

AGREEMENT

BETWEEN

COMMONWEALTH OF PENNSYLVANIA

AND

FRATERNAL ORDER OF POLICE CONFERENCE OF  
PENNSYLVANIA LIQUOR CONTROL BOARD LODGES

LIQUOR LAW ENFORCEMENT UNIT

Effective: July 1, 1999 through June 30, 2003

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## PREAMBLE

This Agreement entered into by the Commonwealth of Pennsylvania, hereinafter referred to as the "Employer" and the Fraternal Order of Police Conference of Pennsylvania Liquor Control Board Lodges, hereinafter referred to as the "Association", has as its purpose the promotion of harmonious relations between the Employer and the Association; 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. The Association is recognized as the exclusive representative for collective bargaining purposes for employees within the unit certified by the Pennsylvania Labor Relations Board in PERA-U-95-213-E.

## ARTICLE 2 ASSESSMENTS

Section 1. Upon voluntary written authorization by an employee, the Employer shall deduct the current Association assessment from the biweekly salaries of such employees, and the aggregate deductions shall be forwarded to the Association. The biweekly amount to be deducted from the wages of each employee shall be certified to the Employer by the Association.

Section 2. a. Each employee who, on the effective date of this Agreement, has authorized payroll assessment deductions and each employee who authorizes such deductions during the term of this Agreement shall continue that authorization, except that such authorization may be cancelled in accordance with the following procedure:

b. The employee shall send a certified letter (Return Receipt Requested) of resignation from the Association to the Association's headquarters and a copy of the letter to the Employer.

c. The letter shall be postmarked within the fifteen-day period, June 16-June 30, 2003, inclusive, and shall state that the member is resigning his/her membership in the Association and revoking the check-off authorization.

Section 3. The Employer and the Association hereby agree that all non-members of the Association shall be subject to a fair share fee as provided for in Act 84 of 1988 (Senate Bill 291) and any amendments thereto. The Employer further agrees to deduct a fair share fee biweekly from all employees in the bargaining unit who are not members of the Association.

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 Association.

Section 4. The Association 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 3 HOURS OF WORK

Section 1. a. The work week will consist of any five work days in the period beginning at 12 a.m. Saturday and continuing through 11:59 p.m. the following Friday.

b. Each employee shall be entitled to two consecutive days off in each work week. The Employer will attempt to schedule the employee on the daylight shift or earlier on the day before his/her scheduled days off and no earlier than the daylight shift upon return to work from his/her scheduled days off. The Employer shall not unreasonably refuse to schedule employees consistent with this Section.

c. An employee shall be scheduled off work a minimum of one weekend, i.e. 12:01 a.m. Saturday through 11:59 p.m. Sunday, each month. The weekend off will be the employee's scheduled days off for that week. The Employer agrees to schedule the employee on the daylight shift or earlier the Friday before this weekend and no earlier than the daylight shift the Monday following this weekend.

d. The Employer, in its sole discretion, will attempt to schedule an employee an additional Saturday, beginning no later than 12:30 a.m., and Sunday off each month. This Subsection is grievable through Step 4 of the grievance procedure contained in Article 14. The decision of the Bureau of Labor Relations, Office of Administration shall be final and binding.

e. For purposes of Subsections b. and c., a daylight shift will be considered to be any shift which begins at or after 6:00 a.m. or before 12:00 noon.

f. If an employee's scheduled day off falls on one of the holidays outlined in Article 7, Section 1, the employee will be permitted to schedule a compensatory day in accordance with the provisions outlined in Article 7, Section 5.

Section 2. The work day will consist of eight and one-half consecutive hours between midnight and midnight of the calendar day. Employees will take a one-half hour unpaid meal period during each work day. Employees who are working in their District Office their entire workday shall be permitted two 15-minute rest periods, one during each half work shift.

When the employee's scheduled workday overlaps midnight by exactly four hours, the Employer will determine to which work day to apply the hours of work. For example, if the employee is scheduled to work from 8 p.m. on Tuesday until 4:30 a.m. on Wednesday (half-hour lunch), the Employer will determine whether those eight hours will constitute Tuesday's workday or Wednesday's.

In instances when the overlap is not exactly four hours, the calendar day in which the majority of the prescheduled hours are worked will be considered the workday. For example, when an employee works 7 p.m. on Monday until 3:30 a.m. on Tuesday (half-hour lunch), the eight hours of work will be applied to Monday. When an employee works from 10 p.m. on Monday until 6:30 a.m. on Tuesday (half-hour lunch), the eight hours of work will be applied to Tuesday.

Overtime hours worked before or after the scheduled shift will not affect the workday determination.

Effective 30 days after the signing of this Agreement, Section 2 shall be replaced by the following:

The work day will consist of eight consecutive hours between midnight and midnight of the calendar day. Employees who are working in their District Office their entire workday shall be permitted two 15-minute rest periods, one during each half work shift.

When the employee's scheduled workday overlaps midnight by exactly four hours, the Employer will determine to which work day to apply the hours of work. For example, if the employee is scheduled to work from 8 p.m. on Tuesday until 4:00 a.m. on Wednesday, the Employer will determine whether those eight hours will constitute Tuesday's workday or Wednesday's.

In instances when the overlap is not exactly four hours, the calendar day in which the majority of the prescheduled hours are worked will be considered the workday. For example, when an employee works 7 p.m. on Monday until 3:00 a.m. on Tuesday, the eight hours of work will be applied to Monday. When an employee works from 10 p.m. on Monday until 6:00 a.m. on Tuesday, the eight hours of work will be applied to Tuesday.

Overtime hours worked before or after the scheduled shift will not affect the workday determination.

**Section 3.** The Employer will post a schedule showing the days to be worked by 4 p.m., Tuesday for the following work week. A change of shift may take place where notice is given prior to the completion of the shift immediately preceding the shift to be changed or where a minimum 24 hours' notice is given prior to the start of the newly scheduled shift. An employee

who is not provided notice of a change as described above will receive a premium payment of one-half the employee's hourly rate (not to exceed, in total, a rate of time and one-half) for each hour worked outside his original schedule. Effective 30 days after the signing of this Agreement, a change in shift may take place where a minimum of 24 hours' notice is given prior to the start of the newly scheduled shift.

Section 4. Employees shall be scheduled off between shifts a minimum of eight hours. When two shifts are worked with fewer than eight hours off, in addition to the employee's hourly rate, the employee shall receive a premium payment of one-half the employee's hourly rate (not to exceed, in total, a rate of time and one-half) for each hour worked in the eight hour period beginning with the end of the first shift. If an employee works overtime or is called-in to work during this eight hour period, the overtime or call time provisions shall apply. There shall be no duplication or pyramiding of these hours under both this Section and the Overtime or Call Time Sections Articles.

Section 5. Travel time - Officers will be entitled to include as hours worked, time spent in travel in accordance with the following guidelines:

- a. No time spent in travel between residence and headquarters will be counted as hours worked.
- b. All time spent in travel on the same day between headquarters and a worksite or between two worksites will be counted as hours worked.
- c. The schedule that follows sets forth an employee's travel time as determined by ascertaining the lengths of the shortest regularly traveled routes to the worksite from both headquarters and residence, taking the shorter of these two distances, and then applying the schedule. For example, an officer who travels to a worksite that is 30 miles from both residence and headquarters is entitled to one-half hour of travel time. In another example, an officer who travels 60 miles to a worksite that is 45 miles from headquarters is also entitled to one-half hour of travel time. In each of the above examples, if the officer remained at the same worksite the entire day, he also would be entitled to an additional one-half hour of travel time for the return trip to his residence.

Travel Time Entitlement

25-49 miles,	1/2 hour
50-99 miles,	1 hour
100-150 miles,	1 1/2 hours
151-200 miles	2 hours

Section 6. This Article is not applicable to those Liquor Enforcement Officer Trainees in Academy training.

ARTICLE 4  
CALL TIME

Section 1. Employees who have been called into work outside of their regular shift schedule shall be paid at the appropriate rate for all hours worked, including the travel time entitlement as outlined in Article 3, Section 5 or a minimum of three hours' pay at the employee's regular straight-time hourly rate, whichever is greater. There shall be no duplication of hours or pay.

Section 2. Section 1 shall not be applicable to scheduled overtime.

ARTICLE 5  
OVERTIME

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

- a. For any work performed in excess of eight hours in any work day or in excess of 40 hours in any work week.
- b. There shall be no duplication of premium pay for the same hours worked under the provisions of this Agreement.

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.
- b. Holidays.
- c. Annual Leave.
- d. Compensatory leave; to be included in the period of occurrence for the purpose of computing overtime.
- e. Personal leave day.
- f. Sick leave.
- g. Administrative leave.

