

1. This understanding is entered into between Indiana University of Pennsylvania (UNIVERSITY) and the State College and University Professional Association (SCUPA), for the exclusive purpose of applying the

[REDACTED]

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
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[REDACTED]

6. It is understood and agreed by both parties that the four-day schedules identified above are optional for eligible employees in the respective bargaining unit. The schedule will be implemented from May 12

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

Sick annual and personal leave will be accrued as usual; for example, if you are entitled to earn

HOLIDAYS

Holidays will be treated as follows:

If the holiday falls on your "off day" the leave time will be treated as a deferred holiday. You will

be paid for 7.5 hours at straight time rate of pay and awarded 7.5 hours of deferred holiday.

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 an exception is approved in accordance with Commonwealth

HOW TO ENROLL

Enroll in the Program by completing the Schedule Change Form. Obtain the necessary signatures and return the form to avroil-services@iu.edu.



3/5/2024


Lindsey A. McNickle
Director of Human Resources

Date

3/8/2024

Lisa Baker
Vice President, SC & A

Date



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

Date