***Please distribute this alert to any users within your agency who are responsible for employees covered by the CIVEA (E4, E7) and PSEA (S4) union contracts.***

**CIVEA (E4, E7) & PSEA (S4) Contract Implementation (DOC and L&I Only)**

* Information regarding the contract implementations for CIVEA (E4, E7) and PSEA (S4).

Side letter agreements have authorized the January 2017 pay increases for these unions to be processed in SAP prior to the formal signing of the contracts.

Effective January 2017, eligible employees will receive a one-step longevity increment and General Pay Increase according to the following schedule:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contract Name and Bargaining Units** | **Pay Scale** | **Effective Dates** | **Processing Dates** | **Pay Dates** |
| CIVEA (E4, E7) | ED (Pay Scale Area TE) | **Z1**  01/01/17  **Z3**  01/07/17 | **All Pay Areas**  01/12/17 & 01/13/17 | **Z1**  01/27/17  **Z3**  02/03/17 |
| PSEA (S4) | ED (Pay Scale Area TF) |

Employees who are at or above the maximum step of their educational level will **not** receive a cash payment in lieu of the longevity increment. The terms of the agreements do not provide longevity increments to employees in the form of a one-time cash payment.

**Questions?**   
If you have any questions regarding CIVEA (E4, E7) & PSEA (S4) contract implementation, please submit an [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the personnel administration category. You may also call the HR Service Center, Agency Services & Operations Division at 877.242.6007.