Section 3. Employees shall obtain prior approval from their supervisor before overtime is

worked. Where obtaining prior approval is not feasible, employees must notify their supervisor of the need to have worked the overtime immediately upon completion of the task which resulted in the overtime.

Section 4. Compensatory time may be taken, with supervisory approval, in lieu of overtime pay. Such compensatory time is to be taken within the 90 calendar day period succeeding the date on which the overtime is worked. If the compensatory time off is not taken within this time period, the employee shall be compensated at the appropriate rate of pay in lieu of paid time off.

Section 5. Payment for overtime is to be made on the pay day of the first pay period following the pay period in which the overtime is worked.

Section 6. This Article is not applicable to those Liquor Enforcement Officer Trainees in Academy training.

## ARTICLE 6 SHIFT DIFFERENTIAL

Section 1. An employee whose work shift consisting of 8 work hours on a scheduled work day begins before 6:00 a.m. or at or after 12:00 noon will be paid a shift differential of 90 cents per hour for all hours worked on that shift. Effective July 1, 2000, the shift differential shall be increased to 95 cents per hour. Effective July 1, 2001, the shift differential shall be increased to \$1.00 per hour.

Section 2. Any employee who works overtime on his/her work shift as described in Section 1 will receive the applicable shift differential for all overtime hours worked.

Section 3. Employees who are called in to work a shift on their scheduled day off and who work not less than a full 8 hour shift which begins before 6:00 a.m. or at or after 12:00 noon shall receive, in addition to the appropriate rate, the shift differential as set forth in Section 1 for all such hours worked.

Section 4. This Article is not applicable to those Liquor Enforcement Officer Trainees in Academy training.

ARTICLE 7  
HOLIDAYS

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

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
Presidents' Day	Veterans' Day
Memorial Day	Thanksgiving Day
Independence Day	Day after Thanksgiving
	Christmas Day

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

Section 2. A permanent full-time employee shall be paid for any holiday listed in Section 1 of this Article, provided he/she was scheduled on that day and if the employee was in active pay status on the last half of his/her scheduled work day immediately prior to and the first half of his/her scheduled work day immediately subsequent thereto.

If a holiday is observed while a permanent full-time employee is on sick, annual, or other paid leave status, the employee will receive holiday pay and the day will not be charged against sick, annual, or other paid leave credits.

If an employee's regular scheduled day off coincides with a holiday, he/she will be given a compensatory day off.

Section 3. If an employee is required to work on any of the holidays set forth in Section 1 of this Article, except for the day after Thanksgiving, that are not part of the scheduled work day overlap outlined in Article 3, Section 2, the employee will be compensated at one and one-half times their regular hourly rate of pay for all hours worked on the holiday shift and any overtime extension thereof. The employee shall receive paid time off for all hours worked on a holiday up to a full shift. The paid time off shall be in lieu of holiday pay for that time under Section 2 above. If the employee works less than a full shift, the employee will receive paid time off for all hours worked and holiday pay for any part of a full shift not worked.

If an employee works on the day after Thanksgiving, the employee shall be compensated at the employee's regular hourly rate of pay for all hours worked on said holiday. The employee shall receive paid time off for all hours worked on the day after Thanksgiving up to a full shift. The paid time off shall be in lieu of holiday pay for that time under Section 2 above.

Section 4. Compensatory time off earned pursuant to Section 3 of this Article shall be scheduled in the following manner: If a written request is received 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 employee, within the 90 calendar day period succeeding the holiday. If the Employer does not schedule such paid time off in accordance with the employee's request, or at some other time prior to the completion of the 90 calendar day period succeeding the holiday, the employee shall be compensated at the employee's regular rate of pay in lieu of such paid time off.

Section 5. In the event an employee is assigned to work on any of the above listed holidays, the employee shall be scheduled for such work at least two weeks in advance of the holiday, except in cases of an emergency.

Section 6. This Article is not applicable to Liquor Enforcement Officer Trainees in Academy training.

Section 7. 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 8 PERSONAL LEAVE DAYS

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

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

d. Leave service credit earned during all periods of Commonwealth employment will be used to determine whether, for purposes of this Section, an employee 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 employee subject to management's responsibility to maintain efficient operations. Requests for

leave shall be submitted by 10:00 a.m. on the Monday which precedes the beginning of the work week in which the leave is desired. If the nature of the work makes it necessary to limit the number of employees on personal leave at the same time, the employee with the greatest bargaining unit seniority at the worksite shall be given his/her choice of personal leave in the event of any conflict in selection. The Employer's consent to requested leave will not be unreasonably denied.

Requests for emergency leave may be submitted at any time with the understanding that an employee 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 employees for personal, holiday, compensatory leave and/or annual leave.

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

Section 4. Personal leave days shall be noncumulative from calendar year to calendar year. If an employee is required to work on his/her personal leave day and is unable to reschedule his/her personal day during the calendar year due to the demands of his/her work, the calendar year shall be extended for 7 pay periods for rescheduling purposes.

Section 5. An employee who becomes ill while on personal leave will not be charged personal leave for the period of illness provided he/she furnishes satisfactory proof of such illness to the Employer upon his/her return to work.

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

## ARTICLE 9 SICK LEAVE AND BEREAVEMENT LEAVE

Section 1. Employees shall be eligible to use sick leave after 30 days of service with the Employer. Employees 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 5% of all regular hours paid.

40 Hour workweek:	104 Hours (13 days)
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Regular Hours Paid as used in this Article include all hours paid except overtime, call time, and full-time out-service training.

Section 2. Employees shall earn sick leave from their date of hire and 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 employee has been abusing his/her sick leave privileges. Discipline based upon patterns of sick leave use will be treated under the basic concepts of just cause.

Section 4. Employees may use not more than five (5) days of sick leave in any calendar year where sickness in the immediate family requires the employee's absence from work. Immediate family is defined as husband, wife, child, step-child, parent, brother or sister of the employee. The Employer may require proof of such family sickness.

Section 5. Effective at the beginning of the first full pay period in January 2000, where a family member's serious health condition requires the employee's absence from work beyond 20 days (160 hours as applicable) in a calendar year, permanent employees with at least one year of service may use accrued sick leave, in addition to that provided by Section 4 above.

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

Leave Service Credit	Sick Family Allowance
Over 1 year to 3 years	Up to 56 additional hours (7 days)
Over 3 years to 15 years	Up to 120 additional hours (15 days)
Over 15 years to 25 years	Up to 160 additional hours (20 days)
Over 25 years	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, or parent of the employee or any other person qualifying as a dependent under IRS eligibility criteria.

Section 6. Employees may use up to five days' bereavement leave for the death of a spouse, parent, stepparent, child, or stepchild 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, or any relative residing in the employee's household.

Section 7. a. Employees 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	13

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.

Section 8. When an employee dies as the result of a work-related accident or injury, the Commonwealth will pay 100% of the employee'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 employee's unused sick leave up to 90 days. Such payments shall not be made for part days of accumulated sick leave.

Section 9. Permanent employees 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 employee has been abusing his/her leave privileges. Permanent employees with less than one year of service since their last date of hire may not anticipate sick leave. An employee may elect to use annual or personal leave prior to anticipating sick leave.

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

## ARTICLE 10 LEAVES OF ABSENCE

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

Section 2. All requests for leave must be submitted in writing to the employee's immediate supervisor and shall be answered in writing promptly. 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.

Requests for any type of leave to which an employee is entitled under this Agreement and which is 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 3. Employees who are elected or appointed as Association officials or representatives shall, at the written request of the employee, be granted leaves without pay without loss of seniority for layoff and recall purposes only for the maximum term of office, not to exceed three years; provided, however, not more than one (1) employee may be on leave for this purpose at the same time. Such leaves may be renewed or extended by written mutual consent of the

Association and the Employer.

Section 4. After completing six (6) months of service, employees shall be granted, upon written request, a leave of absence without pay for reason of illness for a period of at least two (2) consecutive weeks, but not more than six (6) months. 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 (2) consecutive weeks. The request shall include proof of illness or disability in the form of a doctor's certificate and 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.

After the employee has used an aggregate of six (6) months of leave without pay under this Section, the Employer is not required to grant subsequent leave without pay for this purpose unless six (6) months in an active pay status have elapsed from the termination of the last approved leave under this Section. This Section shall not apply to a work-related injury.

Section 5. Employees may be granted leaves without pay at the sole discretion of the Employer for any good and sufficient reason including pursuit of advanced education in the employee's profession.

Section 6. Upon the expiration of any approved leave of absence without pay, the employee is entitled to return to a position in the same or equivalent classification within the agency, subject to the furlough provisions of Article 23, Seniority.

