

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**COMMONWEALTH OF PENNSYLVANIA**

**AND**

**UNITED GOVERNMENT SECURITY  
OFFICERS OF AMERICA (UGSOA)  
And Its Affiliated Local 304**

**First-Level Supervisors  
Security Unit**

**September 1, 2014 to August 31, 2017**

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## PREAMBLE

The Commonwealth of Pennsylvania has engaged in dialogue with the International Union, United Government Security Officers of America and its affiliated Local No. 304, hereinafter referred to as the Union, in its capacity as a representative of a group of first-level supervisors, more specifically referred to infra, as provided for under "meet and discuss" requirements of the Pennsylvania Public Employee Relations Act of 1970 (Act 195). Hereinafter, when the term "Employer" is used in this Memorandum, it shall mean the Commonwealth of Pennsylvania. As a result of the dialogue, the representatives of the Employer agree to recommend for action and/or approval the following position statement:

WHEREAS, The Pennsylvania Labor Relations Board determined in Case No. PERA-R- 0327-E that certain employees were to be included in a unit of first-level supervisors; and

WHEREAS, The International Union, United Government Security Officers of America is certified by the Pennsylvania Labor Relations Board as the employee organization elected to represent the employees in this unit; and

WHEREAS, The Employer, through its representatives, and the Union, as a representative, have met and discussed in good faith on a number of matters deemed to be bargainable for other public employees covered by the Public Employee Relations Act; and

WHEREAS, The Employer's representatives, as a result of these discussions, make the following recommendations:

### RECOMMENDATION NO. 1 RECOGNITION

The Union is recognized as the exclusive representative for "meet and discuss" purposes for employees within the classifications (specifically, Security Officer 2 and Installation Police Officer Supervisor, DMVA) established by a certification of the Pennsylvania Labor Relations Board, dated May 19, 2004, more specifically referred to as PERA-R-03-247-E, as amended, and that the herein recommendations refer only to those employees falling within that certification. This section shall also apply to all temporary and part-time employees in the above-referenced classifications.

RECOMMENDATION NO. 2  
MANAGEMENT RIGHTS

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

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

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

RECOMMENDATION NO. 3  
UNION SECURITY

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

a. The employee shall send a certified letter of resignation (return receipt requested) along with the official membership card of the Union to Local President as well as a copy by regular mail to the department concerned.

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

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

RECOMMENDATION NO. 4  
DUES DEDUCTION

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

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

Authorization from non-members to deduct fair share fees shall not be required. The amounts to be deducted shall be certified to the Employer by the Union, and the aggregate deductions of all employees shall be remitted together with an itemized statement to the Union by the last day of the succeeding month, after such deductions are made.

Section 3. The employee's written authorization for dues payroll deductions shall contain the employee's name, social security number, agency in which employed, work location (institution, district, bureau, etc.), Union name and local number.

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

Section 5. The dues deduction and fair share fee provisions of this Recommendation shall continue to pertain and be complied with by the Employer with regard to those employees who are promoted from or demoted into the rank and file unit represented by the Union or when any employee is transferred from one position to another position covered by this Memorandum. Dues deductions and fair share fee deductions will be resumed for employees upon their return from leaves of absence without pay or recall from furlough.

Section 6. The Employer shall provide the Union, on a quarterly basis, a list of all employees in the supervisory unit represented by the Union. This list shall contain the employee's name, social security number, address, agency in which employed, class code, work location (institution, district, bureau, etc.) and whether or not the employee is a member or non-member.

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

## RECOMMENDATION NO. 5 HOURS OF WORK

Section 1. The work week for employees of this Unit shall consist of any five days within a consecutive seven calendar-day period except for employees working at hospitals or mental retardation centers in the Department of Human Services or Veterans' Centers in the Department of Military and Veterans' Affairs. The work schedule for employees working at hospitals or mental retardation centers in the Department of Human Services or Veterans' Centers in the Department of Military and Veterans' Affairs shall consist of any ten days in a consecutive fourteen calendar-day period. The Department of Human Services and the Department of Military and Veterans' Affairs agree, except in an emergency situation, to avoid scheduling such employees to work for a consecutive twenty day period.

The Union agrees to meet and discuss, upon request of the Department of Conservation and Natural Resources, work schedules at designated State Parks. Schedules at variance with other specific provisions of this Memorandum may result.

Section 2. The workday shall be defined as a twenty-four (24) hour period beginning with the start of the employee's regularly scheduled shift and terminating twenty-four (24) hours thereafter.

Section 3. The work shift shall consist of 7 ½ or 8 work hours within a pre-established work schedule.

Section 4. The regular hours of work for any shift shall be consecutive except that they may be interrupted by a meal period.

Section 5. Work schedules showing the employees' shifts, work days and hours shall be posted on applicable departmental bulletin boards. Except for emergencies, changes shall be posted one week in advance.

Where changes are made by the Employer for other than emergency reasons or where schedules are to be adopted for new programs, the Employer agrees to meet and discuss with the Union or a designated union representative prior to the implementation of such changes or schedules.

The Employer agrees to meet and discuss, upon the request of the local union steward, concerning the issue of rotating weekend work.

Section 6. In the event of a change in shift from a pre-established work schedule, employees must be off regularly scheduled work for a minimum of sixteen (16) hours, except that in the Department of Conservation and Natural Resources employees must be off regularly scheduled work for a minimum of ten (10) hours. However, effective on the date of the signing of this Memorandum, in the event of a documented increase in the state or National security level, Department of General Services employees must be off regularly scheduled work for a minimum of only eight (8) hours.

Only a minimum of eight (8) hours off need be granted for Department of Conservation and Natural Resources employees involved in the semi-annual winter/summer and summer/winter changeovers.

Employees not receiving the minimum required hours off between shifts will be paid in accordance with Recommendation 19, Section 1.

Section 7. At the request of the Union, the Employer agrees to meet at the local level to discuss the issue of scheduling employees. The Union may propose alternate schedules for the consideration of the Employer. If the proposed schedules do not increase operating costs, require increased complement, affect accreditation/certification criteria or adversely impact the operational efficiency or standards of service, then the Employer will not unreasonably refuse to implement the new schedule. Disputes arising from this Section may only be submitted to a committee composed of a representative of the Union, a representative from the involved department and a representative from the Office of Administration. The parties comprising this committee may participate via conference call. The decision of the committee shall be final on any issue(s) raised.

Section 8. Non-permanent/irregularly scheduled employees who work at the Farm Show Complex will be guaranteed at least four (4) hours of work or pay should the Employer determine it is necessary to send the employee home early because of lack of work.



RECOMMENDATION NO. 6  
REST PERIODS

Section 1. All employees shall be permitted a fifteen-minute paid rest period (uninterrupted) during each one-half work shift provided the employee works a minimum of three hours in that one-half shift. Whenever practical the employee shall be permitted to take the rest period at the middle of such one-half shift. The Employer, however, shall be able to vary the scheduling of such period when, in its opinion, the demands of work require such variance.

Employees who are required to work through their rest period will be compensated, at the appropriate rate, for such time worked. Such time will be considered to be in addition to their regular hours worked for that shift.

Section 2. Employees who work, without interruption, beyond their regular shifts for at least one hour shall receive a fifteen-minute paid rest period and shall thereafter receive a fifteen-minute paid rest period for each additional two hours of such work unless at the end of such two-hour period the employee's work is completed or unless the employee takes a meal period during or at the end of the two-hour period. If the employee takes a meal period at the expiration of their normal work day, then the employee shall thereafter be given a fifteen-minute rest period for each additional two hours of such work unless at the end of such two-hour period their work is completed or unless the employee takes a meal period during or at the end of the two-hour period.

Section 3. Part-time employees shall be granted a fifteen-minute rest period during each 3 <sup>3</sup>/<sub>4</sub> hour work period.

RECOMMENDATION NO. 7  
MEAL PERIODS

Section 1. All employees shall be granted a meal period, which period shall fall within the third to fifth hours of their work shift, unless emergencies require a variance. Present practices relating to meal periods for part-time employees shall remain in effect and may only be changed after a meet and discuss with the Union.

Section 2. If employees are required to work more than two (2) hours beyond their regular shift quitting time, they will be allowed a meal period at the end of the initial two (2) hour period or sooner. In addition, employees shall be allowed a meal period for each four hours worked beyond each meal period. If an employee works more than three (3) hours after their scheduled quitting time and has not had notice of such work requirement at least two (2) hours before commencement of the regular shift, the Employer shall furnish a meal or compensate the employee for a meal in an amount actually expended and not to exceed \$8.00.

RECOMMENDATION NO. 8  
EATING AND SANITARY FACILITIES

The Employer shall provide adequate eating space and sanitary facilities at all permanent locations, which shall be properly heated and ventilated.

RECOMMENDATION NO. 9  
HOLIDAYS

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

1. New Year's Day - January 1
2. Martin Luther King, Jr.'s Birthday - 3rd Monday in January
3. Presidents' Day - 3rd Monday in February
4. Memorial Day - Last Monday in May
5. Independence Day - July 4
6. Labor Day - 1st Monday in September
7. Columbus Day - 2nd Monday in October
8. Veterans' Day - November 11
9. Thanksgiving Day - 4th Thursday in November
10. Christmas Day - December 25

The holiday shall be celebrated on the date listed above.

Section 2. A permanent full-time employee shall be granted one day of paid leave on or in lieu of each of the holidays set forth in Section 1 provided the employee was scheduled to work on that day and the employee was in an active pay status for the last half of the employee's scheduled work day immediately prior and the first half of the employee's scheduled work day immediately subsequent to the actual holiday. If a holiday occurs while employees are on leave without pay under Recommendation 16, Section 3, they shall be paid for the holiday provided the employees were in active pay status the last half of the employee's scheduled work day immediately prior and the first half of the employee's scheduled work day immediately subsequent to the leave without pay.

An employee who is on long term leave without pay (longer than one full pay period) and returns to active pay status on the day immediately prior and immediately subsequent to a holiday will not be paid for the holiday unless the leave without pay has terminated and the employee continues in an active pay status.

If a holiday is observed while a permanent full-time employee is on sick leave, 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.

When a holiday occurs on an employee's scheduled day off, the employee shall receive one day of paid leave in lieu of such holiday; provided, however, that whenever the Employer determines that staffing requirements prevent granting paid leave, the employee shall be given an additional day's pay in lieu of a day of paid leave.

Section 3. If a permanent full-time employee works on any of the holidays set forth in Section 1 of this Recommendation, the employee shall be compensated at one and one-half times 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 a holiday up to a full shift. If such time is worked during the employee's regularly scheduled shift, the paid time off shall be in lieu of holiday pay for that time under Section 3 above. Paid time off for time worked outside the employee's regularly scheduled shift shall not be in lieu of such holiday pay.

Section 4. Employees will be permitted to use paid time off awarded for working the holidays listed in Section 1 within 120 calendar days succeeding the designated holiday. Available compensatory time may be used by an employee for call-offs, emergencies, etc., in accordance with existing procedures for reporting off.

Employees may select the date on which they utilize their compensatory time awarded for working the holidays listed in Section 1 provided they have given the Employer three weeks' notice and the Employer will respect the requested selection time as long as it is not detrimental to the efficiency of the operation. If the employee makes no attempt to schedule the earned paid time off within the 120 calendar day period succeeding the holiday, such time will be scheduled by the Employer or paid for by the Employer at the employee's regular hourly rate of pay. By mutual consent of the Employer and employee involved, such scheduling period may be extended an additional thirty (30) calendar days.

Section 5. An employee who is scheduled to work on a holiday and is absent for an unauthorized reason on that day shall not be eligible to receive the holiday, holiday pay, or compensatory time off.

Section 6. Permanent part-time employees shall receive holidays on a pro-rata basis. Employees, at the option of the Employer, shall receive either pro-rated paid leave or shall be paid at their regular hourly rate of pay in lieu of such paid leave.

Permanent part-time employees shall be compensated at one and one-half times their regular hourly rate of pay for all hours worked on a holiday set forth in Section 1 above.

Section 7. Any permanent employee separated from the service of the Employer for any reason prior to taking accrued paid time off earned by working the holidays listed in Section 1 shall be compensated in lump sum for any unused paid time off the employee has accumulated up to the time of separation.

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

Section 8. Whenever the Employer declares a special holiday or part holiday for all employees under the Governor's jurisdiction, all permanent employees who are required to work on the day on which such holiday hours occur shall receive time off with pay for all hours worked up to the number of hours in the employee's normal work shift, if a full holiday is declared, or up to a pro-rata share of the normal work shift if a partial holiday is declared. The Employer shall have the option of paying the employee their regular hourly rate of pay in lieu of such equivalent time off with pay.

Section 9. When an employee's work shift overlaps the calendar day, the first shift of the employee in which fifty percent (50%) or more of the time occurs on the applicable holiday shall be considered in the holiday period and the holiday period shall end twenty-four (24) hours after the commencement of that shift.

Section 10. In no event shall an employee be entitled to duplicate holiday payment. Time worked during an employee's regular shift shall not be excluded from hours worked for the purposes of determining eligibility for overtime pay under Section 1 of Recommendation 19 of this Memorandum.

Section 11. There shall be no duplication or pyramiding of any premium pay provided for under the provisions of this Memorandum for the same hours worked.

#### RECOMMENDATION NO. 10 PERSONAL LEAVE DAYS

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

a. One (1) paid personal leave day will be earned in the employee's first calendar year of employment provided the employee has 150 hours (37.5 hour workweek) or 160 hours (40 hour workweek) in an active pay status in the calendar year.

b. One (1) paid personal leave day per one-half calendar year will be earned in the employee's second calendar year of employment provided the employee has 150 hours (37.5 hour workweek) or 160 hours (40 hour workweek) in an active pay status in each one-half calendar year.

c. For employees in their third calendar year of employment, two (2) paid personal leave day will be earned in the first half calendar year and one (1) paid personal leave day will be earned in the second half calendar year provided the employee has 150 hours (37.5 hour workweek) or 160 hours (40 hour workweek) in an active pay status in each one-half calendar year.

d. One (1) paid personal leave day per one-quarter calendar year will be earned in the employee's fourth calendar year of employment provided the employee has 150 hours (37.5 hour workweek) or 160 hours (40 hour workweek) in an active pay status in each one-quarter calendar year.

e. In an employee's fifth and subsequent calendar years of employment, one personal leave day shall be earned during the first, second and fourth quarters of each calendar year. Two personal leave days shall be earned during the third quarter of each calendar year. An employee must have 150 hours (37.5 hour workweek) or 160 hours (40 hour workweek) in an active pay status in each one-quarter calendar year to earn the personal leave entitlement under this Section.

f. Employees may be eligible for one additional personal leave day to be earned in the first calendar quarter provided the requirements of Recommendation 13, Section 13 are met.

g. Leave service credit earned during all periods of employment with the Employer 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, the third calendar year of employment, the fourth calendar year of employment, or the fifth and subsequent calendar 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. 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 seniority as it relates to total years of continuous service in the supervisory unit in the department at the work site shall be given a choice of personal leave in the event of any conflict in selection. Where reasonable opportunities are available for selection of personal leave on a seniority basis, approved requests shall not be revoked if a conflict in selection develops after the selection period.

The Employer will not arbitrarily deny requests for use of personal leave time on weekends when the employee is scheduled to work.

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 Employer for those days of personal leave used but not earned.

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

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

Section 6. All permanent part-time employees shall receive personal leave days on a pro rata basis calculated to the nearest half day provided they are in an active pay status a percentage of the 150 hours (37.5 hour workweek) or 160 hours (40 hour workweek) equal to the percentage of hours normally worked in a biweekly pay period during the earning periods specified in Section 1.

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

Section 8. For the purpose of this Recommendation, 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. For the purpose of this Recommendation, the calendar quarters shall be defined as beginning with the first full pay period in January through March 31, April 1 through June 30, July 1 through September 30, and October 1 through the last full pay period of the leave calendar year, which is the pay period that includes December 31.

RECOMMENDATION NO. 11  
LEAVES OF ABSENCE

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

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

Section 3. All requests for leave must be submitted in writing to the employee's immediate supervisor and shall be answered in writing. Requests for emergency type leaves shall be answered before the end of the shift on which the request is made. Except for such emergency type leaves, the time when leave is taken is within the discretion of the Employer.

Requests for any type of leave to which an employee is entitled under this Memorandum 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 4. Employees shall be granted up to four (4) hours of administrative leave per calendar year to donate blood.

