

MEMORANDUM OF UNDERSTANDING
FOR
EDUCATIONAL AND CULTURAL EMPLOYEES
BETWEEN THE
COMMONWEALTH OF PENNSYLVANIA
AND THE
FEDERATION OF STATE CULTURAL
AND
EDUCATIONAL PROFESSIONALS
LOCAL 2382

American Federation of Teachers Pennsylvania
AFL-CIO

July 1, 2019 to June 30, 2023

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GENERAL

This Memorandum of Understanding, entered into by the Commonwealth of Pennsylvania, hereinafter referred to as the "Employer", and the Federation of State Cultural and Educational Professionals (FOSCEP), Local 2382, American Federation of Teachers Pennsylvania, AFT/AFL-CIO, hereinafter referred to as the "Federation", sets forth recommendations mutually agreed upon by the parties concerning wages, hours and other terms and conditions of employment. The parties, through their representatives, have met and discussed matters deemed to be bargainable for other public employees under the Pennsylvania Public Employe Relations Act of 1970 (Act 195) and have agreed to make the following recommendations for the period commencing with the date of this Memorandum and ending June 30, 2015. The following recommendations are intended to apply only to employees in the first level educational and cultural unit certified by the Pennsylvania Labor Relations Board.

RECOMMENDATION NO. 1 RECOGNITION

The Federation of State Cultural and Educational Professionals (FOSCEP), by the Local 2382, American Federation of Teachers Pennsylvania, AFT/AFL-CIO, is recognized by the Commonwealth of Pennsylvania as the exclusive representative for meet and discuss purposes for employees within the unit and classifications established by certification of the Pennsylvania Labor Relations Board, more specifically referred to as PERA-R-2376-C, dated February 21, 1973, which classifications are contained as of the date of this Memorandum in Appendix F attached hereto and made a part hereof.

RECOMMENDATION NO. 2 DUES DEDUCTION

Section 1. The Employer agrees to deduct the Federation biweekly membership dues from the pay of those employees who individually request in writing that such deductions be made. The amount of biweekly deductions shall be certified to the Employer in writing by the Federation, and the aggregate deductions of all employees shall be remitted together with an itemized statement to the Federation by the last day of the succeeding month after such deductions are made.

An employee's dues deduction authorization shall remain in effect until expressly revoked in writing by the employee in accordance with the terms of the authorization. When it is determined by FOSCEP that an employee's payroll dues deductions should cease, the Union shall be responsible for notifying the Employer. Such notices shall be communicated in writing and shall include the effective date of the cessation of payroll dues deduction. The Employer shall rely on the information provided by the Union to cancel or change authorizations.

Section 2. a. The employee's written authorization for dues payroll deduction shall contain the employee's name, last four (4) digits of the employee's social security number, agency in which employed, work location (institution, district, bureau, etc.), Federation name and local number.

b. In implementing this Section, the Commonwealth agrees to allow for the submission of electronic authorizations (including both online and voice authorizations, should FOSCEP institute such authorization) in addition to paper written authorizations for deduction from employees' bi-weekly pay of membership dues and an annual assessment, if any, in accordance with the following terms:

FOSCEP shall document voice authorizations in a written authorization form, created either electronically or on paper, and shall maintain the original voice recording(s). Any such recording(s) will be made available to the Commonwealth upon request. Authorizations will be sent by FOSCEP via email, as PDF attachments, to a Commonwealth Resource Account. Preferably, individual authorizations should be submitted separately; however, if more than one authorization is included in the same submission, a summary (e.g., spreadsheet or other listing) will accompany the submission and enumerate each authorization.

Section 3. If dues are deducted and remitted to the Federation, in accordance with the procedure specified in Section 1 above, the Federation shall be solely responsible in the event anyone claims that the deduction and/or remission was improper.

Section 4. a. The Employer shall supply to a designated Federation representative the name and work location of new employees who enter the meet and discuss unit within 30 days of their assignment. The present practice of supplying the Federation with a listing of employees in this unit shall continue. In addition, the Employer shall furnish each new employee with a copy of this Memorandum together with an authorization for dues payroll deductions, provided the Federation has furnished the Employer with sufficient copies of the Memorandum containing the authorization for dues deduction.

b. FOSCEP shall provide a single point of contact to which the Commonwealth will provide a timely copy of the written notice confirming an employee's hire or transfer into a position represented by FOSCEP.

c. FOSCEP shall be given up to one (1) hour during new employee orientation to address bargaining/supervisory unit members and distribute materials. The Commonwealth will provide reasonable written notice of such orientation and will provide FOSCEP with an electronic list of expected participants in advance of the orientation. FOSCEP may select a reasonable number of employee representatives from within its bargaining/supervisory units to attend the orientation during paid work time to participate in FOSCEP's presentation to new employees, subject to management's responsibility to maintain efficient operations.

d. The Commonwealth shall include a link to a FOSCEP-provided website in any electronic onboarding that is utilized to orient new employees. Additionally, where the

employee's only orientation is the electronic onboarding process, FOSCEP shall be given up to one (1) hour during working hours to provide an in-person presentation comparable to that provided at in-person orientations under subsection c. above. The scheduling of this presentation and release of employees for their voluntary attendance shall be subject to management's responsibility to maintain efficient operations.

Section 5. FOSCEP may conduct a meeting of no more than one (1) hour in length with unit employees at each work site, during the work day, on an annual basis for the purpose of training/discussion to familiarize employees with the terms of the applicable labor agreement/memorandum of understanding and to discuss other labor relations issues. FOSCEP shall not communicate and/or distribute information of a partisan political nature or that which is detrimental to the labor-management relationship. The scheduling of the meeting and release of employees for their voluntary attendance will be subject to management's responsibility to maintain efficient operations.

RECOMMENDATION NO. 3 HOURS OF WORK

Section 1. The work day shall consist of 7.5 or 8 consecutive work hours, including rest periods, but excluding non-duty meal periods. The work day for all employees, except librarians, in all agencies covered by this Memorandum shall consist of 7.5 or 8 hours within a pre-established work schedule. The work day shall consist of the calendar day, except for librarians in the Department of Corrections covered by this Memorandum. The work day for Department of Corrections' librarians shall consist of any twenty four (24) hours in a pre-established work schedule beginning with the scheduled reporting time for the employee's shift.

Section 2. The work week shall consist of any five work days beginning on Monday and ending on Friday, except for librarians who are employees in the Division of Library Services of the Department of Education, librarians in the Department of Corrections, librarians in the Department of Human Services and employees of the Pennsylvania Historical and Museum Commission. The regular work week for librarians who are employed in the Division of Library Services, Department of Education shall consist of five work days during the period Saturday through Friday excluding Sundays.

The work week for librarians in the Department of Corrections, librarians in the Department of Human Services and employees of the Pennsylvania Historical and Museum Commission shall consist of any five work days within a consecutive seven calendar day period. Work schedules for the PHMC employees and librarians who are employed in the Division of Library Services, Department of Education, showing their shifts, work days and hours shall be posted on the applicable bulletin boards. Except for emergencies, changes will be posted 14 days in advance. Where changes are to be made with less than 14 days notice by the Employer, for other than emergency reasons, the Employer agrees to meet and discuss with the Federation prior to the implementation of such changes.

Section 3. The parties will establish a joint labor management committee to further discuss during the life of this memorandum the concept of telecommuting and its potential associated cost savings.

RECOMMENDATION NO. 4
REST PERIODS

Section 1. An employee shall be entitled to a 15 minute rest period during each one-half work shift provided the employee works a minimum of three hours in that one-half shift.

Section 2. Employees who anticipate working at least one hour beyond their regular shift shall be entitled to a 15 minute rest period before starting such additional work and shall thereafter receive a 15 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. If the employee takes a meal period at the expiration of their normal work day, then the employee shall thereafter be given a 15 minute 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.

Section 3. Part-time employees shall be granted a 15 minute rest period during each 3¼ hours work period.

Section 4. The scheduling of rest periods immediately before or after meal periods is permissible in institutions in the Department of Corrections and Department of Human Services where the Federation and the Employer agree to such a practice or where the present practice is to schedule rest periods in that manner.

RECOMMENDATION NO. 5
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 otherwise approved by the Employer or unless emergencies require a variance. Present practices relating to meal periods for part time employees shall remain in effect. The meal period shall not exceed one hour in length unless the employer agrees to a longer meal period.

Section 2. Employees will be allowed a one-hour meal period for each two hours worked beyond their work day. If an employee is required by the Employer to work two or more hours beyond the normal work day, the Employer shall reimburse the employee for the amount expended for a meal not to exceed \$8.00.

Section 3. An employee who is required to remain on duty during meal periods shall be compensated for this period at the appropriate rate of pay.

Section 4. If employees are required to work on a holiday or other scheduled day off and work more than 9.5 hours (for 7.5 hour employees) or 10 hours (for 8 hour employees) on such day and have not had notice of such work assignment at least two hours before they commenced their work on that date, the Employer shall furnish a meal or compensate the employee for a meal as provided for in Section 2 above.

RECOMMENDATION NO. 6
HOLIDAYS

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

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

The following Monday shall be recognized as a holiday for all holidays occurring on a Sunday, and the preceding Friday shall be recognized as a holiday for all holidays occurring on a Saturday. In no event shall an employee be entitled to a duplicate holiday payment.

Permanent full-time employees working other than a regular Monday through Friday work week shall be guaranteed the same number of days off with pay equal to the number of paid holidays received by the employees on a regular Monday through Friday schedule, subject to the same entitlement requirement.

Section 2. At Thaddeus Stevens College of Technology, the following days shall be recognized as holidays:

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Christmas Day

The remaining five holidays shall be scheduled by the administration of this institution during the time on the academic schedule when the institution is not at full operation.

The matter of rescheduling minor holidays shall be resolved on a meet and discuss basis between Thaddeus Stevens College of Technology and the Federation.

An employee shall earn a minor holiday provided the employee was in an active pay status on 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 day the minor holiday is celebrated as provided for in Section 1. An employee who earns a minor holiday and subsequently terminates employment prior to taking the rescheduled day off with pay, shall be compensated for such holiday. In the event the earning of a holiday is anticipated and an employee terminates employment prior to actually earning the anticipated holiday, such employee shall reimburse the Employer for the holiday taken but not earned.

Payment specified in Section 4 of this Recommendation shall be applicable only if the employee works on the day on which the minor holiday has been rescheduled.

Section 3. A permanent full-time employee shall be paid for any holiday listed in Section 1 of this Recommendation, provided the employee was scheduled to work on that day and if the employee was in an active pay status on the last half of the employee's scheduled work day immediately prior and the first half of the employees scheduled work day immediately subsequent thereto.

Selection of an employee to work a holiday shall be made within an office by seniority as defined in Recommendation 24 unless management determines specific expertise is needed which would permit management to select the individual needed without the use of seniority.

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 active pay status.

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

Section 4. If a permanent full-time employee works on any of the holidays set forth in Section 1 of this Recommendation except the day after Thanksgiving, the employee shall be compensated at one and one-half times the regular rate of pay for all hours worked on said holiday. In addition, the employee shall receive time off equal to all such hours worked, but not to exceed the number of hours in the employee's regular work shift. The Employer may, at its discretion, pay an additional day's compensation in lieu of the compensatory day.

If a written request is received prior to or within 45 days after the holiday is worked, paid time off shall, subject to management's responsibility to maintain efficient operations, be scheduled and granted as requested by the employee, prior to the holiday or within the 120 calendar day period succeeding the holiday. If the Employer does not schedule such paid time off in accordance with the employee's request, or at some other time prior to the completion of the 120 calendar day period succeeding the holiday, the employee shall be compensated at the employee's regular rate of pay in lieu of such paid time off.

If a permanent full-time employee works on the day after Thanksgiving, the employee shall be compensated at the employees' regular hourly rate of pay for all hours worked on said holiday. The employee shall receive paid time off for all hours worked on the day after Thanksgiving up to a full shift. The Employer may, at its discretion, pay an additional day's compensation in lieu of the compensatory day.

Section 5. 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 leaves 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 rate of pay for all hours worked on a holiday set forth in Section 1 above except the day after Thanksgiving. Permanent part-time employees shall be compensated at their regular hourly rate of pay for all hours worked on the day after Thanksgiving.

Section 6. 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, 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. Whenever the Employer declares a special holiday or part holiday for all employees under the Employer's jurisdiction, all permanent employees who are required to work during such holiday hours shall receive equivalent 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.

Section 8. 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 Recommendation 17 of this Memorandum.

Section 9. There shall be no duplication or pyramiding of any premium pay provided for under the provisions of this Memorandum for the same hours worked.

Section 10. Payment for work on a holiday is to be made on the payday of the first pay period following the pay period in which the holiday is worked.

RECOMMENDATION NO. 7
LEAVE DONATION PROGRAM

Section 1. Permanent employees may donate annual leave to a designated permanent employee in the employee's agency who has used all accrued paid leave and anticipated annual leave for the current leave calendar year. The leave is to be used for the recipient's own catastrophic or severe injury or illness or for the catastrophic or severe injury or illness of a family member or for the absences related to an organ donation by the recipient. 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 9, Section 6.

Section 2. Recipients

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

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

Effective with the beginning of the 2021 leave calendar year, leave donations may not be used for the catastrophic or severe injury or illness of a domestic partner of an employee or the child of an employee's domestic partner.

c. An organ donation, or 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. An organ donation, and severe illness or injury must also be documented on a Medical Condition Certificate to Receive Leave Donations Forms.

e. Organ donation is defined as a living donor giving an organ (kidney) or part of an organ (liver, lung, or intestine) to be transplanted into another person.

f. The absence due to an organ donation, or the catastrophic or severe illness or injury of the employee or a family member must be for more than 20 workdays in the current leave calendar year. The 20-workday absence may be accumulated on an intermittent basis if properly documented as related to the organ donation or the same catastrophic or severe illness or injury. Annual, 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 organ donation, or catastrophic or severe illness or injury and for each leave calendar year in which donated leave is used. Donated leave may not be applied to the required 20-workday accumulation period.

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

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

(2) For the organ donation or catastrophic or severe injury or illness of a family member, all accrued annual, 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.

h. 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.

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

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

k. 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.

l. 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).

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 annual 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 9, Section 6.

Section 4. The provisions of this Recommendation are not grievable under Recommendation 22 of this Memorandum.

Section 5. 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.

Section 6. 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 NO. 8
ANNUAL LEAVE

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

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

**Maximum Annual Leave
Entitlement Per Year**

Up to 3 Years:

Annual Leave will be
Earned at the rate of
4.24% of all Regular
Hours Paid

37.5 Hr. Workweek: 82.5 Hrs. (11 days)
40 Hr. Workweek: 88 Hrs. (11 days)

Over 3 Years to 15 Years Inclusive:

Annual Leave will be
Earned at the rate of
7.32% of all Regular
Hours Paid

37.5 Hr. Workweek: 142.5 Hrs. (19 days)
40 Hr. Workweek: 152 Hrs. (19 days)

Over 15 Years:

Annual Leave will be
Earned at the rate of
9.24% of all Regular
Hours Paid

37.5 Hr. Workweek: 180 Hrs. (24 days)
40 Hr. Workweek: 192 Hrs. (24 days)

b. Employees hired before July 1, 2011 with over 25 years of Commonwealth service are eligible to earn annual leave in accordance with the following schedule.

Over 25 Years:

Annual Leave will be
Earned at the rate of
11.55% of all Regular
Hours Paid

37.5 Hr. Workweek: 225 Hrs. (30 days)
40 Hr. Workweek: 240 Hrs. (30 days)

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

d. 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.

e. Employees may be eligible for up to one additional annual leave day to be earned at the beginning of the next leave calendar year provided the requirements of Recommendation 9, Section 14 are met.

Section 2. Vacation pay shall not be less than the employee's regular straight time rate of pay which shall include any increments and pay increases which occur during the vacation period.

Section 3. a. Vacations shall be granted at the time requested by the employee subject to management's responsibility to maintain efficient operations. 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 defined in Recommendation 24, Section 1 shall be given a choice of vacation period in the event of any conflict in selection.

b. Requests for up to four days per year of emergency annual leave shall not be unreasonably denied with the understanding that an employee may be required to substantiate the emergency nature of the request and that further, it may be necessary, in order to accommodate the emergency, to reschedule requests of other employees for holiday, compensatory and/or annual leave not scheduled during the selection period.

c. Requests for a full day (7.5 or 8 hours) of unscheduled, extraordinary annual leave will be reviewed for approval. Employees will not be required to substantiate the need for the extraordinary absence; however, absence requests may be denied if such absence would create significant or serious operational impacts. Unscheduled, extraordinary annual leave is limited to two days per calendar year (15.0 or 16.0 hours), and the first two days of such unscheduled absences will be recorded as extraordinary annual leave and be deducted from the four days of emergency annual leave permitted in subsection b. above.

An employee on an alternate work schedule may request and receive approval for extraordinary annual leave for a workday other than a 7.5 or 8 hours shift. In such instance, the entire shift shall be considered as extraordinary annual leave as long as the employee has a sufficient number of hours in his/her 15.0 or 16.0 hour allotment to cover the absence. Use of extraordinary annual leave on workdays for which there is an insufficient number of hours in the allotment to cover the full alternate work schedule shift will be limited to the available number of such hours.

Section 4. Employees separated from the service of the Employer for any reason prior to taking their vacation, shall be compensated in a lump sum for the unused vacation they have accumulated up to the time of separation.

Section 5. 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, 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 6. Unused annual leave shall be carried over from one calendar year to the next provided that in no case shall the amount thus carried over exceed 45 days (337.5 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 9, Section 2. Scheduling of those days carried over shall be in accordance with Section 3 above.

Section 7. Employees who become ill during their vacation will not be charged annual leave for the period of illness provided they furnish satisfactory proof of such illness to the Employer upon their return to work.

Section 8. Employees will not be charged annual leave if during their vacation, they are eligible for civil leave or military leave with pay.

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 furloughed employees who, during their recall period, return to the Employer's payroll in a temporary capacity.

Section 10. Permanent employees who have one or more years of service since their last date of hire may anticipate annual leave to which they become entitled during the then current calendar year unless the Employer has reason to believe that the employee has been abusing the leave privileges. Permanent employees with less than one year of service may, at the Employer's discretion, anticipate up to one day (7.5 or 8.0 hours) of annual leave before it is earned. An employee who is permitted to anticipate such leave and who subsequently terminates employment shall reimburse the Employer for leave used but not earned.

Section 11. An employee who is furloughed and is not employed in another position within 14 calendar days of the effective date of the 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 active employment prior to the date of furlough.

If the employee is reemployed during the furlough recall period, annual leave which was frozen will be reinstated. However, if payment was made for annual leave, the employee may not

buy it back if reemployed. If the employee is not reemployed 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 day of active employment prior to the date of furlough.

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 on leave without pay to attend official Federation conventions or conferences in accordance with Recommendation 11, Section 6 shall have that time included in regular hours paid for purposes of earning annual leave entitlement and credited service under Section 1 of this Recommendation.

RECOMMENDATION NO. 9 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	37.5 Hr. Workweek: 82.5 Hrs. (11 days)
earned at the rate of	40 Hr. Workweek: 88 Hrs. (11 days)
4.24% of all Regular	
Hours Paid	

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 will accumulate sick leave up to a maximum of 300 days (2250 or 2400 hours).

Section 3. A doctor's certificate may be required for an absence from work due to sickness for three or more consecutive days. For absences of less than three days, a doctor's certificate may be required where the Employer has reasonable grounds to believe that the employee has been abusing sick leave privileges. Discipline based upon patterns of sick leave use will be treated under the basic concepts of just cause.

