

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

COMMONWEALTH OF PENNSYLVANIA  
FISH AND BOAT COMMISSION

AND

FRATERNAL ORDER OF POLICE  
PENNSYLVANIA CONSERVATION POLICE OFFICERS  
LODGE 114, FISH AND BOAT COMMISSION

Effective July 1, 2012 to June 30, 2016

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## PREAMBLE

This Agreement entered into by Conservation Police Officer's Lodge 114 of the Fraternal Order of Police, hereinafter referred to as the Union, and the Commonwealth of Pennsylvania, Fish and Boat Commission hereinafter referred to as the Employer, has as its purpose the promotion of harmonious relations between the Union and the Employer; the establishment of an equitable and peaceful procedure for the resolution of differences, and the establishment of rates of pay, hours of work, and other conditions of employment.

## ARTICLE 1 RECOGNITION

Section 1. Conservation Police Officer's Lodge 114 of the Fraternal Order of Police is recognized as the exclusive representative for collective bargaining for persons within the classifications included under the certifications of the Pennsylvania Labor Relations Board: Waterways Conservation Officers and Waterways Conservation Officer Trainee.

Section 2. The term officer when used in this Agreement is defined as those persons in the classifications covered by the certifications referred to in Section 1 of this Article.

## ARTICLE 2 MANAGEMENT RIGHTS

Section 1. It is understood and agreed that the Employer, at its sound discretion, possesses the right, in accordance with applicable laws, to manage all operations, including the direction of the working force and the right to plan, direct, and control the operation of all equipment and other property of the Employer, except as modified by this or unit agreements.

Matters of inherent managerial policy are reserved exclusively to the Employer. These include but shall not be limited to such areas of discretion or policy as the functions and programs of the Employer, standards of service, its overall budget, utilization of technology, the organizational structure, and selection and direction of personnel.

Section 2. The listing of specific rights in this Article is not intended to be nor should be considered restrictive or a waiver of any of the rights of management not listed and not specifically surrendered herein whether or not such rights have been exercised by the Employer in the past.

ARTICLE 3  
UNION SECURITY

Section 1. Each officer who, on the effective date of this Agreement, is a member of the Union, and each officer who becomes a member after that date shall maintain membership in the Union, provided that such employee may resign from the Union, in accordance with the following procedure:

a. The officer shall send a certified letter, return receipt requested, of resignation to the Secretary of Conservation Police Officers Lodge 114 of the Fraternal Order of Police and a copy of the letter to the employer. The official membership card, if available, shall accompany the letter of resignation.

b. The letter shall be postmarked during the 15 day period prior to the expiration date of this Agreement and shall state that the officer is resigning membership in the Union and where applicable is revoking check-off authorization.

Section 2. The Employer and the Union hereby agree that all non-members of the Union shall be subject to a fair share fee as provided for in Act 84 of 1988 (S.B. 291) and any amendments thereto.

Section 3. The Employer shall furnish each new officer with a copy of this Agreement together with an authorization for dues payroll deduction, provided the Union has furnished the Employer with sufficient copies of the Agreement containing the authorization for dues deduction.

ARTICLE 4  
DUES DEDUCTION

Section 1. The Employer shall deduct the Union biweekly membership dues and an annual assessment, if any, from the pay of those officers who individually request in writing that such deductions be made. The rate at which dues are to be deducted and the amount of the annual assessment shall be certified to the Employer by the Union, and the Employer shall deduct Union dues at this rate from members' regular biweekly salary and wages (including retroactive salary/wage payments and lump sum payments made pursuant to Article 18, Salaries and Wages). The aggregate deductions of all officers shall be remitted together with an itemized statement to the Union by the last day of the succeeding month, after such deductions are made. This authorization shall be irrevocable by the officer during the term of this Agreement. When revoked by the officer in accordance with Article 3, the agency shall halt the check-off of dues effective the first full pay period following the expiration of this Agreement.

Section 2. The Employer further agrees to deduct a fair share fee biweekly from all officers in the bargaining unit who are not members of the Union.

Authorization from non-members to deduct fair share fees shall not be required. The amounts to be deducted shall be certified to the Employer by the Union, and the aggregate

deductions of all officers shall be remitted together with an itemized statement to the Union by the last day of the succeeding month, after such deductions are made.

Section 3. The officer's written authorization for dues payroll deductions shall contain the officer's name, social security number, work location (district, region, etc.), and Union name.

Section 4. Where an officer has been suspended, furloughed or discharged and subsequently returned to work, with full or partial back pay, or has been reclassified retroactively, the Employer shall, in the manner outlined in Sections 1 and 2 above, deduct the Union membership dues and fair share fees that are due and owing for the period for which the officer receives back pay.

Section 5. The dues deduction and fair share fee provisions of this Article shall continue to pertain and be complied with by the Employer with regard to those officers who are promoted into or demoted from a unit of first level supervisors represented by the Union or when any officer is transferred from one position to another position covered by this Agreement. Dues deductions and fair share fee deductions will be resumed for officers upon their return from leave of absence without pay or recall from furlough.

Section 6. The Employer shall provide the Union, on a quarterly basis, a list of all officers in the bargaining units represented by the Union. This list shall contain the officer's name, social security number, address, class code, work location (district, region, etc.) and whether the officer is a member or non-member.

Section 7. The Union shall indemnify and hold the Employer harmless against any and all claims, suits, orders, or judgments brought or issued against the Employer as a result of the action taken or not taken by the Employer under the provisions of this Article.

## ARTICLE 5 CREDIT UNION

Section 1. The Employer agrees to make payroll deductions available to officers who wish to participate in the Pennsylvania State Employees Credit Union, as designated by the Union, or any one of the credit unions duly chartered under State or Federal statutes and approved by the Employer.

Section 2. The Employer shall remit the deductions of officers together with an itemized statement to the applicable credit unions designated under Section 1 above within 30 days following the end of the calendar month in which deductions were made.

Section 3. a. The Employer shall establish rules, procedures and forms which it deems necessary to extend payroll deductions for credit union purposes.

b. Payroll deduction authorization forms for credit union purposes must be executed by and between the officer and an official of the credit union.

Section 4. The Union shall indemnify and hold the Employer harmless against any and all claims, suits, orders, or judgments brought or issued against the Employer as a result of the action taken or not taken by the Employer under the provisions of this Article.

ARTICLE 6  
HOURS OF WORK

Section 1. The work week shall consist of 40 hours, in any combination as defined in Section 3, in any four (4) or five (5) days within a consecutive seven (7) calendar-day period. The work week shall commence on Saturday and end the following Friday. Officers shall be guaranteed two (2) consecutive days off during the work week except during the period March 1 – June 15.

Section 2. The work day shall consist of the calendar day. There shall be a minimum of sixteen (16) hours between the start of each shift unless a shorter period is requested by the officer and approved by the Employer.

Section 3. The work shift each calendar day shall consist of eight (8.0) work hours within a pre-established work schedule, unless a longer or shorter work shift is otherwise requested by the officer and approved by the Employer. The Employer may schedule up to a ten (10) hour shift within a day, when done so for scheduled training or regional meetings.

Section 4. The regular hours of work shall be consecutive unless split at the request of the officer and approved by the Employer.

Section 5. a. Officers will submit to their supervisor a proposed work schedule showing work days, hours, and off days at least four (4) weeks prior to the start of the work week. The proposed schedule will be submitted for at least a four week period.

b. The Employer will approve or modify the schedule as deemed necessary and advise the officer of the approved schedule not less than 14 calendar days prior to the start of the work week.

c. Changes to the approved schedule made less than 14 calendar days prior to the start of the work week shall be dealt with as set forth in this sub-section. It is understood that officers will work only those hours approved or initiated by the Employer.

1. Officer-initiated changes – The Employer may approve or disapprove the requested change and the officer shall work accordingly.

2. Employer-initiated changes – It is understood that these assignments include those directed by the employer. In the event of such Employer-initiated assignments, the officer has the option to either:

(a) Complete the Employer-initiated assignment and adjust the work schedule to reduce the pre-approved hours. The officer shall not

reduce the number of paid hours to less than 40 in the work week. If the officer chooses this option, the officer will inform the Employer of the change(s) to the schedule. It is understood the officer shall not, however, eliminate any pre-approved essential assignments.

or

(b) Work the pre-approved schedule, plus the Employer-initiated assignment.

3. In case of emergency, Officers shall work as directed by the Employer.

Section 6. The Fish and Boat Commission agrees that for the period from October 1 – December 31 of each year, officers will not be regularly scheduled to work weekends. During the months of January and February of each year such officers may be required to work on two (2) weekend days per month. For the month of March, April, May and September, these Officers will receive four (4) weekend days off per month and for the months of June, July, and August, at least two (2) weekend days will be scheduled off per month.

## ARTICLE 7 MEAL PERIODS

Section 1. It is understood that meal periods do not apply to this unit, except as outlined in these sections.

Section 2. When a meal is provided by the Employer all officers will, at the request of the Employer, document a one hour break, unless a lesser period is requested by the Employer. This section also applies to out-service training, where an officer is in attendance and provided a meal period during the training session. Officers will extend their shift to work their scheduled hours by the same duration as the meal break, unless the officer makes other arrangements with the Employer. The Employer will attempt to provide advance notice to the officers that a meal will be provided so as to allow the officer the opportunity to prepare for a longer work period. This section is not to be interpreted to mean officers are not entitled reasonable time for refreshments.

Section 3. In the event an officer elects to utilize a meal period, where the officer is not readily available for duty or interacting with the public, the Employer preauthorizes the officer up to one hour to adjust that day's schedule, either start or stop time, by the length of the meal period. This meal period cannot adversely affect the operational efficiency of the Employer.

Section 4. It is understood that time scheduled by the Employer for a meal period does not constitute a split shift.

ARTICLE 8  
CALL TIME

Section 1. Officers who have been called into work outside of their regular shift schedule shall be paid at the appropriate rate for the hours worked or a minimum of three (3) hours pay at the Officer's regular straight time hourly rate, or whichever is greater. Call time pay begins when Officer receives the call. Officers will be permitted to leave the worksite when the work assignment that is the reason for the call time is completed, unless the Officer's scheduled work shift has commenced. There shall be no duplication of hours or pay.

Section 2. Unless otherwise provided herein, the provisions of Section 1 shall be applicable to any work assignment that is separated from the Officer's regular shift schedule or other work assignment by a break in time other than a meal. Section 1 shall not be applicable to scheduled overtime where the past practice has been to schedule certain work assignments on a regular basis without being subject to any minimum hours or pay.

ARTICLE 9  
HOLIDAYS

Section 1. The following days shall be recognized as holidays:

1. New Year's Day
2. Martin Luther King Jr.'s Birthday
3. Presidents' Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Columbus Day
8. Veterans' Day
9. Thanksgiving Day
10. Day after Thanksgiving
11. Christmas Day

The holiday shall be deemed to fall on the day on which the holiday occurs.

Section 2. If a holiday is observed while a permanent full-time officer is on sick, annual, or other paid leave status, the officer will receive holiday pay and the day will not be charged against sick, annual, or other paid leave credits. If an officer is required to work on any of the holidays listed in Article 9, Section 1, except the day after Thanksgiving, Martin Luther King Jr.'s Birthday, and Veterans' Day, the officer shall be compensated at one and one-half times the officer's regular hourly rate of pay for all hours worked on said holiday. For work performed on the day after Thanksgiving, Martin Luther King Jr.'s Birthday, and Veterans' Day, the officer shall be compensated at the officer's regular hourly rate of pay for all hours worked on said holidays. (Prior to July 1, 2013, Martin Luther King Jr.'s Birthday and Veterans' Day will be compensated at one and one-half times the officer's regular hourly rate of pay for all hours worked on said

holidays.) The officer shall receive paid time off for all hours worked on a holiday up to a full shift as defined in Hours of Work, Article 6. If a written request is received prior to or within 45 days after the holiday is worked, paid time off shall, subject to management's responsibility to maintain efficient operations, be scheduled and granted as requested by the officer, prior to the holiday or within the 120 calendar day period succeeding the holiday. If the Employer does not schedule such paid time off in accordance with the officer's request, or at some other time prior to the completion of the 120 calendar day period succeeding the holiday, the officer shall be compensated at the officer's regular rate of pay in lieu of such paid time off.

Section 3. A permanent officer separated from the service of the Employer for any reason prior to taking paid time off earned by working a holiday listed in Section 1, shall be compensated in lump sum for any unused paid time off the officer has accumulated up to time of separation.

Effective as soon as practically and legally possible, the Commonwealth will adopt a tax-qualified Leave Payout Plan. All officers who attain age 55 before or during the calendar year they separate from service after adoption of the Leave Payout Plan shall have the leave payouts otherwise payable for accumulated and unused Annual Leave, Personal Leave, Compensatory Leave, Holiday Leave and Sick Leave, up to the maximum allowable by law, deposited in an account in the officer's name, provided however that if the total amount of leave payout is \$5000 or less, this amount shall be paid to the officer in cash. Amounts in excess of the maximum allowable amount will be paid to the officer in cash.

Section 4. Whenever the Employer declares a special holiday or part holiday for all employees under the Employer's jurisdiction, all permanent officers who are required to work on the day on which such holiday hours occur shall receive time off with pay for all hours worked up to the number of hours in the officer's normal work shift if a full holiday is declared, or up to a pro rata share of the normal work shift if a partial holiday is declared. The Employer shall have the option of paying the officers their regular hourly rate of pay in lieu of such equivalent time off with pay.

Section 5. In no event shall an officer be entitled to duplicate holiday payment. Time worked on holidays during an officer's regular shift shall not be excluded from hours worked for the purposes of determining eligibility for overtime pay under Section 1 of Article 20 of this Agreement.

Section 6. There shall be no duplication or pyramiding of any premium pay provided for under the provisions of this Agreement for the same hours worked.

## ARTICLE 10 PERSONAL LEAVE DAYS

Section 1. All permanent full-time officers will be eligible for paid personal leave days as follows:

a. One paid personal leave day will be earned in the officer's first calendar year of employment provided the officer has 160 hours (40 hour workweek) in an active pay status in the

calendar year.

b. One paid personal leave day per one-half calendar year will be earned in the officer's second calendar year of employment, provided the officer has 160 hours (40 hour workweek) in an active pay status in each one-half calendar year.

c. One paid personal leave day per calendar quarter will be earned in the officer's third and subsequent years of employment, provided the officer has 160 hours (40 hour workweek) in an active pay status in each one-quarter calendar year.

d. Officers may be eligible for one additional personal leave day to be earned in the first calendar quarter provided the requirements of Article 13, Section 11 are met.

e. Leave service credit earned during all periods of Commonwealth employment will be used to determine whether, for purposes of this Section, an officer is in the first calendar year of employment, the second calendar year of employment, or the third and subsequent years of employment.

Section 2. Personal leave shall be scheduled and granted for periods of time requested by an officer subject to management's responsibility to maintain efficient operations. If the nature of the work makes it necessary to limit the number of officers on personal leave at the same time, the officer with the greatest seniority shall be given a choice of personal leave in the event of any conflict in selection.

Where reasonable opportunities are available for selection of personal leave on a seniority basis, approved requests shall not be revoked if a conflict in selection develops after the selection period.

Requests for emergency personal leave will be entertained at any time with the understanding that an officer may be required to substantiate the emergency nature of the request and that further, it may be necessary, in order to accommodate the emergency, to reschedule requests of other officers for personal, holiday, compensatory leave and/or annual leave not scheduled during the selection period.

Section 3. Personal leave to which an officer may become entitled during the calendar year may be granted at the Employer's discretion before it is earned. An officer who is permitted to anticipate such leave and who subsequently terminates employment shall reimburse the Employer for those days of personal leave used but not earned.

Section 4. Personal leave days shall be non-cumulative from calendar year to calendar year. However, officers will be permitted to carry over personal leave days into the first seven (7) pay periods of the next calendar year. Any days carried over in accordance with this Section which are not scheduled and used during the first seven (7) pay periods of the next calendar year will be lost.

Section 5. An officer's request for a personal leave day on the officer's birthday received in writing at least 45 calendar days prior to the officer's birthday shall be approved. An officer shall be allowed to anticipate the earning requirement in Section 1 above, for a personal leave day used on the officer's birthday. If an officer's birthday falls on a day other than a regularly scheduled work day, the officer will be permitted to schedule a personal leave day in accordance with this Section either the work day immediately before or after the birthday.

Section 6. An officer who becomes ill while on personal leave will be permitted to change the leave code to sick leave provided that the officer has adequate sick leave to facilitate such a change and furnishes satisfactory proof of such illness to the Employer upon return to work.

Section 7. Effective as soon as practically and legally possible, the Commonwealth will adopt a tax-qualified Leave Payout Plan. All officers who attain age 55 before or during the calendar year they separate from service after adoption of the Leave Payout Plan shall have the leave payouts otherwise payable for accumulated and unused Annual Leave, Personal Leave, Compensatory Leave, Holiday Leave and Sick Leave, up to the maximum allowable by law, deposited in an account in the officer's name, provided however that if the total amount of leave payout is \$5000 or less, this amount shall be paid to the officer in cash. Amounts in excess of the maximum allowable amount will be paid to the officer in cash.

Section 8. For the purpose of this Article, the calendar year shall be defined as beginning with the officer's first full pay period commencing on or after January 1 and continuing through the end of the officer's pay period that includes December 31. For the purpose of this Article, the calendar quarters shall be defined as beginning with the first full pay period in January through March 31, April 1 through June 30, July 1 through September 30, and October 1 through the last full pay period of the leave calendar year, which is the pay period that includes December 31.

## ARTICLE 11 LEAVES OF ABSENCE

Section 1. All time that an officer is absent from work shall be appropriately charged.

Section 2. Where a state civil service examination is not given during an officer's non-working time, a permanent full-time officer shall be granted administrative leave with pay to take such examination which is scheduled during the officer's regular work hours subject to management's responsibility to maintain efficient operations. Officers shall only be entitled to leave for this purpose on one occasion during each one-half calendar year. Such leave shall not exceed the officer's normal work shift or the time necessary to travel to and from the examination and to take the examination, whichever is lesser. Officers shall not be eligible for travel expenses under this Section.

Section 3. All requests for leave must be submitted in writing to the officer's immediate supervisor and shall be answered in writing. Requests for emergency type leaves shall be answered before the end of the shift on which the request is made.

Except for such emergency type leaves, the time when leave is taken is within the discretion of the Employer.

Except as provided in Article 12, Section 3, requests for any type of leave to which an officer is entitled under this Agreement and which are not to exceed one month shall be answered by the Employer within five days. If the requested leave is in excess of one month, the request shall be answered within 10 days.

Section 4. The Employer will continue its present practice of granting administrative leave to a reasonable number of officers who attend training seminars conducted by the Union to the same general extent that this has been granted in prior years.

Section 5. Officers shall be granted up to four (4) hours of administrative leave per calendar year to donate blood.

Section 6. For the purpose of this Article, the calendar year shall be defined as beginning with the officer's first full pay period commencing on or after January 1 and continuing through the end of the officer's pay period that includes December 31.

ARTICLE 12  
VACATIONS

Section 1. Officers hired prior to July 1, 2013 shall be eligible for annual leave after 30 calendar days of service with the Employer in accordance with the following schedule:

**Leave Service Credit  
(Includes all periods of  
Commonwealth Service)**

**Maximum Annual Leave  
Entitlement Per Year**

Up to 3 Years:

Annual Leave will be earned at the rate of 2.70% of all Regular Hours Paid

40 Hr. Workweek: 56 Hrs. (7 days)

Over 3 Years to 15 Years Inclusive:

Annual Leave will be earned at the rate of 5.77% of all Regular Hours Paid

40 Hr. Workweek: 120 Hrs. (15 days)

Over 15 Years to 25 Years Inclusive:

Annual Leave will be earned at the rate of 7.70% of all Regular Hours Paid 40 Hr. Workweek: 160 Hrs. (20 days)

Over 25 Years:

Annual Leave will be earned at the rate of 10% of all Regular Hours Paid 40 Hr. Workweek: 208 Hrs. (26 days)

Officers hired on or after July 1, 2013 shall be eligible for annual leave after 30 calendar days of service with the Employer in accordance with the following schedule:

Up to 3 Years:

Annual Leave will be earned at the rate of 2.70% of all Regular Hours Paid 40 Hr. Workweek: 56 Hrs. (7 days)

Over 3 Years to 15 Years Inclusive:

Annual Leave will be earned at the rate of 5.77% of all Regular Hours Paid 40 Hr. Workweek: 120 Hrs. (15 days)

Over 15 Years:

Annual Leave will be earned at the rate of 7.70% of all Regular Hours Paid 40 Hr. Workweek: 160 Hrs. (20 days)

Regular Hours Paid as used in this Article include all hours paid except overtime, standby time, call-time, and full-time out-service training.

Officers shall be credited with a year of service for each 26 pay periods completed in an active pay status, provided they were paid a minimum of one hour in each pay period.

Section 2. Vacation pay shall be the officer's regular straight time rate of pay in effect for the officer's regular classification.

Section 3. Vacations shall be scheduled and granted for periods of time requested by the officer subject to management's responsibility to maintain efficient operations. If the nature of the work makes it necessary to limit the number of officers on vacation at the same time, the officer with the greatest seniority shall be given a choice of vacation periods in the event of any conflict in

selection. Where reasonable opportunities are available for selection of vacations on a seniority basis, approved requests shall not be revoked if a conflict in selection develops after the selection period. The selection period shall be September 1-30 for vacations from January 1 to June 30 of the following year and March 1-31 for vacations from July 1 to December 31, unless there are existing or subsequent agreements on the selection period at appropriate local levels. Requests for leave submitted during the selection period shall be answered within 20 calendar days after the end of the selection period.

Section 4. Officers who work other than a regular Monday through Friday workweek and who request and are granted a vacation covering at least five (5) consecutive work days which immediately precedes or follows their regularly scheduled days off shall not have their regularly scheduled days off changed and for any requirement to work the regularly scheduled days off the officer shall be paid two and one-half times the employee's regular hourly rate of pay.

Section 5. If a holiday occurs during the work week in which vacation is taken by an officer, the holiday shall not be charged to annual leave.

Section 6. Officers who become ill during their vacation will not be charged annual leave for the period of illness provided satisfactory proof of such illness is furnished to the Employer upon return to work.

