

**IUP/AFSCME  
AGREEMENT REGARDING FILLING  
A-1, N-1 AND J-1 POSITIONS  
Main Campus**

Proposed: May 29, 1997  
Accepted: June 11, 1997  
Revised: July 1, 2003, July 17, 2004, September 20, 2004, August 7, 2007, August 8, 2011,  
September 24, 2015, April 30, 2019

This agreement was reached between AFSCME, Local 763 and Management at IUP. The Agreement shall be honored for classifications represented by the A-1 Clerical, Administrative, & Fiscal, Non-supervisory bargaining unit, J-1 Maintenance and Trades, Non-supervisory bargaining unit and N-1 Human Services, Non-Supervisory bargaining unit. Unless otherwise noted herein, criteria from the CBA will prevail.

The following procedures were established.

1. Modification of Shift Preference Bid (A-1, N-1, J-1: different start times or days off schedule)

The parties agree to post Shift Preference Bids within a classification where there are multiple different start times or days off schedules within a single shift, (e.g. 6-2, 7-3, 8-4, or Mon-Fri, Tues-Sat). For those classifications with legitimate multiple shifts, (e.g. 7-3, 3-11, 11-7), shift bids will follow the labor agreement. Shift preference will be awarded by Master Agreement seniority unless there are extenuating circumstances.

Classifications where the normal hours are 8-4:30, but where individuals may have an alternate schedule (e.g. 8-4, 7:30-4) approved by their supervisor will revert back to the normal hours (8-4:30) when the position becomes vacated, thus not requiring a Shift Preference bid unless legitimate multiple shifts exist.

2. Any vacant position which is posted will include the shift and days off.
3. All vacant positions for shift preference will be posted for six (6) days, five (5) full calendar days, spanning two business weeks, unless agreed to otherwise by the parties.
4. Promotional bids, based on seniority, will include shift and days off and will be posted for nine (9) full days, eight (8) full calendar days, unless agreed to otherwise by the parties.
5. Postings open to the general public may be extended based on need.
6. Employees who have submitted a bid for **shift preference** may withdraw their bid during the posting period. Unless the bid is pulled PRIOR to the bid deadline, the successful bidder must accept the bid award.

7. Employees who have submitted a bid for **promotion** will have 24 hours after the bid award to accept or reject the bid.

Further, the Clerk 2 and Clerk 3 classifications within the University Printing & Postal Services group, Parking, and Office of Financial Aid will be reclassified to the Clerk Typist series. The incumbents will be reclassified and grandfathered into their assignments without the requirement to take a typing test. Incumbents will require the successful completion of the typing test in order to be eligible for promotion within the class series.


The parties agree that the following Article and Sections of the Collective Bargaining Agreement between the Commonwealth of Pennsylvania and AFSCME shall be waived:

Article 29, Seniority: Section 4 (Posting requirement)  
Section 10 (Submit written request to Custodial Services Office)  
Section 11 (Shift assignment)

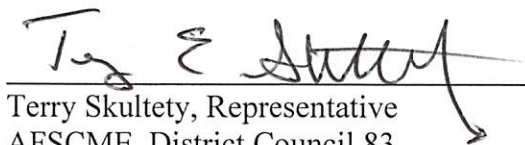
This agreement is effective April 30, 2019 and will be continued indefinitely. This agreement may be renegotiated at any time with a thirty (30) day notification by either party.

  
\_\_\_\_\_  
Susanna Sink  
Interim Vice President for Administration & Finance


5-10-19  
Date

  
\_\_\_\_\_  
Craig Bickley  
Associate Vice President for Human Resources

5-8-19  
Date

  
\_\_\_\_\_  
Terry Skultety, Representative  
AFSCME, District Council 83

4/30/19  
Date

  
\_\_\_\_\_  
Sandra Beck, President  
AFSCME, Local 763

4-30-19  
Date

Mr. Sam Phillips  
Mr. Terry Skultety  
Ms. Sandy Beck  
File