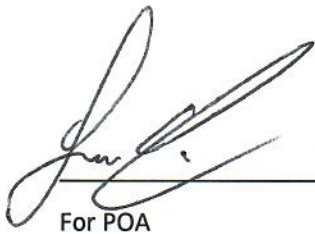


**Side-Letter Agreement between the PASSHE Officer's Association (POA) and  
Indiana University of Pa (IUP) concerning working out of class for all POA  
members of the IUP Police Department.**

1. Whenever a member of the POA bargaining unit is temporarily charged to perform in general the duties and responsibilities of a position in a higher rated classification that are separate and distinct from those of the employee's own position (e.g., Officer in Charge) for any number of hours (Change to Article 26 Section 3) the employee shall be compensated at an amount equal to four and one-half percent (4.5%) of the employee's current rate of pay, or at the starting rate of the pay range for the higher class, whichever is greater. (that is specified in article 26 section 3 of the current collective bargaining agreement.)
2. Change to Article 26 Section 3 would be: The Officer who is temporarily working out of class (ie. OIC or Specialist) would not need to accumulate ten (10) full one half (½) cumulative days in a calendar quarter. The Officer would be compensated for every hour they worked out of class during the next full pay.
3. POA Members will continue to document all hours worked out of class on the Working Out-of-Class Report (WOOC) that should be submitted to payroll services bi-weekly.
4. This agreement shall expire at the end of the current bargaining agreement unless reaffirmed by both parties.
5. The agreement may be terminated by either party by giving sixty (60) days' notice in writing.
6. This side letter shall only apply at Indiana University of Pa. and will not serve as a precedent nor prejudice the rights of either party in any pending or future matter.

  
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For POA                      Date                      5-14-21

  
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For IUP (AVPHR) Date                      5/14/2021

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4-12-2021  
Effective Date