Section 7. Officers separated from the service of the Employer for any reason prior to taking their vacation, shall be compensated in a lump sum for the unused vacation they have accumulated up to the time of separation.

Effective as soon as practically and legally possible, the Commonwealth will adopt a tax-qualified Leave Payout Plan. All officers who attain age 55 before or during the calendar year they separate from service after adoption of the Leave Payout Plan shall have the leave payouts otherwise payable for accumulated and unused Annual Leave, Personal Leave, Compensatory Leave, Holiday Leave and Sick Leave, up to the maximum allowable by law, deposited in an account in the officer's name, provided however that if the total amount of leave payout is \$5000 or less, this amount shall be paid to the officer in cash. Amounts in excess of the maximum allowable amount will be paid to the officer in cash.

Section 8. Unused annual leave shall be carried over from one calendar year to the next provided that in no case shall the amount thus carried over exceed 45 days (360 hours). However, officers will be permitted to carry over annual leave in excess of the forty-five day limit into the first seven (7) pay periods of the next calendar year. Any days carried over in accordance with this Section which are not scheduled and used during the first seven (7) pay periods of the next calendar year will be converted to sick leave, subject to the 300 day limitation contained in Article 13 (Sick & Bereavement Leave), Section 2. Scheduling of those days carried over shall be in accordance with Section 3 above.

Section 9. If an officer is required to return to work after commencement of a prescheduled vacation, the officer shall be compensated at one and one-half times the officer's regular hourly rate of pay for all hours required to work on the prescheduled vacation day or days. The officer shall be permitted to reschedule such vacation day or days in accordance with Section 3.

Section 10. It is understood that this Section does not apply to furloughed officers who, during their recall period, return to the Employer's payroll in a temporary capacity.

Section 11. Officers on leave without pay to attend official union conventions or conferences in accordance with Article 16 (Leaves of Absences Without Pay), Section 3 shall have that time included in regular hours paid for purposes of earning annual leave entitlement and credited service under Section 1 above.

Section 12. Permanent officers who have one or more years of service since their last date of hire may anticipate annual leave to which they become entitled during the then current calendar year unless the Employer has reason to believe that the officer has been abusing the leave privilege. Permanent officers with less than one year of service since their last date of hire may not anticipate annual leave.

Section 13. An officer who is furloughed and is not employed in another position within 14 calendar days of the effective date of furlough will receive a lump sum payment for all earned, unused annual leave unless the officer requests in writing before the end of the 14 calendar days to freeze all earned, unused annual leave.

An officer may subsequently change a decision to freeze the earned, unused annual leave by submitting a written request for a lump sum payment for the annual leave. Payment will be made within 35 days of the date on which the request is received by the Employer, and will be at the rate of pay in effect on the last day of employment prior to the date of furlough.

If the officer is re-employed during the furlough recall period, annual leave which was frozen will be reinstated. If the officer is not re-employed prior to the expiration of the furlough recall period, the officer shall be paid off in lump sum for all frozen earned, unused annual leave at the rate of pay in effect on the last date of employment prior to the date of furlough.

Section 14. For the purpose of this Article, the calendar year shall be defined as beginning with the officer's first full pay period commencing on or after January 1 and continuing through the end of the officer's pay period that includes December 31.

ARTICLE 13  
SICK LEAVE AND BEREAVEMENT LEAVE

Section 1. a. Officers shall be eligible to use paid sick leave after 30 calendar days of service with the Employer. Officers shall earn sick leave as of their date of hire in accordance with the following schedule:

Maximum Sick Leave Entitlement Per Year:

Sick Leave will be  
earned at the rate of                      40 Hr. Workweek: 104 Hrs. (13 days)  
5% of all Regular  
Hours Paid

b. Effective with the beginning of the 2014 leave calendar year, officers shall be eligible to use paid sick leave after 30 calendar days of service with the Employer. Officers shall earn sick leave as of their date of hire in accordance with the following schedule:

Maximum Sick Leave Entitlement Per Year:

Sick Leave will be  
earned at the rate of                      40 Hr. Workweek: 88 Hrs. (11 days)  
4.24% of all Regular  
Hours Paid

Regular Hours Paid as used in this Article include all hours paid except overtime, standby time, call-time, and full-time out-service training.

Section 2. Officers may accumulate sick leave up to a maximum of 300 days (2400 hours).

Section 3. A doctor's certificate is required for an absence from work due to sickness for three or more consecutive days. For absences of less than three days, a doctor's certificate may be required where the Employer has reason to believe that the officer has been abusing the sick leave privilege. The total circumstances of an officer's use of sick leave rather than a numerical formula shall be the basis upon which the Employer's final determination is made that the officer is abusing sick leave. Discipline based upon patterns of sick leave use will be treated under the basic concepts of just cause.

Section 4. Where sickness in the immediate family requires the officer's absence from work, officers may use not more than five days of such sick leave entitlement in each calendar year for that purpose. Immediate family for the purposes of this Section is defined as the following persons: husband, wife, child, step-child, foster child, parent, brother or sister of the officer. The Employer may require proof of such family sickness in accordance with Section 3 above.

Section 5. Where a family member's serious health condition requires the officer's absence from work beyond 20 days (160 hours as applicable) in a calendar year, permanent officers with at least one year of service may use accrued sick leave, in addition to that provided by Section 4 above.

a. Officers who meet the eligibility criteria in b. through e. below may use accrued sick leave in accordance with the following schedule:

**Leave Service Credit**

Over 1 year to 3 years  
Over 3 years to 15 years  
Over 15 years to 25 years  
Over 25 years

**Sick Family Allowance**

Up to 56 additional hours (7 days)  
Up to 120 additional hours (15 days)  
Up to 160 additional hours (20 days)  
Up to 208 additional hours (26 days)

b. During the initial 20 days (160 hours) of absence, paid annual and personal leave and/or unpaid leave shall be used and may include leave provided under Section 4 above. The additional sick family leave allowance must be used prospectively, and may not be retroactively charged for any of the initial 20 days (160 hours). A separate 20 day (160 hour) requirement must be met for each different serious health condition and/or family member and for each calendar year, even if not all of the additional days were used during the previous calendar year.

c. The initial 20 days (160 hours) of absence may be accumulated and the additional leave may be used on an intermittent basis.

d. Proof of the family member's serious health condition as defined by the Family and Medical Leave Act must be provided on the Commonwealth's Serious Health Condition Certification form. Proof may be required for each absence during the 20 day (160 hour) period and subsequent additional sick family leave period.

e. Family member for the purposes of this Section is defined as the following persons: husband, wife, child, step-child, foster child, or parent of the officer or any other person qualifying as a dependent under IRS eligibility criteria.

Section 6. Officers may use up to five days of sick leave for the death of a spouse, parent, step-parent, child, or step-child and up to three days of such leave may be used for the death of a brother, sister, grandparent, step-grandparent, grandchild, step-grandchild, son- or daughter-in-law, brother- or sister-in-law, parent-in-law, grandparent-in-law, aunt, uncle, foster child, step-sister, step-brother, or any relative residing in the officer's household.

Section 7. a. Officers who retire shall be paid for their accumulated unused sick leave in accordance with the schedule below if they retire under the conditions set forth in Subsection b.

<b>Days Available at Retirement</b>	<b>Percentage Buy-Out</b>	<b>Maximum Days</b>
0 - 100	30%	30
101 - 200	40%	80
201 - 300	50%	150
over 300 (in last year of employment)	100% of days over 300	11

b. Eligibility for payment of benefits under Subsection a. is as follows:

- (1) Superannuation retirement with at least five years of credited service in the State and/or Public School Retirement Systems,
- (2) Disability retirement, which requires at least five years of credited service in the State and/or Public School Retirement Systems, or
- (3) Other retirement with at least 25 years of credited service in the State and/or Public School Retirement Systems.
- (4) After 7 years of service, death prior to retirement or separation of service except as provided in Section 8.

c. Such payments shall not be made for part days of accumulated sick leave.

d. No payments under this Section shall be construed to add to the credited service of the retiring member or to the retirement covered compensation of the member.

e. Effective as soon as practically and legally possible, the Commonwealth will adopt a tax-qualified Leave Payout Plan. All officers who attain age 55 before or during the calendar year they separate from service after adoption of the Leave Payout Plan shall have the leave payouts otherwise payable for accumulated and unused Annual Leave, Personal Leave, Compensatory Leave, Holiday Leave and Sick Leave, up to the maximum allowable by law, deposited in an account in the officer's name, provided however that if the total amount of leave payout is \$5000 or less, this amount shall be paid to the officer in cash. Amounts in excess of the maximum allowable amount will be paid to the officer in cash.

Section 8. When an officer dies as the result of a work-related accident, the Commonwealth will pay 100% of the officer's unused sick leave unless the surviving spouse or minor children are entitled to benefits under Act 101 of 1976 in which case the Commonwealth will pay 30% of the officer's unused sick leave to 90 days. Such payments shall not be made for part days of accumulated sick leave.

Section 9. It is understood that this Section does not apply to furloughed officers who, during their recall period, return to the Employer's payroll in a temporary capacity.

Section 10. Officers on leave without pay to attend official union conventions or conferences in accordance with Article 16, Section 3 shall have that time included in regular hours paid for the purpose of earning sick leave entitlement in accordance with Section 1 above.

Section 11. Effective at the beginning of the 2014 leave calendar year, officers who have more than one year of service since their most recent date of hire and use no sick leave in an entire leave calendar year shall earn one personal day in addition to those earned under Article 10, Sections 1.a., 1.b., and 1.c., which will be available for use in the following leave calendar year. Sick bereavement leave and sick injury leave used will not be counted; however, all other types of paid sick leave (personal sick leave, SPF sick leave, and sick family), and unpaid sick leave used for SPF reasons shall count as sick leave for this section. However, if an officer is on leave related to a work-related injury for the entire leave calendar year, he/she will not be eligible for the additional personal day.

Section 12. Officers who have one or more years of service since their last date of hire may anticipate sick leave to which they become entitled during the then current calendar year unless the Employer has reason to believe that the officer has been abusing the leave privilege. Officers with less than one year of service since their last date of hire may not anticipate sick leave.

An officer may elect to use annual or personal leave prior to anticipating sick leave.

Section 13. For the purpose of this Article, the calendar year shall be defined as beginning with the officer's first full pay period commencing on or after January 1 and continuing through the end of the officer's pay period that includes December 31.

#### ARTICLE 14 CIVIL LEAVE

Section 1. The Employer recognizes the responsibility of its employees to fulfill their civic duties as jurors and witnesses in court proceedings. The Employer agrees therefore to grant civil leave with pay to permanent officers:

- a. Who have not volunteered for jury duty and are called for jury duty; or
- b. Who are not a party in a civil or criminal court proceeding, but are subpoenaed as a witness to attend such a court proceeding.

Civil leave shall be granted for the period of time (including reasonable travel time) when the officer's regularly scheduled work is in conflict with the required court attendance time. An officer shall be eligible to receive a maximum of one (1) day's pay at their regular straight time rate (One (1) full shift) for each day of required court attendance.

If an officer works a second or third shift and their hours of work are not in conflict with the required court attendance time, the officer shall be granted civil leave equal to the required court attendance time plus reasonable travel time up to a full shift for each day of the required court attendance during either their regular shift immediately preceding or subsequent to the court appearance.

Evidence of such civil duty in the form of a subpoena or other written notification shall be presented to the officer's immediate supervisor as far in advance as possible.

Section 2. Permanent officers who are subpoenaed as witnesses or who are parties in the following administrative hearings shall be granted leave with pay while attending such hearings: Unemployment Compensation Board of Review Referee, Workers' Compensation Judge, and Worker's Compensation Appeal Board.

Permanent officers who are subpoenaed as witnesses before the State Civil Service Commission or Pennsylvania Human Relations Commission shall be granted leave with pay while attending such hearings.

Evidence of such duty in the form of a subpoena or other written notification shall be presented to the officer's immediate supervisor as far in advance as practicable.

Section 3. The term court as used in this Article is intended to mean only the following courts: Minor Judiciary Court, Courts of Common Pleas, Commonwealth Court and the United States District Court.

Section 4. a. Permanent officers, while performing fire fighting duties, emergency medical technician duties, civil air patrol activities or emergency management rescue work during a fire, flood, hurricane or other disaster, may be granted leave with pay. Certified Red Cross disaster relief volunteers may be granted leave with pay to perform disaster relief work for the Red Cross during a state of emergency declared by the Governor.

b. Volunteer participation in fire fighting activities, emergency medical technician activities, civil air patrol activities, emergency management rescue work or disaster relief work for the Red Cross shall require the prior approval of the agency head. Officers absent from work for reasons under Subsection a. of this Section shall be required to obtain a written statement from the fire company, forest unit, emergency management agency, or other organization with which they served, certifying as to their activities during the period of absence.

ARTICLE 15  
MILITARY LEAVE

Officers shall be eligible for military leave as provided as follows:

Section 1. Military Reserve

a. All employees of the Commonwealth who are members of reserve components of the Armed Forces of the United States shall be entitled to military leave with compensation for all types of training duty ordered or authorized by the Armed Forces of the United States. Such training duty may either be active or inactive duty training and shall include but is not limited to:

- (1) Annual active duty for training
- (2) Attendance at service schools
- (3) Basic training
- (4) Short tours of active duty for special projects
- (5) Attendance at military conferences and participation in any command post exercise or maneuver which is separate from annual active duty for training or inactive duty training.

b. For military training duty as provided for in Subsection a. of this Section, the maximum military leave with compensation is 15 working days per calendar year.

c. The rate of compensation for a military leave day shall be the officer's regular rate of compensation for the officer's regular classification.

Section 2. Pennsylvania National Guard

a. In accordance with the Military Code as amended by Act 92 of 1975 and Act 174 of 1990, all employees of the Commonwealth who are members of the Pennsylvania National Guard shall be entitled to military leave with compensation for all types of training duty (active and inactive) or other military duty ordered or authorized by the Armed Forces of the United States. Such duty shall include but is not limited to:

- (1) Annual active duty for training
- (2) Attendance at service schools
- (3) Basic training
- (4) Short tours of active duty for special projects
- (5) Attendance at military conferences and participation in any command post exercise or maneuver which is separate from annual active duty for training or inactive duty training
- (6) Other military duty.

b. For military training duty or other military duty as provided for in Subsection a. of this Section, the maximum military leave with compensation is 15 working days per calendar year.

c. Military leaves with compensation shall also be granted to members of the Pennsylvania National Guard on all working days during which, as members of the Pennsylvania National Guard, they shall be engaged in the active service of the Commonwealth as ordered by the Governor when an emergency in the Commonwealth occurs or is threatened, or when tumult, riot or disaster shall exist or is imminent.

d. The rate of compensation for a military leave day shall be the officer's regular rate of compensation for the officer's regular classification.

### Section 3. General

a. Employees of the Commonwealth who leave their jobs for the performance of duty, voluntarily or involuntarily, in any branch of the Armed Forces of the United States, any of its Reserve components or any of its National Guard components, or the commissioned corps of the Public Health Service for the purpose of training or service shall be granted military leave without pay. The provisions of Section 3 through Section 6 are consistent with Chapter 43, Part III, of Title 38 United States Code and Military Code, 51 Pa. C.S. §7301 et seq.

b. Officers who are on military leave without pay shall have their duties performed either by remaining officers and their positions kept vacant or by temporary substitutes.

### Section 4. Granting, Duration and Expiration

a. Military leave without pay must be granted for the following military services:

- (1) For all active duty (including full-time National Guard duty)
- (2) For initial active duty for training
- (3) For other active or inactive military training duty. Officers who volunteer for additional duty not required as part of routine reserve training shall provide four weeks' notice to their immediate supervisor prior to the commencement of such duty.

b. Military leave without pay is available for five years plus any involuntary service during wartime or national emergency. The five years is cumulative throughout employment with the Commonwealth.

c. Military leave without pay shall expire:

- (1) For periods of more than 180 days, no more than 90 days after the completion of the service.
- (2) For periods of service of more than 30 days but less than 181 days, no more than 14 days after the completion of the service.
- (3) For periods of service that were less than 31 days, the first full regularly scheduled work period following the period of service or up to eight hours after an opportunity to return from the place of service to the officer's home.

- (4) For periods of hospitalization or convalescence from illness or injury incurred during the period of service, up to two years after the period of service or when recovered, whichever occurs sooner.
- (5) For circumstances beyond an officer's control, the above periods may be extended upon demonstration of such circumstance.

Section 5. Re-employment

Officers have the right to return to employment at the time of or prior to the expiration of military leave upon notifying the agency head of the desire and availability to return to Commonwealth service, provided the following are met:

- a. The officer is capable of performing the essential functions of the position.
- b. For periods of service delineated in Section 4.c. (1) and (4), written application for re-employment is provided to the agency heads.

Section 6. Seniority Rights

An officer who returns to employment at the time of or prior to the expiration of military leave shall be given such status in employment as would have been enjoyed if employment had been continuous from the time of entrance into the Armed Forces.

Section 7. Retirement Rights

Officers who are granted military leaves may, under conditions provided in the Military Code (51 Pa. C.S. 7306) and Chapter 43, Part III of Title 38 United States Code and in accordance with procedures prescribed by the State Employees' Retirement Board and the Public School Employees' Retirement Board, choose either to continue or discontinue making regular payments into their retirement accounts.

Section 8. Loss of Benefits

Officers who are separated from the service by a discharge under other than honorable conditions, bad conduct, or dishonorable discharge shall not be entitled to any of the benefits of Section 3 through Section 9 of the Article (relating to military leaves without pay) except such vested rights as they may have acquired thereto by virtue of payments made into their retirement accounts.

Section 9. Physical Examination

Officers shall be granted one day's leave with pay for the purpose of undergoing any physical examination that may be required in connection with entering the Armed Forces. An extension of such paid leave, not exceeding two additional days, may be approved by the agency if the officer certified in writing that more than one day is required to complete the examination.

Section 10. For the purpose of this Article, the calendar year shall be defined as beginning with the officer's first full pay period commencing on or after January 1 and continuing through the end of the officer's pay period that includes December 31.

ARTICLE 16  
LEAVES OF ABSENCE WITHOUT PAY

Section 1. Officers may be granted leaves without pay at the sole discretion of the Employer for any reason for a period not to exceed two years.

Section 2. Officers who are elected or appointed as Union officials or representatives shall be granted, at the written request of the officer, leaves without pay for the maximum term of office, not to exceed three years. Such leaves may be renewed or extended by written mutual consent of the Union and the Employer.

Section 3. Union officials or elected delegates shall be granted, subject to management's responsibility to maintain efficient operations, up to six weeks leave without pay each year without loss of seniority credit where such time is necessary to enable them to attend official union conventions or conferences. Officers may use accrued annual or personal leave for this purpose in lieu of leave without pay.

The following shall be recognized as official union conventions or conferences:

1. State FOP Bi-annual Conference;
2. National FOP Conferences;
3. FOP Lodge 114 Executive Board Meetings;
4. North American Wildlife Officers' Association Conference;
5. State FOP Lodge Secretary and Treasurer Training;
6. State FOP Lodge Training Seminars; and
7. State FOP Lodge Contract and Arbitration Training.

Requests for leave without pay with seniority credit for union officials or elected delegates will be forwarded to the Bureau of Labor Relations, Office of Administration, by FOP, not less than three weeks prior to the date of each convention or conference. Each request will contain the name, classification, department and work location of the union official or delegate, in addition to the name of the conference or convention.

Section 4. After completing one year of service, an officer may be granted a leave of absence without pay at the sole discretion of the Employer for educational purposes. Such leave shall not exceed one year and shall not be granted more than once every four years.

Section 5. a. After completing one year of service, permanent officers shall be granted, upon written request, up to six months of sick leave without pay with benefits, on a rolling twelve month year basis, provided the officer has at least 1250 hours of actual work time within the twelve months preceding the commencement of the leave. If the illness or disability is due to a serious

health condition as defined by the Family and Medical Leave Act, leave shall be granted for less than two consecutive weeks. The request, which shall be submitted in advance of the leave if circumstances permit, shall include proof of illness or disability in the form of a doctor's certificate which shall state a prognosis and expected date of return. If requested and properly documented as medically necessary, leave under this Section shall be approved on an intermittent or reduced-time basis during the first twelve weeks of absence per rolling twelve month year. After twelve weeks of absence, whether taken intermittently, on a reduced-time basis, or continuously, subsequent leaves in the rolling twelve month year shall not be approved for periods less than two consecutive weeks.

b. Officers shall be required to use all accrued paid sick leave upon commencement of sick leave without pay. Such sick leave used will run concurrently with and reduce the six month entitlement to leave without pay with benefits. Officers shall not be required to use annual, personal, compensatory or holiday leave upon the commencement of sick leave without pay; however, if annual, personal, compensatory or holiday leave is used, it also will run concurrently with and reduce such entitlement.

c. Effective during the first pay period of leave calendar year 2013, Subsection 5.b. applies except that officers may choose to retain up to ten days of accrued sick leave. The choice to retain or not retain sick leave cannot be made retroactively, and saved days will be measured based on accrued sick leave available at the commencement of the absence. Saved days may be used by officers at any time during the first 12 weeks of the six month entitlement to leave without pay with benefits. Such sick leave used will run concurrently with and reduce the six month entitlement to leave without pay with benefits. Days saved and requested for intermittent or reduced-time absences for periods less than two consecutive weeks after the first 12 weeks of the six month entitlement to leave without pay with benefits will be reviewed for approval under the provisions of Article 13. Such use will not be counted against the six month entitlement to leave without pay with benefits.

d. One aggregate six month entitlement of leave without pay with benefits will be provided for sick leave without pay used under this Section, parental leave without pay used under Article 17, Section 1.a., and family care leave without pay used under Article 36, Section 1. Leave used under these Articles will be deducted from the six month entitlement and run concurrently.

e. After the officer has used an aggregate of six months of leave without pay with benefits under this Section, Article 17, Section 1.a., and/or Article 36 Section 1, the Employer is not required to grant subsequent leave without pay with benefits until such time that the officer again becomes eligible for some portion of the six month entitlement under the rolling twelve month year, provided that the officer has 1250 hours of actual work time within the twelve month period preceding commencement of the leave.

f. The continuation of benefits under this Section is subject to the officer's payment of any required employee contribution under Article 23, Section 3.

g. This Section shall not apply to a work-related injury.

