

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 48 Pa.B. 4261 (July 21, 2018). 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.

MICHAEL NEWSOME,
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) (relating to contents of *Pennsylvania Code*) as a document general and permanent in nature which shall be codified in the *Pennsylvania Code*.)

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.

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This amendment updates the index for all executive orders, management directives, and manuals issued, amended, and rescinded between July 1, 2018 and June 30, 2019. Changes are indicated by marginal dots.

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

Office of Administration
Office of Continuity and Records Information
Management
613 North Street
Room 510, Finance Building
Harrisburg, PA 17120-0400
www.oa.pa.gov

This manual replaces, in its entirety, Manual 210.3, dated July 2, 2018. This manual includes all new and amended issuances through June 30, 2019.

How to Use Index:

- Executive orders are by year of issuance.
- 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. All documents preceded by the letter “MD” are management directives.
- Documents that have been rescinded are indicated as rescinded.
- Amendments are presented as complete documents that incorporate all changes since the last issuance.
- 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: GOV-19-M210.3. No fiscal impact; (8) recommends adoption.

Annex A

TITLE 4. ADMINISTRATION

CHAPTER 1. AGENCY OPERATION AND ORGANIZATION

Subchapter A. DIRECTIVES MANAGEMENT SYSTEM

§ 1.4. Index of Issuances.

<i>Executive Orders</i>		<i>Date of Original or Latest Amendment</i>	<i>Current Revisions</i>
1973-9	Environmental Protection by State Agencies	7/13/1973	
1974-11	Governor’s Interdepartmental Council on Seasonal Farmworkers	11/2/1978	
1975-5	Commitment Towards Equal Rights	9/19/1978	
1975-6	Preservation of Historic Resources	5/6/1975	
1977-5	Implementation of Act No. 1976-101	9/27/1977	
1978-4	Flood Plain Management	3/1/1978	
1978-9	Public Information Policies and Practices	5/23/1978	
1979-13	Governor’s Office of Policy and Planning	9/18/1979	
1980-3	Life Cycle Costing	2/8/1980	

<i>Executive Orders</i>			<i>Date of Original or Latest Amendment</i>	<i>Current Revisions</i>
	1980-18	Code of Conduct	5/16/1984, 1 and 3 Amended	2,4 Rescinded
	1980-20	Pennsylvania Coastal Zone Management Program	9/22/1980	
	1981-3	Scheduling of Bond and Note Issue Sales	1/30/1981	
	1984-3	Accounting and Financial Reporting	10/11/1984	
	1986-1	Commonwealth Single Audit Coordinator	2/24/1986	
	1986-7	Liquor Control Board Sunset: Privatization of State Liquor Monopoly; Transfer of Liquor Control Board Functions	12/1/1986	
	1987-7	State Inspector General	4/6/1987	
	1987-9	Allocation of State Low-Income Housing Credit Authority Under the Internal Revenue Code of 1986	4/22/1987	
	1987-10	Highway Safety	11/25/1992	
	1988-8	Pennsylvania State Data Center	7/12/1988	
	1989-3	Master Leasing Program	3/2/1989	
	1990-3	Contractor Responsibility Program	6/29/1990	
	1990-7	Interagency River Island Task Force 1	10/17/1990 . . .1	
	1992-1	Records Management	1/8/1992	
	1993-2	Civil Disorder and Emergency	4/9/1993	
	1993-3	State Land Use Planning—Goals and Objectives for Commonwealth Agencies	8/31/1993	
	1993-4	State Center for Health Statistics and Research	10/13/1993	
	1994-1	State Commission on National and Community Service	1/28/1994	
	1995-1	Judicial Appointments	2/27/1995	
	1995-4	Monitoring Supplies of Petroleum Products	7/10/1995	
	1996-1	Regulatory Review and Promulgation	2/6/1996	
	1996-10	State Employee Assistance Program	12/20/1996	
	1996-13	Commonwealth of Pennsylvania's Policy on Substance Abuse in the Workplace	12/20/1996	
	1997-2	Developmental Disabilities Council	5/30/1997	
	1997-5	Governor's Advisory Council on Physical Fitness and Sports	9/24/1997	
•	1998-1	Governor's Green Government Council		Rescinded by EO 2019-1—1/8/2019
	1998-3	The Pennsylvania Greenways Partnership Commission	8/16/2001	
	1999-1	Land Use Planning	1/7/1999	
	2001-1	Directives Management System	2/13/2001	
	2001-2	State Employee Combined Appeal	2/14/2001	
	2002-4	Prohibition of Sexual Harassment in the Commonwealth	5/3/2002	
	2002-5	Disability-Related Policy	5/3/2002	
	2002-6	PA Open for Business	6/6/2002	
	2002-7	Integrating Mediation into State Government	6/14/2002	
	2002-13	Proposed Keystone Opportunity Improvement Sub-zones	12/31/2002	
	2003-2	Agricultural Land Preservation Policy	3/20/2003	
	2003-4	Workplace Policy for HIV/AIDS	5/5/2003	
	2003-5	Upper Delaware Federal Scenic River	6/22/2003	
	2004-1	Governor's Invasive Species Council		Rescinded by EO 2017-07—12/20/2017