Section 5. For the purpose of this Recommendation, 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.

Section 6. A reasonable number of employees will be granted a leave of absence for the purpose of attending contract negotiations. Such leave will be requested and granted in accordance with Management Directive 590.1.

RECOMMENDATION NO. 12  
VACATIONS

Section 1. Employees shall be eligible for annual leave after 30 days of service with the Employer in accordance with the schedule outlined below. Service for the purpose of determining the annual leave earning rate is leave service credit, which includes all periods of Commonwealth service during which an employee had previously earned leave and leave service credit.

**Maximum Annual Leave Entitlement Per Year**

Up to 3 Years of Service:

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

37.5 Hour Workweek: 52.5 Hours (7 days)

40 Hour Workweek: 56 Hours (7 days)

Over 3 Years to 15 Years of Service Inclusive:

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

37.5 Hour Workweek: 112.5 Hours (15 days)

40 Hour Workweek: 120 Hours (15 days)

Over 15 Years to 25 Years of Service Inclusive:

Annual Leave will be earned at the rate of 7.70% of all Regular Hours Paid:

37.5 Hour Workweek: 150 Hours (20 days)

40 Hour Workweek: 160 Hours (20 days)

Over 25 Years of Service (for Employees Hired Prior to July 1, 2011 Only):

Annual Leave will be earned at the rate of 10% of all Regular Hours Paid:

37.5 Hour Workweek: 195 Hours (26 days)

40 Hour Workweek: 208 Hours (26 days)

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

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

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



Section 3. Vacations shall be scheduled and granted for periods of time requested by the employee subject to management's responsibility to maintain efficient operations. 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 seniority as it relates to total years of continuous service with the Employer in the supervisory unit in the department at the work site shall be given the choice of vacation periods in the event of any conflict in selection. Where reasonable opportunities are available for selection of vacations on a seniority basis, approved requests shall not be revoked if a conflict in selection develops after the selection period. Except for in the Department of Labor and Industry, the selection period shall be January 1 to the end of February of each calendar year for vacations from March 1 through the end of February of the following year, unless there are existing or subsequent agreements on selection periods at appropriate local levels.

The Department of Labor and Industry shall have two selection periods per calendar year. For vacations from January 1 to June 30, the selection period shall be September 1 through 30 of the preceding year. For vacations from July 1 to December 31, the selection period shall be from March 1 through 31.

The Employer will answer requests for leave submitted during the selection period within twenty (20) calendar days of the conclusion of the selection period.

The Employer will not arbitrarily deny requests for the use of annual leave on weekends when the employee is scheduled to work.

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

Section 6. Employees separated for any reason prior to taking their vacation, shall be compensated in a lump sum for the unused vacation they have accumulated up to the time of separation.

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

Section 7. Unused annual leave shall be carried over from one calendar year to the next provided that in no case shall the amount thus carried over exceed forty-five (45) days (337.5 hours or 360 hours). However, employees will be permitted to carry over annual leave in excess of the forty-five day limit into the first seven (7) pay periods of the next calendar year. Any days carried over in accordance with this Section which are not scheduled and used during the first seven (7) pay periods of the next calendar year will be converted to sick leave, subject to the 300 day limitation contained in Recommendation 13, Section 2. Scheduling of those days carried over shall be in accordance with Section 3 above.

Section 8. If an employee is required to return to work after commencement of a prescheduled vacation, the employee shall be compensated at one and one-half times the employee's regular hourly rate of pay for all hours required to work on the prescheduled vacation day or days off. The employee shall be permitted to reschedule such vacation day or days in accordance with Section 3.

Section 9. The provisions of Section 1 and 2 of this Recommendation shall not apply to temporary employees unless such employees have worked 750 regular hours by the end of the last full pay period in each calendar year. It is understood that this Section does not apply to a furloughed employee who, during the recall period, returns to the Employer's payroll in a temporary capacity.

Section 10. Employees on leave without pay to attend official union conventions or conferences in accordance with Recommendation 16, Section 3, shall have that time included in regular hours paid for purposes of earning annual leave entitlement and credited service under Section 1 above.

Section 11. 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 leave privileges. Permanent employees with less than one year of service since their last date of hire may not anticipate annual leave.

Section 12. An employee who is furloughed and is not employed in another position within 14 calendar days of the effective date of furlough will receive a lump sum payment for all earned, unused annual leave unless the employee requests in writing before the end of the 14 calendar days to freeze all earned, unused annual leave.

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

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

Section 13. For the purpose of this Recommendation, 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.

Section 14. Permanent full-time employees who are normally scheduled the same regular days off throughout the work year shall not have their regular days off changed when such days off immediately precede or follow periods of approved compensable leave of at least five (5) consecutive workdays.

RECOMMENDATION NO. 13  
SICK LEAVE AND BEREAVEMENT LEAVE

Section 1. a. Employees shall be eligible to use paid sick leave after 30 calendar 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 4.24% of all Regular Hours Paid:

37.5 Hr. Workweek: 82.5 Hrs. (11 days)

40 Hr. Workweek: 88 Hrs. (11 days)

b. Regular Hours Paid as used in this Recommendation include all hours paid except overtime, standby time, 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 (2250 or 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 in the opinion of the Employer, the employee has been abusing the sick leave privilege. The total circumstances of an employee's use of sick leave rather than a numerical formula shall be the basis upon which the Employer's final determination is made that the employee is abusing sick leave. Discipline based upon patterns of sick leave use will be treated under the basic concepts of just cause. Seasonal employees (those who work from Memorial Day through Labor Day) in the Bureau of State Parks, Department of Conservation and Natural Resources, shall provide satisfactory proof of all illness in order to be granted sick leave.

Section 4. Where sickness in the immediate family requires the employee's absence from work, employees may use not more than five (5) days of such sick leave entitlement in each calendar year for that purpose. Immediate family for the purposes of this Section is defined as the following persons: husband, wife, domestic partner, child, step-child, foster child, parent, brother or sister of the employee or child of the employee's domestic partner. The Employer may require proof of such family sickness in accordance with Section 3 above.

Section 5. Where a family member's serious health condition requires the employee's absence from work beyond 20 days (150/160 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:

<b>Leave Service Credit</b>	<b>Sick Family Allowance</b>
Over 1 year to 3 years	Up to 52.5/56 additional hours (7 days)
Over 3 years to 15 years	Up to 112.5/120 additional hours (15 days)
Over 15 years to 25 years	Up to 150/160 additional hours (20 days)
Over 25 years	Up to 195/208 additional hours (26 days)

b. During the initial 20 days (150/160 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 (150/160 hours). A separate 20 day (150/160 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 (150/160 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 (150/160 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, domestic partner, child, step-child, foster child, or parent of the employee or child of the employee's domestic partner or any other person qualifying as a dependent under IRS eligibility criteria.

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

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	11

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

(1) Superannuation retirement with at least five (5) years of credited service in the State and/or Public School Retirement Systems, or

(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 twenty-five (25) years of credited service in the State and/or Public School Retirement Systems, or

(4) After seven years of service, death prior to retirement or separation from service except as provided in Section 8.

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

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

e. Effective as soon as practically and legally possible, the Commonwealth will adopt a tax-qualified Leave Payout Plan. All employees who attain age 55 before or during the calendar year they separate from service after adoption of the Leave Payout Plan shall have the

leave payouts otherwise payable for accumulated and unused Annual Leave, Personal Leave, Compensatory Leave, Holiday Leave and Sick Leave, up to the maximum allowable by law, deposited in an account in the employee's name, provided however that if the total amount of leave payout is \$5000 or less, this amount shall be paid to the employee in cash. Amounts in excess of the maximum allowable amount will be paid to the employee in cash.

Section 8. When an employee dies as the result of a work-related accident, the Employer 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 Employer will pay 30% of the employee's unused sick leave to 90 days. Such payment shall not be made for part days of accumulated sick leave.

Section 9. The provisions of Section 1 of this Recommendation shall not apply to temporary employees unless such employees have worked 750 regular hours by the end of the last full pay period in each calendar year. It is understood that this Section does not apply to a furloughed employee who, during the recall period, returns to the Employer's payroll in a temporary capacity.

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

Section 11. 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 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 12. For the purpose of this Recommendation, 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.

Section 13. Employees who have more than one year of service since their most recent date of hire and use no sick leave in an entire leave calendar year shall earn one personal day in addition to those earned under Recommendation 10, Sections 1.a., 1.b., 1.c., 1.d. and 1.e. which will be available for use in the following leave calendar year. Sick bereavement leave used will not be counted; however, all other types of paid sick leave; unpaid sick leave used under Recommendation 16; and paid and unpaid leave used for work-related injuries shall count as sick leave for this section.

Section 14. For the purpose of this Recommendation, domestic partner shall be defined as a same sex domestic partner who meets the eligibility criteria established by the Commonwealth.

RECOMMENDATION NO. 14  
CIVIL LEAVE

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

a. Who have not volunteered for jury duty and are called for jury duty

or

b. Who are not a party in a civil or criminal court proceeding, but are subpoenaed as a witness to attend such a court proceeding to fulfill their civic duty or serve in the interest of their employing department. However, an employee in this unit who is requested to appear in a court or hearing as a result of their performance of official duties for a secondary employer, which is not a civil duty or serving in the interest of their employing department, shall not be granted civil leave and shall appear on their own time which may be charged to annual or personal leave. If leave is not available, leave without pay for such purpose shall be granted.

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

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

Evidence of such civic 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 possible.

Section 2. 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, Workers' 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 Recommendation is intended to mean only the following courts: Minor Judiciary Court, Courts of Common Pleas, Commonwealth Court and the United States District Court.

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

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

#### RECOMMENDATION NO. 15 MILITARY LEAVE

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

Section 1. Military Leave

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

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

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

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



Section 2. Pennsylvania National Guard

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

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

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

c. Military leaves with compensation shall also be granted to members of the Pennsylvania National Guard on all working days during which, as members of the Pennsylvania National Guard, they shall be engaged in the active service of the Commonwealth as ordered by the Governor when an emergency in the Commonwealth occurs or is threatened, or when tumult, riot or disaster shall exist or is imminent. The rate of compensation for a military leave day shall be the employee's regular rate of compensation for the employee's regular classification.

Section 3. General

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

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

Section 4. Granting, Duration and Expiration

- a. Military leave without pay must be granted for the following military services:
  - (1) For all active duty (including full-time National Guard duty).
  - (2) For initial active duty for training.
  - (3) For other active or inactive military training duty. Employees who volunteer for additional duty not required as part of routine reserve training shall provide four weeks' notice to their immediate supervisor prior to the commencement of such duty.
- b. Military leave without pay is available for five years plus any involuntary service during wartime or national emergency. The five years is cumulative throughout employment.
- c. Military leave without pay shall expire:
  - (1) For periods of more than 180 days, no more than 90 days after the completion of the service.
  - (2) For periods of service of more than 30 days but less than 181 days, no more than 14 days after the completion of the service.
  - (3) For periods of service that were less than 31 days, the first full regularly scheduled work period following the period of service or up to eight hours after an opportunity to return from the place of service to the employee's home.
  - (4) For periods of hospitalization or convalescence from illness or injury incurred during the period of service, up to two years after the period of service or when recovered, whichever occurs sooner.
  - (5) For circumstances beyond an employee's control, the above periods may be extended upon demonstration of such circumstances.

Section 5. Re-employment

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

- a. The employee is capable of performing the essential functions of the position.

- b. For temporary employees, the temporary position has not yet expired.
- c. For periods of service delineated in Section 4 (c) (1) and (4), written application for reemployment is provided to the agency head.

Section 6. Seniority Rights

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

Section 7. Retirement Rights

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

Section 8. Loss of Benefits

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

Section 9. Physical Examination

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

Section 10. For the purpose of this Recommendation, 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.

RECOMMENDATION NO. 16  
LEAVES OF ABSENCE WITHOUT PAY

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

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

Section 3. Union officials or elected delegates shall be granted up to six (6) weeks leave without pay each year without loss of seniority credit where such time is necessary to enable them to attend official union conventions, conferences, training seminars or other meetings of vital interest to the Union.

Employees who have been selected, elected or appointed as Union representatives or officials may be granted leave without pay for a maximum of 20 days per calendar year for the purpose of conducting Union business without loss of seniority credit.

Such leave is to be properly requested by the Union in writing to the Office of Administration, Bureau of Labor Relations, at least fourteen (14) calendar days in advance and will be granted subject to management's responsibility to maintain efficient operations.

Employees may use accrued annual or personal leave in-lieu of leave without pay under this Section.

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

Section 5. a. After completing one year of service, permanent employees shall be granted, upon written request, up to six months of sick leave without pay with benefits, on a rolling twelve month year basis, provided the employee has at least 1250 hours of actual work time within the twelve months preceding the commencement of the leave. If the illness or disability is due to a serious health condition as defined by the Family and Medical Leave Act, leave shall be granted for less than two consecutive weeks. The request, which shall be submitted in advance of the leave if circumstances permit, shall include proof of illness or disability in the form of a doctor's certificate which shall state a prognosis and expected date of return. If requested and properly documented as medically necessary, leave under this Section shall be approved on an intermittent or reduced-time basis during the first twelve weeks of absence per rolling twelve month year. After twelve weeks of absence, whether taken intermittently, on a reduced-time basis, or continuously, subsequent leaves in the rolling twelve month year shall not be approved for periods less than two consecutive weeks.

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

c. One aggregate six month entitlement of leave without pay with benefits will be provided for sick leave without pay used under this Section, parental leave without pay used under Recommendation 17, Section 1.a., and family care leave without pay used under Recommendation 41, Section 1. Leave used under these Recommendations will be deducted from the six month entitlement and run concurrently.

d. After the employee has used an aggregate of six months of leave without pay with benefits under this Section, Recommendation 17, Section 1.a., and/or Recommendation 41 Section 1, the Employer is not required to grant subsequent leave without pay with benefits until such time that the employee again becomes eligible for some portion of the six month entitlement under the rolling twelve month year, provided that the employee has 1250 hours of actual work time within the twelve month period preceding commencement of the leave.

e. The continuation of benefits under this Section is subject to the employee's payment of any required employee contribution under Recommendation 24, Section 3.

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

Section 6. Upon request of the employee, an extension of up to an additional six months of leave without pay shall be granted provided the employee provides proof of continuing illness or disability in the form of a doctor's certificate which shall state a prognosis and expected date of return. The extension shall be without benefits and shall be contiguous to the termination of the initial six months of leave without pay with benefits. It shall not be used on an intermittent or reduced-time basis. Upon certification from the employee's doctor that the employee is able to return to work, the employee shall be offered a position in the same classification and seniority unit for which a vacancy exists and to which there are no seniority claims and which the agency intends to fill. If such a position is not available, the employee shall be offered, during the remainder of the six-month period, any position in the same classification, in a lower classification in the same classification series, or a position previously held, within the same geographical/organizational limitation as the seniority unit, for which a vacancy exists and to which there are no seniority claims and which the agency intends to fill. If the employee refuses an offer of a position in the same classification, the employee's rights under this Section shall terminate. If the employee accepts a position in a lower classification or a position previously held, the employee will be offered a position in the same classification if there is a vacancy in that classification during the remainder of the six-month period in the seniority unit, provided there are no seniority claims to the position, and the agency intends to fill the position.

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

Section 7. Upon the expiration of any approved leave of absence without pay, except as provided in Section 6 above, Recommendation 17, Section 3 and Recommendation 41, Section 5, the employee is entitled to return to a position in the same or equivalent classification within the agency, subject to the furlough provisions of Recommendation 28 Seniority.

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

Section 9. State-paid coverage for life insurance and state payments toward coverage for health benefits as provided in Recommendations 23 and 24 will continue for the period of time the employee is on sick leave without pay with benefits under Section 5 of this Recommendation.

Section 10. Any changes to leave covered by the FMLA, which are incorporated into the successor to the 2011-2015 AFSCME Master Memorandum and go into effect during the term of this Memorandum will also apply to this unit.