Section 4. Employees may use not more than five days of sick leave, in any calendar year, where sickness in the immediate family requires the employee's absence from work. Immediate family for the purpose of this section is defined as husband, wife, domestic partner, child, step-child, foster child, brother, sister, parent, grandchild or step-parent 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.

Effective with the beginning of the 2021 leave calendar year, domestic partner and the child of the employee's domestic partner will no longer be considered as immediate family for the purposes of this Section.

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:

Leave Service Credit	Sick Family Allowance
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/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.

Effective with the beginning of the 2021 leave calendar year, domestic partner and the child of the employee's domestic partner will no longer be considered as immediate family for the purposes of this Section.

Section 6. Employees may use up to five days' bereavement leave for the death of the employee's spouse, domestic partner, parent, step-parent, child or step-child or child of the employee's domestic partner; and up to three days of such leave may be used for the death of the following relatives of the employee: 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, niece, nephew or any relative residing in the employee's household or the following relatives of the employee's domestic partner: parent, brother, sister, grandparent, grandchild. Such leave shall be deducted from sick leave.

Effective with the beginning of the 2021 leave calendar year, sick leave may not be used for the death of a domestic partner, the child of the employee's domestic partner, or the parent, brother, sister, grandparent or grandchild of the employee's domestic partner.

Section 7. a. Employees who retire, as defined in Recommendation 19, Section 6, 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.

<u>Days Available at Retirement</u>	<u>Percentage Buy-Out</u>	<u>Maximum Days</u>
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 accumulated unused sick leave under subsection a. is as follows:

1. Superannuation retirement, as defined in Recommendation 19, Section 6, with at least five years of credited service; or
2. Eligible for the Retired Employees Health Program under Recommendation 19, Section 6.e.; or
3. After 7 years of credited service in the State and/or Public School Retirement Systems, death prior to retirement or separation of service except as provided in Section 8.

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

d. No payments under this section shall be construed to add to the credited service of the employee or to the retirement covered compensation of the employee.

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, 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 or incident, the Commonwealth will pay 100% of the employee's unused sick leave unless the surviving spouse or minor children are entitled to benefits under Act 101 of 1976 in which case the Commonwealth will pay 30% of the employee's unused sick leave up to 90 days. Such payments shall not be made for part days of accumulated sick leave.

Section 9. 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 furloughed employees, who, during their recall period, return to the Employer's payroll in a temporary capacity.

Section 10. 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 leave privilege is being abused by an employee. 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 leave prior to anticipating sick leave.

Section 11. 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 12. Employees on leave without pay to attend official Federation conventions or conferences in accordance with Recommendation 11, Section 6 shall have that time included in regular hours paid for the purpose of earning sick leave entitlement in accordance with Section 1 above.

Section 13. 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.

Section 14. Employees who have more than one year of service since their most recent date of hire and who use no sick leave in the first half (first 13 pay periods) of the leave calendar year shall earn one-half day (3.75 or 4.0 hours) of annual leave in addition to those earned under Recommendation 8, Sections 1.a. and 1.b. Employees who have more than one year of service

since their most recent date of hire and use no sick leave in the second half (last 13 pay periods or 14 pay periods depending on the number of pay periods in the leave calendar year) of a leave calendar year shall earn one-half day (3.75 or 4.0 hours) of annual leave in addition to those earned under Recommendation 8, Sections 1.a. and 1.b. Leave earned will be available for use in the pay period following the pay period in which it was earned.

Sick bereavement leave used will not be counted; however, all other types of paid sick leave; unpaid sick leave used under Recommendation 15; and paid and unpaid leave used for work-related injuries shall count as sick leave for this section.

RECOMMENDATION NO. 10
LEAVES OF ABSENCE

Section 1. Service credit and benefits shall continue to accrue during paid leaves of absence, unless modified by the terms of this Memorandum.

Section 2. All time that an employee is absent from work shall be appropriately charged.

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

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 work days.

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

Section 6. 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. 11
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. 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 education purposes.

Section 3. Employees who are elected or appointed as Federation officials or representatives shall at the written request of the employee be granted leaves without pay for the maximum term of office. Such leaves may be renewed or extended by written mutual consent of the Federation and the Employer.

Section 4. Service credits and benefits shall not accrue during unpaid leaves of absence, except as required by appropriate statutes or as provided for in this Memorandum. However, the employee shall be entitled upon return from leave of absence without pay to all service credits earned up to the date the leave commenced and benefits as provided for in existing programs.

Section 5. Upon the expiration of any approved leave of absence without pay, except as provided in Recommendation 15, Section 3 and Recommendation 30, Section 7, 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 24, Seniority.

Section 6. Each year a pool of 85 days will be available for use by Federation officials, trustees or elected delegates, subject to management's responsibility to maintain efficient operations, to fulfill trustee responsibilities, attend official Federation conventions or conferences, training institutes or meetings of legislative committees of the General Assembly where the discussion or business of said committees will have a direct impact on the wages, hours or terms and conditions of employment of the employees in this unit. It is understood that this provision is not intended to extend to the hearings of the appropriation committees of the General Assembly. Employees may use accrued annual leave for this purpose in lieu of leave without pay. The following shall be recognized as official Federation conventions or conferences or training institutes:

- AFTPA Convention
- AFT Convention
- Pennsylvania AFL-CIO Convention
- Coalition of Labor Union Women Conference
- Black Labor Coalition Conference
- AFT Public Employee Convention
- AFT President's Conference
- AFT Task Force Meeting
- AFT Program and Policy Council Meetings
- FOSCEP Executive Board Meetings

Pennsylvania AFL-CIO Community Services Institute
Pennsylvania AFL-CIO Occupational Safety and Health Institute
AFT Union Leadership Institute
George Meany Center for Labor Studies Training Institutes

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

Federation trustees will give their employing agency as much notice as possible of the dates necessary to fulfill trustee responsibilities.

RECOMMENDATION NO. 12
CIVIL LEAVE

Section 1. Permanent employees who have not volunteered for jury duty and are called for jury duty or are not a party in a Civil or Criminal Court proceeding but are subpoenaed as a witness to attend such court proceedings shall be granted leaves with pay while attending jury proceedings. 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. When the Federation is involved in a proceeding, it shall not subpoena an unnecessary number of employees.

Section 2. Permanent employees who are subpoenaed as witnesses or who are parties in the following administrative hearings shall be granted leave with pay while attending such hearings: Unemployment Compensation Board of Review Referee, Workers' Compensation Referee, and Workers' Compensation Appeal Board. It is understood and agreed that no employee shall be eligible for civil or administrative leave to prepare for, participate in or attend any Unfair Labor Practice hearing. In addition, the parties agree that the award of Arbitrator Schwartz issued on November 24, 1982 shall be null and void.

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.

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

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. Permanent employees shall be granted leave with pay while performing fire fighting duties, civil air patrol activities, emergency medical technician duties or emergency management rescue work during a fire, flood, hurricane, or other disaster. Authorized Red Cross workers shall be granted leave with pay to perform for the Red Cross duties during a state of emergency declared by the Governor. Employees absent from work for such reasons 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.

Section 5. Volunteer participation in fire fighting activities, emergency medical technician activities, civil air patrol activities, or emergency management rescue activities or disaster relief work for the Red Cross shall require the prior approval of the agency head or institution head of the employee.

RECOMMENDATION NO. 13 PROFESSIONAL DEVELOPMENT

Section 1. The Employer and the Federation recognize the need for a Professional Development Program that can be made available on an equitable basis to all employees in this unit.

Section 2. Permanent employees may, with the approval of the agency head, be granted leaves with pay to attend activities in accordance with the following:

- a. Part-time out-service training shall include formal course work offered by educational institutions, workshops, conferences, correspondence courses, and seminars conducted by professional, private, or public organizations.
- b. Out-service training will be used with discretion and only to assist employees in acquiring the knowledge and skills necessary to perform their tasks more effectively.
- c. Accredited academic courses, if feasible, will be scheduled during non-working hours and will be limited to a maximum of 12 credit hours in any continuous 12 month period.
- d. When part-time out-service training occurs during regular work hours of an employee, the agency may grant educational leave with pay. Employees will be restricted to a maximum of 20 days in any calendar year for this purpose.
- e. Prior to attending courses, workshops or seminars beyond the scope of an employee's job requirements, the employee will discuss with the agency training officer the specific short or long range development objectives. The agency shall be responsible for approving requests for this type of training.

Section 3. The administration of leave and benefits referred to in this Recommendation are in accordance with the provisions of the Commonwealth's Personnel Rules, Chapter 11 and Management Directive 535.3, Out-Service Training, and are not intended to add to or to limit what is stated in that directive.

Section 4. Joint Federation-Commonwealth committees comprised of equal numbers of members representing each group shall meet and discuss at the agency level regarding professional development needs and programs. In addition, the committees will meet and discuss, upon request, over any issues arising under this Recommendation.

Section 5. Nothing herein will prevent the Employer from assigning an employee to participate in professional development activities as part of a regular job assignment. Such assignments however, will be in addition to leave provided for under this Recommendation.

RECOMMENDATION NO. 14
MILITARY LEAVES

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

Section 1. Military Reserve

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

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

b. For military training duty as provided 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 compensation for the employee's regular classification, subject to conditions established by the Governor's Office through the Directives Management System (relating to temporary assignments in higher classifications).

Section 2. Pennsylvania National Guard

a. In accordance with the Military Code as amended through Act No. 92 of 1975 and Act 174 of 1990 all permanent employees of the Commonwealth who are members of the Pennsylvania National Guard shall be entitled to military leave with compensation for all types of training duty (active and inactive) or other military duty ordered or authorized by the Armed Forces of the United States. Such duty shall include but is not limited to:

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

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

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

d. The rate of compensation for military leave pay shall be the employee's regular rate of compensation for the employee's regular classification, subject to conditions established by the Governor's Office through the Directives Management System (relating to temporary assignment in higher classifications).

Section 3. General

a. Employees of the Commonwealth who leave their jobs for the performance of duty, voluntarily or involuntarily, in any branch of the Armed Forces of the United States, any of its Reserve components or any of its National Guard components, or the commissioned corps of the Public Health Service for the purpose of training or service must 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 that is not required as part of routine reserve training shall provide four weeks' notice to their immediate supervisor prior to the commencement of such duty. Where the employee is unable to provide the four weeks' notice, the employee shall provide the supervisor with notice of acceptance for additional military duty and, upon receipt, provide the supervisor with a copy of the official notice.

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

c. Military leave without pay shall expire:

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

Section 5. Reemployment

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

Commonwealth service, 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 30.71, 30.72 and 30.121 through 30.128 of this Title (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 certifies in writing that more than one day is required to complete the examination.

Section 10. Annual and Sick Leave

Employees who are granted military leaves for active duty may be paid for annual leave, or may have annual leave frozen. Sick leave earned and not used at the time of entry into the Armed Forces will be available to employees upon return to work. Employees shall not earn annual or sick leave while they are on military leave without pay.

Section 11. It is understood that any amendments to the above language, made to reflect improvements to this benefit, shall be applicable to employees in this unit.

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.

RECOMMENDATION NO. 15
FAMILY AND MEDICAL LEAVE ACT (FMLA) LEAVE

Section 1. General

a. After completing one year of service, an employee shall be granted up to 12 weeks of FMLA leave 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. Leave under this Section may be approved on an intermittent, reduced-time, or full-time basis. A permanent part-time employee shall be granted the 12 week entitlement provided by this Subsection if the employee has at least 900 hours of actual work time within the twelve months preceding the commencement of the leave; the entitlement will be pro-rated based on the employee's percentage of full-time regular hours worked.

b. FMLA leave shall be granted for the following reasons:

- (1) when the illness or disability is due to an employee's serious health condition;
- (2) when attending to the medical needs of a spouse, domestic partner, parent, son or daughter or other person qualifying as a dependent who has a serious health condition;
- (3) when becoming parents through childbirth or formal adoption or placement of a child with an employee for foster care;
- (4) when a qualifying exigency event related to a family member who is a military servicemember occurs; or,
- (5) when an employee attends to the serious injury or illness of a covered servicemember or veteran who is a family member.

Effective with the beginning of the 2021 leave calendar year, FMLA leave may not be used for the medical needs of a domestic partner.

If the leave is for a military caregiver under (5) above, 26 weeks of leave within a single 12 month period is provided and other FMLA leave used does not reduce this entitlement. For FMLA

leave due to reasons (1), (2), (3), or (4) above, one aggregate 12 week entitlement is provided.

c. Upon request of a permanent employee, an extension of up to an additional nine months of leave without pay shall be granted for the following reasons:

- (1) employee sickness upon receipt of proof of continuing illness or disability;
- (2) family care reasons upon receipt of proof of continuing illness or disability of the family member and need to care for the family member;
- (3) parental reasons.

The extension shall be with benefits for the first 13 weeks (91 calendar days) and shall be without benefits for the remainder of the extension. Such extensions shall be contiguous to the termination of the 12 week entitlement. It shall not be used on an intermittent or reduced-time basis, except as provided under Section 1.f.

d. Upon request, up to 13 weeks (91 calendar days) of leave without pay with benefits may be granted to a permanent employee with less than one year of employment, provided the absence is at least two consecutive weeks in duration; however, only one occasion within a twelve month rolling year may be approved.

e. This Recommendation shall not apply to a compensable work-related injury. For non-compensable workers' compensation claims, Subsection 1.a. of this Recommendation applies. When the employee does not meet eligibility requirements for leave under Subsection 1.a. of this Recommendation, up to 13 weeks (91 calendar days) of leave without pay with benefits may be granted.

f. Intermittent or reduced-time FMLA leave may be approved for absences after the 12 week entitlement when due to a catastrophic illness or injury of a permanent employee 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. All accrued and anticipated leave must be used before granting leave without pay under this Subsection. Such leave without pay used will run concurrently with and reduce the entitlement.

Section 2. Granting Leave

a. An employee shall submit written notification to their immediate supervisor stating the anticipated duration of the leave at least two weeks in advance if circumstances permit, in accordance with the following:

- (1) For an employee with a serious health condition, proof of illness or disability in the form of a doctor's certificate which shall state a prognosis and expected date of return is required.

- (2) For an employee caring for family members, documentation supporting the need for care is required.
- (3) For an employee who becomes a parent, documentation is required and FMLA leave shall begin whenever the employee requests on or after the birth, adoption, or foster care placement; however, it may be used prior to the date of custody or placement when required for adoption or placement to proceed, and no FMLA 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 commence FMLA leave sooner than he/she requests, unless the employee can no longer satisfactorily perform the duties of their position.

Section 3. Reemployment

a. A permanent employee shall have the right to return to the same position in the same classification, or to an equivalent position with regard to pay and skill, as the position he/she held before going on FMLA leave for absences under Section 1.a. of this Recommendation.

b. Upon the expiration of the Reemployment rights under Subsection a. or Subsection c., and upon written request to return to work, a permanent 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 extension 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 entitlement in the seniority unit, provided there are no seniority claims to the position, and the agency intends to fill the position.

In those instances in which a seniority unit includes several work sites, it is understood that an employee's right to reemployment as set forth in this section will be to a position at the work site in which the employee was assigned to work prior to the FMLA leave for absences under Section 1.a., providing that a position in the employee's classification continues to exist at the work site and further provided that the employee is not subject to a transfer or furlough as provided for in Recommendation 24.

c. Employees who use 26 weeks or more of paid leave (12 weeks of leave under Section 1.a. and the first 14 weeks of leave under Section 1.c.) and who return to work before or upon the exhaustion of the paid leave will have the same return rights as described in Subsection

a. Return rights after paid leave is exhausted, if the absence is more than 26 weeks (12 weeks of leave under Section 1.a. and the first 14 weeks of leave under Section 1.c.) are in accordance with Subsection b.

Section 4. Seniority Rights

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

Section 5. Annual, Sick, Compensatory and Holiday Leave

a. An employee using FMLA leave for military exigencies or military caregiving, must use all applicable, accrued paid leave types upon commencement of FMLA leave. For all other FMLA leave, an employee shall be required to use all applicable accrued paid sick leave (sick family or additional sick family for family care reasons) as certified by a health care provider upon commencement of FMLA leave, except as provided in Subsection b. below. An employee shall not be required to use annual, compensatory or holiday leave upon the commencement of FMLA leave. If any paid leave is used, it will run concurrently with and reduce the entitlements under Sections 1.a. and 1.c. of this Recommendation. Unused leave shall be carried over until return. An employee shall not earn annual and sick leave while on leave without pay. Holidays will be earned based on Recommendation 6, Holidays.

b. An employee may choose to retain up to ten days of accrued sick leave. The choice to retain or not retain sick leave cannot be made retroactively, and saved days will be measured based on accrued sick leave available at the commencement of the absence. Saved days may be used during the 12 week entitlement as certified by a physician; such sick leave used will run concurrently with and reduce the entitlement. Days saved and requested for intermittent or reduced-time absences for periods less than two consecutive weeks after the first 12 week entitlement will be reviewed for approval under the provisions of Recommendation 9; such use will not be counted against the FMLA entitlement.

c. An employee who has accrued more than 12 weeks of paid leave is not limited to 12 weeks of FMLA leave. Leave in excess of 12 weeks will run concurrently with and reduce the entitlement under Section 1.c. of this Recommendation.

Section 6. Benefits

a. State payments toward coverage for health benefits and state-paid coverage for life insurance as provided in Recommendations 19 and 20 will continue during FMLA leave under Section 1.a. and Section 1.c. of this Recommendation.

b. The continuation of benefits under this Recommendation is subject to the employee's payment of any required employee contribution under Recommendation 19, Section 3.

Section 7. Definitions

a. 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.

b. 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, a child of a person standing in loco parentis, or a biological or adopted child of the employee's domestic partner who is:

- (1) under 18 years of age; or
- (2) 18 years of age or older and incapable of self-care because of a mental or physical disability.

c. 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.

Section 8. Guidelines

a. Guidelines established by the Secretary of Administration regarding FMLA leave are published through the Directives Management System (Reference Management Directive 530.30).

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

c. Should the Patient Protection and Affordable Care Act of 2010, 42 USC § 18001 *et seq.*, or its regulations be modified or interpreted to not provide an additional 91 calendar days of benefits as described in Section 10 of this Recommendation, it is agreed that the health and life insurance entitlements outlined in this Recommendation will not be diminished.

RECOMMENDATION NO. 16
SALARIES AND WAGES

Section 1. Effective July 1, 2019, each employee covered by this Memorandum who is in an active pay status shall receive a general pay increase of three percent (3.0%). This increase is reflected in the Standard Pay Schedule in Appendix A.

Section 2. Effective October 1, 2020, each employee covered by this Memorandum who is in an active pay status shall receive a general pay increase of two percent (2.0%). This increase is reflected in the Standard Pay Schedule in Appendix B.

Section 3. Effective October 1, 2021, each employee covered by this Memorandum who is in an active pay status shall receive a general pay increase of two and one-half percent (2.50%). This increase is reflected in the Standard Pay Schedule in Appendix C.

Section 4. Effective October 1, 2022, each employee covered by this Memorandum who is in an active pay status shall receive a general pay increase of two and one-half percent (2.50%). This increase is reflected in the Standard Pay Schedule in Appendix D.

Section 5. A permanent salaried employee whose salary exceeds the maximum of the employee's applicable pay scale group when the general pay increases outlined in Sections 1, 2, 3, and 4 are effective shall receive the annual amount of the general pay increase in the form of a one-time cash payment rounded to the nearest dollar. The cash payment shall be paid no later than the next payday after the general pay increase is reflected in the paychecks of employees who are not above the maximum.