Section 6. Upon request of the officer, an extension of up to an additional six months of leave without pay shall be granted provided the officer provides proof of continuing illness or disability in the form of a doctor's certificate which shall state a prognosis and expected date of return. The extension shall be without benefits and shall be contiguous to the termination of the initial six months of leave without pay with benefits. It shall not be used on an intermittent or reduced-time basis. Upon certification from the officer's doctor that the officer is able to return to work, the officer shall be offered a position in the same classification and seniority unit for which a vacancy exists and to which there are no seniority claims and which the agency intends to fill. If the officer refuses an offer of a position in the same classification, the officer's rights under this Section shall terminate.

This Section shall not apply to a work-related injury.

Section 7. Upon the expiration of any approved leave of absence without pay, except as provided in Section 6 above, Article 17, Section 3, Article 22, Section 6, and in Article 36, Section 5, the officer is entitled to return to a position in the same or equivalent classification within the agency, subject to the furlough provisions of Article 26, Seniority.

Section 8. It is understood by both parties that the provisions of Sections 5, 6, and 7 are consistent with the Family and Medical Leave Act of 1993, 29 U.S.C. Sections 2601, et seq.

Section 9. State-paid coverage for life insurance and state payments toward coverage for health benefits as provided in Articles 21 and 23 will continue for the period of time the officer is on sick leave without pay with benefits under Section 5 of this Article.

## ARTICLE 17 PARENTAL LEAVE

### Section 1. General

a. After completing one year of service, all permanent officers of the Employer who become parents through childbirth or formal adoption or placement of a child with an officer for foster care shall be granted up to six months of parental leave without pay with benefits upon request, on a rolling twelve month year basis, provided the officer has at least 1250 hours of actual work time within the twelve months preceding the commencement of the leave. Leave under this Section may be approved on an intermittent or reduced-time basis during the first twelve weeks of absence. After twelve weeks of absence, whether taken intermittently, on a reduced-time basis, or continuously, subsequent leaves in the rolling twelve month year shall not be approved for periods less than two consecutive weeks.

b. One aggregate six month entitlement of leave without pay with benefits will be provided for parental leave without pay used under Section 1.a., sick leave without pay used under Article 16, Section 5.a., and family care leave without pay used under Article 36, Section 1. Leave used under these Articles will be deducted from the six month entitlement and run concurrently.

c. After the officer has used an aggregate of six months of leave without pay with benefits under this Section, Article 16, Section 5.a., and/or Article 36, Section 1, the Employer is not required to grant subsequent leave without pay with benefits until such time that the officer again becomes eligible for some portion of the six month entitlement under the rolling twelve month year, provided that the officer has at least 1250 hours of actual work time within the twelve month period preceding commencement of the leave.

d. Upon request of the officer, an extension of up to an additional six months of leave without pay shall be granted. The extension shall be without benefits and shall be contiguous to the termination of the initial six months of leave without pay with benefits. It shall not be used on an intermittent or reduced-time basis.

e. The continuation of benefits under this Section is subject to the officer's payment of any required employee contribution under Article 23, Section 3.

## Section 2. Granting Leave

a. An officer shall submit written notification to the immediate supervisor stating the anticipated duration of the leave at least two weeks in advance if circumstances permit. Parental leave shall begin whenever officers request on or after the birth, adoption or foster care placement. However, it may be used prior to the date of custody or placement when required for adoption or placement to proceed. No parental leave shall be granted beyond one year from the date of birth, of assuming custody of an adopted child or of placement of a foster child.

b. In no case shall an officer be required to leave prior to parental leave unless she can no longer satisfactorily perform the duties of her position.

c. During the first six months of absence under Section 1.a. of this Article, the duties of the officer's position shall either be performed by remaining staff and the position kept vacant or they shall be performed by a substitute officer.

## Section 3. Re-employment

During the first six months of absence under Section 1.a. of this Article, an officer shall have the right to return to the same position in the same classification held before going on parental leave, or to an equivalent position with regard to pay and skill.

During any extension period, under Section 1.d. of this Article, the officer, upon written request to return to work, shall be offered a position in the same classification and seniority unit for which a vacancy exists and to which there are no seniority claims and which the agency intends to fill. If such a position is not available, the officer shall be offered, during the remainder of the six-month period, any position in the same classification, within the same geographical/organizational limitation as the seniority unit, for which a vacancy exists and to which there are no seniority claims and which the agency intends to fill. If the officer refuses an offer of a position in the same classification, the officer's rights under this Section shall terminate.

Section 4. Seniority Rights

Upon return from parental leave, an officer shall retain all seniority and pension rights that had accrued up to the time of leave. Seniority shall continue to accrue during parental leave.

Section 5. Annual, Personal, Sick, Compensatory and Holiday Leave

a. An officer shall be required to use all accrued paid sick leave for the period that she is unable to work as certified by a physician upon commencement of parental leave without pay. Such sick leave used will run concurrently with and reduce the six month entitlement to leave without pay with benefits. Officers shall not be required to use annual, personal, compensatory or holiday leave upon the commencement of leave without pay; however, if annual, personal, compensatory or holiday leave is used, it also will run concurrently with and reduce such entitlement. Unused leave shall be carried over until return. An officer shall not earn annual, personal, and sick leave while on parental leave without pay.

b. Effective during the first pay period of leave calendar year 2013, Subsection 5.a. applies except that officers may choose to retain up to ten days of accrued sick leave. The choice to retain or not retain sick leave cannot be made retroactively, and saved days will be measured based on accrued sick leave available at the commencement of the absence. Saved days may be used by officers at any time during the first 12 weeks of the six month entitlement to leave without pay with benefits as certified by a physician for the period she is unable to work. Such sick leave used will run concurrently with and reduce the six month entitlement to leave without pay with benefits. Days saved and requested for intermittent or reduced-time absences for periods less than two consecutive weeks after the first 12 weeks of the six month entitlement to leave without pay with benefits will be reviewed for approval under the provisions of Article 13. Such use will not be counted against the six month entitlement to leave without pay with benefits.

Section 6. Benefits

State-paid coverage for life insurance and state payments toward coverage for health benefits as provided in Articles 21 and 23 will continue for the period of time the officer is on parental leave without pay with benefits under Section 1.a. of this Article.

Section 7. Guidelines

Guidelines established by the Secretary of Administration regarding parental leave are published through the Directives Management System (Reference Management Directive 530.2). Guidelines regarding benefits while on parental leave are published through the Directives Management System (Reference Management Directive 530.4).

Section 8.

It is understood by both parties that the provisions of this Article are consistent with the Pennsylvania Human Relations Act, 43 P.S. Sections 951, et seq., and the Family and Medical Leave Act of 1993, 29 U.S.C. Sections 2601, et seq.

ARTICLE 18  
SALARIES AND WAGES

Section 1. Effective July 1, 2012, officers will continue to be paid in accordance with the January 1, 2010 Fish and Boat Officers Pay Schedule in Appendix A.

Section 2. Effective April 1, 2013, each officer covered by this Agreement who is in an active pay status shall receive a general pay increase of 1.0%. This increase is reflected in the pay schedule in Appendix B.

Section 3. Effective July 1, 2013, each officer covered by this Agreement who is in an active pay status shall receive a general pay increase of 0.5%. This increase is reflected in the pay schedule in Appendix C.

Section 4. Effective January 1, 2014, each officer covered by this Agreement who is in an active pay status shall receive a general pay increase of 0.5%. This increase is reflected in the pay schedule in Appendix D.

Section 5. Effective July 1, 2014, each officer covered by this Agreement who is in an active pay status shall receive a general pay increase of 1.0%. This increase is reflected in the pay schedule in Appendix E.

Section 6. Effective April 1, 2015, each officer covered by this Agreement who is in an active pay status shall receive a general pay increase of 1.0%. This increase is reflected in the pay schedule in Appendix F.

Section 7. A permanent salaried officer whose salary exceeds the maximum of the officer's applicable pay scale group when the general pay increases outlined in Sections 2, 3, 4, 5 and 6 are effective shall receive the annual amount of the general pay increase in the form of a one-time cash payment rounded to the nearest dollar. The cash payment shall be paid no later than the next payday after the general pay increase is reflected in the paychecks of officers who are not above the maximum.

If an officer's rate of pay exceeds the maximum of the officer's applicable pay scale group before the general pay increase, but would not exceed the maximum after the general pay increase, the officer's rate shall be increased by an amount which will make it equal to the new maximum. The one-time cash payment for an employee in this situation shall be reduced by the amount of increase in the officer's annual rate of pay.

Section 8. a. Officers hired into classifications covered by this Agreement shall be paid the minimum rate for the pay scale group assigned to their classification as reflected on the pay schedule.

b. The Commonwealth may hire officers at pay rates above the minimum rate of the assigned pay scale group. In such cases, the Office of Administration will notify the FOP after it has approved the hiring above the minimum rate and before the above minimum appointments are made by the Fish and Boat Commission.

Section 9. a. Officers covered by this Agreement who have been employed continuously by the Commonwealth since January 31, 2012 will be eligible to receive a one step service increment effective on the first day of the first full pay period in January 2013.

b. Officers covered by this Agreement who have been employed continuously by the Commonwealth since January 31, 2013 will be eligible to receive a one step service increment effective on the first day of the first full pay period in January 2014.

c. Officers covered by this Agreement who have been employed continuously by the Commonwealth since January 31, 2014 will be eligible to receive a one step service increment effective on the first day of the first full pay period in January 2015.

d. Officers covered by this Agreement who have been employed continuously by the Commonwealth since January 31, 2015 will be eligible to receive a one step service increment effective on the first day of the first full pay period in January 2016.

e. Officers covered by this Agreement who terminate with at least one year of continuous service since their most recent appointment and who are reemployed within six months from the date of termination or furlough will be eligible to receive the one step service increments outlined in Subsections a., b., c. and d., if they are in an active pay status on the effective date of the increments.

f. During the term of this Agreement, officers who are at or above the maximum step of their pay scale group at the time they become eligible for a service increment as outlined in Subsections a., b., c. and d., shall receive the annual amount of a two and one-quarter percent (2.25%) increase in the form of a one-time cash payment rounded to the nearest dollar.

Section 10. The cash payments provided for in this Article shall not be added to the officer's base salary. The cash payments will be subject to dues and fair share fee deductions where applicable.

Section 11. An officer in an inactive pay status shall, upon return to active pay status, be entitled to the above general pay increases outlined in Sections 2, 3, 4, and 6; the cash payments outlined in Sections 7 and 9; and the service increments outlined in Section 9 where applicable.

Section 12. The salaries of officers shall be paid biweekly. In the event the payday occurs on a holiday, the preceding day shall be the payday.

Section 13. The policies regarding pay scale group revisions contained in the Commonwealth's Personnel Rules shall continue.

Section 14. All officers are required to sign up for direct deposit of paychecks and travel expense reimbursement.

ARTICLE 19  
STANDBY TIME

The Employer, at its discretion, may order officers to be on standby. An officer is on standby during the period when the officer is required to remain at home and be available for emergencies. Only officers who are required to be on standby are entitled to the compensation hereafter set forth. Officers directed to be on standby shall, at the Employer's discretion, either be paid 25% of their regular base pay for such standby time or receive compensatory time off equivalent to 25% of such standby time. Officers shall be considered to be on standby time until officially released. Standby time shall not be considered hours worked for the purpose of overtime computation. An officer shall not be considered to be on standby time while being paid for call time.

ARTICLE 20  
OVERTIME

Section 1. One and one-half of the officer's regular hourly rate of pay shall be paid for work under the following conditions:

- a. For any work performed in excess of 40 hours in any work week to include Employer-initiated changes in accordance with Article 6, Section 5.c.2. (b).
- b. There shall be no duplication of premium pay for the same hours worked under the provisions of Subsection a. of this Section, or Section 1 of Article 6 (Hours of Work).

Section 2. The following items will be regarded as hours worked for the purpose of computing overtime pay under Section 1 of this Article:

- a. Hours worked, excluding standby time.
- b. Holidays.
- c. Annual leave.
- d. Compensatory leave; to be included in the period of occurrence for the purpose of computing overtime.
- e. Personal day leave.
- f. Sick leave.
- g. Administrative leave.

Section 3. By mutual agreement between the Employer, the Union and the officer involved, compensatory time at the appropriate rate may be granted in lieu of premium overtime pay. Such compensatory time is to be granted within the 120 calendar day period succeeding the date on which the overtime is worked. If a written request is received prior to or within 45 days after the

date on which the overtime is worked, the compensatory time off shall, subject to management's responsibility to maintain efficient operations, be scheduled and granted as requested by the officer. If the Employer does not schedule the compensatory time in accordance with the officer's request, or at some other time mutually agreed to, prior to the completion of the 120 calendar day period succeeding the date on which the overtime is worked, the officer shall be compensated at the appropriate rate of pay in lieu of paid time off. The parties will meet and discuss during the life of this collective bargaining agreement to attempt to develop a side letter addressing scheduling and usage of earned compensatory time.

Section 4. The Employer will attempt to equalize overtime during each one-half calendar year between or among the officers within the same job classification within each equalization unit who have previously stated in writing a willingness to accept overtime assignments. When the need for overtime occurs, the Employer shall first seek to obtain volunteers for the performance of the overtime work among those officers who have stated a willingness to work overtime. In the event that there are an insufficient number of volunteers, the Employer shall have the right to assign such work on a non-volunteer basis beginning with the least senior of those officers who has had the least assigned overtime on a non-volunteer basis during the period. Seniority status in this regard shall be Classification seniority. Nothing in this Section shall require the Employer to accept as a volunteer or to assign overtime to an officer where the officer would be entitled to double time for such overtime work.

An officer declining overtime shall be credited with the overtime worked by the officer accepting or assigned to the overtime for equalization purposes. Officers may be passed over in order to comply with the equalization requirements.

An officer submitting a written statement of willingness to work overtime or withdrawing the written statement of willingness to work overtime after the beginning of a six-month equalization period shall be credited for equalization purposes with an amount of overtime equal to the maximum amount of credited overtime held by an officer in the same classification in the equalization unit at the time of submitting or withdrawing the statement. This Paragraph shall be superseded by any existing or subsequent procedure mutually agreed upon in writing by the Employer and the Union at an agency, institutional or local agency level.

Lists showing accumulations of overtime within each equalization unit during the preceding six-month period shall be posted every six months.

Equalization units may be changed by written agreement of the parties. If either party requests a change to an established equalization unit, the matter shall be discussed at labor-management meetings at appropriate local levels. If agreement is not reached, either party can request that an unresolved equalization unit issue be submitted to a committee consisting of representatives of the Union and representatives of the Office of Administration and the department or agency. After a period of 45 days from the date of the request to submit the unresolved issue to the Committee, either party can request that an unresolved equalization unit issue be submitted to an arbitration panel.

The arbitration panel shall consist of one Union staff member, one staff member of the Employer, and one impartial arbitrator jointly selected by the parties. Until a new equalization agreement is put into effect, the parties will continue to abide by the existing written equalization agreement. If no written equalization unit agreement is in effect, the parties agree to continue the existing method of assigning overtime until a written overtime equalization unit is put into effect.

An officer in a bargaining unit covered by this Agreement who is temporarily assigned to a position in a first level supervisory unit will have overtime equalized with other appropriate officers in the temporarily assigned classification in the first level supervisory unit during the temporary assignment. In this situation, the officer will be credited with the maximum amount of credited overtime held by an officer in the same classification in the equalization unit at the time the officer begins the temporary assignment and/or at the time the officer ends the temporary assignment.

Each officer's district shall constitute an overtime equalization unit. Some districts may include an area in common with one or more additional districts.

For regular duty assignments, all permanent officers may be assigned to work in any district within the scheduled duty hours of the officer assigned to that district. This specifically includes areas held in common with one or more districts.

When the Employer determines a task/assignment that is to be performed which will require work outside the scheduled duty hours of the officer assigned to the district in which the work is to be performed:

- (1) The Employer will first attempt to contact the officer assigned to the district in which the work is to be accomplished. If the officer is available and willing, that officer will be assigned the work.
- (2) If the district officer is unavailable, the Employer will attempt to contact the officer assigned to one of the adjacent districts in which the work is to be accomplished. If the officer is able to be contacted and the task would be accomplished within that officer's scheduled duty hours, the officer shall undertake the assignment. If the task would be accomplished outside this officer's duty hours and the officer is available and willing, that officer will be assigned the work.
- (3) If the district officer and "alternate" are not available, the Employer may choose other means to accomplish the work, including by contracting deputies, other employees (including other officers), or designating a regional office employee to handle the assignment.
- (4) The Employer shall continue its existing practices with respect to the assignment of officers to the Harrisburg Eastern Sports and Outdoor Show and the Cleveland Sports and Outdoor Show.

- (5) For other fairs/shows that require participation by several officers where overtime is required, the officers of the district where the fair/show occurs shall first be offered any available overtime hours up to sixteen (16) in the fair/show workweek that are determined by the employer as necessary to provide fair/show coverage. No officer shall, however, be assigned to work at a fair/show for more than 10 hours (including travel to and from the fair/show) in the workday.
- (a) The district officer may be assigned either the hours required to meet fair/show requirements, as described in (2) above, or the equivalent number of hours necessary to perform other district activities that occur during fair/show workweek.
- (b) District officer declined fair/show overtime hours shall be assigned to other officers in the region or adjacent districts in other regions.
- (c) The Employer will attempt to equalize overtime resulting from a fair/show assignment among participating officers. However, no officer shall receive more overtime for a fair/show assignment than that received by the district officer for participation at the fair, unless such hours were declined by the officer or unless the assignment of the hours to the district officer would have resulted in payment at the double time rate.
- (6) Management shall not be required to assign an officer to a fair/show during an officer's scheduled day off, if such assignment would result in payment at the double time rate.
- (7) It is understood this Section is not applicable to officers assigned to Statewide Special Investigator functions.

Section 5. Payment for overtime is to be made the pay day of the first pay period following the pay period in which the overtime is worked, or as soon as systematically possible thereafter. For the purpose of this Section, and in the determination of this time, pay periods will be considered as after-the-fact.

Section 6. There shall be no duplication or pyramiding of any premium pay provided for under the provisions of this Agreement for the same hours worked. Time worked on holidays during an officer's regular shift shall not be excluded from hours worked for the purpose of determining eligibility for overtime pay under Section 1 of this Article.

Section 7. When permanent full-time officers who normally perform a certain type of work within a seniority unit are on furlough, the Employer will not schedule other officers within the seniority unit to perform the same type of work on an overtime basis where such furloughed officers have the skill and experience to perform such work if the overtime involves full shifts and is expected to extend on a regular basis, for a period of four or more weeks.

Section 8. Effective as soon as practically and legally possible, the Commonwealth will adopt a tax-qualified Leave Payout Plan. All officers who attain age 55 before or during the calendar year they separate from service after adoption of the Leave Payout Plan shall have the leave payouts otherwise payable for accumulated and unused Annual Leave, Personal Leave, Compensatory Leave, Holiday Leave and Sick Leave, up to the maximum allowable by law, deposited in an account in the officer's name, provided however that if the total amount of leave payout is \$5000 or less, this amount shall be paid to the officer in cash. Amounts in excess of the maximum allowable amount will be paid to the officer in cash.

Section 9. Probationary Waterways Conservation Officers are considered "trainees" for purposes of the Fair Labor Standards Act and therefore are exempt from the provisions of this Article.

Section 10. During the time of their formalized training officers are considered to have irregular schedules and the Hours of Work and Overtime provisions do not apply.

Section 11. During the time the trainees are in the "field assignment" portion of their training they shall be eligible for overtime as outlined in this Collective Bargaining Agreement.

## ARTICLE 21 LIFE INSURANCE

Section 1. The Employer shall continue to assume the entire cost of the insurance coverage for eligible officers as set forth in the currently existing life insurance plan as modified by Section 2. The amount of insurance is based on the officer's annual pay rate in effect on the preceding January 1, rounded to the nearest \$1,000, but not to exceed \$40,000. The amount will be reduced to 65% on the date the insured individual reaches age 70 and to 50% on the date the insured individual reaches age 75.

Section 2. a. Permanent officers who are granted sick leave without pay, parental leave without pay, or family care leave without pay will continue to receive 100% State-paid coverage under the current life insurance plan for up to six months. Permanent officers who are on sick, parental, or family care leave without pay for longer than six months may remain in the program for an additional six month period by paying the entire premium. Permanent officers who are granted injury leave (paid and unpaid) will continue to receive 100% State-paid coverage under the current life insurance plan for up to twelve (12) months or, if only paid leave is used, beyond twelve (12) months until the paid leave is exhausted.

b. Except as provided in c. below, those permanent officers who are placed on suspension or who are granted leave without pay for any reason other than sickness, parental, family care, or injury leave for longer than one full pay period may remain in the program for up to one year by paying the entire premium.

c. Permanent officers who are regularly placed on leave without pay for one to three months every year due to cyclical work schedules or weather conditions will continue to receive

100% State paid coverage for the period they are on leave. If the leave extends beyond the regular leave period, officers may remain in the program for up to one year by paying the entire premium.

Section 3. The Employer shall continue to provide each officer who is covered under the currently existing life insurance plan with fully paid accidental death benefits for work-related accidental deaths. The amount of coverage is \$25,000, unless the surviving spouse or minor children are entitled to benefits under Act 101 of 1976.

## ARTICLE 22 WORK-RELATED INJURIES

Section 1. An officer who sustains a work-related injury, during the period of this agreement, as the result of which the officer is disabled, if so determined by a decision issued under the operation of the Workers' Compensation Program, shall be entitled to use accumulated sick, annual, or personal leave or injury leave without pay. While using accumulated leave, the officer will be paid a supplement to workers' compensation of full pay reduced by an amount that yields a net pay, including workers' compensation and social security disability benefits, that is equal to the officer's net pay immediately prior to the injury. Net pay prior to injury is defined as gross base pay minus federal, state, and local withholding, unemployment compensation tax, social security and retirement contributions. One full day of accumulated leave (8 hours as appropriate) will be charged for each day the supplement is paid. Accumulated leave and injury leave without pay may be used for an aggregate of 12 months or for the duration of the disability, whichever is the lesser, except that, if only accumulated leave is used, it may be used beyond 12 months until exhausted or until the disability ceases, whichever occurs sooner. In no case, however, will the aggregate of 12 months extend beyond three years from the date the injury occurred. If no leave is available under this Section, the provisions of Section 11 may apply.