Section 7. Employees shall not be required to use accumulated sick, annual and/or personal leave prior to the commencement of a leave without pay.

Section 8. It is understood between the parties that the provisions of Sections 4, 6, and 7 are consistent with the Family and Medical Leave Act of 1993, 29 USC Section 2601 et seq. and that leave granted in accordance with Sections 4, 6, and 7 shall be designated as leave under the provisions of the Act.

ARTICLE 11  
VACATIONS

Section 1. Employees shall be eligible for annual leave after 30 calendar days of service with the Employer in accordance with the following schedule:

Maximum Annual Leave Entitlement Per Year

Leave Service Credit (Includes all periods of Commonwealth Employment Where Leave Service Credit Is Earned)	Maximum Annual Leave Entitlement Per Year
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Up to 3 Years service:

Annual Leave will be earned at the rate of 2.70% of all Regular Hours Paid	40 Hr. Workweek: 56 Hrs. (7 days)
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Over 3 Years to 15 Years service Inclusive:

Annual Leave will be earned at the rate of 5.77% of all Regular Hours Paid	40 Hr. Workweek: 120 Hrs. (15 days)
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Over 15 Years to 25 Years service Inclusive:

Annual Leave will be earned at the rate of 7.70% of all Regular Hours Paid	40 Hr. Workweek: 160 Hrs. (20 days)
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Over 25 Years service:

Annual Leave will be earned at the rate of 10% of all Regular Hours Paid	40 Hr. Workweek: 208 Hrs. (26 days)
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Regular Hours Paid as used in this Article include all hours paid except overtime, call time, and full-time out-service training.

Employees shall be credited with a year of service for each twenty-six (26) pay periods completed in an active pay status, provided they were paid a minimum of one (1) hour in each pay period.

Section 2. Vacation pay shall not be less than the employee's regular straight time rate of pay in effect for the employee's regular job on the payday immediately preceding the employee's vacation period.

Section 3. a. Vacations shall be granted at the time requested by the employee subject to management's responsibility to maintain efficient operations. An employee whose scheduled vacation extends from Monday-Friday shall be scheduled off the Saturday and Sunday immediately prior to and subsequent to the vacation. If the nature of the work makes it necessary to limit the number of employees on vacation at the same time, the employee with the greatest bargaining unit seniority at the worksite shall be given his/her choice of vacation periods of five (5) consecutive days in the event of any conflict in selection. The Employer's consent to requested leave will not be unreasonably denied.

b. The selection period shall be December 1 through February 28 for vacations from May 1 through December 31, and September 1 through October 31 for vacations from January 1 through April 30 of the following year.

c. The Employer agrees that an employee who has been granted five (5) consecutive days of annual leave will not be scheduled earlier than the daylight shift on their first scheduled day following vacation. A daylight shift is any shift that begins at or after 6:00 am or before 12:00 noon.

Section 4. If a holiday occurs during the work week in which vacation is taken by an employee, the holiday shall not be charged to annual leave.

Section 5. An employee who becomes ill during his/her vacation will not be charged annual leave for the period of illness provided he/she furnishes satisfactory proof of such illness to the Employer upon his/her return to work.

Section 6. If an employee is required to work during his/her scheduled vacation period and is unable to reschedule his/her vacation during the calendar year due to the demands of his/her work, the calendar year shall be extended for 7 pay periods for rescheduling purposes.

Section 7. Any employee separated from the service of the Employer for any reason prior to taking his/her vacation shall be compensated in a lump sum for the unused vacation they have accumulated up to the time of separation.

Section 8. Employees will be entitled to carry over up to 45 days (360 hours) of annual leave.

Section 9. Permanent employees 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 employee has been abusing the leave privileges. Permanent employees with less than one year of service since their last date of hire may not anticipate annual leave.

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

## ARTICLE 12 SALARIES AND WAGES

Section 1. Effective July 1, 1999, each employee covered by this Agreement who is in an active pay status shall receive a general pay increase of three percent (3.0%). This increase is reflected in the Standard Pay Schedule in Appendix A.

Section 2. Effective July 1, 2000, each employee covered by this Agreement who is in an active pay status shall receive a general pay increase of three percent (3.0%). This increase is reflected in the Standard Pay Schedule in Appendix B.

Section 3. Effective July 1, 2001, each employee covered by this Agreement who is in an active pay status shall receive a general pay increase of three and one-half percent (3.5%). This increase is reflected in the Standard Pay Schedule in Appendix C.

Section 4. Effective July 1, 2002, each employee covered by this Agreement who is in an active pay status shall receive a general pay increase of three and one-half percent (3.5%). This increase is reflected in the Standard Pay Schedule in Appendix D.

Section 5. A permanent salaried employee whose salary exceeds the maximum of the employee's applicable pay range when the general pay increases outlined in Sections 1, 2, 3 and 4 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 employees who are not above the maximum.

If an employee's rate of pay exceeds the maximum of the employee's applicable pay range before the general pay increase, but would not exceed the maximum after the general pay increase, the employee'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 employee's annual rate of pay.

Section 6. Liquor Enforcement Officer Trainees (Class Code 70501) shall be paid an hourly rate of \$8.94. Effective July 1, 2002, the hourly rate shall be increased to \$10.00.

Section 7. a. Employees covered by this Agreement who have been employed continuously by the Commonwealth since January 31 of the previous year, will be eligible to receive a one step annual service increment effective on the first day of the first full pay period in January.

b. Employees 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 annual service increment on the first day of the first full pay period in the first January following their reemployment. Employees who meet the above conditions and who are reemployed in January, on or before the first day of the first full pay period, shall be eligible for the one step annual service increment in the January of their reemployment.

c. Effective the first full pay period in January 2000, January 2001, January 2002 and January 2003, employees who are at or above the maximum step of their pay range 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 8. a. When an employee covered by this Agreement is promoted to another classification in a higher pay range, the employee shall receive an increase of four steps for each pay range the employee is promoted or to the minimum of the new pay range, whichever is greater.

b. When an employee covered by this Agreement is demoted (including demotions occurring as a result of furlough bump or furlough recall) to another classification in a lower pay range, the employee shall receive a decrease of four steps for each pay range the employee is demoted or to the maximum of the new pay range, whichever is lesser.

Section 9. The cash payments provided for in this Article shall not be added to the employee's base salary. The cash payments will be subject to dues and fair share fee deductions where applicable.

Section 10. An employee in an inactive pay status shall, upon return to active status, be entitled to the above general pay increases outlined in Sections 1, 2, 3 and 4; the cash payments outlined in Section 5; and the annual service increments outlined in Section 7 where applicable.

Section 11. The salaries of the employees shall be paid biweekly. In the event the payday occurs on a holiday, the preceding day shall be the payday.

Section 12. The policies regarding pay range revisions contained in the Commonwealth's Personnel Rules shall continue.

### ARTICLE 13 DISCHARGE, DEMOTION, SUSPENSION AND DISCIPLINE

Section 1. The Employer shall not demote, suspend, discharge or take any disciplinary action against an employee without just cause. An employee may appeal a demotion, suspension, or discharge beginning at the third step of the grievance procedure, subject to any conditions of the grievance procedure set forth herein. The Association shall be notified by the Employer of any demotion, suspension or discharge.

Section 2. Upon successful completion of an employee's training period, the employee shall then be required to serve a six-month probationary period. This probationary period may be extended by mutual written agreement between the Employer and the Association. Employees may be disciplined or terminated during their training period or prior to completion of this probationary period without recourse to the provisions of Article 14, Grievances and Arbitration.

### ARTICLE 14 GRIEVANCES AND ARBITRATION

Section 1. A Civil Service employee may process his/her grievance through either the Civil Service appeal procedure or the contract grievance procedure. If an appeal is filed under the Civil Service appeal procedure, while proceedings are taking place under the contract procedure, then the contract grievance procedure shall cease and shall not be permitted to be reinstated. If an appeal is filed under the Civil Service appeal procedure, the employee shall not be entitled to institute proceedings under the contract grievance procedure, all rights to do so being waived by the exercise of an option by the employee to utilize the Civil Service procedure.

Section 2. Any grievance or dispute which may arise concerning the application, meaning or interpretation of this Agreement shall be settled in the following manner:

STEP 1. The employee, either alone or accompanied by the Association representative or the Association where entitled, shall present the grievance in writing to his/her District Office Commander, within 15 working days of the date of its occurrence or knowledge of its occurrence, whichever is later. The District Office Commander shall attempt to resolve the matter and report his/her decision to the employee in writing within 10 working days of its presentation.