<i>Executive Orders</i>		<i>Date of Original or Latest Amendment</i>	<i>Current Revisions</i>
2004-2	Utilization of Commonwealth-Owned and Leased Space	2/18/2004	
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	
• 2004-12	Energy Management and Conservation in Commonwealth Facilities		Rescinded by EO 2019-1—1/8/2019
2005-4	Proposed Economic Development District	7/14/2005	
2005-8	Governor's Renewable Agricultural Energy Council	9/20/2005	
2006-8	Contractor Social Responsibility and Offshore Services	9/14/2006	
2006-9	Governor's Cabinet for People with Disabilities—Governor's Advisory Committee for People with Disabilities	11/21/2006	
2006-10	Strategic Development Areas	12/22/2006	
2007-1	Strategic Development Area, Butler County	4/24/2007	
2007-2	Strategic Development Area, Westmoreland County	4/30/2007	
2007-3	Commonwealth Automotive Fleet Efficiency Initiative	5/9/2007	
2007-4	Office of Health Equity	5/21/2007	
2007-6	Registered Family Child Care Providers	6/14/2007	
2007-7	Subsidized Child Care Providers Exempt from Certification or Regulation	6/14/2007	
2007-8	Strategic Development Area, Lehigh County	9/6/2007	
2007-9	Governor's Advisory Council on Rural Affairs	10/2/2007	
2008-6	Office of Diversity Management	4/15/2010	
2008-7	Early Learning Council	9/11/2008	
2010-3	Pennsylvania—Produced Agricultural Products Program	9/14/2010	
2011-3	Public Private Partnership		Rescinded by EO 2017-6—12/20/2017
2011-6	Commonwealth Licensee Tax Responsibility Program	9/15/2011	
2011-9	Small Business Procurement Initiative	11/21/2011	
2011-10	Veteran-Owned Small Business Procurement Initiative	12/7/2011	
2012-3	Pennsylvania Homeland Security	2/22/2012	
2012-5	Commonwealth Continuity of Government	4/30/2012	
2012-11	Permit Decision Guarantee for the Department of Environmental Protection	7/24/2012	
2012-12	Pennsylvania Military Community Protection Commission	9/17/2012	
2013-2	Rescission of Executive Order 1987-3 Transfer of Waynesburg Youth Development Center to the Department of Corrections	3/18/2013	
2013-3	Governor's Advisory Council on Veterans Services	11/11/2013	
2014-2	Pennsylvania Justice Network (JNET) Governance Structure	3/18/2014	
2014-4	Transition Period for the Pennsylvania Health Care Cost Containment Council	7/1/2014	
2014-5	Rescission of: Executive Order 2003-1, Executive Order 2010-2 As Amended, and Executive Order 2011-4	7/31/2014	
2015-1	Executive Branch Employee Gift Ban	1/20/2015	
2015-2	Competitive Process for Procurement of Legal Services	1/20/2015	
2015-3	Leasing of State Forest and State Park Land for Oil and Gas Development	1/29/2015	
2015-4	Governor's Office of Transformation, Innovation, Management and Efficiency ("GO TIME")	2/1/2018	