The officer election to use or not use accumulated leave under this Section cannot be changed more than once.

Section 2. An officer who works a reduced number of hours (part-time) due to partial disability may use leave in accordance with Section 1. Pay for accumulated leave used will be calculated in accordance with Section 1, based on the net amount of lost earnings.

Section 3. Retirement credited service for the period of time that the officer is using leave under this Article, shall be determined in accordance with the State Employees' Retirement Code.

Section 4. At the expiration of the leave under Section 1, if an officer continues to receive workers' compensation, the officer will be placed on leave without pay in accordance with Section 7 below and will not be entitled to receive state-paid coverage for life insurance and state payments toward coverage for health benefits.

Section 5. An officer is required to refund to the Employer the amount of any overpayment. In no case shall an officer be entitled to full pay and workers' compensation and/or social security for the same period. The Employer shall recover any amount in excess of the paid supplement to

workers' compensation as described in Section 1. Failure to apply for or report social security or other applicable disability benefits to the Employer will result in the termination of the leave under Section 1.

Section 6. State-paid coverage for life insurance and state payments toward coverage for health benefits as provided in Articles 21 and 23 will continue for the period of time that the officer is on leave under Sections 1 and 11.

Section 7. An officer has the right to return to a position in the same or equivalent classification held before being disabled, for a period of up to three years from the date the injury occurred provided the officer is fully capable of performing the duties of that position, subject to the furlough provisions of Article 26, Seniority. This guarantee expires if the disability ceases prior to the expiration of the three year period and the officer does not return to work immediately or if the officer retires or otherwise terminates employment. During the period of time between the end of the leave under Section 1 or Section 11, where applicable, and the end of the guarantee in this Section, the officer will be on leave without pay.

Disabled officers receiving workers' compensation will be notified 90 days prior to the expiration of the three-year period. The notification will include information concerning the officer's right to apply for disability retirement, if eligible. If the officer does not receive 90 days' notice, the officer's right to return will not be extended. However, the leave without pay will be extended for 90 days from the date of notification to enable the officer, if eligible, to apply for disability retirement.

Section 8. The compensation for disability retirement arising out of work-related injuries shall be in accordance with the State Employees' Retirement Code.

Section 9. An officer who sustains a work-related injury, during the period of this Agreement, if so determined by a decision issued under the operation of the Workers' Compensation Program, may use sick, annual, or personal leave for the purpose of continued medical treatment of the work-related injury in accordance with Articles 10, 12 and 13. If no paid leave is available, an officer may use leave without pay. Each absence shall not exceed the minimum amount of time necessary to obtain the medical treatment. Officers shall make reasonable efforts to schedule medical appointments during non-work hours or at times that will minimize absence from work. Verification of the length of the medical appointment may be required. This Section is not applicable to any absence for which workers' compensation is payable. When workers' compensation is payable, the provisions of Section 1 shall apply.

Section 10. The Commonwealth agrees to the use of modified duty where the officer is able to work only in a limited capacity and the prognosis for the injury indicates that the officer will be able to resume all of the duties of the officer's classification in a reasonable period of time. The Employer may terminate a modified duty assignment when it becomes apparent that the officer will not be able to resume the full duties of the officer's classification within a reasonable period of time.

Under the modified duty concept, the officer will be retained without loss of pay or status. The Employer may assign the officer duties outside his/her classification and bargaining unit, outside the officer's previously assigned shift and/or outside the officer's overtime equalization unit. To facilitate the implementation of modified duty assignments, schedule and assignment changes may be implemented as soon as practicable.

Section 11. An officer who is disabled due to a recurrence of a work-related injury after three years from the date the injury occurred, or before three years if the leave entitlement in Section 1 has been depleted, shall be entitled to use accumulated leave and injury leave without pay while disabled for a period of up to 12 weeks. To be eligible to use injury leave without pay, the officer must have been at work at least 1250 hours within the previous 12 months. The 12 week period will be reduced by any other leave used within the previous 12 months that was designated as leave under the provisions of the Family and Medical Leave Act. If only accumulated leave is used, it may be used beyond 12 weeks until exhausted or until the disability ceases, whichever occurs sooner. While using accumulated leave, the leave will be charged and paid in accordance with Section 1.

Section 12. It is understood by both parties that the provisions of this Article are consistent with the Family and Medical Leave Act of 1993, USC Sections 2601 et seq. and that leave granted in accordance with Sections 1 and 11 shall be designated as leave under the provisions of the Act.

Section 13. It is understood by both parties that the provisions of this Article are consistent with the Americans with Disabilities Act and the Pennsylvania Human Relations Act, 43 P.S. Sections 951 et seq.

## ARTICLE 23 HEALTH BENEFITS

Section 1. Pennsylvania Employees Benefit Trust Fund

a. A jointly administered, multi-union, health and welfare Fund has been established under the provisions of an Agreement and Declaration of Trust executed by and between the Union and the Employer.

This jointly administered Fund is known as the Pennsylvania Employees Benefit Trust Fund (hereinafter Fund or PEBTF). The Fund shall conform to all existing and future Federal and Commonwealth statutes applicable to and controlling such Health and Welfare Fund.

Said Agreement and Declaration of Trust shall provide for equal representation on the Board of Trustees appointed by the Unions and the Employer. In addition, the Agreement and Declaration of Trust will allow the Fund to provide benefits to management level employees and retired officers, as well as employees represented by other unions and other employers in the Commonwealth of Pennsylvania.

b. The Board of Trustees of the Fund shall determine in their discretion and within the terms of this Agreement and the Agreement and Declaration of Trust the extent and level of medical plan benefits, supplemental benefits and other benefits to be extended by the Fund.

c. The Employer shall contribute to the Fund the amounts indicated below on behalf of each permanent full-time officer eligible for benefits and covered by this Agreement effective on the first pay date in July of each fiscal year specified below:

July 1, 2012 – June 30, 2013 - \$375.00 biweekly per officer

July 1, 2013 – June 30, 2014 - \$390.00 biweekly per officer

July 1, 2014 – June 30, 2015 - \$425.00 biweekly per officer

July 1, 2015 – June 30, 2016 - \$455.00 biweekly per officer

d. The Fund shall maintain a reserve sufficient to pay on a cash basis the three (3) next succeeding months of projected claims and expenses. Reserve is calculated as the ending fund balance, meaning the net amount of funds on hand as of the close of any given month. Fund revenues are to be adjusted to reflect the relevant cash amounts that should have been or are to be received or collected by the Fund under the agreement. Fund expenses are to be adjusted for any expense which should have been paid for the period. At each bi-monthly meeting of the Board of Trustees, the Fund's actuary will present their financial projection to the Finance Committee including a report that will show the projected reserve level at the end of the succeeding 24 months, or through the end of the current agreement if this latter period is less than 24 months. The report will concisely state the assumptions and factors used in making these projections.

The report will be available to all trustees of the Fund. If the average amount of the projected reserve for any future quarter (e.g. July-September) is less than a three (3) month reserve as defined above, the actions below will be triggered:

1. The first day of the quarter during which the average reserve would be less than three (3) months will be considered the "target date" for additional funding;
2. At least six (6) months prior to the target date, the Fund's actuary will review the projection and confirm that a funding adjustment is needed and the amount of such adjustment. If the need for a funding adjustment occurs in the first nine (9) months, this subparagraph shall not apply;
3. Should the Commonwealth not dispute the finding by the Fund's actuary that an adjustment is necessary, the Commonwealth will implement the funding adjustment at least ten (10) calendar days prior to the target date.
4. If either the Chairman of the Board, Secretary of the Board, any four (4) management or any four (4) union Trustees of the Board dispute the findings of Fund's actuary, the Chairman and the Secretary of the Board of Trustees will select a neutral actuary within five (5) business days to resolve the dispute and will forward their respective positions and any supporting documentation to the neutral actuary within five (5) business days of such selection. The neutral actuary may communicate and ask questions of the Fund's actuary provided, however, if such communication occurs, the Finance Committee will have access to the discussions.

5. The neutral actuary shall render a decision within 30 calendar days of the receipt of said positions/documentation, which decision will be final and binding on the parties and must be implemented within 10 (ten) business days of its receipt by the parties.
6. The adjustment must be sufficiently large so as to restore the size of the reserve to a minimum of three months within 30 days following the target date.
7. Once the reserve exceeds the three (3) month equivalent, the contribution rate shall be reduced to the amount provided under this Section unless the parties agree that a new rate is necessary to maintain a three (3) month reserve.
8. It is understood and agreed to by the parties that the process outlined above is designed to ensure adequate funding for the PEBTF and not intended to place the financial status of the Fund in jeopardy.

e. The Employer shall make aggregate payments of Employer contributions together with an itemized statement to the Fund within one month from the end of the month in which the contributions were collected.

f. All benefits extended by the Fund must be designed to be excludable from the "regular rate" definition of the Fair Labor Standards Act, unless hereinafter required by federal law to be included.

g. No dispute over eligibility for benefits or over a claim for any benefits extended by the Fund shall be subject to the grievance procedure established in any collective bargaining agreement, except as otherwise specifically provided within this Article.

h. It is expressly agreed and understood that the Employer does not accept, nor is the Employer to be hereby charged with any responsibility in any manner connected with the determination of liability to any employee claiming any of the benefits extended by the Fund. It is expressly agreed that the Employer's liability, in any and every event, with respect to benefits extended by the Fund shall be limited to the contributions indicated under Subsections c. and d. above.

Section 2. The provisions of Sections 3 through 7 shall be modified to the extent the medical plan benefits, supplemental benefits and other benefits as determined and extended by the Fund and/or the Retired Employees Health Program are modified for current and/or future employees and annuitants as provided for in Section 1 (employees) and/or Section 6 (annuitants) of this Article, respectively.

Section 3. The Fund shall continue to provide each permanent full-time active officer medical plan benefits, supplemental benefits and other benefits as determined and extended by the Fund. In addition, it shall provide dependency coverage where the dependents of the officer qualify. The Fund shall continue to provide permanent part-time officers who are expected to be in active pay status at least 50% of the time every pay period medical plan benefits, supplemental benefits and other benefits as determined and extended by the Fund. In addition, it shall provide 50% dependency coverage where the dependents of the officer qualify. Such officers shall contribute

an amount determined by the Fund's Trustees toward the cost of coverage. Enrollment and continued coverage in Fund benefits is further subject to the following conditions:

a. Subject to the provisions of Section 3.b., officers will contribute a percentage of their biweekly gross base salary toward the cost of coverage as provided below:

July 2012 – June 2013	3.0%
July 2013 – June 2014	3.0%
July 2014 – June 2015	5.0%
July 2015 – June 2016	to be determined

The officer contribution rate for the period July 2015 – June 2016 will be the same as is applicable to employees of the Pennsylvania Game Commission that are represented by FOP Conservation Officers Lodge No. 114.

Officer contributions shall be effective the first full pay period in July of the periods specified above. Biweekly gross base salary as used throughout this Article excludes premium or supplemental payments such as overtime, higher class pay, etc.

b. An officer will be eligible for an Employee Contribution Waiver if the officer and his/her qualifying dependents, as determined by the Trustees, participate in the Get Healthy Program as established from time-to-time by the Fund. In accordance with Section 1.b., the Fund shall be solely responsible for establishing all requirements and conditions of the Get Healthy Program, including rules and policies for the requirements for qualifying for the Employee Contribution Waiver and for making determinations regarding whether an officer and dependents have fulfilled the conditions for such Waiver.

The Employee Contribution Waiver will consist of a waiver of a portion of the officer's required contribution to the cost of health care as a percentage of biweekly gross base salary as follows:

	<u>Waiver Amount</u>	<u>Employee contribution with Waiver</u>	<u>Employee contribution without Waiver</u>
July 2012 – June 2013	1.5%	1.5%	3.0%
July 2013 – June 2014	1.5%	1.5%	3.0%
July 2014 – June 2015	3.0%	2.0%	5.0%
July 2015 – June 2016	to be determined		

Employee Contribution Waivers shall be effective the first full pay period in July of the periods specified above.

c. The parties agreed to an evaluation process with respect to the reserve levels of the Fund to determine if an employee contribution is necessary. Under this process, if the Fund's actuary certifies that a three (3) month reserve of projected claims and expenses has been achieved and will be maintained for at least six (6) months, the Trustees will evaluate whether employee

cost sharing for employees hired before August 1, 2003, can be reduced or eliminated, provided that at no time shall any such reduction or elimination of cost sharing result in the reserve being reduced below the three (3) months of total projected claims and expenses. Should the Trustees, after evaluating the employee cost sharing, decide that contributions by employees hired before August 1, 2003 will be reduced or eliminated, the reserve will be reviewed on a six (6) month basis by the Fund's actuary. If the actuary certifies that the amount of the reserve has dropped below the three (3) month level, such contributions will resume immediately at the levels established in this Agreement, without any action on the part of the parties or the PEBTF Board of Trustees. This Subsection shall be read and administered in a manner consistent with Section 1.d. of this Article

d. (1) For the first six (6) months of employment, the officer will be offered single coverage in the least costly medical plan offered and available in his/her area, with no supplemental benefits. The officer may opt to purchase medical coverage for the officer's qualifying dependents in the same medical plan as the officer, and/or may opt to purchase a more costly plan in the area by paying the difference in cost between the least costly and the more costly plan, in addition to the employee contribution required under Section 3.a.

(2) After completing six (6) months of employment, the officer and his/her qualifying dependents will be eligible for coverage under the Fund's supplemental benefits, and the officer will be permitted to cover his/her qualifying dependents under the least costly medical plan at no additional cost. If a more costly medical plan is selected, the officer will be required to pay the cost difference between the least costly and more costly plan, in addition to the employee contribution required under Section 3.a.

(3) Nothing herein shall be construed to limit the authority of the Board of Trustees to modify or adopt these or other eligibility rules.

e. Only officers who elect to enroll for PEBTF coverage, including those who enroll only for supplemental benefits, are subject to the employee contributions in this Article. An officer who is only enrolled as a spouse of another PEBTF covered employee is not subject to any required employee contributions.

f. Officer contributions under this Article will be paid to the Fund on a biweekly basis as soon as is practicable using the Employer's standard methods for transferring money. The parties intend that these contributions will be submitted in a more accelerated manner than the Employer contributions. Any officer contributions made pursuant to this Article will be made on a pre-tax basis.

Section 4. a. Permanent officers who are granted sick leave without pay (Article 16), parental leave without pay (Article 17), or family care leave without pay (Article 36) may continue to receive benefits as determined and extended by the Fund for up to six months. Permanent officers who are granted injury leave (paid and unpaid) may continue to receive benefits as determined and extended by the Fund for up to 12 months or, if only paid leave is used, beyond 12 months until the paid leave is exhausted.

b. Except as provided in c. below, permanent part-time officers and those permanent full-time officers who are placed on suspension or who are granted leave without pay for any reason other than sickness, parental leave, family care leave or injury leave for longer than one full pay period or who are on leave longer than the applicable period specified in a. above, will be permitted to continue coverage on a direct pay basis at a rate to be determined by the Fund but no greater than the COBRA rate.

c. Permanent full-time officers and permanent part-time officers who are eligible for benefits and who are regularly placed on leave without pay for one to three months every year due to cyclical work schedules or weather conditions will continue to receive benefits as determined and extended by the Fund for the period they are on leave. If the leave extends beyond the regular leave period, officers will be permitted to continue coverage on a direct pay basis at a rate to be determined by the Fund but no greater than the COBRA rate.

d. The Employer shall continue to make full contributions to the Fund for permanent full-time officers for the period of time for which they are entitled to benefits under Subsection a. or c. and 50% contributions for permanent part-time officers for the period of time for which they are entitled to benefits under Subsection a. or c.

e. The continuation of benefits under this Section is subject to the officer's payment of any required employee contribution under Section 3.

#### Section 5. Spousal Eligibility

a. For officers hired on or after August 1, 2003: If the spouse of an officer is covered by any PEBTF health care plan, and he/she is eligible for coverage under another employer's plan(s), the spouse shall be required to enroll in each such plan, which shall be the spouse's primary coverage, as a condition of the spouse's eligibility for coverage by the PEBTF plan(s), without regard to whether the spouse's plan requires cost sharing or to whether the spouse's employer offers an incentive to the spouse not to enroll.

b. For officers hired before August 1, 2003: Effective October 1, 2003, if the spouse of an officer covered by any PEBTF health plan also is eligible for coverage under another employer's plan(s), the spouse shall be required to enroll in each such plan, provided that the plan in question does not require an employee contribution by the spouse or the spouse's employer does not offer an incentive to the spouse not to enroll. Once covered by another employer's plan, that plan will be the spouse's primary coverage, and the PEBTF plan will be secondary.

c. Nothing herein shall be construed to limit the authority of the Board of Trustees to modify or adopt these or other spousal eligibility rules.

Section 6. a. The Employer shall allow each individual who was eligible as an active employee under the Fund's health benefits plan to elect coverage upon retirement under the Retired Employees Health Program (hereinafter REHP). In addition, dependency coverage shall be allowed where the dependents of the annuitant qualify under such Program.

b. Officers who retire on or after July 1, 2007, and who elect REHP coverage, shall be eligible for the medical and prescription benefits in effect for active employees, provided that the Employer will modify the REHP plan of benefits from time-to-time to conform to the medical and prescription benefits in effect for the active employees. Annuitants who are eligible for Medicare will participate in Medicare supplemental medical plans, and those annuitants who are eligible to enroll in Medicare Part B will not receive benefits through the REHP for benefits which are provided by Medicare Part B. It is understood that the REHP plan of benefits may be amended or modified by the Employer from time-to-time.

c. Officers who retire on or after July 1, 2007, and elect REHP coverage shall be required to contribute to the cost of coverage. The annual retiree contribution rate shall be a percentage of the officer's final annual gross salary at the time of retirement from State service equal to the active officer contribution rate in effect on the date of retirement and will be payable monthly at the rate of one-twelfth of the annual retiree contribution rate.

Effective January 1, 2013, the annual retiree contribution rate during the term of this agreement for officers who retire on or after July 1, 2012 shall be three percent (3%) of the officer's final average salary at the time of retirement, as determined by the methodology utilized by the State Employees' Retirement System to calculate pension benefits, and will be payable monthly at the rate of one-twelfth of the annual retiree contribution rate. Effective January 1, 2013, the methodology utilized by the State Employees' Retirement System to calculate pension benefits will also be applied to determine the annual retiree contribution rate for officers who retired on or after July 1, 2007 through June 30, 2012 in those situations where said methodology results in a lower retiree contribution rate than results from the use of final gross annual salary; in situations where use of final gross annual salary yields a lower contribution rate for such former employees, it shall continue to be used. Further, effective January 1, 2013, the annual retiree contribution rate for all present and future Medicare eligible retirees who have a contribution rate of three percent (3%) will be reduced to one and-one-half percent (1.5%) of the appropriate base (final gross annual salary or final average salary) when a retiree becomes eligible for Medicare coverage, and will be payable monthly at the rate of one-twelfth of the annual retiree contribution rate.

d. The REHP is developed and administered in a cost effective and beneficial manner by the Fund, subject only to the prior approval of the Office of Administration and in accordance with the terms and conditions of the REHP Participation Agreement between the Employer and the Fund.

e. The Employer shall continue to pay the cost of coverage, subject to the required retiree contribution rates, for annuitants who retire under (1), (2), (3), (4) or (5) below and who have elected REHP coverage:

(1) Retirement at or after superannuation age with at least 15 years of credited service (20 years of credited service if retired on or after July 1, 2008) in the State and/or Public School Retirement Systems, except that

(a) an officer who leaves State employment prior to superannuation age and subsequently retires at or after superannuation age must have 25 years of

credited service in the State and/or Public School Retirement Systems,

- (b) an officer who is furloughed prior to superannuation age and subsequently retires at or after superannuation age during the recall period must have 15 or more years of credited service (20 or more years of credited service if retired on or after July 1, 2008) in the State and/or Public School Retirement Systems,
  - (c) an officer who leaves State employment prior to superannuation age and is subsequently rehired and then retires at or after superannuation age must have 15 or more years of credited service (20 or more years of credited service if retired on or after July 1, 2008) in the State and/or Public School Retirement Systems with at least three years of credited service from the most recent date of reemployment. However, if the departure from State employment was due to furlough and the officer returns during the recall period, this three year requirement will not apply. If the officer had qualified, other than through disability retirement, for Employer paid coverage in the REHP prior to the most recent rehire period, this three year requirement will not apply,
  - (d) an officer who leaves State employment subsequent to superannuation age and is subsequently rehired and then retires must have 15 or more years of credited service (20 or more years of credited service if retired on or after July 1, 2008) in the State and/or Public School Retirement Systems with at least three years of credited service from the most recent date of reemployment. However, if the departure from State employment was due to furlough and the officer returns during the recall period, this three year requirement will not apply. If the officer had qualified, other than through disability retirement, for Employer paid coverage in the REHP prior to the most recent rehire period, this three year requirement will not apply.
- (2) Disability retirement, which requires at least five years of credited service in the State and/or Public School Retirement Systems, except that, if an officer had previously qualified based on an approved disability retirement, then returns and retires under a normal or early retirement, he or she must retire at or after superannuation age with 15 or more years of credited service (20 or more years of credited service if retired on or after July 1, 2008) in the State and/or Public School Retirement Systems or 25 years of credited service in the State and/or Public School Retirement Systems or
  - (3) Other retirement with at least 25 years of credited service in the State and/or Public School Retirement Systems, except that an officer who leaves State employment, is subsequently rehired and retires must have at least 25 years of credited service in the State and/or Public School Retirement Systems with at least three years of credited service from the most recent date of reemployment. However, if the departure from State employment was due to furlough and the officer returns during the recall period, this three year requirement will not apply. If the officer had qualified, other than through disability retirement, for Employer paid coverage in

the REHP prior to the most recent rehire period, this three year requirement will not apply.

