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 40 Pa.B. 4287 (July 31, 2010). 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.

KELLY POWELL LOGAN, 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*.)

This manual provides a complete listing of issuances, specified in Title 4 of the *Pennsylvania Code* § 1.2, 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 following the procedures for publication of issuances in Management Directive 210.1, Directives Management System.

Effective January 2010, this manual is updated semiannually for publication on the Office of Administration's web site. The manual will be amended to reflect the latest issuances, and published annually in Title 4 of the Pennsylvania Code § 1.4 at the end of each fiscal year. This amendment updates the index for all executive orders, management directives, and manuals issued, amended, and rescinded between July 1, 2010 and June 30, 2011.

Individuals should subscribe to receive e-Alerts to receive notification of published issuances. For questions regarding the Directives Management System, contact OA, EB-DMS.

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This manual replaces, in its entirety, Manual 210.3 dated July 7, 2010. This manual includes all new and amended issuances through June 30, 2011.

How to Use Index:

- Executive orders are by year of issuance.
- O Management directives and manuals are numbered in sequence by category (e.g., Financial Management) and subcategory (e.g., Payroll).
- All documents preceded by the letter "M" are manuals.
- $\,\circ\,$ Documents that have been rescinded are indicated as rescinded.
- Amendments are presented as complete documents that incorporate all changes since the last issuance.
- O Revisions which generally affect older issuances are pen and ink changes or replacement pages and affect only those parts of an issuance being changed. Therefore the issuance changed by a revision will be in more than one document because there will be original issuance and any revision

Fiscal Note: 2011-210.3. No fiscal impact; (8) recommends adoption.

Date of

Annex A

TITLE 4. ADMINISTRATION CHAPTER 1. AGENCY OPERATION AND ORGANIZATION Subchapter A. DIRECTIVES MANAGEMENT SYSTEM

§ 1.4. Index of Issuances.

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1987-19	Delegation to Department of Environmental Resources in Compliance with Federal Low-Level Radioactive Waste Policy Amendments Act	12/21/1987	
1988-4	Coordination of Food and Nutrition Programs; Appointment of the Advisor to the Governor on Food and Nutrition Programs and the Inter-Agency Council on Food and Nutrition	4/7/1988	1
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1995-1	Judicial Appointments	2/27/1995	
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1995-7	Governor's Executive Council on Recycling Development and	0,11,1000	
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1995-10	Governor's Sports and Exposition Facilities Task Force	10/27/1995	
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2002-4	Disability-Related Policy	5/3/2002	
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2003-1	Commonwealth's Health Care Reform Agenda	1/21/2003	
2003-2	Agricultural Land Preservation Policy	3/20/2003	
2003-3	Management and Productivity Improvement Initiative	4/30/2003	
2003-4	Workplace Policy for HIV/AIDS	5/5/2003	
2003-5	Upper Delaware Federal Scenic River		
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2003-7	Governor's Advisory Commission on African American Affairs	6/22/2003	
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2004-4	Anti-Sweatshop Procurement Policy	3/18/2004	
2004-5	Pennsylvania Energy Development Authority	4/8/2004	
2004-6	Minority and Women-Owned Business Opportunities	1/17/2011	
2004-7	Financial Education and Literacy	4/29/2004	
2004-8	Enterprise Information Technology Governance Board	5/9/2007	
2004-9	Economic Development Committee of the Cabinet	6/15/2004	
2004-11	Pennsylvania Election Reform Task Force	12/13/2004	
2004-12	Energy Management and Conservation in Commonwealth Facilities	12/15/2004	
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2006-6	The Pennsylvania Abraham Lincoln Bicentennial Commission .	Terminated 12/31/2	2009
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2006-9	Governor's Cabinet for People with Disabilities—Governor's Advisory Committee for People with Disabilities	11/21/2006	
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2006-11	Governor's Dog Law Advice Group	12/22/2006	
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310.34	Use of Agency-Level Dun & Bradstreet Data Universal	0/21/2000			
310.01	Numbering System (DUNS) Numbers in Applications for Federal Grants and Cooperative Agreements	9/18/2009			
310.36	Identifying, Recording, and Reporting Computer Software as a Capital Asset	12/10/2009			
Manuals.					
M310.1	Agency Operated Advancement Accounts				
M310.2	Definitions of Major and Minor Objects of Expenditures		1		
M310.3	Manual of Accounting	7/17/1996			
	Payroll				
315.1	Calculation and Payment of Statutory Salaries	1/3/2011			
315.6	Employees' Requests for State or Federal Income Tax Withholding				
315.7	Employee Payroll Deductions for Credit Unions		e 5/17/2011		
315.8	Restitution of Overpayments	10/1/1997			
315.9	Withholding of Delinquent Local Taxes from Employees' Paychecks	11/4/1996			
315.11	Distribution and Retention of Payroll Deduction Authorization Documents	4/24/1980			
315.13	Payments of Wages, Salary, Benefits, and Travel Expenses to Survivors of Deceased Employees	8/19/1996			
315.14	Maintenance Charges for Employees Residing or Subsisting in Commonwealth Facilities	1/6/2011			
315.15	Withholding of Pennsylvania Higher Education Assistance Agency Loans from Employee Paychecks				
315.16	Payment of Annuitant Medical and Hospital Benefits	9/10/1997			
315.17	Direct Deposit of Pay Program	10/20/2000	1		
315.18	Delivery of Payroll Checks to Employees	Rescinded/Obsolete	e 6/22/2011		
315.19	Check Distribution Codes		e 10/29/2010		
315.20	Taxability of the Use of State-Provided Vehicles	11/22/2010			
315.21	Deductions for U.S. Savings Bonds	Rescinded/Obsolete	e 12/16/2010		
315.22	Preparation and Filing of Federal Forms 1099 and 1096	1/3/1995			
315.23	Processing Employee's Withholding Allowance Certificate (W-4)	Rescinded/Obsolete	e 6/22/2011		
315.25	Pennsylvania Personal Income Tax	9/12/1988			
315.26	Backup Withholding on Missing and/or Incorrect Taxpayer Identification Numbers	1/24/1994	1		
315.27	Recoupment of Conversion Pay Amounts	5/4/1992			
315.28	Taxability of State-Provided Parking	2/1/2011			
315.29	Mailing SAP-Generated Checks	Rescinded/Obsolete	e 5/10/2011		
	Audits				
325.2	Audit Inquiry Relative to Agency Litigation, Claims, and Assessments				
325.3	Performance of Audit Responsibilities	1/10/2011			

