

**Executive Committee:** President – **Ray Feroz**; Vice President – **Joyce Overly**; Secretary – **Christopher McCarrick**; Treasurer – **Linda Lillard**; Delegates – **Ray Feroz, Jennifer May, Barry Sweet, Jaqueline Knaust, Mark Lepore**; Alternate Delegates – **Ellen Foster, Jonathan Touster, Cristin Ketley, Jamie Phillips, Lorie Taylor**; Coaches President – **Chris Weibel**, Coaches Vice President – **Matt Hanhold**; Coaches' Grievance Chair – **Eric Laughlin**; Venango Campus Rep – **Renee Bloom**; CAP – **Joseph Croskey**; DRC – **Mary Buchanan**; Grievance – **Mark Kilwein**; Health & Welfare – **Amy Shannonhouse**; Legislative – **Jonathan Touster**; Membership – **Paul Klenowski**; Negotiations – **Ray Feroz**; Nominations & Elections – **Jane Walsh**; Social Justice – **Amy Conner-Love**; Public Affairs/Relations – **Christopher McCarrick**; Student Liaison – **Naomi Bell O'Neil**; Rules & Bylaws – **Jamie Phillips**; Mobilization Co-Chairs – **Jackie Knaust & Andy Lingwall**; State Temporary Faculty Committee – **Natasha Dias**; State APSCUF Executive Council – **Joyce Overly**; Meet & Discuss Team: **Ray Feroz; Barry Sweet; Joyce Overly; Adam Roberts; Mark Kilwein; Jennifer May; Mary Buchanan**

## The President's Message...

Dear Sisters and Brothers,

Hope your break week went well! The Early Sick Leave Retirement Incentive Program achieved its goal of 200 faculty retirements, system-wide, by the March 2 deadline. The total number of SSHE faculty retirements was 220. At Clarion, we had 12. The universities with the most retirements were IUP (30) and West Chester (26). The universities with the fewest were Cheney (2) and Mansfield (0). These retirement results should help the SSHE save some money.



We have two great issues these days that are directly affecting us. The most urgent is the *Coronavirus* COVID-19 situation. So far we have not had any cases in western PA but it is only a matter of time. To learn about the seriousness of such pandemics, I recommend that you read John Barry's *The Great Influenza*, the story of the Spanish Flu pandemic in 1918. It resulted in the deaths of 675,000 Americans. By contrast, 53,000 Americans were killed in WWI. This COVID-19 event is very serious. Clarion University has been staying on top of this and the administration and APSCUF's communications have been timely and substantive. There has been good collaboration between SSHE and APSCUF - see inside the March 10 letter from the Chancellor and APSCUF President. NEWS FLASH: We just received the March 12 announcement from Dr. Dale that F2F classes are cancelled effective Monday March 16 and we will be switching to an online teaching format. Stay tuned as this remains a rapidly evolving situation.

The second great issue is *Sustainability planning*. We all realize that Clarion is in a vulnerable financial position vis a vis the other 14 universities. Indeed, 9 of the 14 SSHE universities are experiencing a financial challenge, but our situation is more serious, thanks to poor management decisions by the previous administration. Clarion needs to cut costs and enhance revenue sufficiently over the next 5 years to attain financial sustainability. To better understand the challenges facing the SSHE, I recommend that you watch the recent Senate Appropriations Committee budget hearing where Chancellor Dan had to face serious haranguing by PA senators. Yes, these are the same legislators that fund higher education at a level that ranks PA 48<sup>th</sup> out of 50 states! Check it out:

<https://pasen.wistia.com/medias/ml3eqy1fag>

Dr. Dale has developed a task force for the purpose of sustainability planning. I encourage all faculty, including those in APSCUF leadership, to participate in the committee work around the various sustainability issues. We need to ensure that plans developed are consistent with the CBA and cause no harm to faculty, whether temporary or permanent. Faculty need to be a resource and guide toward sensible solutions. If something is being planned that is a problem, we can so state and worst case, resign committee membership rather than be complicit in the development of a plan that harms colleagues or violates the CBA. Certainly, we will hear about

components of the plan at Meet and Discuss, but faculty involvement in the formative stages will help us avoid serious missteps.

We live in interesting times.