- (4) All officers who had at least 15 years of credited service as of June 30, 2008, or who had 13 years of credited service and were within one year of superannuation age as of June 30, 2008, whether it had been purchased as of that date or was eligible to be purchased as of that date, shall be eligible to elect REHP coverage upon reaching superannuation age with 15 years of credited service rather than 20. The three-year rehire rule will not apply to such officers.
- (5) For purposes of eligibility for REHP coverage under this Section, credited service earned on or after July 1, 2007, will be limited to service as a Commonwealth employee which otherwise counts as credited service under the State and/or Public School Retirement, TIAA-CREF or other approved retirement systems' rules in effect from time to time. Officers hired on or after July 1, 2007 who have earned credited service under the State and/or Public School Retirement, TIAA-CREF or other approved retirement systems' rules with another employer will not have that service counted for purposes of eligibility for REHP coverage, unless they were employed by the Commonwealth prior to July 1, 2007. If it is determined by the State and/or Public School Retirement Systems that a Commonwealth employee is eligible for additional credited service for military service, such credited service will be included in the determination of eligibility for REHP coverage. The phrase "Commonwealth employee" shall be limited to service earned through an employing agency eligible to participate in the Commonwealth's Life Insurance Program.

Section 7. When an officer dies as a result of a work-related accident, the Fund shall continue to provide medical plan benefits and supplemental benefits, as determined and extended by the Fund, to the spouse and eligible dependents of the officer until the spouse remarries or becomes eligible for coverage under another employer's health plan. Annual certification of non-coverage will be required. The medical plan benefits and supplemental benefits will be converted to the REHP at the time when the officer would have reached age 60.

Section 8. Prior to January 2014, the parties agree to meet and discuss the impact of Health Care Exchanges and other features of the implementation of the Affordable Care Act on the existing active and annuitant health care program.

## ARTICLE 24 CLASSIFICATION

Section 1. The position classification plan, as established and maintained by the Employer, consists of a schedule of classification titles with classification specifications for each classification which define and describe representative duties and responsibilities and set forth the minimum requirements and qualifications essential to the work of the classification. Only in those instances where there is a substantial change in permanent job duties or job content during the term of this

Agreement which justifies a change in job classification, the officers may process an appeal for a reallocation of their position through the grievance procedure as set forth below:

**STEP 1.** The officer or the FOP shall present the grievance in writing to the Human Resource Office or their designee. The Employer will respond in writing within 45 working days of receipt of the grievance. When the officer or the FOP submits a grievance in Step 1, the officer shall attach to the grievance a description of the job.

**STEP 2.** In the event that the grievance is not satisfactorily resolved at Step 1 of the expedited grievance procedure, the officer or the FOP may process the grievance to Step 2 by submitting a written appeal to the Office of Administration, Classification and Pay Division within 15 working days after the Employer's Step 1 response is due. The Office of Administration will then have 45 working days to respond in writing to the grievance appeal at this level. Decisions made prior to Step 2 may be reversed by the Office of Administration. If a determination is made by the Employer in the course of an employee appeal that a position should be upgraded, the officer shall be promoted retroactively to the date the grievance was filed in writing.

If a final determination is made by the Employer in the course of an employee appeal or an Employer-initiated classification review that a position should be downgraded, the officer shall be demoted to the proper classification and pay scale group at the nearest step not greater than the officer's current salary. If the officer's salary is greater than the maximum step of the lower pay scale group, there shall be no reduction in salary. The effective date of the classification change shall be the first day of the first pay period subsequent to the response.

If a final determination is made by the Employer in the course of an employee appeal or an Employer-initiated classification review that a position should be reclassified to another class in the same pay scale group, the effective date of the classification change shall be the first day of the first pay period subsequent to the response.

Section 2. The Union, in response to an unfavorable decision at Step 2 may submit classification appeals to an arbitration panel within 45 working days after the Office of Administration's response is due. The panel shall consist of three members; one member appointed by the Employer, one member appointed by the Union, and a third member selected by the parties jointly from a list of five names to be mutually agreed upon by the Employer and the FOP. The third member shall not be affiliated, directly or indirectly, with any labor organization or be an employee of the Commonwealth and must be knowledgeable in the field of position classification. The parties agree to select arbitrators and agree upon hearing dates as expeditiously as possible. Grievances that are not scheduled for an arbitration hearing within two years of the notice of intent to proceed to arbitration will be considered to have been withdrawn. It is understood that this time limit refers to the Union proposing selection of an arbitrator and a hearing date for the case, rather than the actual conduct of the hearing.

The panel shall neither add to, subtract from nor modify the provisions of this Article nor recommend any alterations or revisions to the Commonwealth's classification and compensation plans. The panel shall be confined to deciding the proper classification in the then existing classification plan for the position in dispute.

The findings of the panel shall be submitted to the parties within 30 days after the hearing or receipt of transcript when taken. The determination of the panel shall be final and binding in those cases where an officer's position is downgraded as a result of an employee appeal or an Employer-initiated classification review. In all other cases the decision of the panel shall be advisory only as to the Employer.

The panel shall meet monthly if necessary for the purpose of hearing appeals under this Section.

Section 3. The FOP recognizes the right of the Employer to direct its working force, which includes the assignment of work to individual officers and it further recognizes that such assignments may include work outside an officer's classification.

However it is understood that assignments outside of classification shall be made in a manner consistent with the Employer's operations and organizational requirements.

Whenever an officer temporarily is charged to perform in general the duties and responsibilities of a position in a higher rated classification that are separate and distinct from those of the officer's own position for a period of any five full cumulative days in a calendar quarter, the officer shall be compensated, retroactive to the time the assignment took place, at an amount equal to four and one-half percent of the officer's current rate of pay, or at the starting rate of the pay scale group for the higher class, whichever is greater. Officers who are charged to perform higher class work for a full day and who take leave for a portion of that day will be compensated, in increments of 1/4 hour, for the partial day worked in the higher class after the five full day threshold has been met. An officer while temporarily working and being paid in a higher class will also be paid at the higher rate for a holiday provided the officer is charged to perform the higher level duties on the officer's scheduled workday immediately before and immediately after such holiday and is paid at the higher rate on those days. The holiday shall not count toward the requirement for five full cumulative days in a quarter. Once the requirement for the five full cumulative day threshold has been met, payment will be included in the biweekly paycheck. If the position is filled permanently by other than the officer temporarily filling the position, the officer temporarily assigned shall be returned to their previous position and compensation, but shall receive any increments and service credits for such increments to which they would have been entitled had they remained in their normal assignment. An officer or officers shall not be temporarily assigned to perform in general the duties and responsibilities of a position in a higher rated classification for more than nine continuous months or the length of the leave of absence of the officer being replaced, whichever is greater.

In addition, if the Employer assigns an officer on a temporary basis to a lower classification or if an officer temporarily performs some duties and functions assigned to a lower classification, the officer so assigned shall receive the compensation of the higher level to which the officer is regularly assigned. The Employer, however, at any individual work site shall make such assignments on a non-discriminatory basis so as to equalize the same among the officers within the classification from which assignments are made, so long as such equalization does not interfere with efficient operating procedures.

Grievances arising from Section 3 of this Article shall be submitted in writing and the officer shall attempt to include the dates on which the alleged out of class work occurred and a description of the alleged higher level work performed. The failure of the officer to provide the required information will not affect the validity of the grievance. Grievances pertaining to this Section shall be processed in accordance with the grievance and arbitration procedure delineated in Sections 1 and 2 of this Article. The decision of the arbitration panel shall be final and binding.

For the purpose of this Section, the calendar quarters shall be defined as beginning with the first full pay period in January through March 31, April 1 through June 30, July 1 through September 30, and October 1 through the last full pay period of the leave calendar year, which is the pay period that includes December 31.

Section 4. Under Sections 2 and 3 above, and Section 5 below, all fees and expenses of the arbitrator shall be divided equally between the parties except where one of the parties of this Agreement request a postponement of a previously scheduled arbitration meeting which results in a postponement charge. The postponing party shall pay such charge unless such postponement results in a settlement of the appeal in which event the postponement charge shall be divided equally between the parties. A postponement charge resulting from a joint postponement request shall be shared equally by the parties. Each party shall bear the costs of preparing and presenting its own case. Either party desiring a record of the proceedings shall pay for the record and make a copy available without charge to the arbitrator.

Section 5. The Employer shall notify the FOP of changes to the Classification and Pay Plan involving jobs presently in or reasonably anticipated to be placed in the certified bargaining unit for which the FOP is the representative, prior to the submission of these changes to the Executive Board of the Commonwealth. The FOP will submit its comments in writing to the Employer within 30 calendar days of receipt of the notification. If written comments are not received from the FOP within 30 calendar days, the Employer will contact the FOP before submitting the proposals to the Executive Board. Reasonable written requests by the FOP for time extensions will be granted.

If the FOP disagrees with a change to the Classification and Pay Plan affecting an existing job represented by the FOP that is proposed by the Employer, the FOP may submit the issue to the Job Evaluation Committee. The Committee will be comprised of representatives from the FOP and the Office of Administration, Classification and Pay Division. Agency management representatives may sit on the Committee when deemed necessary by the Employer, and FOP representatives will sit on the Committee as designated by the FOP. The FOP will place issues before the Committee by submitting a written request to the Office of Administration, Classification and Pay Division. The request will identify the FOP's specific objections to the Commonwealth's proposal and the FOP's rationale for the objections. The Committee will then meet to review and discuss the FOP's objections. Either party may elect to hold a subsequent meeting of the Committee for the purposes of hearing from potential affected representative officers chosen by the FOP. The Employer will provide a written response to the FOP upon completion of its review.

Disputes not resolved by the Job Evaluation Committee may be submitted by the FOP to an Arbitration Panel. The FOP must submit a written notice of intent to proceed to arbitration to the Employer within 45 working days of the Employer's written response to the FOP. The Arbitration Panel shall be composed of three members; one appointed by the FOP, one appointed by the Employer, and the third to be mutually agreed upon or selected from a list of arbitrators supplied by the Pennsylvania Bureau of Mediation. The Panel will be confined to considering the appropriateness of the changes proposed by the Commonwealth. The decision of the Panel shall be advisory to the parties in this Agreement.

It is agreed by the parties that, notwithstanding the implementation of the changes to this Article with this Agreement, any appeals filed under the terms of the prior Agreement will be processed in accordance with those terms.

## ARTICLE 25 DISCHARGE, DEMOTION, SUSPENSION AND DISCIPLINE

Section 1. The Employer shall not demote, suspend, discharge or take any disciplinary action against an officer without just cause. An officer may appeal a demotion, suspension, or discharge beginning at first step of the accelerated grievance procedure, within 15 working days of the date of its occurrence. The FOP shall be notified promptly by the Employer of any suspension, discharge or demotion. The failure of the Employer to comply with the preceding notification requirements will not affect the validity of the action, but will suspend the time period set forth above until the notification is sent.

Section 2. Any action instituted under Section 1 of this Article shall be implemented within a reasonable period of time after the event giving rise to such disciplinary action or knowledge thereof.

Section 3. The Employer will attempt to discipline officers in such a manner so as not to embarrass the officer before the public or other employees. It must be kept in mind, however, that where insubordination or flouting of authority by an officer in public and in the presence of other employees takes place, the Employer shall not be restricted by the operation of this Section.

Section 4. The provisions of Section 1 shall not apply during the initial 365 calendar days of probationary employment for Waterways Officer Trainees. The probationary period can be extended by written agreement between the Employer and the appropriate FOP representative for an additional period, during which time Section 1 shall not apply. Periods of leave without pay and periods of time during which an officer is using paid leave to supplement workers' compensation shall not count toward the initial 365 calendar days or any extension period.

Section 5. The Alternative Discipline Program will be applied only to disciplinary actions which would normally arise from situations involving time and attendance infractions and/or work performance problems, or an officer's failure to pay his Corporate Card bill. The following guidelines will be used in determining the areas of applicability:

1. Time and attendance:

Habitual or patterned problems with absenteeism, lateness or repeated emergency absences.

2. Work performance:

“overall” unsatisfactory performance as annotated on the officer's performance evaluation, or

Instances of unsatisfactory work performance on a specific work product or work project.

3. Corporate Card:

Failure to pay a Corporate Card bill after an officer has been reimbursed for eligible expenses charged to the card.

The Alternative Discipline Program will differ from the traditional progressive disciplinary steps by replacing suspensions without pay with the following:

1. Level 1 Letter: Signed by the Agency Head or designee, this letter will identify the officer's alleged misconduct, alert the officer that continuation of this problem will result in more severe disciplinary action, and identify the officer's appeal rights. The Employer will provide the FOP with a copy of this letter.

This letter will clearly state that this action is in lieu of the traditional suspension without pay but has the effect of such a suspension.

2. Level 2 Letter: This letter, signed by the Agency Head or designee, will identify the officer's alleged misconduct, alert the officer that this is his/her final notice and that failure to correct this problem will result in termination, and identify the officer's appeal rights. The Employer will provide the FOP with a copy of this letter.

This letter will clearly state that this action is in lieu of the traditional suspension without pay but has the effect of such a suspension.

The parties also recognize that special or unusual situations could develop which do not readily lend themselves to the Alternative Discipline Program. These situations could include, among others, occasions where the circumstances of alleged conduct are such as to require the

officer's immediate removal from the workplace and situations where an officer is suspended without pay pending investigation of suspected misconduct. Consequently, if the Commonwealth deems circumstances warrant it, a traditional suspension without pay or other appropriate discipline could be imposed in lieu of the Level 1 or Level 2 letters after appropriate notification is given to the FOP.

Section 6. An officer who is the subject of an Inspector General investigation will be notified when the investigation is concluded. The officer who is not being subject to disciplinary action will be notified at the conclusion of the investigation that the allegations were either "unfounded" or "unsubstantiated". An officer shall be deemed a subject of an investigation when the officer has been accorded a "subject interview".

Section 7. The Commonwealth agrees to meet and discuss at the request of the FOP over the SEAP Program. It is understood that the FOP has not waived its right to negotiate over Conditions of Continued Employment for individual officers.

## ARTICLE 26 SENIORITY

Section 1. Under the terms of this Agreement, the term "seniority" means a preferred position for specific purposes which one officer within a seniority unit may have over another officer within the seniority unit because of a greater length of service within the state government or a particular organizational or occupational segment thereof. All time earned under the prior Master Agreements shall be counted and carried over under this Agreement.

a. Classification seniority standing shall be determined by the length of unbroken (as defined in Section 2) service with the Employer in the officer's current classification. An officer whose position has been downgraded will have service in the higher classification counted toward classification seniority in the lower classification.

b. Seniority standing for the purpose of promotion, furlough and shift preference shall be determined by the length of unbroken (as defined in Section 2) service with the Employer in rank and file classifications.

c. Officers who served in the Armed Forces of the United States during periods of war in which the United States was or is engaged as listed below shall be responsible for providing proof of military service to the Pennsylvania Fish and Boat Commission Human Resource Officer within 60 days of their first day of work or 60 days after discharge or release from active duty during a current period of war in order to receive seniority credit in accordance with the Veteran's Preference Act 51 Pa. C.S. 7101. Failure to provide the required proof of service during the time period shall bar the officer or union from claiming credit for such service at a later date.

Applicable periods of war are as follows:

- (1) World War II-December 7, 1941 – September 2, 1945
- (2) Korea-June 25, 1950 – July 27, 1953
- (3) Vietnam-August 5, 1964 –January 28, 1973

- (4) Persian Gulf – August 2, 1990 – August 31, 1991
- (5) War on Terrorism, September 11, 2001 to date determined by the Adjutant General (Department of Military and Veterans Affairs) pursuant to 51 PA.C.S. 7101.

d. Seniority credit for each officer is maintained as a total number of days. Officers will accrue seniority in accordance with the following procedure: The number of regular hours paid each biweekly pay period plus the number of hours of military leave without pay; leave without pay for union business in accordance with Article 16, Section 3; leave without pay for work-related injuries in accordance with Article 22; sick leave without pay in accordance with Article 16, Sections 5 and 6; parental leave without pay in accordance with Article 17, Section 1 and Family Care Leave Without Pay in accordance with Article 36 will be accumulated. This total number of hours will be divided by 7.5 or 8 as applicable and rounded up to the next higher day. The result will be added to the officer's accumulated total.

Section 2. The following shall constitute a break in service: resignation, separation for just cause, retirement, absence without leave for five consecutive working days, failure to report within 10 consecutive working days of recall, expiration of recall period, failure to report after leave and acceptance of other permanent employment while on leave. This shall not restrict the Employer's right to take whatever personnel action it deems warranted for any of the above. If service is broken by any of the above, the officer shall lose Agreement and Classification seniority. If an officer is returned within one year after such break in service, the officer shall be entitled to credit for seniority purposes the time accrued up to the time break in service occurred, but shall not be entitled to any credit for the time represented by such break in service.

Officers who are furloughed and who file applications for retirement benefits which are subsequently approved, will be considered to have a break in service as of the date of the approval of benefits by the State Employees' Retirement Board.

A furloughed officer who applies for and receives retirement benefits from the State Employees' Retirement Board shall forfeit all recall rights as of the date of the approval of benefits by the State Employees' Retirement Board.

Section 3. Seniority lists shall be prepared for each seniority group and revised where necessary every six months. Appropriate service information shall be shown thereon to permit application of various seniority provisions. Such lists shall be posted on the appropriate bulletin boards. Seniority lists shall be provided to the local Union President upon request not more than once every six months. Grievances alleging a violation of this Section may be appealed directly to the second step of the grievance procedure.

Section 4. When the Employer determines that a furlough is necessary within a seniority unit, officers will be furloughed in the inverse order of seniority. Officers affected by furlough who have the requisite seniority and skill and ability shall bump laterally.

a. If the affected officer is unable to bump into any position, the officer shall be furloughed.

b. If an officer refuses to exercise rights under this Section, the officer shall forfeit all further bumping rights under this Section, recall rights under Section 5 of this Article to positions in all classifications except to the position from which the officer was furloughed.

c. Where the need for furlough can be reasonably anticipated, the Employer will notify the FOP one month in advance of any impending furlough.

Section 5. The Employer shall establish a recall list by classification series using the same geographical and organizational limitation as the seniority unit in which the furlough occurred for those officers furloughed under Section 4 of this Article in the inverse order of seniority.

a. Officers on such recall lists shall have rights to a position in a classification within the seniority unit from which they were furloughed in the same geographical and organizational limitation as the seniority unit in which the furlough occurred provided they have the requisite seniority and skill and ability.

b. Such recall lists will remain in effect for a furloughed officer for a period of three years after the effective date of the furlough.

c. In the event an officer on a recall list refuses employment in the classification from which the officer was initially furloughed, the officer shall forfeit all recall rights.

d. During the period that officers are on a recall list, they shall keep the Employer informed of any changes in address. The Employer shall not be held liable if an officer is not offered recall because of failure to notify the Employer of a change of address. An officer who is not offered recall because of failure to notify the Employer of a change of address and who subsequently informs the Employer of the current address shall be returned to the recall list and shall be offered the next opportunity for recall, provided the officer's three year recall period has not expired.

e. During the recall period officers may be offered recall to either temporary or part-time positions. If an officer refuses an offer of either temporary or part-time recall, the officer forfeits all further recall rights to the type of employment refused. The officer would retain recall rights to permanent, full-time employment for which the officer is eligible.

f. The recall period of a furloughed officer who, during the recall period, returns to the employer's payroll in a temporary capacity shall be extended by the amount of time the officer serves in the temporary capacity.

g. A furloughed officer who, during a recall period, returns to the Employer's payroll in a temporary capacity shall upon recall from the furlough to permanent employment, be credited with seniority for the amount of time spent in the temporary capacity.

h. A furloughed officer who, during a recall period, returns to the Employer's payroll in a temporary capacity shall be eligible for all benefits enjoyed by permanent officers, provided other applicable eligibility requirements are met.

i. The Employer will provide the FOP with a copy of all recall lists.

j. A furloughed officer who applies for and receives retirement benefits from the State Employees' Retirement Board shall forfeit all recall rights under this Section as of the date of the approval of benefits by the State Employees' Retirement Board.

Section 6. Seniority unit means that group of officers in a classification within the agency. The seniority unit (furlough) may be renegotiated at the request of either party. If agreement is not reached, either party may submit a request for arbitration.

Section 7. When in the exercise of seniority rights provided hereunder, two or more officers are deemed relatively equal in skill and ability and have the same seniority, preferential rights shall be determined by lot.

## ARTICLE 27 UNIFORMS, CLOTHING AND EQUIPMENT

Section 1. Where the Employer now provides devices, apparel or equipment necessary to protect officers from injury or exposure to extreme non-climatic heat or cold, the Employer shall continue to provide the level of protection in accordance with the practice now prevailing. Where no such protection is now provided, the Employer shall provide whatever device, apparel or equipment is necessary to afford a level of protection provided by the agency for similar risks or exposure. Where special tools are required for accomplishing work assignments, the Employer shall be responsible for supplying the same. Where the tools customarily used in a trade or craft are now required to be supplied by the officer, such requirement shall continue; where such tools are presently supplied, the practice shall continue. Where uniforms are required and for so long as they may be required, the Employer agrees to furnish the uniforms so required. Uniform requirements are not to be confused with dress regulations required by the Employer.

Section 2. If, during the performance of an officer's Commonwealth duties a person damages or destroys items of clothing or personal property which are worn by an officer and which are necessary for the performance of such officer's work, the Employer shall reimburse the officer for the value of such clothing or personal property. The condition of the clothing or personal property immediately prior to such damage shall be taken into account in determining its value. The incident giving rise to such claims must be verified and not due to the officer's own negligence. The Employer shall take prompt and timely action in the disposition of officer claims for damaged personal effects.

Section 3. Each uniformed officer in the bargaining unit shall be entitled to an annual uniform allowance payment in the amount of \$250. The allowance provided herein shall be payable no later than September 30 of each contract year. If an officer has been in active pay status for an aggregate of less than 200 working days during the preceding contract year, the allowance will be prorated.

ARTICLE 28  
DISCRIMINATION/EMPLOYEE TREATMENT

Section 1. Both the Employer and the Union agree not to discriminate against any officer on the basis of race, religious creed, color, ancestry, sex, marital status, age, national origin, disability, union membership, political affiliation, AIDS or HIV status, or sexual orientation.