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2015-5	Participant-Directed Home Care Services	2/27/2015	
2015-6	State Emergency Operations Plan	4/16/2015	
2015-7	Governor's Advisory Commission on African American Affairs	8/4/2015	
2015-8	Governor's Advisory Commission on Latino Affairs	8/4/2015	
2015-9	Pennsylvania Commission for Women		Rescinded by EO 2017-2—10/6/2017
2015-10	Governor's Advisory Commission on Asian Pacific American Affairs	8/4/2015	
2015-11	Diversity, Inclusion and Small Business Opportunities in Commonwealth Procurement and in Pennsylvania's Economy	9/23/2015	
2015-12	Coordination of Food and Nutrition Programs: Appointment of the Advisor to the Governor on Food and Nutrition Programs and the Governor's Food Security Partnership	9/29/2015	
2015-13	Governor's Advisory Council for Hunting, Fishing and Conservation	11/24/2015	
2016-2	Minimum Wage for Employees of the Commonwealth and of Organizations Receiving State Contracts	6/27/2018	
2016-3	Establishing "Employment First" Policy and Increasing Competitive Integrated Employment for Pennsylvanians with a Disability	3/10/2016	
2016-4	Equal Employment Opportunity	4/7/2016	
2016-5	Contract Compliance	6/18/2016	
2016-6	Enterprise Information Technology Governance	4/18/2016	
2016-7	Open Data, Data Development, and Data Governance	4/18/2016	
2016-8	Rescission of Executive Orders	12/5/2016	
2017-1	Extension of Deadline for Objections to Nominations Petitions		Expired 3/17/2017
2017-2	Pennsylvania Commission on Women	10/6/2017	
2017-3	Review of State Professional and Occupational Licensure Board Requirements and Processes	10/24/2017	
2017-4	Intergovernmental Affairs	12/20/2017	
2017-5	Early Learning Investment Commission	12/20/2017	
2017-6	Public Private Partnership	12/20/2017	
2017-7	Governor's Invasive Species Council	12/20/2017	
2018-1	Governor's Office for Performance through Excellence (OPE)	2/1/2018	
2018-2	Extension of Deadline for Withdrawal of Nomination Petitions		Expired 3/26/2018
2018-3	Equal Pay for Employees of the Commonwealth	6/6/2018	
• 2018-4	Pennsylvania Workforce Investment Board	8/2/2018	
• 2018-5	EO 2018-5—Governor's Census 2020 Complete Count Commission	9/10/2018	
• 2018-6	Pennsylvania Commission on LGBTQ Affairs	8/6/2018	
• 2018-7	Pennsylvania Redistricting		
• 2018-8	PFAS Action Team	9/19/2018	
• 2019-1	Commonwealth Leadership in Addressing Climate Change and Promoting Energy Conservation and Sustainable Governance	1/8/2019	
• 2019-2	Keystone Economic Development and Workforce Command Center	2/19/2019	
• 2019-3	Pennsylvania State Employee Military Service Recognition Campaign	6/14/2019	