If an employee's rate of pay exceeds the maximum of the employee's applicable pay 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 6. 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 scale group. In such cases, the Office of Administration will notify the Federation after it has approved the hiring above the minimum rate. Notification will be done by telephone including voice mail.

Section 7. a. Employees covered by this Memorandum who have been employed continuously by the Commonwealth since April 30, 2019 will be eligible to receive a one step service increment effective on the first day of the first full pay period in April 2020.

b. Employees covered by this Memorandum who have been employed continuously by the Commonwealth since April 30, 2020 will be eligible to receive a one step service increment effective on the first day of the first full pay period in April 2021.

c. Employees covered by this Memorandum who have been employed continuously by the Commonwealth since January 31, 2022 will be eligible to receive a one step service increment effective on the first day of the first full pay period in January, 2023.

d. 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

increment outlined in Subsections a., b. and c., if they are in an active pay status on the effective date of the increments.

e. 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., b. and c., shall receive the annual amount of a two and one-quarter percent (2.25%) increase in the form of a one-time cash payment rounded to the nearest dollar.

Section 8. a. When an employee covered by this 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 to 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 9. 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 deductions where applicable.

Section 10. 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 1, 2, 3, and 4; the cash payments outlined in Sections 5 and 7; and the service increments outlined in Section 7 where applicable.

Section 11. 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 12. The policies regarding pay scale group revisions contained in the Commonwealth's Personnel Rules shall continue.

Section 13. All employees are required to sign up for direct deposit of paychecks and travel expense reimbursement.

Section 14. The parties will set up a joint labor management committee to further discuss during the life of this Memorandum issues related to pay inequities.

Section 15. 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 25% of their regular base pay for such standby time or receive compensatory time off equivalent to 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.

RECOMMENDATION NO. 17
OVERTIME

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

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

Section 2. Employees shall receive their regular hourly rate for all overtime worked in excess of seven and one-half hours but not more than eight hours in a work day and in excess of 37.5 hours but not more than 40 hours in a work week.

Section 3. The following items will be regarded as hours worked for the purpose of computing overtime pay under Sections 1 and 2 of this Recommendation.

- a. hours of work
- b. rest period
- c. holidays
- d. annual leave
- e. compensatory leave; to be included in the period of occurrence for the purpose of computing overtime
- f. sick leave
- g. administrative leave

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 120 calendar day period succeeding the date on which the overtime is worked. If a written request is received prior to or within 45 days after the date on which the overtime is worked, the compensatory time off shall, subject to management's responsibility to maintain efficient operations, be scheduled and granted as requested by the employee. If the Employer does not schedule the compensatory time in accordance with the employee's request, or at some other time mutually agreed to, prior to the completion of the 120 calendar day period succeeding the date on which the overtime is worked, the employee shall be compensated at the appropriate rate of pay in lieu of paid time off.

Section 5. The provisions of this Recommendation are not applicable to employees in job classes assigned to pay scale group 8 and above and identified as exempt from the overtime provisions of the Fair Labor Standards Act in the Commonwealth's pay plan.

For employees in the Department of Education covered by this Memorandum in job classes assigned to pay scale group 8 and above and identified as exempt from the overtime provisions of the Fair Labor Standards Act in the Commonwealth's pay plan, compensatory time off shall be granted hour for hour when the employee is assigned a work assignment outside of headquarters and/or required to travel for a work assignment outside of the employee's regularly scheduled work day; provided the compensatory time off has been pre-approved by the appropriate agency staff.

Compensatory leave is to be used within 180 days from the date it is earned and if not requested to be used will be lost. If an employee requests to use the compensatory leave at least three times within the 180 days and is denied the use of the leave, the employee shall be compensated at the straight time rate of pay in lieu of paid time off.

Section 6. For purposes of this Recommendation, travel time shall be considered hours worked.

Section 7. Payment for overtime is to be made on the payday of the first pay period following the pay period in which the overtime is worked.

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 Sections 1 and 2 of this Recommendation.

Section 9. Employees who are assigned by the Employer to work on a weekend which falls outside their regular work week will receive consideration concerning the granting of compensatory time off for such hours worked.

Section 10. 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, 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. 18
SHIFT DIFFERENTIAL

Section 1. a. A shift differential of \$1.00 per hour will be paid for any regular shift of 7.5 or 8 hours which begins before 6:00 a.m. or at or after 12:00 noon, provided the shift is worked.

b. Effective with the start of the first full pay period in January 2020, shift differential shall be paid as follows:

1. An employee whose work shift consisting of 7.5 or 8.0 work hours on a scheduled work day begins at or after 8:00 p.m. and before 6:00 a.m. will be paid a shift differential of \$1.15 per hour for all such hours worked on that shift.
2. An employee whose work shift consisting of 7.5 or 8.0 work hours on a scheduled work day begins at or after 12:00 noon and before 8:00 p.m. will be paid a shift differential of \$1.25 per hour for all such hours worked on that shift.

Section 2. Any employee who works on a shift for which shift differential is paid and thereafter continues to work in an overtime status shall receive in addition to the appropriate overtime rate, the shift differential for all overtime hours worked.

RECOMMENDATION NO. 19
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 a Memorandum 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 Memorandum and Declaration of Trust shall provide for equal representation on the Board of Trustees appointed by the unions and the Employer. In addition, the Memorandum 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 Memorandum and Declaration of Trust the extent and level of medical plan benefits, supplemental benefits and other benefits to be extended by the Fund.

c. The Employer shall contribute to the Fund the amount 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 for the fiscal years specified below:

July 2019 – June 2020	\$486 biweekly per employee
July 2020 – June 2021	\$502 biweekly per employee
July 2021 – June 2022	\$519 biweekly per employee
July 2022 – June 2023	\$536 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 ten (10) 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 (1) 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 of understanding.
- 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 under any of the benefits extended by the Fund. It is expressly agreed that the Employer's liability, in any and every event, with respect to benefits extended by the Fund shall be limited to the contributions indicated under Subsection c. above.

Section 2. The provisions of Sections 3 through 7 shall be modified to the extent the 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 retirees as provided for in Section 1 (employees) and or Section 6 (retirees) 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:

July 2019 – June 2023	2.5%
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Employee contributions shall be effective the first full pay period in July of the periods specified above. Biweekly gross base salary as used throughout this Recommendation excludes premium or supplemental payments such as overtime, shift differentials, higher class pay, etc.

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>
July 2019 – June 2023	2.5%	2.5%	5.0%

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

c. The parties agreed to an evaluation process with respect to the reserve levels of the Fund to determine if an employee contribution is necessary. Under this process, if the Fund's actuary certifies that a three (3) month reserve of projected claims and expenses has been achieved and will be maintained for at least six (6) months, the Trustees will evaluate whether employee cost sharing for employees hired before August 1, 2003, can be reduced or eliminated, provided that at no time shall any such reduction or elimination of cost sharing result in the reserve being reduced below the three (3) months of total projected claims and expenses. Should the Trustees, after evaluating the employee cost sharing, decide that contributions by employees hired before August 1, 2003 will be reduced or eliminated, the reserve will be reviewed on a six (6) month basis by the Fund's actuary. If the actuary certifies that the amount of the reserve has dropped below the three (3) month level, such contributions will resume immediately at the levels established in this 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 the 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.

(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.

(3) Nothing herein shall be construed to limit the authority of the Board of Trustees to modify or adopt these or other disability 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 of 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 for the first full pay period in July 2004 and thereafter will be made on a pre-tax basis.

Section 4. a. Permanent employees who are granted leave without pay in accordance with Recommendation 11, Recommendation 15 or Recommendation 30, may continue to receive benefits as described in those recommendations and as determined and extended by the Fund.

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 leave without pay in accordance with the recommendations specified in a. above for longer than one full pay period or for longer than the applicable periods specified in the recommendations delineated 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: 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 retiree qualify under such Program. The following phrases shall be defined as:

- (1) For State Employees' Retirement System or the Public School Employees' Retirement System members, an employee is deemed retired when the employee applies for and receives retirement benefits.
- (2) For State Employees Defined Contribution Plan participants, an employee is deemed retired when they receive a full distribution from their defined contribution plan.
- (3) Superannuation age, for the express purposes of this Section and Recommendation 9 Section 7.b.(1) only, shall be defined as follows:
 - a. For State Employees Defined Contribution Plan participants, it shall be 67 years old.
 - b. For State Employees' Retirement System or the Public School Employees' Retirement System members it is defined by the State Employees Retirement Code.
- (4) For State Employees Defined Contribution Plan participants, credited service will be determined in the same manner as State Employees' Retirement System members.
- (5) The phrase "Commonwealth employee" shall be limited to service earned through an employing agency eligible to participate in the Commonwealth's Life Insurance Program.
- (6) The phrase "retirement system" shall be limited to the State Employees' Retirement System and or Public School Employees' Retirement System, TIAA-CREF, State Employees Defined Contribution Plan, or other approved retirement systems.

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

c. 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 a percentage of the employee's final annual gross salary at the time of retirement from State service equal to the active employee contribution rate in effect on the date of retirement, and will be payable monthly at the rate of one-twelfth of the annual retiree contribution rate.

The annual retiree contribution rate during the term of this Memorandum for employees who retire on or after July 1, 2011 shall be three percent (3%) of the employee's final average salary at the time of retirement, as determined by the methodology utilized by the State Employees' Retirement System to calculate pension benefits, and will be payable monthly at the rate of one-twelfth of the annual retiree contribution rate. The methodology utilized by the State Employees' Retirement System to calculate pension benefits will also be applied to determine the annual retiree contribution rate for employees who retired on or after July 1, 2007 through June 30, 2011 in those situations where said methodology results in a lower retiree contribution rate than results from the use of final gross annual salary; in situations where use of final gross annual salary yields a lower contribution rate for such former employees, it shall continue to be used. Further, the annual retiree contribution rate for all present and future Medicare eligible retirees who have a contribution rate of three percent (3%) will be reduced to one and one-half percent (1.5%) of the appropriate base (final gross annual salary or final average salary) when a retiree becomes eligible for Medicare coverage, and will be payable monthly at the rate of one-twelfth of the annual retiree contribution rate.

d. The REHP is developed and administered in a cost effective and beneficial manner by the Fund, subject only to the prior approval of the Office of Administration and in accordance with the terms and conditions of the REHP Participation Memorandum 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 retirees 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 20 years of credited service, 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,
 - (b) an employee who is furloughed prior to superannuation age, and subsequently retires at or after superannuation age during the recall period must have 20 or more years of credited service if retired on or after July 1, 2008),
 - (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 20 or more years of credited service 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 20 or more years of credited service 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, except 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 20 or more years of credited service or 25 years of credited service regardless of age.

For State Employees Defined Contribution Plan participants, the disability retirement application must be approved by the Office of Administration using the same criteria as the State Employees' Retirement System.

(3) Other retirement with at least 25 years of credited service, except that an employee who leaves State employment, is subsequently rehired and retires must have at least 25 years of credited service 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.

(4) 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 retirement systems' rules in effect from time to time. Employees hired on or after July 1, 2007 who have earned credited service under the 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 retirement system 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. For State Employees Defined Contribution Plan participants, the Office of Administration will determine if a Commonwealth employee is eligible for additional credited service for military service using the same criteria as the State Employees' Retirement System. 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 superannuation age.

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. 20 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.

Section 2. a. Permanent employees who are granted leave without pay in accordance with Recommendation 11, Recommendation 15, and Recommendation 30 will continue to receive 100% State-paid coverage under the current life insurance plan as described in those Recommendations. When the entitlements to benefits end under those Recommendations, employees may continue in the life insurance program by paying the entire premium. Coverage may continue for up to a total of one year, including both leave with benefits and leave without benefits.

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 leave without pay in accordance with the Recommendations specified in a. above for longer than 91 calendar days 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 amount of insurance is the employee's annual pay rate in effect on the preceding January 1, rounded to the nearest thousand dollars, 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 4. 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.

RECOMMENDATION NO. 21 FEDERATION BUSINESS

Section 1. The Employer agrees to provide a separate and identified space on bulletin boards in work locations where more than five employees in this unit are located. Such bulletin boards shall be in areas in those work locations that are normally frequented and readily accessible to the employees. The Federation shall have the exclusive right as the employee representative organization to post notices directed to the employees in this unit. The bulletin board may be used for the announcement of meetings, election of officers of the Federation and any other material related to Federation business. The Federation shall not post material detrimental to the labor-management relationship or of a political or controversial nature. The Federation may send mail and/or emails related to Federation business to local Federation representatives and/or officers at appropriate facilities to which mail is delivered.

Section 2. The Employer shall make available to the Federation, upon its reasonable request and within a reasonable time thereafter, such information, statistics and records related to the meet and discuss unit, which are in possession of the Employer and are necessary for the discussions and/or the implementation of this Memorandum. The Employer shall not be required to compile such material in the form requested if it is not already compiled in that form, unless mutually agreeable.

Section 3. No Federation member or representative shall solicit members, engage in organization work, or participate in other Federation activities during work hours of the employees involved on the Employer's premises except as provided for in this Memorandum.

Section 4. Federation members or representatives may be permitted to use suitable facilities on the Employer's premises to conduct Federation business during non-work hours of the employees involved upon obtaining permission from the Employer's human resource officer or a designated

representative. Any additional costs involved in such use must be paid for by the Federation.

Section 5. The Employer will provide a reasonable number of employees with time off, without loss of pay, to attend labor-management meetings and meet-and-discuss sessions.

Section 6. A copy of any notice, directive, or bulletin relating to any meet and discuss unit employee shall be made available on request of the Federation. No such notice, directive or bulletin shall be denied to the Federation for reason that salary or related salary information is shown thereon.

Section 7. Employees who are elected or appointed as Federation officials or representatives shall at the written request of the employee be granted leaves without pay for the maximum term of office. Such leaves may be renewed or extended by written mutual consent of the Federation and the Employer. The parties hereto agree that employees, upon returning to work after such leave, shall be offered their former position or a job of similar nature and at the same salary grade.

RECOMMENDATION NO. 22 GRIEVANCES AND ARBITRATION

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 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. Additionally, if the appeal to the Commission is not accepted outside the time limits prescribed in Section 2 of this Recommendation, the employee shall be entitled to institute proceedings under the memorandum grievance procedure within 15 working days of the date of the Commission's denial of appeal. Any grievance appealed outside the 15 working day limit shall be considered untimely filed.

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 grievant shall present the grievance orally or in writing to the immediate supervisor within 15 working days after the date of the occurrence giving rise to the grievance or within 15 working days after the date on which the grievant learned or reasonably should have learned of such occurrence, whichever is later. The immediate supervisor shall attempt to resolve the matter and report a decision to the grievant within 15 working days after its presentation. Grievances presented in writing shall be answered in writing.

Step 2. In the event the grievance is not settled at Step 1, it may be appealed in writing to the head of the division or bureau within 15 working days after the immediate supervisor's response is due. Upon receipt of appeal, the official receiving the appeal shall, within 15 working days, meet with the complainant, if any, and the Federation representative in an effort to adjust the matter to the satisfaction of all concerned. Within 15 working days after the meeting, the official shall communicate a decision in writing to the complainant, if any, the Federation representative, and the immediate supervisor.

Step 3. An appeal from an unfavorable decision at Step 2 shall be presented in writing to the department or commission head within 15 working days after the response from Step 2 is due. The department or commission head, labor relations coordinator or labor relations officer shall communicate a decision in writing to the Federation President within 15 working days after receipt of the appeal. A meeting shall be held if requested by either party to make an effort to adjust the matter to the satisfaction of all concerned. The written appeal shall identify the provisions of the Memorandum in dispute, the department and employee involved, and shall include a copy of the grievance and all prior responses. The grievance shall not be amended after the third step of this procedure. An employee shall be required to submit a current job description for appeals submitted under the provisions of Section 1, Recommendation No. 34.

Step 4. An appeal from an unfavorable decision at Step 3 shall be presented in writing to the Bureau of Employee Relations, Office of Administration within 15 working days after the response from Step 3 is due. If either party believes a grievance meeting might serve to resolve the dispute, that party shall request a grievance meeting and, upon mutual Memorandum, the parties shall meet to discuss the grievance. The Bureau of Employee Relations shall issue a decision in writing to the Federation President within 15 working days after either receipt of the appeal or after the meeting, if one is held.

Step 5. An appeal from an unfavorable decision at Step 4 in the case of suspension, demotion or discharge may be initiated by the Federation only within 15 working days after the response from Step 4 is due, serving upon the Bureau of Employee Relations, Office of Administration a notice in writing of the intent to proceed to arbitration.

The arbitrator is to be selected by the parties jointly within seven working days after the notice has been given. If the parties fail to agree on an arbitrator, or if no selection is made within the specified time, either party may request the Bureau of Mediation to submit a list of seven possible arbitrators.

The parties shall within seven working days after the receipt of said list meet for the purpose of selecting the arbitrator by alternately striking one name from the list until one name remains. The Employer shall strike the first name.

Each case shall be considered on its merits and the Memorandum shall constitute the basis upon which decision shall be rendered. The arbitrator shall neither add to, subtract from, nor modify the provisions of this Memorandum. The arbitrator shall be confined to the precise issues

submitted for arbitration and shall have no authority to determine any other issues not so submitted.

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

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

Section 3. If a decision is not made under the time limits set forth in Steps 1 through 4 by the appropriate Employer representative, then the grievance shall be deemed to be denied and the employee or the Federation may proceed to the next step. In the event the employee or the Federation does not meet the time requirements established in Steps 1 through 5, the last decision made by the Employer representative shall be deemed final.

All the time limits contained in Section 2 may be extended by mutual Memorandum, but must be made in writing. The granting of any extension at any step shall not be deemed to establish a precedent.

Section 4. A grievance based on the action of authority higher than the immediate supervisor shall be initiated at that step of this grievance procedure. The general procedures relating to that step shall apply to the presentation and adjustment of the grievance, including the right of appeal.

Section 5. An employee desirous of having representation shall be permitted to have only Federation representation present at each step of the grievance procedure.

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

An aggrieved employee and Federation representative if employees of the Employer, shall be granted reasonable time during working hours, if requested, to present the grievance at the steps set forth under Section 2 without loss of pay or leave time.

Section 6. Federation 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 designated representative. If the Federation representative is an employee of the Employer, the representative shall request from the immediate supervisor reasonable time off from regular duties to investigate and present such grievances.

Section 7. Conferences and hearings held under this grievance procedure shall be scheduled at a time and place which will afford a fair and reasonable opportunity for the grievant, the Federation representative and witnesses to attend. Hearings scheduled for suspension cases shall be held at a location mutually agreed upon by the parties.

Section 8. Nothing in this Recommendation shall interfere with the rights of individual employees or groups of employees to present grievances and to have them adjusted in accordance with the provisions of Section 606 of the Public Employee Relations Act.

Section 9. The Federation shall have the right to initiate or appeal a grievance at the appropriate step of this procedure.

Section 10. The decision at Steps 1, 2, and 3 shall not be used as a precedent for any subsequent case.

Section 11. A grievance or dispute which may arise concerning the enforcement or application of a rule, regulation, policy, practice, and/or procedure relating to wages, hours, terms and conditions of employment of an employee in this unit which has been issued by an agency or department or by the Executive Board or the Office of Administration may be processed through the grievance procedure, provided, however, the decision at Step 3 shall be final and binding as to a rule, regulation, policy, practice and/or procedure issued by a department or agency and the decision at Step 4 shall be final and binding as to a rule, regulation, policy, practice and/or procedure issued by the Executive Board or Office of Administration.

RECOMMENDATION NO. 23 TRAVEL EXPENSES

Section 1. 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 2. Employees who are required by the Employer to travel 15 miles or more from their regular office worksite and whose work assignment requires they remain away from said office worksite during their normal lunch period, shall be reimbursed for out-of-pocket lunch expenses not to exceed \$3.50 including sales tax.