STEP 2. In the event the grievance is not settled at Step 1, the appeal must be presented in writing by the employee or Association representative to his/her Bureau Director, within 10 working days after the District Office Commander's response is due. The Bureau Director, or his/her designated representative, shall respond in writing to the employee and Association representative within 10 working days after receipt of the appeal.

STEP 3. An appeal from an unfavorable decision at Step 2 shall be presented by the employee or Association representative to the Commissioner within 10 working days after the response from Step 2 is due. The Commissioner, or his/her designated representative shall respond in writing to the employee and Association representative within 10 working days after receipt of the appeal.

STEP 4. In the event the grievance has not been satisfactorily resolved at Step 3, written appeal may be made by the employee or Association representative within 10 working days of the Step 3 decision to the Bureau of Labor Relations, Office of Administration and shall contain a copy of the Step 2 and Step 3 decisions. The Bureau of Labor Relations, Office of Administration shall issue a decision in writing to the Association within 10 working days after receipt of the appeal.

STEP 5. An appeal from an unfavorable decision at Step 4 may be initiated by the Association serving upon the Employer a notice in writing of the intent to proceed to arbitration within 10 working days after receipt of the Step 4 decision. Said notice shall identify the provisions of the Agreement and the employee involved, and shall include a copy of the grievance.

The Association may present grievances concerning involuntary permanent transfers directly to Step 3 within 15 working days of the date on which the notice of transfer is given, or when the Association knew or, by reasonable diligence, should have known of its occurrence.

The arbitrator is to be selected by the parties jointly within 10 working days after the notice has been given. If the parties fail to agree on an arbitrator, either party may request the Bureau of Mediation to submit a list of seven possible arbitrators.

The parties shall, within 10 working days of the receipt of said list, meet for the purpose of selecting the arbitrator by alternately striking one name from the list until one name remains. The Employer 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 decision at Steps 1, 2, and 3 shall not be used as a precedent for any subsequent case, except as to the affected district office.

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

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.

The decision of the arbitrator shall be final and binding on both parties, except where the decision would require an enactment of legislation, in which case it shall be binding only if such legislation is enacted. The arbitrator shall be requested to issue the decision within 30 days after the hearing or receipt of the transcript of the hearing.

All of the time limits contained in this Section may be extended by mutual agreement.

All fees and expenses of the arbitrator shall be divided equally between the parties except where one of the parties of this Agreement requests 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 grievance 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 3. An employee shall be permitted to have a representative of the Association present at each step of the grievance procedure up to and including Step 4.

The Association shall furnish the Employer with the names and work locations of grievance representatives and shall notify the Employer of any changes.

An aggrieved employee and Association representatives, if employees of the Employer, shall be granted reasonable time during working hours, if required, to process grievances in accordance with this Article without loss of pay or leave time.

Association representatives shall be permitted to investigate and discuss grievances during working hours on the Employer's premises if prior notification is given to the personnel officer or his/her designated representative. If the Association representative is an employee of the Employer, he/she shall request from his/her designated supervisor reasonable time off from his/her regular duties to handle such grievances. Such requests will not be unreasonably denied.

A reasonable number of witnesses, when required, shall be allowed to participate in the grievance procedure. At the request of either party, a meeting will be held between Employer and Association representatives to discuss a grievance at any step.

The Employer agrees to notify the Association whenever it receives a grievance from any employee and to furnish the Association with a copy of each written decision.

Section 4. This Article is not applicable to Liquor Enforcement Officer Trainees during their

entire training period.

## ARTICLE 15 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 Association authorize, assist or encourage any such strike during the life of this Agreement.

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

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

Section 3. The Commonwealth reserves the right to discipline, suspend, demote, or discharge any employee or employees who violate the provisions of Section 1 of this Article.

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

## ARTICLE 16 GENERAL PROVISIONS

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

Section 2. The Employer agrees to provide space on bulletin boards to the Association for the announcement of meetings, election of officers of the Association and any other material related to Association business. Furthermore, the Association shall not post material detrimental to the labor-management relationship nor of a political or controversial nature. The Association may send mail related to Association business to local official Association representatives at appropriate facilities to which mail is delivered.

Section 3. No Association member or representative shall solicit members, engage in organizational work, or participate in other Association activities during working hours on the Employer's premises except as provided for in the handling of grievances.

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

The Employer will provide a reasonable number of employees with time off, without loss of pay, if required, to attend negotiating meetings.

Section 4. Ratings shall be completed by supervisors who are familiar with the work performance of the employee. This shall in no way affect review procedures.

Section 5. Employees shall be eligible for unemployment compensation benefits as provided by law.

Section 6. a. An employee in overnight travel status or non-overnight travel status on a day other than a scheduled work day will be reimbursed for subsistence in accordance with the Commonwealth's existing Travel Expense Regulations, M.D. 230.10.

b. An employee in non-overnight travel status on a scheduled work day will be reimbursed for subsistence up to the amount set forth in the existing Travel Expense Regulations, M.D. 230.10, Section 11(c)1. Eligibility for subsistence will be determined in accordance with the following criteria:

An employee must work a minimum of ten (10) consecutive hours in a single calendar day or a minimum of ten (10) consecutive hours in a period beginning in one calendar day and including those consecutive hours worked immediately after midnight into the second calendar day. This Subsection is not applicable to Liquor Enforcement Officer Trainees in Academy training.

c. There will be no duplication of hours and a maximum of one subsistence allowance will be allowed in any one calendar day. This allowance will be granted irrespective of the geographical location of the officer while he/she is performing his/her work.

d. It is understood that time spent in obtaining a meal is excluded from the hours of work required under 6.b. above to entitle an employee to subsistence reimbursement, unless consumption of the meal is an integral aspect of the employee's investigation. An employee who purchases a meal in accordance with this Section will be presumed to have taken a one-half (1/2) hour unpaid meal period for each four (4) full hours worked. Effective 30 days after the signing

of this Agreement, this Subsection shall be deleted.

Section 7. The Employer shall grant nine employees up to five days' leave with pay during each fiscal year for the purpose of dealing with grievances under this Agreement. Within 30 days after the effective date of this Agreement, the Association shall submit in writing to the Employer the names of the nine employees who shall be entitled to use the aforementioned leave. The list may be amended in writing during the period of this Agreement. In no event shall the total days leave under this Section exceed 45 days during each fiscal year of this Agreement.

Section 8. The Employer agrees to post up-to-date Civil Service lists in each district office.

Section 9. Employees will be permitted to engage in outside employment under appropriate circumstances in accordance with the Governor's Code of Conduct and agency policy.

Section 10. The Employer agrees to post at district offices notice of training opportunities that may be available to members of this unit. It is understood that the determination of whether the training is to be provided as well as the selection of the personnel, if any, to be trained resides solely with the Employer. Matters relating to the interpretation and application of this Section shall not be subject to the provisions of Article 14, Grievances and Arbitration.

Section 11. An employee who incurs damage to his/her clothing while on assignment and in the performance of official duties which damage is caused by the action of a member of the public may, at the sole discretion of the Employer, be reimbursed for such damage. Reimbursement shall be at either the value of, or cost of repair of, such clothing. The condition of the clothing prior to such damage shall be taken into account in determining its value. The incident giving rise to such claim(s) must be verified and not due to the employee's own negligence. The maximum total reimbursement for the period of this Agreement is \$50.

Section 12. The training period for employees shall consist of training at the academy, coach training and other training to be determined by the Employer. The training period shall not extend beyond twelve (12) months unless mutually agreed to in writing by the Employer and the Association.

Section 13. If an employee believes the assignment he/she is given needs a partner, and one has not been assigned, the employee should bring this to the attention of the District Office Commander/designee. Due consideration will be given to the safety of the Officers when determining if a partner should be assigned.

Section 14. A Joint Meet and Discuss Committee shall be established for the purpose of addressing problems associated with burn-out, chemical dependency, and peer counseling. The Committee shall consist of two members appointed by the Association and two members appointed by the Commonwealth. The Committee shall develop recommendations and submit them to the Commissioner of the State Police for his consideration.

Section 15. a. The Commonwealth shall provide each employee who retires under one of the following conditions his/her badge at no cost to the employee:

- (1) Superannuation retirement (age 50)
- (2) Retirement with 25 years of service
- (3) Service-connected disability retirement

b. An employee who, at the time of retirement, has been found guilty of criminal charges or is the subject of a BPR investigation involving serious allegations shall be excepted from the provisions set forth in Subsection a. above. If the results of the BPR investigation subsequently determine the allegations to be unfounded, the employee's badge will be released.

Section 16. The Employer's Corporate Card Program shall apply to employees in this unit.

