

STATEMENTS OF POLICY

Title 4—ADMINISTRATION

GOVERNOR'S OFFICE [4 PA. CODE CH. 1]

Executive Orders, Management Directives and Other Issuances of the Directives Management System Indexed for Reference Purposes

The Index of Issuances is being updated to reflect changes since 33 Pa.B. 1452 (March 22, 2003). This amendment adds new issuances, amends and rescinds others. Recipients of publications listed in this index should be kept informed of the status of these publications.

ROBERT S. BARNETT,
Secretary of Administration

(Editor's note: This Index of Issuances is published under 1 Pa. Code § 3.1(a)(9) (relating to contents of Code). This document meets the criteria of 45 Pa.C.S. § 702(7) as a document general and permanent in nature which shall be codified in the Pennsylvania Bulletin.)

Fiscal Note: GOV-04-3. No fiscal impact; (8) recommends adoption.

Annex A

TITLE 4. ADMINISTRATION

PART I. GOVERNOR'S OFFICE

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* Revision 1 to M215.3 was rescinded by Resolution No. 3

** Revision Nos. 1, 4, and 5 to 230.10 are rescinded.

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* This version of 310.14 is only for agencies that have converted to SAP. The 8/28/86 version is for agencies that have not converted to SAP.

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315.1	Calculation and Payment of Statutory Salaries	12/5/02	
315.6	Employees' Requests for Additional State or Federal Income Tax Withholding	1/6/81	
315.7	Employee Payroll Deductions for Credit Unions	6/1/89	1-2-3
315.8	Restitution of Overpayments	10/1/97	
315.9	Withholding of Delinquent Local Taxes from Employees' Paychecks	11/4/96	
315.10	Recording and Reporting of Wage, Overtime, Shift Differential, and Short-Term Leave Without Pay	4/1/80	
315.11	Distribution and Retention of Payroll Deduction Authorization Documents	4/24/80	
315.13	Payments of Wages, Salary, Benefits, and Travel Expenses to Survivors of Deceased Employees	8/19/96	
315.14	Charges for State Employees Residing or Subsisting in Commonwealth Facilities	5/29/97	
315.15	Withholding of Pennsylvania Higher Education Assistance Agency Loans from Employee Paychecks	3/21/83	
315.16	Payment of Annuitant Medical and Hospital Benefits	9/10/97	
315.17	Direct Deposit of Pay Program	10/20/00	1
315.18	Delivery of Payroll Checks to Employees	11/28/90	
315.19	Check Distribution Codes	9/20/93	
315.20*	Taxability of the Use of State-Provided Vehicles	5/6/96	1-3-7
315.21	Deductions for U.S. Savings Bonds	11/7/85	
315.22	Preparation and Filing of Federal Forms 1099 and 1096	1/3/95	
315.23	Processing Employee's Withholding Allowance Certificate (W-4)	2/9/88	
315.25	Pennsylvania Personal Income Tax	9/12/88	

** This directive is only for agencies that have converted to SAP.

* Revision Nos, 2, 4, 5, and 6 to 315.20 have been rescinded.

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		Date of Original or Latest Amendment	Current Revisions
315.26	Backup Withholding on Missing and/or Incorrect Taxpayer Identification Numbers.....	1/24/94	1
315.27	Recoupment of Conversion Pay Amounts.....	5/4/92	
315.28	Taxability of State-Provided Parking.....	9/12/96	1-2-3
315.29	Mailing SAP-Generated Checks.....	12/5/02	

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M315.1	Municipal Tax Rate Schedules	Rescinded by Rev. 3—4/1/02	
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Audits

325.2	Audit Inquiry Relative to Agency Litigation, Claims, and Assessments.....	2/23/95	
325.3	Performance of Audit Responsibilities	9/14/94	
325.4	Agency Annual Audit Plan.....	6/11/01	
325.5	Single Audit Costs—State Level.....	9/27/00	
325.6	Auditing Computer Based Systems.....	6/12/87	
325.7	Implementation of the Commonwealth's State Level Single Audit ..	7/13/98	
325.8	Remedies for Recipient Noncompliance with Audit Requirements ..	6/11/99	
325.9	Processing Audits of Federal Pass-Through Funds.....	12/3/03	
325.10	Review of Auditor General, Treasury, and Legislative Budget and Finance Committee Audit Reports	8/31/94	

