YORK COUNTY AGREEMENT

MEMORANDUM OF UNDERSTANDING

Between

YORK COUNTY COMMISSIONERS

and

PENNSYLVANIA SOCIAL SERVICES UNION
SERVICE EMPLOYEES INTERNATIONAL UNION
LOCAL 668, AFL-CIO

JANUARY 1, 2024 – DECEMBER 31, 2027

PROBATION & PAROLE and
DOMESTIC RELATIONS UNIT

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AGREEMENT
Between
YORK COUNTY COMMISSIONERS
and
PENNSYLVANIA SOCIAL SERVICES UNION
SERVICE EMPLOYEES INTERNATIONAL UNION
LOCAL 668, AFL-CIO

PREAMBLE

This Agreement entered into by York County, hereinafter referred to as the "Employer", and the Pennsylvania Social Services Union, Service Employees International Union. Local 668, AFL-CIO, hereinafter referred to as the "Union", has as its purpose the promotion of harmonious relations between the Employer and the Union; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay and hours of work and other terms and conditions of employment.

ARTICLE 1
RECOGNITION

1.1 The Employer recognizes the Union as the sole and exclusive bargaining agent for the purpose of establishing salaries, wages, hours, and other conditions of employment for all full-time, part-time, regular, permanent employees designated in the joint certification filed by the parties with the Pennsylvania Labor Relations Board and dated October 15, 1979, and described as follows: PERA-R-12,601-C.

1.2 In a subdivision of the Employer unit comprised of all full-time and regular part-time court-appointed professional employees including but not limited to Probation Officers I and Probation Officers II in the Juvenile and Adult Probation Offices, and the Conference Officers and Enforcement Officers in the Domestic Relations Office; and excluding non-professional employees, management level employees, supervisors, first level supervisors and confidential employees as defined in the Act.

ARTICLE 2
UNION SECURITY

2.1 The Employer agrees to process dues authorization cards in an expeditious manner upon receipt. Should it be determined by the Union that an employee's payroll dues deductions should cease, the Union shall be responsible for notifying the Employer. Such notices shall be communicated in writing, and shall include the effective date of the cessation of payroll dues deduction. The Employer shall rely on the information provided by the Union to cancel or otherwise change authorizations.

2.2 The Employer shall provide to the Union quarterly or upon request a list (with the name, address, social security number, starting wage and the position the employee holds) of all bargaining unit employees.

2.3 Requests to revoke Union membership shall be directed to the Union rather than the Employer. Any membership resignation requests received by the Employer should be redirected to the Union. The Union shall be solely responsible for processing member resignations.

ARTICLE 3
MANAGEMENT PREROGATIVES

3.1 The Management of the Court operations and the direction of the working forces is vested exclusively in the 19th Judicial District and includes, but is not limited to the right to: hire, suspend, discipline or discharge for just cause or transfer, and the right to relieve employees from duty because of lack of work or for other legitimate reasons under this contract; make and enforce reasonable rules of conduct; select

supervisory and management personnel; introduce new or improved methods, equipment, or facilities/ satellite offices or to change existing methods or facilities/satellite offices; determine the total employment requirements, hours of work required for a particular operation and job assignments and job classification of personnel; establish functions, organizational structure and standards of service and performance.

3.2 The Employer and the Union declare their willingness at all times to discuss any of the matters above referred to which matters are not subject to the grievance procedure except as herein in this Article, and will give full consideration to any suggestions made by the Employer or the Union, provided further that none of these management rights shall be used in any discriminatory manner.

3.3 It is understood and agreed that the Court of Common Pleas for the 19th Judicial District, by and through its President Judge, shall retain without restriction the unfettered right to hire, supervise, and discharge employees as guaranteed by the Constitution of the Commonwealth of Pennsylvania and Section 1620 of the County Code. It is understood and agreed that any provisions of this Agreement that do or may encroach upon the right of the Court of Common Pleas to hire, supervise, and discharge employees shall be considered unenforceable.

3.4 The Panel recognizes that certain provisions contained in the Parties' collective bargaining agreement potentially encroach upon the Court's authority to hire, fire and supervise its employees as specifically reserved under Section 1620 of the County Code. It was undisputed at the arbitration hearing in this matter that at no time did the Court ever waive its authority in this regard. The Panel further recognizes that Section 3.3 of the Parties' collective bargaining agreement provides that "any of provisions of this Agreement that do or may encroach upon the right of the Court of Common Pleas to hire, supervise and discharge employees shall be considered unenforceable." In light of those undisputed facts, this Panel finds it unnecessary to engage in a comprehensive review and legal analysis of the Parties' collective bargaining agreement in order to strike out any of these unenforceable provisions encroaching upon Court's Section 1620 rights. Rather, the Panel uses this opportunity to reinforce the Court's Section 1620 rights, finding that any provisions that do or may encroach upon the right of the court of Common Pleas to hire, supervise and discharge employees shall continue to be considered unenforceable.

ARTICLE 4
UNION DUES (CHECK OFF)

4.1 The Employer agrees to deduct Union dues bi-weekly from those employees who authorize such deductions in writing. The amount to be deducted shall be certified to the Employer by the Union and the aggregate deductions of all employees shall be remitted, together with an itemized statement, to the Union by the tenth (10th) day of the succeeding month, after such deductions are made. The Employer will provide the Union with a list of all employees who were on dues the previous month, who are no longer on dues including the reason (resignation, retirement, medical leave, etc.). The Union may also establish a minimum pay period dues rate. If an employee(s) do not have dues deducted in a pay period equal to the minimum pay period rate, the Employer will withhold and remit to the Union additional dues to insure that each employee pays the full pay period dues rate. Any notice of change for amount due must be made to the County thirty (30) days before the effective date of the change.

4.2 The Union shall indemnify and hold the Employer harmless against all claims, suits, orders or judgements brought or issued against the Employer as a result of the action taken or not taken by the Employer under the provisions of this Article.

4.3 Dues deduction will begin in the next pay period after the signing of this Agreement.

4.4 At the request of the Union, the Employer will remit all dues information electronically in addition to providing the Union with a hard copy of the information.

ARTICLE 5
HOURS OF WORK

5.1 It is recognized the employees' daily and weekly schedules and assignments are based on operating requirements and subject to change based on operating efficiencies, that the Court retains the right to schedule straight time and overtime hours and assignments, and it is the obligation of the employees to work as scheduled as long as the schedule is consistent with all applicable leaves of absence.

5.2 For all regular, full-time employees, and part-time employees, who work more than four (4) hours in a shift, work schedules shall provide two fifteen (15) minute paid rest periods at the employees discretion unless an emergency situation exists, during each eight (8) hour workday. The rest periods cannot be combined to take one half hour nor can they be added to the beginning or end of workday or beginning or end of lunch break.

5.3 The description of basic or normal work days or work weeks hereinafter provided is for the purpose of providing a basis for computing overtime payments and is not to be construed either as a guarantee of hours of work per day or week, or as limiting the Court's right to schedule overtime work.

The regularly scheduled workweek will begin at 12:00 AM Sunday and end at 11:59 PM on the following Saturday. A workday shall be a twenty-four (24) hour period, beginning at 12:00 AM on one (1) day and ending at 11:59 PM on the following day, and consisting of eight (8) hours of work.

ARTICLE 6
MEAL PERIODS

6.1 All employees shall be granted a one-half (1/2) hour unpaid meal period.

6.2 If total roundtrip time away from the office within the same day, including travel and attendance at the meeting or event, is less than five (5) hours, no meals will be reimbursed. Otherwise, meal allowance will be the same as outlined in current County Policy – Travel, Staff Development and Meals. A copy of this policy is attached hereto as Appendix "A".

ARTICLE 7
HOLIDAYS

7.1 The following thirteen (13) days shall be recognized and observed as paid holidays:

1. New Years Day
2. Martin Luther King's Birthday
3. Presidents Day
4. Good Friday
5. Memorial Day
6. Independence Day
7. Labor Day
8. Columbus Day
9. Veterans Day
10. Election Day (General)
11. Thanksgiving Day

12. The Day Following Thanksgiving
13. Christmas Day

7.2 Holidays shall be scheduled contingent upon the court calendar and these holidays are subject to re-designation by the Supreme Court of the Commonwealth of Pennsylvania. However, it is understood that employees shall be entitled to thirteen (13) paid holidays.

In the event the Commissioners declare a new annual County-wide holiday for non-union employees, that is not included in the list above, the new annual County-wide holiday shall also apply to this bargaining unit.

7.3 If an employee is scheduled to work any of the holidays listed in 7.1 of this Article or as amended by 7.2, the employee shall receive time and one-half his/her regular hourly rate of pay for hours worked, or at the option of the employee, shall be allowed another day off with pay to be taken within thirty (30) days.

7.4 When any of the above holidays fall on a Saturday or Sunday, another day shall be given in lieu thereof.

7.5 If any of the legal holidays under this Article falls within a scheduled vacation period, the employee shall not be required to use a vacation day for the legal holiday.

7.6 All bargaining unit employees will be eligible for holiday pay beginning their first full day of employment. To be eligible for holiday pay, an employee must be in compensable status the day preceding and the day following the holiday.

ARTICLE 8
VACATIONS

8.1 Every employee shall be eligible for and receive vacation according to the following schedule:

Start – 23 months	6.6667 hours per completed month	10 working days
24 – 59 months	10.00 hours per completed month	15 working days
60 – 71 months	10.6667 hours per completed month	16 working days
72 – 83 months	11.3334 hours per completed month	17 working days
84 – 95 months	12.00 hours per completed month	18 working days
96 – 108 months	12.6667 hours per completed month	19 working days
109 – 240 months	13.3334 hours per completed month	20 working days
241 months +	16.6667 hours per completed month	25 working days

8.2 After an employee completes his/her first ninety (90) days of employment, he/she shall be entitled to vacation earned during the probationary period.