In solidarity,  
Ray

**SPRING 2020 MEETINGS**  
(Please mark your calendars!)



**EXECUTIVE COMMITTEE (EC)**  
(Rhea Conf. Room @ 3:30 pm)  
Tuesday, March 24  
Tuesday, April 14

**DEPARTMENTAL REP COUNCIL**  
(Rhea Conf. Room @ 3:30 PM)  
Tuesday, March 17  
Tuesday, April 7

**PRE-MEET & DISCUSS and MEET & DISCUSS (tentative)**  
Friday, March 20 @ 2:30 pm – Pre-Meet & Discuss  
Friday, March 27 @ 2:30 pm – Meet & Discuss (Rhea)  
Tuesday, April 21 @ 3:30 pm – Pre-Meet & Discuss  
Friday, April 24 @ 2:30 pm – Meet & Discuss (Carrier)

**LEGISLATIVE ASSEMBLIES**  
April 16-18, 2020 (Sheraton Harrisburg Hershey Hotel,  
Harrisburg)

*NOTE: The Clarion APSCUF Office will be closed on Thursday, April 16 and Friday, April 17 for Office Manager, Jan Walters, will be attending APSCUF's Legislative Assembly in Harrisburg.*



**SAVE THE DATE: End of the Semester Gathering, Thursday, April 30th from 4:00 – 6:00 pm at the Clarion River Brewing Company, 600-604 Main Street, Clarion, PA.**

## REMINDERS

- ✓ **REMINDER TO YOUR STUDENTS!! CLARION APSCUF 2020 FALL SCHOLARSHIPS:** Please remind your students that applications for the *Clarion APSCUF Fall 2019 Scholarship* to be awarded to six (6) Clarion University currently enrolled students deadline is **Friday, March 20th by noon**. Instructions and Applications can be downloaded from the Clarion APSCUF webpage at [www.apscuf.org/universities/clarion](http://www.apscuf.org/universities/clarion). **NOTE: STUDENTS MAY E-MAIL THEIR APPLICATION to Clarion APSCUF Office Manager Jan Walters at [jwalters@clarion.edu](mailto:jwalters@clarion.edu).**
- ✓ **CLARION APSCUF COACHES MEMBERSHIP LUNCHEON MEETING** held on **Tuesday, March 24, 2020** from 11:30 pm till 12:30 pm in room 209/210, Tippin Gymnasium with Sara Miller of State APSCUF's Labor Relations Department. Sara will review all the changes in the new Coaches' Collective Bargaining Agreement along with a Question and Answer Session. Please make plans to attend this very important meeting and bring your questions along too!
- ✓ **CAMPUS VISIT:** Sara Miller, Clarion APSCUF's Labor Relations Department Representative, will be in the Rhea Conference Room on **Tuesday, March 24, 2020** between **1:00 - 3:00 pm**. Please feel free to stop in and meet Sara. She will be available to answer any general contract questions. **NOTE: If you need to speak to Sara privately, please contact Jan Walters in the APSCUF Office to set up a 15 minute appointment for you.**
- ✓ **Spring 2020 General Elections** will be held on **Monday & Tuesday, April 20 & 21** through *Survey Monkey*. This election is being held in conjunction with Faculty Senate Elections.



- ✓ **GENERAL APSCUF & BARGAINING UNIT MEETING** will be held on **Tuesday, March 31, 2020, @ 3:30 pm in 250/252 Gemmell Student Center**. This will also include the “Meet the Candidates” forum for the 2020 Spring General Elections.

Also at this meeting, members will be voting on our local By-Law change. Please see page & to review those changes.

Also, Ms. Bim Arthun, Director of Membership Services at State APSCUF, is making a campus visit that day and will be our guest speaker at this meeting. She will have a short Healthcare Presentation with an emphasis on retirement-related issues, updates with *PA Faculty Health & Welfare Fund* and APSCUF’s Special Services along with a Question & Answer Session. Light refreshments will be served. Please mark your meeting calendar and welcome Bim to our campus!