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

Equal Employment Opportunity Programs

410.5	Affirmative Action Program.....	Rescinded by M210.3—4/8/97	
410.9	Personnel Procedures for Affirmative Action Analysts, Affirmative Action Directors, and Compliance Specialists.....	Rescinded by M210.3—4/8/97	
410.10	Guidelines for Investigating and Resolving Internal Discrimination Complaints	6/19/02	
410.11	Commonwealth's Equal Employment, Outreach, and Employment Counseling Program	5/8/97	

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M410.3	Guidelines for Equal Employment Opportunity Plans and Programs	5/8/97	
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EMPLOYEE DEVELOPMENT AND UTILIZATION

General

505.1	Employee Furlough Policy	9/11/96	
505.2	Salaried Complement Management System	3/10/98	
505.4	Salaried Complement Control.....	2/18/82	1
505.7	Personnel Rules	2/24/98	1
505.8	Transmittal of Personnel Action Notifications	4/2/98	
505.9	Standard Abbreviations for Use With the Compensation Plan and SAP R/3 System	3/11/04	
505.11	Emergency Assignments of Employees During Emergencies	6/17/98	
505.12	Annual List of Employees	6/26/01	
505.15	Exit Information Program	5/22/97	
505.17	Furlough of Employees on Work-Related Disability Leave.....	7/25/00	
505.18	Maintenance, Access, and Release of Employee Information	2/14/03	
505.20	Wage Complement Management and Control	11/10/99	
505.21	Office Hours.....	1/19/00	
505.22	State Employee Assistance Program.....	4/2/03	
505.23	Employee Recognition Programs	3/12/98	
505.25	Substance Abuse in the Workplace	4/2/03	
505.26	HIV/AIDS in the Workplace	9/9/02	
505.27	<i>The Worker and Community Right to Know Act (P. L. 734, No. 159)</i>	8/3/93	
505.28	Family Care Account Program	10/6/00	

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		Date of Original or Latest Amendment	Current Revisions
505.29	Commercial Driver License Drug and Alcohol Testing Requirements	Rescinded by M505.5—11/5/99	
505.30	Prohibition of Sexual Harassment in Commonwealth Work Settings	6/19/02	1

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M505.2	Personnel Management Review	7/9/97	
M505.3	State Employee Assistance Program	10/29/98	
M505.4	Personnel Records Retention and Disposition Schedule	12/7/98	
M505.5	Commercial Driver License Drug and Alcohol Testing and Licensing Requirements Administrative Manual	5/30/02	
M505.6	An Agency Guide to Workplace Violence Prevention and Response	5/28/02	

Employment

515.2	Transfer of Employees From One Agency to Another	6/16/00	
515.3	Classified Service Emergency Appointments	5/14/85	
515.4	Seniority Rights of Commonwealth Employees	4/29/98	
515.10	Selection and Appointment to Non-Civil Service Positions	10/30/02	
515.12	Confidential Employees	10/12/99	
515.15	Identification, Employment, and Education Verification Checks	6/13/97	
515.16	Appointment to Senior Level Positions	10/30/02	
515.17	Computer Systems Intern Program	8/29/89	
515.18	Supplementary Employment	7/7/98	
515.19	Accounting Intern Program	10/7/85	
515.20	Reemployment of Commonwealth Annuitants	2/21/02	
515.21	Commonwealth School to Work Program	2/18/00	

Classification

520.3	Unclassified Codes and Titles	6/16/03	
520.4	Position Classification Post-Audits	11/16/99	
520.5	Centralized Classifications Control System	11/7/96	
520.6	Processing of Reclassification Actions	11/7/96	
520.7	Development and Validation of Classification Standards	4/3/97	
520.8	Pay Action Effective Dates for Changes to Position Classifications and the Classification Plan	11/7/96	
520.9	Appointments Above the Minimum	3/5/98	

Pay

525.4	Temporary Assignment in Higher Classification	11/7/96	
525.6	Advances on Salaries or Wages Earned	8/29/96	
525.8	Processing of Pay Increments	Rescinded by M210.3—4/8/97	
525.11	Dual Employment	2/10/97	
525.12	Reinstatement of Discharged Employees	9/21/79	
525.13	Maintenance of Weighted Salaries	9/28/01	
525.15	Overtime	2/10/97	
525.16	Physicians and Related Occupations Quality Assurance Program	7/10/01	
525.17	Internal Revenue Service Levies on Wages, Salary, and Other Income or Payments	6/28/91	

Manual.

