



April 12, 2012

Mr. Roy Pinto, President
PSCOA
2421 North Front Street
Harrisburg, PA 17110-1110

RE: SW-11-001

Dear Mr. Pinto:

The following constitutes an agreement reached between the parties for grievance SW-11-001:

- When the need arises for management to assign an employee of the H-1 bargaining unit to a temporary assignment to a classification outside the H-1 Bargaining Unit, which lasts or is anticipated to last more than 20 days, the assignment will be offered to an eligible employee who is on the Civil Service list for the classification of the assignment. If no eligible employees are on the Civil Service list or the classification is Non-Civil Service, the assignment will be offered to an employee that meets the minimum experience and training requirements of the job.
- Except for emergency needs, local management will provide notice to the PSCOA of who has been selected for the Temporary Working Out-of-Class (TWOC) assignment out of the H-1 bargaining unit.
- Employees accepting the TWOC assignment out of the H-1 bargaining unit waive the contractual two week notice requirement for schedule changes made in accordance with this assignment.
- The Parties acknowledge there is to be NO Direct Dealing with employees regarding their acceptance of an offer to TWOC out of the H-1 bargaining unit regarding terms and conditions of employment.

- Employees accepting TWOC assignments out of the H-1 bargaining unit will be removed from the voluntary overtime and mandatory overtime lists for their permanent classification. In addition, leave taken while in the TWOC out of the bargaining unit assignment, will not be credited against the bargaining unit complement and will be taken in the out-of-class assignment and not count against the employee's permanent classification. However, leave selected in the permanent classification will be honored provided the employee returns from the TWOC out of the bargaining unit assignment back to their permanent classification.
- When the need for a TWOC assignment out of the bargaining unit is determined by management, local management will provide notice to the local PSCOA President and to the Executive Vice President of the PSCOA outlining what institution the assignment is to take place at, reason for the assignment, and the estimated length of the assignment.
- It is understood that employees will only accrue up to six (6) months of bargaining unit seniority regardless of the length of the assignment.
- If the length of the assignment is needed beyond the original estimated length, notice will be provided to the local PSCOA President and the Executive Vice President of PSCOA.
- Upon an employee's acceptance of a TWOC out of the H-1 bargaining unit assignment, the local union, management and employee will sign an acknowledgement of this agreement.
- For employees currently assigned to TWOC out of the H-1 bargaining unit, the six month seniority provision of this agreement will begin May 1, 2012 and those employees will be given this document for acknowledgement of its terms and conditions beginning May 1, 2012.

Entered into this 12th day of April, 2012.

Roy Pinto

Roy Pinto, President

For the PSCOA

Bryan T. Oles

Bryan T. Oles

For the Commonwealth of
Pennsylvania

I understand the contents of this agreement and the terms and conditions under which I am accepting assignment in an acting capacity to a classification outside the H-1 bargaining unit.

Member

Date

PSCOA Representative, Witness

Management, Witness