

# STATEMENTS OF POLICY

## Title 4—ADMINISTRATION

### GOVERNOR'S OFFICE

#### [4 PA. CODE CH. 1]

#### Index of Issuances—Directives Management System

The Directives Management System provides comprehensive statements of policy and procedure on matters that affect employees in all agencies under the Governor's jurisdiction. This amendment updates the index for all Executive Orders, Management Directives, and Manuals issued, amended, and rescinded by the Directives Management System after publication of the last Index dated March 18, 2005.

This Index and all documents listed herein can be accessed on the OA Central Internet site [www.oa.state.pa.us](http://www.oa.state.pa.us). Click on "Policies and Procedures." Then, click on the respective category. Please note that all documents preceded by the letter "M" are manuals.

Title 4 of the *Pennsylvania Code* § 1.2 specifies that:

"Issuances from the Governor's Office and from agencies under the Governor's jurisdiction, except proclamations and press releases, that are intended for distribution to two or more agencies are to be issued through the Directives Management System in one of four types of publications:

(1) Numbered Executive Orders, signed by the Governor, announcing broad policies, programs, and responsibilities that are relatively permanent.

(2) Numbered Management Directives announcing detailed policies, programs, responsibilities, and procedures that are relatively permanent. Management Directives are to be signed by the Governor, Lieutenant Governor, Secretary of Administration, Budget Secretary, or the head of a department or independent board, commission, or council under the Governor's jurisdiction.

(3) Numbered Administrative Circulars containing either informational material or instructions that are one-time or temporary in nature. Administrative Circulars are to be signed the same as Management Directives.

(4) Numbered procedural issuances containing detailed information and guidelines for relatively restricted, well-defined operations, or sets of operations. Procedural issuances may be manuals, handbooks, catalogs, guides, or similar publications. Manuals are to be signed the same as Management Directives."

Management Directives and Manuals are numbered in sequence by category (e.g., Financial Management) and subcategory (e.g., Payroll). They should be filed by number, not by date.

Changes to Executive Orders, Management Directives, and Manuals (catalogs, handbooks, bulletins, etc.) may be issued in the form of amendments. Amendments are

complete documents incorporating all changes since the last complete issuance. Dots are placed in the margins to show the new or revised text. Some older documents have revisions, which are generally pen and ink changes or replacement pages and affect only those parts of an issuance being changed. (Revisions are no longer being issued; changes are now made in the document and it is reissued as an amended version of the document. Additionally, when a document has been amended, the previous document should be removed from the file and recycled.

Individuals may subscribe to receive e-mail notifications, referred to as eAlerts, when new documents are issued. To do so, go to <http://www.oa.state.pa.us> and click the "register" button in the lower left corner of the web page. Complete the on-line registration form and click the "submit" button. You will then be taken to the Office of Administration's website subscription page. Select the site areas that you would like to subscribe to. Subscribers will receive an e-mail notification when issuances are posted to this area of the website.

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Originators of all proposed documents, excluding Executive Orders, are to send documents by e-mail, in Word format, to Directives Management. All Executive Orders should be sent by e-mail, in Word format, to the Governor's General Counsel.

All agency contact recipients receiving electronic notification are responsible for notifying affected offices in their agencies of new documents listed out on the OA website.

For any questions regarding Directives Management, including a current e-mail address, contact 717/783-5055.

This manual replaces, in its entirety, Manual M210.3 dated March 18, 2005.

JOSEPH S. MARTZ,  
*Secretary of Administration*

**Fiscal Note:** GOV 06-10. No fiscal impact; (8) recommends adoption.

*(Editor's note:* This Index of Issuance 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*.)

