform EVS lead employee duties on a regular basis shall have two dollars (\$2.00) per hour added to their base rate of pay. Should the employee stop performing EVS lead duties on a regular basis, the lead compensation will be subtracted from their base rate of pay. Lead compensation shall only apply to those employees who became EVS leads on a regular basis.

### **Relief Lead Compensation**

Employee(s) assigned by the Employer to work in a relief-lead capacity shall have two dollars (\$2.00) per hour added to their current base pay rate for all hours worked as a relief lead. The employees will not receive this pay when they are not working as a relief lead.

### **Temporary Work in a Higher Wage Grade/Classification**

When required by the Employer to work in a higher wage paying job classification, an employee shall be paid the difference between the minimum wage grade rate the job classification employee normally works and the minimum wage grade rate of the job classification to which the employee is being assigned to work.

### **Bidding to a Classification in The Same or Higher Wage Grade**

An employee who successfully bids to a classification in a higher paying job classification shall receive a pay increase to the minimum of the new classification, or 4% whichever is greater.

### **Salary Increases Are as Follows:**

March 1, 2025; First Full Pay Period After January 1, 2026 and First Full Pay Period After January 1, 2027.

<b>Job title</b>	<b>New Hires</b>	<b>1 year</b>	<b>2 Years</b>	<b>3 Years</b>	<b>4 Years</b>	<b>5 Years +</b>
EVS Att.	AMW	AMW/.06	AMW/.11	AMW/.18	AMW/.23	AMW/.29
Flr Tech	AMW/.25	AMW/.30	AMW/.35	AMW/.40	AMW/.45	AMW/.50
FSW	AMW	AMW/.06	AMW/.11	AMW/.18	AMW/.23	AMW/.29
Tr. Ln. Att.	AMW	AMW/.06	AMW/.11	AMW/.18	AMW/.23	AMW/.29
Cook I	AMW/.22	AMW/.28	AMW/.34	AMW/.40	AMW/.46	AMW/.52
Cook II	AMW/.87	AMW/.93	AMW/1.00	AMW/1.05	AMW/1.12	AMW/1.18
Cashier	AMW	AMW/.06	AMW/.11	AMW/.18	AMW/.23	AMW/.29
St. WK./Rvr	AMW	AMW/.06	AMW/.11	AMW/.18	AMW/.23	AMW/.29
Host/Hss.	AMW/.33	AMW/.39	AMW/.45	AMW/.51	AMW/.57	AMW/.63
Linen Att.	AMW	AMW/.06	AMW/.11	AMW/.18	AMW/.23	AMW/.29

Any employee on the Employer's payroll as of December 31, 2024 and whose wage is currently above the AMW will receive a 3% per hour wage increase.

In the event that the AMW does not increase from its current level, employees on the Employer's payroll as of December 31, 2025 will receive a 4% per hour wage increase effective March 1, 2026 & 2027.

No employee shall be paid below the wage rate contained in the table above for their job classification.

### **Longevity Pay**

Effective January 1, 2020, the Employer shall add thirty cents (\$0.30) per hour to the base rate of any employee with five (5) or more years of service.

Longevity premiums will be based on the employee's years of service on September 1<sup>st</sup> and March 1<sup>st</sup> of each year.

Longevity pay will be removed from the base rate of pay before applying the negotiated wage increase or a minimum wage increase. Once a negotiated wage increase or minimum wage increase has been made, the longevity pay will be added back to the base wage rate.

### **Weekend Differential**

Employees required to work on weekends (12:00 am Friday through 12:00 am Sunday) shall receive an additional \$1.00/hour for all hours actually worked during this period.

### **Training Pay**

Any employee designated by the Employer to train other employees shall receive an additional \$1.00 per hour for those hours designated as training hours by the employer.

## ARTICLE 32 – DURATION

This Agreement shall be effective as of January 1, 2025, as shall be in force and effect until midnight, December 31, 2028, and thereafter shall continue from year to year unless either party gives notice in writing of its desire to negotiate a new Agreement ninety (90) day prior to December 31, 2028. The parties may mutually agree to extend the existing agreement, in writing, for a specific time.

IN WITNESS WHEREOF, the parties hereto have, by their authorized representatives, affixed their signatures to this Agreement.

SDH SERVICES WEST, A SUBSIDIARY  
OF SODEXO, INC.

*Randy Frank*

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Randolph Frank  
Director Of Labor Relations

OFFICE AND PROFESSIONAL  
EMPLOYEES INTERNATIONAL UNION  
LOCAL 30, AFL-CIO

*Marianne Giordano*

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Marianne Giordano  
Executive Director/CFO

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Ezequiel Diaz, Assistant Director

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Carly Regina, Business Representative

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Tracy Brown, Bargaining Committee

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Juana Pilar Carrington, Bargaining Committee

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Julieta Escamilla Rios, Bargaining Committee

## **APPENDIX A – GRIEVANCE MEDIATION**

The process below is intended to give effect to the Grievance Mediation process set forth in Article 24, Section 3 of the Agreement. The Parties agree that this Appendix is not intended to modify any terms of the Agreement, and the Agreement shall prevail in the event any terms of the Agreement may conflict with the terms of this Appendix.