<i>Management Directives and Manuals</i>		<i>Date of Original or Updated Version</i>
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General		
MD 105.1	Allocation and Allotment of Funds for ICS Transactions	10/22/1984
• MD 105.2	Contingent Commitments	Rescinded/Obsolete 10/11/2018
• MD 105.4	Allocation and Allotment of Funds for Non-ICS Transactions	Rescinded/Obsolete 10/11/2018
MD 105.5	Use of the Determination of Tax-Exempt Category for Capital Projects From	9/12/1991
Budget Preparation		
• M 110.1	2018-19 Budget Instructions	8/15/2018
MD 110.2	Request for Approval of Federal Funds	1/14/1985
• MD 110.3	Budgeting and Accounting for Federal Appropriations	Rescinded/Obsolete 10/11/2018
MANAGEMENT/ADMINISTRATIVE SUPPORT		
General		
MD 205.4	Delegation of Authority to Sign and Delegation to Authorize SAP Payments	5/11/2009
MD 205.6	Defense of Suits Against Commonwealth Employees	9/30/1986
MD 205.9	Code of Conduct Statement of Financial Interest—Filing	12/11/2013
MD 205.10	Financial Disclosure Required by the Public Official and Employee Ethics Act, 65 Pa.C.S. §§ 1101—1113	12/11/2013
MD 205.12	Financial Disclosures Required of Former Employees by the Public Official and Employee Ethics Act, 65 Pa.C.S. §§ 1101—1113	3/27/2014
MD 205.14	Prohibition of Activities Not Specifically or Directly Connected with the Official Business of the Commonwealth on Commonwealth Property	11/21/2011
MD 205.15	Membership in Associations, Organizations, or Societies	12/11/2017
MD 205.16	Compliance with the Whistleblower Law, Act 1986-169, As Amended	9/17/2014
MD 205.18	Ballot Question Advocacy by Executive Branch Employees, Appointees, and Officials	4/11/1988
MD 205.21	Commonwealth Child Care Program	4/8/2013
MD 205.22	Recycling, Waste Reduction and Procurement of Environmentally Preferable Products	9/19/2014
MD 205.23	Submission of Commonwealth Publications to the State Library for Distribution to Other Designated Libraries	7/13/2012
MD 205.24	Display of Flags on Commonwealth Buildings and Grounds	10/12/2011
MD 205.25	Disability-Related Employment Policy	2/13/2009
MD 205.26	The Americans With Disabilities Act of 1990, Title II, Subtitle A, Nondiscrimination in State and Local Government Services	7/22/1992
MD 205.27	Implementation of Act 194-1990, Asbestos Occupations Accreditation and Certification Act	8/27/2015
MD 205.31	Pro Bono Publico Legal Services	2/11/1999
MD 205.32	Hiring/Contracting Sign Language Interpreters/Transliterators	9/12/2014
MD 205.33	Workplace Violence	6/16/2014
MD 205.34	Commonwealth of Pennsylvania Information Technology Acceptable Use Policy	1/22/2016
MD 205.35	Information Reporting from the Commonwealth's Enterprise SAP Business Information Warehouse System	5/2/2011
MD 205.36	Right-to-Know Law Compliance	3/18/2010
MD 205.37	Role Assignment, Security, and Internal Control Maintenance	3/25/2013
• MD 205.38	Emergency Evacuation and Safe Assembly	6/20/2019