## RECOMMENDATION NO. 17 PARENTAL LEAVE

### Section 1. General

a. After completing one year of service, 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 up to six months of parental leave without pay with benefits upon request, on a rolling twelve month year basis, provided the employee has at least 1250 hours of actual work time within the twelve months preceding the commencement of the leave. Leave under this Section may be approved on an intermittent or reduced-time basis during the first twelve weeks of absence. After twelve weeks of absence, whether taken intermittently, on a reduced-time basis, or continuously, subsequent leaves in the rolling twelve month year shall not be approved for periods less than two consecutive weeks.

b. One aggregate six month entitlement of leave without pay with benefits will be provided for parental leave without pay used under Section 1.a., sick leave without pay used under Recommendation 16, Section 5.a., and family care leave without pay used under Recommendation 41, Section 1. Leave used under these Recommendations will be deducted from the six month entitlement and run concurrently.

c. After the employee has used an aggregate of six months of leave without pay with benefits under this Section, Recommendation 16, Section 5.a., and/or Recommendation 41,

Section 1, the Employer is not required to grant subsequent leave without pay with benefits until such time that the employee again becomes eligible for some portion of the six month entitlement under the rolling twelve month year, provided that the employee has at least 1250 hours of actual work time within the twelve month period preceding commencement of the leave.

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

e. The continuation of benefits under this Section is subject to the employee's payment of any required employee contribution under Recommendation 24, Section 3.

### 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. Parental leave shall begin whenever employees request on or after the birth, adoption or foster care placement. However, it may be used prior to the date of custody or placement, when required for the adoption or placement to proceed. No parental leave shall be granted beyond one year from the date of birth, of assuming custody of an adopted child or of placement of a foster child.

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

c. During the first six months of absence under Section 1.a. of this Recommendation, the duties of the employee's 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

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

During any extension period, under Section 1.d. of this Recommendation, the employee, upon written request to return to work, shall be offered a position in the same classification and seniority unit for which a vacancy exists and to which there are no seniority claims and which the agency intends to fill. If such a position is not available, the employee shall be offered, during the remainder of the six-month period, any position in the same classification, in a lower classification in the same classification series, or a position previously held, within the same geographical/organizational limitation as the seniority unit, for which a vacancy exists and to

which there are no seniority claims and which the agency intends to fill. If the employee refuses an offer of a position in the same classification, the employee's rights under this Section shall terminate. If the employee accepts a position in a lower classification or a position previously held, the employee will be offered a position in the same classification if there is a vacancy in that classification during the remainder of the six-month period in the seniority unit, provided there are no seniority claims to the position, and the agency intends to fill the position.

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 shall continue to accrue during parental leave.

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

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

Section 6. Benefits

State-paid coverage for life insurance and state payments toward coverage for health benefits as provided in Recommendations 23 and 24 will continue for the period of time the employee is on parental leave without pay with benefits under Section 1.a. of this Recommendation.

Section 7. Guidelines

Guidelines established by the Secretary of Administration regarding parental leave and benefits while on parental leave are published through the Directives Management System (Reference Management Directive 530.30).

Section 8. It is understood by both parties that the provisions of this Recommendation 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.

Section 9. Any changes to leave covered by the FMLA, which are incorporated into the successor to the 2011-2015 AFSCME Master Memorandum and go into effect during the term of this Memorandum will also apply to this unit.



RECOMMENDATION NO. 18  
SALARIES AND WAGES

Section 1. Effective September 1, 2014, employees will continue to be paid in accordance with the July 1, 2014 Standard Pay Schedule in Appendix A.

Section 2. Effective July 1, 2015, each employee covered by this Memorandum who is in an active pay status shall receive a general pay increase of one and one-half percent (1.5%). This increase is reflected in the Standard Pay Schedule in Appendix B.

Section 3. Any general pay increases obtained by AFSCME for employees covered by their Master Memorandum which are to be effective during the time period from July 1, 2016 through August 31, 2017 will also be granted to this unit.

Section 4. A permanent salaried employee whose salary exceeds the maximum of the employee's applicable pay scale group when the general pay increases outlined in Sections 2 and 3 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 scale group 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 5. a. Employees hired into classifications covered by this Memorandum shall be paid the minimum rate for the pay scale group assigned to their classification as reflected on the Standard Pay Schedule.

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

Section 6. a. Employees covered by this Memorandum who have been employed continuously by the Commonwealth since January 31, 2014 will be eligible to receive a one step service increment effective on the first day of the first full pay period in January 2015.

b. Any annual service increments/cash payments obtained by AFSCME for employees covered by their Master Memorandum which are to be effective during the time period from July 1, 2016 through August 31, 2017 will also be granted to this unit.

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

d. During the term of this Memorandum, employees who are at or above the maximum step of their pay scale group at the time they become eligible for a service increment as outlined in Subsections a. and b., 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 7. a. When an employee covered by this Memorandum is promoted to another classification in a higher pay scale group, the employee shall receive an increase of four steps for each pay scale group the employee is promoted or the minimum of the new pay scale group, whichever is greater.

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

c. When an employee covered by this Memorandum is transferred to another classification in the same pay scale group, the employee shall be placed at the same step in the pay scale group.

Section 8. The cash payments provided for in this Recommendation 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 9. An employee in an inactive pay status shall, upon return to active pay status, be entitled to the above general pay increases outlined in Sections 2 and 3; the cash payments outlined in Sections 4 and 6; and the service increments outlined in Section 6 where applicable.

Section 10. The salaries of employees shall be paid biweekly. In the event the payday occurs on a holiday, the preceding day shall be the payday.

Section 11. The policies regarding pay scale group revisions contained in the Commonwealth's Personnel Rules shall continue.

Section 12. All employees are required to sign up for direct deposit of paychecks and travel expense reimbursement.

RECOMMENDATION NO. 19  
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. For employees of the Department of Human Services and the Department of Military and Veterans' Affairs, for any work in excess of eight hours in any one work day and in excess of 80 hours in any biweekly work schedule.

c. There shall be no duplication of premium pay for the same hours worked under the provisions of Subsections a. and b. of this Section.

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

a. Hours worked, excluding standby time.

b. Rest periods.

c. Holidays, except:

(1) Where the Employer exercises its option to pay for a holiday which occurs on an employee's day off in lieu of granting time off with pay or the employee consents to forego a day of paid leave.

(2) Where the employee is paid for compensatory time earned as a result of working a holiday.

d. Annual leave.

e. Compensatory leave; to be included in the period of occurrence for the purpose of computing overtime.

f. Personal leave day.

g. Administrative leave.

Section 3. Double an employee's regular hourly rate of pay shall be paid for work under the following conditions:

a. An employee on a five-day-per-week schedule shall be paid double time for hours worked on the second scheduled day off in the work week provided the employees are in an active pay status on their five (5) regularly scheduled work days and work their first scheduled day off in the work week. If such employees are in an active pay status their next five (5) regularly scheduled work days and work their next scheduled day off or their next two (2) scheduled days off, they shall be paid double time for hours worked on those days.

b. Employees whose work schedules consists of any ten (10) days within a consecutive fourteen (14) calendar day period as provided in Recommendation 5, Section 1, shall be paid double time for the second and fourth scheduled days off work; provided, in order to be eligible for double time on the second day off, the employee must be in an active pay status the first five (5) regularly scheduled work days and work the first scheduled day off in the normal biweekly work period and, in order to be eligible for double time on the fourth day off, the employee must be in an active pay status the second five (5) regularly scheduled work days and work the third scheduled day off in the normal biweekly work period. An employee on this work schedule shall be paid double time for the third scheduled day off; provided, in order to be eligible for double time on the third day off, the employee must be in an active pay status the first five (5) regularly scheduled work days and the second five (5) regularly scheduled work days and work the first and second scheduled days off in the normal biweekly work period. An employee who has been paid double time for the fourth scheduled day off shall be paid double time for all subsequent consecutive scheduled days off worked provided the employee is in an active pay status the first five (5) regularly scheduled work days in the normal biweekly work period, if the first or first and second scheduled days off are worked, and the employee is in an active pay status the second five (5) regularly scheduled work days in the normal biweekly work period, if the third or third and fourth scheduled days off are worked.

c. For fifteen-minute rest periods, in the event employees are required to work through their rest period, while on premium overtime.

Section 4. By mutual agreement between the Employer, the Union and the employee involved, compensatory time at the appropriate rate may be granted in lieu of premium overtime pay. Such compensatory time is to be granted within the one hundred twenty (120) calendar day period succeeding the date on which the overtime is worked. The compensatory time off shall be scheduled for periods of time requested by the employee subject to management's responsibility to maintain efficient operations. If the compensatory time is not granted within this time period, the employee shall be compensated at the appropriate rate of pay in lieu of paid time off. By mutual consent of the Employer and employee involved, such scheduling period may be extended an additional thirty (30) calendar days.

Section 5. The Employer will attempt to equalize overtime during each one-half calendar year between or among the employees within the same job classification within each equalization unit who have previously stated in writing a willingness to accept overtime assignments. When the need for overtime occurs, the Employer shall first seek to obtain volunteers for the performance of the overtime work among those employees who have stated a willingness to work overtime. In the event that there is an insufficient number of volunteers, the Employer shall have the right to assign such work on a non-volunteer basis beginning with the least senior of those employees who has had the least assigned overtime on a non-volunteer basis during that period. Nothing in this Section shall require the Employer to accept as a volunteer or to assign overtime to an employee where the employee would be entitled to double time for such overtime work.

When voluntary overtime is offered by phone and an employee cannot be reached, the employer will leave a message or document the call on a call log (when a messaging system is unavailable). An employee who does not return the call within ten (10) minutes will be considered “unavailable” and will be credited the overtime for equalization purposes. However, if an employee who was considered “unavailable” returns a call after the overtime assignment is no longer available, such employee will not be credited with the overtime for equalization purposes.

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

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

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

Equalization units may be changed by a memorandum between the parties. If either party requests a change to an established equalization unit, the matter shall be discussed at labor-management meetings at appropriate local levels. If agreement is not reached, either party can request that an unresolved equalization unit issue within a particular department or agency be submitted to a committee consisting of a representative of the Union Executive Board, a representative of UGSOA International and representatives of the Office of Administration and the department or agency. These representatives may participate in committee proceedings via conference call. The Committee will determine the applicable equalization units through meet and discuss.

A person in the bargaining unit represented by the Union who is temporarily assigned to a position covered by this Memorandum will have their overtime equalized with other appropriate persons in the temporarily assigned classification in this unit during the temporary assignment. In this situation, the person will be credited with the maximum amount of credited overtime held by an employee in the same classification in the equalization unit at the time the person begins the temporary assignment and/or at the time the person ends the temporary assignment.

Section 6. Employees who are required to remain on duty during meal periods shall be compensated for these periods at the appropriate rate of pay. Employees who are not permitted to take rest periods during their regular shifts shall have that time counted as time worked in addition to that which is provided for in Section 2.

Section 7. 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. For the purpose of this Section, and in the determination of this time, pay periods will be considered as after-the-fact.

Section 8. There shall be no duplication or pyramiding of any premium pay provided for under the provisions of this Memorandum for the same hours worked. Time worked on holidays during an employee's regular shift shall not be excluded from hours worked for the purpose of determining eligibility for overtime pay under Section 1 of this Recommendation.

Section 9. Effective as soon as practically and legally possible, the Commonwealth will adopt a tax-qualified Leave Payout Plan. All employees who attain age 55 before or during the calendar year they separate from service after adoption of the Leave Payout Plan shall have the leave payouts otherwise payable for accumulated and unused Annual Leave, Personal Leave, Compensatory Leave, Holiday Leave and Sick Leave, up to the maximum allowable by law, deposited in an account in the employee's name, provided however that if the total amount of leave payout is \$5000 or less, this amount shall be paid to the employee in cash. Amounts in excess of the maximum allowable amount will be paid to the employee in cash.

RECOMMENDATION NO. 20  
SHIFT DIFFERENTIAL

Section 1. An employee whose work shift consisting of 7.5 or 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 \$1.00 per hour for all such hours worked on that shift.

Section 2. Employees who work overtime on their shift as described in Section 1 or who work not less than a full 7.5 or 8 hour shift which begins before 6:00 a.m. or at or after 12:00 noon on a day other than a scheduled work day will receive the shift differential for each non-premium hour worked and will have the shift differential included in the base rate for the purpose of computing the appropriate overtime premium rate. An employee who works overtime after or before a scheduled shift for which shift differential is not applicable, whether or not the overtime work is for a full 7.5 or 8 hour shift, shall not receive shift differential or have it included in the base rate for computing the overtime premium rate.

RECOMMENDATION NO. 21  
CALL TIME

Employees who have been called in to work outside of their regular shift schedule shall be paid at the appropriate rate for the hours worked or a minimum of three hours' pay at the employee's regular straight time hourly rate, whichever is greater. Call time pay begins when employees report to their assigned work site ready for work. Employees will be permitted to leave the work site when the work assignment that is the reason for the call time is completed unless the employee's scheduled work shift has commenced. There shall be no duplication of hours or pay.

It is distinctly understood that overtime that is prescheduled shall not be considered call time.

RECOMMENDATION NO. 22  
STANDBY TIME

An employee is on standby during the period that the employee is required to remain at home and to be available for emergencies. Only employees who are required to be on standby are entitled to the compensation hereafter set forth. Such employees shall, at the Employer's discretion, either be paid twenty-five percent (25%) of their regular base pay for such standby time or receive compensatory time off equivalent to twenty-five percent (25%) of such standby time. Employees shall be considered to be on standby time until officially released. Standby time shall not be considered hours worked for the purpose of overtime computation. An employee shall not be considered to be on standby time while the employee is being paid for call time.

RECOMMENDATION NO. 23  
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. The amount will be reduced to 65% on the date the insured individual reaches age 70 and to 50% on the date the insured individual reaches age 75.

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

Permanent employees who are granted injury leave (paid or 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. Except as provided in c. below, those 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 full pay period may remain in the program for up to one year by paying the entire premium.

c. Permanent employees who are regularly placed on leave without pay for one to three months every year due to cyclical work schedules or weather conditions will continue to receive 100% State-paid coverage for the period they are on leave. If the leave extends beyond the regular leave period, employees may remain in the program for up to one 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 \$25,000, unless the surviving spouse or minor children are entitled to benefits under Act 101 of 1976.

Section 4. Any changes to life insurance during leave covered by FMLA or for absences related to work-related injuries which are incorporated into the successor to the 2011-2015 AFSCME Master Memorandum and go into effect during the term of this Memorandum will also apply to this unit.

#### RECOMMENDATION NO. 24 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 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 or PEBTF). The Fund shall conform to all existing and future Federal and Commonwealth statutes applicable to and controlling such Health and Welfare Fund.



Said Agreement and Declaration of Trust shall provide for equal representation on the Board of Trustees appointed by the Unions and the Employer. In addition, the Agreement and Declaration of Trust will allow the Fund to provide benefits to management level 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 Memorandum and the Agreement and Declaration of Trust the extent and level of medical plan benefits, supplemental benefits and other benefits to be extended by the Fund. The extent and level of benefits shall be set at an actuarial value that will not subject the Commonwealth or PEBTF to any local, state or federal fees, assessments, penalties, taxes, etc. The Commonwealth will meet and discuss with the Union before requiring supervisory unit members to contribute toward the cost of any such fees, assessments, penalties, taxes, etc.

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 Memorandum effective on the first pay date in July of each fiscal year specified below:

September 2014 – August 2015	\$455 biweekly per employee
September 2015 – August 2017	Any rates applicable to employees covered by the AFSCME Master Memorandum to be effective during this time period will also apply to this unit. Otherwise, the employer contribution will remain at \$455 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.

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

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

1. The first day of the quarter during which the average reserve would be less than three (3) months will be considered the “target date” for additional funding;
2. At least six (6) months prior to the target date, the Fund’s actuary will review the projection and confirm that a funding adjustment is needed and the amount of such adjustment. If the need for a funding adjustment occurs in the first nine (9) months, this subparagraph shall not apply;
3. Should the Commonwealth not dispute the finding by the Fund’s actuary that an adjustment is necessary, the Commonwealth will implement the funding adjustment at least ten (10) calendar days prior to the target date.
4. If either the Chairman of the Board, Secretary of the Board, any four (4) management or any four (4) union Trustees of the Board dispute the findings of Fund’s actuary, the Chairman and the Secretary of the Board of Trustees will select a neutral actuary within five (5) business days to resolve the dispute and will forward their respective positions and any supporting documentation to the neutral actuary within five (5) business days of such selection. The neutral actuary may communicate and ask questions of the Fund’s actuary provided, however, if such communications occurs, the Finance Committee will have access to the discussions.
5. The neutral actuary shall render a decision within 30 calendar days of the receipt of said positions/documentation, which decision will be final and binding on the parties and must be implemented within 10 (ten) business days of its receipt by the parties.
6. The adjustment must be sufficiently large so as to restore the size of the reserve to a minimum of three months within 30 days following the target date.
7. Once the reserve exceeds the three (3) month equivalent, the contribution rate shall be reduced to the amount provided under this Section unless the parties agree that a new rate is necessary to maintain a three (3) month reserve.
8. It is understood and agreed to by the parties that the process outlined above is designed to ensure adequate funding for the PEBTF and not intended to place the financial status of the Fund in jeopardy.