- Section 1. Attendance at Mediation. The Grievance Mediation may be attended by up to two representatives of the Employer and up to two representatives of the Union, with one representative of each party designated as the principal spokesperson. In addition to the Employer and Union representatives, the Grievant shall also have the right to be present. It is expected that at least one of the Employer and Union representatives will be from the local unit from which the grievance arose. The Employer, the Union, and the Grievant will not be represented by outside counsel at the Grievance Mediation, unless mutually agreed otherwise by the Employer and the Union.
- Section 2. Selection of Mediator; Cost. A neutral mediator selected by the parties shall be present and mediate the dispute in an attempt to help the Parties settle the grievance. The Parties will identify a panel of acceptable mediators and attempt to select a mediator from that panel. If the Parties cannot agree upon a Mediator immediately upon deciding to proceed to mediation, they may apply to the Federal Mediation and Conciliation Service (FMCS) to submit a list of five names. Each party shall alternate in striking the list, beginning with the Employer on the first occurrence. The person whose name is not stricken shall be the mediator. If a grievance that has been mediated subsequently goes to arbitration, the Mediator of such grievance may not serve as the Arbitrator for the grievance. The cost of the Mediator, if any, shall be shared equally by the Parties.
- Section 3. Authority of Mediator. The mediator may conduct the mediation conference using all of the customary techniques associated with mediation including the use of separate caucuses. FMCS rules protecting the mediator's confidentiality and immunity from providing testimony in any subsequent arbitration case, court proceeding, or administrative tribunal shall apply to FMCS grievance mediation. FMCS and the Mediator will be held harmless of any claim of damages arising from the mediation process. The Mediator shall have no authority to compel resolution of the grievance, or to recommend altering, amending or modifying any provisions of this Agreement; or to actually alter, amend or modify any provisions of this Agreement.

- Section 4. Evidence, Statements, and Documents. The purpose of the Grievance Mediation is to assist with the resolution of the Grievance. Proceedings before the mediator will be informal and rules of evidence will not apply. No record, stenographic or tape recordings of the meetings will be made and no person at the Grievance Mediation will be placed under oath. The Mediator's notes will be confidential, and their content shall not be revealed. Any documents presented to the Mediator shall be returned to the respective parties at the conclusion of the hearing. The Grievance Mediation and any statement or action by the Mediator or the Parties or the Grievant in connection with the Grievance Mediation may not be referred to or used against any Party at arbitration and shall not constitute an admission for any other purpose.
- Section 5. Advisory Opinion/Recommendation. If no settlement is reached and if requested, the Mediator shall provide one or both Parties, either jointly or separately, as mutually agreed, an advisory opinion or written recommendations for settlement. Any written recommendation or opinion shall be provided within five days of the mediation session.
- Section 6. Termination of Mediation. The Grievance Mediation shall terminate upon the receipt of the writing from the Mediator, the fifth day after the mediation session, or mutual agreement of the Parties, whichever is sooner.



## **APPENDIX B – DRUG & ALCOHOL TESTING**

**Sodexo, Inc.**

### **Drug/Alcohol Test Implementation Guidelines**

#### **POST-ACCIDENT SUBSTANCE ABUSE TESTING**

##### **A. Circumstances When Testing Will Be Required**

As permitted by law, Sodexo will conduct drug and/or alcohol testing following on-the-job accidents, as defined in Section C, below, in accordance with the procedures set forth in this Article.

These procedures are designed not only to detect use of drugs or alcohol but also to ensure fairness to each employee. Every effort will be made to maintain the dignity of employees involved.

Employees governed by client-specific requirements must comply with those client requirements in addition to the requirements herein, if not in conflict with client requirements.

##### **B. Prohibited Substances:**

1. **Prohibited Drugs:** Unless limited by applicable state law, testing will be conducted for the presence of the following substances or their metabolites:

- \*ALCOHOL

- \*AMPHETAMINES (Including MDMA)

- \*COCAINE

- \*MARIJUANA

- \*OPIATE METABOLITES

- \*PHENCYCLIDINE (PCP)

- \*6-monoacetylmorphine (6-MAM; a heroin-specific metabolite)

- \*Additional substances may be added as evidence of use dictates.

Detection levels requiring a determination of a positive result shall, where applicable, be under accepted scientific standards in accordance with the recommendations established by the Substance Abuse and Mental Health Services Administration (SAMHSA; formerly “NIDA”) as adopted by the federal Department of Transportation (DOT).

2. **Alcohol:** A positive alcohol test is any result reported at or above **0.04**.

##### **C. Post-Accident Testing:**

An Employee Accident is defined as an unplanned event which results in a work-related injury or illness which requires outside medical treatment and cost.

For any employee who is involved in an Employee Accident, Sodexo will conduct drug and alcohol testing.