Section 3. Except as herein provided, the Commonwealth Travel Expense Regulations will govern. The Employer agrees to meet with the Federation at the Office of Administration and the agency level to discuss changes to the Commonwealth Travel Expense Regulations and their implementation at the agency level.

Section 4. The Employer's Corporate Card Program shall apply to employees in this unit and be administered in accordance with the side letter dated June 14, 1999.

Section 5. If action of the Executive Board of the Commonwealth increases the automobile mileage, subsistence, or lodging allowances during the term of this Memorandum, such increased allowances will automatically accrue to employees of this supervisory unit upon the date such increased allowances are to become effective as the result of Executive Board action.

RECOMMENDATION NO. 24
SENIORITY

Section 1. For the purpose of this Recommendation, the term "seniority" means length of continuous service within this meet-and-discuss unit.

Classification seniority standing shall be determined by the length of unbroken (as defined in Section 3) service with the Employer in the employee's current classification. An employee whose position has been downgraded will have service in the higher classification counted toward classification seniority in the lower classification.

Section 2. a. For employees having continuous employment with the Commonwealth prior to the establishment of the supervisory unit, (February 21, 1973) "continuous service", as used in Section 1 of this Recommendation, shall include length of continuous service in any and all classifications which were certified to this supervisory unit including classifications for which titles were changed, or merged with continuing job titles which subsequently were certified to this supervisory unit.

b. Seniority credit for each employee is maintained as a total number of days. Employees will then 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 11, Section 6; leave without pay for work-related injuries in accordance with Recommendation 30; and Family and Medical Leave Act (FMLA) leave under Recommendation 15, Section 1 will be accumulated. This total number of hours will be divided by 7.5 or 8.0 as applicable and rounded up to the next highest day. The result will be added to the employee's accumulated total.

Section 3. The following shall constitute a break in continuous service: resignation, separation for just cause, retirement, acceptance of other permanent employment while on leave, expiration of recall period, and acceptance of Commonwealth employment outside the classifications of the Educational and Cultural employee unit. If continuous service is broken by any of the above, the employee shall lose supervisory unit seniority and classification seniority for purposes of this Recommendation. If the employee is returned within one year after such break in service, the employee shall be entitled to that seniority accrued up to that point in time when the break in service started, but shall not be entitled to any credit for the time represented by such break in service. Employees who are furloughed and who file applications for retirement benefits which are subsequently approved, will be considered to have a break in service as of the date of the approval of benefits by the State Employees' Retirement Board. Seniority unit means that group of employees in a classification within an affected institution, bureau, agency, or department operational structure as listed in Appendix E.

Section 4. A seniority list, for each seniority unit, as listed in the attached Appendix E, in the order of descending seniority, shall be prepared and revised, where necessary, every six months. Such lists shall be posted on the appropriate bulletin boards, and a copy shall be provided directly to the Federation at the time of posting. At the request of either party, a seniority unit listed in Appendix E may be the subject of meet and discuss meetings.

Section 5. 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 60 days of their first day of work or 60 days after discharge or release from active duty during a current period of war in order to receive seniority credit in accordance with the Veteran's Preference Act 51 Pa. C.S. 7101. Failure to provide the required proof of service during the time period shall bar the employee or union from claiming credit for such service at a later date.

Applicable periods of war are as follows:

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

Section 6. When the Employer determines that a furlough is necessary, the Employer will give a one month advance written notice to the Federation, except where extenuating circumstances would not permit it, concerning a layoff or furlough affecting this supervisory unit. Thereafter, at the Federation's request, the Employer and the Federation will have continuing discussions concerning the layoff or furlough as more information becomes available. Layoffs or furloughs of employees in this unit shall be accomplished in the following manner:

- a. Within a class, or, if there are parentheses then within the parentheses in the class, within the seniority unit in the inverse order of seniority as defined in Section 1 of this Recommendation.
- b. If there is a lower class in the classification series, the affected employee shall bump back within the classification series within the seniority unit, provided the employee has the requisite applicable seniority, and meets the existing requirements for the position at the time of the furlough.
- c. The employee affected by Subsection b. who has the requisite applicable seniority, if there was no lower class in the classification series, is entitled to bump within the seniority unit into a class previously held.
- d. In all instances, the class being bumped into must have a pay scale group that does not exceed the affected employee's pay scale group. Further, the affected employee must bump into the position of the least senior person in the seniority unit in the affected class.
- e. In cases where a seniority unit is comprised of more than one geographic work location, an affected employee, who in exercising his or her bump rights would otherwise be required to move into another geographic location within the seniority unit, may bump the employee with the least applicable seniority in the affected employee's current work unit. If there is no available bump then the affected employee may bump the employee with the least applicable seniority in the closest geographical location within the seniority unit.
- f. For the purpose of the exercise of bumping rights in this Section, permanent full-time employees shall have bumping rights to both full-time and part-time positions. A full-time employee shall bump the least senior full-time employee in the seniority unit, provided they have the requisite applicable seniority, skill, and ability before bumping the least senior part-time employee in the seniority unit, provided they have the requisite applicable seniority, skill and ability.
- g. Permanent part-time employees shall have bumping rights to part-time positions only.

Section 7. In any class within the units affected by layoffs or furloughs, all emergency temporary and provisional employees shall be laid off or furloughed before any other employee.

Section 8. The Employer shall establish a preference list by seniority unit for those persons who have been furloughed or laid off under the provisions of Section 6 of this Recommendation in the inverse order of such layoff or furlough. The list shall remain in effect for a period of three years and shall be used in the order of seniority to fill vacancies within a classification or a lower classification within the series from which the persons on the preference list may have been furloughed or laid off. In the event a person refuses an offer of recall to a position classification

from which furloughed or laid off, the employee shall be dropped from further consideration for recall. Refusal to a position having a lower pay scale group shall not affect the employee's place on any preference list.

a. During the period that an employee is on a list, the employee shall keep the Employer informed of any changes in address.

b. 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.

c. 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.

d. 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.

e. A furloughed employee shall forfeit all recall rights under this Section under the following circumstances:

- 1) For a defined benefit retirement plan employee or a hybrid retirement plan employee, recall rights are forfeited when the furloughed employee applies for and receives retirement benefits from the State Employees' Retirement System or the Public School Employee's Retirement System, as of the date of the approval of such benefits.
- 2) For a defined contribution retirement plan employee, recall rights are forfeited when the furloughed employee receives a full distribution from his or her defined contribution plan, as of the date of such distribution. A furloughed employee who receives less than a full distribution from his or her defined contribution plan shall not forfeit his or her recall rights under this Section.

f. A permanent part-time employee shall only have recall rights under this section to part-time positions. (temporary or permanent)

Section 9. In the event of a furlough affecting employees who formerly occupied a classification within this seniority unit, such employees shall first bump into the classification within the seniority unit occupied immediately prior to leaving this supervisory unit, or if such a bump is not available, then into any lower classification in the same classification series, provided in both situations above that the classification is within the same 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 meets the

existing requirements for the position at the time of the furlough, and provided that the employee has not had a break in service as defined in Section 3 since leaving the supervisory unit. Supervisory unit seniority previously earned shall accrue to the employee upon return to the supervisory unit. Seniority earned by the employee while outside the meet-and-discuss unit shall not accrue to the employee upon movement back to the supervisory unit.

Section 10. For the purpose of layoff and furlough only, superseniority shall be granted to no more than a total of twenty-two (22) rank and file and first level supervisory Federation officers which may include the Executive Board and the Grievance Chairperson.

The Federation will provide the Bureau of Employee Relations with changes to the list of employees to be granted superseniority on a quarterly basis - January 1, April 1, July 1, and October 1.

Effective the date the furlough is announced the number of Federation officers within each affected agency who have been accorded superseniority shall remain unchanged until the furlough is executed.

The Federation may within five (5) working days following the announcement of a furlough notify the Commonwealth of any changes of incumbents to those positions. Changes to the list which are submitted after the five day period will not be considered in that furlough unless those changes are made pursuant to the provisions of Paragraph 2, above.

Section 11. If an employee is unable to execute a bump as provided in Recommendation 24, Section 6, and is placed on a furlough list, the Commonwealth 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 in any agency under the jurisdiction of the Governor provided the employee possess the requisite skill and ability. In addition, placement will be made to entrance level vacancies in any classification covered by this Memorandum in the same or lower pay scale group in the agency from which the employee was furloughed, provided the employee meets the minimum requirements and qualifications essential to the work of the vacancy.

If an employee is unable to be placed under Paragraph one of this Subsection, placement will be made to entrance level vacancies in a classification in the same or lower pay scale group in the same bargaining unit from which the employee was furloughed in any agency under the jurisdiction of the Governor, provided the employee meets the minimum requirements and qualifications essential to the work of the vacancy.

- b. Employees placed in entrance level vacancies which are not in the classification or classification series which an employee previously held will serve a six month probationary period during which the provisions of Recommendation 35, Section 1 shall

not apply. Employees who are terminated for failure to successfully complete the probationary period shall retain recall rights under Section 8 of this Recommendation.

c. Geographic limitations for the application of this Section will be designated by the employee 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.

d. Placement will be made in order of the applicable 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 Paragraph one 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 the Section, placement in that civil service classification will be attempted consistent with the requirements outlined in Paragraph one of this Section and in accordance with the Civil Service Act and Rules.

f. Employees will be offered placements 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 Section 8 of this Recommendation.

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. In addition, employees shall complete an "Availability for Temporary Employment" questionnaire. If an employee indicates a desire not to be offered placement to temporary positions no such offers will be made and placement rights to permanent positions will not be affected. However, if an employee indicates a desire to be offered a temporary position and refuses such an offer, the employee shall forfeit all placement rights.

i. 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 24, Section 8. Those employees placed in a classification in a lower pay scale group will retain their recall rights under Recommendation 24, Section 8.

j. The provisions of this Section will be implemented at the time the employee's completed placement questionnaires are 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 24, Section 8, except as provided in Subsection i. The provisions of this Section will not be implemented on behalf of employees who do not return completed placement questionnaires.

k. A furloughed employee shall forfeit any placement rights under this Section under the following circumstances:

- 1) For a defined benefit retirement plan employee or a hybrid retirement plan employee, recall rights are forfeited when the furloughed employee applies for and receives retirement benefits from the State Employees' Retirement System or the Public School Employee's Retirement System, as of the date of the approval of such benefits.
- 2) For a defined contribution retirement plan employee, recall rights are forfeited when the furloughed employee receives a full distribution from his or her defined contribution plan, as of the date of such distribution. A furloughed employee who receives less than a full distribution from his or her defined contribution plan shall not forfeit his or her recall rights under this Section.

Section 12. A joint committee composed of representatives from the Federation and the Commonwealth shall be established with the intent of reviewing current furlough procedures for this meet-and-discuss unit.

RECOMMENDATION NO. 25 POSTING OF VACANCIES

Section 1. The Employer agrees to post, at appropriate work locations, unit vacancies that are to be filled at least 15 working days prior to the filling of vacancies unless an emergency requires a lesser period of time. The notice shall include the title of the job, pay scale group, work location, qualifications and the person to whom application should be made.

Section 2. For informational purposes only, the Employer agrees to post management level vacancies except those being filled by non-competitive promotions without examination of classifications within this unit, by agency, that are to be filled. The Employer will simultaneously forward to the Federation representative (name and address to be supplied by the Federation) a copy of the posting.

RECOMMENDATION NO. 26
PERSONNEL RECORDS

Section 1. Employees shall have the right to review and make copies of the contents of their own personnel files maintained at the appropriate agency. Privileged information such as confidential credentials and related personal references normally sought at the time of employment may be exempted from such review.

Section 2. No material derogatory to an employee's conduct, service, character, or personality shall be placed in the files unless the employee has had an opportunity to read the material. Employees shall acknowledge that they have read the material by affixing their signature on the material to be filed, with the understanding that such signature merely signifies that the employee read the material and does not indicate Memorandum with its content. Material not brought to the employee's attention within 10 work days after its receipt by the immediate supervisor or other appropriate official shall not be placed in the file. Any anonymous material placed in an employee's files shall be removed therefrom.

Section 3. The employee shall have the right to answer any material filed and that answer shall be attached to the filed material.

Section 4. Only those personnel who have an official right and reason for doing so may inspect an employee's files.

Section 5. Employees may request removal of material from their file when they have proved such material to be untrue and have recourse to the grievance procedure should a question arise as to the validity of the proof offered by the employee. It is understood that this Section does not apply to anything contained in a performance evaluation.

Section 6. Administrators shall be encouraged to place in the employees' files information of a positive nature indicating special competencies, achievements, performances, or contributions of an academic, professional, or civic nature. Any such materials received from an outside, competent responsible source may also be included in the employee's file.

Section 7. If the official personnel file is subpoenaed in accordance with law, the custodian of the record will notify the employee upon receipt of the subpoena. Should the custodian be otherwise unable to contact the employee, the employee shall be notified in writing upon receipt of subpoena.

Section 8. The personnel file shall not contain adverse records unrelated to Commonwealth employment or of unfounded charges or complaints which could adversely affect the employee's employment or career. After a two-year period, 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.

RECOMMENDATION NO. 27
UNEMPLOYMENT COMPENSATION

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

RECOMMENDATION NO. 28
HEALTH AND SAFETY

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

Section 2. The Employer agrees to establish a health and safety committee at each worksite. Multi-agency committees may be established by mutual agreement. The purpose of the committee shall be to investigate present or potential safety hazards and security problems and to make recommendations for corrective actions. Unless otherwise agreed by the parties, the committee shall meet once quarterly unless a clear and present danger situation warrants a special meeting. Federation representatives on the committee shall be given a reasonable amount of time during working hours to investigate safety and health hazards brought to the committee, and, to serve on this committee. Federation representatives on health and safety committees will be given consideration to attend safety training in accordance with the provisions of Recommendation 11, Section 7.

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

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

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

Section 6. Upon request, the Employer shall provide the Federation with information concerning the use of materials at the work site. This information shall include known data regarding chemical composition and side effects and what protective measures, if any are necessary, have been taken.

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

Section 8. If an employee experiences an exposure as defined in Act 148 to an inmate's blood and body fluid, the employee and the Employer shall follow the procedures outlined in Act 148 of 1990. If such procedures require an employee to attempt to obtain a court order to obtain the HIV status of the inmate, the Employer shall reimburse reasonable attorney's fees unless the Employer determines that the attempt to obtain the court order is without merit. An employee may utilize the grievance procedure to challenge the Employer's denial of reasonable attorney's fees.

Section 9. When a Librarian in the Department of Corrections is required to perform duties appropriate to their job classification on a Level 5 housing unit (i.e., notary services, book delivery, etc.), the Librarian may request a Corrections Officer remain with them during the time spent on the housing unit.

RECOMMENDATION NO. 29
SPECIAL AND PART-TIME EMPLOYEES

Section 1. Present practices relating to part-time, irregularly scheduled and specially classified employees shall remain as is.

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 this 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 the provisions of this Memorandum.

RECOMMENDATION NO. 30
WORK-RELATED INJURIES

Section 1. a. An employee who sustains a work-related injury during the period of this Memorandum as a result of which the employee is disabled, if so determined by a decision issued under the operation of the Worker's Compensation program, shall be entitled to use accumulated sick, annual 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 worker's compensation and social security disability benefits, that is equal to the employee's net pay immediately prior to the injury. Net pay prior to injury is defined as gross base pay minus federal, state, and local withholding, unemployment compensation tax, social security,

and retirement contributions. One full day of accumulated leave (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 nine (9) months (274 calendar days) or for the duration of the disability, whichever is lesser, except that, if only accumulated leave is used, it may be used beyond nine (9) months (274 calendar days) until exhausted or until the disability ceases, whichever occurs sooner. In no case, however, will the aggregate of nine (9) months (274 calendar days) extend beyond three years from the date the injury occurred. If no leave is available under this Section, the provisions of Section 12 may apply.

For temporary employees, accumulated leave and injury leave without pay shall be available for an aggregate of up to nine (9) months (274 calendar days), 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 nine (9) months (274 calendar days) extend beyond three years from the date the injury occurred.

b. State payments toward coverage for health benefits and state-paid coverage for life insurance as provided in Recommendations 19 and 20 will continue for the period of time that the employee is on leave under Sections 1.a. and 10 and for the first 13 weeks (91 calendar days) after leave under Section 1.a. expires if the employee remains disabled, provided that the employee's right of return under Section 6 has not expired.

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.a. Pay for accumulated leave used will be calculated in accordance with Section 1.a., 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.a., if an employee continues to receive workers' compensation, the employee will be placed on leave without pay in accordance with Section 6 below.

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.a. 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.a.

Section 6. An employee has the right to return to a position in the same or equivalent classification held before being disabled, for a period of up to three years from the date the injury

occurred provided the employee is fully capable of performing the duties of that position, subject to the furlough provisions of Recommendation 24, Seniority. This guarantee expires if the disability ceases prior to the expiration of the three-year period and the employee does not return to work immediately or if the employee retires or otherwise terminates employment. During the period of time between the end of the leave under Section 1.a. or Section 10, where applicable, and the end of the guarantee in this Section, the employee will be on leave without pay.

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

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

Section 7. The compensation for disability retirement arising out of work-related injuries shall be in accordance with the State Employees' Retirement Code.

Section 8. 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 or annual leave for the purpose of continued medical treatment of the work-related injury in accordance with Recommendations 7, 8, and 9. 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 9. Sections 1 through 8, 10, 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 10. An employee who is disabled due to a recurrence of a work-related injury after three years from the date the injury occurred, or before three years if the leave entitlement in Section 1 has been depleted, shall be entitled to use accumulated leave and injury leave without pay while disabled for a period of up to 12 weeks. To be eligible to use injury leave without pay, the employee must have been at work at least 1250 hours within the previous 12 months. The 12 week period will be reduced by any other leave used within the previous 12 months that was designated as leave under the provisions of the Family and Medical Leave Act. If only accumulated leave is used, it may be used beyond 12 weeks until exhausted or until the disability ceases, whichever occurs sooner. While using accumulated leave, the leave will be charged and paid in accordance with Section 1.

Section 11. 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.a. and 10 shall be designated as leave under the provisions of the Act.

Section 12. It is understood by both parties that the provisions of this Recommendation are consistent with the Americans with Disabilities Act.

Section 13. Should the Patient Protection and Affordable Care Act of 2010, 42 USC, § 18001 et seq. or its regulations be modified or interpreted to not provide an additional 91 calendar days of benefits, as described in Section 1.b. of this Recommendation, it is agreed that the health and life insurance entitlements outlined in this Recommendation will not be diminished.

RECOMMENDATION NO. 31 MANAGEMENT RIGHTS

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

Matters of inherent managerial policy are reserved exclusively to the Commonwealth, which shall include but shall not be limited to such areas of discretion or policy as the functions and programs of the Commonwealth, standards of service, its overall budget, utilization of technology, the organizational structure, and selection and direction of personnel; subject, however, to the provisions of Recommendation 32, Consultation, and except as modified by this Memorandum.

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 Commonwealth in the past.

RECOMMENDATION NO. 32 CONSULTATION

Section 1. Committees of the Federation shall meet the chief management official of the separate employing Commonwealth agencies, or authorized designees, to discuss matters of policy affecting wages, hours and terms and conditions of employment and matters relating to the implementation of this Memorandum and other problems of the employee-management relationship. At the request of either party, a labor/management committee meeting shall be held not more than one each month at a time and date mutually agreed upon. By mutual consent of the

parties, more frequent meetings may be held upon request of either party. An agenda shall be prepared by the requesting party and forwarded to the other party at least five working days prior to each meeting.