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

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

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

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

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

Section 3. The Fund shall continue to provide each permanent full-time active employee medical plan benefits, supplemental benefits and other benefits as determined and extended by the Fund. In addition, it shall provide dependency coverage where the dependents of the employee qualify. The Fund shall continue to provide permanent part-time employees who are expected to be in active pay status at least 50% of the time every pay period medical plan benefits, supplemental benefits and other benefits as determined and extended by the Fund. In addition, it shall provide 50% dependency coverage where the dependents of the employee qualify. Such employees shall contribute an amount determined by the Fund's Trustees toward the cost of coverage. Enrollment and continued coverage in Fund benefits is further subject to the following conditions:

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

September 2014 – August 2015	5.0%
September 2015 – August 2017	Any rates incorporated into the AFSCME Master Memorandum to be effective during this time period will also apply to this unit. Otherwise, the employee contribution will remain at 5.0%.

Employee contributions shall be effective the first full pay period in the month they are instituted. Biweekly gross base salary as used throughout this Recommendation excludes premium or supplemental payments such as overtime, shift differentials, higher class pay, etc.

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

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

	<u>Waiver Amount</u>	<u>Employee contribution with Waiver</u>	<u>Employee contribution without Waiver</u>
September 2014 – August 2015	3.0%	2.0%	5.0%
September 2015 – August 2017	Any rates incorporated into the AFSCME Master Memorandum to be effective during this time period will also apply to this unit. Otherwise, the employee contribution and waiver amounts indicated above will remain in effect.		

Employee Contribution Waivers shall be effective the first full pay period in the month they are instituted.

c. There will be an evaluation process with respect to the reserve levels of the Fund to determine if an employee contribution is necessary. Under this process, if the Fund’s actuary certifies that a three (3) month reserve of projected claims and expenses has been achieved and

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

- d. (1) For the first six (6) months of employment, the employee will be offered single coverage in the least costly medical plan offered and available in his/her area, with no supplemental benefits. The employee may opt to purchase medical coverage for the employee's qualifying dependents in the same medical plan as the employee, and/or may opt to purchase a more costly plan in the area by paying the difference in cost between the least costly and the more costly plan, in addition to the employee contribution required under Section 3.a.
- (2) After completing six (6) months of employment, the employee and his/her qualifying dependents will be eligible for coverage under the Fund's supplemental benefits, and the employee will be permitted to cover his/her qualifying dependents under the least costly medical plan at no additional cost. If a more costly medical plan is selected, the employee will be required to pay the cost difference between the least costly and more costly plan, in addition to the employee contribution required under Section 3.a.
- (3) Nothing herein shall be construed to limit the authority of the Board of Trustees to modify or adopt these or other eligibility rules.

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

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

Section 4. a. Permanent employees who are granted sick leave without pay (Recommendation 16) parental leave without pay (Recommendation 17) or family care leave without pay (Recommendation 41) may continue to receive benefits as determined and extended by the Fund for up to six months. 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. Any changes to health benefits during leave covered by the FMLA or for absences related to work-related injuries, which are incorporated into the successor to the 2011-2015 AFSCME Master Memorandum and go into effect during the term of this Memorandum will apply to this unit.

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

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

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

#### Section 5. Spousal Eligibility

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

b. For employees hired before August 1, 2003: Effective October 1, 2003, if the spouse of an employee covered by any PEBTF health plan also is eligible for coverage under another employer's plan(s), the spouse shall be required to enroll in each such plan, provided that

the plan in question does not require an employee contribution by the spouse or the spouse's employer does not offer an incentive to the spouse not to enroll. Once covered by another employer's plan, that plan will be the spouse's primary coverage, and the PEBTF plan will be secondary.

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

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

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

The extent and level of benefits shall be set at an actuarial value that will not subject the Commonwealth or PEBTF to any local, state or federal fees, assessments, penalties, taxes, etc. The Commonwealth will negotiate with the Union before requiring bargaining unit members to contribute toward the cost of any such fees, assessments, penalties, taxes, etc.

c. Employees who retire on or after July 1, 2007, and elect REHP coverage shall be required to contribute to the cost of coverage. The annual retiree contribution rate shall be at the rate(s) which are effective for employees covered by the AFSCME Master Memorandum for the time period effective September 1, 2014 through August 31, 2017.

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

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

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

- (a) an 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 (20 or more years of credited service if retired on or after July 1, 2008) in the State and/or Public School Retirement Systems,
  - (c) an 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 (20 or more years of credited service if retired on or after July 1, 2008) in the State and/or Public School Retirement Systems with at least three years of credited service from the most recent date of reemployment. However, if the departure from State employment was due to furlough and the 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 REHP 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 (20 or more years of credited service if retired on or after July 1, 2008) in the State and/or Public School Retirement Systems with at least three years of credited service from the most recent date of reemployment. However, if the departure from State employment was due to furlough and the 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 REHP prior to the most recent rehire period, this three year requirement will not apply.
- (2) Disability retirement, which requires at least five years of credited service in the State and/or Public School Retirement Systems, except that, if an 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 (20 or more years of credited service if retired on or after



July 1, 2008) in the State and/or Public School Retirement Systems or 25 years of credited service in the State and/or Public School Retirement Systems or

- (3) Other retirement with at least 25 years of credited service in the State and/or Public School Retirement Systems, except that an 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 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 REHP prior to the most recent rehire period, this three year requirement will not apply.
- (4) All employees who had at least 15 years of credited service as of June 30, 2008, or who had 13 years of credited service and were within one year of superannuation age as of June 30, 2008, whether it had been purchased as of that date or was eligible to be purchased as of that date, shall be eligible to elect REHP coverage upon reaching superannuation age with 15 years of credited service rather than 20. The three-year rehire rule will not apply to such employees.
- (5) For purposes of eligibility for REHP coverage under this Section, credited service earned on or after July 1, 2007, will be limited to service as a Commonwealth employee which otherwise counts as credited service under the State and/or Public School Retirement, TIAA-CREF or other approved retirement systems' rules in effect from time to time. Employees hired on or after July 1, 2007 who have earned credited service under the State and/or Public School Retirement, TIAA-CREF or other approved retirement systems' rules with another employer will not have that service counted for purposes of eligibility for REHP coverage, unless they were employed by the Commonwealth prior to July 1, 2007. If it is determined by the State and/or Public School Retirement Systems that a Commonwealth employee is eligible for additional credited service for military service, such credited service will be included in the determination of eligibility for REHP coverage. The phrase "Commonwealth employee" shall be limited to service earned through an employing agency eligible to participate in the Commonwealth's Life Insurance Program.

Section 7. When an employee dies as a result of a work-related accident, the Fund shall continue to provide medical plan benefits and supplemental benefits as determined and extended by the Fund, to the spouse and eligible dependents of the 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 medical plan benefits and supplemental benefits will be converted to the REHP at the time when the employee would have reached age 60.

Section 8. The parties will evaluate the health plans offered under the Fund, and take action as necessary, in order to ensure that a tax and/or penalty is not assessed against the Commonwealth pursuant to the Affordable Health Care Act as a result of the impact upon employees of any such plans.

#### RECOMMENDATION NO. 25 WORK-RELATED INJURIES

Section 1. An employee who sustains a work-related injury during the period of this Memorandum, as the result of which the employee is disabled, if so determined by a decision 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, and social security and retirement contributions. One full day of accumulated leave (7.5 or 8 hours as appropriate) will be charged for each day the supplement is paid. Accumulated leave and injury leave without pay may be used for an aggregate of twelve (12) months or for the duration of the disability, whichever is the lesser, except that, if only accumulated leave is used, it may be used beyond 12 months until exhausted or until the disability ceases, whichever occurs sooner. In no case, however, will the aggregate of 12 months extend beyond two years from the date the injury occurred. If no leave is available under this Section, the provisions of Section 13 may apply.

For temporary employees, accumulated leave and injury leave without pay shall be available for up to an aggregate of twelve (12) months, for the duration of the disability or for the scheduled duration of the temporary employment, whichever is the least. In no case, however, will the aggregate of twelve (12) months extend beyond two (2) years from the date the injury occurred.

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 Recommendation, 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 any 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, and state payments toward coverage for health benefits as provided in Recommendations 23 and 24, will continue for the period of time that the employee is on leave under Sections 1 and 13. Any changes to these benefits in relation to work-related injuries which are incorporated into the corresponding provision(s) in the successor to the 2011 – 2015 AFSCME Master Memorandum that are to go into effect during the term of this Memorandum will also apply to this unit.

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 two 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 Recommendation 28, Seniority. This guarantee expires if the disability ceases prior to the expiration of the two 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 13, where applicable, and the end of the guarantee in this Section, the employee will be on leave without pay.

The right of return for temporary employees shall be limited to the scheduled duration of the temporary employment.

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 Memorandum, 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 Recommendations 10, 12, and 13. 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 4, 6 and 8 of this Recommendation shall not apply to temporary employees.

Section 11. The Employer agrees to the use of modified duty where the employee is able to work only in a limited capacity and the prognosis for the injury indicates that the employee will be able to resume all of the duties of the employee's classification in a reasonable period of time. The Employer may terminate a modified duty assignment when it becomes apparent that the employee will not be able to resume the full duties of the employee's classification within a reasonable period of time.

Under the modified duty concept, the employee will be retained without loss of pay or status. The Employer may assign the employee duties outside their classification and supervisory unit, outside their previously assigned shift and/or outside their overtime equalization unit. To facilitate the implementation of modified duty assignments, schedule and assignment changes may be implemented as soon as practicable. If the employee is unable to resume all of the duties of the employee's classification within a reasonable period of time, the Employer may demote or laterally reclassify the employee to an appropriate classification, taking into account the duties and responsibilities the employee is capable of performing and subject to the protections afforded by Federal and State Statutes.

Section 12. Sections 1 through 11, and 13 of this Recommendation 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 13. An employee who is disabled due to a recurrence of a work-related injury after two years from the date the injury occurred, or before two 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 14. It is understood by both parties that the provisions of this Recommendation 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 13 shall be designated as leave under the provisions of the Act.

Section 15. It is understood by both parties that the provisions of this Recommendation are consistent with the Americans with Disabilities Act and the Pennsylvania Human Relations Act, 43 P.S. Section 951 et seq.

Section 16. Any changes to leave for work-related injuries as it relates to eligibility for benefits and absence durations consistent with the FMLA which are incorporated into the successor to the 2011-2015 AFSCME Master Memorandum and go into effect during the term of this Memorandum will apply to this unit.

#### RECOMMENDATION NO. 26 CLASSIFICATION

Section 1. The position classification plan, as established and maintained by the Employer consists of a schedule of classification titles with classification specifications for each classification which define and describe representative duties and responsibilities and set forth the minimum requirements and qualifications essential to the work of the classification. Only in those instances where there is a substantial change in permanent job duties or job content which justifies a change in job classification, the employees may process an appeal for reallocation of their position through the Expedited Classification Grievance Procedure as follows:

**STEP 1:** Within fifteen (15) working days, the Employee or the Union will present the grievance to the agency Human Resource Director or his or her designee. The Employee or Union will also provide an informational copy of the grievance to their institutional, regional or district Human Resources Office where applicable. The Employee or the Union shall attach to the grievance a description of the job. The Employer will respond in writing within 45 working days of receipt of the grievance.

**STEP 2:** In the event that the grievance is not satisfactorily resolved at Step 1, the Employee or the Union may submit a written appeal to the Office of Administration, Classification and Pay Division within fifteen (15) working days after the Employer's Step 1 response is due. The Office of Administration will then have 45 working days to respond in writing to the grievance appeal at this level. Decisions made prior to Step 2 may be reversed by the Office of Administration.

If a determination is made by the Employer in the course of an employee appeal that a position should be upgraded, the employee shall be promoted retroactively to the date the grievance was filed in writing.

If a final determination is made by the Employer in the course of an employee appeal or an Employer-initiated classification review that a position should be downgraded, the employee shall be demoted to the proper classification and pay scale group 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 scale group, there shall be no reduction in salary. The effective date of the classification change shall be the first day of the first pay period subsequent to the response.

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

Section 2. Management recognizes that the primary duty and responsibility of employees in this unit is related to security/police work. The Union recognizes the right of the Employer to direct its working force, which includes the assignment of work to individual employees and it further recognizes that such assignments may include work outside an employee's classification.

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

Whenever an employee temporarily is charged to perform in general the duties and responsibilities of a position in a higher rated classification that are separate and distinct from those of the employee's own position for a period of ten full 1/2 cumulative days in a calendar quarter, the employee shall be compensated, retroactive to the time the assignment took place, at an amount equal to four and one-half percent of the employee's current rate of pay, or at the starting rate of the pay scale group for the higher class, whichever is greater. Employees who are charged to perform higher class work for a full 1/2 day and who take leave for a portion of that day will be compensated, in increments of 1/4 hour, for the partial day worked in the higher class after the ten full 1/2 day threshold has been met. An employee while temporarily working and being paid in a higher class will also be paid at the higher rate for a holiday provided the employee is charged to perform the higher level duties on the employee's scheduled workday immediately before and immediately after such holiday and is paid at the higher rate on those days. The holiday shall not count toward the requirement for ten full 1/2 cumulative days in a quarter. Once the requirement for the ten full 1/2 cumulative day threshold has been met, payment will be included in the biweekly paycheck. If the position is filled permanently by other than the employee temporarily filling the position, the employee temporarily assigned shall be returned to their previous position and compensation, but shall receive any increments and service credits for such increments to which they would have been entitled had they remained in their normal assignment. An employee or employees shall not be temporarily assigned to perform in general the duties and responsibilities of a position in a higher rated classification for more than nine continuous months or the length of the leave of absence of the employee being replaced, whichever is greater.

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

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

Grievances arising from the provisions of this Section shall be submitted in writing in accordance with Section 1 of this Article. In the grievance, 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. The failure of the employee to provide the required information will not affect the validity of the grievance. The decision of the Employer shall be final, binding and determinative of these issues.

#### RECOMMENDATION NO. 27 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 disciplinary demotion, suspension, or discharge beginning at the third step of the grievance procedure contained in Recommendation 36, within fifteen (15) working days of the date of its occurrence, and subject to any conditions set forth in the grievance procedure under Recommendation 36. The President of the Local shall be notified promptly by certified letter of any disciplinary demotion, suspension or discharge. The failure of the Employer to comply with the preceding notification requirements will not affect the validity of the action, but will suspend the time period set forth in Step 3 of Section 2 of Recommendation 36 Grievances.

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

Section 3. The provisions of Section 1 shall not apply during the initial 180 calendar days of probationary employment. The probationary period can be extended by written agreement between the Employer and the Union for an additional period, during which time Section 1 shall not apply. Periods of leave without pay and periods of time during which an employee is using paid leave to supplement workers' compensation shall not count toward the initial 180 calendar days or any extension period.

A temporary employee who receives a permanent position through the process set forth in Recommendation 28, Section 20 shall serve a 180 calendar day probationary period in the permanent position in accordance with the provisions of this Section.

Section 4. The Employer will attempt to discipline employees in such a manner so as not to embarrass the employee before the public or other employees. It must be kept in mind, however, that where insubordination or flouting of authority by an employee in public and in the presence of other employees takes place, the Employer shall not be restricted by the operation of this Section.

Section 5. The Alternative Discipline Program will be applied to disciplinary actions that would normally arise from situations involving time and attendance infractions and/or work performance problems. The following guidelines will be used in determining the areas of applicability:

1. Time and Attendance

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

2. Work Performance

- “Overall” unsatisfactory performance as annotated on the employee’s performance evaluation; or
- Instances of unsatisfactory work performance on a specific work product or work project.