- ✓ **A HEALTHY U REMINDER:** For the current wellness year, which runs Sept. 1, 2019, through May 31, 2020, faculty and coaches who have the State System Highmark PPO — and their enrolled spouse/domestic partner — **must still complete 70 points prior to May 31, 2020**. Failure to complete this requirement will result in a 10% penalty added to your health-insurance premium beginning July 1, 2020. This penalty could cost your family as much as \$2,000 extra in premium payments. To see what activities count toward your 70-point total, please see the Healthy U Activity Guide. Activities completed after May 31, 2019, are acceptable for the current wellness year. This includes temporary faculty that will be returning.



- ✓ **SPRING FACULTY & COACHES RETIREMENT RECEPTION** will be held on **Tuesday, April 28 at 4 pm** in 107/108 Eagle Commons. Please mark your calendars!



- ✓ **YMCA MEMBERSHIP DISCOUNT:** Present your membership card OR your Member Verification Certificate from the Clarion APSCUF office to the Scenic Rivers YMCA Member Service Desk and receive a special discount on your membership. Know that your membership is for both the Oil City and Clarion County YMCA’s!



**APSCUF’S LEADERSHIP INSTITUTE** - State APSCUF will be holding a **New Leadership Institute** on **Wednesday, May 13 at Kutztown University, Kutztown, PA from 9:00 am till 4:15 pm**. **Leadership Institute** provides a great opportunity for any faculty and coaches member who are interested in learning more about the union, union service position, our contract(s) and the national trends in higher education employment. It is highly recommended for those who are new in local APSCUF leadership roles to attend. Please read the memo on **page 8** from Ken Mash for complete details. If interested in attending or if you have questions, please contact Jan in the APSCUF office. She will be handling your registration. Deadline for registration is **Friday, April 15, 2020**.

**WELCOME NEW APSCUF MEMBERS!!**

- ❖ **Alexandra Cherico - Nursing**
- ❖ **Kristy Carlisle - Nursing**
- ❖ **David Wilson - Human Services**



**SPRING 2020 SUPPLEMENTAL PAYMENTS SCHEDULE (Read memo on pages 11 & 12)**

- **Overload and Related Payments – March 13, 2020**
- **Distance Education Payments – April 10, 2020**

## Sick Leave Payout Program surpasses 200 mark



The faculty retirement-incentive side-letter passed back in January 2020, with 94% of electronic voters affirming the plan. It states that the incentive will ONLY go into effect if 200 people submit a retirement letter. The incentive comes in the form of an enhanced sick-leave buyout. Consequently, the amount available will differ depending on the amount of sick leave one has accumulated and one's length of service.

As of the deadline date of March 2nd, Pennsylvania's State System of Higher Education reached its 200-participant goal before the March 2 deadline for its Enhanced Sick Leave Payout Program for faculty retirement. The State System is confirming eligibility and is slated to report final numbers to APSCUF by March 16. [Click here](#) to learn more about the program and [click here](#) for the State System's release about the count.

## GENERAL SPRING 2020 ELECTION CALENDAR



- **April 1:** Candidate Statements due from candidates to be published in the Clarion APSCUF April Newsletter (e-mail to [jwalters@clarion.edu](mailto:jwalters@clarion.edu) )
- **Wednesday, March 25:** Slate of candidates and statements distributed with Clarion APSCUF March newsletter
- **Tuesday, March 31:** "Meet the Candidates" Forum @ 3:30 pm in 250/252 Gemmell Student Center - Candidates introduced; comments and questions
- **Tuesday, April 7 & 14:** E-mail reminder of the Spring 2020 Election to be held through *Survey Monkey*. Included will be the slate of candidates and their statements.
- **\*Monday, April 20:** Ballots sent for voting through *Survey Monkey* @ 6:00 am to campus e-mail addresses
- **\*Tuesday, April 21:** Voting continues through *Survey Monkey*. Deadline for voting till 4:00 pm
- **Tuesday, April 21:** Announcement of Winners

\*Note that the General Spring 2020 Elections will be held in conjunction with the Faculty Senate Elections on April 20 and 21, 2020. The Faculty Senate Elections will be held through *Survey Monkey*, but will be a separate e-mail ballot.





## *CAP VOLUNTARY PAYROLL DEDUCTION CAMPAIGN*

APSCUF's **C**ommittee for **A**ction through **P**olitics (APSCUF/CAP) is the political voice for APSCUF faculty and coaches. Since its inception in 1981, CAP has assisted faculty and coaches in making informed political decisions. CAP is a nonpartisan organization that supports candidates who will advocate for APSCUF's goals and priorities. The money collected for CAP is used by APSCUF to advance the causes of higher education, the faculty and state system students by supporting candidates who are pro-education. To find out more about APSCUF/CAP, [download the CAP brochure](#).