#### Annex A

#### TITLE 4. ADMINISTRATION

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M215.3*	Field Procurement Handbook (Updates ongoing-current publication available at: <a href="http://www.dgs.state.pa.us/Proc-handbook/site/default.asp?procurementNav">http://www.dgs.state.pa.us/Proc-handbook/site/default.asp?procurementNav</a> )	****	
<b>Central Services</b>			
220.1	Commonwealth Media Services .....	6/21/90	
220.3	Mail Delivery Between Harrisburg and the Philadelphia and Pittsburgh State Office Buildings .....	1/10/06	
220.5	Payment of Interagency Billings for Centralized Services .....	5/21/98	
220.9	Graphic Design, Typesetting, Reproduction, and Printing Services ....	6/4/87	
220.10	Processing Automated Mail .....	Rescinded/Obsolete 5/8/06	
220.11	Preservation of Commonwealth Deeds .....	5/3/06	
<b>Manual.</b>			
M220.3	Computer Printing .....	Rescinded/Obsolete 5/25/05	
<b>Travel and Expenses</b>			
230.6	Travel Expenses of Job Applicants .....	4/30/97	
230.7	Remittance of Witness Fees .....	5/31/79	
230.9	Air Travel Acquisition and Billing for Airline Tickets .....	1/21/88	
230.10	Travel and Subsistence Allowances .....	12/28/05	
230.11	Use of Pittsburgh and Erie Convention Centers by State Agencies .....	Rescinded/Obsolete 2/10/06	
230.13	Commonwealth Corporate Card Program .....	11/2/00	
230.14	Foreign Areas Subsistence Allowances .....	2/25/02	
230.15	Continental United States High Cost Subsistence Allowances .....	6/6/02	
230.16	Using E-ZPass in Commonwealth Vehicles .....	Rescinded/Obsolete 2/10/06	
<b>Information Technology Management</b>			
240.7	Submission of Changes to the Commonwealth Telephone Directory ....	4/6/06	
240.11	Commonwealth Wireless Communication Policy .....	10/8/04	
245.12	Implementation of the Data Center Project Plan .....	7/1/97	
245.13	Strategic Direction for Information Technology Investments .....	2/8/06	
245.14	Wireless Antenna Tower Management .....	3/8/06	
245.15	Statewide Public Safety Radio System .....	3/7/06	
245.16	Pennsylvania Justice Network (JNET) Governance Structure .....	3/7/06	



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245.17	Commonwealth of Pennsylvania Public Safety Communications Council .....	10/20/05	
245.18	IT Administrator Acceptable Use, Auditing and Monitoring, Incident Notification, and Response Policies and Procedures.....	2/7/06	
245.19	Enterprise Technology Security Council.....	5/3/06	
<b>Manuals.</b>			
M245.2	State Computer Maintenance Contract for Terminals, Microcomputers, Printers, and Other Related Peripheral Equipment.....	Rescinded/Obsolete	10/18/05
M245.4	Policy for Personal Computers and Networks (PCs/LANs).....	Rescinded/Obsolete	11/2/05
<b>Public Information Programs</b>			
250.1	The Sunshine Act Meeting Notices .....	9/22/95	
250.3	State Contracts Information Document .....	Rescinded by M215.3 Rev. 2—	10/5/01
<b>Organization and Space Management</b>			
260.1	Organization Requests .....	10/17/05	
260.2	Reorganization Plans for Transfers of Functions Between Agencies ....	11/16/87	
<b>Manual.</b>			
M260.1	Manual For Space Utilization.....	3/11/04	
<b>FINANCIAL MANAGEMENT</b>			
<b>General</b>			
305.2	Standard Check Endorsement Procedure .....	8/15/88	
305.3	Responsibilities of Comptroller Operations.....	3/19/97	
305.4	Payments to Counties .....	5/24/00	
305.5	Cash Management .....	11/16/92	
305.6	Withholding Payments to Municipalities ( <i>Act No. 166 of 1978</i> ) .....	5/1/97	
305.7	Interest Penalties for Late Payments.....	3/24/95.....	1
305.8	Commonwealth Bank Accounts and Special Banking Services .....	6/11/97	
305.9	Use of Forms STD-419/419L, Refund of Expenditures, and STD-420/C420/420L, Transmittal of Revenue, When Unaccompanied by Remittances .....	11/5/99.....	1-2
305.10	Receipt of Federal Funds by Wire Transfer .....	1/23/89	
305.11	Depositing Currency and Coin .....	4/21/97.....	1
305.12	Accounting, Reporting, and Cash Management of Federal Grants and Contracts .....	1/25/99	
305.13	Use of Forms STD-419/419L, Refund of Expenditures, and STD-420/C420/420L, Transmittal of Revenue, When Accompanied by Remittances .....	4/4/00.....	1
305.14	Identifying Payments to Local Governments and Other Subrecipients..	Rescinded by 305.21—	6/13/03
305.15	Processing and Distributing Returned Checks.....	8/30/89	
305.16	Lobbying Certification and Disclosure .....	7/3/03	
305.17	Preparation and Use of Form STD-417, Adjustment Memorandum From Department of Revenue to Treasury Department .....	10/29/90.....	1
305.18	Obtaining Authority for Electronic Approval of Commonwealth Voucher Transmittals .....	11/30/00	
305.19	Identification of Boards, Commissions, and Councils.....	8/15/97	
305.20	Grant Administration .....	5/26/00	
305.21	Payments to Local Governments and Other Subrecipients .....	9/23/05	
305.22	Commonwealth Business License Information Exchange Program .....	4/13/06	