M525.2	Commonwealth Pay Plan	Rescinded as obsolete M210.3—3/12/04	
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Benefits

530.1	Agency Employee Services Coordinators	9/17/96	
530.2	Sick Leave Without Pay, Parental Leave Without Pay, and Family Care Leave Without Pay	1/13/97	
530.3	State Employee Combined Appeal for New Employees and Employees on Inter-Agency Transfers	1/18/96	
530.4	State Paid Benefits While on Sick, Parental, or Family Care Leave Without Pay	3/21/96	

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		Date of Original or Latest Amendment	Current Revisions
530.8	<i>Motor Vehicle Financial Responsibility Law</i>	7/22/97	
530.9	Social Security Records	10/9/97	
530.10	Administrative Leave to Compete in International and World Championships	7/23/96	
530.11	Benefit Rights of Permanent and Temporary Employees	10/6/00	
530.14	Payment for Leave	Rescinded by 530.14 Rev. 1 and M210.3—10/3/99	
530.15	Disability Benefits, Related Pay Status Options, and Retired Employee Health Program (REHP) Effective Dates	7/8/97	
530.17	Partial and Full Day Closings of State Offices	12/28/95	
530.18	Benefit Rights of Furloughed Employees	2/24/97	
530.20	State Paid Benefits While on Cyclical Leave Without Pay	7/8/97	
530.21	Paid Leave for Blood Donation	5/13/97	
530.22	Unemployment Compensation, Noncovered Employment—"Major Nontenured Policymaking or Advisory Positions"	11/20/96	
530.23	State Employee Combined Appeal	11/2/01	1
530.24	Retired Employee Health Program Eligibility Requirements	10/5/01	
530.26	Benefit Entitlements for Employees on Military Leave	4/26/00	
530.27	Leave Related Policies for Employees Excluded from Earning Leave and Leave Service Credit	2/7/97	
530.28	Pennsylvania Employees Benefit Trust Fund (PEBTF)	2/23/95	

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M530.2	Injury Leave Manual	11/29/01	1
M530.3	Group Life Insurance Program Administrative Manual	6/26/01	
M530.4	Commonwealth of Pennsylvania Highlights of State Employee Benefits	2/02	
M530.7	Leave and Holiday Programs	7/7/98	
M530.9	Unemployment Compensation Insurance Administrative Manual ..	12/7/98	
M530.14	Unemployment Compensation and the Supervisor	3/82	
M530.15	State Police Health Program/State Police Supplemental Benefits Program Administrative Manual	6/5/01	1-2
M530.16	Temporary Clerical Pool Agency User Manual	10/99	
M530.17	Temporary Clerical Pool Employee Handbook	12/94	
M530.18	The Benefits of a "Healthy" Sick Leave Balance	11/97	
M530.19	Leave Without Pay and Injury Leave Processing Instructions	4/2/98	
M530.20	Commonwealth of Pennsylvania Employee Benefits	2/02	

Training

535.1	Employee Training and Development	2/9/00	
535.2	Physicians and Related Occupations Specialty Board Certification Payments	1/29/97	
535.3	Out-Service Training	11/16/99	
535.4	Use of State Work Program and Public Services Trainee Classes ..	2/16/84	
535.5	Use of Trainee Classes in the Classified Service	9/12/96	
535.6	Commonwealth Management Development Program	2/9/00	
535.7	Annual Agency Training Plan and Report	7/8/99	

Performance Evaluations

540.7	Employee Performance Review	3/5/02	
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Retirement

570.1	State Employees' Retirement System, Duties of Agencies	8/4/00	
570.2	Use of Form SERS-147 to Elect Membership in Full Coverage Retirement Group	2/22/90	
570.5	Employer Contributions Required on the Purchase of Prior Service	5/20/87	
570.6	Optional Membership in State Employees' Retirement System	4/30/96	
570.7	Credited State Service	11/29/82	
570.8	Reinstatement of Dismissed or Furloughed Employees Into the State Employees' Retirement System	8/10/89	

