



November 5, 2019

Larry Blackwell, President
PSCOA
2421 North Front Street
Harrisburg, PA 17110

RE: Article 13
Civil Leave

Dear Larry:

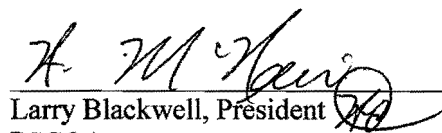
As agreed between the parties, the following will clarify the interpretation of Article 13, Civil Leave with regard to work-related subpoenas for employees in the Department of Corrections in the H1 bargaining unit:

1. Time spent by H1 bargaining unit employees who are subpoenaed to testify at court proceedings related to the employee's job duties will be treated as time worked and Civil Leave shall not apply.
2. The time worked referenced in #1 above includes the time for the required court attendance plus reasonable travel time to and from the court proceeding.
3. If the employee has more than a two (2) week notice to testify at a court proceeding referenced in #1 above, the employee or management may request a schedule change, provided there is concurrence of the employee, the local union, and management to change the shift or scheduled off day to appear in court. If there is no agreement made, the time referenced in #1 and #2 above will be considered time worked and subject to the provisions of Article 20, Call Time. It is understood management may assign additional work to guarantee four hours of work in accordance with Article 20, Call Time. If the employee chooses not to accept the additional work, they will be paid for the time outlined in #2 above. Proof of service may be required upon return to work.
4. If the time worked is outside of the employee's scheduled shift, they will be credited with a mandate. Such mandate shall not be an improper mandate.
5. This agreement shall be in effect as of the date of signing, and shall continue until either party serves written notice to withdraw. Within thirty (30) days of such notice the parties agree to meet and discuss the matter. If no mutual agreement is reached, applicable terms of the current Collective Bargaining Agreement shall go into effect at the conclusion of the thirty (30) days.

If you agree to the above, please sign below and return a copy of this letter to this office.

Sincerely,


Missy Kracher, Chief
DOC/PBPP Employee Relations Division

for  _____
Larry Blackwell, President
PSCOA
Date 11/5/2019