Section 2. Meetings shall be scheduled during the regular work day at a mutually satisfactory time. The Federation representatives shall suffer no loss of salary for attendance at these meetings.

Section 3. The Employer shall not take any action changing or establishing any policy or practice affecting the conditions of employment without a prior “meet-and-discuss” with the Federation.

Section 4. A joint Federation-Commonwealth committee comprised of equal numbers of members representing each group (not exceeding three persons from each group) shall meet for the purpose of recommending criteria for evaluating and promoting employees in this unit. In addition, the Commonwealth will meet and discuss, upon request, over any issues arising under Recommendation 38 which are not subject to the grievance and arbitration procedure.

RECOMMENDATION NO. 33 EQUAL EMPLOYMENT OPPORTUNITY

Section 1. If any provision of this Memorandum is in conflict with Federal Executive Orders 11246 and 11375, as amended, the Civil Service Rights Act of 1964, and all laws and rules relating to the Commonwealth's Equal Employment Opportunity Program, and the Americans with Disabilities Act, the provisions of aforementioned Orders, laws and implementing regulations shall prevail.

Disputes regarding the application and implementation of the Orders, laws and implementing regulations shall be subject to the grievance procedure up to and including the fourth step.

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

RECOMMENDATION NO. 34 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 sets forth the minimum requirements and qualifications essential to the work of the classification. If an employee considers their permanent position to be improperly classified, the employee may process an appeal for a reallocation of their position through Step 2 of the Expedited Classification Grievance Procedure as follows:

STEP 1: The Employee or the Union will present the grievance to the Office of Administration, Bureau of Organization Management. The preferred method is to send an email to the Office of Administration, Classification Grievances resource account (RA-OAClassGrievances@pa.gov). The Employee or the Union shall attach to the grievance a description of the job.

In the case of grievances involving a downward reclassification or a temporary working out of classification assignment under Section 3 of this Recommendation, the employee shall present the grievance within 15 working days of the date of the occurrence giving rise to the dispute, or when the employee knew or by reasonable diligence should have known of the occurrence.

The Employer will respond in writing within 60 working days of receipt of the grievance. This period may, however, be modified by mutual agreement.

The decision of the Employer shall be final, binding and determinative of the issue.

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 level (step) not greater than the employee's current salary. If the employee's salary is greater than the maximum level (step) of the lower pay scale group, there shall be no reduction in salary. The effective date of the classification change shall be the first day of the first pay period subsequent to the response.

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

Section 2. The Federation 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 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 five full cumulative days in a 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 classification, whichever is greater. Employees who are charged to perform higher class work for a full day and who take leave for a portion of that day will be compensated, in increments of 1/4 hour, for the partial day worked in the higher class after the five full day threshold has been met. An employee, while temporarily working and being paid in a higher class will also be paid at a higher rate for a holiday provided the employee is charged to perform the higher level duties on the employee's scheduled work day immediately before and immediately after such holiday and is paid at the higher rate on those days. The holiday shall not count toward the requirement for five full cumulative days in a quarter.

Once the requirement for the five full cumulative day threshold has been met, payment will be included in the employee's 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 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 performs some duties and functions assigned to a lower classification, the employee so assigned shall receive the compensation of the higher level to which 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.

Grievances arising from Section 2 of this Recommendation shall be submitted in writing and the employee shall attempt to include the dates on which the alleged out of class work occurred and a description of the alleged higher level work performed. The failure of the employee to provide the required information will not affect the validity of the grievance. Grievances pertaining to this Section may be processed through Step 4 of the grievance procedure as set forth in this Memorandum. The decision of the Employer shall be final, binding and determinative of the issue.

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

Section 3. The Employer agrees to furnish a copy of the current job specifications and pay scale groups of each position certified as within this supervisory unit and of all subsequent changes thereto.

Section 4. The Employer shall notify the Federation of changes to the Classification and Pay Plan involving jobs presently in or reasonably anticipated to be placed in certified bargaining units

for which the Federation is the representative, prior to the submission of these changes to the Executive Board of the Commonwealth. The Federation will submit its comments in writing to the Employer within 30 calendar days of receipt of the notification. If written comments are not received from the Federation within 30 calendar days, the Employer will contact the Union before submitting the proposals to the Executive Board. Reasonable written requests by the Union for time extensions will be granted.

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

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

RECOMMENDATION NO. 35
DISCHARGE, DEMOTION, SUSPENSION, AND DISCIPLINE

Section 1. The Employer shall not demote, suspend, discharge or take any action against an employee without just cause. A demotion, suspension or discharge may be appealed beginning at the third step of the grievance procedure, subject to any conditions set forth in the grievance procedure. Other disciplinary action may be appealed beginning at the first step of the grievance procedure. The Federation shall be notified in writing by the Employer of any suspension, discharge, or demotion, provided such demotion is the result of a disciplinary action. The requirements to notify the Federation will not be applicable if the Federation has not informed the agency or institution in writing of the applicable individual who will act on behalf of the employee involved. 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 1 of Section 2 of Recommendation 22, Grievances and Arbitration, until the notification is received.

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

Section 3. The provisions of this Recommendation shall not apply during the initial 180 calendar days of employment. The probationary period can be extended by written Memorandum between the Employer and the Federation for an additional 180 calendar days, 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.

Section 4. The Employer and the Federation agree to expand the alternative forms of discipline in lieu of suspension actions program in accordance with the side letter dated April 27, 2017.

RECOMMENDATION NO. 36
NON-DISCRIMINATION

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

RECOMMENDATION NO. 37
NO STRIKE

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

Section 2. The Commonwealth may summarily discipline, suspend, demote, or discharge any employee who violates Section 1 of this Recommendation.

RECOMMENDATION NO. 38
PROFESSIONAL STATUS

Section 1. The employees in this unit are professional employees in the educational and cultural fields. As professional employees, it is understood that their work is predominantly intellectual and varied in character; requires consistent exercise of discretion and judgment; and requires knowledge of an advanced nature produced by specialized study. Because of the multitude of jobs within this supervisory unit as well as the variety of task assignments, the relationship between these professional employees and their supervisors will not always be uniform. Generally, whenever feasible, certain basic concepts should be present in this

relationship. Among these are the following:

1. The professional employee should perform task assignments with a minimum of supervision.
2. The professional employee should be given broad discretion in developing solutions to problems, consistent with the needs of management.
3. A professional employee who is charged with the implementation of a program should have an opportunity to participate in the planning stages for the program.
4. The professional employee is expected to continually reevaluate a program and to recommend changes when necessary.

Both parties recognize that the provisions of this Section represent goals and, as such, are not subject to the grievance and arbitration recommendation.

Section 2. A professional employee who has an academic title shall not be restricted in the use of such title in the course of his Commonwealth employment.

RECOMMENDATION NO. 39
MISCELLANEOUS PROVISIONS

Section 1. In the event that any provision of this Recommendation is or shall at any time be held to be contrary to law by a court of last resort of Pennsylvania or of the United States or by a Court of competent jurisdiction from whose judgment or decree no appeal has been taken within the time provided for doing so, then such provision shall not be applicable or performed or enforced except to the extent permitted by law. All other provisions of the Memorandum shall remain in full force and effect. In the event any provision of this Memorandum is or shall be held contrary to law as stated above the parties shall meet within 10 calendar days for the purpose of discussing a substitute provision.

Section 2. Except as provided otherwise herein, the Employer has fulfilled its obligation to meet and discuss with employees in this unit or their representative on wages, hours and other terms and conditions of employment.

Section 3. 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 Employer shall be entitled to maintain whatever seniority rights that are appropriate.

Section 4. Policies concerning tobacco use at the work site, including prohibitions against tobacco use, may be established by the Commonwealth after meet and discuss with the Union. The Commonwealth shall ensure that tobacco use policies are applied uniformly to all employees at the work site.

Section 5. The Department of Corrections Drug and Alcohol Policy will be modified as follows: 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.

Section 6. With respect to Librarians in the Department of Corrections, at no time, including during institutional lockdown, drills, or limited states of emergencies, will such employees be assigned to duties on the cell block not normally performed by employees in their job classification, duties routinely done by Corrections Officers which require inmate supervision, or maintenance, janitorial, or farm duties normally performed by inmates. They may be assigned non-library related duties consistent with institution needs, however, assigned duties shall not be outside the scope of the initial staff training provided to them at the 3-week orientation training held at the Department of Corrections Training Academy and the yearly Department of Corrections training requirements. Assignments are to be consistent with all other institutional treatment and non-custody staff which has received the same level of training.

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 July 1, 1996 by employees in the supervisory unit represented by the Federation in the particular agency affected.

Section 2. a. Except as provided in Section 7, the Employer shall not contract/assign supervisory unit work included in 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 7, 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. This Recommendation will not be construed so as to prevent other non-FOSCEP first-level supervisory unit state employees who are in classification titles represented by employee organizations other than FOSCEP, from performing 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 5. The Employer shall provide the Federation 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 2.a. or 3.a.

Section 6. 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 2.a. and 3.a., local labor/management committees shall meet and discuss over the reasons for the contract/assignment. At this meeting the Employer shall provide to the Federation all information it has to support a claim (a) of reasonable cost saving or improved service, (b) of legitimate operational reasons resulting from technological changes, (c) that there are insufficient numbers of available, competent 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 Federation 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 FOSCEP, the Agency and the Office of Administration.

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 Federation and presentation by the Federation of an alternative which may result in reasonable cost savings or improved delivery of service.

Section 8. The Employer and the Federation acknowledge the above represents the results of meet and discuss conducted under and in accordance with the Public Employee Relations Act and constitutes the full and complete understanding regarding the issues of contracting out and transfer of supervisory unit work.

RECOMMENDATION NO. 41
TREATMENT OF EMPLOYEES

The Employer does not condone harassment of any employee. The burden of substantiating such an allegation rests with the charging party.

Substantiated instances of such harassment will be remedied by the Employer.

Any grievance or dispute which may arise concerning this issue may be processed in accordance with Recommendation 22 of the Memorandum to the Bureau of Employee Relations in the Office of Administration. The Bureau of Employee Relations' decision as to whether or not the charging party has substantiated that harassment has occurred will be final and binding and shall not be subject to arbitration. The appropriate remedy will be determined by the Bureau of Employee Relations, Office of Administration, in its sole discretion.

RECOMMENDATION NO. 42
COMMITTEE ON POLITICAL EDUCATION DEDUCTIONS

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

Section 2. The Employer shall transmit the monies deducted in accordance with this Recommendation to the Federation's Committee on Political Education in accordance with the procedures agreed to by the Employer and the Federation.

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

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

RECOMMENDATION NO. 43
TERMINATION

The Recommendations set forth above in this Memorandum are subject to the approval of the Executive Board.

It is understood that this Memorandum and the Recommendations contained herein, whether or not implemented in whole or in part, do not and shall not constitute a collective bargaining agreement or contract binding on the parties. This Memorandum of Understanding is executed by the parties hereto on this 6th day of November, 2019.

Federation of State, Cultural
and Educational Professionals



Tina Weaver
President

Commonwealth of Pennsylvania



Michael Newsome
Secretary of Administration

**COMMONWEALTH OF PENNSYLVANIA
37½ HOUR STANDARD PAY SCHEDULE
EFFECTIVE JULY 1, 2019
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	PAY SCALE GROUP 10
1 Hourly	12.36	13.97	15.74	17.73	20.00	22.65	25.84	29.52	33.71	38.44
1 Biweekly	928.50	1,047.75	1,180.50	1,329.75	1,500.00	1,698.75	1,938.00	2,214.00	2,528.25	2,883.00
1 Annual*	24,215	27,325	30,787	34,680	39,120	44,303	50,543	57,741	65,937	75,189
2 Hourly	12.67	14.24	16.03	18.09	20.44	23.14	26.45	30.14	34.43	39.30
2 Biweekly	950.25	1,068.00	1,202.25	1,356.75	1,533.00	1,735.50	1,983.75	2,260.50	2,582.25	2,947.50
2 Annual*	24,783	27,853	31,355	35,384	39,981	45,262	51,736	58,954	67,345	76,871
3 Hourly	12.91	14.49	16.37	18.47	20.84	23.63	27.01	30.86	35.22	40.19
3 Biweekly	968.25	1,086.75	1,227.75	1,385.25	1,563.00	1,772.25	2,025.75	2,314.50	2,641.50	3,014.25
3 Annual*	25,252	28,342	32,020	36,127	40,763	46,220	52,832	60,362	68,890	78,612
4 Hourly	13.15	14.81	16.72	18.86	21.27	24.18	27.60	31.56	35.99	41.06
4 Biweekly	986.25	1,110.75	1,254.00	1,414.50	1,595.25	1,813.50	2,070.00	2,367.00	2,699.25	3,079.50
4 Annual*	25,721	28,968	32,704	36,890	41,604	47,296	53,986	61,731	70,396	80,313
5 Hourly	13.43	15.11	16.98	19.20	21.72	24.74	28.22	32.23	36.80	41.93
5 Biweekly	1,007.25	1,133.25	1,273.50	1,440.00	1,629.00	1,855.50	2,116.50	2,417.25	2,760.00	3,144.75
5 Annual*	26,269	29,555	33,213	37,555	42,484	48,391	55,198	63,042	71,981	82,015
6 Hourly	13.66	15.38	17.37	19.60	22.18	25.27	28.88	32.96	37.60	42.91
6 Biweekly	1,024.50	1,153.50	1,302.75	1,470.00	1,663.50	1,895.25	2,166.00	2,472.00	2,820.00	3,218.25
6 Annual*	26,719	30,083	33,976	38,338	43,384	49,428	56,489	64,470	73,546	83,932
7 Hourly	13.97	15.74	17.73	20.00	22.65	25.84	29.52	33.71	38.44	43.90
7 Biweekly	1,047.75	1,180.50	1,329.75	1,500.00	1,698.75	1,938.00	2,214.00	2,528.25	2,883.00	3,292.50
7 Annual*	27,325	30,787	34,680	39,120	44,303	50,543	57,741	65,937	75,189	85,868
8 Hourly	14.24	16.03	18.09	20.44	23.14	26.45	30.14	34.43	39.30	44.83
8 Biweekly	1,068.00	1,202.25	1,356.75	1,533.00	1,735.50	1,983.75	2,260.50	2,582.25	2,947.50	3,362.25
8 Annual*	27,853	31,355	35,384	39,981	45,262	51,736	58,954	67,345	76,871	87,687
9 Hourly	14.49	16.37	18.47	20.84	23.63	27.01	30.86	35.22	40.19	45.85
9 Biweekly	1,086.75	1,227.75	1,385.25	1,563.00	1,772.25	2,025.75	2,314.50	2,641.50	3,014.25	3,438.75
9 Annual*	28,342	32,020	36,127	40,763	46,220	52,832	60,362	68,890	78,612	89,683
10 Hourly	14.81	16.72	18.86	21.27	24.18	27.60	31.56	35.99	41.06	46.89
10 Biweekly	1,110.75	1,254.00	1,414.50	1,595.25	1,813.50	2,070.00	2,367.00	2,699.25	3,079.50	3,516.75
10 Annual*	28,968	32,704	36,890	41,604	47,296	53,986	61,731	70,396	80,313	91,717

**COMMONWEALTH OF PENNSYLVANIA
37½ HOUR STANDARD PAY SCHEDULE
EFFECTIVE JULY 1, 2019
PAY SCALE TYPE ST**

PAY SCALE LEVEL	PAY SCALE GROUP									
	1	2	3	4	5	6	7	8	9	10
11 Hourly	15.11	16.98	19.20	21.72	24.74	28.22	32.23	36.80	41.93	47.94
11 Biweekly	1,133.25	1,273.50	1,440.00	1,629.00	1,855.50	2,116.50	2,417.25	2,760.00	3,144.75	3,595.50
11 Annual*	29,555	33,213	37,555	42,484	48,391	55,198	63,042	71,981	82,015	93,771
12 Hourly	15.38	17.37	19.60	22.18	25.27	28.88	32.96	37.60	42.91	48.98
12 Biweekly	1,153.50	1,302.75	1,470.00	1,663.50	1,895.25	2,166.00	2,472.00	2,820.00	3,218.25	3,673.50
12 Annual*	30,083	33,976	38,338	43,384	49,428	56,489	64,470	73,546	83,932	95,805
13 Hourly	15.74	17.73	20.00	22.65	25.84	29.52	33.71	38.44	43.90	50.09
13 Biweekly	1,180.50	1,329.75	1,500.00	1,698.75	1,938.00	2,214.00	2,528.25	2,883.00	3,292.50	3,756.75
13 Annual*	30,787	34,680	39,120	44,303	50,543	57,741	65,937	75,189	85,868	97,976
14 Hourly	16.03	18.09	20.44	23.14	26.45	30.14	34.43	39.30	44.83	51.19
14 Biweekly	1,202.25	1,356.75	1,533.00	1,735.50	1,983.75	2,260.50	2,582.25	2,947.50	3,362.25	3,839.25
14 Annual*	31,355	35,384	39,981	45,262	51,736	58,954	67,345	76,871	87,587	100,128
15 Hourly	16.37	18.47	20.84	23.63	27.01	30.86	35.22	40.19	45.85	52.33
15 Biweekly	1,227.75	1,385.25	1,563.00	1,772.25	2,025.75	2,314.50	2,641.50	3,014.25	3,438.75	3,924.75
15 Annual*	32,020	36,127	40,763	46,220	52,832	60,362	68,890	78,612	89,683	102,357
16 Hourly	16.72	18.86	21.27	24.18	27.60	31.56	35.99	41.06	46.89	53.49
16 Biweekly	1,254.00	1,414.50	1,595.25	1,813.50	2,070.00	2,367.00	2,699.25	3,079.50	3,516.75	4,011.75
16 Annual*	32,704	36,890	41,604	47,296	53,986	61,731	70,396	80,313	91,717	104,626
17 Hourly	16.98	19.20	21.72	24.74	28.22	32.23	36.80	41.93	47.94	54.73
17 Biweekly	1,273.50	1,440.00	1,629.00	1,855.50	2,116.50	2,417.25	2,760.00	3,144.75	3,595.50	4,104.75
17 Annual*	33,213	37,555	42,484	48,391	55,198	63,042	71,981	82,015	93,771	107,052
18 Hourly	17.37	19.60	22.18	25.27	28.88	32.96	37.60	42.91	48.98	55.94
18 Biweekly	1,302.75	1,470.00	1,663.50	1,895.25	2,166.00	2,472.00	2,820.00	3,218.25	3,673.50	4,195.50
18 Annual*	33,976	38,338	43,384	49,428	56,489	64,470	73,546	83,932	95,805	109,419
19 Hourly	17.73	20.00	22.65	25.84	29.52	33.71	38.44	43.90	50.09	57.15
19 Biweekly	1,329.75	1,500.00	1,698.75	1,938.00	2,214.00	2,528.25	2,883.00	3,292.50	3,756.75	4,286.25
19 Annual*	34,680	39,120	44,303	50,543	57,741	65,937	75,189	85,868	97,976	111,785
20 Hourly	18.09	20.44	23.14	26.45	30.14	34.43	39.30	44.83	51.19	58.44
20 Biweekly	1,356.75	1,533.00	1,735.50	1,983.75	2,260.50	2,582.25	2,947.50	3,362.25	3,839.25	4,383.00
20 Annual*	35,384	39,981	45,262	51,736	58,954	67,345	76,871	87,687	100,128	114,309

