



# Indiana University of Pennsylvania

## Director of Human Resources

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[IUP.edu/humanresources](http://IUP.edu/humanresources)

1. This understanding is entered into between Indiana University of Pennsylvania (UNIVERSITY) and State College and University Professional Association (SCUPA) for the exclusive purpose of applying the provisions of Article 9, Workload, Section 3 of the Collective Bargaining Agreement between the State System and SCUPA.
2. The goal of this understanding is to conduct a pilot offering a four-day work week during the summer term to both improve the quality of work life of employees and achieve energy savings through operational efficiencies. It is agreed and understood that UNIVERSITY will not be required to expend additional funds, add additional staff or budget for additional costs to comply with the conditions of this understanding. Further, there shall be no impairment of operational efficiency, jeopardizing of accreditation, or deleterious impact on standards of service (provisions of care, etc.) posed by implementation of this understanding, nor shall this understanding provide for an unreasonable number of schedules. No additional benefits are to accrue to employees as a result of this alternate work schedule.
3. It is recognized that this understanding arises within the context of "meet and discuss", and all discussions conducted shall be in accordance with meet and discuss provisions of the Agreement.
4. Employees eligible for participation in the alternate work schedules are: All SCUPA
5. The available four-day schedules are:

### **MONDAY-THURSDAY**

One:	Monday-Wednesday	7:00 a.m. - 5:00 p.m. 12:00-12:30 Lunch Break Unpaid
	Thursday	7:00 a.m. - 4:30 p.m. 12:00-12:30 Lunch Break Unpaid
	Friday	OFF
Two:	Monday-Wednesday	7:30 a.m. - 5:30 p.m. 12:00-12:30 Lunch Break Unpaid
	Thursday	7:30 a.m. - 5:00 p.m. 12:00-12:30 Lunch Break Unpaid
	Friday	OFF

### **TUESDAY - FRIDAY**

One:	Monday	OFF
	Tuesday-Thursday	7:00 a.m. - 5:00 p.m. 12:00-12:30 Lunch Break Unpaid
	Friday	7:00 a.m. - 4:30 p.m. 12:00-12:30 Lunch Break Unpaid

Two:	Monday	OFF
	Tuesday-Thursday	7:30 a.m. - 5:30 p.m. 12:00-12:30 Lunch Break Unpaid
	Friday	7:30 a.m. - 5:00 p.m. 12:00-12:30 Lunch Break Unpaid

6. It is understood and agreed by both parties the four-day schedules identified above are optional for eligible employees in the respective bargaining units. The schedule will be implemented from May 12, 2025 through August 15, 2025. The parties recognize that an evaluation will be conducted by management at the conclusion of the this period to ascertain the impact on cost, complement, efficiency, service to clients, and other appropriate program criteria.
7. It is understood that the four-day schedule is optional for eligible employees with supervisor approval. The default standard summer schedule for eligible employees will be 8:00 a.m. to 4:00 p.m., Monday through Friday. Telecommuting remains available with supervisor approval.
8. Employees assigned to the schedules identified shall continue to receive a paycheck for 75 hours in each biweekly pay period.

## **LEAVE UNDER THE PROGRAM**

Time away from work and leave accrual will be handled as follows:

- Sick, annual and personal leave will be earned as usual; for example, if you are entitled to earn vacation at the rate of 10% of hours worked, that rate will continue.
- All time that you are absent from your work as determined by your alternate work schedule, will be charged on an hour-for-hour basis. (See below for vacation leave and holidays).
- A full day's leave – personal, medical, etc. – will continue to be calculated at 7.5 hours; therefore, if you are away from work for a full day on one of your scheduled 9 or 9.5 hour work days, you will be required to include the full 9 or 9.5 hours with your leave request. Please note your starting and quitting time on your leave request for each day away from the office so the appropriate number of leave hours can be recorded.

## **HOLIDAYS**

Holidays will be treated as follows:

- If the holidays fall on your "off day", the leave time will be treated as a deferred holiday. You will be paid for 7.5 hours at a straight time rate of pay and awarded 7.5 hours of deferred holiday, allowing you to take the holiday at a later date.
- If the holidays fall on your scheduled workday and you do not work, you will be compensated at a straight time rate of pay for 7.5 hours and required to submit leave for the 1.5 or 2 hours differential between your standard and alternate work schedules.

- If you are eligible for overtime pay and work (with your supervisor's approval) on the holiday, you will be compensated at one and one-half times your usual rate of pay for the 7.5 hours in your standard schedule and at straight time for the additional 1.5 or 2 hours in the alternate schedule.

## **REST PERIODS**

Employees shall be permitted an uninterrupted 15 minutes paid rest period during each 1/2 work shift, provided a minimum of three (3) hours is worked. Scheduling of rest periods will be in accordance with the Commonwealth Management Directive 505.7 (Personnel Rules). The use of rest periods before or after meal periods or at the beginning or the end of the work shift is prohibited.

## **MEAL PERIODS**

All employees shall be granted an unpaid meal period as set forth in the work schedules which shall fall within the third and sixth hours, inclusive, of the workday unless otherwise approved by the employer or unless emergencies or operational need requires a variance in accordance with Commonwealth Management Directive 505.7 (Personnel Rules). The meal periods will begin at a time established by management. All meal period requests require management approval and may be adjusted by management for operational reasons.

## **MANAGEMENT OF THE FOUR-DAY WORK WEEK PROGRAM**

IUP managers and supervisors are required to monitor attendance and work product, ensuring that operational efficiency and the level of service to students and employees does not diminish as a result of this Program.

- Managers are requested to continuously evaluate the Program throughout its duration, ensuring that performance levels are maintained despite extended work hours, that coverage of offices and the level of service to all constituents does not deteriorate, and that employee attendance matches the selected alternate schedule. If, in order to ensure office coverage during normal working hours (Monday – Friday 8:00 a.m. to 4:00 p.m.) the manager/supervisor determines that an employee cannot work according to his/her selected alternate schedule during a particular week, the manager may direct the employee to revert to the standard schedule for that week. An employee's reversion to the standard schedule may also be necessary in the event of medical or other unanticipated extended leave. Please consult with Payroll Services ([payroll-services@iup.edu](mailto:payroll-services@iup.edu)) before allowing an employee to revert to his/her standard work schedule. Please also note that lunch hours

may be flexed during the period of 11:30a.m. to 2:00 p.m. to ensure proper office coverage and delivery of services.

- Any deviation from these guidelines may result in an employee's or department's disqualification from the Program and may also jeopardize the renewal of this Program in subsequent summers.
- Management reserves the right to terminate or amend this Program at any time.
- At the conclusion of the Program, a review will be conducted to determine the Program's benefit to employees as well as its impact on operational efficiencies and service level. Your thoughts and suggestions will be welcome.

## HOW TO ENROLL

Enroll in the Program by completing the Schedule Change Form. Obtain the necessary signatures and return the form to [payroll-services@iup.edu](mailto:payroll-services@iup.edu).

 4/18/2025

Lindsey A. McNickle Date  
Director of Human Resources

 4/21/25

Erin Fritz Wood Date  
President, Local SCUPA

 5-7-25

Adam K. Weber Date  
PSEA UniServ Representative, Cluster VIII, Southern Region