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

1. Level 1 Letter: Signed by the Agency Head or designee, this letter will identify the employee’s alleged misconduct, alert the employee that continuation of this problem will result in more severe disciplinary action, and identify the employee’s appeal rights. The Employer will continue to provide the Union with a copy of this letter in accordance with Section 1 of this Article.
2. Level 2 Letter: This letter, signed by the Agency Head or designee, will identify the employee’s alleged misconduct, alert the employee that this is his/her final notice and that failure to correct this problem will result in termination, and identify the employee’s appeal rights. The Employer will continue to provide the Union with a copy of this letter in accordance with Section 1 of this Article.



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

The parties also recognize that special or unusual situations could develop that do not readily lend themselves to the Alternative Discipline Program. These situations could include, among others, occasions where the circumstances of the alleged conduct are such as to require the employee's immediate removal from the workplace, and situations where an employee is suspended without pay pending investigation of suspected misconduct. Consequently, if the Commonwealth deems circumstances warrant it, a traditional suspension without pay or other appropriate discipline could be imposed in lieu of the Level 1 or Level 2 letters, after appropriate notification is given to the Union in accordance with Section 1 of this Recommendation.

## RECOMMENDATION NO. 28 SENIORITY

Section 1. Under the terms of this Memorandum, the term "seniority" means a preferred position for specific purposes which one employee within a seniority unit may have over another employee within the seniority unit because of a greater length of service.

a. Classification seniority standing for the purpose of promotion shall be determined by the length of unbroken (as defined in Section 2) service with the Employer in the employee's current classification.

b. Supervisory Unit seniority standing for the purpose of furlough shall be determined by the length of unbroken (as defined in Section 2) service with the Employer in classifications in this Supervisory Unit.

c. Employees who served in the Armed Forces of the United States during periods of war in which the United States was or is engaged as listed below shall be responsible for providing proof of military service to their human resource officer within sixty (60) days of their first day of work or 60 days after discharge or release from active duty during a current period of war in order to receive seniority credit in accordance with the Veteran's Preference Act 51 Pa. C.S. 7101. When the Employer determines that a furlough is necessary and there is no proof of military service in an employee's personnel file, the Employer shall not be held liable for any pay or benefits for any affected employees for a period of 30 days after the notice has been provided.

Applicable periods of war are as follows:

1. World War II - December 7, 1941 - September 2, 1945
2. Korea - June 25, 1950 - July 27, 1953
3. Vietnam - August 5, 1964 - January 28, 1973.
4. Persian Gulf – August 2, 1990 – August 31, 1991
5. War on Terrorism, September 11, 2001 to date determined by the Adjutant General (Department of Military and Veterans Affairs) pursuant to 51 Pa.C.S. 7101.

d. Seniority credit for each 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 union business in accordance with Recommendation 16, Section 3; leave without pay for work-related injuries in accordance with Recommendation 25; sick leave without pay in accordance with Recommendation 16, Section 5; parental leave without pay in accordance with Recommendation 17, Section 2; and Family Care Leave without Pay in accordance with Recommendation 41 will be accumulated. This total number of hours will be divided by 7.5 or 8 as applicable and rounded up to the next higher day. The result will be added to the employee's accumulated total.

Section 2. 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 Supervisory Unit and Classification seniority. If an employee is returned within one (1) year after such break in service, the employee 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.

A furloughed employee who applies for and receives retirement benefits from the State Employees' Retirement Board shall forfeit all recall/placement rights as provided by Sections 9 and 18 of this Recommendation as of the date of the approval of benefits by the State Employees' Retirement Board.

Section 3. Seniority lists shall be prepared for each seniority group and revised where necessary every six (6) months. Appropriate seniority dates shall be shown thereon to permit application of various seniority provisions. Such lists shall be posted on the appropriate bulletin boards. Seniority lists shall be provided to the President and Secretary/Treasurer of the Local upon request not more than once every six (6) months. Grievances alleging a violation of this Section may be appealed directly to Step 3 of Section 2 of the grievance procedure contained in Recommendation 36.

Section 4. The Employer agrees to post all vacancies which are to be filled within the supervisory unit at appropriate work locations for at least fifteen (15) calendar days prior to filling, unless an emergency requires a lesser period of time. Entrance level vacancies will be posted for at least five (5) calendar days prior to filling, unless an emergency requires a lesser period of time.

Section 5. Whenever the Employer deems it necessary to fill a non-civil service vacancy, vacancies shall be filled in the following manner:

a. Employees in the classification immediately below the vacancy within the seniority unit wishing to bid for such vacancy shall submit to the Employer their name on a bidding form available from an agency office specified on the posting. Employees must submit a bid within the time period specified on the posting.

b. The Employer may choose from among the three (3) most senior bidding employees who are in the classification immediately below the vacancy in the seniority unit who are determined to be relatively equal in skill and ability. This method of selection may be deviated from in the following instances:

(1) Where it is necessary to comply with the provisions of applicable law and rules relating to the Commonwealth's Equal Employment Opportunity Program.

(2) Where the job involved requires highly specialized skill, training and expertise and there are no employees in the classification immediately below the vacancy who possess such qualifications.

(3) Whenever a position is reclassified upward to correct an improper classification or to reflect an accretion of duties or reorganization of duties, then the incumbent shall be awarded the higher position.

If an employee is promoted in accordance with this Section and was temporarily assigned, at the time the position was posted or thereafter, to work in that position, the employee will be promoted retroactive to the ending date of the posting.

Section 6. Whenever the Employer deems it necessary to fill a civil service vacancy, vacancies shall be filled in the following manner:

a. Employees in the classification immediately below the vacancy within the seniority unit wishing to bid for such a vacancy shall submit their name to the Employer on a bidding form available from an agency office specified on the posting. Employees must submit a bid within the time period specified on the posting.

b. When a vacancy is filled without examination, the Employer may choose from among the three (3) most senior bidding employees who are in the classification immediately below the vacancy in the seniority unit who are determined to be relatively equal in skill and

ability. This provision is subject to the exceptions noted in Subsections (1), (2), and (3) in Section 5 b. of this Recommendation.

c. When a vacancy is filled by examination within a seniority unit, the bidding employee with the greatest Classification seniority in the classification immediately below the vacancy who is within five (5) points of the seniority unit employee with the highest score shall be promoted unless a person outside the seniority unit receives a grade placing the person ten (10) points or more higher than the seniority unit employee with the highest score in which instance the person from outside the seniority unit may be appointed. An example of a five-point range would be 85-90, inclusive. An example of a 10-point range would be 80-90, inclusive. This Section is subject to the exceptions as set forth for non-civil service employees under Subsections (1), (2) and (3) of Section 5 b. of this Recommendation. For the purpose of this Section, persons outside the seniority unit whose names appear on the civil service list are not required to submit a bid in order to be considered for the vacancy.

d. If an employee is promoted in accordance with this Section and was temporarily assigned, at the time the position was posted or thereafter, to work in that position, the employee will be promoted retroactive to the ending date of the posting.

Section 7. When the Employer determines that a furlough is necessary within a seniority unit, employees will be furloughed in the inverse order of Supervisory Unit seniority. Employees affected by furlough who have the requisite seniority and skill and ability shall bump laterally or down in the following manner:

a. If an employee is affected by furlough, the employee shall bump down into the next lower classification within the classification series within the same geographical and organizational limitation as the seniority unit, provided the employee has more Supervisory Unit seniority than the employee with the least Supervisory Unit seniority in that classification and has the requisite skill and ability. If such a bump is not available, the employee shall bump into any other lower classification in the same classification series using the same procedure.

b. If the affected employee is unable under Subsection a. above to bump into a lower classification the employee shall bump laterally or down into any other classification previously held within the supervisory unit but within the same geographical and organizational limitation as the seniority unit, using the seniority procedure specified in a. above. If such a bump is not available, the employee shall bump into any other lower classification in the classification series of the position previously held using the same procedure.

c. If the affected employee is unable to bump into any position as provided in Subsections a. and b. above, the employee shall be furloughed. For the purpose of bumping, permanent full-time employees shall have bumping rights to full-time and part-time positions. Permanent part-time employees shall have bumping rights to part-time positions only.

d. Where the need for furlough can be reasonably anticipated, the Employer will notify the Union one (1) month in advance of any impending furlough.

Section 8. Before any furlough is implemented in a classification in the classified service in a seniority unit, all emergency employees will be separated before any temporary employees; 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 are furloughed.

Before any furlough is implemented in a non-civil service classification in a seniority unit, the Employer shall separate all temporary employees before any permanent employees are furloughed.

Section 9. The Employer shall establish a recall list by classification series using the same geographical and organizational limitation as the seniority unit in which the furlough occurred for those employees furloughed under Section 7 of this Recommendation in the inverse order of seniority.

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

b. Such recall lists will remain in effect for a furloughed employee for a period of two (2) years after the effective date of the furlough.

c. In the event an employee on a recall list refuses an offer of employment in a lower classification for which the employee has seniority rights, the employee shall forfeit recall rights to such a classification; if the employee refuses an offer of employment in the classification from which the employee was initially furloughed, the employee shall forfeit all recall rights.

d. During the period that an employee is on a recall list, the employee shall keep the Employer informed of any changes in address. The Employer shall not be held liable if an employee is not offered recall because of failure to notify the Employer of a change of address.

e. The recall period of a furloughed employee who, during the recall period, returns to the furloughing agency's payroll in a temporary capacity shall be extended by the amount of time the employee serves in the temporary capacity.

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

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

h. Permanent part-time employees shall only have recall rights to part-time positions (permanent or temporary).

Section 10. Employees desiring to transfer to other positions shall submit a written request to their immediate supervisor stating the reasons for the requested transfer. If the Employer in its sole discretion agrees to such transfer, the employee shall be entitled to maintain whatever seniority rights that are appropriate.

Section 11. In making shift assignments to shift openings, preference shall be granted on a seniority basis unless the Employer feels it is necessary to assign otherwise in order to protect the efficiency of operation. Seniority status in this regard shall be Classification seniority.

The Employer agrees to meet and discuss at the request of the Union at the local level regarding the issue of periodic shift preference bidding.

Section 12. The probationary period for promotions shall be 180 calendar days in length and the provisions of Recommendation 27, Section 1 shall not be applicable if an employee is demoted within that time for failure to successfully complete the probationary period. In such case, employees shall have the right to return to their former classification during this period. Periods of leave without pay and periods during which an employee is using paid leave to supplement workers' compensation shall not count toward the promotional probationary period or any extension period.

Section 13. For the purpose of furlough only, the local president, financial secretary, and union stewards shall have superseniority. It is clearly understood and agreed that this Section shall not become effective until the Employer and the Union have reached agreement as to the number of union stewards who will be granted the privilege of this Section. Within 30 days of the date of agreement on the number of stewards, the Union shall provide the Employer with a list of all employees who have been granted superseniority in accordance with the provisions of this Section. The list shall contain the employee's name, Union title, agency of employment, work location, and local union number. If Union elections result in a change to the list, the Union shall immediately notify the Employer. However, changes which have not been received by the Employer within 15 days of the effective date of a furlough will not affect the list in existence prior to the announcement of the furlough.

Section 14. Seniority unit means that group of employees in a classification within an affected institution, bureau, agency or department in a given geographic work area as listed in Appendix E.

Section 15. Only those grievances relating to Section 7 shall be subject to Arbitration, which shall be conducted by a panel of three members--one to be appointed by the Employer, one to be appointed by the Union, and the third to be selected jointly in accordance with the procedure outlined in Article 36, Section 2. Such third member shall not be affiliated, directly or indirectly, with any labor organization or be an employee of the Employer. The decision of the panel, hereinbefore described, shall be final and binding on the parties to this Memorandum. The panel shall meet as necessary for the purpose of adjusting grievances under this Section.

Section 16. When in the exercise of seniority rights provided hereunder, two or more employees are deemed relatively equal in skill and ability and have the same seniority, preferential rights shall be determined in favor of the employee with the lowest last four digits of his/her social security number.

Section 17. The provisions of this Recommendation relating to promotions and filling of vacancies shall not be applicable to entrance level classifications.

Section 18. If an employee is unable to execute a bump as provided by Recommendation 28, Section 7, and is placed on a furlough list, the Employer will attempt to place the employee in a budgeted, available, uncommitted vacancy in a classification covered by this Memorandum to which there are no seniority claims in the following manner:

a. Placement will be made to positions in classifications covered by this Memorandum to which an employee has bumping rights provided the employee possesses the requisite skill and ability.

b. Employees placed in vacancies which are not in the classification or classification series which an employee previously held will serve a 180 calendar day probationary period during which time the provisions of Recommendation 27, Section 1 shall not apply. Employees who are terminated for failure to successfully complete the probationary period shall retain recall rights under Section 9 of this Recommendation.

c. Geographic limitations for the application of this Section will be designated by the employee by completing a placement questionnaire. The employee may choose up to ten counties in which the employee would be available for employment or a statewide availability. In addition, the employee will complete an "Availability for Temporary Employment" questionnaire.

d. Placement will be made in order of Supervisory Unit seniority; however, employees with an earlier furlough date will be placed in vacancies before employees with a later furlough date.

e. Civil service employees will have placement rights to both civil service and non-civil service vacancies consistent with the requirements outlined in Subsection a. of this Section.

Non-civil service employees will have placement rights only to non-civil service vacancies, except that if an appropriate vacancy in a non-civil service position is not available and the employee previously was a member of the classified service in a classification to which the employee would have rights under this Section, placement in that civil service classification will be attempted consistent with the requirements outlined in Subsection a. of this Section and in accordance with the Civil Service Act and Rules.

f. Employees will be offered placement in one vacant position. If an employee declines the offer of placement, the employee's rights under this Section cease. The furloughed employee shall retain recall rights as outlined in Recommendation 28, Section 9.

g. If an employee accepts an offer of placement under this Section, any other placement rights to which an employee may be entitled under this Section cease.

h. Employees placed in vacancies in the same classification from which furloughed or in vacancies in other classifications at the same pay scale group of the classification from which furloughed will lose recall rights outlined by Recommendation 28, Section 9. Those employees placed in a classification in a lower pay scale group will retain their recall rights under Recommendation 28, Section 9.

i. The provisions of this Section will be implemented at the time the employee's completed placement questionnaire is received by the central human resource office of the appropriate agency and will continue for six months after the employee has been furloughed. When the six month period has expired, an employee's rights under this Section cease. However, the employee will retain recall rights under Recommendation 28, Section 9, except as provided in Subsection h. The provisions of this Section will not be implemented on behalf of employees who do not return completed placement questionnaires.

Section 19. In the event of a furlough affecting employees who formerly occupied classifications within this meet and discuss unit, and who are not now in bargaining units represented by other employee organizations, such employees shall first bump laterally or downward into the classification occupied immediately prior to leaving this meet and discuss unit, or if such a bump is not available, then into any lower classification in the same classification series, provided the classification is within the same geographical and organizational limitation as the seniority unit in which the furlough is occurring and provided that the employee has more Supervisory Unit seniority than the employee with the least amount of Supervisory Unit seniority in that classification and has the requisite skill and ability, and provided that the employee has not had a break in service as defined in Section 2 since leaving the meet and discuss unit. If a position cannot be obtained in this manner, the same procedure will be repeated for any position previously held within this meet and discuss unit or if such a bump is not available then into any lower classification in the same classification series, provided the classification is within the same geographical and organizational limitation as the seniority unit in which the furlough is occurring. Supervisory Unit and Classification seniority previously earned shall accrue to the employee upon return to the meet and discuss unit. Seniority earned by the employee while outside of this meet



and discuss unit shall not accrue to the employee upon movement back to the meet and discuss unit.

Section 20. Permanent part-time employees will have the right to use their seniority to bid and be selected for permanent full-time vacancies that occur in the same classification within the same seniority unit. The seniority criteria of Sections 5 and 6 of this Recommendation will be applicable.

Temporary employees will have the right to bid and be selected for permanent vacancies that occur in the same or lower level classification within the class series within the seniority unit. The seniority criteria of Sections 5 and 6 of this Recommendation will be applicable.

## RECOMMENDATION NO. 29 UNIFORMS, CLOTHING AND EQUIPMENT

Section 1. The Employer shall provide any device, apparel, or equipment necessary to protect employees from injury in accordance with the practice now prevailing. Where the Employer requires the use of special equipment, materials, devices, or apparel the Employer agrees to supply the same.

Where uniforms are required by the Employer and for as long as they may be required, the Employer agrees to furnish uniforms or replacement of such uniforms or part of such uniforms where normal wear and tear reasonably necessitate replacement.