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

COMMONWEALTH OF PENNSYLVANIA

40 HOUR STANDARD PAY SCHEDULE

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40

EFFECTIVE JULY 1, 2019

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
1 Hourly	12.38	13.97	15.74	17.73	20.00	22.65	25.84	29.52	33.71
1 Biweekly	990.40	1,117.60	1,259.20	1,418.40	1,600.00	1,812.00	2,067.20	2,361.60	2,696.80
1 Annual*	25,830	29,147	32,840	36,992	41,728	47,257	53,913	61,591	70,333
2 Hourly	12.67	14.24	16.03	18.09	20.44	23.14	26.45	30.14	34.43
2 Biweekly	1,013.60	1,139.20	1,282.40	1,447.20	1,635.20	1,851.20	2,116.00	2,411.20	2,754.40
2 Annual*	26,435	29,710	33,445	37,743	42,646	48,279	55,185	62,884	71,835
3 Hourly	12.91	14.49	16.37	18.47	20.84	23.63	27.01	30.86	35.22
3 Biweekly	1,032.80	1,159.20	1,309.60	1,477.60	1,667.20	1,890.40	2,160.80	2,468.80	2,817.60
3 Annual*	26,935	30,232	34,154	38,536	43,481	49,302	56,354	64,386	73,483
4 Hourly	13.15	14.81	16.72	18.86	21.27	24.18	27.60	31.56	35.99
4 Biweekly	1,052.00	1,184.80	1,337.60	1,508.80	1,701.60	1,934.40	2,208.00	2,524.80	2,879.20
4 Annual*	27,436	30,900	34,885	39,350	44,378	50,449	57,585	65,847	75,090
5 Hourly	13.43	15.11	16.98	19.20	21.72	24.74	28.22	32.23	36.80
5 Biweekly	1,074.40	1,208.80	1,358.40	1,536.00	1,737.60	1,979.20	2,257.60	2,578.40	2,944.00
5 Annual*	28,020	31,526	35,427	40,059	45,317	51,618	58,878	67,245	76,780
6 Hourly	13.66	15.38	17.37	19.60	22.18	25.27	28.88	32.96	37.60
6 Biweekly	1,092.80	1,230.40	1,389.60	1,568.00	1,774.40	2,021.60	2,310.40	2,636.80	3,008.00
6 Annual*	28,500	32,089	36,241	40,893	46,276	52,723	60,255	68,768	78,449
7 Hourly	13.97	15.74	17.73	20.00	22.65	25.84	29.52	33.71	38.44
7 Biweekly	1,117.60	1,259.20	1,418.40	1,600.00	1,812.00	2,067.20	2,361.60	2,696.80	3,075.20
7 Annual*	29,147	32,840	36,992	41,728	47,257	53,913	61,591	70,333	80,201
8 Hourly	14.24	16.03	18.09	20.44	23.14	26.45	30.14	34.43	39.30
8 Biweekly	1,139.20	1,282.40	1,447.20	1,635.20	1,851.20	2,116.00	2,411.20	2,754.40	3,144.00
8 Annual*	29,710	33,445	37,743	42,646	48,279	55,185	62,884	71,835	81,996
9 Hourly	14.49	16.37	18.47	20.84	23.63	27.01	30.86	35.22	40.19
9 Biweekly	1,159.20	1,309.60	1,477.60	1,667.20	1,890.40	2,160.80	2,468.80	2,817.60	3,215.20
9 Annual*	30,232	34,154	38,536	43,481	49,302	56,354	64,386	73,483	83,852
10 Hourly	14.81	16.72	18.86	21.27	24.18	27.60	31.56	35.99	41.06
10 Biweekly	1,184.80	1,337.60	1,508.80	1,701.60	1,934.40	2,208.00	2,524.80	2,879.20	3,284.80
10 Annual*	30,900	34,885	39,350	44,378	50,449	57,585	65,847	75,090	85,668

PAY SCALE LEVEL		COMMONWEALTH OF PENNSYLVANIA 40 HOUR STANDARD PAY SCHEDULE EFFECTIVE JULY 1, 2019 PAY SCALE TYPE ST									
		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	15.11	16.98	19.20	21.72	24.74	28.22	32.23	36.80	41.93	
	Biweekly	1,208.80	1,358.40	1,536.00	1,737.60	1,979.20	2,257.60	2,578.40	2,944.00	3,354.40	
	Annual*	31,526	35,427	40,059	45,317	51,618	58,878	67,245	76,780	87,483	
12	Hourly	15.38	17.37	19.60	22.18	25.27	28.88	32.96	37.60	42.91	
	Biweekly	1,230.40	1,389.60	1,568.00	1,774.40	2,021.60	2,310.40	2,636.80	3,008.00	3,432.80	
	Annual*	32,089	36,241	40,893	46,276	52,723	60,255	68,768	78,449	89,527	
13	Hourly	15.74	17.73	20.00	22.65	25.84	29.52	33.71	38.44	43.90	
	Biweekly	1,259.20	1,418.40	1,600.00	1,812.00	2,067.20	2,361.60	2,696.80	3,075.20	3,512.00	
	Annual*	32,840	36,992	41,728	47,257	53,913	61,591	70,333	80,201	91,593	
14	Hourly	16.03	18.09	20.44	23.14	26.45	30.14	34.43	39.30	44.83	
	Biweekly	1,282.40	1,447.20	1,635.20	1,851.20	2,116.00	2,411.20	2,754.40	3,144.00	3,586.40	
	Annual*	33,445	37,743	42,646	48,279	55,185	62,884	71,835	81,996	93,533	
15	Hourly	16.37	18.47	20.84	23.63	27.01	30.86	35.22	40.19	45.85	
	Biweekly	1,309.60	1,477.60	1,667.20	1,890.40	2,160.80	2,468.80	2,817.60	3,215.20	3,668.00	
	Annual*	34,154	38,536	43,481	49,302	56,354	64,386	73,483	83,852	95,661	
16	Hourly	16.72	18.86	21.27	24.18	27.60	31.56	35.99	41.06	46.89	
	Biweekly	1,337.60	1,508.80	1,701.60	1,934.40	2,208.00	2,524.80	2,879.20	3,284.80	3,751.20	
	Annual*	34,885	39,350	44,378	50,449	57,585	65,847	75,090	85,668	97,831	
17	Hourly	16.98	19.20	21.72	24.74	28.22	32.23	36.80	41.93	47.94	
	Biweekly	1,358.40	1,536.00	1,737.60	1,979.20	2,257.60	2,578.40	2,944.00	3,354.40	3,835.20	
	Annual*	35,427	40,059	45,317	51,618	58,878	67,245	76,780	87,483	100,022	
18	Hourly	17.37	19.60	22.18	25.27	28.88	32.96	37.60	42.91	48.98	
	Biweekly	1,389.60	1,568.00	1,774.40	2,021.60	2,310.40	2,636.80	3,008.00	3,432.80	3,918.40	
	Annual*	36,241	40,893	46,276	52,723	60,255	68,768	78,449	89,527	102,192	
19	Hourly	17.73	20.00	22.65	25.84	29.52	33.71	38.44	43.90	50.09	
	Biweekly	1,418.40	1,600.00	1,812.00	2,067.20	2,361.60	2,696.80	3,075.20	3,512.00	4,007.20	
	Annual*	36,992	41,728	47,257	53,913	61,591	70,333	80,201	91,593	104,508	
20	Hourly	18.09	20.44	23.14	26.45	30.14	34.43	39.30	44.83	51.19	
	Biweekly	1,447.20	1,635.20	1,851.20	2,116.00	2,411.20	2,754.40	3,144.00	3,586.40	4,095.20	
	Annual*	37,743	42,646	48,279	55,185	62,884	71,835	81,996	93,533	106,803	

* 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 this schedule as outlined in the chapter "Attendance, Holidays, and Leave," Title 4, Pennsylvania Code.
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**COMMONWEALTH OF PENNSYLVANIA
37½ HOUR STANDARD PAY SCHEDULE
EFFECTIVE OCTOBER 1, 2020**

PAY SCALE TYPE ST

PAY SCALE LEVEL	PAY SCALE GROUP									
	1	2	3	4	5	6	7	8	9	10
1 Hourly	12.63	14.25	16.05	18.08	20.40	23.10	26.36	30.11	34.38	39.21
1 Biweekly	947.25	1,068.75	1,203.75	1,356.00	1,530.00	1,732.50	1,977.00	2,258.25	2,578.50	2,940.75
1 Annual*	24,704	27,873	31,394	35,364	39,902	45,184	51,560	58,895	67,247	76,695
2 Hourly	12.92	14.52	16.35	18.45	20.85	23.60	26.98	30.74	35.12	40.09
2 Biweekly	969.00	1,089.00	1,226.25	1,383.75	1,563.75	1,770.00	2,023.50	2,305.50	2,634.00	3,006.75
2 Annual*	25,272	28,401	31,981	36,088	40,783	46,162	52,773	60,127	68,695	78,416
3 Hourly	13.17	14.78	16.70	18.84	21.26	24.10	27.55	31.48	35.92	40.99
3 Biweekly	987.75	1,108.50	1,252.50	1,413.00	1,594.50	1,807.50	2,066.25	2,361.00	2,694.00	3,074.25
3 Annual*	25,761	28,910	32,665	36,851	41,585	47,140	53,888	61,575	70,260	80,176
4 Hourly	13.41	15.11	17.05	19.24	21.70	24.66	28.15	32.19	36.71	41.88
4 Biweekly	1,005.75	1,133.25	1,278.75	1,443.00	1,627.50	1,849.50	2,111.25	2,414.25	2,753.25	3,141.00
4 Annual*	26,230	29,555	33,350	37,633	42,445	48,235	55,061	62,964	71,805	81,917
5 Hourly	13.70	15.41	17.32	19.58	22.15	25.23	28.78	32.87	37.54	42.77
5 Biweekly	1,027.50	1,155.75	1,299.00	1,468.50	1,661.25	1,892.25	2,158.50	2,465.25	2,815.50	3,207.75
5 Annual*	26,797	30,142	33,878	38,298	43,325	49,330	56,294	64,294	73,428	83,658
6 Hourly	13.93	15.69	17.72	19.99	22.62	25.78	29.46	33.62	38.35	43.77
6 Biweekly	1,044.75	1,176.75	1,329.00	1,499.25	1,696.50	1,933.50	2,209.50	2,521.50	2,876.25	3,282.75
6 Annual*	27,247	30,690	34,660	39,100	44,245	50,426	57,624	65,761	75,013	85,614
7 Hourly	14.25	16.05	18.08	20.40	23.10	26.36	30.11	34.38	39.21	44.78
7 Biweekly	1,068.75	1,203.75	1,356.00	1,530.00	1,732.50	1,977.00	2,258.25	2,578.50	2,940.75	3,358.50
7 Annual*	27,873	31,394	35,364	39,902	45,184	51,560	58,895	67,247	76,695	87,590
8 Hourly	14.52	16.35	18.45	20.85	23.60	26.98	30.74	35.12	40.09	45.73
8 Biweekly	1,089.00	1,226.25	1,383.75	1,563.75	1,770.00	2,023.50	2,305.50	2,634.00	3,006.75	3,429.75
8 Annual*	28,401	31,981	36,088	40,783	46,162	52,773	60,127	68,695	78,416	89,448
9 Hourly	14.78	16.70	18.84	21.26	24.10	27.55	31.48	35.92	40.99	46.77
9 Biweekly	1,108.50	1,252.50	1,413.00	1,594.50	1,807.50	2,066.25	2,361.00	2,694.00	3,074.25	3,507.75
9 Annual*	28,910	32,665	36,851	41,585	47,140	53,888	61,575	70,260	80,176	91,482
10 Hourly	15.11	17.05	19.24	21.70	24.66	28.15	32.19	36.71	41.88	47.83
10 Biweekly	1,133.25	1,278.75	1,443.00	1,627.50	1,849.50	2,111.25	2,414.25	2,753.25	3,141.00	3,587.25
10 Annual*	29,555	33,350	37,633	42,445	48,235	55,061	62,964	71,805	81,917	93,555

**COMMONWEALTH OF PENNSYLVANIA
37½ HOUR STANDARD PAY SCHEDULE
EFFECTIVE OCTOBER 1, 2020**

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		PAY SCALE GROUP 10	
	Hourly	Annual*	Hourly	Annual*	Hourly	Annual*	Hourly	Annual*	Hourly	Annual*	Hourly	Annual*	Hourly	Annual*	Hourly	Annual*	Hourly	Annual*	Hourly	Annual*
11	15.41	30,142	17.32	33,878	19.58	38,298	22.15	43,325	25.23	49,350	28.78	56,294	32.87	64,294	37.54	73,428	42.77	83,658	48.90	95,648
12	15.69	30,690	17.72	34,660	19.99	39,100	22.62	44,245	25.78	50,426	29.46	57,624	33.62	65,761	38.35	75,013	43.77	85,614	49.96	97,722
13	16.05	31,394	18.08	35,364	20.40	39,902	23.10	45,184	26.36	51,560	30.11	60,127	34.38	67,247	39.21	76,695	44.78	87,590	51.09	99,932
14	16.35	31,981	18.45	36,088	20.85	40,783	23.60	46,162	26.98	52,773	30.74	60,127	35.12	68,695	40.09	78,416	45.73	89,448	52.21	102,123
15	16.70	32,665	18.84	36,851	21.26	41,585	24.10	47,140	27.55	53,888	31.48	61,575	35.92	70,260	40.99	80,176	46.77	91,482	53.38	104,411
16	17.05	33,350	19.24	37,633	21.70	42,445	24.66	48,235	28.15	55,061	32.19	62,964	36.71	71,805	41.88	81,917	47.83	93,555	54.56	106,719
17	17.32	33,878	19.58	38,298	22.15	43,325	25.23	49,350	28.78	56,294	32.87	64,294	37.54	73,428	42.77	83,658	48.90	95,648	55.82	109,184
18	17.72	34,660	19.99	39,100	22.62	44,245	25.78	50,426	29.46	57,624	33.62	65,761	38.35	75,013	43.77	85,614	49.96	97,722	57.06	111,609
19	18.08	35,364	20.40	39,902	23.10	45,184	26.36	51,560	30.11	58,895	34.38	67,247	39.21	76,695	44.78	87,590	51.09	99,932	58.29	114,015
20	18.45	36,088	20.85	40,783	23.60	46,162	26.98	52,773	30.74	60,127	35.12	68,695	40.09	78,416	45.73	89,448	52.21	102,123	59.61	116,597

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

COMMONWEALTH OF PENNSYLVANIA
40 HOUR STANDARD PAY SCHEDULE
EFFECTIVE OCTOBER 1, 2020

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PAY SCALE TYPE ST

PAY SCALE LEVEL	PAY SCALE GROUP									
	1	2	3	4	5	6	7	8	9	
1 Hourly	12.63	14.25	16.05	18.08	20.40	23.10	26.36	30.11	34.38	
1 Biweekly	1,010.40	1,140.00	1,284.00	1,446.40	1,632.00	1,848.00	2,108.80	2,408.80	2,750.40	
1 Annual*	26,351	29,731	33,487	37,722	42,563	48,196	54,998	62,822	71,730	
2 Hourly	12.92	14.52	16.35	18.45	20.85	23.60	26.98	30.74	35.12	
2 Biweekly	1,033.60	1,161.60	1,308.00	1,476.00	1,668.00	1,888.00	2,158.40	2,459.20	2,809.60	
2 Annual*	26,956	30,295	34,113	38,494	43,501	49,239	56,291	64,136	73,274	
3 Hourly	13.17	14.78	16.70	18.84	21.26	24.10	27.55	31.48	35.92	
3 Biweekly	1,053.60	1,182.40	1,336.00	1,507.20	1,700.80	1,928.00	2,204.00	2,518.40	2,873.60	
3 Annual*	27,478	30,837	34,843	39,308	44,357	50,282	57,480	65,680	74,943	
4 Hourly	13.41	15.11	17.05	19.24	21.70	24.66	28.15	32.19	36.71	
4 Biweekly	1,072.80	1,208.80	1,364.00	1,539.20	1,736.00	1,972.80	2,252.00	2,575.20	2,936.80	
4 Annual*	27,979	31,526	35,573	40,142	45,275	51,451	58,732	67,161	76,592	
5 Hourly	13.70	15.41	17.32	19.58	22.15	25.23	28.78	32.87	37.54	
5 Biweekly	1,096.00	1,232.80	1,385.60	1,566.40	1,772.00	2,018.40	2,302.40	2,629.60	3,003.20	
5 Annual*	28,584	32,151	36,136	40,852	46,214	52,640	60,047	68,580	78,323	
6 Hourly	13.93	15.69	17.72	19.99	22.62	25.78	29.46	33.62	38.35	
6 Biweekly	1,114.40	1,255.20	1,417.60	1,599.20	1,809.60	2,062.40	2,356.80	2,689.60	3,068.00	
6 Annual*	29,064	32,736	36,971	41,707	47,194	53,787	61,465	70,145	80,013	
7 Hourly	14.25	16.05	18.08	20.40	23.10	26.36	30.11	34.38	39.21	
7 Biweekly	1,140.00	1,284.00	1,446.40	1,632.00	1,848.00	2,108.80	2,408.80	2,750.40	3,136.80	
7 Annual*	29,731	33,487	37,722	42,563	48,196	54,998	62,822	71,730	81,808	
8 Hourly	14.52	16.35	18.45	20.85	23.60	26.98	30.74	35.12	40.09	
8 Biweekly	1,161.60	1,308.00	1,476.00	1,668.00	1,888.00	2,158.40	2,459.20	2,809.60	3,207.20	
8 Annual*	30,295	34,113	38,494	43,501	49,239	56,291	64,136	73,274	83,644	
9 Hourly	14.78	16.70	18.84	21.26	24.10	27.55	31.48	35.92	40.99	
9 Biweekly	1,182.40	1,336.00	1,507.20	1,700.80	1,928.00	2,204.00	2,518.40	2,873.60	3,279.20	
9 Annual*	30,837	34,843	39,308	44,357	50,282	57,480	65,680	74,943	85,522	
10 Hourly	15.11	17.05	19.24	21.70	24.66	28.15	32.19	36.71	41.88	
10 Biweekly	1,208.80	1,364.00	1,539.20	1,736.00	1,972.80	2,252.00	2,575.20	2,936.80	3,350.40	
10 Annual*	31,526	35,573	40,142	45,275	51,451	58,732	67,161	76,592	87,378	