<b>Management Directives and Manuals.</b>		<b>Date of or Latest Amendment</b>	<b>Current Revisions</b>
<b>Accounting</b>			
310.1	Fiscal Guidelines for Federal Reimbursement of Disaster Related Expenditures . . . . .	1/5/83	
310.3	Encumbering and Lapsing of Appropriations . . . . .	5/4/98 . . . . .	1
310.7	Report of Lapse (STD-292) . . . . .	Rescinded/Obsolete	2/10/06
310.8	Postage Due Procedures . . . . .	1/8/87	
310.9	Purpose and Use of Restricted Receipt and Restricted Revenue Accounts . . . . .	11/20/78	
310.10	Collection, Requests for Compromise, and Write-Off of Delinquent Claims . . . . .	8/29/96	
310.11	Payment and Financial Reporting Requirements for Non-Preferred Appropriations . . . . .	1/19/82 . . . . .	1
310.12	Refunding Erroneously Collected Fees and Charges . . . . .	4/30/82	
310.13	Generally Accepted Accounting Principles (GAAP) . . . . .	6/13/95	
310.14	Fixed Asset Accounting and Reporting . . . . .	Rescinded By 310.14—	2/10/06
310.14	General Capital Asset and Other Fixed Asset Accounting and Reporting in SAP . . . . .	2/3/03	
310.15	Agency Federal ID Numbers . . . . .	6/7/96	
310.16	Advancement Account Balances . . . . .	8/21/87	
310.17	Accounting for Payments of Federal Funds to Subrecipients . . . . .	Rescinded by 305.21—	6/13/03
310.18	Reporting of Pending or Threatened Claims . . . . .	Rev. 1—	5/27/99
310.19	Accounting for Disbursements of Funds for Interagency Agreements, Memorandums of Understanding, and Notifications of Subgrant; Accounting for the Subgranting of Federal, Federal Matching Funds, or State Funds Between Commonwealth Agencies . . . . .	9/4/97	
310.20	Charging Equipment Expenditures to Federal Programs . . . . .	8/31/94	
310.21	Master Lease Tracking System . . . . .	4/21/95	
310.22	Central Vendor Information System . . . . .	Rescinded/Obsolete	6/17/06
310.23	Commonwealth Purchasing Card Program . . . . .	3/24/97 . . . . .	1
310.24	Accepting Debit/Credit Cards and Electronic Funds Transfers for Commonwealth Revenues . . . . .	10/20/00	
310.25	Transfers of Revenue or Expenses in SAP . . . . .	12/5/02	
310.26	Central Vendor Management Unit (CVMU) . . . . .	2/9/04	
310.27	Month-End Closing Processes . . . . .	12/14/05	
310.28	Use of One-Time Vendor Records in SAP . . . . .	6/16/06	
310.29	Using Value (Service) Date in SAP . . . . .	6/28/06	
<b>Manuals.</b>			
M310.1	Agency Operated Advancement Accounts . . . . .	8/11/99	
M310.2	Definitions of Major and Minor Objects of Expenditures . . . . .	8/27/98 . . . . .	1
M310.3	Manual of Accounting . . . . .	7/17/96	
M310.4	Fixed Asset Accounting System . . . . .	Rescinded/Obsolete	2/10/06
M310.10	Revenue and Receipts Accounting Subsystem . . . . .	Rescinded/Obsolete	2/10/06
M310.11	Budget Control Subsystem . . . . .	Rescinded/Obsolete	2/10/06
M310.12	General Ledger Subsystem . . . . .	Rescinded/Obsolete	2/10/06
M310.13	Project Accounting Subsystem . . . . .	Rescinded/Obsolete	2/10/06
M310.14	Grant Accounting Subsystem . . . . .	Rescinded/Obsolete	2/10/06
M310.15	Commitment and Expenditure Control Subsystem . . . . .	Rescinded/Obsolete	2/10/06
M310.16	ICS Information System (IIS) Terminal Operators Manual . . . . .	Rescinded/Obsolete	2/10/06