There are several ways to show your support by donating to CAP:

- Use your credit card and donate today through [APSCUF's PayPal account](#).
- Download and complete the [Voluntary Payroll Deduction Form](#) to authorize deductions from your paycheck. Once completed, drop the form off at your local chapter office.
- Make out your check to APSCUF/CAP and drop it off at your chapter office or mail to: APSCUF/CAP, 319 N. Front St., Harrisburg, PA 17101

**APSCUF/CAP BENEFITS:** APSCUF/CAP members have the opportunity to attend fundraising events, build relationships with policy-makers, make important endorsement decisions, assist candidates who support APSCUF goals, and participate in golf outings to support candidates.

**HAVE QUESTIONS?** Please contact CAP Chair Joseph Croskey at [jcroskey@clarion.edu](mailto:jcroskey@clarion.edu) or the APSCUF Office at 227-2420.

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**NELLIE BLY SCHOLARSHIP PROGRAM:** Take a moment to advocate for affordable college and less student debt!



APSCUF had planned an April rally in Harrisburg support of Gov. Tom Wolf's [Nellie Bly Scholarship program](#), proposed in his 2020–21 budget. Wolf's plan would provide scholarships to Pennsylvania's State System of Higher Education students and help graduates earn their degrees with little to no student debt. But with ongoing uncertainty and safety issues of COVID-19, APSCUF decided to stop planning and to cancel the rally.

APSCUF's devotion to providing affordable, quality public higher education has not dwindled, however, and we remain strong supporters of Wolf's plan (as well as [Pennsylvania Promise](#) legislation already in the Pennsylvania House and Senate). While you can cross our April rally off your calendar, there are still ways you can continue to advocate for the Nellie Bly plan:

- [Sign our petition](#) in support of the rally
- Share your story/support on social media. Use #fundPAfuture (and #NellieBlyScholarship, too, if you have space) and let everyone know why you support the Nellie Bly Scholarship.
- Share your story with APSCUF. Email [qualityeducation@apscuf.org](mailto:qualityeducation@apscuf.org) outlining how a \$10,000 scholarship would help you and what having less college debt would mean to you.
- Contact your legislators and tell them to support the Nellie Bly Scholarship plan. **Click here** to find your legislators.

You may view the latest post at <https://www.apscuf.org/take-a-moment-to-advocate-for-affordable-college-and-less-student-debt/>

## **IMPORTANT – PLEASE READ!**

March 10, 2020

Dear Faculty Colleagues-

Our higher education community is highly connective and collaborative, which how it should be. But it presents unique challenges when public health issues—such as Coronavirus (COVID-19)—arise that require more social distancing and intentional separation of those who are most at risk. That being said, our collaborative nature is also our strength as we work together to provide a high-quality educational experience for our students while safeguarding their health, safety, and welfare.

We want to thank everyone for working together to quickly respond to this evolving situation—specifically our faculty, chairs, deans, and provosts who have been collaborating at a new level to meet the needs of our students in the final months of this semester.

Below is guidance that we offer as you work through solutions that work best for your campus's needs:

### **Instructional and Service Modalities**

In considering alternatives to face-to-face instruction, it is imperative that we maintain our commitment to students and ensure appropriate academic rigor toward completion of course objectives. In doing so, we must also understand that both faculty and students might need to familiarize themselves with new platforms or might have issues related to access and use. For face-to-face courses that migrate to online platforms, we understand that in-person courses don't automatically translate to an online or other modality, so it is important for all these reasons that we provide support for and patience with our students and faculty during this time. Faculty who employ alternatives to face-to-face instruction must also be available for online office hours.

For those universities that move courses to alternative modalities, please provide a short but reasonable period of time during which faculty and students can prepare before classes resume using the alternative modalities. The length of the preparation period would be based on and incorporated in the faculty member's plan for delivering the course objectives within the remaining time in the semester. Faculty employing non face-to-face modalities of instruction (e.g. online, by ZOOM, or by email) must provide their chairs and deans an explanation of how the course will be completed.