**COMMONWEALTH OF PENNSYLVANIA
40 HOUR STANDARD PAY SCHEDULE
EFFECTIVE OCTOBER 1, 2020
PAY SCALE TYPE ST**

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PAY SCALE LEVEL	PAY SCALE TYPE ST									
	1	2	3	4	5	6	7	8	9	
11 Hourly	15.41	17.32	19.58	22.15	25.23	28.78	32.87	37.54	42.77	
11 Biweekly	1,232.80	1,385.60	1,566.40	1,772.00	2,018.40	2,302.40	2,629.60	3,003.20	3,421.60	
11 Annual*	32,151	36,136	40,852	46,214	52,640	60,047	68,580	78,323	89,235	
12 Hourly	15.69	17.72	19.99	22.62	25.78	29.46	33.62	38.35	43.77	
12 Biweekly	1,255.20	1,417.60	1,599.20	1,809.60	2,062.40	2,356.80	2,689.60	3,068.00	3,501.60	
12 Annual*	32,736	36,971	41,707	47,194	53,787	61,465	70,145	80,013	91,322	
13 Hourly	16.05	18.08	20.40	23.10	26.36	30.11	34.38	39.21	44.78	
13 Biweekly	1,284.00	1,446.40	1,632.00	1,848.00	2,108.80	2,408.80	2,750.40	3,136.80	3,582.40	
13 Annual*	33,487	37,722	42,563	48,196	54,998	62,822	71,730	81,808	93,429	
14 Hourly	16.35	18.45	20.85	23.60	26.98	30.74	35.12	40.09	45.73	
14 Biweekly	1,308.00	1,476.00	1,668.00	1,888.00	2,158.40	2,459.20	2,809.60	3,207.20	3,658.40	
14 Annual*	34,113	38,494	43,501	49,239	56,291	64,136	73,274	83,644	95,411	
15 Hourly	16.70	18.84	21.26	24.10	27.55	31.48	35.92	40.99	46.77	
15 Biweekly	1,336.00	1,507.20	1,700.80	1,928.00	2,204.00	2,518.40	2,873.60	3,279.20	3,741.60	
15 Annual*	34,843	39,308	44,357	50,282	57,480	65,680	74,943	85,522	97,581	
16 Hourly	17.05	19.24	21.70	24.66	28.15	32.19	36.71	41.88	47.83	
16 Biweekly	1,364.00	1,539.20	1,736.00	1,972.80	2,252.00	2,575.20	2,936.80	3,350.40	3,826.40	
16 Annual*	35,573	40,142	45,275	51,451	58,732	67,161	76,592	87,378	99,793	
17 Hourly	17.32	19.58	22.15	25.23	28.78	32.87	37.54	42.77	48.90	
17 Biweekly	1,385.60	1,566.40	1,772.00	2,018.40	2,302.40	2,629.60	3,003.20	3,421.60	3,912.00	
17 Annual*	36,136	40,852	46,214	52,640	60,047	68,580	78,323	89,235	102,025	
18 Hourly	17.72	19.99	22.62	25.78	29.46	33.62	38.35	43.77	49.96	
18 Biweekly	1,417.60	1,599.20	1,809.60	2,062.40	2,356.80	2,689.60	3,068.00	3,501.60	3,996.80	
18 Annual*	36,971	41,707	47,194	53,787	61,465	70,145	80,013	91,322	104,237	
19 Hourly	18.08	20.40	23.10	26.36	30.11	34.38	39.21	44.78	51.09	
19 Biweekly	1,446.40	1,632.00	1,848.00	2,108.80	2,408.80	2,750.40	3,136.80	3,582.40	4,087.20	
19 Annual*	37,722	42,563	48,196	54,998	62,822	71,730	81,808	93,429	106,594	
20 Hourly	18.45	20.85	23.60	26.98	30.74	35.12	40.09	45.73	52.21	
20 Biweekly	1,476.00	1,668.00	1,888.00	2,158.40	2,459.20	2,809.60	3,207.20	3,658.40	4,176.80	
20 Annual*	38,494	43,501	49,239	56,291	64,136	73,274	83,644	95,411	108,931	

* 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 STANDARD PAY SCHEDULE
EFFECTIVE OCTOBER 1, 2021
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	PAY SCALE GROUP 10
1 Hourly	12.95	14.61	16.45	18.53	20.91	23.68	27.02	30.86	35.24	40.19
1 Biweekly	971.25	1,095.75	1,233.75	1,389.75	1,568.25	1,776.00	2,026.50	2,314.50	2,643.00	3,014.25
1 Annual*	25,330	28,577	32,176	36,245	40,900	46,318	52,851	60,362	68,929	78,612
2 Hourly	13.24	14.88	16.76	18.91	21.37	24.19	27.65	31.51	36.00	41.09
2 Biweekly	993.00	1,116.00	1,257.00	1,418.25	1,602.75	1,814.25	2,073.75	2,363.25	2,700.00	3,081.75
2 Annual*	25,897	29,105	32,783	36,988	41,800	47,316	54,083	61,634	70,416	80,372
3 Hourly	13.50	15.15	17.12	19.31	21.79	24.70	28.24	32.27	36.82	42.01
3 Biweekly	1,012.50	1,136.25	1,284.00	1,448.25	1,634.25	1,852.50	2,118.00	2,420.25	2,761.50	3,150.75
3 Annual*	26,406	29,633	33,487	37,770	42,621	48,313	55,237	63,120	72,020	82,172
4 Hourly	13.75	15.49	17.48	19.72	22.24	25.28	28.85	32.99	37.63	42.93
4 Biweekly	1,031.25	1,161.75	1,311.00	1,479.00	1,668.00	1,896.00	2,163.75	2,474.25	2,822.25	3,219.75
4 Annual*	26,895	30,298	34,191	38,572	43,501	49,448	56,431	64,528	73,604	83,971
5 Hourly	14.04	15.80	17.75	20.07	22.70	25.86	29.50	33.69	38.48	43.84
5 Biweekly	1,053.00	1,185.00	1,331.25	1,505.25	1,702.50	1,939.50	2,212.50	2,526.75	2,886.00	3,288.00
5 Annual*	27,462	30,905	34,719	39,257	44,401	50,582	57,702	65,898	75,267	85,751
6 Hourly	14.28	16.08	18.16	20.49	23.19	26.42	30.20	34.46	39.31	44.86
6 Biweekly	1,071.00	1,206.00	1,362.00	1,536.75	1,739.25	1,981.50	2,265.00	2,584.50	2,948.25	3,364.50
6 Annual*	27,932	31,452	35,521	40,078	45,360	51,678	59,071	67,404	76,890	87,746
7 Hourly	14.61	16.45	18.53	20.91	23.68	27.02	30.86	35.24	40.19	45.90
7 Biweekly	1,095.75	1,233.75	1,389.75	1,568.25	1,776.00	2,026.50	2,314.50	2,643.00	3,014.25	3,442.50
7 Annual*	28,577	32,176	36,245	40,900	46,318	52,851	60,362	68,929	78,612	89,780
8 Hourly	14.88	16.76	18.91	21.37	24.19	27.65	31.51	36.00	41.09	46.87
8 Biweekly	1,116.00	1,257.00	1,418.25	1,602.75	1,814.25	2,073.75	2,363.25	2,700.00	3,081.75	3,515.25
8 Annual*	29,105	32,783	36,988	41,800	47,316	54,083	61,634	70,416	80,372	91,678
9 Hourly	15.15	17.12	19.31	21.79	24.70	28.24	32.27	36.82	42.01	47.94
9 Biweekly	1,136.25	1,284.00	1,448.25	1,634.25	1,852.50	2,118.00	2,420.25	2,761.50	3,150.75	3,595.50
9 Annual*	29,633	33,487	37,770	42,621	48,313	55,237	63,120	72,020	82,172	93,771
10 Hourly	15.49	17.48	19.72	22.24	25.28	28.85	32.99	37.63	42.93	49.03
10 Biweekly	1,161.75	1,311.00	1,479.00	1,668.00	1,896.00	2,163.75	2,474.25	2,822.25	3,219.75	3,677.25
10 Annual*	30,298	34,191	38,572	43,501	49,448	56,431	64,528	73,604	83,971	95,903

**COMMONWEALTH OF PENNSYLVANIA
37½ HOUR STANDARD PAY SCHEDULE
EFFECTIVE OCTOBER 1, 2021
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		PAY SCALE GROUP 10	
	Hourly	Biweekly	Hourly	Biweekly	Hourly	Biweekly	Hourly	Biweekly	Hourly	Biweekly	Hourly	Biweekly	Hourly	Biweekly	Hourly	Biweekly	Hourly	Biweekly	Hourly	Biweekly
11	15.80	1,185.00	17.75	1,331.25	20.07	1,505.25	22.70	1,702.50	25.86	1,939.50	29.50	2,212.50	33.69	2,526.75	38.48	2,886.00	43.84	3,288.00	50.12	3,759.00
	30,905	34,719	39,257	44,401	50,582	57,702	65,898	75,267	85,751	98,035	100,167	104,685	109,380	114,406	119,512	124,618	129,724	134,830	139,936	145,042
12	16.08	1,206.00	18.16	1,362.00	20.49	1,536.75	23.19	1,739.25	26.42	1,981.50	30.20	2,265.00	34.46	2,584.50	39.31	2,948.25	44.86	3,364.50	51.21	3,840.75
	31,452	35,521	40,078	45,360	51,678	59,071	67,404	76,890	87,746	99,102	106,959	115,296	124,114	133,412	143,190	153,448	164,186	175,404	187,102	199,280
13	16.45	1,233.75	18.53	1,389.75	20.91	1,568.25	23.68	1,776.00	27.02	2,026.50	30.86	2,314.50	35.24	2,700.00	40.19	3,014.25	45.90	3,442.50	52.37	3,927.75
	32,176	36,245	40,900	46,318	52,851	60,362	68,929	78,612	89,780	101,537	113,884	126,821	140,348	154,466	169,175	184,474	199,363	214,842	230,910	247,568
14	16.76	1,257.00	18.91	1,418.25	21.37	1,602.75	24.19	1,814.25	27.65	2,073.75	31.51	2,363.25	36.00	2,700.00	41.09	3,081.75	46.87	3,515.25	53.52	4,014.00
	32,783	36,988	41,800	47,316	54,083	61,634	70,416	80,372	91,678	104,685	118,416	132,771	147,754	163,466	179,807	196,784	214,296	232,343	250,926	269,045
15	17.12	1,284.00	19.31	1,448.25	21.79	1,634.25	24.70	1,852.50	28.24	2,118.00	32.27	2,420.25	36.82	2,761.50	42.01	3,150.75	47.94	3,595.50	54.71	4,103.25
	33,487	37,770	42,621	48,313	55,237	63,120	72,020	82,172	93,671	107,013	121,104	135,936	151,512	167,932	185,207	203,339	221,328	239,174	256,876	274,434
16	17.48	1,311.00	19.72	1,479.00	22.24	1,668.00	25.28	1,896.00	28.85	2,163.75	32.99	2,474.25	37.63	2,822.25	42.93	3,219.75	49.03	3,677.25	55.92	4,194.00
	34,191	38,572	43,501	49,448	56,431	64,528	73,604	83,971	95,703	109,380	124,002	139,569	156,081	173,538	191,950	211,317	230,640	250,919	271,154	291,345
17	17.75	1,331.25	20.07	1,505.25	22.70	1,702.50	25.86	1,939.50	29.50	2,212.50	33.69	2,526.75	38.48	2,886.00	43.84	3,288.00	49.83	3,759.00	57.22	4,291.50
	34,719	39,257	44,401	50,582	57,702	65,898	75,267	85,751	98,035	111,922	126,414	141,512	157,216	173,526	190,442	207,964	226,092	244,826	263,166	281,112
18	18.16	1,362.00	20.49	1,536.75	23.19	1,739.25	26.42	1,981.50	30.20	2,265.00	34.46	2,584.50	39.31	2,948.25	44.86	3,364.50	51.21	3,840.75	58.49	4,386.75
	35,521	40,078	45,360	51,678	59,071	67,404	76,890	87,746	99,102	111,958	125,314	139,270	153,826	168,982	184,738	201,094	218,050	235,606	253,762	272,518
19	18.53	1,389.75	20.91	1,568.25	23.68	1,776.00	27.02	2,026.50	30.86	2,314.50	35.24	2,643.00	40.19	2,948.25	45.90	3,442.50	52.37	3,927.75	59.75	4,481.25
	36,245	40,900	46,318	52,851	60,362	68,929	78,612	89,780	101,537	114,406	128,284	143,171	158,168	173,274	188,490	203,816	219,252	234,798	250,454	266,220
20	18.91	1,418.25	21.37	1,602.75	24.19	1,814.25	27.65	2,073.75	31.51	2,363.25	36.00	2,700.00	41.09	3,081.75	46.87	3,515.25	53.52	4,014.00	61.10	4,582.50
	36,988	41,800	47,316	54,083	62,416	71,200	81,172	92,334	104,685	118,416	133,438	149,501	166,604	183,746	201,027	218,448	235,909	253,410	270,951	288,532

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

COMMONWEALTH OF PENNSYLVANIA
40 HOUR STANDARD PAY SCHEDULE
EFFECTIVE OCTOBER 1, 2021

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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	
	Hourly	Biweekly Annual*	Hourly	Biweekly Annual*	Hourly	Biweekly Annual*	Hourly	Biweekly Annual*	Hourly	Biweekly Annual*	Hourly	Biweekly Annual*	Hourly	Biweekly Annual*	Hourly	Biweekly Annual*	Hourly	Biweekly Annual*
1	12.95	1,036.00	14.61	1,168.80	16.45	1,316.00	18.53	1,482.40	20.91	1,672.80	23.68	1,894.40	27.02	2,161.60	30.86	2,468.80	35.24	2,819.20
	27,019	30,482	34,321	38,661	43,627	49,406	56,375	64,386	73,525	83,852	95,110	107,442	120,858	135,369	150,976	167,691	184,516	201,451
2	13.24	1,059.20	14.88	1,190.40	16.76	1,340.80	18.91	1,512.80	21.37	1,709.60	24.19	1,935.20	27.65	2,212.00	31.51	2,520.80	36.00	2,880.00
	27,624	31,046	34,968	39,454	44,586	50,470	57,689	65,742	75,110	85,821	97,621	110,611	124,891	140,471	157,361	174,571	192,111	210,001
3	13.50	1,080.00	15.15	1,212.00	17.12	1,369.60	19.31	1,544.80	21.79	1,743.20	24.70	1,976.00	28.24	2,259.20	32.27	2,581.60	36.82	2,945.60
	28,166	31,609	35,719	40,288	45,463	51,534	58,920	67,328	76,821	87,421	99,121	112,021	126,231	141,851	158,891	177,361	196,271	215,621
4	13.75	1,100.00	15.49	1,239.20	17.48	1,398.40	19.72	1,577.60	22.24	1,779.20	25.28	2,022.40	28.85	2,308.00	32.99	2,639.20	37.63	3,010.40
	28,688	32,318	36,470	41,144	46,402	52,744	60,193	68,830	78,511	89,241	100,031	111,981	125,091	139,361	154,801	171,521	188,631	206,141
5	14.04	1,123.20	15.80	1,264.00	17.75	1,420.00	20.07	1,605.60	22.70	1,816.00	25.86	2,068.80	29.50	2,360.00	33.69	2,695.20	38.48	3,078.40
	29,293	32,965	37,034	41,874	47,361	53,954	61,549	70,291	80,285	91,531	103,281	116,541	131,311	147,601	164,521	182,081	200,291	219,141
6	14.28	1,142.40	16.08	1,286.40	18.16	1,452.80	20.49	1,639.20	23.19	1,855.20	26.42	2,113.60	29.50	2,416.00	34.46	2,756.80	39.31	3,144.80
	29,794	33,549	37,889	42,750	48,384	55,123	63,009	72,151	82,551	94,211	107,141	121,351	136,841	153,621	171,791	191,361	211,441	232,041
7	14.61	1,168.80	16.45	1,316.00	18.53	1,482.40	20.91	1,672.80	23.68	1,894.40	26.82	2,161.60	30.86	2,468.80	35.24	2,819.20	40.19	3,215.20
	30,482	34,321	38,661	43,627	49,406	56,375	64,386	73,525	83,852	95,110	107,442	120,858	135,369	151,001	167,841	185,981	205,431	226,191
8	14.88	1,190.40	16.76	1,340.80	18.91	1,512.80	21.37	1,709.60	24.19	1,935.20	27.65	2,212.00	31.51	2,520.80	36.00	2,880.00	41.09	3,287.20
	31,046	34,968	39,454	44,586	50,470	57,689	65,742	75,110	85,821	97,621	110,611	124,891	140,471	157,361	174,571	192,111	210,001	228,241
9	15.15	1,212.00	17.12	1,369.60	19.31	1,544.80	21.79	1,743.20	24.70	1,976.00	28.24	2,259.20	32.27	2,581.60	36.82	2,945.60	42.01	3,360.80
	31,609	35,719	40,288	45,463	51,534	58,920	67,328	76,821	87,421	99,121	112,021	126,231	141,851	158,891	177,361	196,271	215,621	235,161
10	15.49	1,239.20	17.48	1,398.40	19.72	1,577.60	22.24	1,779.20	25.28	2,022.40	28.85	2,308.00	32.99	2,639.20	37.63	3,010.40	42.93	3,434.40
	32,318	36,470	41,144	46,402	52,744	60,193	68,830	78,511	89,241	100,031	111,981	125,091	139,361	154,801	171,521	188,631	206,141	224,291

COMMONWEALTH OF PENNSYLVANIA

40 HOUR STANDARD PAY SCHEDULE

EFFECTIVE OCTOBER 1, 2021

40

PAY SCALE TYPE ST

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PAY SCALE LEVEL	PAY SCALE GROUP									
	1	2	3	4	5	6	7	8	9	
11 Hourly	15.80	17.75	20.07	22.70	25.86	29.50	33.69	38.48	43.84	
11 Biweekly	1,264.00	1,420.00	1,605.60	1,816.00	2,068.80	2,360.00	2,695.20	3,078.40	3,507.20	
11 Annual*	32,965	37,034	41,874	47,361	53,954	61,549	70,291	80,285	91,468	
12 Hourly	16.08	18.16	20.49	23.19	26.42	30.20	34.46	39.31	44.86	
12 Biweekly	1,286.40	1,452.80	1,639.20	1,855.20	2,113.60	2,416.00	2,756.80	3,144.80	3,588.80	
12 Annual*	33,549	37,889	42,750	48,384	55,123	63,009	71,897	82,016	93,596	
13 Hourly	16.45	18.53	20.91	23.68	27.02	30.86	35.24	40.19	45.90	
13 Biweekly	1,316.00	1,482.40	1,672.80	1,894.40	2,161.60	2,468.80	2,819.20	3,215.20	3,672.00	
13 Annual*	34,321	38,661	43,627	49,406	56,375	64,386	73,525	83,852	95,766	
14 Hourly	16.76	18.91	21.37	24.19	27.65	31.51	36.00	41.09	46.87	
14 Biweekly	1,340.80	1,512.80	1,709.60	1,935.20	2,212.00	2,520.80	2,880.00	3,287.20	3,749.60	
14 Annual*	34,968	39,454	44,586	50,470	57,689	65,742	75,110	85,730	97,790	
15 Hourly	17.12	19.31	21.79	24.70	28.24	32.27	36.82	42.01	47.94	
15 Biweekly	1,369.60	1,544.80	1,743.20	1,976.00	2,259.20	2,581.60	2,945.60	3,360.80	3,835.20	
15 Annual*	35,719	40,288	45,463	51,534	58,920	67,328	76,821	87,650	100,022	
16 Hourly	17.48	19.72	22.24	25.28	28.85	32.99	37.63	42.93	49.03	
16 Biweekly	1,398.40	1,577.60	1,779.20	2,022.40	2,308.00	2,639.20	3,010.40	3,434.40	3,922.40	
16 Annual*	36,470	41,144	46,402	52,744	60,193	68,830	78,511	89,569	102,296	
17 Hourly	17.75	20.07	22.70	25.86	29.50	33.69	38.48	43.84	50.12	
17 Biweekly	1,420.00	1,605.60	1,816.00	2,068.80	2,360.00	2,695.20	3,078.40	3,507.20	4,009.60	
17 Annual*	37,034	41,874	47,361	53,954	61,549	70,291	80,285	91,468	104,570	
18 Hourly	18.16	20.49	23.19	26.42	30.20	34.46	39.31	44.86	51.21	
18 Biweekly	1,452.80	1,639.20	1,855.20	2,113.60	2,416.00	2,756.80	3,144.80	3,588.80	4,096.80	
18 Annual*	37,889	42,750	48,384	55,123	63,009	71,897	82,016	93,596	106,845	
19 Hourly	18.53	20.91	23.68	27.02	30.86	35.24	40.19	45.90	52.37	
19 Biweekly	1,482.40	1,672.80	1,894.40	2,161.60	2,468.80	2,819.20	3,215.20	3,672.00	4,189.60	
19 Annual*	38,661	43,627	49,406	56,375	64,386	73,525	83,852	95,766	109,265	
20 Hourly	18.91	21.37	24.19	27.65	31.51	36.00	41.09	46.87	53.52	
20 Biweekly	1,512.80	1,709.60	1,935.20	2,212.00	2,520.80	2,880.00	3,287.20	3,749.60	4,281.60	
20 Annual*	39,454	44,586	50,470	57,689	65,742	75,110	85,730	97,790	111,664	