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MD 205.40	Commonwealth Branding	5/15/2012
MD 205.41	Commonwealth of Pennsylvania Continuity of Operations (COOP) Program	2/16/2011
MD 205.42	Social Media	2/6/2012
MD 205.43	Quality Assurance for Business Productivity Tools	6/25/2014
Management Programs		
MD 210.1	Directives Management System	5/2/2011
M 210.1	The Commonwealth of Pennsylvania Employee Records Management Manual	5/20/2010
• M 210.3	Index of Issuances	7/2/2018
MD 210.4	Central Microfilm Management	11/18/2002
M 210.4	Forms Management	8/16/1983. . .1-2
MD 210.5	The Commonwealth of Pennsylvania State Records Management Program	10/31/2017
M 210.5	Standard (STD) Forms Management	9/15/1998
MD 210.6	Selection, Acquisition and Use of Filing Equipment	Rescinded/Obsolete 7/6/2017
M 210.6	Publications Management	8/1/1984. . .1
M 210.7	State Records Management Manual	6/8/2004
MD 210.8	Micrographics Procedures to be Used in Conjunction with Central Microfilm Management	11/18/2002
M 210.8	Vital Records Disaster Planning	5/9/1995
• M 210.9	The Commonwealth of Pennsylvania General Records Retention and Disposition Schedule	5/15/2019
MD 210.11	Acceptance of Imaged Documents	6/16/1997
MD 210.12	Electronic Commerce Initiatives and Security	12/23/2010
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M 215.3	Procurement Handbook	6/30/2017
MD 215.8	Contractor Integrity Provisions for Commonwealth Contracts	1/14/2015
MD 215.9	Contractor Responsibility Program	10/25/2010
MD 215.12	Provisions Concerning The Americans with Disabilities Act	10/14/2011
MD 215.13	Contract Provisions for Donation of Excess Prepared Food	10/12/2011
• MD 215.16	Contract Compliance Program	8/2/2018
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MD 220.1	Commonwealth Media Services	9/1/2017
MD 220.9	Publication Services	11/25/2013
MD 220.11	Preservation of Commonwealth Deeds	3/7/2013
M 230.1	Commonwealth Travel Procedures Manual	11/1/2011—Effective 1/1/2012
MD 230.6	Travel Expenses of Job Applicants	11/1/2011
MD 230.7	Remittance of Witness Fees	8/6/2010
MD 230.10	Commonwealth Travel Policy	11/1/2011—Effective 1/1/2012
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MD 240.7	Submission of Changes to the Commonwealth Telephone Directory	8/18/2008
MD 240.11	Commonwealth Wireless Communication Device Policy	4/11/2012
MD 240.12	Commonwealth of Pennsylvania Mobile Devices Security Policy	12/29/2008
MD 245.13	Strategic Direction for Information Technology Investments	2/8/2006
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MD 245.18	IT Administrator Acceptable Use, Auditing and Monitoring, Incident Notification, and Response Policies and Procedures	2/7/2006
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MD 250.1	Notice of Public Meetings	4/25/2016
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MD 260.1	Reorganization Requests	3/2/2017
M 260.1	Manual for Space Utilization	3/11/2004
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MD 305.2	Standard Check Endorsement Procedure	5/22/2009
MD 305.3	Responsibilities of Comptroller Operations	12/15/2010
MD 305.4	Payments to Counties	10/3/2012
MD 305.5	Cash Management	5/22/2009
MD 305.6	Withholding Payments to Municipalities (Act No. 166 of 1978)	5/1/1997
MD 305.7	Interest Penalties for Late Payments	3/10/2014
MD 305.8	Commonwealth Bank Accounts and Special Banking Services	6/11/1997
MD 305.10	Receipt of Federal Funds by Wire Transfer	1/23/1989
MD 305.11	Depositing Checks, Money Orders and Cash	4/23/2012
MD 305.12	Accounting, Reporting, and Cash Management of Federal Grants and Contracts	1/25/1999
MD 305.15	Processing and Distributing Returned Checks	8/30/1989
MD 305.16	Lobbying Certification and Disclosure	7/3/2003
MD 305.19	Identification of Boards, Commissions, Councils, Advisory Committees, and Authorities	2/18/2014
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MD 305.21	Federal Award Payments to Local Governments and Other Subrecipients	3/2/2018
MD 305.22	Commonwealth Licensee Tax Responsibility Program	11/14/2011
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MD 310.1	Fiscal Guidelines for Federal Reimbursement of Disaster Related Expenditures	1/5/1983
M 310.1	Agency Operated Advancement Accounts	8/11/1999
M 310.2	Definitions of Major and Minor Objects of Expenditures	8/26/1998. . .1
MD 310.3	Encumbering and Lapsing of Appropriations	4/4/2018
MD 310.9	Purpose and Use of Restricted Receipt and Restricted Revenue Accounts	4/8/2013
MD 310.10	Collection, Referral, and Compromise, or Write-Off of Delinquent Claims	11/18/2011
MD 310.11	Payment and Financial Reporting Requirements for Non-Preferred Appropriations	1/19/1982. . .1
MD 310.12	Refunding Fees and Charges Collected in Error	9/21/2017
MD 310.13	Responsibilities for Comprehensive Annual Financial Reporting	10/5/2016
MD 310.14	General Capital Asset and Other Fixed Asset Accounting and Reporting in SAP	2/3/2003
MD 310.15	Agency Federal ID Numbers	2/22/2016
MD 310.19	Accounting for Disbursement of Funds for Interagency Agreements, Memorandums of Understanding, and Notifications of Subgrant	10/27/2010
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MD 310.25	Transfers of Revenue or Expenses in SAP		1/10/2011
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MD 310.27	Month-End Closing Processes		12/14/2005
MD 310.28	Use of One-Time Vendor Records in SAP		3/6/2017
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MD 310.32	Voyager Fleet Card Invoice Processing for Agencies Using SAP		7/20/2009
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MD 315.1	Calculation and Payment of Statutory Salaries		1/3/2011
MD 315.6	Employees' Requests for State or Federal Income Tax Withholding		5/24/2011
• MD 315.8	Restitution of Overpayments and Collections of Employee Debts		2/6/2019
MD 315.9	Withholding of Delinquent Local Taxes from Employees' Paychecks		8/30/2011
MD 315.13	Payment of Wages, Salary, Employee Benefits, and Travel Expenses Reimbursements Due Deceased Employees		2/12/2018
MD 315.14	Maintenance Charges for Employees Residing or Subsisting in Commonwealth Facilities		10/16/2013
MD 315.15	Withholding of Pennsylvania Higher Education Assistance Agency Loans from Employee Pay		8/30/2011
MD 315.16	Payment of Annuitant Medical and Hospital Benefits		6/21/2013
MD 315.17	Direct Deposit of Pay and Travel Reimbursement		2/11/2013
• MD 315.20	Taxability of the Use of State-Provided Vehicles		9/5/2018
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MD 315.25	Pennsylvania Personal Income Tax		11/22/2011
MD 315.26	Backup Withholding on Missing and/or Incorrect Taxpayer Identification Numbers		1/24/1994. . .1
MD 315.27	Recoupment of Conversion Pay Amounts		5/4/1992
MD 315.28	Taxability of State-Provided Parking		2/1/2011
MD 315.30	Local Services Tax		8/29/2016
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MD 325.2	Audit Inquiry Relative to Agency Litigation, Claims, and Assessments		12/17/2014
MD 325.3	Performance of Audit Responsibilities		1/10/2011
MD 325.5	State Level Single Audit Costs		8/17/2009
MD 325.6	Auditing Computer-Based System		1/10/2011
MD 325.7	Implementation of the Commonwealth's State-Level Single Audit		12/17/2014
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MD 505.2	Salaried Complement Management and Control	8/7/2014
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M 505.3	State Employee Assistance Program	3/13/2017
M 505.5	Commercial Driver License Drug and Alcohol Testing and Related Procedures	7/25/2013
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MD 505.9	Standard Abbreviations for Use with the Compensation Plan and SAP R/3 System	3/11/2004
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• MD 505.21	Office Hours	7/19/2018
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MD 505.30	Prohibition of Sexual Harassment in Commonwealth Work Settings	6/19/2002. . .1
• MD 505.32	Governor's Awards for Excellence	12/19/2018
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• MD 505.35	Alternative Work Schedule	7/25/2018
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• MD 515.3	Classified Service Emergency Appointments	Rescinded 3/28/2019
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• MD 515.15	Employment-Related Verification and Background Checks	3/6/2019