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325.4	Agency Annual Audit Plan	Rescinded/Obsolete	5/10/2010
325.5	State Level Single Audit Costs		
325.6	Auditing Computer-Based Systems		
325.7	Implementation of the Commonwealth's State-Level Single Audit Process.		
325.8	Remedies for Recipient Noncompliance with Audit Requirements.	8/17/2009	
325.9	Processing Audits of Federal Pass-Through Funds		
325.10	Review of Auditor General, Treasury, Legislative Budget and Finance Committee, and Other Audit Reports	8/27/2009	
325.11	Evaluating Agency Internal Controls and Financial Risk through Self Assessment	1/6/2011	
	EQUAL EMPLOYMENT OPPORTUNITY (EI	EO)	
	Equal Employment Opportunity Program	S	
410.10	Guidelines for Investigating and Resolving Internal Discrimination Complaints	2/21/2008	
410.11	Commonwealth's Equal Employment, Outreach, and Employment Counseling Program	5/8/1997	
Manual.			
M410.3	Guidelines for Equal Employment Opportunity Plans and Programs.		
	EMPLOYEE DEVELOPMENT AND UTILIZAT	TION	
	General		
505.1	Employee Furlough Policy	2/16/2006	
505.2	Salaried Complement Management System		
505.4	Salaried Complement Control		1
505.7	Personnel Rules	11/9/2010	
505.8	Transmittal of Personnel Action Notifications	4/2/1998	
505.9	Standard Abbreviations for Use With the Compensation Plan and SAP R/3 System		
505.11	Emergency Assignments of Employees During Emergencies	6/17/1998	
505.12	Annual List of Employees	Rescinded by MD50	05.18—7/26/2010
505.15	Employee Mobility Information Program	10/3/2007	
505.17	Furlough of Employees on Work-Related Disability Leave	Rescinded/Obsolete	2/1/2008
505.18	Maintenance, Access, and Release of Employee Information	7/26/2010	
505.20	Wage Complement Management and Control	1/11/2011	
505.21	Office Hours	1/19/2000	
505.22	State Employee Assistance Program	4/2/2003	
505.23	Employee Recognition Program	1/23/2007	
505.25	Substance Abuse in the Workplace	11/29/2004	
	General		
505.26	HIV/AIDS and Other Bloodborne Infections/Diseases in the Workplace	3/18/2005	
505.27	The Worker and Community Right to Know Act (P. L. 734, No. 159)	8/3/1993	
505.28	Family Care Account Program	10/11/2005	
505.30	Prohibition of Sexual Harassment in Commonwealth Work Settings	6/19/2002	1