* Approximate annual rate is derived by multiplying the biweekly rate by 26.06 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 STANDARD PAY SCHEDULE
EFFECTIVE OCTOBER 1, 2022**

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		PAY SCALE GROUP 10	
	Hourly	Biweekly	Hourly	Biweekly	Hourly	Biweekly	Hourly	Biweekly	Hourly	Biweekly	Hourly	Biweekly	Hourly	Biweekly	Hourly	Biweekly	Hourly	Biweekly	Hourly	Biweekly
1	13.27	995.25	14.98	1,123.50	16.86	1,264.50	18.99	1,424.25	21.43	1,607.25	24.27	1,820.25	27.70	2,077.50	31.63	2,372.25	36.12	2,709.00	41.19	3,089.25
	Annual*	25,956	29,301	32,978	37,144	41,917	47,472	54,181	61,868	70,651	80,568	92,387	105,433	119,779	135,474	152,568	170,100	189,125	208,625	228,600
2	13.57	1,017.75	15.25	1,143.75	17.18	1,288.50	19.38	1,453.50	21.90	1,642.50	24.79	1,859.25	28.34	2,125.50	32.30	2,422.50	36.90	2,767.50	42.12	3,159.00
	Annual*	26,543	29,829	33,604	37,907	42,836	48,489	54,933	62,179	70,250	79,149	88,925	99,533	110,925	123,150	136,275	150,250	165,025	180,550	196,875
3	13.84	1,038.00	15.53	1,164.75	17.55	1,316.25	19.79	1,484.25	22.33	1,674.75	25.32	1,899.00	28.95	2,171.25	33.08	2,481.00	37.74	2,830.50	43.06	3,229.50
	Annual*	27,071	30,377	34,328	38,709	43,677	49,526	56,626	64,044	72,849	82,025	91,575	101,450	111,625	122,150	133,000	144,125	155,500	167,125	178,975
4	14.09	1,056.75	15.88	1,191.00	17.92	1,344.00	20.21	1,515.75	22.80	1,710.00	25.91	1,943.25	29.57	2,217.75	33.81	2,555.75	38.57	2,892.75	44.00	3,300.00
	Annual*	27,560	31,061	35,052	39,531	44,597	50,680	57,839	65,149	73,725	82,525	91,575	100,875	110,400	120,125	130,025	140,100	150,325	160,700	171,200
5	14.39	1,079.25	16.20	1,215.00	18.19	1,364.25	20.57	1,542.75	23.27	1,745.25	26.51	1,988.25	30.24	2,268.00	34.53	2,589.75	39.44	2,958.00	44.94	3,370.50
	Annual*	28,147	31,687	35,580	40,235	45,516	51,854	59,149	67,425	76,625	85,750	94,800	103,875	112,975	122,100	131,225	140,350	149,500	158,675	167,875
6	14.64	1,098.00	16.48	1,236.00	18.61	1,395.75	21.00	1,575.00	23.77	1,782.75	27.08	2,031.00	30.96	2,322.00	35.32	2,649.00	40.29	3,021.75	45.98	3,448.50
	Annual*	28,636	32,235	36,401	41,076	46,494	52,968	59,494	67,075	75,750	84,425	93,100	101,775	110,450	119,125	127,800	136,475	145,150	153,825	162,500
7	14.98	1,123.50	16.86	1,264.50	18.99	1,424.25	21.43	1,607.25	24.27	1,820.25	27.70	2,077.50	31.63	2,372.25	36.12	2,709.00	41.19	3,089.25	47.05	3,528.75
	Annual*	29,301	32,978	37,144	41,917	47,472	54,181	61,868	70,651	80,568	92,387	105,433	119,779	135,474	152,568	170,100	189,125	208,625	228,600	249,075
8	15.25	1,143.75	17.18	1,288.50	19.38	1,453.50	21.90	1,642.50	24.79	1,859.25	28.34	2,125.50	32.30	2,422.50	36.90	2,767.50	42.12	3,159.00	48.04	3,603.00
	Annual*	29,829	33,604	37,907	42,836	48,489	54,933	62,179	70,250	79,149	88,925	99,533	110,925	123,150	136,275	150,250	165,025	180,550	196,875	213,975
9	15.53	1,164.75	17.55	1,316.25	19.79	1,484.25	22.33	1,674.75	25.32	1,899.00	28.95	2,171.25	33.08	2,481.00	37.74	2,830.50	43.06	3,229.50	49.14	3,685.50
	Annual*	30,377	34,328	38,709	43,677	49,526	56,626	64,044	72,849	82,025	91,575	101,450	111,625	122,150	133,000	144,125	155,500	167,125	178,975	191,025
10	15.88	1,191.00	17.92	1,344.00	20.21	1,515.75	22.80	1,710.00	25.91	1,943.25	29.57	2,217.75	33.81	2,555.75	38.57	2,892.75	44.00	3,300.00	50.26	3,769.50
	Annual*	31,061	35,052	39,531	44,597	50,680	57,839	65,149	73,725	82,525	91,575	100,875	110,400	120,125	130,025	140,100	150,325	160,700	171,200	181,825

**COMMONWEALTH OF PENNSYLVANIA
37½ HOUR STANDARD PAY SCHEDULE
EFFECTIVE OCTOBER 1, 2022**

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		PAY SCALE GROUP 10	
	Hourly	Biweekly Annual*	Hourly	Biweekly Annual*	Hourly	Biweekly Annual*	Hourly	Biweekly Annual*	Hourly	Biweekly Annual*	Hourly	Biweekly Annual*	Hourly	Biweekly Annual*	Hourly	Biweekly Annual*	Hourly	Biweekly Annual*	Hourly	Biweekly Annual*
11	16.20	1,215.00	18.19	1,364.25	20.57	1,542.75	23.27	1,745.25	26.51	1,988.25	30.24	2,268.00	34.53	2,589.75	39.44	2,958.00	44.94	3,370.50	51.37	3,852.75
	31,687	31,687	35,580	35,580	40,235	40,235	45,516	45,516	51,854	51,854	59,149	59,149	67,541	67,541	77,145	77,145	87,903	87,903	100,480	100,480
12	16.48	1,236.00	18.61	1,395.75	21.00	1,575.00	23.77	1,782.75	27.08	2,031.00	30.96	2,322.00	35.32	2,649.00	40.29	3,021.75	45.98	3,448.50	52.49	3,936.75
	32,235	32,235	36,401	36,401	41,076	41,076	46,494	46,494	52,968	52,968	60,558	60,558	69,086	69,086	78,807	78,807	89,937	89,937	102,670	102,670
13	16.86	1,264.50	18.99	1,424.25	21.43	1,607.25	24.27	1,820.25	27.70	2,077.50	31.63	2,372.25	36.12	2,709.00	41.19	3,089.25	47.05	3,528.75	53.68	4,026.00
	32,978	32,978	37,144	37,144	41,917	41,917	47,472	47,472	54,181	54,181	61,868	61,868	70,651	70,651	80,568	80,568	92,030	92,030	104,998	104,998
14	17.18	1,288.50	19.38	1,453.50	21.90	1,642.50	24.79	1,859.25	28.34	2,125.50	32.30	2,422.50	36.90	2,767.50	42.12	3,159.00	48.04	3,603.00	54.86	4,114.50
	33,604	33,604	37,907	37,907	42,836	42,836	48,489	48,489	55,433	55,433	63,179	63,179	72,176	72,176	82,387	82,387	93,956	93,956	107,306	107,306
15	17.55	1,316.25	19.79	1,484.25	22.33	1,674.75	25.32	1,899.00	28.95	2,171.25	33.08	2,481.00	37.74	2,830.50	43.06	3,229.50	49.14	3,685.50	56.08	4,206.00
	34,328	34,328	38,709	38,709	43,677	43,677	49,526	49,526	56,626	56,626	64,704	64,704	73,819	73,819	84,225	84,225	96,118	96,118	109,692	109,692
16	17.92	1,344.00	20.21	1,515.75	22.80	1,710.00	25.91	1,943.25	29.57	2,217.75	33.81	2,535.75	38.57	2,892.75	44.00	3,300.00	50.26	3,769.50	57.32	4,299.00
	35,052	35,052	39,531	39,531	44,597	44,597	50,680	50,680	57,839	57,839	66,132	66,132	75,443	75,443	86,064	86,064	98,309	98,309	112,118	112,118
17	18.19	1,364.25	20.57	1,542.75	23.27	1,745.25	26.51	1,988.25	30.24	2,268.00	34.53	2,589.75	39.44	2,958.00	44.94	3,370.50	51.37	3,852.75	58.65	4,398.75
	35,580	35,580	40,235	40,235	45,516	45,516	51,854	51,854	59,149	59,149	67,541	67,541	77,145	77,145	87,903	87,903	100,480	100,480	114,719	114,719
18	18.61	1,395.75	21.00	1,575.00	23.77	1,782.75	27.08	2,031.00	30.96	2,322.00	35.32	2,649.00	40.29	3,021.75	45.98	3,448.50	52.49	3,936.75	59.95	4,496.25
	36,401	36,401	41,076	41,076	46,494	46,494	52,968	52,968	60,558	60,558	69,086	69,086	78,807	78,807	89,937	89,937	102,670	102,670	117,262	117,262
19	18.99	1,424.25	21.43	1,607.25	24.27	1,820.25	27.70	2,077.50	31.63	2,372.25	36.12	2,709.00	41.19	3,089.25	47.05	3,528.75	53.68	4,026.00	61.24	4,593.00
	37,144	37,144	41,917	41,917	47,472	47,472	54,181	54,181	61,868	61,868	70,651	70,651	80,568	80,568	92,030	92,030	104,998	104,998	119,785	119,785
20	19.38	1,453.50	21.90	1,642.50	24.79	1,859.25	28.34	2,125.50	32.30	2,422.50	36.90	2,767.50	42.12	3,159.00	48.04	3,603.00	54.86	4,114.50	62.63	4,697.25
	37,907	37,907	42,836	42,836	48,489	48,489	55,433	55,433	63,179	63,179	72,176	72,176	82,387	82,387	93,956	93,956	107,306	107,306	122,504	122,504

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

COMMONWEALTH OF PENNSYLVANIA

40 HOUR STANDARD PAY SCHEDULE

EFFECTIVE OCTOBER 1, 2022

40

40

PAY SCALE TYPE ST

PAY SCALE LEVEL	PAY SCALE TYPE ST									
	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	
Hourly	13.27	14.98	16.86	18.99	21.43	24.27	27.70	31.63	36.12	
Biweekly	1,061.60	1,198.40	1,348.80	1,519.20	1,714.40	1,941.60	2,216.00	2,530.40	2,899.60	
Annual*	27,687	31,254	35,177	39,621	44,712	50,637	57,793	65,993	75,361	
Hourly	13.57	15.25	17.18	19.38	21.90	24.79	28.34	32.30	36.90	
Biweekly	1,085.60	1,220.00	1,374.40	1,550.40	1,752.00	1,983.20	2,267.20	2,584.00	2,952.00	
Annual*	28,312	31,818	35,844	40,434	45,692	51,722	59,129	67,391	76,988	
Hourly	13.84	15.53	17.55	19.79	22.33	25.32	28.95	33.08	37.74	
Biweekly	1,107.20	1,242.40	1,404.00	1,583.20	1,786.40	2,025.60	2,316.00	2,646.40	3,019.20	
Annual*	28,876	32,402	36,616	41,290	46,589	52,828	60,401	69,018	78,741	
Hourly	14.09	15.88	17.92	20.21	22.80	25.91	29.57	33.81	38.57	
Biweekly	1,127.20	1,270.40	1,433.60	1,616.80	1,824.00	2,072.80	2,365.60	2,704.80	3,085.60	
Annual*	29,397	33,132	37,388	42,166	47,570	54,059	61,695	70,541	80,472	
Hourly	14.39	16.20	18.19	20.57	23.27	26.51	30.24	34.53	39.44	
Biweekly	1,151.20	1,296.00	1,455.20	1,645.60	1,861.60	2,120.80	2,419.20	2,762.40	3,155.20	
Annual*	30,023	33,800	37,952	42,917	48,551	55,310	63,093	72,043	82,288	
Hourly	14.64	16.48	18.61	21.00	23.77	27.08	30.96	35.32	40.29	
Biweekly	1,171.20	1,318.40	1,488.80	1,680.00	1,901.60	2,166.40	2,476.80	2,825.60	3,223.20	
Annual*	30,545	34,384	38,828	43,814	49,594	56,500	64,595	73,692	84,061	
Hourly	14.98	16.86	18.99	21.43	24.27	27.70	31.63	36.12	41.19	
Biweekly	1,198.40	1,348.80	1,519.20	1,714.40	1,941.60	2,216.00	2,530.40	2,899.60	3,295.20	
Annual*	31,254	35,177	39,621	44,712	50,637	57,793	65,993	75,361	85,939	
Hourly	15.25	17.18	19.38	21.90	24.79	28.34	32.30	36.90	42.12	
Biweekly	1,220.00	1,374.40	1,550.40	1,752.00	1,983.20	2,267.20	2,584.00	2,952.00	3,369.60	
Annual*	31,818	35,844	40,434	45,692	51,722	59,129	67,391	76,988	87,879	
Hourly	15.53	17.55	19.79	22.33	25.32	28.95	33.08	37.74	43.06	
Biweekly	1,242.40	1,404.00	1,583.20	1,786.40	2,025.60	2,316.00	2,646.40	3,019.20	3,444.80	
Annual*	32,402	36,616	41,290	46,589	52,828	60,401	69,018	78,741	89,840	
Hourly	15.88	17.92	20.21	22.80	25.91	29.57	33.81	38.57	44.00	
Biweekly	1,270.40	1,433.60	1,616.80	1,824.00	2,072.80	2,365.60	2,704.80	3,085.60	3,520.00	
Annual*	33,132	37,388	42,166	47,570	54,059	61,695	70,541	80,472	91,802	

COMMONWEALTH OF PENNSYLVANIA

40 HOUR STANDARD PAY SCHEDULE

EFFECTIVE OCTOBER 1, 2022

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PAY SCALE TYPE ST

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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	16.20	18.19	20.57	23.27	26.51	30.24	34.53	39.44	44.94
11 Biweekly	1,296.00	1,455.20	1,645.60	1,861.60	2,120.80	2,419.20	2,762.40	3,155.20	3,595.20
11 Annual*	33,800	37,952	42,917	48,551	55,310	63,093	72,043	82,288	93,763
12 Hourly	16.48	18.61	21.00	23.77	27.08	30.96	35.32	40.29	45.98
12 Biweekly	1,318.40	1,488.80	1,680.00	1,901.60	2,166.40	2,476.80	2,825.60	3,223.20	3,678.40
12 Annual*	34,384	38,828	43,814	49,594	56,500	64,595	73,692	84,061	95,933
13 Hourly	16.86	18.99	21.43	24.27	27.70	31.63	36.12	41.19	47.05
13 Biweekly	1,348.80	1,519.20	1,714.40	1,941.60	2,216.00	2,530.40	2,889.60	3,295.20	3,764.00
13 Annual*	35,177	39,621	44,712	50,637	57,793	65,993	75,361	85,939	98,165
14 Hourly	17.18	19.38	21.90	24.79	28.34	32.30	36.90	42.12	48.04
14 Biweekly	1,374.40	1,550.40	1,752.00	1,983.20	2,267.20	2,584.00	2,952.00	3,369.60	3,843.20
14 Annual*	35,844	40,434	45,692	51,722	59,129	67,391	76,988	87,879	100,231
15 Hourly	17.55	19.79	22.33	25.32	28.95	33.08	37.74	43.06	49.14
15 Biweekly	1,404.00	1,583.20	1,786.40	2,025.60	2,316.00	2,646.40	3,019.20	3,444.80	3,931.20
15 Annual*	36,616	41,290	46,589	52,828	60,401	69,018	78,741	89,840	102,526
16 Hourly	17.92	20.21	22.80	25.91	29.57	33.81	38.57	44.00	50.26
16 Biweekly	1,433.60	1,616.80	1,824.00	2,072.80	2,365.60	2,704.80	3,085.60	3,520.00	4,020.80
16 Annual*	37,388	42,166	47,570	54,059	61,695	70,541	80,472	91,802	104,862
17 Hourly	18.19	20.57	23.27	26.51	30.24	34.53	39.44	44.94	51.37
17 Biweekly	1,455.20	1,645.60	1,861.60	2,120.80	2,419.20	2,762.40	3,155.20	3,595.20	4,109.60
17 Annual*	37,952	42,917	48,551	55,310	63,093	72,043	82,288	93,763	107,178
18 Hourly	18.61	21.00	23.77	27.08	30.96	35.32	40.29	45.98	52.49
18 Biweekly	1,488.80	1,680.00	1,901.60	2,166.40	2,476.80	2,825.60	3,223.20	3,678.40	4,199.20
18 Annual*	38,828	43,814	49,594	56,500	64,595	73,692	84,061	95,933	109,515
19 Hourly	18.99	21.43	24.27	27.70	31.63	36.12	41.19	47.05	53.68
19 Biweekly	1,519.20	1,714.40	1,941.60	2,216.00	2,530.40	2,889.60	3,295.20	3,764.00	4,294.40
19 Annual*	39,621	44,712	50,637	57,793	65,993	75,361	85,939	98,165	111,998
20 Hourly	19.38	21.90	24.79	28.34	32.30	36.90	42.12	48.04	54.86
20 Biweekly	1,550.40	1,752.00	1,983.20	2,267.20	2,584.00	2,952.00	3,369.60	3,843.20	4,388.80
20 Annual*	40,434	45,692	51,722	59,129	67,391	76,988	87,879	100,231	114,460

* 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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APPENDIX E
ORGANIZATIONAL SENIORITY UNITS

Education

Furloughs
Headquarters

Historical & Museum Commission

Furloughs

Unit 1

Fort Pitt
Old Economy
Somerset
Bushy Run
Erie Maritime Museum
Flagship Niagara
Drake Well
Lumber Museum

Unit 2

Military Museum
State Museum
State Archives
Ephrata Cloister
Landis Valley
Railroad
Cornwall Iron
Pennsbury Manor
Brandywine
Daniel Boone
Scranton Anthracite
Eckley Miners
State Historic Preservation Office
Bureau of Historic Sites and Museums

Department of Human Services

Furloughs
Agency

Department of Transportation

Furloughs
Agency

APPENDIX F

EDUCATIONAL AND CULTURAL UNIT
PROFESSIONAL
FIRST-LEVEL SUPERVISORY CLASSIFICATIONS

<u>Class Code</u>	<u>Class Title</u>	<u>Pay Scale Group</u>
22080	Education Administration Supervisor	9
24530	Educational Statistics Supervisor	9
24816	Adjudicated Youth Education Programs Consultant Supervisor	9
25180	Librarian Supervisor 1	8
25320	Library Development Supervisor	9
26030	Archivist 3	8
26070	Historian 3	8
26150	Museum Curator Supervisor Earth Sciences	8
26180	Museum Curator Supervisor History	8
26380	Museum Curator Supervisor Natural Science	8
26270	Museum Educator Supervisor	8
26410	Museum Curator Supervisor Archeology	8
26550	Historic Preservation Supervisor	8
26580	Preservation Construction Supervisor	8