Where footwear is currently being provided, the Employer agrees to continue such practice for the life of this Memorandum.

Section 2. In the event a patient or inmate damages or destroys items of clothing or personal property which are worn by an employee and which are necessary for the performance of such employee's work, the Employer shall reimburse the employee for the value of such clothing or personal property. In addition, where the employee demonstrates that items of clothing which were not being worn by the employee are destroyed by a patient or inmate, the Employer shall reimburse the employee for the value of such clothing. The condition of the clothing or personal property immediately prior to such damage shall be taken into account in determining its value. The incident giving rise to such claims must be verified and not be due to the employee's own negligence. The Employer shall take prompt and timely action in the disposition of employee claims for damaged personal effects.

RECOMMENDATION NO. 30  
DISCRIMINATION

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

Section 2. Employees shall be treated in a respectful manner which does not embarrass them or demean their dignity. The appropriate forum for addressing incidents which are at variance with this principle shall be local meet and discuss.

RECOMMENDATION NO. 31  
UNION BUSINESS

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

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

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

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

RECOMMENDATION NO. 32  
SPECIAL AND PART-TIME EMPLOYEES

Section 1. Present practices relating to part-time, irregularly scheduled, and specially classified employees shall remain in effect and may only be changed after a meet and discuss with the Union.

Section 2. Employees referred to in Section 1 shall only be entitled to those fringe benefits presently received subject to any modifications to those specific fringe benefits provided for in the Memorandum. If prior fringe benefits were prorated, the modifications to those fringe benefits shall likewise be prorated. No additional fringe benefits shall accrue by virtue of this Memorandum.

RECOMMENDATION NO. 33  
PEACE AND STABILITY

Section 1. No employee shall engage in a strike as that term is defined in Article VI and XI of the Public Employe Relations Act.

Section 2. The Employer may summarily discipline, suspend, demote, or discharge any employee or employees who violate the provisions of Section 1 of this Recommendation.

RECOMMENDATION NO. 34  
MISCELLANEOUS PROVISIONS

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

Section 2. In the event that any provision of this Memorandum requires legislative action to become effective, including but not limited to the amendment to existing statutes, the adoption of new legislation, or the granting of appropriations, it shall become effective only if such legislative action is taken. The parties, however, mutually agree to make recommendations to the Legislature which may be necessary to give force and effect to the provisions of this Memorandum.

Section 3. Where the term meet and discuss is used in this Memorandum, it will be deemed to have the meaning of that term as defined and applied under the Public Employe Relations Act.

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. Employee benefits and working conditions now existing and not in conflict with the Memorandum shall remain in effect subject, however, to the right of the Employer to change these benefits or working conditions in the exercise of its management rights reserved to it under Recommendation 2 of this Memorandum. Changes may be made by the Employer only after a meet and discuss with the Union.

Section 6. Travel expenses shall be paid in accordance with the Commonwealth's existing Travel Expense Regulations. The mileage allowance shall be the General Services Administration rate. If the General Services Administration of the Federal Government increases or decreases the mileage allowance for employees under its jurisdiction, the mileage allowance for employees under this Memorandum will be increased or decreased on the effective date of the General Services Administration change.

Section 7. Committees composed of representatives of the Union and the Employer are to be established at agency and appropriate local levels to resolve problems dealing with the implementation of this Memorandum and to discuss other labor-management problems that may arise. The levels at which these committees are to function may be determined by agency or departmental discussions.

Section 8. There shall be an official personnel file for each employee. The contents of an employee's personnel file, excluding pre-employment information, are available for examination by the employee within a reasonable period of time after the employee's request. Such examination shall be at the location where the personnel file is maintained and shall be conducted in the presence of the human resource officer or designee. The employee will also be permitted to make copies of any material in their official personnel folder at this time. Material shall not be removed from or added to the folder nor shall its contents be altered in any way. Employees are entitled to have a representative with them while reviewing their own file. If there is any disagreement as to the contents of the personnel file, an employee shall have the right to submit a statement concerning any materials in their file and any such statement shall then become part of their personnel file. After a period of two years, a written reprimand or reference to an oral reprimand shall be removed from the employee's official personnel folder if no intervening incidents of the same or a similar nature have occurred.

Section 9. Any training required by the Employer will be provided in accordance with the existing local practice with regard to scheduling, travel and attendance for such training.

Requests for job-related training initiated by an employee will be considered and granted at the sole discretion of the Employer.

Section 10. Where the local union and management reach a written resolution to a local problem, such resolution must be endorsed by the UGSOA Local President for that area and will remain in effect until either party notifies the other in writing of its intent to modify or cease the practice. The parties will meet and discuss in an attempt to resolve the matter. Any resolution must be compatible with the provisions of this Memorandum.

Upon request, the Employer will meet and discuss with the union regarding any contemplated change in organizational structure that may affect existing job classifications within the bargaining unit.

Section 11. Policies concerning tobacco usage at the worksite, including prohibitions against tobacco usage, may be established by the Employer after meet and discuss with the Union.

Section 12. Commonwealth agencies shall have the right to establish drug and alcohol testing polices/programs that provide for reasonable suspicion, return-to-duty and/or follow-up testing of employees. The scope of testing and cut-off levels shall conform to those established by the U.S. Department of Health and Human Services in the Mandatory Guidelines for Federal Workplace Drug Testing Programs.

Such polices/programs shall only be implemented after representatives of the affected agency conduct a meet and discuss with the Union.

#### RECOMMENDATION NO. 35 EQUAL EMPLOYMENT OPPORTUNITY

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

#### RECOMMENDATION NO. 36 GRIEVANCES

Section 1. Where an employee has the right to process a grievance through either the procedure provided herein or through the Pennsylvania Civil Service Commission and files an appeal with the Commission, either the memorandum grievance procedure shall cease, if the employee has submitted a memorandum grievance, or the employee shall not be entitled to institute proceedings under the memorandum grievance procedure. If the appeal to the Commission is withdrawn by the employee or not accepted by the Commission within fifteen (15) working days of the date of the occurrence of the action giving rise to the grievance, the processing of a memorandum grievance filed within the time limits set forth in Section 2 shall be permitted.

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

**STEP 1.** The employee, either alone or accompanied by the Union representative or the Union where entitled, shall present the grievance orally or in writing to the employee's immediate supervisor within fifteen (15) working days of the date of its occurrence, or when the employee knew or by reasonable diligence should have known of its occurrence. The supervisor shall attempt to resolve the matter and report their decision to the employee, orally or in writing, within fifteen (15) 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 Union representative to the head of the employee's division, bureau, institution, or equivalent organizational unit within fifteen (15) working days after the supervisor's response is due. The official receiving the written appeal, or designated representative, shall respond in writing to the employee and the Union representative within fifteen (15) 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 Union representative to the agency head, within fifteen (15) working days after the response from Step 2 is due. At the request of the Union, the agency head or designated representative will meet with the Union to discuss the grievance. The agency head, or a designated representative shall respond in writing to the employee and Union representative within fifteen (15) 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 Union representative within fifteen (15) 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, will review the grievance with the UGSOA International Union President (or designee) in order to attempt resolution. A telephonic review between the parties shall satisfy this requirement. The Bureau of Labor Relations shall issue a decision in writing to the Union within fifteen (15) working days after this review occurs.

All of the time limits contained in this Section may be extended by mutual agreement. The granting of any extension at any step shall not be deemed to establish precedence.

Section 3. An employee shall be permitted to have a representative of the Union present at each step of the grievance procedure up to and including Step 4, subject, however, to Section 606, Article VI of the Public Employee Relations Act.

Employees selected by the Union to act as Union representatives shall be known as stewards. The Union shall furnish the Employer with the names and work locations of grievance representatives and shall notify the Employer of any changes.

A reasonable number of witnesses, when required, shall be allowed to participate in the grievance procedure.

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

The Union may present grievances concerning agency-wide decisions directly to Step 3 within fifteen (15) working days of the date of the occurrence or the date when the Union knew or by reasonable diligence should have known of its occurrence.

### RECOMMENDATION NO. 37 ARBITRATION

Section 1. An appeal from Step 4 of the grievance procedure in the preceding Recommendation may be submitted to arbitration only in the following circumstances:

- a. To determine whether there was just cause for a discharge, disciplinary demotion or suspension which has not occurred as the result of a strike.
- b. To determine whether employees are engaged in a "strike" which is prohibited under Recommendation 33, provided, however, that the Employer retains the sole discretion of determining the appropriate disciplinary action for employees engaged in a strike as provided in Section 2 of Recommendation 33.

Such appeal shall be initiated by the Union serving upon the Employer notice in writing of the intent to proceed to arbitration within fifteen (15) working days after the response from Step 4 is due. Said notice shall identify the provisions of the Memorandum, the department, the employee involved, and a copy of the grievance.

Section 2. The arbitrator is to be selected by the parties jointly within seven 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 seven 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.

All fees and expenses of the arbitrator shall be divided equally between the parties except where one of the parties of this Memorandum 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.

Each case shall be considered on its merits and the Memorandum shall constitute the basis upon which the decision shall be rendered. The decision at Step 1, 2, and 3 shall not be used as a precedent for any subsequent case.

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

RECOMMENDATION NO. 38  
SAFETY AND HEALTH

The Employer will take positive action to assure compliance with laws concerning the health and safety of employees working on state property or in state owned or leased buildings.

Employees of this supervisory unit will be given the opportunity to be inoculated/immunized consistent with similar opportunities being given to other employees at the same work site.

RECOMMENDATION NO. 39  
SUCCESSORS

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



RECOMMENDATION NO. 40  
PRESERVATION OF SUPERVISORY UNIT WORK

Section 1. The provisions of Sections 1 through 6 of this Recommendation shall apply only to supervisory unit work performed on September 1, 1996 by employees in the supervisory unit now represented by UGSOA in the particular agency affected.

Section 2. a. Except as provided in Section 8, the Employer shall not contract/assign supervisory unit work included within the scope of Section 1 to independent contractors, consultants or other non-supervisory unit state employees where (1) such contract/assignment would result in the layoff or downgrading of an employee, or (2) such contract/assignment would prevent the return to work of an available, competent employee, or (3) the duration of the work to be performed under the contract/assignment is expected to be more than 12 consecutive months, or (4) the work is performed on an annually recurring basis; except for the reasons set forth in Subsection b.

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

Section 3. a. Except as provided in Section 8, the Employer shall not contract/assign supervisory unit work included within the scope of Section 1 which becomes available as a result of a retirement, resignation, termination, promotion, demotion or reassignment of an employee to independent contractors, consultants or other non-supervisory unit state employees, except for the reasons set forth in Subsection b.

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

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

Section 5. At each site where a proposed contract/assignment of supervisory unit work is to occur and provided the work is included within the scope of Section 1 and meets the conditions set forth in Sections 2a. and 3a., local labor/management committees shall meet and discuss over the reasons for the contract/assignment. At this meeting the Employer shall provide to the Union all information it has to support a claim (a) of reasonable cost savings or improved service, (b) of legitimate operational reasons resulting from technological changes, (c) that there are insufficient

numbers of available, competent employees on layoff on the applicable recall list within the agency to perform the required work, or (d) that the duration of the contract/assignment is not expected to exceed 12 consecutive months duration. The Union 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 UGSOA, the Agency and the Office of Administration.

Section 6. The Employer and the Union agree to meet and discuss, on an ongoing basis, at the statewide or agency level to develop a list of contract/assignment exemptions from the provisions of Sections 1 through 5 of this Recommendation. Examples of criteria to be used by the parties for developing the list of exemptions are: duration of the project; total cost of the contract; availability of the necessary skills and/or equipment within the agency's existing resources; ability to complete the project with the Agency's workforce within the required time frames.

Section 7. The Employer agrees to meet and discuss regarding any contract/assignment involving work of the type traditionally performed by employees covered by the Memorandum, but excluded by Section 1 of this Recommendation, upon request of the Union and presentation by the Union of an alternative which may result in reasonable cost savings or improved delivery of service.

Section 8. The limitations set forth in Sections 2, 3, 4 and 5 will not be construed so as to prevent managerial employees from performing supervisory unit work consistent with operational or organizational requirements. Non-UGSOA first-level supervisory unit state employees who are in class titles represented by employee organizations other than UGSOA may perform supervisory 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 9. The Employer and the Union acknowledge the above represents the results of meet and discuss 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 supervisory unit work.

RECOMMENDATION NO. 41  
FAMILY CARE LEAVE

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

The request, which shall be submitted at least two (2) weeks in advance, if circumstances permit, must include documentation supporting the need for Family Care Leave.

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

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

The continuation of benefits under this Section is subject to the employee's payment of any required employee contribution under Recommendation 24, Section 3.

Section 2. State-paid coverage for life insurance and state payments toward coverage for health benefits as provided in Recommendations 23 and 24 will continue for the period of time the employee is on family care leave without pay with benefits under Section 1 of this Recommendation.

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

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

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 for absences under Section 1 of this Recommendation. After commencing the extension period under Section 3 of this Recommendation and upon receipt of a written request to return to work, the employee shall be offered a position in the same classification and seniority unit for which a vacancy exists and to which there are no seniority claims and which the agency intends to fill. If such a position is not available, the employee shall be offered, during the remainder of the six-month period, any position in the same classification, in a lower classification in the same classification series, or a position previously held, within the same geographical/organizational limitation as the seniority unit, for which a vacancy exists and to which there are no seniority claims and which the agency intends to fill. If the employee refuses an offer of a position in the same classification, the employee's rights under this Section shall terminate. If the employee accepts a position in a lower classification or a position previously held, the employee will be offered a position in the same classification if there is a vacancy in that classification during the remainder of the six-month period in the seniority unit, provided there are no seniority claims to the position, and the agency intends to fill the position..

Section 6. For the purpose of this Recommendation, parent shall be defined as the biological, adoptive, step or foster 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 Recommendation, 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 Recommendation are consistent with the Family and Medical Leave Act of 1993, 29 U.S.C. Sections 2601, et seq.

Section 8. Any changes to leave covered by the FMLA, which are incorporated into the successor to the 2011-2015 AFSCME Master Memorandum and go into effect during the term of this Memorandum will apply to this unit.

## RECOMMENDATION 42 LEAVE DONATION PROGRAM

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

### Section 2. Recipients

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

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

c. A catastrophic illness or injury that poses a direct threat to life or to the vital function of major bodily systems or organs, and would cause the employee to take leave without pay or terminate employment, must be documented on a Family and Medical Leave Act Serious Health Condition Certification form. Donated leave may not be used for work-related injuries or illnesses, minor illnesses, injuries, or impairments, sporadic, short-term recurrences of chronic, non-life threatening conditions, short-term absences due to contagious diseases, or short-term recurring medical or therapeutic treatments, except for conditions such as those listed above.

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

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

(1) For an employee's own catastrophic injury or illness, all accrued annual, sick, personal, holiday, and compensatory leave and all anticipated annual and sick leave for the current leave calendar year must be used.

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

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

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

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

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

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

### Section 3. Donors

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

b. Donations must be made in increments of one day (7.50 or 8.0 hours), but not more than five days can be donated to any one employee in the same leave calendar year. The donor's annual leave balance after donation cannot be less than the equivalent of five workdays of leave (37.5 or 40.0 hours). Anticipated personal leave may not be donated.

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

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

Section 4. The provisions of this Recommendation are not grievable under Recommendation 36 of this Memorandum.

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

RECOMMENDATION 43  
TERMINATION

This Memorandum shall be effective September 1, 2014, except where specifically provided that a particular Recommendation will be effective on another date. The Recommendations set forth in this Memorandum reflect the determination arrived at by the Employer after discussions with the Union as required by the Pennsylvania Public Employe Relations Act. It must be further understood that the above Recommendations shall not constitute a memorandum of understanding nor a contract binding on the parties. 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 meet and discuss schedule established under the Public Employe Relations Act.

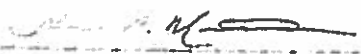


The parties hereto through their duly authorized officers or representatives hereby have hereunto set their hands and seals this day.