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• MD 515.16	Appointment to Senior Level Positions	2/28/2019
MD 515.18	Supplementary Employment	2/22/2016
MD 515.20	Reemployment of Commonwealth Annuitants	2/22/2016
MD 515.21	Commonwealth School-to-Work Program	2/14/2006
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MD 520.3	Unclassified Codes	7/10/2012
MD 520.4	Position Classification Post-Audits	11/21/2011
MD 520.5	Centralized Job Control System	3/25/2013
MD 520.6	Position Classification	4/15/2013
MD 520.7	Development and Validation of Job Standards	6/12/2012
MD 520.8	Pay Action Effective Dates for Changes to Position Classifications and the Commonwealth's Classification and Compensation Plan	11/2/2012
• MD 520.9	Appointments Above the Minimum	1/23/2019
MD 520.10	Position Descriptions	10/23/2014
Pay		
MD 525.4	Temporary Assignment in Higher Classification	5/3/2013
MD 525.6	Payroll Advances	9/16/2013
MD 525.11	Dual Employment	2/10/1997
MD 525.12	Payment of Back Pay Due to Reinstatement of a Separated Employee or Reduction of Disciplinary Suspension	8/9/2012
MD 525.15	Overtime	2/10/1997
MD 525.16	Physicians and Related Occupations Quality Assurance Program	2/14/2006
MD 525.17	Internal Revenue Service's Levies on Wages, Salary, and Other Income or Payments	6/28/1991
Benefits		
MD 530.1	Agency Benefit Coordinators	6/29/2015
M 530.2	Injury Leave Manual	2/2/2016
M 530.3	Group Life Insurance Program Manual	9/19/2013
M 530.7	Absence Program	4/23/2009
MD 530.8	Motor Vehicle Financial Responsibility Law	4/25/2014
MD 530.9	Social Security Records	1/12/2015
M 530.9	Unemployment Compensation Insurance	12/7/1998
MD 530.10	Administrative Leave to Compete in International and World Championships	7/20/2010
MD 530.11	Benefit Rights of Permanent and Temporary Employees	11/9/2016
• M 530.15	Pennsylvania State Police Administrative Manual Health Benefits Program	10/22/2018
M 530.16	Temporary Clerical Pool Agency User Manual	10/1/1999
MD 530.17	Partial and Full Day Closings of State Offices	5/25/2010
M 530.17	Temporary Clerical Pool Employee Handbook	10/1/1999
MD 530.18	Benefit Rights of Furloughed Employees	5/10/2016
MD 530.21	Paid Absence for Blood Donation	4/8/2010
M 530.21	State Employee Combined Appeal Procedures Manual	6/12/2017
MD 530.22	Unemployment Compensation, Noncovered Employment—"Major Nontenured Policymaking or Advisory Positions"	11/20/1996
MD 530.23	State Employee Combined Appeal	6/12/2017
MD 530.24	Retired Employees Health Program	9/13/2016
MD 530.26	Absence for Military Duty	11/2/2017