8.3 Employees may accumulate a maximum of thirty-five (35) days vacation. Upon resignation, discharge or retirement, employees shall be entitled to payment for all accumulated, unused vacation up to a maximum of thirty-five (35) days.

8.4 Vacation pay shall be the employee's regular rate of pay in effect for the employee's regular job on the payday immediately preceding the employee's vacation period.

8.5 If an employee is required to work during his/her scheduled vacation period, and is unable to reschedule his/her vacation during the anniversary year due to the demands of his/her work, the anniversary year shall be extended for ninety (90) days for rescheduling purposes.

8.6 Vacations shall be scheduled and granted for periods of time requested by employees who have completed their first ninety (90) days of employment. If it is necessary to limit the number of employees on vacation in order to carry on the regular operations of the office, the employee who first requests a particular vacation period shall be granted such a period. If more than one employee requests vacation leave on the same day during a period where the number of employees on leave must be limited, the employee(s) with the highest seniority shall be granted the vacation leave.

ARTICLE 9
SICK LEAVE

9.1 Employees hired before January 1, 1988 shall accumulate sick leave at the rate of eight (8) hours for each full month of County employment.

Employees hired on or after January 1, 1988 shall accumulate sick leave at the rate of four (4) hours for each full month of County employment for the first two years of employment.

Commencing with such an employee's second anniversary of employment, the employee shall accumulate sick leave at the rate of eight (8) hours for each full month of County employment.

Maximum accumulation of sick leave shall be one hundred twenty (120) days.

9.2 After an employee completes his/her first ninety (90) days of employment, he/she shall be entitled to sick leave earned during the probationary period.

9.3 Upon resignation, discharge or retirement, employees will not be paid for any accumulated unused sick leave.

9.4 One emergency leave day provided each six (6) month period to be charged to sick leave. Such emergency leave will be unquestioned and non-cumulative.

9.5 A doctor's certificate may be required for an absence from work due to sickness for three (3) or more consecutive days. For absences of less than three (3) days, a doctor's certificate may be required where in the opinion of the Employer, the employee has been abusing sick leave privileges.

9.6 Five (5) days' sick leave accumulation may be paid to the employee one time per calendar year (January 1 to December 31). Employees may elect to receive payment involving one-half (1/2) the unused sick leave they have accumulated (up to a maximum of five (5) days), provided they notify the payroll department thirty (30) days prior to their requested date of reimbursement.

The payroll department shall then deduct from the employees number of credited sick leave days available the amount of days the employee elected to receive payment.

Employees must maintain a minimum of five (5) days of sick leave accumulation. Sick leave buy out shall not be paid in less then one (1) full day increments.

BUY OUT SCHEDULE

Maximum 10 days	5 days payment
9 days	4 days payment
8 days	3 days payment
7 days	2 days payment
6 days	1 day payment

9.7 Effective upon ratification of this contract and continuing, as in past practice, there is a sick leave bank for any employee in Probation and Domestic Relations. To be eligible for donations of sick days, the employee must be suffering from a life threatening or serious illness/situation. They must have exhausted all their accumulated sick, comp and vacation time. The employee, if so requested, must present a doctor's certification outlining his/her specific situation and, if possible, the amount of time needed for recovery. The employee's eligibility must be agreed upon by the Union and the Employer.

Any Probation and/or Domestic Relations employee may donate a minimum of one (1) sick day (no half days) and a maximum of three (3) sick days per donation. The objective is for a large number of people to donate one (1) or two (2) days. Once the day(s) are donated, they are not retrievable and will be deducted from the employee's accumulated sick time. Donated days will also count as "used' sick time against the sick time buy back policy.

ARTICLE 10
MILITARY LEAVE

The County and the Court shall follow all applicable federal and state laws regarding military leave.

ARTICLE 11
FAMILY MEDICAL LEAVE

11.1 A family medical leave of absence is available to an eligible employee for up to twelve (12) weeks of unpaid leave per floating year under the following circumstances:

- Upon the birth of the employee's child or placement of a foster or an adopted child with the employee.
- In order to care for the employee's self, spouse, son, daughter, or parent if they have a serious health condition.

A "serious health condition" is an illness, injury, impairment or physical or mental condition involving either impatient care or continuing treatment by a health care provider.

Spouses who are both employed by the employer are entitled to a combined total of twelve (12) weeks of leave for the birth or adoption of a child or the care of a sick parent.

The request, which shall be submitted to the District Court Administrator and Human Resources, at least two weeks in advance if circumstances permit, must include documentation supporting the need for Family Medical Leave.

11.2 A family medical leave of absence is an unpaid leave of absence, however, employees shall be required to utilize accumulated paid leave in accordance with the Court policy. An employee must provide medical certification for the FMLA to care for a seriously ill child, spouse or parent. At its discretion and its expense, the County may require the binding opinion of a third health care provider designated or approved by the Employer and the employee.

Leaves for this purpose may be taken one day at a time if necessary. Leaves shall be approved for less than one day at a time when medically necessary due to a serious health condition as defined in the Family and Medical Leave Act of 1993.

11.3 For a FMLA extending twelve (12) weeks, the employee is required to obtain subsequent recertification every thirty (30) days.

11.4 Although the employee will not lose any employment benefits accrued prior to the date on which the leave begins, the employee will not accrue any seniority or employment benefits during any period of family medical leave.
For those employees with one (1) or more years of seniority who have worked at least 1,250 hours during that twelve (12) month period, the Employer shall maintain normal health coverage on behalf of the employee for up to a twelve (12) week leave of absence. In the event that an employee elects not to return to work upon completion of the FMLA, the Employer shall recover from the employee the cost of payments made to maintain the employee's coverage, unless the failure to return was for reason beyond the employee's control.

11.5 Upon return from FMLA, the employee is entitled to restoration to his/her former position or to an equivalent position without loss of previous benefits. A physician certification of fitness to return to duty is required.

11.6 For the purpose of this Article, parent shall be defined as the biological parent of the employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter.

For the purpose of this Article, son or daughter shall be defined as a biological, adopted, or foster child, a step-child, a legal ward, or a child of a person standing in loco parentis who is:

- Under 18 years of age; or

- 18 years of age or older and incapable of self-care because of a mental or physical disability.

11.7 It is understood by both parties that the provisions of this Article are consistent with the Family Medical Leave Act of 1993, 29 USC Section 2601 et seq. and that leave granted in accordance with this Article shall be designated as leave under the provisions of the Act.

ARTICLE 12
LEAVES WITHOUT PAY

12.1 All leaves of absence without pay, except FMLA and military, will be granted at the Employer's discretion.

12.2 All requests for leave must be submitted in writing to the employee's departmental head and the District Court Administrator and shall be answered in writing. Requests for emergency type leaves shall be approved by the departmental head and the District Court Administrator. Except for such emergency type leaves, the time when leave is taken is within the discretion of the Employer.

12.3 Requests for any type of leave to which an employee is entitled under this Agreement and which is not to exceed one (1) month shall be answered by the Employer within seven (7) working days.

12.4 Service credit shall continue to accrue during paid leaves of absence provided by this Agreement, but shall not accrue during unpaid leaves of absence. However, the employee shall be entitled, upon his/her return from a leave of absence without pay, to all service credits earned up to the date his/her leave commenced. The amount of leave will be deducted from the employee's service credit.

12.5 Leaves of absence without pay for medical reasons shall be granted to employees with four (4) or more years seniority for reasons of illness, for a period of up to ninety (90) days and an extension may be granted by the Employer for an additional ninety (90) day period.

For the purpose of this Section only, it is agreed that the Employer shall continue to pay health insurance benefit coverage consistent with the terms and conditions of the plan document in effect for those employees for the first ninety (90) day period.

12.6 Leaves of absence without pay for medical reasons shall be granted to employees with at least two (2) years seniority for a period of up to sixty (60) days, and an extension may be granted by the Employer for an additional sixty (60) days.

12.7 Leaves of absence without pay for medical reasons shall be granted to employees who have satisfactorily completed their probationary period and have less than two (2) years seniority for a period of up to thirty (30) days, and an extension may be granted by the Employer for an additional thirty (30) days.

12.8 It is understood and agreed for purposes of this Article as relating to medical leaves of absence without pay that prior to an employee receiving or taking a medical leave, the employee shall use all earned sick leave accrued prior to taking such leave. An employee may use any accrued vacation leave prior to taking such leave.

It is further understood that prior to the granting of an extension of medical leave or the return to employment from a medical leave, the employee shall provide the Employer with a physician's statement which shall contain a diagnosis of the patient's condition, the estimated time the employee may return to work, and in cases where the employee is returning to work, a statement that the employee is able to perform his/her normal job function.

12.9 The Employer agrees to reinstate the employee in a comparable position or classification to that last held by the employee immediately prior to the leave of absence, provided the employee possesses the necessary skills and abilities.

For those employees with requests for extended leaves of absence, and are granted, as provided for in either Sections 12.5, 12.6, or 12.7 above, for an extended leave for medical reasons, the employee may return to his/her last held position or classification, provided one is available. If one is not available, the employee shall return to the first available vacancy within his/her last held position or classification, as soon as one becomes available, with no loss of accrued seniority during extended granted period of absence. Benefits shall not be paid or accrued except as provided for in Section 12.5.

12.10 It is understood that an employee who exceeds the time limits as described in this Article, shall lose all seniority.

ARTICLE 13
OVERTIME

13.1 No employee shall begin work prior to his/her regularly scheduled hours of work without supervisory approval.

13.2 All time worked in excess of forty (40) straight time hours in any one (1) week shall be paid at the rate of time and one-half. Time and one-half will be in the form of either wages or compensatory time with the employee having the option to elect overtime or compensatory time first. A maximum of sixty (60) hours in compensable time will be able to be accumulated per employee. After the employee obtains the maximum of sixty (60) hours accumulation, all overtime worked will be compensated at time and one-half (1 ½). All compensable time off will be granted in accordance with Article 8.6.