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570.9	Reinstatement Into the State Employees' Retirement System of Employees Furloughed or Otherwise Terminated and Reemployed	6/29/93	
570.10	Final Average Salary—Part-Time Service, State Employees' Retirement System.....	5/22/81	
570.11	Changes to Retirement and Personnel Payroll System and Collection of Arrears Balances	3/24/97	
570.12	Refusal of Recall From Furlough—Termination of Interest on Retirement Contributions	4/30/96	
570.13	State Employees' Retirement System, Regional Field Offices	9/23/92	1
570.14	Deferred Compensation Program.....	1/23/89	
570.15	Public Employee Pension Forfeiture Act No. 1978-140	10/28/94	

Manual.

M570.3	State Employees' Retirement System Counselors' Manual.....	Rescinded by SERS as obsolete. 1/31/01.	
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Civil Service

580.2	Civil Service Availability Survey/Interview Notice	7/5/94	
580.6	Monthly Report of Classified Service Employees.....	8/23/95	
580.8	Classified Service Probationary Periods.....	4/13/00	
580.10	Rights of Certified Eligibles in the Classified Service	5/16/86	
580.11	Documentation of Classified Service Personnel Actions	6/6/01	
580.12	Recruitment for Classified Service Positions	10/15/87	
580.13*	Report of Personnel Transactions for Non-State Employees	8/18/87	
580.15	Selective Certification of Classified Service Eligibles.....	6/26/90	
580.16	Provisional Employment in the Classified Service	12/5/86	
580.17	Performance Evaluations to Determine Order of Furlough for Classified Service Employees	Rescinded by M580.2—10/16/97	
580.18	Pennsylvania Residency and United States Citizenship Requirements for the Classified Service	2/14/97	
580.19	Promotion in the Classified Service Without Examination.....	12/4/01	
580.20	Classified Service Furlough and Reemployment	Rescinded by M580.2—10/16/97	
580.21	Veterans' Preference on Classified Service Employment Lists	6/5/97	
580.23	Resignation From and Reinstatement to the Classified Service	3/12/90	
580.24	Promotion of Employees in Unskilled Positions Into the Classified Service.....	5/28/96	
580.25	Political Activities of Classified Service Employees	9/30/92	
580.26	Transfer or Reassignment of Classified Service Employees	2/28/90	
580.27	Limited Appointments to Positions Exempted from the Classified Service Pursuant to <i>Section 3(c)(4), Civil Service Act.</i>	2/18/88	
580.28	Reallocation to a Lower Class in the Classified Service	2/27/90	
580.29	Rapid Promotion Examinations in the Classified Service.....	8/12/85	
580.30	Classified Service Leave Without Pay and Return Rights	3/24/86	
580.31	Classified Service Temporary Appointments.....	7/18/90	
580.32	Substitute Employment in the Classified Service	12/11/86	
580.33	Reproductions of Documents for Classified Service Personnel Actions.....	9/14/90	
580.34	Removal of Eligibles for Certification or Appointment in the Classified Service	5/20/02	
580.35	Employees Placed in the Classified Service by Position Reallocation	3/29/88	
580.36	Engineering Intern Program.....	1/14/94	
580.37	Promotion by Appointment of Unclassified Service Employees Into the Classified Service	5/22/02	

* Special Distribution

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Amendment** **Current
Revisions****Manuals.**

M580.1 Certification of Eligibles for the Classified Service 4/7/97
M580.2 Furlough of Classified Service Employees Not Covered by Labor
Agreements 9/25/03

Labor Relations

590.1 Labor Relations 8/7/00
590.2 Confidential Positions and Employees 1/29/97
590.3 Deduction of Union Dues/Fair Share Fees 12/20/00
590.5 Guidelines to be Followed During Legal or Illegal Strikes 6/27/03
590.6 Information Needed to Obtain Injunctions Against Illegal Strikes Rescinded by 590.5—5/13/97
590.7 Labor Relations—Grievance Administration 7/28/97
590.8 Classification Grievance Processing 11/7/96

Manual.