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MD 530.27	Leave Related Policies for Employees Excluded from Earning Leave and Leave Service Credit	2/7/1997
MD 530.29	Commuter Benefits Program	Rescinded/Obsolete 1/23/2017
MD 530.30	Sick, Parental and Family Care Absence, Military Exigency Absence and Military Caregiver Absence Policy	12/11/2013
MD 530.31	Workplace Safety and Health Program	1/2/2013
MD 530.32	Group Life Insurance Program	9/19/2013
Training		
MD 535.1	Employee Training and Development	5/1/2015
MD 535.2	Physicians and Related Occupations Specialty Board Certification Payments	2/21/2006
MD 535.3	Out-Service Training	8/17/2016
• MD 535.4	Use of State Work Program Trainee, County Work Program Trainee, Public Services Trainee and County Public Services Trainee Classes	Rescinded 3/28/2019
• MD 535.5	Use of Trainee Classes in the Classified Service	Rescinded 3/28/2019
MD 535.6	Commonwealth Management Development Program	
MD 535.7	Annual Agency Training Plan and Report	7/8/1999
MD 535.9	Physical and Information Security Awareness Training	10/3/2006
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MD 540.7	Performance Management Program	5/2/2011
Retirement		
MD 570.1	Mandatory Membership in the State Employees' Retirement System	4/7/2014
MD 570.5	Employer Contributions Required on the Purchase of Previously Uncredited State Service	4/7/2014
MD 570.6	Optional Membership in State Employees' Retirement System	4/7/2014
MD 570.8	Reinstatement of Terminated Employees into the State Employees' Retirement System	4/7/2014
MD 570.9	Reinstatement of Furloughed or Otherwise Terminated and Reemployed Employees in the State Employees' Retirement System	4/7/2014
MD 570.11	Amending Data in Retirement and Personnel/Payroll System and Collecting Arrears Balances	4/7/2014
MD 570.12	Furloughed State Employees Retirement System Members' Right to Earn Interest on Member Contributions	4/7/2014
MD 570.13	State Employees' Retirement System, Regional Counseling Centers	4/7/2014
MD 570.14	Deferred Compensation Program	4/7/2014
MD 570.15	Reporting Potential Public Employee Pension Forfeiture Crimes to the State Employees' Retirement System	4/7/2014
MD 570.16	State Employees' Retirement System, Duties of Departments and Agencies	4/7/2014
Civil Service		
• MD 580.2	Civil Service Availability Survey/Interview Notice	Rescinded 3/28/2019
• M 580.2	Furlough of Classified Service Employees Not Covered by Labor Agreements	Rescinded 3/2/2019
MD 580.6	Tabulation of Classified Service Employees	6/16/2006
• MD 580.8	Classified Service Probationary Periods	Rescinded 3/28/2019
• MD 580.10	Conducting Interviews for Classified Service Positions	Rescinded 3/28/2019
• MD 580.11	Documentation of Classified Service Personnel Actions	Rescinded 3/28/2019
• MD 580.12	Recruitment for Classified Service Positions	Rescinded 3/28/2019
• MD 580.13	Report of Personnel Transactions for Non-State Employees	Rescinded 3/28/2019
• MD 580.15	Selective Certification of Classified Service Eligible	Rescinded 3/28/2019