Each campus is empowered to work with their APSCUF chapter to address any possible policy implications related to the alternative modalities for the semester. Courses that shift to an online modality would not be subject to university curricular policies for approval of online delivery for the remainder of the Spring 2020 semester (Article 41 of the collective bargaining agreement would not apply to these courses).

For those that are continuing with face-to-face sessions, we urge a liberal attendance policy so that students who self-quarantine are not penalized for missing class. Also, we urge you to work with any affected students to provide opportunities for them to complete the course objectives given their situation.

For non-instructional faculty who provide services to students (e.g., counseling/advising) we encourage you to maintain your accessibility to students through phone and video (ZOOM/Skype) sessions. This will be important as students face additional pressures and stressors associated with Coronavirus and the potential changes to normal academic rhythms.

### **Impact on Faculty Professional Development**

It is important that during this time of flux, we ensure any steps we take to provide continuity of service to our students enhance our faculty's professional development and encourage exploration of new teaching modalities. Below are items for your consideration:

Where faculty move from face-to-face to another modality, they will use their best efforts to adapt to and engage in the new modality. At the same time, it will remain within the discretion of the faculty member whether or not to include student evaluations in performance reviews so as not to discourage innovation; nor should faculty be penalized for not submitting these evaluations. Peer evaluations should be completed to the greatest degree possible. Should it not be possible to complete a peer evaluation, department chairs and evaluation committees must provide the faculty member with a letter stating this fact.

For scholarship and service opportunities, below is an example notation to be included in evaluation documents:

*“Due to the COVID-19 virus in the Spring of 2020, faculty member X moved a face-to-face class to fully online instruction on short-notice for the last N weeks of the semester. Additionally, the faculty member was unable to travel to conferences to present already accepted paper(s) and was not able to meet with certain committees/service groups due to meeting cancellations. Reviewers are reminded to include consideration of these exceptional circumstances in the review of faculty member X’s work.”*

### **Off-Campus Experiential Learning**

Where possible, we recommend that all internships, clinicals, and student teaching placements continue unless/until the host organization changes operations such that they cannot continue in some form. In the event that students cannot continue these experiential learning activities, universities will seek to provide alternative learning opportunities that will fulfill course objectives by the end of the Spring semester or as soon as possible thereafter.

In all of these efforts, we encourage university leadership and faculty leadership to work collaboratively to resolve any potential collective bargaining issues that might arise as new challenges emerge during this semester—seeking guidance from the Office of the Chancellor and State APSCUF along the way.

We encourage everyone to embrace the highest possible degree of patience, flexibility, and agility in the face of future uncertainty to ensure the best possible outcomes for our students, many of whom might undergo family hardships due to the circumstances. We also recognize that not every possible challenge can be identified in advance, but we remain committed to cooperation and mutual agreement as our preferred method for addressing these issues as they arise.

Thank you for all you are doing during this difficult time.

Dan Greenstein  
Chancellor

Ken Mash  
APSCUF President

MEMORANDUM

TO: All Faculty

FROM: Ken Mash, State APSCUF President

DATE: February 28, 2020

RE: APSCUF Leadership Institute – May 13, 2020 (9:00 a.m. - 4:15 p.m.)  
Kutztown University, Kutztown, PA

Decades ago, our APSCUF predecessors made the choice to be a member-run association rather than a staff-led one. That wise decision means we depend heavily on our colleagues' desire to learn about how our association operates, willingness to be informed about our contracts, and their ability to give of their time, energy, and talent.

There are many opportunities for APSCUF service. Some are out front, and some are more behind-the-scenes. Some require a serious commitment of time, and others require far less. Some require specialized skill, and others are more general. Many are on the campuses, and some are on the state level. The bottom line is that we need each other. We are constantly on the lookout for those who want to be change-makers who better the lives of their colleagues, their students, the universities, and the State System. You can be in a position to make a difference.

APSCUF's Leadership Institute is a great opportunity for interested members to meet current APSCUF state officers, to learn more about the association, to discover opportunities for participation, and to meet other faculty interested in shaping the future of APSCUF and the future of higher education.

The goal of the Leadership Institute is to connect with members who are interested in getting involved or becoming more involved. Please come — even if you are just curious!