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<b>Payroll</b>			
315.1	Calculation and Payment of Statutory Salaries.....	03/3/06	
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.....	Rescinded/Obsolete	2/10/06
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.....	1-3-8
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	
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.....	3
315.29	Mailing SAP-Generated Checks.....	12/5/02	
<b>Manual.</b>			
M315.1	Municipal Tax Rate Schedules.....	Rescinded by Rev. 3—	4/1/02
<b>Audits</b>			
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	
<b>EQUAL EMPLOYMENT OPPORTUNITY (EEO)</b>			
<b>Equal Employment Opportunity Programs</b>			
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

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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	
<b>Manual.</b>			
M410.3	Guidelines for Equal Employment Opportunity Plans and Programs...	5/8/97	
<b>EMPLOYEE DEVELOPMENT AND UTILIZATION</b>			
<b>General</b>			
505.1	Employee Furlough Policy .....	2/16/06	
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 .....	3/18/05	
505.26	HIV/AIDS and Other Bloodborne Infections/Diseases in the Workplace.	3/18/05	
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 .....	10/11/05	
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
505.31	Domestic Violence and the Workplace .....	5/31/04	
<b>Manuals.</b>			
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	
<b>Employment</b>			
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 .....	7/12/06	
515.10	Selection and Appointment to Non-Civil Service Positions.....	2/16/06	
515.12	Confidential Employees .....	9/28/04	
515.15	Identification, Employment, and Education Verification Checks .....	6/13/97	
515.16	Appointment to Senior Level Positions .....	2/14/06	
515.17	Computer Systems Intern Program.....	8/29/89	
515.18	Supplementary Employment .....	7/7/98	

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515.19	Accounting Intern Program.....	10/7/85	
515.20	Reemployment of Commonwealth Annuitants.....	2/21/02	
515.21	Commonwealth School-to-Work Program.....	2/14/06	
	<b>Classification</b>		
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	
	<b>Pay</b>		
525.4	Temporary Assignment in Higher Classification.....	4/20/04	
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.....	2/14/06	
525.17	Internal Revenue Service Levies on Wages, Salary, and Other Income or Payments.....	6/28/91	
<b>Manual.</b>			
M525.2	Commonwealth Pay Plan.....	Rescinded by M210.3—3/12/04	
	<b>Benefits</b>		
530.1	Agency Employee Services Coordinators.....	5/16/06	
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	
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

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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).....	9/14/04	
<b>Manuals.</b>			
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.....	8/04	
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 .....	Rescinded as by M210.3—03/18/05	
<b>Training</b>			
535.1	Employee Training and Development.....	2/9/00	
535.2	Physicians and Related Occupations Specialty Board Certification Payments .....	2/21/06	
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 .....	10/8/04	
535.6	Commonwealth Management Development Program.....	2/9/00	
535.7	Annual Agency Training Plan and Report.....	7/8/99	
<b>Performance Evaluations</b>			
540.7	Employee Performance Review.....	3/5/02	
<b>Retirement</b>			
570.1	State Employees' Retirement System, Duties of Departments and Agencies .....	5/8/06	
570.2	Use of Form SERS-147 to Elect Membership in Full Coverage Retirement Group.....	Rescinded/Obsolete	11/28/05
570.5	Employer Contributions Required on the Purchase of Previously Uncredited State Service .....	5/9/06	
570.6	Optional Membership in State Employees' Retirement System .....	2/22/06	
570.7	Credited State Service .....	Rescinded/Obsolete	11/28/05
570.8	Reinstatement of Dismissed or Furloughed Employees Into the State Employees' Retirement System .....	4/3/06	
570.9	Reinstatement Into the State Employees' Retirement System of Employees Furloughed or Otherwise Terminated and Reemployed.....	2/17/06	
570.10	Final Average Salary-Part-Time Service, State Employees' Retirement System.....	Rescinded/Obsolete	11/28/05
570.11	Changes to Retirement and Personnel/Payroll System and Collection of Arrears Balances .....	3/23/06	