13.3 It is expected that employees complete their caseload work within normal, daily hours of work within a workweek. If overtime is needed, supervisory approval must be obtained.

13.4 There shall be no duplication (pyramiding) of any premium or benefit payments as defined in this or any other article of this agreement. Under any and all conditions only one premium, excluding shift premium, shall apply and this shall be the highest of the alternatives available.

ARTICLE 14
STANDBY DUTY

14.1 Effective upon ratification of this contract, employees who work standby duty are entitled to a flat fee in the amount of four hundred dollars ($400.00) per week. As of January 1, 2014, Employees who work standby duty are entitled to a flat fee in the amount of four hundred twenty-five ($425.00) per week

14.2 When a holiday falls during the week an employee is required to be on standby duty, the employee shall be entitled to a flat amount of five hundred dollars ($500.00) for that week including the holiday. As of January 1, 2014, employees who work standby duty a week with a holiday are entitled to a flat fee in the amount of five hundred twenty-five ($525.00).

14.3 Any individual on standby duty is not eligible to receive callout pay since they are already being compensated for standby duty. An employee who is required to report to a work location while on standby duty shall be paid for all time worked as well as standby pay.

ARTICLE 15
CALLOUT

15.1 Any employee who is called to work outside of his/her regularly scheduled shift shall be guaranteed a minimum of four (4) hours pay. Called to work shall mean an employee is required to report to a work location. Outside of his/her regularly scheduled shift is defined as any time during which the employee is not clocked into the payroll system.

15.2 An employee who is called at home by a management employee for matters directly related to work shall not be entitled to callout or standby pay. The employee is entitled to be compensated for time spent on work issues at home and must make application for payment on the employee's regular timesheet, subject to verification. Calls from co-workers, unless authorized by a managerial employee in advance, shall not be eligible for compensation.

ARTICLE 16
WAGES

16.1 Effective January 1, 2024, the start rate will be $21.84/hour. The start rate for new hires shall remain in effect during the term of this contract.

All employees covered under this contract shall receive the following raise effective January 1st of each year of the contract

January 1, 2024	$2.00
January 1, 2025	$1.07
January 1, 2026	$1.12
January 1, 2027	$1.15

The above wage increases shall not be retroactive for any employees who have resigned, retired, or otherwise had their employment terminated prior to the date of ratification.

Effective January 1, 2021, all employees hired in 2013 or before shall receive a one- time longevity bonus of fifty cents ($.50) per hour added to the employee's base pay (after the 2.85% increase).

16.2 For the term of this contract, employees who currently hold or acquire a Master's Degree in a field directly related to the employee's duties shall receive a flat dollar increment to his/her annual salary of $2,000. Credit will be given for one (1) Master's Degree only. Increments to annual salary will be made January 1 for Master's Degrees earned during the previous year.

16.3 Positions requiring the use of bi-lingual skills as an essential function of the job will receive a flat dollar increment to his/her salary of $500. Employees who are bi-lingual will only receive the flat dollar increment if the bi-lingual skills are necessary for the performance of their job duties. Any increases to the number of employees needed throughout the year will be subject to the approval of the Director of the Department.

ARTICLE 17
WORK OUT OF CLASSIFICATION

17.1 Employees assigned to work in a higher pay classification shall be compensated at the higher rate starting the first day of such assignment.

17.2 If an employee feels that he/she is working out of classification, he/she shall be able to go through the grievance procedure up to and including arbitration. If the Employer and the Union agree the person is working out of classification, he/she shall be given the higher classification pay adjustment for the period stipulated in Section 1.

17.3

Position	Annual Stipend
Assistant Supervisor	$2,000
Senior Enforcement Officer/Conference Officer	$1,500
PSS Safety Trainer or Certified Firearms Instructor (CFI)	$1,500
ORAS or WRNA Trainer	$1,500 * Effective 1/1/2020
Youth Level of Services (YLS) Master Trainer	$500
Motivational Interviewing (MI) Coaches	$500
Motivational Interview (MI) Train the Trainers (TTT)	$1,500 * Effective 1/1/2020
DUI Coordinator	$1,500 *Effective 1/1/2020

Stipend amounts will be added to the employee's current base wage when the promotion is effective. Employees who otherwise would be eligible for more than one (1) stipend referenced in this Article shall only receive the stipend which is at the higher rate.

ARTICLE 18
WORK-RELATED INJURIES

18.1 An employee who sustains a work-related injury, as a result of which he/she is hurt, if so determined by a decision issued under the operation of the Workers' Compensation Program, shall be paid the monies to which he/she may be entitled under Workers' Compensation.

18.2 Sick leave and annual (vacation) leave shall not accrue during the period of disability.

ARTICLE 19
DISCHARGE, DEMOTION, AND SUSPENSION

19.1 The Employer shall not demote, suspend, discharge or take any disciplinary action against an employee without just cause. An employee may appeal a demotion, suspension, or discharge subject to the conditions set forth in the Grievance Procedure. The Union shall be notified orally and in writing within four (4) calendar days after the occurrence.

19.2 Any action instituted under 19.1 of this Article shall be implemented within five (5) calendar days after the Union has been notified, either orally or in writing, after the event giving rise to such disciplinary action or knowledge thereof. An employee should be aware that certain conduct may subject the employee to immediate discipline or discharge.

19.3 The Employer will attempt to discipline employees in such a manner so as not to embarrass the employee before the public or other employees. Where insubordination or flouting of authority by an employee in public and in the presence of other employees takes place, the Employer shall not be restricted by the operation of this Section.

ARTICLE 20
SENIORITY AND VACANCIES

20.1 For lateral transfers between Probation Officer caseloads or Domestic Relations office positions or for transferring between department positions, the following will be the order in which selections shall be made:

Minimum period in current position – 1 year (supervisor may waive)
Education/training/prior experience
Skill/ability
Seniority – length of continuous service within the department Demotions, layoffs, transfers, and decreases in workforce shall be in the inverse order of seniority. For purposes of layoff, demotion, transfer, and decreases in the workforce, shop stewards shall retain super seniority.

20.2 The Employer agrees to post vacancies for a period of six (6) working days in both Domestic Relations and Adult and Juvenile Probation Departments. During this period any bargaining unit employee may apply in writing for such job. In the event the Employer receives no bids, it may take such steps as it sees fit to fill the vacancy.

20.3 A vacancy shall be any position which becomes open by reason of termination of employment, promotion, transfer, or demotion of the previous employee and any position which becomes available by reason of an increase in working forces made by the Employer, except as hereinafter provided:

(a) The following are to be considered temporary vacancies not subject to the job posting procedure:
(1) Absence of an employee because of vacation, illness, injury, leave of absence, or other temporary reason.

(b) In the event the above temporary vacancies are filled by the Employer, seniority as defined in this Agreement shall be followed.

(c) No vacancies shall occur where the Employer determines that the position is eliminated because it is no longer needed.

ARTICLE 21
GRIEVANCE PROCEDURE

21.1 (a) It is agreed that any grievance relating to wages, benefits, and/or monetary considerations provided by the executive branch of County Government must be presented under the provisions and procedures of this Article promptly and within the prescribed time limitations. Time limits in the appeal steps may be extended by written mutual consent of the parties.

(b) The bargaining representative shall inform the County/Court in writing of all persons authorized to forward and/or settle grievances on behalf of the bargaining unit. Only such persons shall settle and/or advance such grievances. All answers to an advance of grievances shall be in writing setting forth the reasons.

(c) The bargaining representative and the County/Court will each bear its own cost incurred in the grievance procedure, except both parties will share the cost of the arbitrator equally.

(d) Nothing shall prevent the parties from settling an alleged grievance to their mutual satisfaction prior to the issuance of the arbitrator's decision.

(e) Any grievance settled shall not be deemed precedent.

(f) Conferences, meetings, and hearings held pursuant to this grievance procedure shall be set by mutual agreement.

21.2 Procedural steps for grievance processing:

Disputes or grievances between the parties within the criteria outlined in 21.1, relating to the Executive Branch of County Government shall be resolved in the following manner:

Step 1 The Union Steward, with or without the employee, shall take up the grievance or dispute with the Director of Human Resources and the District Court Administrator, within five (5) working days of its' occurrence, or knowledge thereof. The Director of Human Resources and the District Court Administrator shall then attempt to adjust the matter and shall respond to the steward within five (5) working days.

Step 2 If unsettled, either party shall, upon written notification to the other within fourteen (14) calendar days after the Director of Human Resources/District Court Administrator response is due, request arbitration.

21.3 Any question involving the application or interpretation of the issues in dispute as defined under this Article, shall be submitted to the Pennsylvania Bureau of Mediation.

21.4 (a) Either party may request a list of seven (7) arbitrators from the Pennsylvania Board of Mediation.

(b) The parties shall alternately strike names from the list, the Employer striking the first name, until one name remains. That individual shall be the impartial arbitrator.

21.5 The decision of the arbitrator shall be final and binding on both parties.

21.6 Payment of the impartial arbitrator shall be borne equally by the two parties. Each party shall assume the responsibility for payment of its side.

21.7 Any grievance which is not mentioned in Article 21.1 will be handled under the grievance procedure as outlined in the York County Court of Common Pleas Court Employee Policy Manual. Any employee having an employment-related problem or grievance shall first discuss the problem with the employee's immediate supervisor. If the problem is not settled to the employee's satisfaction, the employee has the right to then present the grievance in accordance with the procedure outlined below.

Step 1 The employee shall, within five (5) working days of the date of the grievance or of the date the employee could reasonably be expected to have knowledge of the grievance, present the grievance in writing to the employee's immediate supervisor. The supervisor and/or the director shall respond to the employee in writing within five (5) working days.