Section 2. The Employer does not condone sexual harassment of any officer and encourages officers who, after appropriate consideration of all relevant facts, believe that he/she is the object of such conduct, to report such allegations as soon as possible. The burden of substantiating such an allegation rests with the charging party. Because of the seriousness of such allegations which could result in discipline or discharge of the person charged, it is understood that false, frivolous and/or reoccurring unsubstantiated allegations may result in disciplinary actions against the charging party.

Substantiated instances of such harassment will be remedied by the Employer. An arbitrator may decide only whether or not the charging party has substantiated that sexual harassment has occurred, but what constitutes the appropriate remedy will be determined by the Employer in its sole discretion.

Section 3. An officer who has filed a sexual harassment complaint will be notified when the investigation has been concluded. The officer will be informed of the results of the investigation.

Section 4. Officers shall be treated in a respectful manner which does not embarrass them or demean their dignity. Incidents which are at variance with this principle may be appealed through the Grievance Procedure, provided that the decision at the second step/Joint State Committee shall be final and binding.

ARTICLE 29  
UNION BUSINESS

Section 1. The Employer agrees to provide space on bulletin boards to the Union for the announcement of meetings, election of officers of the Union and any other material related to Union business. Furthermore, the Union shall not post material detrimental to the labor-management relationship nor of a political or controversial nature. The Union may send mail related to Union business to local official Union representatives at appropriate facilities to which mail is delivered. Such mail shall not be read by other than the addressee.

Section 2. No Union member or representative shall solicit members, engage in organizational work, or participate in other Union activities during working hours on the Employer's premises except as provided for in the processing of grievances.

Union members or representatives may be permitted to use suitable facilities on the Employer's premises to conduct Union business during non-work hours upon obtaining permission from the Employer's human resource officer or designated representative. Any additional costs involved in such use must be paid for by the Union.

Union representatives shall be permitted to investigate and discuss grievances during working hours on the Employer's premises if notification is given to the human resource officer or a designated representative. If the Union representative is an employee of the Employer, the employee shall request from the immediate supervisor reasonable time off from regular duties to process such grievances. The Employer will provide a reasonable number of officers with time off, if required, to attend negotiating meetings.

ARTICLE 30  
PEACE AND STABILITY

Section 1. It is understood that there shall be no strike, as that term is defined under the Public Employe Relations Act, during the life of this Agreement, nor shall any officer, representative or official of the Union authorize, assist or encourage any such strike during the life of this Agreement.

Section 2. Should a strike occur not authorized by the Union, the Union within 24 hours following the request of the Employer shall:

- a. Publicly disavow such action by the officers.
- b. Advise the Employer in writing that such officer action has not been authorized or sanctioned by the Union.
- c. Post notices on all bulletin boards advising officers that it disapproves of such action and instruct them to return to work immediately.

Section 3. The Employer reserves the right to discipline, suspend, demote, or discharge any officer or officers who violate the provisions of Section 1 of this Article.

Section 4. The Employer will not engage in any lockout during the life of this Agreement.

ARTICLE 31  
MISCELLANEOUS PROVISIONS

Section 1. In the event that any provisions of this Agreement are found to be inconsistent with existing statutes or ordinances, the provisions of such statutes or ordinances shall prevail, and if any provision herein is found to be invalid and unenforceable by a court or other authority having jurisdiction, then such provision shall be considered void, but all other valid provisions shall remain in full force and effect. The parties, however, shall, at the request of either, negotiate on the subject matter involved in any invalid provision.

Section 2. The Commonwealth and the Union acknowledge that this Agreement represents the results of collective negotiations between said parties conducted under and in accordance with the provisions of the Public Employe Relations Act and constitutes the entire agreement between the parties for the duration of the life of said Agreement; each party waiving the right to bargain collectively with each other with reference to any other subject, matter, issue, or thing whether specifically covered herein or wholly omitted here from and irrespective of whether said subject was mentioned or discussed during the negotiations preceding the execution of this Agreement.

Section 3. In the event that any provision of this Agreement requires legislative action to become effective, including but not limited to the amendment to existing statutes, the adoption of new legislation, or the granting of appropriations, it shall become effective only if such legislative action is taken. The parties, however, mutually agree to make recommendations to the Legislature which may be necessary to give force and effect to the provisions of this Agreement.

Section 4. Where the term meet and discuss is used in this Agreement, it will be deemed to have the meaning of that term as defined and applied under the Public Employe Relations Act.

Section 5. Ratings shall be completed by supervisors who are familiar with the work performance of the officer. This shall in no way affect review procedures.

Section 6. Officer benefits and working conditions now existing and not in conflict with the Agreement shall remain in effect subject, however, to the right of the Employer to change these benefits or working conditions in the exercise of its management rights reserved to it under Article 2 of this Agreement.

Section 7. Travel expenses shall be paid in accordance with the Commonwealth's existing Travel Expense Regulations. The mileage allowance shall be the General Services Administration rate. If the General Services Administration of the Federal Government increases or decreases the mileage allowance for employees under its jurisdiction, the mileage allowance for officers under this Agreement will be increased or decreased on the effective date of the General Services Administration change.

Section 8. Committees composed of representatives of the Union and the Employer are to be established at agency and appropriate local levels to resolve problems dealing with the implementation of this Agreement and to discuss other labor-management problems that may arise. The levels at which these committees are to function may be determined by agency or departmental discussions.

Section 9. a. An officer shall not be transferred for reasons which are punitive, disciplinary, or arbitrary, and capricious. In no event shall an officer's reassignment be due to the valid enforcement of the Fish and Boat Laws. Any dispute regarding the propriety of transfers shall be subject to the grievance and arbitration procedures of this CBA.

b. Officers shall receive notice 30 calendar days prior to the effective date of transfer. Upon transfer, officers may be granted up to sixty (60) days in travel status at their new location, to be taken in the initial ninety (90) consecutive calendar day period following their transfer, to provide adequate time for locating new living quarters and to move to the new location. Only that portion of the travel status allowance actually required shall be granted. No reimbursement will be made for local mileage. Officers returning to their pre-transfer headquarters or residence on days off or holidays will not be given subsistence or lodging for the day(s) off or holiday period. Consistent with current interpretation, this applies only to officers who are involuntarily transferred.

Officers shall be entitled to expenses as provided in Section 9 and 11 of the Commonwealth's Travel Expense Regulations, Management Directive 230.10. Only that portion of the allowance actually required will be granted. An officer shall not be entitled to receive concurrently subsistence under this section and to receive an office and subsistence allowance as provided in the provisions of this understanding relating to office rent and subsistence.

Section 10. Reasonable use of telephones for local calls on personal business by officers is permitted in accordance with existing practices where such use does not interfere with the efficiency of the operation. Long distance calls are permitted provided they are collect or are charged to credit cards or to the officer's home telephone number.

Section 11. There shall be an official personnel file for each officer. The contents of an officer's personnel file, excluding pre-employment information, will be available for examination by the officer within a reasonable period of time after the officer's request. Such examination shall be at the location where the personnel file is maintained and shall be conducted in the presence of the human resource officer or designee. Material shall not be removed from or added to the folder nor shall its contents be altered in any way. Officers are entitled to have a representative with them while reviewing their own file. If there is any disagreement as to the contents of the personnel file, an officer shall have the right to submit a statement concerning any materials in the officer's file and any such statement shall then become part of the personnel file. If comments are placed in the file during an exit interview, the officer shall have the right to submit a statement concerning those comments which shall then become a part of the personnel file. After a period of two years, a written reprimand or reference to an oral reprimand shall be removed from the officer's official personnel folder if no intervening incidents of the same or a similar nature have occurred.

Section 12. The Employer agrees, upon request, to discuss any contemplated change in organizational structure that may affect existing job classifications. Such discussions shall be held to determine whether opportunities will be provided for lateral transfers into new or existing vacancies which may afford promotional opportunities based on seniority.

Section 13. A joint committee comprised of an equal number of representatives of the Union and the Employer will meet during the term of this Agreement to discuss the impact of technology on the work environment, work processes and job classifications and pay scale groups. The committee will discuss ways to improve work efficiency and improve the delivery of service to the public.

Section 14. In the event the Public Employee Relations Act is amended during the term of this Agreement, the parties agree to negotiate concerning the amendments to determine whether or not this Agreement should be amended to incorporate changes permitted by the amendments to the Act. It is clearly understood that if this Agreement is reopened for negotiations for this purpose, the provisions of Article 30, Peace and Stability, will remain in full force and effect.

Section 15. All letters of Agreement between the Employer and the Union shall remain in effect, if applicable.

Section 16. In the event the State Employees' Retirement Code is amended during the term of this Agreement to authorize dues deductions for retired public employee associations, the parties agree to negotiate whether or not the Agreement should be amended to incorporate changes permitted by the amendment to the Code. It is clearly understood that if this Agreement is reopened for negotiations for this purpose, the provisions of Article 30, Peace and Stability, will remain in full force and effect.

Section 17. A position shall not be filled by a temporary officer.

Section 18. In the interest of promoting a professional image and a healthier environment, the parties agree that the use of tobacco products, including smokeless tobacco and electronic smoking devices, while on duty, and in uniform, is prohibited as follows:

- In a patrol vehicle;
- On a patrol boat;
- When visible to the general public.

Additionally, current practices in accordance with Management Directive 205.19 continue to apply.

Section 19. Reimbursement of travel and subsistence expenses shall be made in accordance with the Commonwealth's Travel Regulations (Management Directive 230.10), except as modified below. Effective July 1, 2013, each officer whose residence is not owned by the Commonwealth shall be paid \$70.00 per month which will compensate the officer for office space and who must regularly securely store Commission patrol boats and/or other law enforcement equipment in the officer's place of residence. Effective July 1, 2015, such payment will be increased to \$75.00 per

month. Officers who do not regularly securely store Commission patrol boats, and/or other law enforcement equipment shall be paid a total of \$55.00 per month, which shall compensate the officer for office space in the officer's place of residence. \$70.00 per month will be paid in lieu of subsistence expenses for officers not in overnight travel status now provided in Section 11 of the Commonwealth's Travel Regulations, Management Directive 230.10. In addition, officers assigned to duties outside of their district for a period of not less than 12 consecutive work hours are entitled to subsistence expenses in the amount actually expended, not to exceed \$8.00. An officer whose residence is owned by the Commonwealth and who pays for such residence according to a maintenance schedule rather than rental amount based on fair market value shall receive \$70.00 per month for the above subsistence expenses and, in addition, shall not reimburse the Commonwealth for maintenance charges for the room required to be utilized by the officer as an office for the conduct of Commonwealth business.

## ARTICLE 32 EQUAL EMPLOYMENT OPPORTUNITY

If any provision of this Agreement is in conflict with Federal Executive Orders 11246 and 11375, as amended, the Civil Rights Act of 1964, and all laws and rules, relating to the Commonwealth's Equal Employment Opportunity program, and the Americans with Disabilities Act, the provisions of the aforementioned Orders, laws and implementing regulations shall prevail.

Disputes regarding the application and implementation of the Orders, laws and implementing regulations shall be subject to arbitration.

This provision does not constitute a waiver of rights under Act 195.

## ARTICLE 33 GRIEVANCES AND ARBITRATION/ACCELERATED GRIEVANCE PROCEDURE

Section 1. Where an officer has the right to process a grievance through either the procedure provided herein or through the Pennsylvania Civil Service Commission and files an appeal with the Commission, either the contract grievance procedure shall cease, if the officer has submitted a contract grievance, or the officer shall not be entitled to institute proceedings under the contract grievance procedure. If the appeal to the Commission is withdrawn by the officer or not accepted by the Commission within the time limits prescribed in Section 2 of this Article, the processing of a timely filed contract grievance shall be permitted.

Section 2. Any grievance or dispute which may arise concerning the application, meaning, or interpretation of this Agreement except for grievances alleging a violation of Article 24, (Classification), shall be processed in the following manner:

**STEP 1.** The officer, either alone, or accompanied by a FOP Lodge #114 representative, or the FOP Representative, where entitled, shall present the grievance in writing to the Fish and Boat Commission's Human Resource Office designee within fifteen (15) working

days of the date of the occurrence giving rise to the dispute, or when the officer knew or by reasonable diligence should have known of the occurrence.

In addition, in order for a grievance to be discussed at Step 1, the respective Employer worksite designee must have received a written confirmation of the grievance at least fifteen (15) working days prior to the prescheduled Step 1 meeting. This period may, however, be modified by mutual agreement.

The parties agree the respective Fish and Boat Commission's Human Resource Office designee and the FOP counterpart must schedule and meet on a monthly Step 1 basis, if necessary, in order to attempt to resolve all outstanding grievances. At the Step 1 meeting, the parties will advise each other of all of the then known facts, including witnesses, and furnish copies of relevant reports or investigations upon which the party will rely in proving and/or supporting its respective position.

When special circumstances preclude the disclosure of confidential patient, resident, client, student, or inmate information at the Step 1 meeting, the case will be handled in accordance with the agreed upon procedures to be developed by the parties.

Any agreed upon final settlement of a grievance reached at Step 1 shall be reduced to writing and signed by the FOP and the Fish and Boat Commission's Human Resource Office designee. Decisions at Step 1 shall not be used as precedent for any subsequent case.

After the Step 1 meeting has been held, and the then known information the parties intend to rely on to support their respective positions has been discussed and exchanged, the respective Employer designee must, if the case is not settled at this point, make a written disposition of the matter to the Union within fifteen (15) working days from the date of the Step 1 meeting.

**STEP 2.** If the Step 1 response is not satisfactory, or a response has not been received by the FOP within fifteen (15) working days of the Step 1 Meeting, the FOP shall have fifteen (15) working days after the Fish and Boat Commission's Human Resource Office designee's response is received or due, to appeal the decision by filing its grievance with the Joint Pennsylvania State Committee. Such submission shall be made in writing, and shall be filed in accordance with the established procedures with the Office of Administration, Bureau of Labor Relations (OA-BLR - 404 Finance Building, Harrisburg, PA 17120).

Failure of the FOP to submit grievances to the Joint Pennsylvania State Committee within the fifteen (15) day appeal period specified above, shall be cause for the Fish and Boat Commission's Human Resource Office designee to consider the matter "settled and withdrawn." Any later discovered or developed evidence, not previously disclosed to the other party at the Step 1 meeting must be submitted to the other side as soon as practical after discovery and/or development, but in no event later than 48 hours (excluding holidays and Saturdays/Sundays) before the Step 2 hearing. (See Rule 4, Section 3 for Exceptions).

Decisions of the Joint Pennsylvania State Committees are final and binding and shall not operate as precedent, unless the parties agree in writing as part of a Step 2 decision.

The State Committees at Steps 2 shall have the right to hear testimony from both parties, investigate all relevant facts and render a final and binding decision. Each case shall be considered on its merits and the collective bargaining agreement shall constitute the basis upon which the decision shall be rendered.

The Committees shall neither add to, subtract from, nor modify the provisions of the Agreement. The Committees shall be confined to the precise issue submitted, and shall have no authority to determine any other issues not so submitted. If the Joint Pennsylvania State Committee is unable to reach a decision by majority vote, the matter will be considered "deadlocked".

**STEP 3.** An appeal from a deadlocked decision at Step 2 may be initiated by the FOP, by written notice of the intent to proceed to arbitration. This notice must be sent within fifteen (15) working days after the deadlocked decision from Step 2 to the Office of Administration (Bureau of Labor Relations, 404 Finance Building, Harrisburg, PA 17120). Failure of the FOP to submit grievances to arbitration within the 15 day appeal period specified above shall be cause for the Commonwealth to consider the matter "settled and withdrawn".

### Arbitration

The impartial arbitrator is to be selected by agreement between the respective Co-Chairpersons of the Joint Pennsylvania State Committee within fifteen (15) working days after the notice has been given. If the parties fail to agree on an impartial arbitrator, either party may request the Bureau of Mediation to submit a list of three (3) possible arbitrators to the respective Co-Chairpersons.

The Co-Chairpersons shall, within fifteen (15) working days of the receipt of said list, select the arbitrator by alternately striking one name from the list until one name remains. The Employer Chairperson shall strike the first name.

Each case shall be considered on its merits and the collective bargaining agreement shall constitute the basis upon which the decision shall be rendered.

The arbitrator shall neither add to, subtract from, nor modify the provisions of the Agreement.

The arbitrator shall be confined to the precise issue submitted for arbitration and shall have no authority to determine any other issues not so submitted.

A decision of the Step 2 Joint State Committees or by the arbitrator shall be final and binding on both parties. The arbitrator shall be required to issue a decision within thirty (30) days after the close of the hearing.

### Time Limits

All of the time limits contained in this Section may be modified by mutual agreement. The granting of any modification at any step shall not be deemed to establish a precedent.

### Costs

Each party shall bear the costs of preparing and presenting its own case. All fees and expenses of the arbitrator shall be divided equally between the parties, except where one of the parties to this Agreement request a postponement of a previously scheduled arbitration hearing which results in a postponement charge. The postponing party shall pay such charge unless such postponement results in a settlement of the grievance, in which event the postponement shall be divided by the parties.

A postponement charge resulting from a joint postponement request shall be shared equally by the parties.

Either party desiring a record of the proceedings shall pay for the record and make a copy available without charge to the arbitrator.

Section 3. An officer shall be permitted to have a representative of the FOP present at each step of the grievance procedure, up to and including Step 3; subject, however, to Section 606, Article VI of the Public Employe Relations Act. Upon request by an officer or FOP representative, a Step 1 grievance meeting will be postponed or rescheduled, if necessary, if a FOP Representative is temporarily unavailable to the officer. Where this occurs, the time limits for response to the grievance will be suspended during the postponement period.

Officers selected by the FOP to act as FOP representatives shall be known as trustees. The FOP shall furnish the Fish and Boat Commission Human Resource Office with the names and work locations of grievance representatives and shall notify said Office of any changes.

A reasonable number of witnesses shall be permitted to attend Committee meetings without suffering the loss of any pay, when their presence is required because of the Fish and Boat Commission's refusal to accept the witnesses' written statements, as provided for in the attached Rules of Procedure. Grievants shall be treated in exactly the same manner as witnesses under this procedure.

An officer who presents a grievance or sits on a Joint State Committee Panel shall do so with pay, provided the FOP has indicated their desire to have that person participate in the procedure. The number of officers so designated shall not be abused.

The FOP may present grievances concerning agency-wide actions or state-wide actions directly to Step 2 within fifteen (15) working days of the date of the occurrence giving rise to the dispute, or the date when the FOP knew, or by reasonable diligence should have known, of its occurrence. However, the FOP will meet with the official Fish and Boat Commission designee or Office of Administration designee prior to any hearing on such grievances, in order to resolve any factual disputes relating to such Agency-wide or State-wide grievances.

Section 4. The Joint Pennsylvania State Committee will function under the Rules of Procedure in Appendix E.

### ARTICLE 34 SAFETY AND HEALTH

Section 1. The Employer will take positive action to assure compliance with laws and regulations concerning the health and safety of officers working in state owned or leased buildings and to assure compliance with all lease provisions affecting the safety or health of officers.

Section 2. The Employer agrees to continue the Executive health and safety committee. The committee shall be composed of an equal number of representatives of the Unions and the Employer, and the FOP will be entitled to representation on the Committee. The purpose of the committee shall be to investigate present or potential safety hazards and security problems and to make recommendations for corrective action. The Committee may also discuss which officers, due to the nature of their work, will be provided with regular health screenings and which officers will be provided wrist rests. Unless otherwise agreed by the parties, the committee shall meet once each quarter unless a clear and present danger situation warrants a special meeting. The committee shall establish its own operating procedures. However, union representatives on the committee shall be given a reasonable amount of time during working hours to investigate safety and health hazards brought to the committee and to serve on this committee.

Section 3. The Employer agrees to inform the local union when representatives of the Bureau of Occupational and Industrial Safety, Department of Labor and Industry, or other state or federal agencies involved in the establishment or enforcement of laws concerning or affecting the health and safety of officers working in state-owned or leased buildings are on the premises for an inspection. A designated union steward or officer located on the premises shall be allowed to accompany such representatives on inspection tours of the work site to point out deficiencies, without loss of pay or leave time. In addition, when the Employer is aware of the presence of representatives of such regulatory agencies who are at the work site for the purpose of safety inspections, the Employer agrees to inform the local union.

Section 4. The Employer will not assign officers to any work area, patrol vehicle, watercraft, or in any building owned or leased by the Commonwealth while there is a clear and present danger to their safety and such a danger is not an anticipated part of the normal and expected responsibilities and risks of the job in question.

Section 5. The Employer will take appropriate action to protect officers from injury while at work. Where clear and present hazardous conditions exist at a work site, the Employer shall post appropriate warning signs and take immediate action to abate the hazard.

Section 6. Officers shall be provided with information on all communicable diseases and infestations to which they may have routine workplace exposure. Information provided to officers shall include the symptoms of the diseases, modes of transmission, methods of self-protection, proper workplace procedures, special precautions and recommendations for immunization where appropriate. The Employer and the Union agree to establish a committee to formulate a policy on how to deal with persons who have a communicable disease or are suspected of having a communicable disease or infestations.

Officers who are authorized by the Employer to receive Hepatitis "B" immunizations because of a job-related need to receive such immunizations will have the time spent receiving such immunizations counted as hours worked.

Section 7. Upon written request, the local union shall be provided with copies of statistical reports concerning work-related accidents.

#### ARTICLE 35 SUCCESSORS

In the event the Employer sells, leases, transfers or assigns any of its facilities to other political subdivisions, corporations or persons, and such sale, lease, transfer or assignment would result in the layoff, furlough or termination of officers covered by this bargaining agreement, the Employer shall attempt in good faith to arrange for the placement of such officers with the new Employer. The Employer shall notify the Union in writing at least 30 days in advance of any such sale, lease, transfer, or assignment.

#### ARTICLE 36 FAMILY CARE LEAVE

Section 1. After completing one year of service, permanent officers shall be granted, upon written request, up to six months of family care leave without pay with benefits, on a rolling twelve month year basis, for the purpose of attending to the medical needs of a spouse, parent, son or daughter or other person qualifying as a dependent who has a serious health condition, as defined by the Family and Medical Leave Act, provided the officer has at least 1250 hours of actual work time within the twelve months preceding the commencement of the leave. Leave under this Section shall be approved on an intermittent or reduced-time basis during the first twelve weeks of absence per rolling twelve month year. After twelve weeks of absence, whether taken intermittently, on a reduced-time basis, or continuously, subsequent leaves in the rolling twelve month year shall not be approved for periods less than two consecutive weeks.