April 16, 2015

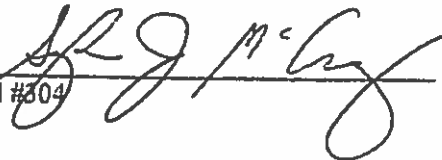
**FOR THE EMPLOYER:  
COMMONWEALTH OF PENNSYLVANIA**

**FOR THE  
INTERNATIONAL UNION, UNITED  
GOVERNMENT SECURITY OFFICERS  
OF AMERICA**

  
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Sharon Minnich  
Secretary of Administration

  
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Michael Burke  
UGSOA Chief Negotiator

  
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Office of Administration  
Bureau of Labor Relations

  
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Local #304

**COMMONWEALTH OF PENNSYLVANIA  
37½ HOUR STANDARD PAY SCHEDULE  
EFFECTIVE JULY 1, 2014  
PAY SCALE TYPE ST**

PAY SCALE LEVEL	PAY SCALE GROUP									
	1	2	3	4	5	6	7	8	9	10
1 Hourly	11.19	12.62	14.23	16.02	18.08	20.47	23.36	26.68	30.46	34.74
1 Biweekly	839.25	946.50	1,067.25	1,201.50	1,356.00	1,535.25	1,752.00	2,001.00	2,284.50	2,605.50
1 Annual*	21,888	24,685	27,834	31,335	35,364	40,039	45,692	52,186	59,580	67,951
2 Hourly	11.45	12.88	14.48	16.34	18.47	20.91	23.90	27.24	31.11	35.52
2 Biweekly	858.75	966.00	1,086.00	1,225.50	1,385.25	1,568.25	1,792.50	2,043.00	2,333.25	2,664.00
2 Annual*	22,396	25,193	28,323	31,961	36,127	40,900	46,748	53,281	60,851	69,477
3 Hourly	11.66	13.10	14.79	16.69	18.83	21.35	24.41	27.89	31.83	36.32
3 Biweekly	874.50	982.50	1,109.25	1,251.75	1,412.25	1,601.25	1,830.75	2,091.75	2,387.25	2,724.00
3 Annual*	22,807	25,624	28,929	32,646	36,831	41,761	47,746	54,553	62,259	71,042
4 Hourly	11.89	13.38	15.10	17.04	19.22	21.86	24.95	28.52	32.53	37.11
4 Biweekly	891.75	1,003.50	1,132.50	1,278.00	1,441.50	1,639.50	1,871.25	2,139.00	2,439.75	2,783.25
4 Annual*	23,257	26,171	29,536	33,330	37,594	42,758	48,802	55,785	63,629	72,587
5 Hourly	12.14	13.65	15.35	17.35	19.64	22.36	25.51	29.13	33.27	37.90
5 Biweekly	910.50	1,023.75	1,151.25	1,301.25	1,473.00	1,677.00	1,913.25	2,184.75	2,495.25	2,842.50
5 Annual*	23,746	26,699	30,025	33,937	38,416	43,736	49,898	56,978	65,076	74,132
6 Hourly	12.35	13.90	15.70	17.72	20.04	22.83	26.10	29.79	33.98	38.77
6 Biweekly	926.25	1,042.50	1,177.50	1,329.00	1,503.00	1,712.25	1,957.50	2,234.25	2,548.50	2,907.75
6 Annual*	24,157	27,188	30,709	34,660	39,198	44,655	51,052	58,269	66,465	75,834
7 Hourly	12.62	14.23	16.02	18.08	20.47	23.36	26.68	30.46	34.74	39.67
7 Biweekly	946.50	1,067.25	1,201.50	1,356.00	1,535.25	1,752.00	2,001.00	2,284.50	2,605.50	2,975.25
7 Annual*	24,685	27,834	31,335	35,364	40,039	45,692	52,186	59,580	67,951	77,595
8 Hourly	12.88	14.48	16.34	18.47	20.91	23.90	27.24	31.11	35.52	40.52
8 Biweekly	966.00	1,086.00	1,225.50	1,385.25	1,568.25	1,792.50	2,043.00	2,333.25	2,664.00	3,039.00
8 Annual*	25,193	28,323	31,961	36,127	40,900	46,748	53,281	60,851	69,477	79,257
9 Hourly	13.10	14.79	16.69	18.83	21.35	24.41	27.89	31.83	36.32	41.43
9 Biweekly	982.50	1,109.25	1,251.75	1,412.25	1,601.25	1,830.75	2,091.75	2,387.25	2,724.00	3,107.25
9 Annual*	25,624	28,929	32,646	36,831	41,761	47,746	54,553	62,259	71,042	81,037
10 Hourly	13.38	15.10	17.04	19.22	21.86	24.95	28.52	32.53	37.11	42.37
10 Biweekly	1,003.50	1,132.50	1,278.00	1,441.50	1,639.50	1,871.25	2,139.00	2,439.75	2,783.25	3,177.75
10 Annual*	26,171	29,536	33,330	37,594	42,758	48,802	55,785	63,629	72,587	82,876

**COMMONWEALTH OF PENNSYLVANIA  
37½ HOUR STANDARD PAY SCHEDULE  
EFFECTIVE JULY 1, 2014  
PAY SCALE TYPE ST**

PAY SCALE LEVEL	PAY SCALE GROUP									
	1	2	3	4	5	6	7	8	9	10
11 Hourly	13.65	15.35	17.35	19.64	22.36	25.51	29.13	33.27	37.90	43.32
11 Biweekly	1,023.75	1,151.25	1,301.25	1,473.00	1,677.00	1,913.25	2,184.75	2,495.25	2,842.50	3,249.00
11 Annual*	26,699	30,025	33,937	38,416	43,736	49,898	56,978	65,076	74,132	84,734
12 Hourly	13.90	15.70	17.72	20.04	22.83	26.10	29.79	33.98	38.77	44.26
12 Biweekly	1,042.50	1,177.50	1,329.00	1,503.00	1,712.25	1,957.50	2,234.25	2,548.50	2,907.75	3,319.50
12 Annual*	27,188	30,709	34,660	39,198	44,655	51,052	58,269	66,465	75,834	86,573
13 Hourly	14.23	16.02	18.08	20.47	23.36	26.68	30.46	34.74	39.67	45.27
13 Biweekly	1,067.25	1,201.50	1,356.00	1,535.25	1,752.00	2,001.00	2,284.50	2,605.50	2,975.25	3,395.25
13 Annual*	27,834	31,335	35,364	40,039	45,692	52,186	59,580	67,951	77,595	88,548
14 Hourly	14.48	16.34	18.47	20.91	23.90	27.24	31.11	35.52	40.52	46.27
14 Biweekly	1,086.00	1,225.50	1,385.25	1,568.25	1,792.50	2,043.00	2,333.25	2,664.00	3,039.00	3,470.25
14 Annual*	28,323	31,961	36,127	40,900	46,748	53,281	60,851	69,477	79,257	90,504
15 Hourly	14.79	16.69	18.83	21.35	24.41	27.89	31.83	36.32	41.43	47.30
15 Biweekly	1,109.25	1,251.75	1,412.25	1,601.25	1,830.75	2,091.75	2,387.25	2,724.00	3,107.25	3,547.50
15 Annual*	28,929	32,646	36,831	41,761	47,746	54,553	62,259	71,042	81,037	92,519
16 Hourly	15.10	17.04	19.22	21.86	24.95	28.52	32.53	37.11	42.37	48.34
16 Biweekly	1,132.50	1,278.00	1,441.50	1,639.50	1,871.25	2,139.00	2,439.75	2,783.25	3,177.75	3,625.50
16 Annual*	29,536	33,330	37,594	42,758	48,802	55,785	63,629	72,587	82,876	94,553
17 Hourly	15.35	17.35	19.64	22.36	25.51	29.13	33.27	37.90	43.32	49.46
17 Biweekly	1,151.25	1,301.25	1,473.00	1,677.00	1,913.25	2,184.75	2,495.25	2,842.50	3,249.00	3,709.50
17 Annual*	30,025	33,937	38,416	43,736	49,898	56,978	65,076	74,132	84,734	96,744
18 Hourly	15.70	17.72	20.04	22.83	26.10	29.79	33.98	38.77	44.26	50.56
18 Biweekly	1,177.50	1,329.00	1,503.00	1,712.25	1,957.50	2,234.25	2,548.50	2,907.75	3,319.50	3,792.00
18 Annual*	30,709	34,660	39,198	44,655	51,052	58,269	66,465	75,834	86,573	98,895
19 Hourly	16.02	18.08	20.47	23.36	26.68	30.46	34.74	39.67	45.27	51.66
19 Biweekly	1,201.50	1,356.00	1,535.25	1,752.00	2,001.00	2,284.50	2,605.50	2,975.25	3,395.25	3,874.50
19 Annual*	31,335	35,364	40,039	45,692	52,186	59,580	67,951	77,595	88,548	101,047
20 Hourly	16.34	18.47	20.91	23.90	27.24	31.11	35.52	40.52	46.27	52.82
20 Biweekly	1,225.50	1,385.25	1,568.25	1,792.50	2,043.00	2,333.25	2,664.00	3,039.00	3,470.25	3,961.50
20 Annual*	31,961	36,127	40,900	46,748	53,281	60,851	69,477	79,257	90,504	103,316

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

40		COMMONWEALTH OF PENNSYLVANIA 40 HOUR STANDARD PAY SCHEDULE EFFECTIVE JULY 1, 2014										40	
		PAY SCALE TYPE ST											
PAY SCALE LEVEL	PAY SCALE GROUP	1	2	3	4	5	6	7	8	9			
Hourly	1	11.19	12.62	14.23	16.02	18.08	20.47	23.36	26.68	30.46			
Biweekly	1	895.20	1,009.60	1,138.40	1,281.60	1,446.40	1,637.60	1,868.80	2,134.40	2,436.80			
Annual*	1	23,347	26,330	29,689	33,424	37,722	42,709	48,738	55,665	63,552			
Hourly	2	11.45	12.88	14.48	16.34	18.47	20.91	23.90	27.24	31.11			
Biweekly	2	916.00	1,030.40	1,158.40	1,307.20	1,477.60	1,672.80	1,912.00	2,179.20	2,488.80			
Annual*	2	23,889	26,873	30,211	34,092	38,536	43,627	49,865	56,834	64,908			
Hourly	3	11.66	13.10	14.79	16.69	18.83	21.35	24.41	27.89	31.83			
Biweekly	3	932.80	1,048.00	1,183.20	1,335.20	1,506.40	1,708.00	1,952.80	2,231.20	2,546.40			
Annual*	3	24,327	27,332	30,858	34,822	39,287	44,545	50,929	58,190	66,410			
Hourly	4	11.89	13.38	15.10	17.04	19.22	21.86	24.95	28.52	32.53			
Biweekly	4	951.20	1,070.40	1,208.00	1,363.20	1,537.60	1,748.80	1,996.00	2,281.60	2,602.40			
Annual*	4	24,807	27,916	31,505	35,552	40,101	45,609	52,056	59,504	67,871			
Hourly	5	12.14	13.65	15.35	17.35	19.64	22.36	25.51	29.13	33.27			
Biweekly	5	971.20	1,092.00	1,228.00	1,388.00	1,571.20	1,788.80	2,040.80	2,330.40	2,661.60			
Annual*	5	25,329	28,479	32,026	36,199	40,977	46,652	53,224	60,777	69,415			
Hourly	6	12.35	13.90	15.70	17.72	20.04	22.83	26.10	29.79	33.98			
Biweekly	6	988.00	1,112.00	1,256.00	1,417.60	1,603.20	1,826.40	2,088.00	2,383.20	2,718.40			
Annual*	6	25,767	29,001	32,756	36,971	41,811	47,633	54,155	62,154	70,896			
Hourly	7	12.62	14.23	16.02	18.08	20.47	23.36	26.68	30.46	34.74			
Biweekly	7	1,009.60	1,138.40	1,281.60	1,446.40	1,637.60	1,868.80	2,134.40	2,436.80	2,779.20			
Annual*	7	26,330	29,689	33,424	37,722	42,709	48,738	55,665	63,552	72,482			
Hourly	8	12.88	14.48	16.34	18.47	20.91	23.90	27.24	31.11	35.52			
Biweekly	8	1,030.40	1,158.40	1,307.20	1,477.60	1,672.80	1,912.00	2,179.20	2,488.80	2,841.60			
Annual*	8	26,873	30,211	34,092	38,536	43,627	49,865	56,834	64,908	74,109			
Hourly	9	13.10	14.79	16.69	18.83	21.35	24.41	27.89	31.83	36.32			
Biweekly	9	1,048.00	1,183.20	1,335.20	1,506.40	1,708.00	1,952.80	2,231.20	2,546.40	2,905.60			
Annual*	9	27,332	30,858	34,822	39,287	44,545	50,929	58,190	66,410	75,778			
Hourly	10	13.38	15.10	17.04	19.22	21.86	24.95	28.52	32.53	37.11			
Biweekly	10	1,070.40	1,208.00	1,363.20	1,537.60	1,748.80	1,996.00	2,281.60	2,602.40	2,968.80			
Annual*	10	27,916	31,505	35,552	40,101	45,609	52,056	59,504	67,871	77,426			

COMMONWEALTH OF PENNSYLVANIA 40 HOUR STANDARD PAY SCHEDULE EFFECTIVE JULY 1, 2014 PAY SCALE TYPE ST									
PAY SCALE LEVEL	PAY SCALE GROUP 1	PAY SCALE GROUP 2	PAY SCALE GROUP 3	PAY SCALE GROUP 4	PAY SCALE GROUP 5	PAY SCALE GROUP 6	PAY SCALE GROUP 7	PAY SCALE GROUP 8	PAY SCALE GROUP 9
11 Hourly	13.65	15.35	17.35	19.64	22.36	25.51	29.13	33.27	37.90
11 Biweekly	1,092.00	1,228.00	1,388.00	1,571.20	1,788.80	2,040.80	2,330.40	2,661.60	3,032.00
11 Annual*	28,479	32,026	36,199	40,977	46,652	53,224	60,777	69,415	79,075
12 Hourly	13.90	15.70	17.72	20.04	22.83	26.10	29.79	33.98	38.77
12 Biweekly	1,112.00	1,256.00	1,417.60	1,603.20	1,826.40	2,088.00	2,383.20	2,718.40	3,101.60
12 Annual*	29,001	32,756	36,971	41,811	47,633	54,455	62,154	70,896	80,890
13 Hourly	14.23	16.02	18.08	20.47	23.36	26.68	30.46	34.74	39.67
13 Biweekly	1,136.40	1,281.60	1,446.40	1,637.60	1,868.80	2,134.40	2,436.80	2,779.20	3,173.60
13 Annual*	29,689	33,424	37,722	42,709	48,738	55,665	63,552	72,482	82,767
14 Hourly	14.48	16.34	18.47	20.91	23.90	27.24	31.11	35.52	40.52
14 Biweekly	1,158.40	1,307.20	1,477.60	1,672.80	1,912.00	2,179.20	2,488.80	2,841.60	3,241.60
14 Annual*	30,211	34,092	38,536	43,627	49,865	56,834	64,908	74,109	84,541
15 Hourly	14.79	16.69	18.83	21.35	24.41	27.89	31.83	36.32	41.43
15 Biweekly	1,183.20	1,335.20	1,506.40	1,708.00	1,952.80	2,231.20	2,546.40	2,905.60	3,314.40
15 Annual*	30,858	34,822	39,287	44,545	50,929	58,190	66,410	75,778	86,440
16 Hourly	15.10	17.04	19.22	21.86	24.95	28.52	32.53	37.11	42.37
16 Biweekly	1,208.00	1,363.20	1,537.60	1,748.80	1,996.00	2,281.60	2,602.40	2,968.80	3,389.60
16 Annual*	31,505	35,552	40,101	45,609	52,056	59,504	67,871	77,426	88,401
17 Hourly	15.35	17.35	19.64	22.36	25.51	29.13	33.27	37.90	43.32
17 Biweekly	1,228.00	1,388.00	1,571.20	1,788.80	2,040.80	2,330.40	2,661.60	3,032.00	3,465.60
17 Annual*	32,026	36,199	40,977	46,652	53,224	60,777	69,415	79,075	90,383
18 Hourly	15.70	17.72	20.04	22.83	26.10	29.79	33.98	38.77	44.26
18 Biweekly	1,256.00	1,417.60	1,603.20	1,826.40	2,088.00	2,383.20	2,718.40	3,101.60	3,540.80
18 Annual*	32,756	36,971	41,811	47,633	54,455	62,154	70,896	80,890	92,344
19 Hourly	16.02	18.08	20.47	23.36	26.68	30.46	34.74	39.67	45.27
19 Biweekly	1,281.60	1,446.40	1,637.60	1,868.80	2,134.40	2,436.80	2,779.20	3,173.60	3,621.60
19 Annual*	33,424	37,722	42,709	48,738	55,665	63,552	72,482	82,767	94,451
20 Hourly	16.34	18.47	20.91	23.90	27.24	31.11	35.52	40.52	46.27
20 Biweekly	1,307.20	1,477.60	1,672.80	1,912.00	2,179.20	2,488.80	2,841.60	3,241.60	3,701.60
20 Annual*	34,092	38,536	43,627	49,865	56,834	64,908	74,109	84,541	96,538