Step 2 If the grievance is not resolved at Step 1, the employee may, within five (5) working days of the supervisor's response, request a review by the District Court Administrator. Request for review shall be in writing and shall set forth the reasons the affected employee is seeking review. The District Court Administrator shall render a final decision within ten (10) working days after submission. The decision of the District Court Administrator shall be final and binding.

Failure to submit a grievance within the time period stated above shall constitute a bar to further action.

ARTICLE 22
INTRODUCTORY EMPLOYEES

22.1 After ninety (90) days of employment, an employee shall be entitled to utilize economic benefits such as vacation and sick leave, based upon seniority accrued retroactively to the first day of employment.

ARTICLE 23
CIVIL LEAVE/JURY DUTY

23.1 Employees subpoenaed for jury duty shall be granted time off with pay while attending Court. Evidence of such duty in the form of a subpoena or other written notification shall be presented to the employee's immediate supervisor as far in advance as possible.

23.2 Upon presentation to the Employer of evidence of pay for jury duty, the employee will be reimbursed in an amount equivalent to the difference between his/her straight time rate of pay and monies received in compensation for jury duty.

ARTICLE 24
HOSPITALIZATION AND LIFE INSURANCE

24.1 The County's health insurance program will be comprised of the following four (4) tier structure – (1) employee only; (2) employee plus spouse; (3) employee plus child or children; and (4) employee plus family. Except where otherwise specifically noted, health care changes and plans will be effective January 1, 2020.

24.2 The Employer shall provide Health Insurance Coverage for eligible employees and dependents, with the exception of those employees listed in 24.1, after the first day of the month following the sixtieth (60^{th}) day of employment, upon application by the employee. Such coverage shall be at the current Health Insurance program level in the following plans: (1) a PPO Preferred Plan; (2) a PPO Preferred Plus Plan; or (3) a High Deductible Health Plan (HDHP) with a Health Savings Account (HSA).

Effective January 1, 2025, the PPO Preferred Plus Plan shall be eliminated and no longer offered to employees.

Other benefits such as life insurance coverage will become effective the first day of the month following the ninetieth (90th) day of employment.

Effective January 1, 2020 for the 2020 calendar year and each subsequent year, beginning the first day of the calendar year, employees who choose health insurance coverage shall be required to contribute the following percentages of the annual "premium":

Effective Date	Preferred Plus	Preferred	HDHP
2024	21%	8%	5%
2025	N/A	8%	5%
2026	N/A	8%	5%
2027	N/A	8%	5%

A spousal surcharge of $23.08 per pay (using 26 pays/year) will be charged when any employee enrolls his or her spouse and that spouse has other coverage available through the spouse's own employer.

All employees must use generic drugs if a generic drug is available. Only through medical necessity should a member be able to get the brand if the generic is available. Employees shall be required to use mail order for all prescriptions of three (3) months or more. Employees may purchase a three (3) month supply at any participating pharmacy. If the County changes prescription providers during the duration of this contract, every effort will be made to continue to provide employees with an option for a ninety (90) day supply at a retail location, provided it is available through a new prescription provider.

24.3 For the HDHP the County of York will fund a Health Savings Account (HSA) with $800 for single coverage and $1600 for coverage other than single in each year of the Agreement, prospectively for each year of the Agreement.

New Hire employees who enroll in the HDHP will receive a pro-rated HSA contribution during their first year of eligibility based upon the eligibility date of benefits as follows:

Eligibility for Benefits	HSA Amount
January 1st through March 31st	100%
April 1st through June 30th	75%
July 1st through December 31st	50%

24.4 Any current employee who elects to remove themselves from the Preferred Plus Plan will not be eligible to move back into that plan. All employees hired on or after the effective date of this Award will have the option of enrolling in the Preferred or the HDHP. They will not be eligible for the Preferred Plus Plan.

24.5 The deductibles; out of pocket limits, co-pays and co-insurance costs applicable to the above plans shall be as indicated in Appendix D.

24.6 The employer will continue to provide dental and vision coverage. Eligibility rules and contributions shall be the same as for non-affiliated employees.

24.7 Employees, who can demonstrate coverage from another source, may "opt out" of coverage for **all** Hospital, Medical, Dental, Prescription and Vision Insurance and they shall receive $1200 annually, the year after they "opt out" of **all** healthcare coverage. If an employee and their spouse are both employed by the County, the non-contributing spouse is not eligible for the "opt out" payment. Eligibility of this

program will begin with the effective date of implementation of this Agreement. Proof of other insurance coverage for the preceding year shall be provided by the employee to the County by January 15th. Those employees who retire during the year would be eligible for a prorated "opt out" payment in the year following retirement with proof of other insurance coverage. Employees who resign or are involuntarily terminated are not eligible for any "opt out" payment.

24.8 The County is currently reviewing different options for future health insurance plans. In the event that the County establishes a new plan during the term of this agreement, it reserves the right to implement such a plan, without any impact or change to existing plans, after meeting/reviewing it with the Union.

24.9 All bargaining unit members shall be provided a term life insurance policy equal to their salary rounded to the nearest thousand up to a maximum of $50,000, and paid for by the Employer.

ARTICLE 25
RETIREMENT

25.1 The Employer agrees to provide a pension plan as outlined in the York County Employees' Retirement System Summary Plan Description. The class basis shall be no less than the 1/80th plan for those hired after ratification of this agreement, unless improved by the Retirement Board. Employee participation shall be mandatory. Nothing in this provision is meant to alter the retirement benefits for existing employees or retirees as of the date of this agreement.

ARTICLE 26
TUITION REIMBURSEMENT

26.1 Tuition Reimbursement will be the same as outlined in current County Policy – Tuition Reimbursement. A copy of this policy is attached hereto as Appendix "C".

ARTICLE 27
BEREAVEMENT LEAVE

27.1 Bereavement Leave will be the same as outlined in current County Policy – Bereavement Leave. A copy of the current policy is attached hereto as Appendix "B".

ARTICLE 28
GENERAL PROVISIONS

28.1 There shall be no discrimination against an employee because of race, color, creed, national origin, age, sex, marital status, union affiliation or political affiliation.

28.2 There shall be no prohibition against employees holding other employment in their free time. Such employees, however, shall not be permitted to use patches, insignia, badges or any other item which tends to identify them with the County of York or the Court of Common Pleas or indicate that they have any authority therefrom. Employees shall not hold two (2) Court/County jobs. The ultimate decision on approval of outside employment is vested with the Court.

28.3 The Employer agrees to reimburse the Employee for travel on Court/County business, while required to use his/her personal vehicle, at the current IRS rate. Parking at designated work-site or other County facilities while performing job duties shall not be reimbursed.

28.4 There shall be no solicitation or distribution to employees for any purpose other than charitable contributions jointly agreed upon by Employer and Union employees.

28.5 There shall be no lockout or strike during the term of this Agreement.

28.6 This Agreement shall apply to all full-time and part-time employees who have completed their probationary period. This Agreement shall also apply to all full-time employees and part-time employees hired after the date of this Award or full-time employees who become part-time after the date of this Award. Employees shall receive no County-supplied fringe benefits unless the employee regularly works thirty-two (32) hours per week or more. Employees hired as part-time employees on or before the date of issuance of this Award shall continue to receive County-supplied fringe benefits as in the past provided those employees continue to work more than nineteen (19) hours per week.

28.7 Upon ratification of this contract, those employees who utilize their personal vehicles in the conduct of County/Court business shall receive reimbursement for the insurance cost of such business usage in an amount not to exceed Two Hundred Twenty Five Dollars ($225.00) for each calendar year of this Agreement. To be eligible for such reimbursement, in any given calendar year, the employee must have been in the employment of the County since January 1st of that year, and the employee must submit documentation of business usage insurance and the cost thereof. Payment of the reimbursement shall be made on or about December 15th of each year.

28.8 The County of York will provide suitable bullet-resistant vests to all employees required to participate in field operations.

28.9 So long as the County mandates the use of field attire by Juvenile and Adult probation officers, every year on the first pay date in January, the County will provide Juvenile and Adult probation officers a one hundred dollar ($100) clothing and equipment stipend. This stipend may be used to purchase appropriate field attire including, but not limited to, shirts and jackets identifying them as J probation officers. Requiring field attire and the manner, quality or quantity by which that field attire is furnished shall be solely the County's determination. Employees shall not wear any field attire provided by the County outside working hours. Employees may purchase their own field attire which shall not be subject to the same restrictions.

28.10 County of York to provide a one-time equipment stipend of $100.00 in their first paycheck for those hired following implementation of this Award.

ARTICLE 29
SUCCESSORS

29.1 This Agreement shall be binding upon parties hereto, and the heirs, executors, administrators, successors, and assigns of each.

ARTICLE 30
SAVINGS CLAUSE

30.1 Should any Article, Section or portion thereof, of this Agreement be held unlawful and unenforceable by any court of competent jurisdiction, or by Federal Execution Order, such decision shall apply only to the specific Article, Section, or portion thereof directly so specified in the decision; upon the issuance of such a decision, the parties agree immediately to negotiate a substitute for the invalidated Article, Section, or portion thereof.

ARTICLE 31
UNION BUSINESS

31.1 The Employer agrees to provide a Union bulletin board for the posting of notices, elections and other pertinent Union information.

31.2 Union representatives shall be permitted to investigate and discuss grievances during working hours on the Employer's premises, but not in work areas, except with special permission, and only after obtaining permission from the Employer or Employer's designee.

31.3 The Employer agrees to pay nine (9) Union Stewards or designees for reasonable work time spent during contract negotiations and the processing of grievances during their normal working hours.

31.4 The Employer agrees that two (2) members of the Union be permitted a maximum of eight (8) days per person, for attendance at Union Leadership Training meetings and conventions.