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505.31	Domestic Violence and the Workplace		
505.32	Governor's Awards for Excellence	11/17/2010	
505.33	Working From Home During Emergencies Including a Pandemic Influenza Event	8/20/2007	
Manuals.			
M505.2	Personnel Management Review	7/9/1997	
M505.3	State Employee Assistance Program	11/29/2004	
M505.4	1	12/7/1998	
M505.5	Commercial Driver License Drug and Alcohol Testing and Licensing Requirements Administrative Manual	5/30/2002	
M505.6	An Agency Guide to Workplace Violence Prevention and Response	5/28/2002	
	Employment		
515.2	Transfer of Employees From One Agency to Another	6/16/2000	
515.3	Classified Service Emergency Appointments	9/3/2008	
515.4	Seniority Rights of Commonwealth Employees	7/12/2006	
515.10	Selection and Appointment to Non-Civil Service Positions	2/16/2006	
515.12	Confidential Employees	9/28/2004	
515.15	Identification, Employment, and Education Verification Checks	6/13/1997	
515.16	Appointment to Senior Level Positions	2/14/2006	
515.18	Supplementary Employment	7/7/1998	
515.20	Reemployment of Commonwealth Annuitants	2/21/2002	
515.21	Commonwealth School-to-Work Program	2/14/2006	
	Classification		
520.3	Unclassified Codes and Titles	6/16/2003	
520.4	Position Classification Post-Audits	11/16/1999	
520.5	Centralized Job Control System	12/1/2006	
520.6	Processing of Reclassification Actions	1/23/2007	
520.7	Development and Validation of Job Standards	10/16/2006	
	Classification		
520.8	Pay Action Effective Dates for Changes to Position Classifications and the Classification Plan	1/23/2007	
520.9	Appointments Above the Minimum	3/5/1998	
	Pay		
525.4	Temporary Assignment in Higher Classification	4/20/2004	
525.6	Advances on Salaries or Wages Earned	8/29/1996	
525.11	Dual Employment	2/10/1997	
525.12	Reinstatement of Discharged Employees	9/21/1979	
525.13	Maintenance of Weighted Salaries	9/28/2001	
525.15	Overtime	2/10/1997	
525.16	Physicians and Related Occupations Quality Assurance Program	2/14/2006	
525.17	Internal Revenue Service Levies on Wages, Salary, and Other Income or Payments	6/28/1991	
525.20	Implementation & Maintenance of Local Service Tax	10/10/2008	

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530.1		E/1 <i>C</i> /200 <i>C</i>	
530.2	Agency Employee Services Coordinators	3/10/2000	
	Sick Leave Without Pay, Parental Leave Without Pay, and Family Care Leave Without Pay	3/12/2008	
530.3	State Employee Combined Appeal for New Employees and Employees on Inter-Agency Transfers	Rescinded/Obsolete 11/8/2010	
530.4	State Paid Benefits While on Sick, Parental, or Family Care Leave Without Pay	3/11/2008	
530.8	Motor Vehicle Financial Responsibility Law	7/22/1997	
530.9	Social Security Records	10/9/1997	
530.10	Administrative Leave to Compete in International and World Championships	7/20/2010	
530.11	Benefit Rights of Permanent and Temporary Employees	7/25/2006	
530.15	Disability Benefits, Related Pay Status Options, and Retired Employee Health Program (REHP) Effective Dates	7/8/1997	
530.17	Partial and Full Day Closings of State Offices	5/25/2010	
530.18	Benefit Rights of Furloughed Employees	8/27/2009	
530.20	State Paid Benefits While on Cyclical Leave Without Pay	7/8/1997	
	Benefits		
530.21	Paid Absence for Blood Donation	4/8/2010	
530.22	Unemployment Compensation, Noncovered Employment— "Major Nontenured Policymaking or Advisory Positions"	11/20/1996	
530.23	State Employee Combined Appeal	12/2/2009	
530.24	Retired Employees Health Program Eligibility Requirements	12/30/2010	
530.26	Military Leaves of Absence	9/3/2008	
530.27	Leave Related Policies for Employees Excluded From Earning Leave and Leave Service Credit	2/7/1997	
530.28	Pennsylvania Employees Benefit Trust Fund (PEBTF)	9/14/2004	
530.29	Commuter Benefits Program	5/20/2009	
530.30	Sick, Parental and Family Care Absence Policy	12/14/2007	
530.31	Workplace Safety and Health Program	9/29/2008	
Manuals.			
M530.2	Injury Leave Manual	11/29/2001	1
M530.3	Group Life Insurance Program Administrative Manual	6/26/2001	
M530.4	Commonwealth of Pennsylvania Highlights of State Employee Benefits	8/1/2004	
M530.7	Absence Program	4/23/2009	
M530.9	Unemployment Compensation Insurance	12/7/1998	
M530.14	Unemployment Compensation and the Supervisor	3/1/1982	
M530.15	Pennsylvania State Police Administrative Manual Health Benefits Program	7/20/2010	
M530.16	Temporary Clerical Pool Agency User Manual	10/1/1999	
M530.17	Temporary Clerical Pool Employee Handbook	10/1/1999	
M530.18	The Benefits of a "Healthy" Sick Leave Balance	11/1/1997	
M530.19	Leave Without Pay and Injury Leave Processing Instructions	Rescinded/Obsolete	2/1/2008