APSCUF is your association. Please come to learn how you can make a difference!

**If you are able to join us, please register by April 15, 2020, by contacting your APSCUF chapter office manager. APSCUF covers meals and travel expenses, including if you need to stay overnight.**

If you have any questions, please contact us at 1-800-932-0587 ext. 4 or [kjeffries@apscuf.org](mailto:kjeffries@apscuf.org).

CC: Chapter Presidents  
Office Managers

## **CLARION APSCUF PROPOSED BY-LAW CHANGES**

**to be voted on at the General Membership Meeting on Tuesday, March 31 at 3:30 pm.**

### **ARTICLE V: THE EXECUTIVE COMMITTEE**

**Section 1.** The Executive Committee shall consist of Elected Officers, Chairpersons of Standing Committees, and appointed Chapter Officers.

**Section 2.** The Executive Committee shall conduct the business of the association between meetings of the Governing Body. The committee shall meet at the call of the President of the local association or of a majority of its members.

**Section 3.** The Executive Committee, by majority vote of members present, shall make such local policy decisions as necessary that are not covered by these Bylaws or by the Collective Bargaining Agreement or by written policy statements of the state APSCUF Legislative Assembly. All such policy decisions are subject to review by the Governing Body at its most immediate subsequent meeting.

### **ARTICLE VI: ELECTED OFFICERS**

**Section 1.** The elected officers shall consist of a President, a Vice President, an Immediate Past President, a Secretary, a Treasurer, a President Coach, a Vice President Coach, Venango Campus Liaison Officer, Delegates to the APSCUF Legislative Assembly, and Alternate Delegates to the APSCUF Legislative Assembly. The manner of election shall be that specified in ARTICLE VII, Section 2, Nominations and Elections Committee. Only association members in good standing are eligible for election to these offices and only members assigned to work of the Venango Campus are eligible for the office of Venango Campus Liaison Officer.

**Section 2.** The terms of all officers shall begin on June 1 following the spring election. The terms of the President, Vice President, Immediate Past President, President Coach, Vice President Coach **and the elected faculty Delegates, faculty Alternates, and coach Alternate shall be two years.** The terms of the Secretary, Treasurer, and Venango Campus Liaison Officer shall be one year. The President and Vice President shall be elected in odd-numbered years. The President shall serve no more than three terms consecutively, but may be re-elected after interrupted service. The terms of Delegates to the APSCUF Legislative Assembly and Alternate Delegates to the Legislative Assembly shall begin on September 1 following the Spring election.

- A) The President shall be a Delegate to the APSCUF Legislative Assembly for the term of his or her office and for the first year during which he or she serves the office of Immediate Past President.
- B) The President Coach shall serve as a Delegate to the APCUF Legislative Assembly for the term of his or her office.
- C) Delegates to the APSCUF Legislative Assembly shall be elected such that approximately one-half of the delegation is in the first year of its term and one-half in the second year of its term. There shall be one faculty Delegate for each 50 members or portion thereof.
- D) Three faculty Alternate Delegates shall be elected each even-numbered year to serve a two-year term. Two faculty Alternate Delegates shall be elected each odd-numbered year to serve a two year term. When an Alternate Delegate is required to participate at Legislative Assembly, the Alternate Delegate with the earlier election date shall be invited first. On subsequent occasions in the same year when participation of an Alternate Delegate is required, the alternate delegates shall be invited in alternate order. The President Coach serves **as** a voting delegate to Legislative Assembly. The Vice President Coach serves as an **Alternate Delegate** for the President Coach. **The coach Alternate serves as an Alternate Delegate for the Vice President Coach.**

## **ARTICLE XII: AMENDMENTS**

**Section 1.** An amendment to these Bylaws may be adopted by a two-thirds vote of the total voting membership of the Governing Body present at any meeting or by a simple majority vote of the total local association membership by written secret ballot, provided that copies of the amendment have been disseminated to the membership at least two weeks before either the meeting or the ballot.

**Section 2.** All proposed amendments shall be submitted to the President of the local association, who shall assign the proposal to the Rules and Bylaws Officer for such editorial preparation as assigning proper Article and Section number, altering terminology to achieve internal consistency throughout the Bylaws, etc. The President shall arrange for the timely distribution of the proposed amendment to the membership. Neither the President nor the Rules and Bylaws Officer shall have the authority to withhold, delay, or substantially alter the meaning of a proposed amendment.