Section 17. Policies concerning smoking at the worksite, including prohibitions against smoking, may be established by the Commonwealth after meet and discuss with the Association.

Section 18. Employees will receive an annual uniform allowance of \$75 payable no later than September 30 of each contract year. If an employee has been in an active pay status for an aggregate of fewer than 200 working days during the preceding contract year, the allowance will be prorated. Effective July 1, 2000, the annual uniform allowance shall be increased to \$100.00.

## ARTICLE 17 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 AFSCME, Council 13, American Federation of State, County and Municipal Employees, AFL-CIO, and the Employer.

This jointly administered Fund is known as the Pennsylvania Employees Benefit Trust Fund (hereinafter Fund). 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 and retired employees, 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 such hospital, medical/surgical and major medical health coverage, 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 employee eligible for benefits and covered by this Agreement:

July 1, 1999- June 30, 2003:

\$190.00 biweekly per employee

The contributions for permanent part-time employees, who are eligible for benefits and expected to be in an active pay status at least 50% of the time every pay period, will be 50% of the above referenced rates.

The parties agree that during the third year of the Agreement (July 1, 2001 to June 30, 2002), the Employer will stop the above referenced \$190.00 biweekly per employee contributions for two (2) pay periods. The Employer, at its sole discretion, will determine for which two (2) pay periods the contributions will cease.

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

e. 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.

f. 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.

g. 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 under 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 Subsection c. above.

Section 2. The provisions of Sections 3 through 7 shall be modified to the extent the hospital, medical/surgical and major medical health coverage and other benefits as determined and

extended by the Fund and/or the Retired Employees Health Program is modified for current and/or future employees and annuitants by and through the Pennsylvania Employees Benefit Trust Fund as provided for in Section 1 of this Agreement.

Section 3. The Fund shall continue to provide each permanent full-time active employee with hospital, medical/surgical and major medical health coverage, a Health Maintenance Organization (HMO) Option, a Preferred Provider Organization (PPO) or health benefits delivery system and/or other benefits as determined and extended by the Fund. In addition, it shall provide dependency coverage where the dependents of the employee qualify under such Plan.

Section 4. The Fund shall continue to provide permanent part-time employees who are expected to be in an active pay status at least 50% of the time every pay period with hospital, medical/surgical and major medical health coverage and other benefits as determined and extended by the Fund. In addition, it shall provide 50% dependency coverage where the dependents of the employee qualify. Such employees shall contribute an amount determined by the Fund's trustees toward the cost of coverage.

Section 5. a. Permanent employees who are granted sick leave without pay or parental leave without pay may continue to receive benefits as determined and extended by the Fund for up to six months. Permanent employees who are granted family care leave may continue to receive benefits as determined and extended by the Fund for up to twelve (12) weeks. Permanent employees 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. Permanent part-time employees and those permanent full-time employees 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. The Employer shall continue to make full contributions to the Fund for permanent full-time employees for the period of time for which they are entitled to benefits under Section 5.a. and 50% contributions for permanent part-time employees for the period of time for which they are entitled to benefits under Section 5.a.

Section 6. a. The Employer shall allow each individual who was eligible as an active employee under the hospital, medical/surgical and major medical health plan or an HMO, PPO, or similar health benefits delivery system to elect coverage upon retirement under the Retired Employees Health Program. In addition, dependency coverage shall be allowed where the dependents of the annuitant qualify under such Program.

Annuitants who are eligible to enroll in Medicare Part B will not receive benefits through the Retired Employees Health Program which are provided by Medicare Part B.

b. The Employer shall continue to pay the entire cost of coverage for annuitants who retire under (1), (2) or (3) below and who have elected coverage under the Retired Employees Health Program:

- (1) Retirement at or after superannuation age with at least 15 years of credited service in the State and/or Public School Retirement Systems, except that
  - (a) an employee 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 employee 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 in the State and/or Public School Retirement Systems,
  - (c) an employee 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 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 employee returns during the recall period, this three year requirement will not apply. If the employee had qualified, other than through disability retirement, for Employer paid coverage in the Retired Employees Health Program prior to the most recent rehire period, this three year requirement will not apply.
  - (d) an employee who leaves State employment subsequent to superannuation age and is subsequently rehired and then retires must have 15 or more 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 employee returns during the recall period, this three year requirement will not apply. If the employee had qualified, other than through disability retirement, for Employer paid coverage in the Retired Employees Health Program 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 employee 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 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 employee 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 employee returns during the recall period, this three year requirement will not apply. If the employee had qualified, other than through disability retirement, for Employer paid coverage in the Retired Employees Health Program prior to the most recent rehire period, this three year requirement will not apply.

Section 7. When an employee dies as a result of a work-related accident, the Fund shall continue to provide hospital, medical/surgical and major medical health coverage, HMO, PPO or other health benefits delivery system to the spouse and eligible dependents of the employee until the spouse remarries or becomes eligible for coverage under another Employer's health plan. Annual certification of non-coverage will be required.

The hospital, medical/surgical and major medical health plan, HMO, PPO or other health benefits delivery system will be converted to the Retired Employees Health Program at the time when the employee would have reached age 60.

## ARTICLE 18 LIFE INSURANCE

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

Section 2. a. Permanent employees who are granted sick leave without pay or parental leave without pay will continue to receive 100% state-paid coverage under the current life insurance plan for up to six (6) months. Permanent employees who are on sick or parental leave without pay for longer than six (6) months may remain in the program for an additional six (6) month period by paying the entire premium. Permanent employees who are granted family care leave

will continue to receive 100% state-paid coverage under the current life insurance plan for up to twelve (12) weeks. Permanent employees 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 12 months until the paid leave is exhausted.

b. Permanent employees 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 (1) full pay period may remain in the program for up to one (1) year by paying the entire premium.

Section 3. The Employer shall continue to provide each employee 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 \$10,000, unless the surviving spouse or minor children are entitled to benefits under Act 101 of 1976.

## ARTICLE 19 WORK-RELATED INJURIES

Section 1. An employee who sustains a work-related injury, during the period of this Agreement, as the result of which the employee 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 employee 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 employee'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) 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 twelve (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 employee election to use or not use accumulated leave under this Section cannot be changed more than once.

Section 2. An employee 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 employee 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 employee continues to receive workers' compensation, the employee will be placed on leave without pay in accordance with Section 7 below and will not be entitled to receive state-paid benefits.

Section 5. An employee is required to refund to the Employer the amount of overpayment. In no case shall an employee 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, hospital and medical insurance and supplemental benefits as provided in Articles 17 & 18, will continue for the period of time that the employee is on leave under Sections 1 and 11.

Section 7. An employee 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 employee is fully capable of performing the duties of that position, subject to the furlough provisions of Article 23, Seniority. This guarantee expires if the disability ceases prior to the expiration of the three year period and the employee does not return to work immediately or if the employee 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 employee will be on leave without pay.

During the three-year period, employees who are not fully capable of performing the duties of their position shall have, upon request, a right to return to an available position in a lower classification, within the same geographical/organizational limitation as the seniority unit, to which there are no seniority claims and which the agency intends to fill, provided the employee meets the minimum requirements and qualifications essential to the work of the classification and the employee is fully capable of performing the duties of the position. If an employee returns to a position in a lower classification, the employee will be demoted in accordance with the Commonwealth's Personnel Rules, but shall maintain 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 employee is fully capable of performing the duties of that position, subject to the furlough provisions of Article 23, Seniority.

Disabled employees receiving workers' compensation will be notified 90 days prior to the expiration of the three year period. The notification will include information concerning the employee's right to apply for disability retirement, if eligible. If the employee does not receive 90 days notice, the employee'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 employee, 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 employee 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 8, 9 and 11. If no paid leave is available, an employee may use leave without pay. Each absence shall not exceed the minimum amount of time necessary to obtain the medical treatment. Employees 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. Sections 1 through 9 and 11 of this Article shall not be applicable to employees whose injuries are within the scope of either Act 193 of 1935, P.L. 477, as amended, or Act 632 of 1959, P.L. 1718, as amended.

Section 11. An employee 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 employee 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 Section 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.

ARTICLE 20  
MANAGEMENT RIGHTS

Section 1. It is understood and agreed that the Commonwealth, 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 Commonwealth, except as modified by the Agreement.

Matters of inherent managerial policy are reserved exclusively to the Commonwealth. These include but shall not be limited to such areas of discretion or policy as the functions and programs of the Commonwealth, 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.

ARTICLE 21  
CONSULTATION

The Employer agrees to notify the Association of any contemplated changes in policy which affect wages, hours, or terms and conditions of employment prior to the implementation of such changes and to meet and discuss with the Association concerning such changes upon request.