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J	Training		
535.1	Employee Training and Development	2/9/2000	
535.2	Physicians and Related Occupations Specialty Board		
	Certification Payments	2/21/2006	
535.3	Out-Service Training	11/16/1999	
535.4	Use of State Work Program and Public Services Trainee	0/16/1004	
535.5	Classes	2/16/1984 10/8/2004	
535.6	Commonwealth Management Development Program	2/9/2000	
535.7	Annual Agency Training Plan and Report	7/8/1999	
535.9	Physical and Information Security Awareness Training	10/3/2006	
000.0	Performance Evaluations	10/5/2000	
540.7	Performance Management Program	5/9/9011	
040.1	Retirement	0/2/2011	
570.1	State Employees' Retirement System, Duties of Departments		
070.1	and Agencies	5/8/2006	
570.5	Employer Contributions Required on the Purchase of		
	Previously Uncredited State Service	4/9/2006	
570.6	Optional Membership in State Employees' Retirement System .	2/22/2006	
570.8	Reinstatement of Dismissed or Furloughed Employees Into the State Employees' Retirement System	4/3/2006	
570.9	Reinstatement Into the State Employees' Retirement System of Employees Furloughed or Otherwise Terminated and Reemployed	2/17/2006	
570.11	Changes to Retirement and Personnel/Payroll System and Collection of Arrears Balances	3/23/2006	
570.12	Refusal of Recall From Furlough—Termination of Interest on Retirement Contributions	2/17/2006	
570.13	State Employees' Retirement System, Regional Field Offices	5/30/2007	
570.14	Deferred Compensation Program	3/25/2005	
570.15	Public Employee Pension Forfeiture Act No. 1978-140	6/6/2006	
	Civil Service		
580.2	Civil Service Availability Survey/Interview Notice	1/21/2009	
580.6	Tabulation of Classified Service Employees	6/16/2006	
580.8	Classified Service Probationary Periods	10/5/2004	
580.10	Rights of Certified Eligibles in the Classified Service	5/16/1986	
580.11	Documentation of Classified Service Personnel Actions	6/27/2006	
580.12	Recruitment for Classified Service Positions	3/28/2007	
580.13*	Report of Personnel Transactions for Non-State Employees	8/18/1987	
580.15	Selective Certification of Classified Service Eligibles	6/26/1990	
580.16	Provisional Employment in the Classified Service	11/16/2006	
580.18	Pennsylvania Residency Requirements for the Classified Service	2/15/2005	
580.19	Promotion in the Classified Service Without Examination	8/31/2009	
580.21	Veterans' Preference on Classified Service Employment Certifications	2/16/2011	
580.23	Resignation From and Reinstatement to the Classified Service .	3/12/1990	
580.24	Promotion of Employees in Unskilled Positions Into the Classified Service	9/14/2006	