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570.12	Refusal of Recall From Furlough-Termination of Interest on Retirement Contributions .....	2/17/06	
570.13	State Employees' Retirement System, Regional Field Offices .....	9/23/92.....	1
570.14	Deferred Compensation Program.....	3/25/05	
570.15	Public Employee Pension Forfeiture Act No. 1978-140 .....	6/6/06	
<b>Manual.</b>			
M570.3	State Employees' Retirement System Counselors' Manual.....	Rescinded/Obsolete	1/31/01
<b>Civil Service</b>			
580.2	Civil Service Availability Survey/Interview Notice .....	7/5/94	
580.6	Tabulation of Classified Service Employees .....	6/16/06	
580.8	Classified Service Probationary Periods.....	10/5/04	
580.10	Rights of Certified Eligibles in the Classified Service .....	5/16/86	
580.11	Documentation of Classified Service Personnel Actions .....	6/27/06	
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 Employes .....	Rescinded by M580.2—	10/16/97
580.18	Pennsylvania Residency Requirements for the Classified Service .....	2/15/05	
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.....	3/6/06	
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 Section 3(c)(4), Civil Service Act .....	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.....	Rescinded/Obsolete	5/17/06
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	
580.38	Use of Intern Job Titles in the Classified Service.....	10/8/04	
<b>Manuals.</b>			
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	

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<b>Labor Relations</b>			
590.1	Labor Relations . . . . .	2/16/06	
590.2	Confidential Positions and Employees . . . . .	3/8/06	
590.3	Deduction of Union Dues/Fair Share Fees . . . . .	5/22/06	
590.5	Guidelines to be Followed During Legal or Illegal Strikes . . . . .	5/25/06	
590.6	Information Needed to Obtain Injunctions Against Illegal Strikes . . . . .	Rescinded by 590.5—5/13/97	
590.7	Labor Relations—Grievance Administration . . . . .	6/8/06	
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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	
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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 . . . . .	Rescinded by 610.15 Rev. 1—7/26/04	
	(Revision No. 1 to 610.15 is rescinded upon publication of M210.3, Index of Issuances dated 3/18/05.)		
<b>Manuals.</b>			
M610.1	General Services Commodity Distribution Center Catalog . . . . .	Rescinded/Obsolete	7/14/05
M610.5	Field Purchasing Manual . . . . .	Rescinded by M215.3—8/20/99	
<b>Automotive Services</b>			
615.1	Temporary Assignment of Commonwealth Automotive Fleet Vehicles . . . . .	1/6/06	
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 . . . . .	10/12/05	
615.6	License Plates for Commonwealth-Owned Vehicles . . . . .	6/30/97	
615.7	Repairs, Maintenance, and Payment for Services . . . . .	10/12/05	
615.8	Use of State Automobiles . . . . .	3/26/80	
615.	9 Permanent Assignment of Commonwealth Automotive Fleet Vehicles . . . . .	10/12/05	
615.11	Use and Condition Inspections of Commonwealth-Owned Motor Vehicles . . . . .	Rescinded/Obsolete	04/28/06
615.12	Motor Vehicle Authorization List . . . . .	5/1/06	
615.13	Emission Control Program—Commonwealth Automotive Fleet Vehicles . . . . .	9/26/97	
615.14	Repairs and Maintenance, Commonwealth Automotive Fleet . . . . .	Rescinded/Obsolete	10/13/05
615.15	Vehicle Parking License Agreements . . . . .	7/29/01	



<b>Management Directives and Manuals.</b>	<b>Date of or Latest Amendment</b>	<b>Current Revisions</b>
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720.7 Bomb Threats and Suspicious Packages . . . . . 11/1/04

**Editor's Note:** As a result of the publication of the updated Index of Issuances, Directives Management System (4 Pa. Code § 1.4), which appears at 36 Pa.B. 4205 (August 5, 2006), the following Executive Orders have been terminated:

4 Pa. Code

§§ 5.271—5.284 Pennsylvania Department of Health Diabetes Task Force 12/31/94

§§ 5.591—5.595 Bureau of Women's Business Development 6/30/95

§§ 7.421—7.424 Small Business Advisory Council 12/31/94

§§ 5.241—5.244 Pennsylvania Heritage Affairs Commission 12/31/94

§§ 5.671—5.676 Housing and Supportive Services Task Force 1/31/95

§§ 5.961—5.969 Governor's Census 2000 Advisory Panel 3/1/01

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