ARTICLE 22  
PERSONNEL FOLDERS

Section 1. Employees within the unit will have the right, upon request, to review the contents of their personnel files, excepting therefrom any letters of recommendation dealing with the hiring of the employee. Such review will take place in the personnel office where the file is located at reasonable times and upon reasonable notice. No material may be removed or altered during this review; however, the employee may copy portions of the file in order to prepare for any arbitration hearing or other litigation. The employee shall have the right to submit a statement concerning any material in his/her file. Such statement shall become a part of his/her personnel file.

Section 2. An employee who has not had any disciplinary actions taken against him/her for a period of four (4) years shall have his/her personnel file purged of all disciplinary records except those involving a dischargeable offense. After a period of two years, at the employee's request, a written reprimand or reference to an oral reprimand will be removed from the employee's official

personnel folder if no intervening incidents of the same or similar nature have occurred.

## ARTICLE 23 SENIORITY

Section 1. Layoffs or furloughs of employees shall be made in the inverse order of seniority within the bargaining unit. Seniority for purposes of this Article shall be determined to be the length of continuous service (as defined in Section 3) prior to October 22, 2000 as an Enforcement Officer Trainee, Enforcement Officer 1, Enforcement Officer 2, Licensing Analyst 1, and/or Licensing Analyst 2, and in any previously existing classification which has evolved or become incorporated into the Liquor Enforcement Officer and Licensing Analyst classification series; and the length of continuous service (as defined in Section 3) on or after October 22, 2000 in classifications covered by this Agreement.

Section 2. Seniority credit for each employee is maintained as a total number of days. Employees 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 Association business in accordance with Article 10; sick leave without pay in accordance with Article 10, Section 4; parental leave without pay in accordance with Article 28, Section 2; and family care leave without pay in accordance with Article 29 will be accumulated. This total number of hours will be divided by 8 and rounded up to the next higher day. The result will be added to the employee's accumulated total.

Section 3. The following shall constitute a break in service: resignation, separation for just cause, retirement, absence without leave for five (5) consecutive working days, failure to report within ten (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 employee shall lose seniority. If an employee is returned within one (1) year after such break in service, he/she 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.

Section 4. If all affected employees within a class are not regular status members of the classified service, all emergency employees will be separated before any temporary employees, all temporary employees will be separated before any provisional employees, and all provisional employees will be separated before any probationary employees or any regular status members of the classified service.

Section 5. The Employer shall establish a preference list for those persons who have been furloughed or laid off under the provisions of this Article in the inverse order of such layoff or

furlough. This list shall remain in effect for a period of three (3) years and shall be used in the order of seniority to fill vacancies within a classification from which the persons on the preference list may have been furloughed or laid off. In the event a person refuses an offer of a position under this Section, he/she shall be dropped from the list. During the period that employees are on a recall list, they shall keep the Employer informed of any changes in address. Changes in address shall be transmitted to the Agency Personnel Director. The Employer shall not be liable if an employee is not offered recall because of failure to notify the Employer of a change of address. A furloughed employee 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.

## ARTICLE 24 TRANSFERS

Section 1. An employee subject to an involuntary transfer should receive notice thirty (30) calendar days prior to the effective date of such transfer. In addition, such employees shall be allowed up to thirty (30) days in travel status in their new location to provide adequate time for locating new living quarters and to move to the new location. Only that portion of the allowance actually required will be granted. The Commonwealth may approve extensions to the length of travel status.

Section 2. An employee shall not be transferred involuntarily for reasons which are punitive.

Section 3. When the Employer deems it necessary to fill a permanent vacancy in this unit, it shall be filled in the following manner:

- a. The Employer will post notice of the initial vacancy in each District office indicating the location and classification of the vacancy. Each vacancy announcement will indicate a closing date for applications for that particular transfer cycle.
- b. Individuals desiring to transfer to the posted vacancy or resulting vacancies shall notify the Employer in writing indicating a single district office into which they desire to transfer.
- c. Prior to filling a vacancy, the Employer will review all transfer requests for that office, and the most senior employee who, in the Employer's judgement, possesses the requisite skill and ability will be transferred into the vacancy. In the event the selection of the most senior qualified employee would result in the remaining employees at his/her location not having the requisite skill and ability to provide the public service without delay or interruption, the next most senior qualified employee shall be transferred into the vacancy, subject to the provisions of this

Section.

- d. When no qualified employee has indicated a preference for a vacancy the Employer intends to fill and the Employer deems it necessary to fill the vacancy by transfer from another district, the Employer will select the district from which the transfer will be made. From that district, the least senior employee who, in the Employer's judgment, has the requisite skill and ability to perform the job without additional training, will be transferred. In the event the selection of the least senior qualified employee for transfer would result in the remaining employees not having the requisite skill and ability to provide the public service without delay or interruption, the next least senior qualified employee will be selected for transfer, subject to the provisions of this Section.
- e. The above provisions shall not apply to temporary transfers of six months or less, which shall be made at the discretion of the Employer.
- f. The Employer will not be required to consider the transfer request of any employee to fill a permanent vacancy unless one year of service has elapsed since the completion of the employee's training period and/or the employee's last transfer, except when the vacancy would be filled by a trainee.

Section 4. The Employer retains the right to transfer an employee who is unable to fully perform the assigned duties of their position.

Section 5. This Article is not applicable to Liquor Enforcement Officer Trainees during their entire training period.

## ARTICLE 25 CIVIL LEAVE

Section 1. Permanent employees who have not volunteered for jury duty and are called for jury duty or are not a party in a civil or criminal court proceeding but are subpoenaed as a witness to attend such a court proceeding, shall be granted leaves with pay while attending court. Evidence of such duty in the form of a subpoena or other written notification shall be presented to the employee's immediate supervisor as far in advance as practicable. Any fees or compensation received by an employee for service as a juror or witness shall be submitted to the Employer.

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

Worker's Compensation Appeal Board, State Civil Service Commission, and Pennsylvania Human Relations Commission.

Evidence of such duty in the form of a subpoena or other written notification shall be presented to the employee'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.

## ARTICLE 26 MILITARY LEAVE

Employees shall be eligible for military leave as provided by Title 38, U.S. Code, Act 174 and the Commonwealth's Personnel Rules, including amendments.

## ARTICLE 27 CLASSIFICATION

Section 1. An employee who is assigned to perform, in general, the duties and responsibilities of a higher rated classification for a period in excess of ten (10) full consecutive working days will be considered temporarily reassigned. The employee will be paid, retroactive to the beginning of the reassignment, for each full day worked in the reassigned period. This amount will be four and one-half percent of the employee's current rate of pay or the starting rate of the pay range for the higher class, whichever is greater. Once the requirement for the ten full consecutive working days has been met, payment will be included in the biweekly paycheck. An employee who is absent for any paid leave days while reassigned will not be paid at the higher rate for such absence; however, such time off will not break the consecutiveness of the reassignment if the days preceding and succeeding the leave are worked in the reassigned position. Upon completion of the temporary assignment, the employee will be returned to his/her former position and pay, including all longevity steps and service credits to which the employee would have been entitled had he/she remained in his/her former position.

Effective at the beginning of the first calendar quarter following the signing of this Agreement, the first paragraph of this Section shall be replaced by the following:

An employee who is assigned to perform, in general, the duties and responsibilities of a higher rated classification for a period of any five full cumulative days in a calendar quarter, will be considered temporarily reassigned. The employee will be paid, retroactive to the beginning of the reassignment, for each full day worked in the reassigned period. This amount will be four and

one-half percent of the employee's current rate of pay or the starting rate of the pay range for the higher class, whichever is greater. Once the requirement for the five full cumulative day threshold has been met, payment will be included in the biweekly paycheck. An employee who is absent for any paid leave days while reassigned will not be paid at the higher rate for such absence. Upon completion of the temporary assignment, the employee will be returned to his/her former position and pay, including all longevity steps and service credits to which the employee would have been entitled had he/she remained in his/her former position.

Grievances arising from the provisions of this Section shall be submitted in writing and the employee 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. Grievances pertaining to this Section shall be processed through an arbitration panel consisting of one Association representative, one Employer representative, and one permanent neutral arbitrator jointly selected by the parties who is knowledgeable in the field of position classification. If the parties fail to agree upon an arbitrator, either party may request the American Arbitration Association to submit a list of seven possible arbitrators, each of whom is knowledgeable in the field of position classification. The parties shall select the arbitrator by alternately striking one name from the list until one name remains. The Employer shall strike first. The decision of the arbitration panel shall be final and binding.