Those persons elected shall be entitled to use vacation time, if they have accrued, if not, they shall be granted said leave without pay.

It is agreed and understood that these delegates shall notify the Employer as to the date or dates they shall be attending as soon as possible, but in no event any later than ten (10) working days in advance of the convention.

31.5 The Union shall be notified in writing of new hires and given access to newly hired employees during the orientation period.

ARTICLE 32
LABOR-MANAGEMENT COMMITTEE

32.1 A committee composed of representatives of the Union and the Employer is to be established to resolve problems dealing with the implementation of this Agreement and to discuss other labor-management problems that may arise in accordance with the meet and discuss provisions of Act 195. This includes concerns related to dangerous working conditions.

ARTICLE 33
PRINTING OF CONTRACT

33.1 The Employer agrees to have one hundred thirty (130) copies of the Contract produced by the printer of their choice. The Contract shall be printed in the smallest form possible by the Employer's printer. It is further agreed that the Employer shall make known the cost of said printing to the Union, and if the Union is able to have the contract printed at a reduced rate, the Employer agrees to reimburse the Union for half the cost of the printing of the Contract at the reduced rates.

ARTICLE 34
LENGTH OF AGREEMENT

34.1 The term of this Agreement shall be from January 1, 2024 through December 31, 2027.

CONCLUSION

The Panel has spent considerable time deliberating over the proposals raised by both parties in the interest arbitration process. Some proposals have been modified or revised from their original form.

It is understood that the signatures of the Arbitrators below attest to the fact that these contractual changes represent the majority opinion and Award on each issue by the members of the Panel, even though agreement may not be unanimous on each issue.

This Award will become effective as of the date signed by the Neutral Arbitrator and Panel Chair.

The Panel retains jurisdiction to resolve any questions regarding proper implementation of the Award for a period not to exceed 120 calendar days.

Debra K. Wallet

Debra K. Wallet, Esq
Neutral Arbitrator and Panel Chair

Date: 3/20/24

Cory A. Iannacone, Esq.
County-Appointed Arbitrator

Date: 03/20/2024

Steve Jarrell
Union-Appointed Arbitrator

Date: 3/20/2024

Appendix “A”

Director. Approval of a degree program does not imply commitment or guarantee for future reimbursement.

6. Each individual course must be approved for tuition reimbursement prior to course enrollment.
7. The employee must complete the course of study while in the employ of the County to be eligible for reimbursement
8. Grants, scholarships, or other funds which the employee is not obligated to repay must be disclosed when applying for tuition reimbursement. The County of York's payments will be coordinated with these programs so that the employee does not receive more than 100% reimbursement of the tuition expense.

IV. GUIDELINES

A. Completion of Coursework
   1. The employee must complete the course outside of the employee's normal work hours and on the employee's own time unless approval has been obtained from the Elected Official, Executive Director or Director.

B. Undergraduate or Graduate Degree Programs
   1. When an employee is pursuing an undergraduate degree or graduate level advanced degree in a field directly related to the employee's position, tuition reimbursement may be authorized and approved for pre-requisite and/or other courses of study, not necessarily directly related to the employee's position or agency, but required toward completion of the designated degree program.
   2. To be eligible for tuition reimbursement, a grade of "C" or better must be achieved or a "passing" grade in the event of engaging in a pass/fail course.

C. Reimbursement
   1. Tuition costs will initially be assumed by the employee taking the course, and will then be eligible for reimbursement at the conclusion of the course upon submission of the required documentation as specified in Section V below.
      a. Reimbursement will be at a rate of seventy-five percent (75%) per course for a grade of "B" or better or for a "passing" grade in a pass/fail course, and at a rate of fifty percent (50%) per course for a grade of "C".
      b. Reimbursement is applicable to tuition fees only. The employee is responsible for all costs other than tuition, including but not limited to books, laboratory fees, travel, meals and lodging.
      c. Reimbursement will be provided for a maximum of two (2) courses per calendar year.
      d. To be eligible for reimbursement, the employee must submit all required documentation as specified in Section V.B within thirty (30) calendar days following receipt of the final course grade.

V. PROCEDURE

A. Prior to Course Enrollment
   1. Prior to course enrollment the employee must complete and submit a Pre-Approval Form.

YORK COUNTY, PA	POLICY MANUAL
POLICY NUMBER: MI - 1.7	EFFECTIVE DATE: May 1, 2019
SUBJECT: Travel, Staff Development and Meals	PREPARED BY: Policy Committee
APPROVED BY COMMISSIONERS: May 1, 2019	

This policy applies to all departments and employees except if superseded by a bargaining unit agreement, a term or condition of employment subject to the negotiation process, or court-appointed policy.

I. PURPOSE

The County of York recognizes that employees will be traveling and participating in staff development activities in conjunction with County-related business. The County provides reasonable reimbursement of travel, staff development and meal expenses. This policy defines the reasonable reimbursement for travel, staff development and meal expenses of employees incurred while on County-related business. Further, this policy defines the reasonable expectations of employee behavior when representing the County while traveling.

II. POLICY

Employees are expected to exercise good judgment and fiscal responsibility while traveling on County-related business. The County will reimburse employees for actual, reasonable, and proper expenses incurred while traveling on County-related business, when **supported by appropriate documentation** and when such expenses are not reimbursable from another source. Such expenses will conform to sound ethical and legal standards of conduct expected of all County employees while providing the employee with a reasonable safe environment while traveling. It is not the County's intention to supplement any employee's compensation by reimbursement of expenses not related to company business or *for any expenses not actually incurred*. It is the County's policy to budget travel and travel-related expenses and to approve travel within budgeted amounts.

Any employee who submits, or knowingly approves, an improper or fraudulent reporting of expenses for reimbursement will be subject to appropriate disciplinary action.

III. DEFINITIONS

A. ***Appropriate Receipt*** – an appropriate receipt for reimbursement of expenses is an original, dated, detailed receipt. Credit card receipts or guest checks submitted alone are NOT ACCEPTABLE as an appropriate receipt. Meal receipts must conform to the requirements described in IV. E. 5.

B. ***Approval of Expenses*** - the act of approving or authorizing an employee expense report is not simply an authorization to reimburse. The approver has the responsibility to verify that the expenses claimed are reasonable, proper, and necessary to accomplish the County's objectives and that the expenses are consistent with County policy.

C. ***Expenses*** - actual, appropriate and allowable amounts incurred while traveling on County-related business. To qualify for reimbursement, expenses must be clearly and correctly described, properly documented, promptly reported by the employee and approved by a higher level of supervision as designated by each department and listed on the authorized signatory listing maintained in the Controllers Office.

D. ***Standard Mileage Calculations*** - mileage calculated from all downtown York locations to indicated County of York facilities. The standard mileage calculation must be used when submitting mileage reimbursement requests for applicable travel on County of York business.

E. ***Travel*** - movement outside of the assigned work location, which requires the employee to use public or personal transportation. This includes business-related activities incurred in the normal course of daily work as well as approved conference and educational travel.

IV. GUIDELINES

A. Demeanor

1. While traveling on County of York business, employees are acting as representatives of the County.
2. Particular care and good business judgment should be exercised in all activities.
3. Demeanor and actions will reflect on the County; therefore all actions must be reasonable, proper and have as their purpose establishing, enhancing, or pursuing constructive business activities.

B. Accidents while Traveling on County Business

Refer to Accidents at Work/Workers Compensation Policy.

C. Transportation

1. Air Travel
   a. Air travel will be authorized where circumstances warrant.
   b. Airfare will be approved if the cost of air travel is less than the cost of automobile reimbursement at the approved County mileage rate, or if the total round trip mileage exceeds six hundred miles. Exceptions must be approved by the Elected Official, Executive Director or Director.
   c. When traveling by air, employees are required to take advantage of the lowest fare possible between the travel departure point and travel destination, consistent with reasonable timing and scheduling.
   d. When possible, reservations should be made at least two (2) weeks in advance to ensure flight availability and pricing discounts.
   e. Reservations may be obtained through AAA, the County's travel agency. When reservations are booked through AAA, the County will be billed directly for the ticket.
   f. Employees are permitted to book and pay for reservations on their own; however, the employee is required to check with AAA for comparative pricing.
   g. For all air travel, coach or economy class will be reimbursed in full.
   h. Travel outside of the United States and Canada requires the approval of the Commissioners.

2. Automobile

   *All employees driving a vehicle on County business **must** have a valid driver's license, and, if driving their personal vehicle, adequate automobile insurance of at least the State minimum required amount.*

   *All employees driving a vehicle on County business **must** obey all driving laws and regulations, including the use of child safety seats if applicable. Further, emergency response vehicles will follow applicable departmental procedures for routine and emergency response procedures.*

   a. Automobile (County)
      1. A limited number of County-owned vehicles are provided for departmental business usage through the County Fleet Manager and/or the Departmental Fleet Administrator.
      2. Employees should consult with their Elected Official, Executive Director, Director or designee for the departmental standards and procedures for the use of County vehicles as defined within the Fleet Management Policy.