The request, which shall be submitted at least two weeks in advance if circumstances permit, must include documentation supporting the need for Family Care Leave.

One aggregate six month entitlement of leave without pay with benefits will be provided for family care leave without pay used under this Section, sick leave without pay used under Article 16, Section 5.a., and parental leave without pay used under Article 17, Section 1.a. Leave used under these Articles will be deducted from the six month entitlement and run concurrently.

After the officer has used an aggregate of six months of leave without pay with benefits under this Section, Article 16, Section 5.a., and/or Article 17, Section 1.a., the Employer is not required to grant subsequent leave without pay with benefits until such time that the officer again becomes eligible for some portion of the six month entitlement under the rolling twelve month year, provided that the officer has at least 1250 hours of actual work time within the twelve month period preceding commencement of the leave.

The continuation of benefits under this Section is subject to the officer's payment of any required employee contribution under Article 23, Section 3.

Section 2. State-paid coverage for life insurance and state payments toward coverage for health benefits as provided in Articles 21 and 23 will continue for the period of time the officer is on family care leave without pay with benefits under Section 1 of this Article.

Section 3. Upon request of the officer, an extension of up to an additional six months of leave without pay shall be granted provided the officer provides proof of the family member's continuing illness or disability. The extension shall be without benefits and shall be contiguous to the termination of the initial six months of leave without pay with benefits. It shall not be used on an intermittent or reduced-time basis.

Section 4. a. If eligible for paid sick leave, an officer shall be required to use all paid sick leave upon commencement of family care leave without pay. Such sick leave used will run concurrently with and reduce the six month entitlement to leave without pay with benefits. Officers shall not be required to use annual, personal, compensatory or holiday leave upon commencement of leave without pay; however, if annual, personal, compensatory or holiday leave is used, it also will run concurrently with and reduce such entitlement.

b. Effective during the first pay period of leave calendar year 2013, Subsection 4.a. applies except that officers may choose to retain up to ten days of accrued sick leave to be used as sick family and/or additional sick family, in accordance with Article 13, Sections 4 and 5. The choice to retain or not retain sick leave cannot be made retroactively, and saved days will be measured based on accrued sick leave available at the commencement of the absence. Saved days may be used by officers at any time during the first 12 weeks of the six month entitlement to leave without pay with benefits. Such sick leave used will run concurrently with and reduce the six month entitlement to leave without pay with benefits. Days saved and requested for intermittent or reduced-time absences for periods less than two consecutive weeks after the first 12 weeks of the six month entitlement to leave without pay with benefits will be reviewed for approval under the provisions of Article 13. Such use will not be counted against the six month entitlement to leave

without pay with benefits.

Section 5. An officer shall have the right to return to the same position in the same classification held before going on family care leave, or to an equivalent position with regard to pay and skill for absences under Section 1 of this Article. After commencing the extension period under Section 3 of this Article and upon receipt of a written request to return to work, the officer shall be offered a position in the same classification and seniority unit for which a vacancy exists and to which there are no seniority claims and which the agency intends to fill.

Section 6. For the purpose of this Article, parent shall be defined as the biological parent of the officer or an individual who stood in loco parentis to an officer when the officer was a son or daughter.

For the purpose of this Article, son or daughter shall be defined as a biological, adopted, or foster child, a step-child, a legal ward, or a child of a person standing in loco parentis who is:

- (a) under 18 years of age; or
- (b) 18 years of age or older and incapable of self-care because of a mental or physical disability.

Section 7. It is understood by both parties that the provisions of this Article are consistent with the Family and Medical Leave Act of 1993, 29 U.S.C. Sections 2601, et seq.

### ARTICLE 37 POLITICAL ACTION COMMITTEE DEDUCTIONS

Section 1. The Employer agrees to deduct from the paycheck of officers covered by this Agreement voluntary contributions to the Union's Political Action Committee. The Employer shall make such deductions only in accordance with the written authorization of respective officers which shall specify the amount, frequency and duration of the deductions.

Section 2. The Employer shall transmit the monies deducted in accordance with this Article to the Union's Political Action Committee in accordance with the procedures agreed to by the Employer and the Union.

Section 3. The Union shall reimburse the Employer for the Employer's actual cost for the expenses incurred in administering this Article.

Section 4. The Union shall indemnify and hold the Commonwealth harmless against any and all claims, suits, orders, or judgments brought or issued against the Employer as a result of the action taken or not taken by the Employer under the provisions of this Article.

ARTICLE 38  
PRESERVATION OF BARGAINING UNIT WORK

Section 1. The provisions of Sections 1 through 6 of this Article shall apply only to bargaining unit work performed on July 1, 1996 by officers in the rank and file unit formerly represented by AFSCME and currently by the FOP in the Fish and Boat Commission.

Section 2. a. Except as provided in Section 7, the Employer shall not contract/assign bargaining unit work included in the scope of Section 1 to independent contractors, consultants or other non-bargaining unit state employees where (1) such contract/assignment would result in the layoff or downgrading of an officer or (2) such contract/assignment would prevent the return to work of an available, competent employee or (3) the duration of the work to be performed under the contract/assignment is expected to be more than 12 consecutive months or (4) the work is performed on an annually recurring basis; except for the reasons set forth in Subsection b.

b. The Employer may contract/assign bargaining unit work described in Subsection a. for any of the following reasons: (1) legitimate operational reasons resulting in reasonable cost savings or improved delivery of service, (2) legitimate operational reasons resulting from technological changes, (3) or where there are insufficient numbers of available, competent officers on layoff on the applicable recall list within the commission to perform the required work.

Section 3. a. Except as provided in Section 7, the Employer shall not contract/assign bargaining unit work included within the scope of Section 1 which becomes available as a result of a retirement, resignation, termination, promotion, demotion or reassignment of an officer to independent contractors, consultants or other non-bargaining unit state employees except for the reasons set forth in Subsection b.

b. The Employer may contract/assign bargaining unit work described in Subsection A. for any of the following reasons: (1) legitimate operational reasons resulting in reasonable cost savings or improved delivery of service, (2) legitimate operational reasons resulting from technological changes, (3) or where there are insufficient numbers of available, competent officers on layoff on the applicable recall list within the commission to perform the required work.

Section 4. The Employer shall provide the FOP with as much advanced notice as possible of a proposed contract/assignment of bargaining unit work included within the scope of Section 1 which meets the conditions set forth in Sections 2.a. or 3.a.

Section 5. At each site where a proposed contract/assignment of bargaining unit work is to occur and provided the work is included within the scope of Section 1 and meets the conditions set forth in Sections 2.a. and 3.a. local labor/management committees shall meet and discuss over the reasons for the contract/assignment. At this meeting the Employer shall provide to the FOP all information it has to support a claim (a) of reasonable cost saving or improved service (b) of legitimate operational reasons resulting from technological changes, (c) that there are insufficient numbers of available, competent officers on layoff on the applicable recall list within the commission to perform the required work, or (d) that the duration of the contract/assignment is not expected to exceed 12 consecutive months duration. The FOP shall have the opportunity to

provide alternative methods to attaining the Employer's desired result. In the event that the parties at the local level are unable to resolve the issue, the contract or the assignment made may be implemented and the matter shall be referred to a committee comprised of the FOP, the Commission and the Office of Administration. Should the parties be unable to resolve the issue, the FOP shall notify the Office of Administration in writing of its intent to submit the matter to the grievance procedure.

Section 6. The Employer agrees to meet and discuss regarding any contract/assignment involving work of the type historically and traditionally performed by officers covered by the bargaining unit, but excluded by Section 1 of this Article, upon request of the FOP and presentation by the FOP of an alternative which may result in reasonable cost savings or improved delivery of service.

Section 7. Non-FOP represented state employees may perform bargaining unit work for the purpose of instruction, illustration, lending an occasional hand or in emergency situations to carry out the functions and programs of the Employer or maintain the Employer's standard of service.

Section 8. The Employer and the FOP acknowledge the above represents the results of negotiations conducted under and in accordance with the Public Employe Relations Act and constitutes the full and complete understanding regarding the issues of contracting out and transfer of bargaining unit work.

## ARTICLE 39 LEAVE DONATION PROGRAM

Section 1. Permanent employees may donate annual and personal leave to a designated permanent employee in the employee's agency who has used all accrued and anticipated paid leave for the current leave calendar year. The leave is to be used for the recipient's own catastrophic or severe injury or illness or for the catastrophic or severe injury or illness of a family member. The leave also may be used as bereavement leave if the employee's family member dies and the employee has no accrued or anticipated sick leave available, subject to the limitations in Article 13, Section 6.

### Section 2. Recipients

a. Recipients must be permanent employees in bargaining units that have agreed to participate in this program.

b. Family member is defined as a husband, wife, child, step-child, foster child, or parent of the employee or any other person qualifying as a dependent under IRS eligibility criteria.

c. A catastrophic illness or injury that poses a direct threat to life or to the vital function of major bodily systems or organs, and would cause the employee to take leave without pay or terminate employment, must be documented on a Family and Medical Leave Act Serious Health Condition Certification form. Donated leave may not be used for work-related injuries or

illnesses, minor illnesses, injuries, or impairments, sporadic, short-term recurrences of chronic, non-life threatening conditions, short-term absences due to contagious diseases, or short-term recurring medical or therapeutic treatments, except for conditions such as those listed above.

d. A severe illness or injury must also be documented on a Medical Condition Certification to Receive Leave Donations Form.

e. The absence due to the catastrophic or severe illness or injury of the employee or a family member must be for more than 20 workdays in the current leave calendar year. The 20-workday absence may be accumulated on an intermittent basis if properly documented as related to the same catastrophic or severe illness or injury. Annual, personal, sick (for employee's own serious health condition), sick family (for the serious health condition of a family member), holiday, compensatory, or unpaid leave may be used during the accumulation period. A separate accumulation period must be met for each catastrophic or severe illness or injury and for each leave calendar year in which donated leave is used. Donated leave may not be applied to the required 20-workday accumulation period.

f. All accrued leave must be used as follows before any donation may be received:

- (1) For an employee's own catastrophic or severe injury or illness, all accrued annual, sick, personal, holiday, and compensatory leave and all anticipated annual and sick leave for the current leave calendar year must be used.
- (2) For the catastrophic or severe injury or illness of a family member, all accrued annual, personal, holiday, and compensatory leave and all anticipated annual leave for the current leave calendar year must be used. All five days of sick family leave and any additional sick family leave for which the employee is eligible must be used.

g. Up to 12 weeks of donated leave per leave calendar year may be received for all conditions of the employee and family members cumulatively, but donations may not be received in more than two consecutive leave calendar years. Donated leave is added to the recipient's sick leave balance on a biweekly basis. Recipients do not repay the donor for donated leave. Leave usage is monitored closely to ensure that donated leave is used only for absences related to the catastrophic or severe illness or injury.

h. The recipient's entitlement to leave under the Family and Medical Leave Act will be reduced, where applicable, by donated leave that is used. Entitlements to sick leave without pay (for an employee's own illness) or family care leave without pay (for a family member's illness) will also be reduced.

i. Donated leave may be used on an intermittent basis. However, each absence may be required to be medically documented as due to the same catastrophic or severe illness or injury.

j. An employee is not eligible to receive donations of leave if, during the previous six months, the employee has been placed on a written leave restriction, or has received a written reprimand or suspension related to attendance.

k. Donated leave that remains unused once the employee is released by the physician for full-time work, when the family member's condition no longer requires the employee's absence, or at the end of the leave calendar year, must be returned to the donors in inverse order of donation. However, if at the end of the year, the absence is expected to continue beyond the greater of 20 workdays or the amount of annual and sick leave that could be earned and used in the following leave calendar year, donated leave may be carried into the next year.

### Section 3. Donors

a. A donor may voluntarily donate annual and personal leave to an employee within the donor's agency who meets the requirements of the Leave Donation Program. Donations may be made to multiple employees, as long as the minimum donation is made to each employee.

b. Donations must be made in increments of one day (8.0 hours), but not more than five days can be donated to any one employee in the same leave calendar year. The donor's annual leave balance after donation cannot be less than the equivalent of five workdays of leave (40.0 hours). Anticipated personal leave may not be donated.

c. The donation is effected by the completion and submission of a Request to Donate Leave to the agency Human Resource Office. Leave is deducted from the donor's annual and/or personal leave balance at the time of donation and transferred to the recipient in order by the date and time the Request to Donate Leave form is received.

d. Unused donations are returned to the donor if: the recipient or family member recovers, dies, or separates before the donor's leave is used; or if the recipient does not use the leave by the end of the leave calendar year, and is expected to either return to work within 20 workdays or to have sufficient anticipated leave available in the new year to cover the absence. In accordance with Section 1 above, an employee whose family member dies and who does not have accrued or anticipated sick leave available, may use donated leave as bereavement leave, subject to the limitations in Article 13, Section 6.

Section 4. The provisions of this Article are not grievable under Article 33 of this Agreement.

Section 5. Notwithstanding the requirement in Sections 1 and 3 of this Article that annual and personal leave donations be from a permanent employee in the employee's agency, in the event that an employee does not receive sufficient donations from employees within the employee's own agency, the employee needing donations will be permitted to seek donations from permanent employees in other agencies under the Governor's jurisdiction within a reasonable geographic distance through the requesting employee's designated local Human Resource contact. An exception to the reasonable geographic distance limitation will be allowed for relatives of the employee who wish to make donations.

ARTICLE 40  
OUTSIDE EMPLOYMENT

Section 1. Officers shall be permitted to engage in outside employment during non-scheduled hours provided:

- a. Prior authorization is obtained;
- b. The scope of employment does not demean the image of the Pennsylvania Fish and Boat Commission;
- c. There is no conflict with the officer's duties;
- d. The total amount of employment does not interfere with the officer's ability to perform their duties properly.

Section 2. An officer who submits a request for authorization to engage in outside employment shall receive a response to that request within three (3) weeks of its submission which approves it or denies it for reasons stated.

Section 3. Any requests for outside employment that is denied by the agency may be appealed via the process outlined in Management Directive 515.18.

ARTICLE 41  
LIABILITY COVERAGE AND LEGAL DEFENSE

The Employer shall provide liability coverage and legal defense as detailed in Title 4, Pennsylvania Code, Chapter 39 and Management Directives 205.6 and 630.2.

ARTICLE 42  
FITNESS COMMITTEE

The parties agree to continue the joint labor-management committee, comprised of equal numbers of labor and management participants, to review and study the feasibility of implementing fitness standards and a fitness program for members of the FOP.

ARTICLE 43  
REDISTRICTING

When redistricting plans or being considered by the Fish and Boat Commission, management will notify the Union of the changes that are being considered. At the request of the Union, management will Meet and Discuss on the proposed redistricting. Officers from the involved districts and their Union representatives will be given the opportunity to attend any such Meet and Discuss session.

ARTICLE 44  
ALTERNATIVE UNIT

If, at any time, members of this Unit are removed from coverage under this Act 195 Unit and are placed under coverage of an Act 111 Unit by action of the Pennsylvania Labor Relations Board, the Commonwealth and the FOP agree to continue the provisions of this Unit's Agreement until such time as a new Act 111 bargaining accord can be achieved.

ARTICLE 45  
VACANT DISTRICTS

Section 1. When the employer decides to fill a vacant district, officers will be given an opportunity to inform the employer of their desire to be voluntarily laterally transferred into the vacancy in the following manner:

- a. When the initial vacancy occurs, the employer will notify all of its officers at least 20 calendar days prior to the filing of such vacancy unless an emergency requires a lesser period of time. Officers will be notified at least 15 calendar days prior to the filling of the vacancy resulting from the lateral transfer of an officer into the initial vacancy unless an emergency requires a lesser period of time.
- b. The employer may continue to bid vacant districts until there is no longer an interest by any officer for that district.
- c. If an officer who is the most senior bidding officer is passed over for lateral transfer two (2) times, the employer shall provide the officer with a written explanation for the non-selection. The selection process and written explanation are not subject to the grievance process.
- d. No officer shall remain on wage/seasonal status if there is a vacant district that he/she can be assigned to.
- e. Officers who voluntarily accept an assignment to a vacant district are ineligible for reimbursement of travel, lodging, subsistence or moving expenses.

ARTICLE 46  
INSTRUCTOR PAY

Section 1. Whereas it is beneficial to both the Employer and the Union to have qualified instructors in house, instructors, upon prior approval of their supervisor, shall be compensated for preparation time and actual instruction hours at a rate of one-half times their hourly pay rate in addition to their hourly pay. Travel time to and from the training site is compensable under this Section, up to a maximum of two hours per assignment.

Section 2. The following is a list of designated instructor positions:

- a. CPR – First aid
- b. Firearms
- c. Hazmat
- d. Handcuffing
- e. Unarmed self defense
- f. ASP
- g. OC Spray

Section 3. The employer and the union agree to meet and discuss any additions to the list in Section 2 of this Article.

Section 4. Management will make every reasonable attempt to equalize opportunities within each Training Instructor Discipline within each region. The parties will review this process every 6 months at the request of the Union, and make any necessary adjustment in the succeeding 6 months. Any disputes over this matter may be grieved through Step 2 of the grievance process as outlined in Article 33.

Section 5. It is also understood that instructor/trainer assignments under this Article are not exclusive to Waterways Conservation Officers.

Section 6. Any time spent attending training as a participant is not compensable under this Article. Similarly, time spent attending instruction in order to become certified as an instructor, or remain certified as an instructor, for a course listed in Section 2, or any course added as provided in Section 3 is not compensable under this Article.

#### ARTICLE 47 RESIDENT SERVICE OFFICER

During the Stackhouse portion of a WCO cadet training class, the Bureau of Law Enforcement may select a Waterways Conservation Officer or Assistant Regional Supervisor to serve as a Resident Service Officer (RSO). The following provisions will apply to the individual selected to serve as the training assistant:

1. The selection of the individual shall be through a competitive structured interview process. All individuals will be provided with a clear understanding of the duties, responsibilities and expectation of an officer serving as the RSO.
2. The supervisor of the RSO, while serving in this capacity, shall be the Assistant Director in charge of training.
3. Waterways Conservation Officers assigned the duties of an RSO shall be paid in accordance with Article 24, Section 3 of the Agreement regarding out of class pay for the duration of the Stackhouse portion of the training.

4. All days assigned as an RSO are to be counted as full working days with regards to out of class pay.
5. Scheduling of work for the RSO will be performed by the Assistant Director in charge of training in conjunction with the RSO, taking into account district priority assignments that may need to be accomplished.
6. While serving as the RSO at Stackhouse, the officer will be paid for eight (8) hours of straight time per day at the appropriate out of class rate.
7. The RSO will be guaranteed six hours of overtime per week in order to complete district work when functioning as the RSO. The Region Manager of the RSO may authorize additional overtime to complete priority work assignments in the district if necessary. The RSO will not be guaranteed six hours of overtime per week while the trainees are assigned to field training.
8. Travel time outside the normal Monday through Friday schedule to perform duties of an RSO will be paid in accordance with the overtime provisions of the K-1 bargaining unit.
9. Regions will assign required work in an RSO's work district to adjoining WCO's while the RSO is at the training academy.

ARTICLE 48  
STEELHEAD ENFORCEMENT OPERATIONS

1. This Article addresses the period beginning on September 15<sup>th</sup> and ending on December 15<sup>th</sup> of the same year, on an annual basis.
2. This Article applies to those full time officers assigned to the Erie County Districts.
3. Other officers outside the Erie County Districts referred above assigned to work on the steelhead enforcement operations shall be able to work shifts outside of the scheduled work shifts of the officers assigned to the Erie County Districts.
4. Each Erie County officer will be offered eighty (80) hours of overtime each period covered by this Article. When the overtime is used it shall be at the sole discretion of the officers; however, it must be used for active law enforcement efforts during the period of the Article. No banking or carrying over of these overtime hours will be allowed. Additionally, the double time provisions of Article 20 will be applicable only for work required and approved by management.
5. This overtime shall be in addition to any supervisor assigned overtime.
6. It is understood that officers on assignment to Erie County may encounter Fish and Boat

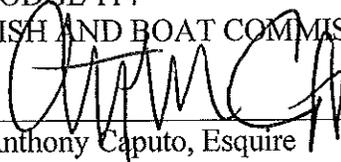
Code violations or incidents that by their severity or circumstances are likely to generate interest from the media or public. It is agreed that in those situations officers assigned to Erie County will be called out to take the responsibility for the investigation and/or prosecution.

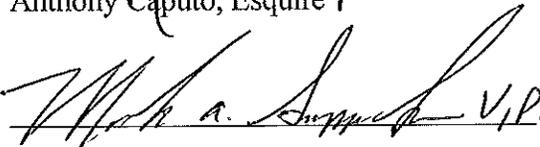
7. Direct assignment of other officers outside Erie County will be handled by NW Region management staff.

ARTICLE 49  
TERMINATION

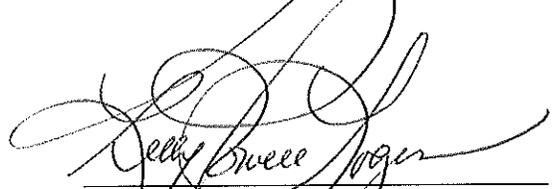
This Agreement shall be effective July 1, 2012 except where specifically provided that a particular provision will be effective on another date. This Agreement shall continue in full force and effect up to and including June 30, 2016. It shall automatically be renewed from year to year thereafter unless either party shall notify the other in writing by such time as would permit the parties to comply with the collective bargaining schedule established under the Public Employee Relations Act.