Section 2. All fees and expenses of the neutral arbitrator shall be divided equally between the parties except where one of the parties of this Agreement requests 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 3. 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 job duties or job content during the term of this Agreement which justifies a change in job classification, may employees process an appeal for a reallocation of their position through the grievance procedure as set forth in this Agreement, except that Step 5, Arbitration, shall be replaced by Section 4 of this Article.

When the employee submits a grievance in Step 1, the employee shall attach to the grievance a description of the job. Employer determinations prior to Step 4 can 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 employee shall be promoted retroactively to the date the grievance was filed in writing.

If a 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 employee shall be demoted to the proper classification and pay range at the nearest step not greater than the employee's current salary. If the employee's salary is greater than the maximum step of the lower pay range, 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.

Section 4. The Association in response to an unfavorable decision at Step 4 may submit classification appeals to an arbitration panel. The panel shall consist of three members; one member appointed by the Employer, one member appointed by the Association, 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 Association. 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 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 if taken. The determination of the panel shall be final and binding in those cases where an employee'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 5. The Employer shall notify the Association of class specification and pay range revisions to classes presently included within this unit as well as class specifications and pay ranges of proposed classes that the Employer may reasonably anticipate will be placed in this unit prior to the submission of these changes to the Executive Board of the Commonwealth. The Association will submit acknowledgement of the receipt of the proposed changes and its comments, in writing, to the Employer within 15 working days of receipt of the notification. If written comments are not received from the Association within 15 working days, the Employer will contact the Association, by telephone, before submitting the proposals to the Executive Board. Reasonable written requests by the Association for time extensions will be granted.

Section 6. In response to the Association's request for a change to the pay range for the

Liquor Enforcement Officer classification from pay range 6 to pay range 7, the Classification and Pay Division, Office of Administration agrees to conduct a study to determine the appropriate pay range. To accomplish this study, a work group will be formed consisting of management personnel and no more than three representatives designated by the Association. The purpose of this work group will be to meet and discuss on the appropriate methods for collecting job information for the study, and once the study is concluded, to meet and discuss regarding the Office of Administration's findings. If after the meet and discuss, the Office of Administration concludes that a pay range adjustment is appropriate, it will be implemented in accordance with Article 12, Section 12.

## ARTICLE 28 PARENTAL LEAVE

### Section 1.      General

All permanent employees of the Employer who become parents through childbirth or formal adoption or placement of a child with an employee for foster care shall be granted parental leave upon request.

### Section 2.      Granting Leave

a.      An employee shall submit written notification to the immediate supervisor stating the anticipated duration of the leave at least two weeks in advance if circumstances permit. Such leaves shall be granted for a period of time not to exceed six months. Upon the request of the employee and at the discretion of the agency head, parental leaves may be extended or renewed for a period not to exceed six months. In no case shall the total amount of leave exceed 12 months. Parental leaves shall begin whenever employees request, and may be used prior to the date of custody or placement when required for adoption or placement to proceed. No unpaid parental leave shall be granted beyond one year from the date of birth or of assuming custody of an adopted child or of placement of a foster child.

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

c.      While an employee is on parental leave, the duties of the position shall either be performed by remaining staff and the position kept vacant or they shall be performed by a substitute employee.

### Section 3.      Re-employment

a.      Every employee has the right to return to the same position in the same classification held before going on parental leave or, if that position no longer exists, to an equivalent position with regard to pay and skill.

Section 4. Seniority Rights

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

Section 5. Annual, Personal, and Sick Leave

An employee is entitled to use accrued sick leave for the period that she is unable to work as certified by a physician. An employee may use all accrued annual and/or personal leave at anytime before, during or after parental leave. Unused leave shall be carried over until return. An employee shall not earn annual, personal and sick leave while on parental leave without pay. Paid leave is not to be included when calculating the six month entitlement.

Section 6. 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 state-paid benefits while on parental leave are published through the Directives Management System (Reference Management Directive 530.4).

Section 7.

It is understood by both parties that the provisions of this Article are consistent with the Pennsylvania Human Relations Act 43 P.S. Section 951 et seq. and the Family and Medical Leave Act of 1993, 29 USC Section 2601 et seq. and that leave granted in accordance with this Article shall be designated as leave under the provisions of this Act.

ARTICLE 29  
FAMILY CARE LEAVE

Section 1. After completing one year of service, permanent employees shall be granted, upon written request, up to 12 weeks of leave without pay in a calendar year for the purpose of attending to the medical needs of a spouse, parent, son or daughter or other person qualifying as a dependent. The one year of service will include all periods of Commonwealth service, provided the employee has worked at least 1250 hours within the last 12 months.

Leave for this purpose may be taken one day at a time if necessary. Leave shall be approved for less than one day at a time when medically necessary due to a serious health

condition as defined in the Family and Medical Leave Act of 1993.

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.

Section 2. State-paid coverage for life insurance and for health benefits as provided in Articles 17 and 18 will continue for the period of time the employee is on family care leave under Section 1 of this Article.

Section 3. It is understood that the twelve week entitlement under Section 1 above may not be extended.

Section 4. Employees will not be required to use accumulated annual and/or personal leave prior to taking family care leave without pay.

Section 5. An employee 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.

Section 6. For the purpose of this Article, parent shall be defined as the biological parent of the employee or an individual who stood in loco parentis to an employee when the employee 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 USC 2601 et seq. and that leave granted in accordance with this Article shall be designated as leave under the provisions of the Act.

Section 8. For the purpose of this Article, the calendar year shall be defined as beginning with the employee's first full pay period commencing on or after January 1 and continuing through the end of the employee's pay period that includes December 31.

ARTICLE 30  
MISCELLANEOUS PROVISIONS

Section 1. In the event that any provisions of this Agreement are found to be inconsistent with existing federal or state statutes, the provisions of such statutes 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.

Section 2. The Commonwealth and the Association 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 herefrom 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 of 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.

ARTICLE 31  
PRESERVATION OF BARGAINING UNIT WORK

Section 1. The Employer shall not assign bargaining unit work to independent contractors, consultants or other non-bargaining unit state employees where such assignment would result in the layoff or downgrading of an employee or prevent the return to work of an available, competent employee except for legitimate operational reasons resulting in reasonable cost savings or improved delivery of service.

Section 2. The Employer shall not assign bargaining unit work which becomes available as a result of a retirement, resignation, termination, promotion, demotion or reassignment of an employee to independent contractors, consultants or other non-bargaining unit state employees except for legitimate operational reasons resulting in reasonable cost savings or improved delivery of service.

Section 3. This Agreement will not be construed so as to prevent managerial, supervisory or

other non-LLEO bargaining unit state employees from performing 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 4. The Employer shall provide the Association with as much advance notice as possible of a proposed assignment of bargaining unit work outside the bargaining unit.

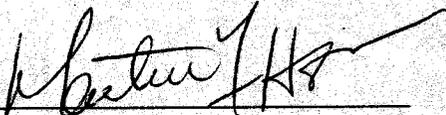
Section 5. At each site where a proposed contract/assignment is to occur, a local labor/management committee shall meet and discuss over the reasons for the assignment. At this time the Employer shall provide to the Association all information it has to support a claim of reasonable cost saving or improved service. The Association 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 Association, the Agency and the Office of Administration. Should the parties be unable to resolve the issue, the Association shall notify the Office of Administration in writing of its intent to submit the matter to the grievance procedure.

Section 6. The Employer and the Association 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.

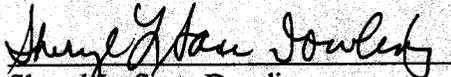
ARTICLE 32  
TERMINATION

This Agreement shall be effective July 1, 1999, except where specifically provided that a particular provision will be effective on another date and shall continue in full force and effect up to and including June 30, 2003. 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.