3. If approved to use a County vehicle, either a departmental vehicle or a pool vehicle, the employee should consult with the departmental fleet administrator to become familiar with the departmental procedures and fleet management directives.
4. Refer to the Fleet Management Policy and Fleet Management Directives for further information.
5. Departments may require that employees use a County vehicle if one is available rather than the employee's personal vehicle.

b. Automobile (Personal)
   1. To defray both operating and indirect costs, employees using their own personal vehicle for business travel will be reimbursed at the current mileage rate approved by the Board of Commissioners.
   2. Miles driven to and from an employee's home and principal place of business at any time are considered personal commuting expenses and will **not** be reimbursed. Examples include:
      a. When an employee returns to his/her principal place of business during off hours such as returning to work in the evening.
      b. When an employee works on a non-scheduled workday, such as a Saturday or Sunday.
   3. Calculating Miles Driven for Reimbursement
      a. Employees calculating miles driven starting or ending at their home must list their home address on the expense reimbursement form.
      b. Employees must list the mileage from their home to their principal place of business, calculated by Google Maps or MapQuest, on their expense reimbursement form in the space provided.
      c. Employees must also list the **city or zip code** for each street address for all locations claimed for mileage reimbursement.
      d. Employees, who report to work at their principal place of business, and then later leave on County business, will calculate miles driven for reimbursement starting at their principal place of business.
         i. Example A: Employee comes to work to pick up a file and leaves to visit a client in Harrisburg and then returns to work.
            1. Miles driven will be reimbursed from the principal place of business to Harrisburg and from Harrisburg back to the principal place of business.
      e. Employees, who do not report to their principal place of business, but drive directly from home to a client or business location, other than their principal place of business or who drive from a client or business location directly to their home, will calculate mileage as follows:
         i. The employee will deduct the mileage from their home to and/or from their principal place of business, calculated by Google Maps or MapQuest, from their total miles traveled for that day.
         ii. If the mileage traveled to and/or from their home to their principal place of business is greater than their travel miles for that day, no mileage will be reimbursable; however, the employee's travels must still be documented on the reimbursement form submitted.
         iii. Example B: Employee's normal commute to and from work is 10 miles each way. The employee travels directly from home to their first client visit for the day and then from their final client visit for the day to their home. The total mileage traveled during the day is 50 miles. The employee would be eligible for a mileage payment of 30 miles (50 total miles minus the normal daily commute of 20 miles to and from their principal place of business).
         iv. Example C: Employee's normal commute to and from work is 30 miles each way. The employee travels from home directly to and from a meeting that is 20 miles each. The employee would not be eligible for any mileage reimbursement

since the miles traveled are less than their normal commute to their principal place of business.

v. The employee is *not required* to deduct any home-to-office mileage when the business event to which they are attending is considered at least a full-day training/meeting AND the training/meeting is being held at a location outside of York/Adams Counties. For this exception, the employee will be permitted to claim all mileage traveled to/from their home address and the location of the training.
   1. Trainings that last more than one consecutive day will be considered a multiple-day conference, which in its entirety would be longer than one full day. Therefore, the employee would not be required to deduct their home-to-office mileage from any day, even if not a full day in length.

vi. When calculating the mileage traveled that is reimbursable to the employee, the employee's "clock-in" and "clock-out" times should not be considered.
   1. Example D: The employee's principal place of business is located in York. They begin their day at this office and then travel to a sub-office in Hanover for the full day, leaving the Hanover office at the end of their shift at 4:30pm. They then travel directly to their home address.
   2. The employee would be reimbursed for the mileage traveled from their office in York to the Hanover sub-office and then to the employee's home address. The employee would then also be required to deduct their normal commute mileage (Home-to-Office mileage).

f. If the employee does not have a principal place of business, they may only submit for reimbursement of the mileage traveled between their first business stop and their last business stop.
   i. The mileage traveled from the employee's home address and first business stop and their last business stop and their home address is not reimbursable to the employee; as this mileage would be considered personal commuting mileage.
   ii. Example E: The employee does not have a primary office and travels from their home address to the Department's main office in York and then travels to a sub-office in New Freedom and then returns to their home address. **The employee would only be able to claim the mileage from the main office in York to the sub-office in New Freedom.** ***The mileage the employee traveled from their home address to the York office and from the New Freedom office to their home address is considered personal commuting mileage.***

g. Employees are expected to exercise good judgment and fiscal responsibility while traveling on County-related business.

3. Employees traveling between downtown York and other County of York locations must use the standard mileage calculations as listed on the attachment to this policy when submitting mileage reimbursement requests.
4. If the State or Federal reimbursement rates for mileage as stated in contracts are lower than the County-approved mileage rates, the County will pay the difference from County funds to the employee.

c. Automobile (Rental)
1. The need to rent an automobile must be justified.
2. The County encourages the use of public transportation such as taxis, airport limousines, and other means of transit.
3. In cases where public transportation is not economical or practical, automobile rental is authorized.
4. The County prefers that arrangements for rental cars be made in advance for pick-up.

5. Employees may reserve and pay for automobile rental on their own; however, the employee must review rental options for comparative pricing and select the most appropriate option. The County's preferred rental car agencies are Hertz and Avis.
6. Rental and fuel costs only will be reimbursed in full at the compact automobile rate. The County All Line Aggregate Insurance Policy coverage covers all liability and automobile insurance issues when employees are traveling on County business. Employees are requested to decline additional collision coverage offered by the rental company.
7. A larger automobile may be permitted for multiple employees traveling or when significant equipment needs justify a larger vehicle.

d. Drivers License and Vehicle Insurance
   1. At a minimum of one time per year, an employee who drives a personal or County-owned vehicle on County business must present his/her valid driver's license to the Elected Official, Executive Director, Director or designee.
   2. If an employee drives a personal vehicle on County business, at a minimum of one time per year, the employee must present his/her vehicle insurance declaration page to the Elected Official, Executive Director, Director or designee indicating insurance of at least the State minimum required amount.
   3. The employee who drives a vehicle on County business is responsible to immediately notify, in a signed statement, the Elected Official, Executive Director, Director or designee of the revocation or suspension of his/her driver's license, or vehicle insurance as applicable.

e. Railroad/Bus/Taxi
   1. Actual fare for bus and taxi will be reimbursed. Tips to the taxi driver are limited to the greater of $1.00 or 15% of the fare.
   2. For a railroad trip of eight hours or less in duration, coach accommodations will be reimbursed.
   3. For overnight trips or trips in excess of eight hours, Pullman passage including sleeping accommodations may be used.

D. Lodging

1. Reasonable hotel/motel accommodations will be reimbursed at the single room rate.
2. The County encourages double occupancy where practical.
3. Lodging expenses for an employee to stay the night prior to the beginning of a training/conference require prior approval from the Department Head/Director and the Controller's Office.
   a. Appropriate justification and/or documentation must be provided.

E. Meals (Daily Travel)

1. If total roundtrip time away from the office within the same day, including travel and attendance at the meeting or event, is less than five (5) hours, no meals will be reimbursed.
2. The employee must list their departure and return times on their expense reimbursement form when submitting for a meal reimbursement.
   a. The employee's departure and return times are calculated from the time they leave their primary office and begin their travel for the day.
   b. If the employee is not reporting directly to their principal place of business but rather leaves/returns to their home address; they will calculate their departure and return times from their home address.
3. When traveling on County business on a day trip that does not exceed eight (8) hours, only the lunch meal will be reimbursed.
   a. An employee must start working at a minimum of two (2) hours prior to their normal scheduled time[1] in order to be eligible for reimbursement for a breakfast meal.

[1] An exception may be made when conducting a transport. Anyone with questions regarding this exception should contact the Controller's office for further details.

   b. An employee must work a minimum of three (3) hours past their normal scheduled day[1] to be eligible for reimbursement for a dinner meal.

4. Meals will not be reimbursed to an employee who is traveling from one County facility to another County facility to complete work.
   a. This includes meetings/trainings that are being held at a County facility.
5. Individual meal reimbursement limits are as follows:
   Breakfast $10.00
   Lunch $15.00
   Dinner $25.00
6. If State or Federal reimbursement rates for meals as stated in contracts are lower than the County-approved meal reimbursement limits, the County will pay the difference from County funds to the employee.
7. An original detailed receipt must accompany all meal reimbursement requests; a credit card receipt or guest check submitted alone is NOT ACCEPTABLE as documentation. The detailed receipt must include:
   a. Date, name and location of restaurant
   b. Number of individuals served
   c. Itemized listing of items served
   d. Total dollar amount charged
   e. Should a detailed receipt not be available, an employee may submit a receipt containing the restaurant name and date of purchase, along with a copy of the menu and explanation of items purchased.
8. NO ALCOHOLIC BEVERAGES OF ANY KIND will be reimbursed.
9. Bulk and/or grocery items[1] are NOT an allowable expense towards meal reimbursement.
10. Tips are limited to the greater of $1.00 or 15% of the bill.
11. Business lunches between County employees will not be reimbursed.
12. The County will not reimburse for a meal when it is provided by the conference or seminar being attended; the employee will be responsible for any alternate options purchased.
13. Appropriate supporting documentation, such as an agenda, event schedule, copy of registration, certificate of attendance, or timesheet record must be attached to the employee's request when submitting for reimbursement for a meal.

F. Meals (Overnight Travel)

1. Employees traveling overnight will receive a meal allowance per day at the lowest per diem rate established by the IRS for all states. This rate will be published by the Controller's office each year.
2. This rate represents an allowance for the breakfast, lunch and dinner meals. No receipts will be required.
3. The per diem rate will be paid for each day the employee has left for their travel prior to Noon and returned after Noon. One (1) overnight stay is required.
4. Employees who are requesting overnight travel meal allowance must complete and submit a County of York Travel Reimbursement Form in accordance with Section VI. Authorization/Approval.
5. If the employee's travel does not qualify for the per diem payment, the employee will be subject to the Meals (Daily Travel) as listed above in IV.E whereby receipts will be required.

G. Conferences and Seminars

1. The Elected Official, Executive Director, Director or designee, must approve conferences and seminars *prior* to attendance.
2. Registration fees for conferences, seminars and business meetings should be pre-arranged and paid in advance through the County's check request procedure.

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[1] An exception may be made when conducting a transport. Anyone with questions regarding this exception should contact the Controller's office for further details.

H. Other Expenses

1. Parking and road tolls will be reimbursed at cost with the appropriate receipt.
2. All entertainment and miscellaneous personal expenses, including but not limited to laundry, wet bar, exercise room, room safe, spousal and dependent travel, **will not be reimbursed**; however, all such expenses must be identified on the itemized billing and excluded from the total on receipts and reimbursement forms as applicable.
3. Excessive miscellaneous tips will not be reimbursed.