All Employee Accidents must be reported to the Sodexo unit manager or other designated person or manager within one hour of the event – unless there are circumstances that make reporting within 1 hour impractical or impossible – but no later than three hours of the event. Post-Accident drug and alcohol testing should occur as soon as is practical but not later than 32 hours after the occurrence of an event meeting the above criteria. Employees must report for testing within thirty-two (32) hours. If an employee fails to do so, it will be deemed refusal to test, absent a reasonable explanation.

#### **D. Collection of Samples/Lab Analysis:**

1. **Specimen Collection:** All specimen collection for drugs and alcohol will be performed in accordance with generally accepted scientific methods. Sodexo will use chain-of-custody procedures.
2. **Specimen Analysis:** Test methods permitted by state law shall be utilized. For confirmation purposes of any test screened “non-negative,” Sodexo will retain only a laboratory certified by the Substance Abuse and Mental Health Services Administration (SAMHSA). The laboratory will be required to maintain strict compliance with federally approved chain-of-custody procedures, quality control, maintenance and scientific analytical methodologies.
3. **Split-sample Analysis:** The employee may request that a confirmation test on the specimen be conducted. That request must be made in writing within three business days after being notified of the positive test result. The analysis of the split sample shall be obtained from a separate, unrelated certified laboratory chosen by the employee and shall be at the employee’s expense.

If the split sample analysis fails to re-confirm the presence of the prohibited substance found in the original sample, then both tests shall be noted as a negative and no disciplinary action taken.

#### **E. Alcohol Testing Procedures:**

All alcohol tests will be conducted in strict compliance with the rules adopted by federal and state guidelines and in accordance with the best practice in the applicable scientific community.

#### **F. Review and Notice of Rights:**

Sodexo's contracted Medical Review Officer will contact any employee testing positive for the presence of a prohibited substance. The employee will be allowed to present medical documentation to explain any permissible use of a drug. All such discussions between the employee and the MRO will be confidential. Sodexo will not be a party to or have access to matters discussed between the employee and the MRO, except to respond to a claim made in a grievance, arbitration, lawsuit or administrative charge. Until the employee contacts the MRO or a reasonable time has lapsed after the employee was asked to contact the MRO, Sodexo will not be advised of the test result.

If legitimate, medically supported reasons exist to explain the positive result, the MRO will report the test result to Sodexo as a negative. If there is no legitimate, medically supportable reason for the positive test result, the MRO will report the test result as a positive. Sodexo will then notify the employee of the positive result, the substance(s) detected and the employee's right to a split-sample analysis.

There will be no medical review of a positive test for alcohol or a positive test of a split specimen. No medical explanation for alcohol in an employee's system will be accepted. If, during the course of an interview with an employee who has tested positive, the MRO learns of a medical condition, or medication for a medical condition, which could, in the MRO's reasonable medical judgment, pose a risk to safety, the MRO may report that information to Sodexo.

If the result is reported to Sodexo as positive by the MRO, Sodexo will notify the employee in writing of the following:

1. The result of the test;
2. The Employee's right to have a split sample analyzed;
3. The Employee's right to choose the laboratory to analyze the split sample;
4. The Employee's right to take up to three business days after the date of written notice to decide whether to have the split analyzed;
5. The Employee's responsibility to pay for the split sample analysis.

#### **G. Consequences:**

Any employee who refuses to submit to the testing process or who tests positive for any prohibited substance will be terminated.

Any employee suspected of unnecessarily delaying the test process, attempting to adulterate or substitute a sample or refusing to fully cooperate in the test process will be considered to have refused to submit to testing.

In addition, a positive test, or the refusal to submit to a test, may result in a denial or loss of workers compensation benefits under state law. (This information is provided for informational purposes only; it being understood that neither the Union nor the Employer controls the grant or denial of workers' compensation benefits.)

## **H. Confidentiality:**

Unless otherwise limited by law, information and records relating to testing, test results, drug or alcohol dependencies, medical restrictions, and legitimate medical explanations provided to the medical facility, the MRO, or Sodexo's designated Human Resources Manager as part of Sodexo's drug and alcohol testing program, shall be kept confidential and maintained in medical files separate from employees' personnel files. Such information shall be the property of Sodexo and may be disclosed to Human Resources, the MRO, and to Sodexo managers and supervisors on a need-to-know basis. Such information also may be disclosed where relevant to a grievance, charge, claim, lawsuit, or other legal proceeding initiated by or on behalf of an employee or prospective employee.

## **I. Employee Assistance:**

Employees with personal alcohol and drug abuse problems should request confidential assistance through local support agencies or, if applicable, Sodexo's health insurance program or Sodexo's Lifeworks program, (888) 267-8126. Employees who undergo voluntary counseling or treatment, and who continue to work, must meet all established standards of conduct and job performance including these Guidelines. While the mere voluntary request for assistance with an alcohol or drug abuse problem will not result in any constructive counseling, such requests will not prevent disciplinary action for violation of Sodexo's Drug and Alcohol Use Policy and will not prevent termination for a positive result.

**Drug/Alcohol Test Implementation Guidelines Acknowledgment**

I acknowledge that I have received a copy of the Sodexo Drug/Alcohol Test Implementation Guidelines.

\_\_\_\_\_  
(Signature of Applicant/Employee)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name)