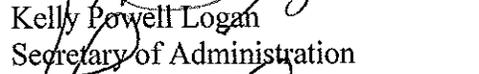
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POLICE OFFICERS  
LODGE 114  
FISH AND BOAT COMMISSISON

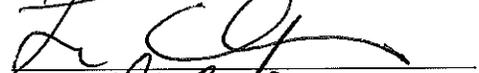
  
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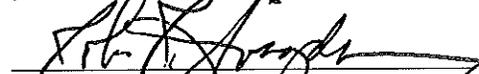
  
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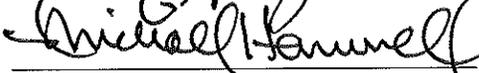
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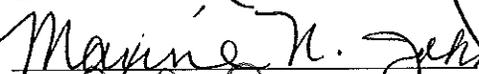
  
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Kelly Powell Logan  
Secretary of Administration

  
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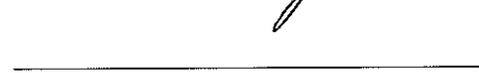
  
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COMMONWEALTH OF PENNSYLVANIA  
 40 HOUR FISH AND BOAT OFFICERS PAY SCHEDULE  
 EFFECTIVE JANUARY 1, 2010  
 PAY SCALE TYPE FB

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		P.S. LEVEL 1	P.S. LEVEL 2	P.S. LEVEL 3	P.S. LEVEL 4	P.S. LEVEL 5	P.S. LEVEL 6	P.S. LEVEL 7	P.S. LEVEL 8	P.S. LEVEL 9	P.S. LEVEL 10	P.S. LEVEL 11	P.S. LEVEL 12	P.S. LEVEL 13	P.S. LEVEL 14	P.S. LEVEL 15	P.S. LEVEL 16	P.S. LEVEL 17	P.S. LEVEL 18	P.S. LEVEL 19	P.S. LEVEL 20
FB01	Hourly	14.63	14.92	15.23	15.57	15.84	16.18	16.51	16.87	17.19	17.56	17.91	18.31	18.69	19.10	19.50	19.94	20.42	20.85	21.35	21.82
Waterways Conservation Officer	Biweekly	1,170.40	1,193.60	1,218.40	1,245.60	1,267.20	1,294.40	1,320.80	1,349.60	1,375.20	1,404.80	1,432.80	1,464.80	1,495.20	1,528.00	1,560.00	1,595.20	1,633.60	1,668.00	1,708.00	1,745.60
Trainee	Annual*	30,524	31,129	31,776	32,485	33,049	33,758	34,446	35,198	35,865	36,637	37,367	38,202	38,995	39,850	40,685	41,603	42,604	43,501	44,545	45,525
FB02	Hourly	18.69	19.10	19.50	19.94	20.42	20.85	21.35	21.82	22.28	22.79	23.29	23.84	24.35	24.89	25.45	26.03	26.60	27.20	27.79	28.40
Waterways Conservation Officer	Biweekly	1,495.20	1,528.00	1,560.00	1,595.20	1,633.60	1,668.00	1,708.00	1,745.60	1,782.40	1,823.20	1,863.20	1,907.20	1,948.00	1,991.20	2,036.00	2,082.40	2,128.00	2,176.00	2,223.20	2,272.00
	Annual*	38,995	39,850	40,685	41,603	42,604	43,501	44,545	45,525	46,485	47,549	48,592	49,740	50,804	51,930	53,099	54,309	55,498	56,750	57,981	59,254

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COMMONWEALTH OF PENNSYLVANIA  
 40 HOUR FISH AND BOAT OFFICERS PAY SCHEDULE  
 EFFECTIVE APRIL 1, 2013  
 PAY SCALE TYPE FB

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		P.S. LEVEL 1	P.S. LEVEL 2	P.S. LEVEL 3	P.S. LEVEL 4	P.S. LEVEL 5	P.S. LEVEL 6	P.S. LEVEL 7	P.S. LEVEL 8	P.S. LEVEL 9	P.S. LEVEL 10	P.S. LEVEL 11	P.S. LEVEL 12	P.S. LEVEL 13	P.S. LEVEL 14	P.S. LEVEL 15	P.S. LEVEL 16	P.S. LEVEL 17	P.S. LEVEL 18	P.S. LEVEL 19	P.S. LEVEL 20
FB01	Hourly	14.78	15.07	15.38	15.73	16.00	16.34	16.68	17.04	17.36	17.74	18.09	18.49	18.88	19.29	19.70	20.14	20.62	21.06	21.56	22.04
Waterways Conservation Officer	Biweekly	1,182.40	1,205.60	1,230.40	1,258.40	1,280.00	1,307.20	1,334.40	1,363.20	1,388.80	1,419.20	1,447.20	1,479.20	1,510.40	1,543.20	1,576.00	1,611.20	1,649.60	1,684.80	1,724.80	1,763.20
Trainee	Annual*	30,837	31,442	32,089	32,819	33,382	34,092	34,801	35,552	36,220	37,013	37,743	38,578	39,391	40,247	41,102	42,020	43,022	43,940	44,983	45,984
FB02	Hourly	18.88	19.29	19.70	20.14	20.62	21.06	21.56	22.04	22.50	23.02	23.52	24.08	24.59	25.14	25.70	26.29	26.87	27.47	28.07	28.68
Waterways Conservation Officer	Biweekly	1,510.40	1,543.20	1,576.00	1,611.20	1,649.60	1,684.80	1,724.80	1,763.20	1,800.00	1,841.60	1,881.60	1,926.40	1,967.20	2,011.20	2,056.00	2,103.20	2,149.60	2,197.60	2,245.60	2,294.40
	Annual*	39,391	40,247	41,102	42,020	43,022	43,940	44,983	45,984	46,944	48,029	49,072	50,241	51,305	52,452	53,620	54,851	56,062	57,313	58,565	59,838

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COMMONWEALTH OF PENNSYLVANIA  
 40 HOUR FISH AND BOAT OFFICERS PAY SCHEDULE  
 EFFECTIVE JULY 1, 2013  
 PAY SCALE TYPE FB

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		P.S. LEVEL 1	P.S. LEVEL 2	P.S. LEVEL 3	P.S. LEVEL 4	P.S. LEVEL 5	P.S. LEVEL 6	P.S. LEVEL 7	P.S. LEVEL 8	P.S. LEVEL 9	P.S. LEVEL 10	P.S. LEVEL 11	P.S. LEVEL 12	P.S. LEVEL 13	P.S. LEVEL 14	P.S. LEVEL 15	P.S. LEVEL 16	P.S. LEVEL 17	P.S. LEVEL 18	P.S. LEVEL 19	P.S. LEVEL 20
FB01	Hourly	14.85	15.15	15.46	15.81	16.08	16.42	16.76	17.13	17.45	17.83	18.18	18.58	18.97	19.39	19.80	20.24	20.72	21.17	21.67	22.15
Waterways Conservation Officer	Biweekly	1,188.00	1,212.00	1,236.80	1,264.80	1,286.40	1,313.60	1,340.80	1,370.40	1,396.00	1,426.40	1,454.40	1,486.40	1,517.60	1,551.20	1,584.00	1,619.20	1,657.60	1,693.60	1,733.60	1,772.00
Trainee	Annual*	30,983	31,609	32,256	32,986	33,549	34,259	34,966	35,740	36,408	37,201	37,931	38,765	39,579	40,455	41,311	42,229	43,230	44,169	45,212	46,214
FB02	Hourly	18.97	19.39	19.80	20.24	20.72	21.17	21.67	22.15	22.61	23.14	23.64	24.20	24.71	25.27	25.83	26.42	27.00	27.61	28.21	28.82
Waterways Conservation Officer	Biweekly	1,517.60	1,551.20	1,584.00	1,619.20	1,657.60	1,693.60	1,733.60	1,772.00	1,808.80	1,851.20	1,891.20	1,936.00	1,976.80	2,021.60	2,066.40	2,113.60	2,160.00	2,208.80	2,256.80	2,305.60
	Annual*	39,579	40,455	41,311	42,229	43,230	44,169	45,212	46,214	47,174	48,279	49,322	50,491	51,555	52,723	53,892	55,123	56,333	57,606	58,857	60,130

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**COMMONWEALTH OF PENNSYLVANIA  
40 HOUR FISH AND BOAT OFFICERS PAY SCHEDULE  
EFFECTIVE JANUARY 1, 2014  
PAY SCALE TYPE FB**

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		P.S. LEVEL 1	P.S. LEVEL 2	P.S. LEVEL 3	P.S. LEVEL 4	P.S. LEVEL 5	P.S. LEVEL 6	P.S. LEVEL 7	P.S. LEVEL 8	P.S. LEVEL 9	P.S. LEVEL 10	P.S. LEVEL 11	P.S. LEVEL 12	P.S. LEVEL 13	P.S. LEVEL 14	P.S. LEVEL 15	P.S. LEVEL 16	P.S. LEVEL 17	P.S. LEVEL 18	P.S. LEVEL 19	P.S. LEVEL 20
FB01	Hourly	14.92	15.23	15.54	15.89	16.16	16.50	16.84	17.22	17.54	17.92	18.27	18.67	19.06	19.49	19.90	20.34	20.82	21.28	21.78	22.26
Waterways Conservation Officer	Biweekly	1,193.60	1,218.40	1,243.20	1,271.20	1,292.80	1,320.00	1,347.20	1,377.60	1,403.20	1,433.60	1,461.60	1,493.60	1,524.80	1,559.20	1,592.00	1,627.20	1,665.60	1,702.40	1,742.40	1,780.80
Trainee	Annual	31,129	31,776	32,423	33,153	33,716	34,426	35,135	35,928	36,595	37,388	38,119	38,953	39,767	40,664	41,519	42,437	43,439	44,399	45,442	46,443
FB02	Hourly	19.06	19.49	19.90	20.34	20.82	21.28	21.78	22.26	22.72	23.26	23.76	24.32	24.83	25.40	25.96	26.55	27.14	27.75	28.35	28.96
Waterways Conservation Officer	Biweekly	1,524.80	1,559.20	1,592.00	1,627.20	1,665.60	1,702.40	1,742.40	1,780.80	1,817.60	1,860.80	1,900.80	1,945.60	1,986.40	2,032.00	2,076.80	2,124.00	2,171.20	2,220.00	2,268.00	2,316.80
	Annual	39,767	40,664	41,519	42,437	43,439	44,399	45,442	46,443	47,403	48,530	49,573	50,741	51,805	52,995	54,163	55,394	56,625	57,898	59,149	60,422

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COMMONWEALTH OF PENNSYLVANIA  
 40 HOUR FISH AND BOAT OFFICERS PAY SCHEDULE  
 EFFECTIVE JULY 1, 2014  
 PAY SCALE TYPE FB

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		P.S. LEVEL 1	P.S. LEVEL 2	P.S. LEVEL 3	P.S. LEVEL 4	P.S. LEVEL 5	P.S. LEVEL 6	P.S. LEVEL 7	P.S. LEVEL 8	P.S. LEVEL 9	P.S. LEVEL 10	P.S. LEVEL 11	P.S. LEVEL 12	P.S. LEVEL 13	P.S. LEVEL 14	P.S. LEVEL 15	P.S. LEVEL 16	P.S. LEVEL 17	P.S. LEVEL 18	P.S. LEVEL 19	P.S. LEVEL 20
FB01	Hourly	15.07	15.38	15.70	16.05	16.32	16.67	17.01	17.39	17.72	18.10	18.45	18.86	19.25	19.68	20.10	20.54	21.03	21.49	22.00	22.48
Waterways Conservation Officer	Biweekly	1,205.60	1,230.40	1,256.00	1,284.00	1,305.60	1,333.60	1,360.80	1,391.20	1,417.60	1,448.00	1,476.00	1,508.80	1,540.00	1,574.40	1,608.00	1,643.20	1,682.40	1,719.20	1,760.00	1,798.40
Trainee	Annual*	31,442	32,089	32,756	33,487	34,050	34,780	35,490	36,282	36,971	37,764	38,494	39,350	40,163	41,060	41,937	42,855	43,877	44,837	45,901	46,902
FB02	Hourly	19.25	19.68	20.10	20.54	21.03	21.49	22.00	22.48	22.95	23.49	24.00	24.56	25.08	25.65	26.22	26.82	27.41	28.03	28.63	29.25
Waterways Conservation Officer	Biweekly	1,540.00	1,574.40	1,608.00	1,643.20	1,682.40	1,719.20	1,760.00	1,798.40	1,836.00	1,879.20	1,920.00	1,964.80	2,006.40	2,052.00	2,097.60	2,145.60	2,192.80	2,242.40	2,290.40	2,340.00
	Annual*	40,163	41,060	41,937	42,855	43,877	44,837	45,901	46,902	47,883	49,010	50,074	51,242	52,327	53,516	54,705	55,957	57,188	58,482	59,734	61,027

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COMMONWEALTH OF PENNSYLVANIA  
 40 HOUR FISH AND BOAT OFFICERS PAY SCHEDULE  
 EFFECTIVE APRIL 1, 2015  
 PAY SCALE TYPE FB

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		P.S. LEVEL 1	P.S. LEVEL 2	P.S. LEVEL 3	P.S. LEVEL 4	P.S. LEVEL 5	P.S. LEVEL 6	P.S. LEVEL 7	P.S. LEVEL 8	P.S. LEVEL 9	P.S. LEVEL 10	P.S. LEVEL 11	P.S. LEVEL 12	P.S. LEVEL 13	P.S. LEVEL 14	P.S. LEVEL 15	P.S. LEVEL 16	P.S. LEVEL 17	P.S. LEVEL 18	P.S. LEVEL 19	P.S. LEVEL 20
FB01	Hourly	15.22	15.53	15.86	16.21	16.48	16.84	17.18	17.56	17.90	18.28	18.63	19.05	19.44	19.88	20.30	20.75	21.24	21.70	22.22	22.70
Waterways Conservation Officer	Biweekly	1,217.60	1,242.40	1,268.80	1,296.80	1,318.40	1,347.20	1,374.40	1,404.80	1,432.00	1,462.40	1,490.40	1,524.00	1,555.20	1,590.40	1,624.00	1,660.00	1,699.20	1,736.00	1,777.60	1,816.00
Trainee	Annual	31,755	32,402	33,090	33,821	34,384	35,135	35,844	36,637	37,347	38,139	38,870	39,746	40,560	41,478	42,354	43,293	44,315	45,275	46,360	47,361
FB02	Hourly	19.44	19.88	20.30	20.75	21.24	21.70	22.22	22.70	23.18	23.72	24.24	24.81	25.33	25.91	26.48	27.09	27.68	28.31	28.92	29.54
Waterways Conservation Officer	Biweekly	1,555.20	1,590.40	1,624.00	1,660.00	1,699.20	1,736.00	1,777.60	1,816.00	1,854.40	1,897.60	1,938.20	1,984.80	2,026.40	2,072.80	2,118.40	2,167.20	2,214.40	2,264.80	2,313.60	2,363.20
	Annual	40,560	41,478	42,354	43,293	44,315	45,275	46,360	47,361	48,363	49,489	50,574	51,764	52,849	54,059	55,248	56,521	57,752	59,066	60,339	61,632

## APPENDIX G

### RULES OF THE ACCELERATED GRIEVANCE PROCEDURE

#### RULE 1 - THE JOINT PENNSYLVANIA STATE COMMITTEE

##### Section 1.     Function

It shall be the sole purpose of the Joint Pennsylvania State Committee to hear unresolved grievances from Step 1. The Joint State Committee shall have the authority to render final and binding decisions on all grievances properly brought before them.

##### Section 2.     Composition

The Joint Pennsylvania State Committee shall be made up of an equal number of representatives selected by the respective parties, with half being designated by the FOP and half designated by the Commonwealth, from persons not directly involved in the case. Each Committee Panel will consist of a total of six (6) members, three (3) appointed by the Commonwealth and three (3) appointed by the FOP. In addition, each party shall designate one of its Committee representatives as a Co-Chairperson for the purpose of ensuring the orderly execution of the established procedures.

#### RULE 2 - MEETING DOCKETS

A docket indicating the cases scheduled to be heard at each Joint State Committee meeting will be furnished by the Office of Administration, Bureau of Labor Relations at least 10 days prior to the date of each meeting. Copies are to be provided to the FOP and the Fish and Boat Commission.

Once the docket has been prepared and distributed to all interested parties, no additional cases can be added to the docket for that meeting, unless agreed upon by the parties. If the Co-Chairperson for the FOP and the Co-Chairperson for the Commonwealth mutually agree that a case may be heard by the Joint State Committee on short notice, then such case will be placed on a supplemental docket prior to the Joint State Committee meeting.

A discharged officer or officers in cases of conflicting seniority claims shall be notified within a reasonable time prior to the hearing by the party filing the grievance of the time and place of the grievance meeting, and of the officer's rights, including the right to be present at such hearing. In the event the FOP or Commonwealth does not give notice to the officer, the Committee nevertheless may, in its discretion, hear and decide the case.

## RULE 3 - PROCEDURES ON GRIEVANCES

### Section 1. Filing of Grievances

A grievance shall be reduced to writing by the FOP and filed with the Pennsylvania Fish and Boat Commission Labor Relations Coordinator.

### Section 2. Selection of Panel

The FOP and the Commonwealth will select their respective Co-Chairpersons. The position of Acting Chairperson for each Joint State Committee meeting will be alternately filled by each side. Each Co-Chairperson shall select his/her panel members to hear each case on the docket. Any Joint State Committee panel hearing a case shall consist of three representatives designated by each party, and at all times shall consist of an equal number of Commonwealth and FOP representatives.

In the event any case on the docket affects the work location of any member of the panel, then such panel member shall be removed from the panel for that case and the appropriate Co-Chairperson shall designate another member of his/her group to the Committee to hear that particular case.

No representative of either side who participated in the prior hearing of the case at Step 1 shall be permitted to act as a member of the panel hearing the case at Step 2.

### Section 3. Settlements

If a case, after being placed on the Joint State Committee's docket for a particular meeting, is settled by the parties involved, each party shall inform the Co-Chairpersons of the Joint State Committee of the settlement before the meeting when such case is scheduled to be heard.

### Section 4. Postponement of Cases

Postponement of cases on the agenda of a Joint State Committee will be permitted only once for each party. Notice of a postponement shall be given to the other party by the fastest possible method of communication upon knowledge of the need to postpone. No subsequent postponements by that party will be permitted by the Joint State Committee, unless the Committee Co-Chairpersons mutually agree to issue a Committee postponement.

## Section 5.     Default

In the event either party in a dispute fails to appear before the Joint State Committee or a panel thereof without an authorized postponement, the Joint State Committee shall render a default decision in favor of the appearing party. If either party in a case which is scheduled to be heard at a particular meeting fails to appear at the time the case is called, that case will be placed at the end of the docket and will be called again after all of the cases preceding it have been heard. At that time when the case is called for the second time, if the party again fails to appear, the Committee shall render a default decision in favor of the appearing party.

## RULE 4 - OPERATION OF JOINT PENNSYLVANIA STATE COMMITTEE

### Section 1.     Rules

The operation of the Joint State Committee shall be in accordance with these Rules of Procedure and such other rules as may from time to time be adopted by mutual agreement of the parties. Such other rules shall be established by a majority vote of the respective Joint State Committee provided, however, that both the FOP and the Commonwealth members of the Committee have equal voting power. Whenever an addition or amendment to these Rules of Procedure or other rules is duly adopted or proposed, it shall be presented in writing to the Joint State Committee at a regularly scheduled meeting of the Committee and voted upon at the following meeting.

### Section 2.     Order of Cases

Docketed discharge cases will normally be heard first during the time period scheduled for the Joint State Committee. All other cases will be heard by the Joint State Committee in the order they appear on the docket, unless the Chairpersons mutually agree otherwise.

### Section 3.     Hearings

In the hearing of a case, either party may present any evidence bearing on the facts of the particular case and may present testimony of witnesses either in person or by written witness statements. However, these witness statements must contain the following statement:

"The following statement is being given by me freely and without coercion for official Commonwealth business and will be considered for all purposes, including actions under the statutes of this Commonwealth, just as though it had been sworn or affirmed before a court of law or formal arbitration panel."

All evidence to be presented must be made known to the other party within a reasonable time prior to the hearing and no later than 48 hours prior to the scheduled meeting of the Joint State Committee. The following are the only permissible exceptions: bargaining history, precedent-setting arbitration awards, precedent-setting settlements, court decisions, and labor board decisions. Failure to comply with this rule by either party shall constitute grounds for the Committee to refuse to consider the evidence in question if an objection to its introduction is raised. During the hearing, only panel members, alternate members of the Joint State Committee, the parties presenting the case, and those directly involved in the specific case being heard, shall be allowed to sit in the immediate area where the hearing is being conducted. Other members of the Joint State Committee, except for the designated panel hearing the case, shall not participate in the presentation, the discussion, or the questioning.

In discharge, involuntary demotion, suspension, and reprimand cases, the Commonwealth must present its evidence first; in all other cases, the FOP will present its evidence first. Each party shall declare, prior to the presentation of its case, whether there will be a co-presenter on the respective case. The number of co-presenters shall be limited to two individuals, and a co-presenter shall only supplement the presentation of the case. Both sides will have an opportunity to summarize and rebut; however, when co-presenters are used, only one (1) of the co-presenters may respond during the summation and rebuttal portion of the presentation. After each party has presented its case and its official rebuttal information, the panel members will be free to ask questions of the parties. Each party will then briefly summarize its respective case, if necessary. The panel of the Joint State Committee will then retire to executive session and will vote, and thereby render its decision. The voting will be conducted by secret ballot if requested by any member of the committee; otherwise, voting by a show of hands will be deemed to be sufficient. When the panel goes into executive session in order to decide the case, all others must retire from the room. After a decision has been reached by a majority vote of the panel, the decision shall be reduced to writing and provided to the parties in a manner agreed upon by the respective Joint State Committee.

#### Section 4. Recess

A recess may be requested by either party during the hearing of a case. However, if such a request is granted by the Acting Chairperson, it shall not exceed one hour. The Acting Chairperson may also call for recess at any time, but such recess shall not exceed one hour in duration.

#### Section 5. Minutes

The Commonwealth Co-Chair shall prepare written minutes of each committee meeting, briefly outlining the facts and the decision reached by the Committee in each case heard. Copies of all such minutes and decisions shall be provided to the FOP and the Fish and Boat Commission. Minutes for the Joint State Committee will be approved at the next meeting of the Committee and will form the official record of the Committee action.

Section 6. Meeting Time

The Joint Pennsylvania State Committee shall meet on a quarterly basis, unless otherwise mutually agreed.