I. Changes in Travel Plans

1. If an employee's travel plans are altered or cancelled, it is the employee's responsibility to cancel or change all reservations, including but not limited to hotel, airline, etc.
2. If the employee fails to cancel or change reservations, the County will not pay for any fees incurred.

J. Individual Receipts

1. Employees are encouraged to pay for and submit separate individual receipts for all travel, staff development and meal expenses.

K. Personal Travel/Guests Accompanying the Employee

1. For employees combining personal and business travel, the County will reimburse those expenses associated with the employee only during times of business travel and business activities.
2. No expenses for guests accompanying the employee, who are not County employees traveling on County business, will be paid.

L. Cash Advances

1. No cash advances for travel, staff development or meal expenses are provided.
2. Expenses, such as hotel, registration fees, and airline may be prepaid as required or requested, through the County's check request procedure.

V. PROCEDURE

A. Timely Submission of Routine and Non-Routine Expenses

1. Travel - All expenses for business travel must be submitted through the departmental expense approval procedure in a timely manner and must be received in the Controllers Office within thirty (30) calendar days following the end of each calendar quarter in which the expenses were incurred (see table below).

Expenses Incurred	Request for Reimbursement Due Date	Expenses Incurred	Request for Reimbursement Due Date
January	April 30	July	October 31
February	April 30	August	October 31
March	April 30	September	October 31
April	July 31	October	January 31 of next calendar year
May	July 31	November	January 31 of next calendar year
June	July 31	December	January 31 of next calendar year

2. Requests for reimbursement will be denied (not paid) if expense reimbursement requests are not submitted according to Section V.A.1.

B. Expense Reimbursement Requests

1. Employees must submit requests for reimbursement of mileage, parking and tolls on the County of York Mileage Reimbursement Form.
2. Employees who incur expenses other than mileage, parking and tolls must submit requests for reimbursement of travel, staff development, meals and all other expenses on the County of York Travel Reimbursement Form. The employee must attach appropriate supporting documentation, as specified in Section IV. E. 13.
3. Employees traveling between downtown York and other County of York locations must use the standard mileage calculations as listed on the attachment to this policy when submitting mileage reimbursement requests.
4. All expenses submitted for reimbursement must be appropriately documented, approved by a higher level of supervision and within the guidelines as set forth in this policy.
    a. Elected officials are the only individuals who may authorize their own request; ALL other individuals must have authorization from a higher level of supervision documented on their request.
5. All expense reimbursement request forms must be signed in a color other than black ink by the employee submitting the request for reimbursement.

C. Expenses for More than One Calendar Year

1. Expense reimbursement requests may only include expenses incurred in one calendar year.
2. If an employee incurs expenses that span two (2) calendar years, two (2) expense reimbursement requests must be submitted listing the expenses for each of the calendar years on separate request forms.

D. Allocation of Expenses

1. All registration fees and specialized training costs should be charged to account 5200211, Special Training and Staff Development.
2. All automobile mileage should be charged to account 5200221, Travel.
3. All other travel expenses such as meals, hotel, car rental and parking should be charged to account 5200231, Travel, Food and Lodging.

VI. AUTHORIZATION/APPROVAL

A. All employee business-related travel and travel-related expenses must be approved and authorized prior to traveling according to departmental procedure.

B. All business-related travel and travel-related expenses must be within budgeted line item limits.

C. All expenses submitted for reimbursement must be supported by appropriate documentation and approved according to the procedure described in this policy. The Controller's office has the discretion to adjust a request as necessary to conform to the guidelines stated within this policy. The employee understands that failure to complete the correct forms appropriately may result in delay of processing for payment of the reimbursement.

D. All expense reimbursement requests must be approved by a higher level of supervision as designated by each department and listed on the authorized signatory listing maintained in the Controllers Office.

E. Questions regarding reimbursements should be directed to the Controller's office.

Attachment to York County Travel, Staff Development and Meals Policy MI-1.*

The mileage listed below is calculated from all downtown York locations to the indicated County of York facilities. These standard mileage calculations must be used when submitting mileage reimbursement requests for travel on County of York business.

Standard Mileage Calculations

From Downtown York to:	One-way	Round Trip
911	5	10
Archives	5	10
Dillsburg Office – Probation	22	44
Gettysburg Office-MHIDD	30	60
Hanover Offices - MH-IDD, Probation	21	42
Pleasant Acres Annex	5	10
Prison	5	10
Shrewsbury Office – Probation	15	30
Youth Development Center	5	10
Stewartstown Office-Probation	19	38

RELATED COUNTY POLICIES:	Fleet Management Employee Work-related Accidents, Illnesses or Injuries and Workers' Compensation
RELATED FORMS:	County of York Mileage Reimbursement Form County of York Travel Reimbursement Form
ORIGINAL DATE ESTABLISHED:	March 2004
REVISION DATES:	July 2004, March 2006, September 2009, May 2010, December 2013, July 2014, November 2017, April 2019

Appendix “B”

YORK COUNTY, PA.	POLICY MANUAL
POLICY NUMBER: AW - 1.2	EFFECTIVE DATE: June 19, 2019
SUBJECT: Bereavement Leave	PREPARED BY: Policy Committee
APPROVED BY COMMISSIONERS: June 19, 2019	

This policy applies to all departments and employees except if superseded by a bargaining unit agreement, a term or condition of employment subject to the negotiation process, or court-appointed policy.

I. PURPOSE

The County of York recognizes the need for time away from work in instances of personal loss. The purpose of this policy is to establish the protocol for leave of absence with pay for a death in the immediate family.

II. POLICY

It is the policy of the County of York to provide a leave of absence with pay to full-time employees who have a death in the immediate family. This leave of absence is granted in recognition of the need to attend the funeral and to make other arrangements associated with the death.

III. DEFINITIONS

A. ***Domestic Partner***- an opposite or same-sex partner who is at least 18 years of age and resides with the employee for at least one (1) consecutive year.

B. ***Funeral*** - the service or ceremony held in conjunction with a burial or cremation of a deceased individual.

C. ***Immediate Family*** - immediate family includes parent, stepparent, spouse, child, stepchild, sibling, stepsibling, grandparent, grandchild, great-grandparent, parent-in-law, son or daughter-in-law, grandparent-in-law, aunt, uncle, niece, nephew, and brother or sister-in-law.

D. ***Parent-in-law, brother-in-law, sister-in-law, and grandparent-in-law*** - the father, mother, brother, sister, or grandparent of the employee's current spouse or domestic partner.

IV. PROCEDURE

A. **Request for Bereavement Leave**

1. Employees shall request bereavement leave through their supervisor no later than the first scheduled work day following the death of an immediate family member.
2. The County of York reserves the right to request all pertinent information including the deceased relative's name, the name and address of the funeral home, the date of the funeral and a copy of the obituary or other death notice.

B. Granting of Paid Bereavement Leave

1. Death of a parent, parent-in law, step-parent, spouse, domestic partner, child, step-child, sibling or step-sibling
   a. Full-time employees may be granted up to five (5) workdays of leave with pay for each occurrence.
   b. The five (5) workdays shall include the day of the funeral or memorial service.
   c. The five (5) workdays do not need to be consecutive.
2. Death of a grandparent, grandchild, in-law (son, daughter, brother, sister or grandparent)
   a. Full-time employees may be granted up to three (3) workdays of leave with pay for each occurrence.
   b. The three (3) workdays shall include the day of the funeral or memorial service.
   c. The three (3) workdays do not need to be consecutive.
3. Death of an aunt, uncle, niece, nephew or great-grandparent
   a. Full-time employees may be granted one (1) workday leave with pay to attend that relative's funeral or memorial service.
4. Death of any relative residing in the employee's immediate household
   a. Consideration for leave and the number of workdays of leave with pay will be determined on a case by case basis upon the death of a relative residing for an extended period of time in the employee's immediate household.

C. Need for Additional Leave

If employees need additional time away from work in excess of the paid bereavement leave, they may use accrued vacation time or paid time off with approval of their supervisor and Elected Official or the Executive Director of Human Resources or their designee. Employees may request a leave of absence per the Leave of Absence Policy.

D. Part-time Employees

Part-time employees may request a leave of absence with the approval of their supervisor and Elected Official or the Executive Director - Human Resources or designee for time needed away from work.

E. Grief Assistance

The County is concerned for the well being of employees. The County EAP Program provides assistance and counseling for employees to deal with grief and other issues associated with death in the family.

RELATED COUNTY POLICIES:	Vacation Benefits Leave of Absence Without Pay Paid Time Off Benefit
RELATED FORMS:	None
ORIGINAL DATE ESTABLISHED:	December 2004
REVISION DATES:	December 2010, June 2019

Appendix “C”

YORK COUNTY, PA **POLICY MANUAL**

POLICY NUMBER: ES-7.2 **EFFECTIVE DATE: January 1, 2017**

SUBJECT: Tuition Reimbursement Program **PREPARED BY: Policy Committee**

APPROVED BY COMMISSIONERS: December 14, 2016

This policy applies to all departments and employees except if superseded by bargaining unit agreement, a term or condition of employment subject to the negotiation process, or court-appointed policy.

I. PURPOSE

The County of York's primary objective in the implementation of this policy is to improve the work-related skills of employees for the benefit of the citizens of York County. To that end, the purpose of this policy is to provide guidelines regarding tuition reimbursement for those employees who are taking degree program educational courses to improve their work-related skills.

II. POLICY

All full-time employees who have successfully completed one year of employment with the County of York may be eligible for tuition reimbursement involving degreed program courses of study, through accredited colleges, universities, trade schools, on-line learning sites or other approved training institutions, which are directly related to the employee's position, agency and/or departmental needs

TUITION REIMBURSEMENT IS NOT A GUARANTEED BENEFIT. It is subject to review and may or may not be granted based upon an assessment of the requirements of departments, organizational needs and budgetary restraints. Tuition reimbursement funding is provided at the discretion of the County of York Board of Commissioners.