**Section 3.** Proposals to amend the Bylaws must be submitted to the President of the local association at least twenty (2) working days prior to the meeting of the Governing Body or any proposed ballot date at which the amendment is to be considered.

## **ARTICLE XIII: PROVISIO**

The above Bylaws shall be interpreted so as not to contradict any provision of the APSCUF State Bylaws or condition of any Collective Bargaining Agreement current between APSCUF and the Commonwealth of Pennsylvania or any State or Federal Law.

## **ARTICLE XIV: EFFECTIVE DATE**

These Bylaws and amendments to these Bylaws shall take effect immediately upon the day upon which they are properly approved unless otherwise specified by the Governing Body. Originally Adopted: April 25, 1972

Revised: April, 1974  
December 1, 1977  
April 1, 1978  
April 27, 1982 (to become effective January 1983)  
January, 1986  
September 17, 1988  
April 3, 1990  
November 6, 1992  
March, 1993  
September, 1997  
September, 1998  
September, 2002  
April 1, 2008  
March 29, 2011  
March 25, 2014



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BLOOMSBURG CALIFORNIA CHEYNEY CLARION EAST STROUDSBURG  
EDINBORO INDIANA KUTZTOWN LOCK HAVEN MANSFIELD  
MILLERSVILLE SHIPPENSBURG SLIPPERY ROCK WEST CHESTER

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February 10, 2020

Dear APSCUF Local Chapter Offices:

Attached for your review are the instructions from the Chancellor's Office to the University Human Resource Directors regarding authorization for the **2020 Spring Supplemental Payments and Distance Education payments. Independent Study is paid after the faculty submits a student's final grade.**

Please make your faculty aware of the attached/following dates and deadlines:

### **OVERLOAD AND RELATED PAYMENTS**

According to the attached instructions, overload and related payments must be submitted locally between now and by **no later than February 21, 2020.**

**Overload and related payments will be included in the March 13, 2020 paychecks.**

If a faculty member has not received an overload payment in his or her March 13, 2020 paycheck, there are three likely possibilities: either (1) the faculty member has not yet earned credit overload (see explanation below); or (2) the paperwork to authorize the payment was not sent to your Payroll Office; or (3) your Payroll Office has questions about the paperwork.

In any case, please keep in mind that the affected faculty member will have forty (40) days from **March 13, 2020** to file a grievance if he or she has not received an overload payment or disputes the amount paid. This means that such grievances must be filed at Step Two of the Grievance Procedure by no later than **April 22, 2020** in order to be timely.

Please remember that most faculty members who teach 15 credits in the fall do not earn overload credit in the fall even if they are scheduled to teach 12 credits this spring, as their workload could be modified to 9 credits in the spring, making them ineligible for overload compensation. If the faculty member actually does teach 12 credits this spring, he or she will have then earned the credit overload this spring.

### **DISTANCE EDUCATION PAYMENTS**

According to the attached instructions, distance education payments must be submitted locally between now and by **no later than March 20, 2020.**

**Distance Education payments will be included in the April 10, 2020 paychecks.**

If a faculty member has not received a distance education payment in his or her **April 10, 2020** paycheck, either the paperwork to authorize the payment was not sent to your Payroll



319 N. Front Street, Harrisburg, PA 17101  
P (717) 236-7486 TF (800) 932-0587 F (717) 236-1883  
www.apscuf.org



Office or your Payroll Office has questions about the paperwork. In any case, the affected faculty member will have forty (40) days from **April 10, 2020** to file a grievance if he or she has not received a distance education payment or disputes the amount paid. This means that such grievances must be filed at Step Two of the Grievance Procedure by no later than **September 30, 2020 (summer extension)** in order to be considered timely.

I recommend that you contact the administrators on your campus who are responsible for entering this information to make sure that the input of both forms of compensation are done in a timely manner.

If you have any questions regarding this matter, please do not hesitate to contact or mail me. Have a great semester.

Sincerely,

A handwritten signature in cursive script that reads "Mary Rita DuVal".

Mary Rita DuVal, MILR  
Head of Labor Relations  
State APSCUF