Commonwealth of Pennsylvania

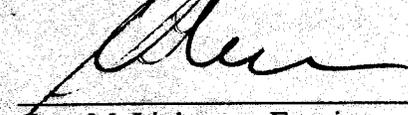


Martin F. Horn  
Secretary of Administration



Sheryl L. Saxe-Dowling  
Commonwealth Chief Negotiator

Fraternal Order of Police  
Conference of Pennsylvania  
Liquor Control Board Lodges



Gary M. Lightman, Esquire  
FOP, Conference of PLCB Lodges

April 19, 2001

**COMMONWEALTH OF PENNSYLVANIA**  
**40 HOUR STANDARD PAY SCHEDULE**  
**EFFECTIVE JULY 1, 1999**  
**SCHEDULE S**

PAY STEP	PAY RANGE <b>6</b>
1	Hourly 15.16 Biweekly 1,212.80 Annual* 31,630
2	Hourly 15.49 Biweekly 1,239.20 Annual* 32,318
3	Hourly 15.82 Biweekly 1,265.60 Annual* 33,007
4	Hourly 16.18 Biweekly 1,294.40 Annual* 33,758
5	Hourly 16.55 Biweekly 1,324.00 Annual* 34,530
6	Hourly 16.91 Biweekly 1,352.80 Annual* 35,281
7	Hourly 17.31 Biweekly 1,384.80 Annual* 36,116
8	Hourly 17.70 Biweekly 1,416.00 Annual* 36,929
9	Hourly 18.08 Biweekly 1,446.40 Annual* 37,722
10	Hourly 18.48 Biweekly 1,478.40 Annual* 38,557

PAY STEP	PAY RANGE <b>6</b>
11	Hourly 18.89 Biweekly 1,511.20 Annual* 39,412
12	Hourly 19.33 Biweekly 1,546.40 Annual* 40,330
13	Hourly 19.75 Biweekly 1,580.00 Annual* 41,206
14	Hourly 20.18 Biweekly 1,614.40 Annual* 42,104
15	Hourly 20.65 Biweekly 1,652.00 Annual* 43,084
16	Hourly 21.12 Biweekly 1,689.60 Annual* 44,065
17	Hourly 21.57 Biweekly 1,725.60 Annual* 45,004
18	Hourly 22.06 Biweekly 1,764.80 Annual* 46,026
19	Hourly 22.54 Biweekly 1,803.20 Annual* 47,027
20	Hourly 23.04 Biweekly 1,843.20 Annual* 48,071

\* Approximate annual rate is derived by multiplying the biweekly rate by 26.08 and rounding to the nearest dollar.

\*\* Applies to all employes whose work week is 40 hours and who are eligible to be paid according to this schedule as outlined in the chapter "Attendance, Holidays, and Leave," Title 4, Pennsylvania Code.

**COMMONWEALTH OF PENNSYLVANIA**  
**40 HOUR STANDARD PAY SCHEDULE**  
**EFFECTIVE JULY 1, 2000**  
**SCHEDULE S**

PAY STEP	PAY RANGE <b>6</b>	PAY STEP	PAY RANGE <b>6</b>
1	Hourly 15.61 Biweekly 1,248.80 Annual* 32,569	11	Hourly 19.46 Biweekly 1,556.80 Annual* 40,601
2	Hourly 15.95 Biweekly 1,276.00 Annual* 33,278	12	Hourly 19.91 Biweekly 1,592.80 Annual* 41,540
3	Hourly 16.29 Biweekly 1,303.20 Annual* 33,987	13	Hourly 20.34 Biweekly 1,627.20 Annual* 42,437
4	Hourly 16.67 Biweekly 1,333.60 Annual* 34,780	14	Hourly 20.79 Biweekly 1,663.20 Annual* 43,376
5	Hourly 17.05 Biweekly 1,364.00 Annual* 35,573	15	Hourly 21.27 Biweekly 1,701.60 Annual* 44,378
6	Hourly 17.42 Biweekly 1,393.60 Annual* 36,345	16	Hourly 21.75 Biweekly 1,740.00 Annual* 45,379
7	Hourly 17.83 Biweekly 1,426.40 Annual* 37,201	17	Hourly 22.22 Biweekly 1,777.60 Annual* 46,360
8	Hourly 18.23 Biweekly 1,458.40 Annual* 38,035	18	Hourly 22.72 Biweekly 1,817.60 Annual* 47,403
9	Hourly 18.62 Biweekly 1,489.60 Annual* 38,849	19	Hourly 23.22 Biweekly 1,857.60 Annual* 48,446
10	Hourly 19.03 Biweekly 1,522.40 Annual* 39,704	20	Hourly 23.73 Biweekly 1,898.40 Annual* 49,510

\* Approximate annual rate is derived by multiplying the biweekly rate by 26.08 and rounding to the nearest dollar.

\*\* Applies to all employees whose work week is 40 hours and who are eligible to be paid according to this schedule as outlined in the chapter "Attendance, Holidays, and Leave," Title 4, Pennsylvania Code.

**COMMONWEALTH OF PENNSYLVANIA**  
**40 HOUR STANDARD PAY SCHEDULE**  
**EFFECTIVE JULY 1, 2001**  
**SCHEDULE S**

PAY STEP	PAY RANGE <b>6</b>	PAY STEP	PAY RANGE <b>6</b>
1	Hourly 16.16 Biweekly 1,292.80 Annual* 33,716	11	Hourly 20.14 Biweekly 1,611.20 Annual* 42,020
2	Hourly 16.51 Biweekly 1,320.80 Annual* 34,446	12	Hourly 20.61 Biweekly 1,648.80 Annual* 43,001
3	Hourly 16.86 Biweekly 1,348.80 Annual* 35,177	13	Hourly 21.05 Biweekly 1,684.00 Annual* 43,919
4	Hourly 17.25 Biweekly 1,380.00 Annual* 35,990	14	Hourly 21.52 Biweekly 1,721.60 Annual* 44,899
5	Hourly 17.65 Biweekly 1,412.00 Annual* 36,825	15	Hourly 22.01 Biweekly 1,760.80 Annual* 45,922
6	Hourly 18.03 Biweekly 1,442.40 Annual* 37,618	16	Hourly 22.51 Biweekly 1,800.80 Annual* 46,965
7	Hourly 18.45 Biweekly 1,476.00 Annual* 38,494	17	Hourly 23.00 Biweekly 1,840.00 Annual* 47,987
8	Hourly 18.87 Biweekly 1,509.60 Annual* 39,370	18	Hourly 23.52 Biweekly 1,881.60 Annual* 49,072
9	Hourly 19.27 Biweekly 1,541.60 Annual* 40,205	19	Hourly 24.03 Biweekly 1,922.40 Annual* 50,136
10	Hourly 19.70 Biweekly 1,576.00 Annual* 41,102	20	Hourly 24.56 Biweekly 1,964.80 Annual* 51,242

\* Approximate annual rate is derived by multiplying the biweekly rate by 26.08 and rounding to the nearest dollar.

\*\* Applies to all employees whose work week is 40 hours and who are eligible to be paid according to this schedule as outlined in the chapter "Attendance, Holidays, and Leave," Title 4, Pennsylvania Code.

**COMMONWEALTH OF PENNSYLVANIA**  
**40 HOUR STANDARD PAY SCHEDULE**  
**EFFECTIVE JULY 1, 2002**  
**SCHEDULE S**

PAY STEP	PAY RANGE <b>6</b>
1	Hourly 16.73 Biweekly 1,338.40 Annual* 34,905
2	Hourly 17.09 Biweekly 1,367.20 Annual* 35,657
3	Hourly 17.45 Biweekly 1,396.00 Annual* 36,408
4	Hourly 17.85 Biweekly 1,428.00 Annual* 37,242
5	Hourly 18.27 Biweekly 1,461.60 Annual* 38,119
6	Hourly 18.66 Biweekly 1,492.80 Annual* 38,932
7	Hourly 19.10 Biweekly 1,528.00 Annual* 39,850
8	Hourly 19.53 Biweekly 1,562.40 Annual* 40,747
9	Hourly 19.94 Biweekly 1,595.20 Annual* 41,603
10	Hourly 20.39 Biweekly 1,631.20 Annual* 42,542

PAY STEP	PAY RANGE <b>6</b>
11	Hourly 20.84 Biweekly 1,667.20 Annual* 43,481
12	Hourly 21.33 Biweekly 1,706.40 Annual* 44,503
13	Hourly 21.79 Biweekly 1,743.20 Annual* 45,463
14	Hourly 22.27 Biweekly 1,781.60 Annual* 46,464
15	Hourly 22.78 Biweekly 1,822.40 Annual* 47,528
16	Hourly 23.30 Biweekly 1,864.00 Annual* 48,613
17	Hourly 23.81 Biweekly 1,904.80 Annual* 49,677
18	Hourly 24.34 Biweekly 1,947.20 Annual* 50,783
19	Hourly 24.87 Biweekly 1,989.60 Annual* 51,889
20	Hourly 25.42 Biweekly 2,033.60 Annual* 53,036

\* Approximate annual rate is derived by multiplying the biweekly rate by 26.08 and rounding to the nearest dollar.

\*\* Applies to all employees whose work week is 40 hours and who are eligible to be paid according to this schedule as outlined in the chapter "Attendance, Holidays, and Leave," Title 4, Pennsylvania Code.

**APPENDIX E**

**LAW ENFORCEMENT, LIQUOR CONTROL LAWS UNIT  
NON-SUPERVISORY**

<b><u>CLASS CODE</u></b>	<b><u>CLASS TITLE</u></b>
70501	Liquor Enforcement Officer Trainee
70502	Liquor Enforcement Officer