III. ELIGIBILITY

A. To be eligible for consideration for tuition reimbursement all of the following criteria must be met:
   1. The employee must currently be a full-time employee.
   2. The employee must have successfully completed a minimum of one year of full-time employment.
   3. The employee must not have any disciplinary actions resulting in suspension within the last six (6) months.
   4. The course of study must meet the guidelines in Section IV for a degree program.
   5. If the employee is pursuing an undergraduate or graduate degree, the degree program itself must be approved by the Elected Official, Executive Director, or

Director. Approval of a degree program does not imply commitment or guarantee for future reimbursement.

6. Each individual course must be approved for tuition reimbursement prior to course enrollment.
7. The employee must complete the course of study while in the employ of the County to be eligible for reimbursement
8. Grants, scholarships, or other funds which the employee is not obligated to repay must be disclosed when applying for tuition reimbursement. The County of York's payments will be coordinated with these programs so that the employee does not receive more than 100% reimbursement of the tuition expense.

IV. GUIDELINES

A. Completion of Coursework
   1. The employee must complete the course outside of the employee's normal work hours and on the employee's own time unless approval has been obtained from the Elected Official, Executive Director or Director.

B. Undergraduate or Graduate Degree Programs
   1. When an employee is pursuing an undergraduate degree or graduate level advanced degree in a field directly related to the employee's position, tuition reimbursement may be authorized and approved for pre-requisite and/or other courses of study, not necessarily directly related to the employee's position or agency, but required toward completion of the designated degree program.
   2. To be eligible for tuition reimbursement, a grade of "C" or better must be achieved or a "passing" grade in the event of engaging in a pass/fail course.

C. Reimbursement
   1. Tuition costs will initially be assumed by the employee taking the course, and will then be eligible for reimbursement at the conclusion of the course upon submission of the required documentation as specified in Section V below.
      a. Reimbursement will be at a rate of seventy-five percent (75%) per course for a grade of "B" or better or for a "passing" grade in a pass/fail course, and at a rate of fifty percent (50%) per course for a grade of "C".
      b. Reimbursement is applicable to tuition fees only. The employee is responsible for all costs other than tuition, including but not limited to books, laboratory fees, travel, meals and lodging.
      c. Reimbursement will be provided for a maximum of two (2) courses per calendar year.
      d. To be eligible for reimbursement, the employee must submit all required documentation as specified in Section V.B within thirty (30) calendar days following receipt of the final course grade.

V. PROCEDURE

A. Prior to Course Enrollment
   1. Prior to course enrollment the employee must complete and submit a Pre-Approval Form.

2. If the employee is enrolling in an undergraduate level degree program or a graduate level advanced degree program the Pre-Approval Form submission must include a listing of the required and elective courses for the designated degree. If any changes occur in degree requirements, the employee must re-submit a current listing of required and elective courses with the next Pre-Approval Form that is submitted.
3. The Pre-Approval Form must be approved by the Elected Official, Executive Director or Director of the employee's department.
4. Following the approval noted in Section V.A.3 above, the Pre-Approval Form must then receive administrative approval through the Department of Human Resources.

B. After Completion of the Course
1. Following successful completion of the course, and upon achieving an appropriate course grade, the employee must submit the following to the Department of Human Resources:
   a. Application for Reimbursement as executed by the Elected Official, Executive Director or Director of the employee's department.
   b. A copy of the institution's report indicating grade earned upon completion of the course.
   c. A receipt of tuition paid. If the institution had agreed to defer the tuition payment until course completion, employee must submit a detailed invoice from the educational institution.
   d. A copy of the previously approved and executed Pre-Approval Form.
2. Following review and approval by the Department of Human Resources, documentation will be forwarded to Payroll for processing and reimbursement.

VI. AUTHORIZATION/APPROVAL/FUNDING

A. The agency or department authorizing the Application for Reimbursement must have duly authorized availability within its respective budgetary line item for such reimbursement.

B. If an employee transitions from one County of York Program/Department to another during the period when he/she is engaged in an approved course, the Program/Department that originally approved the course will be responsible for reimbursement payment to the employee.

RELATED COUNTY POLICIES: None
RELATED FORMS: Pre-Approval Form
Application for Reimbursement
ORIGINAL DATE ESTABLISHED: October 2003
REVISION DATES: January 2012, January 2017

Appendix “D”

Plan Provision	HDHP w/ HSA	Preferred PPO	Preferred Plus PPO
	In-Network	In-Network	In-Network
County of York Contribution to HRA/HSA (Individual/Family) – Must enroll in HSA	$800/$1,600	N/A	N/A
Annual Deductible (Individual/Family)	$2,000/$4,000	$500/$1,000	N/A
Coinsurance Out-of-Pocket Maximum*	$2,500/$5,000 (applies to medical coinsurance only)	$2,000 / $4,000 (medical only)	N/A
Total Out-of-Pocket Maximum (Includes Deductible, Coinsurance and Copays)	$6,550/$13,100 (medical and Rx combined)	$6,550/$13,100 (medical and Rx combined)	$6,550/$13,100 (medical and Rx combined)
Preventative Care (No deductible)	Covered in Full	Covered in Full	Covered in Full
Primary Physician Office Visit – EE pays	20% after deductible	$30 copay	$25 copay
Specialist Office Visit – EE pays	20% after deductible	$45 copay	$40 copay
Urgent Care – EE pays	20% after deductible	$30 copay	$25 copay
X-Ray and Lab – EE pays	20% after deductible	20% after deductible	Covered in Full
Inpatient Hospital Services – EE pays	20% after deductible	20% after deductible	Covered in Full
Outpatient Hospital Services – EE pays	20% after deductible	20% after deductible	Covered in Full
Emergency Room Care – EE pays	20% after deductible	$150 copay	$150 copay
Retail Prescription Drugs - EE pays (30-day supply) • Generic • Brand Preferred • Brand Non-preferred	*After Deductible:* $10 copay $30 copay $50 copay	$10 copay $30 copay $50 copay	$10 copay $30 copay $50 copay
Mail Order Prescription Drugs - EE pays (90-day supply) • Generic • Brand Preferred • Brand Non-preferred	*After Deductible:* $25 copay $70 copay $110 copay	$25 copay $70 copay $110 copay	$25 copay $70 copay $110 copay
Specialty (Biotech Category) - EE pays (30-day supply) • Generic • Brand Preferred • Brand Non-preferred	*After Deductible:* 20% ($10 min / $50 max) 30% ($30 min / $100 max) 40% ($50 min / $200 max)	20% ($10 min / $50 max) 30% ($30 min / $100 max) 40% ($50 min / $200 max)	20% ($10 min / $50 max) 30% ($30 min / $100 max) 40% ($50 min / $200 max)
Specialty (Biotech Category) - EE pays (90 day supply) • Generic • Brand Preferred • Brand Non-preferred	*After Deductible:* 20% ($25 min / $125 max) 30% ($70 min / $250 max) 40% ($110 min / $450 max)	20% ($25 min / $125 max) 30% ($70 min / $250 max) 40% ($110 min / $450 max)	20% ($25 min / $125 max) 30% ($70 min / $250 max) 40% ($110 min / $450 max)

*Once the Medical Coinsurance Out-of-Pocket Maximum is satisfied, the plan pays the covered expenses at 100% for the remainder of the plan year.

Appendix “E”

COUNTY OF YORK

COMMISSIONERS

JULIE WHEELER, PRESIDENT

DOUG HOKE, VICE PRESIDENT

RONALD SMITH, COMMISSIONER

SOLICITOR MICHELLE POKRIFKA

ASSISTANT SOLICITOR
DONALD REIHART

CHIEF CLERK
GREGORY MONSKIE

MEMORANDUM OF UNDERSTANDING
Between
The York County Commissioners
And
Pennsylvania Social Services Union, Service Employees Internataionl Union Local 668
For York County Probation & Parole and Domestic Relations Unit

April 10, 2024

The County of York ("County") and the Service Employees International Union Local 668, on behalf of the bargaining units of the York County York County Probation & Parole and Domestic Relations Unit ("Union", and collectively with the County, "Parties"), enter into this Memorandum of Understanding ("MOU") as an addendum and to modify the language of the Parties' collective bargaining agreement ("CBA") with a term of January 1, 2024 through December 31, 2027.

WHEREAS, effective April 1, 2023, the County began paying the following annual stipends for qualified members of this bargaining unit:

- CBI/VCA Facilitator (CBI) – $750
- Intake Support Specialist (ISS) Trainer – $2,000

IN CONSIDERATION THEREOF, the Parties agree to amend Article 17 of the CBA as follows:

Position	Annual Stipend
Assistant Supervisor	$2,000
Senior Enforcement Officer/Conference Officer	$1,500
PSS Safety Trainer or Certified Firearms Instructor (CFI)	$1,500
ORAS or WRNA Trainer	$1,500 * Effective 1/1/2020
Youth Level of Services (YLS) Master Trainer	$500
Motivational Interviewing (MI) Coaches	$500
Motivational Interview (MI) Train the Trainers (TTT)	$1,500 * Effective 1/1/2020
DUI Coordinator	$1,500 *Effective 1/1/2020
CBI / VCA Facilitator (CBI)	$750 * Effective 4/1/2023
Intake Support Specialist (ISS) Trainer	$2,000 * Effective 4/1/2023

County of York

Gregory Monskie
Chief Operating Officer/Chief Clerk

Pennsylvania Social Services Union
SEIU Local 668

4/10/2024

Chris Ellis
Business Agent

York County Administrative Center 28 East Market Street York, PA 17401-1586 Phone (717) 771-9214 Fax (717) 771-4669