\* 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  
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**COMMONWEALTH OF PENNSYLVANIA**  
**37½ HOUR SECURITY OFFICERS PAY SCHEDULE**  
**EFFECTIVE JULY 1, 2015**  
**PAY SCALE TYPE SO**

PAY SCALE LEVEL	PAY SCALE GROUP 3		PAY SCALE GROUP 4		PAY SCALE GROUP 5		PAY SCALE GROUP 6		PAY SCALE GROUP 7	
1	Hourly	14.44	16.26	18.35	20.78	23.71				
	Biweekly	1,083.00	1,219.50	1,376.25	1,558.50	1,778.25				
	Annual*	28,245	31,805	35,893	40,646	46,377				
2	Hourly	14.70	16.59	18.75	21.22	24.26				
	Biweekly	1,102.50	1,244.25	1,406.25	1,591.50	1,819.50				
	Annual*	28,753	32,450	36,675	41,506	47,453				
3	Hourly	15.01	16.94	19.11	21.67	24.78				
	Biweekly	1,125.75	1,270.50	1,433.25	1,625.25	1,858.50				
	Annual*	29,360	33,135	37,379	42,387	48,470				
4	Hourly	15.33	17.30	19.51	22.19	25.32				
	Biweekly	1,149.75	1,297.50	1,463.25	1,664.25	1,899.00				
	Annual*	29,985	33,839	38,162	43,404	49,526				
5	Hourly	15.58	17.61	19.93	22.70	25.89				
	Biweekly	1,168.50	1,320.75	1,494.75	1,702.50	1,941.75				
	Annual*	30,474	34,445	38,983	44,401	50,641				
6	Hourly	15.94	17.99	20.34	23.17	26.49				
	Biweekly	1,195.50	1,349.25	1,525.50	1,737.75	1,986.75				
	Annual*	31,179	35,188	39,785	45,321	51,814				
7	Hourly	16.26	18.35	20.78	23.71	27.08				
	Biweekly	1,219.50	1,376.25	1,558.50	1,778.25	2,031.00				
	Annual*	31,805	35,893	40,646	46,377	52,968				
8	Hourly	16.59	18.75	21.22	24.26	27.65				
	Biweekly	1,244.25	1,406.25	1,591.50	1,819.50	2,073.75				
	Annual*	32,450	36,675	41,506	47,453	54,083				
9	Hourly	16.94	19.11	21.67	24.78	28.31				
	Biweekly	1,270.50	1,433.25	1,625.25	1,858.50	2,123.25				
	Annual*	33,135	37,379	42,387	48,470	55,374				
10	Hourly	17.30	19.51	22.19	25.32	28.95				
	Biweekly	1,297.50	1,463.25	1,664.25	1,899.00	2,171.25				
	Annual*	33,839	38,162	43,404	49,526	56,626				

**COMMONWEALTH OF PENNSYLVANIA**  
**37½ HOUR SECURITY OFFICERS PAY SCHEDULE**  
**EFFECTIVE JULY 1, 2015**  
**PAY SCALE TYPE SO**

PAY SCALE LEVEL	PAY SCALE GROUP 3	PAY SCALE GROUP 4	PAY SCALE GROUP 5	PAY SCALE GROUP 6	PAY SCALE GROUP 7
Hourly	17.61	19.93	22.70	25.89	29.57
<b>11</b> Biweekly	<b>1,320.75</b>	<b>1,494.75</b>	<b>1,702.50</b>	<b>1,941.75</b>	<b>2,217.75</b>
Annual*	34,445	38,983	44,401	50,641	57,839
Hourly	17.99	20.34	23.17	26.49	30.24
<b>12</b> Biweekly	<b>1,349.25</b>	<b>1,525.50</b>	<b>1,737.75</b>	<b>1,986.75</b>	<b>2,268.00</b>
Annual*	35,188	39,785	45,321	51,814	59,149
Hourly	18.35	20.78	23.71	27.08	30.92
<b>13</b> Biweekly	<b>1,376.25</b>	<b>1,558.50</b>	<b>1,778.25</b>	<b>2,031.00</b>	<b>2,319.00</b>
Annual*	35,893	40,646	46,377	52,968	60,480
Hourly	18.75	21.22	24.26	27.65	31.58
<b>14</b> Biweekly	<b>1,406.25</b>	<b>1,591.50</b>	<b>1,819.50</b>	<b>2,073.75</b>	<b>2,368.50</b>
Annual*	36,675	41,506	47,453	54,083	61,770
Hourly	19.11	21.67	24.78	28.31	32.31
<b>15</b> Biweekly	<b>1,433.25</b>	<b>1,625.25</b>	<b>1,858.50</b>	<b>2,123.25</b>	<b>2,423.25</b>
Annual*	37,379	42,387	48,470	55,374	63,198
Hourly	19.51	22.19	25.32	28.95	33.02
<b>16</b> Biweekly	<b>1,463.25</b>	<b>1,664.25</b>	<b>1,899.00</b>	<b>2,171.25</b>	<b>2,476.50</b>
Annual*	38,162	43,404	49,526	56,626	64,587
Hourly	19.93	22.70	25.89	29.57	33.77
<b>17</b> Biweekly	<b>1,494.75</b>	<b>1,702.50</b>	<b>1,941.75</b>	<b>2,217.75</b>	<b>2,532.75</b>
Annual*	38,983	44,401	50,641	57,839	66,054
Hourly	20.34	23.17	26.49	30.24	34.49
<b>18</b> Biweekly	<b>1,525.50</b>	<b>1,737.75</b>	<b>1,986.75</b>	<b>2,268.00</b>	<b>2,586.75</b>
Annual*	39,785	45,321	51,814	59,149	67,462
Hourly	20.78	23.71	27.08	30.92	35.26
<b>19</b> Biweekly	<b>1,558.50</b>	<b>1,778.25</b>	<b>2,031.00</b>	<b>2,319.00</b>	<b>2,644.50</b>
Annual*	40,646	46,377	52,968	60,480	68,969
Hourly	21.22	24.26	27.65	31.58	36.05
<b>20</b> Biweekly	<b>1,591.50</b>	<b>1,819.50</b>	<b>2,073.75</b>	<b>2,368.50</b>	<b>2,703.75</b>
Annual*	41,506	47,453	54,083	61,770	70,514

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

**COMMONWEALTH OF PENNSYLVANIA**  
**40 HOUR SECURITY OFFICERS PAY SCHEDULE**  
**EFFECTIVE JULY 1, 2015**  
**PAY SCALE TYPE SO**

PAY SCALE LEVEL	PAY SCALE GROUP 3	PAY SCALE GROUP 4	PAY SCALE GROUP 5	PAY SCALE GROUP 6	PAY SCALE GROUP 7
1	Hourly 14.44 Biweekly 1,155.20 Annual* 30,128	16.26 1,300.80 33,925	18.35 1,468.00 38,285	20.78 1,662.40 43,355	23.71 1,896.80 49,469
2	Hourly 14.70 Biweekly 1,176.00 Annual* 30,670	16.59 1,327.20 34,613	18.75 1,500.00 39,120	21.22 1,697.60 44,273	24.26 1,940.80 50,616
3	Hourly 15.01 Biweekly 1,200.80 Annual* 31,317	16.94 1,355.20 35,344	19.11 1,528.80 39,871	21.67 1,733.60 45,212	24.78 1,982.40 51,701
4	Hourly 15.33 Biweekly 1,226.40 Annual* 31,985	17.30 1,384.00 36,095	19.51 1,560.80 40,706	22.19 1,775.20 46,297	25.32 2,025.60 52,828
5	Hourly 15.58 Biweekly 1,246.40 Annual* 32,506	17.61 1,408.80 36,742	19.93 1,594.40 41,582	22.70 1,816.00 47,361	25.89 2,071.20 54,017
6	Hourly 15.94 Biweekly 1,275.20 Annual* 33,257	17.99 1,439.20 37,534	20.34 1,627.20 42,437	23.17 1,853.60 48,342	26.49 2,119.20 55,269
7	Hourly 16.26 Biweekly 1,300.80 Annual* 33,925	18.35 1,468.00 38,285	20.78 1,662.40 43,355	23.71 1,896.80 49,469	27.08 2,166.40 56,500
8	Hourly 16.59 Biweekly 1,327.20 Annual* 34,613	18.75 1,500.00 39,120	21.22 1,697.60 44,273	24.26 1,940.80 50,616	27.65 2,212.00 57,689
9	Hourly 16.94 Biweekly 1,355.20 Annual* 35,344	19.11 1,528.80 39,871	21.67 1,733.60 45,212	24.78 1,982.40 51,701	28.31 2,264.80 59,066
10	Hourly 17.30 Biweekly 1,384.00 Annual* 36,095	19.51 1,560.80 40,706	22.19 1,775.20 46,297	25.32 2,025.60 52,828	28.95 2,316.00 60,401



**COMMONWEALTH OF PENNSYLVANIA**  
**40 HOUR SECURITY OFFICERS PAY SCHEDULE**  
**EFFECTIVE JULY 1, 2015**  
**PAY SCALE TYPE SO**

PAY SCALE LEVEL	PAY SCALE GROUP 3	PAY SCALE GROUP 4	PAY SCALE GROUP 5	PAY SCALE GROUP 6	PAY SCALE GROUP 7
11	Hourly 17.61 Biweekly 1,408.80 Annual* 36,742	19.93 1,594.40 41,582	22.70 1,816.00 47,361	25.89 2,071.20 54,017	29.57 2,365.60 61,695
12	Hourly 17.99 Biweekly 1,439.20 Annual* 37,534	20.34 1,627.20 42,437	23.17 1,853.60 48,342	26.49 2,119.20 55,269	30.24 2,419.20 63,093
13	Hourly 18.35 Biweekly 1,468.00 Annual* 38,285	20.78 1,662.40 43,355	23.71 1,896.80 49,469	27.08 2,166.40 56,500	30.92 2,473.60 64,511
14	Hourly 18.75 Biweekly 1,500.00 Annual* 39,120	21.22 1,697.60 44,273	24.26 1,940.80 50,616	27.65 2,212.00 57,689	31.58 2,526.40 65,889
15	Hourly 19.11 Biweekly 1,528.80 Annual* 39,871	21.67 1,733.60 45,212	24.78 1,982.40 51,701	28.31 2,264.80 59,066	32.31 2,584.80 67,412
16	Hourly 19.51 Biweekly 1,560.80 Annual* 40,706	22.19 1,775.20 46,297	25.32 2,025.60 52,828	28.95 2,316.00 60,401	33.02 2,641.60 68,893
17	Hourly 19.93 Biweekly 1,594.40 Annual* 41,582	22.70 1,816.00 47,361	25.89 2,071.20 54,017	29.57 2,365.60 61,695	33.77 2,701.60 70,458
18	Hourly 20.34 Biweekly 1,627.20 Annual* 42,437	23.17 1,853.60 48,342	26.49 2,119.20 55,269	30.24 2,419.20 63,093	34.49 2,759.20 71,960
19	Hourly 20.78 Biweekly 1,662.40 Annual* 43,355	23.71 1,896.80 49,469	27.08 2,166.40 56,500	30.92 2,473.60 64,511	35.26 2,820.80 73,566
20	Hourly 21.22 Biweekly 1,697.60 Annual* 44,273	24.26 1,940.80 50,616	27.65 2,212.00 57,689	31.58 2,526.40 65,889	36.05 2,884.00 75,215

\* 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, an Leave," Title 4, Pennsylvania Code.

**APPENDIX C  
ORGANIZATIONAL SENIORITY UNITS**

**AGRICULTURE**

**Furloughs and Promotions**

- 1) Headquarters (including Farm Show)
- 2) Each Horse/Harness Racing Facility

**CONSERVATION AND NATURAL RESOURCES**

**Furloughs and Promotions**

1. Regional Park Offices
2. Parks
  - Bendigo Complex
    - Elk
    - Kinzua
  - Black Moshannon
  - Chapman
  - Hills Creek Complex
    - Leonard Harrison
    - Colton Point
    - Lyman Run
    - Patterson
    - Prouty Place
    - Cherry Springs
    - Denton Hill
  - Kettle Creek Complex
    - Ole Bull
  - R. B. Winter Complex
    - Ravensburg
    - McCall Dam
    - Sand Bridge
  - Reeds Gap Complex
    - Poe Valley
    - Poe Paddy
  - Sinnemahoning
  - Sizerville Complex
    - Bucktail

Shikellamy Complex  
Milton  
Susquehanna  
Mt. Pisgah  
Bald Eagle  
Little Pine Complex  
Hyner Run  
Little Pine  
Upper Pine Bottom  
Hyner View  
Point  
Allegheny Islands  
Cook Forest Complex  
Clear Creek  
Keystone  
Laurel Hill Complex  
Kooser  
Laurel Ridge  
Linn Run Complex  
Laurel Mt.  
Laurel Summit  
Moraine Complex  
McConnell's Mill  
Ohiopyle  
Raccoon Creek  
Hillman  
M. K. Goddard  
Yellow Creek  
Presque Isle  
Erie Bluffs  
Oil Creek  
Pymatuning  
Caledonia Complex  
Mt. Alto  
Colonel Denning Complex  
Big Spring  
Fowler's Hollow  
Cowans Gap Complex  
Buchanan's Birthplace  
Gifford Pinchot  
Greenwood Furnace Complex  
Whipple Dam  
Penn Roosevelt

Pine Grove Furnace  
Prince Gallitzin  
Codorus  
Little Buffalo  
    Joseph E. Ibberson Conservation Area  
    Boyd Big Tree Conservation Area  
Canoe Creek Complex  
    Trough Creek  
    Warriors Path  
Susquehannock  
    Samuel Lewis  
Shawnee  
    Blue Knob  
Frances Slocum  
Fort Washington  
French Creek Complex  
    Marsh Creek  
Hickory Run Complex  
    Lehigh Gorge  
    Nescopeck  
Neshaminy  
    Benjamin Rush  
Tuscarora Complex  
    Locust Lake  
Promised Land  
    Varden Conservation Area  
Ricketts Glen  
Tobyhanna Complex  
    Gouldsboro  
    Big Pocono  
Nockamixon  
Worlds End  
Memorial Lake Complex  
    Swatara  
Tyler  
Ridley Creek  
Lackawanna Complex  
    Archbald Pothole  
    Salt Springs  
    Prompton  
Beltzville  
Evansburg  
Delaware Canal  
    Ralph Stover

White Clay Creek  
Norristown  
Parker Dam Complex  
S. B. Elliott  
Nolde  
Kings Gap  
Jennings  
Jacobsburg

## GENERAL SERVICES

### Furloughs and Promotions

- 1) Headquarters
- 2) DGS Annex (2)  
Non-Civil Service  
Civil Service

## LABOR AND INDUSTRY

### Furloughs and Promotions

- 1) Hiram G. Andrews Center

## MILITARY AND VETERANS' AFFAIRS

### Furloughs and Promotions

- 1) Headquarters
- 2) Pennsylvania Soldiers and Sailors Home - Erie
- 3) Hollidaysburg Veterans Home
- 4) Southeastern Pennsylvania Veterans Center
- 5) Gino J. Merli Veterans Center
- 6) Southwestern Pennsylvania Veterans Center
- 7) Delaware Valley Veterans Home

## HUMAN SERVICES

### Furloughs and Promotions

1) Each Institution

Youth Development Centers  
Mental Health, Mental Retardation

**APPENDIX D  
CLASS SERIES AND ENTRANCE LEVEL CLASSES**

<u>Class Code</u>	<u>Class Title</u>	<u>Pay Scale Group</u>
74720*	Security Officer 2	4
74801*	Installation Police Officer Supervisor, DMVA	7

\* Asterisk denotes entrance level classification