M590.2 Digest of Commonwealth Employee Classification Arbitration
Cases 8/4/82 1 thru 7

SUPPLIES, SERVICES, AND EQUIPMENT**Supplies and Equipment Acquisition/Disposition**

610.2 Release and Receipt of Surplus State Property Rescinded by
M215.3—8/20/99
610.3 Transfer or Sale of Surplus State Property Rescinded by
M215.3—8/20/99
610.4 Procedures for Purchasing Goods and Services Not Exceeding
\$1,500 Through Advancement Accounts 11/17/83
610.5 Disposition of Personal Property and Equipment Purchased with
GSA Bond Moneys Rescinded by
M215.3—8/20/99
610.7 Acquisition of Surplus Federal Personal Property Rescinded by
M215.3—8/20/99
610.9 Recovery of Precious Metals Rescinded by
M215.3—8/20/99
610.11 Equipment Lease Renewals Rescinded by
M215.3—8/20/99
610.12 Renewal of Multiyear Equipment Leases Containing Purchase
Options Rescinded by
M215.3—8/20/99
610.13 Local Bids and Local Awards for Goods Costing \$1,500 to
\$10,000 Rescinded by
M215.3—8/20/99
610.14 Review of Sole Source Purchase Requisitions for Equipment and
Supplies Rescinded by
M215.3—8/20/99
610.15 Master Lease Program 1/3/95

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M610.1 General Services Commodity Distribution Center Catalog 8/8/00
M610.5 Field Purchasing Manual Rescinded by
M215.3—8/20/99

Automotive Services

615.1 Temporary Assignment of Commonwealth Automotive Fleet
Vehicles 12/2/92
615.2 Motor Vehicle Liability Insurance and Accident Reporting 6/17/96
615.3 Rates and Billing for Motor Vehicles of the Commonwealth
Automotive Fleet 6/26/02
615.6 License Plates for Commonwealth-Owned Vehicles 6/30/97
615.7 Commonwealth Vehicle Invoices 7/3/97
615.8 Use of State Automobiles 3/26/80
615.9 Permanent Assignment of Commonwealth Automotive Fleet
Vehicles 11/20/02
615.11 Use and Condition Inspections of Commonwealth-Owned Motor
Vehicles 4/21/82

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615.12	Motor Vehicle Authorization List	8/11/83	
615.13	Emission Control Program - Commonwealth Automotive Fleet Vehicles	9/26/97	
615.14	Repairs and Maintenance, Commonwealth Automotive Fleet	6/25/97	
615.15	Vehicle Parking License Agreements	7/19/01	

Commodity Standards

620.1	Coal Sampling and Reporting	2/6/02	2*
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Buildings, Property, and Real Estate

625.1	Repairs, Alterations, and Improvements to Commonwealth Buildings Under the Direct Supervision of the Department of General Services	6/20/03	
625.2	Inventory of Commonwealth Real Property	6/3/96	
625.3	Moving Employee Household Goods and Commonwealth Property .	3/14/96	
625.4	Enforcement of Fire and Panic Regulations	3/27/91	
625.5	Reporting Surplus Real Property	5/6/96	
625.6	Lease Amendment Exceptions for Leasehold Construction Improvements Costing Less than \$10,000	2/28/01	
625.7	Use of Form STD-291, Request for Lease Action and Budget Approval	11/6/97	
625.8	Contracting for Bargaining Unit Work	2/25/94	
625.9	Payment of Contractors and Design Professionals for Agency-Funded Construction Projects Undertaken by the Department of General Services	3/9/01	
625.10	Card Reader Access to Certain Capitol Complex Buildings and Other State Office Buildings	8/28/02	

Bonds and Insurance

630.1	Agency Insurance Coordinators	10/2/87	
630.2	Reporting of Employee Liability Claims	4/28/98	

COMMONWEALTH PROGRAMS**Protection and Safety**

720.2	Wage Standards Picketing	2/3/77	
720.3	Guidelines for Preparing for, Responding to, and Reporting Emergencies at State Offices	6/28/02	
720.4	Safety and Loss Prevention Program	10/2/87	
720.5	Personal Electrical Devices in Commonwealth-Owned or Leased Buildings	10/14/03	

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