

The Hospital proposes the following side letter

Proposed New Side Letter

**Marchel Smiley
Secretary/Treasurer
SEIU Local 722
1673 Columbia Road NW, Suite 100
Washington, DC 20009-3699**

Re: Children's Hospital – Instructor Pay

Dear Mr. Smiley:

This confirms the parties' agreement regarding the Instructor Pay for which employees in the job classifications set forth in this letter are eligible. Effective July 1, 2009*, the Hospital will provide Instructor Pay as follows:

- **Potential Positions:**
 - **Laboratory Associate**
 - **Senior Laboratory Associate**
 - **ER Technicians, including Chief Wound Management Technician and Wound Management Technician**
- **Criteria for Determining Whether Instructor Pay is Applicable:**
 - **Role requires demonstrated mastery of advanced/expert knowledge, which is imparted as part of the instructing**
 - **Length of instructing time provided to instructee will be at least six (6) weeks**
- **Instructor Duties and Responsibilities:**
 - **Assess and evaluate skills**
 - **Provide feedback**
 - **Validate and document competencies**

***Note: This proposal assumes that the parties reach agreement on a new collective bargaining agreement which is effective on July 1, 2009.**

- **Instructing Guidelines and Requirements:**
 - **Assignment of new employee to 1:1 relationship with Instructor during “instructing” period**
 - **Instructor is trained to perform instructing task**

 - **Instructor Selection Criteria:**
 - **Must have 2 years’ seniority, with 1 year in the position eligible for Instructor Pay**
 - **Is an employee in “good standing” – that is, has received no written corrective action during the prior 12 months**
 - **Demonstrates proficiencies in the applicable subject matter and in communication/instruction skills and customer service**
 - **Instructors will be chosen by the Hospital from those employees who have volunteered to serve as Instructors, with seniority governing where abilities and proficiencies are equal**

 - **Instructor Pay**
 - **Employees who serve as Instructors pursuant to this Side Letter will be paid an additional \$2.00/hour for each hour or portion thereof they spend actually performing Instructor duties**
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- **Concurrent with the implementation of the foregoing, the preceptor pay specified in the attached August 15, 2002 letter of Kathryn M. Koepenick to Marchel Smiley will end.**

 - **Other than as specifically provided herein, nothing in this letter shall be deemed in any way to limit the Hospital management’s rights specified in the parties’ collective bargaining agreement.**
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- **This Side Letter will remain in effect for the duration of the parties’ collective bargaining agreement covering the period July 1, 2009 through June 30, 2012.**

If this is acceptable to Local 722, please sign below on the space indicated to signify Local 722’s agreement.

Sincerely,

Carole Schor

Corporate Vice President, Human Resources

Attachment

Agreed and Accepted:

**Marchel Smiley, Secretary/Treasurer
SEIU Local 722**