

ACCRA CONSUMER CHOICE



Paid Time Off Policy

January 2018

Effective July 1, 2015 the Collective Bargaining agreement (CBA) went into effect for all home care workers that work for participants in PCA Choice, Consumer Directed Community Support, Consumer Support Grant, and Community First Services and Supports, which is a program being developed by the State of Minnesota and will replace the PCA program in the future. The CBA states that all workers in these programs may earn up to five days of Paid Time Off (PTO) per year, regardless of if they join the union or not.

For the contract that went into effect on August 1, 2017, all CDCS and CSG workers will earn one hour of PTO for every 43 hours worked. Workers need to work 600 hours before they can start using their PTO. Working 600 hours is a onetime requirement and if you work for more than one agency it will be an accumulative of 600 hours.

Accra Consumer Choice is required to track the number of hours worked and report this information to the Department of Human Services who then provides the information to SEIU Healthcare (the union representing home care workers) after each pay period. If an employee works for more than one agency, SEIU will notify Accra Consumer Choice when the employee has worked the 600 hours and are eligible for using accrued PTO. All new employees will need to work the required 600 hours before taking accrued PTO.

Workers can carry over up to 80 hours of PTO from one State fiscal year to the next. The State's fiscal year is July 1 to June 30.

If a worker transfers from one Accra company to another or from one model of service to another, e.g., Agency with Choice to Payroll Model, the employee's accrued PTO hours will transfer. This was confirmed by SEIU on May 4, 2016. In an email they stated "there is no problem doing a PTO Balance Transfer rather than a cash out when a worker is moving among programs that are all within the Bargaining Unit."

If a worker terminates their employment with Accra Consumer Choice, Accra Consumer Choice is required to pay the worker accrued PTO up to 80 hours. If the worker has more than 80 hours of accrued PTO they will only be paid for 80 hours. If the worker has not worked the 600 hours, Accra Consumer Choice will pay out the amount that has been accrued.

Procedure:

The employee is responsible for determining if they have the hours available to take PTO by reviewing their online ADP Paystub.

The employee is required to get permission from the participant/responsible party to use PTO. The participant is required to secure replacement care when a worker uses PTO.

The employee must complete the Accra PTO Request Form available on our website:

www.accracare.org. Click on the "Employees' tab and 'Employee Resources", have the form signed by the participant, and turn it in with the timecard in the pay period when the employee takes PTO.



Frequently Asked Questions:

- Q.** Will PTO hours count towards overtime?
- A.** No, overtime is only calculated on actual hours worked.
- Q.** I am a paid parent of a minor (or a spouse) and I am limited to 40 hours a week, if I take PTO do I have to reduce my hours that week?
- A.** No, PTO does not count towards the maximum of 40 hours in a work week for paid parents of minors/spouses.
- Q.** Can I use PTO hours when the participant is hospitalized?
- A.** Yes, if you have worked the 600 hours required and have accrued PTO hours, and are not working due to the participant being hospitalized and cannot receive services, you can use PTO. You will need to fill out the PTO Request Form and check the box that says, “the participant is hospitalized and I am requesting to use ___ hours of PTO.” Submit the PTO Request Form with your timecard for the pay period when the participant was hospitalized.
- Q.** If I provide services to more than one participant, how will I know when I have met the required 600 hours?
- A.** SEIU will notify both you, the employee, and Accra when you have met the 600 hours of service requirement.
- Q.** If I provide services to more than one participant, who approves PTO requests?
- A.** You should obtain permission from each participant for whom you were scheduled to work during the period in which you want to take time off.
- Q.** Who do I contact if I have questions about the union?
- A.** You can contact call the Member Action Center at 651-294-8100 or 1-800-828-0206 or email them at MAC@seiuhealthcaremn.org.

Procedure for Processing PTO Requests:

The timesheet is processed by payroll like other timesheet, but in addition to proofing the timesheet for dates, times, and signatures, payroll verifies there is sufficient PTO accumulated to cover the request and that the employee has banked their first 600 hours of services to make them eligible to use PTO.