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	Civil Service		
580.25	Political Activities of Classified Service Employees	9/30/1992	
580.26	Transfer or Reassignment of Classified Service Employees	6/29/2010	
580.27	Limited Appointments to Positions Exempted from the Classified Service Pursuant to Section $3(c)(4)$, Civil Service Act.	10/28/2009	
580.28	Reallocation to a Lower Class in the Classified Service	3/30/2011	
580.30	Civil Service Leave of Absence and Return Rights	9/7/2010	
580.31	Classified Service Temporary Appointments	8/14/2006	
580.32	Substitute Employment in the Classified Service	10/24/2006	
580.33	Reproductions of Documents for Classified Service Personnel Actions.	4/30/2009	
580.34	Removal of Eligibles for Certification or Appointment in the Classified Service	3/19/2010	
580.35	Employees Placed in the Classified Service by Position Reallocation	3/29/1988	
580.37	Promotion by Appointment of Unclassified Service Employees Into the Classified Service	5/5/2008	
580.38	Use of Intern Job Titles in the Classified Service	10/8/2004	
Manuals.	ose of intern 900 fixes in the classified service	10/0/2001	
M580.1	Certification of Eligibles for the Classified Service	4/7/1997	
M580.2	Furlough of Classified Service Employees Not Covered by Labor Agreements		
	Labor Relations	0/22/2001	
590.1	Labor Relations	11/27/2007	
590.2	Confidential Positions and Employees		
590.3	Deduction of Union Dues/Fair Share Fees	5/22/2006	
590.5	Guidelines to be Followed During Legal or Illegal Strikes		
590.7	Labor Relations—Grievance Administration	6/8/2006	
590.8	Classification Grievance Processing		
	SUPPLIES, SERVICES, AND EQUIPMEN		
	Supplies and Equipment Acquisition/Disposi	ition	
610.4	Procedures for Purchasing Goods and Services Not Exceeding \$1,500 Through Advancement Accounts	11/17/1983	
04 7 4	Automotive Services		
615.1	Temporary Assignment of Commonwealth Automotive Fleet Vehicles	1/6/2006	
615.2	Motor Vehicle Liability Insurance and Accident Reporting	6/17/1996	
615.3	Rates and Billing for Motor Vehicles of the Commonwealth Automotive Fleet	10/12/2005	
615.6	License Plates for Commonwealth-Owned Vehicles	6/30/1997	
615.7	Repairs, Maintenance, and Payment for Services	10/12/2005	
615.8	Use of State Automobiles	3/26/1980	
615.9	Permanent Assignment of Commonwealth Automotive Fleet Vehicles	10/12/2005	
615.12	Motor Vehicle Authorization List	5/1/2006	
615.13	Emission Control Program—Commonwealth Automotive Fleet Vehicles	9/26/1997	
615.15	Vehicle Parking License Agreements	10/26/2006	

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	Commodity Standards					
620.1	Coal Sampling and Reporting	10/4/2005				
	Buildings, Property, and Real Estate					
625.1	Repairs, Alterations, and Improvements to Commonwealth Buildings Under the Direct Supervision of the Department of	10/4/9004				
COT O	General Services.	10/4/2004				
625.2	Inventory of Commonwealth Real Property	9/16/2008				
625.3	Moving Employee Household Goods and Commonwealth Property	3/14/1996				
625.4	Enforcement of Fire and Panic Regulations	3/27/1991				
625.5	Reporting Surplus Real Property	5/6/1996				
625.6	Leasehold Improvements	5/1/2009				
625.7	Use of Form STD-291, Request for Lease Action and Budget Approval	11/6/1997				
625.8	Contracting for Bargaining Unit Work					
625.9	Payment of Contractors and Design Professionals for Agency-Funded Construction Projects Undertaken by the Department of General Services.					
625.10	Card Reader and Emergency Response Access to Certain Capitol Complex Buildings and Other State Office Buildings					
	Bonds and Insurance					
630.1	Agency Insurance Coordinators	10/2/1987				
630.2	Reporting of Employee Liability Claims	4/28/1998				
	COMMONWEALTH PROGRAMS					
Protection and Safety						
720.2	Wage Standards Picketing	2/3/1977				
720.3	Emergency Evacuation Plans at Commonwealth Facilities	Rescinded by MD2	205.38—7/31/2009			
720.4	Safety and Loss Prevention Program	10/2/1987				
720.5	Energy Conservation and Electrical Devices in Commonwealth-Owned or Leased Buildings	7/25/2008				
720.6	Call Trace Procedures for Threatening, Harassing, and Nuisance Telephone Calls	9/28/2005				
720.7	Bomb Threats and Suspicious Packages	7/29/2010				
	[Pa.B. Doc. No. 11-1277. Filed for public inspection July 29, 2011, 9:00	0 a.m.]				