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• MD 580.16	Provisional Employment in the Classified Service		Rescinded 3/28/2019
• MD 580.18	Pennsylvania Residency Requirements for the Classified Service		Rescinded 3/28/2019
• MD 580.19	Promotion in the Classified Service Without Examination		Rescinded 3/28/2019
• MD 580.21	Veterans' Preference on Classified Service Employment Certifications		Rescinded 5/8/2019
• MD 580.23	Resignation from and Reinstatement to the Classified Service		Rescinded 3/28/2019
• MD 580.24	Promotion of Employees in Unskilled Positions into the Classified Service		Rescinded 3/28/2019
• MD 580.25	Political Activities of Classified Service Employees		Rescinded 3/28/2019
• MD 580.26	Transfer or Reassignment of Classified Service Employees		Rescinded 3/28/2019
MD 580.27	Limited Appointments to Positions Exempted from the Classified Service Pursuant to Section 3(c)(4), Civil Service Act		10/28/2009
• MD 580.28	Reallocation to a Lower Class in the Classified Service		Rescinded 3/28/2019
• MD 580.30	Civil Service Leave of Absence and Return Rights		Rescinded 3/28/2019
• MD 580.31	Classified Service Temporary Appointments		Rescinded 3/28/2019
• MD 580.32	Substitute Employment in the Classified Service		Rescinded 3/28/2019
• MD 580.33	Reproductions of Documents for Classified Service Personnel Actions		Rescinded 3/28/2019
• MD 580.34	Removal of Eligibles for Certification or Appointment in the Classified Service		Rescinded 3/28/2019
• MD 580.35	Employees Placed in the Classified Service by Position Reallocation		Rescinded 3/28/2019
• MD 580.37	Promotion by Appointment and Temporary Higher-Level Assignment of Unclassified Service Employees into the Classified Service		Rescinded 3/28/2019
• MD 580.38	Use of Intern Job Titles in the Classified Service		Rescinded 3/28/2019
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MD 590.1	Labor Relations		6/27/2018
MD 590.2	Confidential Positions and Employees		3/8/2006
MD 590.3	Deduction of Union Dues		6/27/2018
MD 590.5	Guidelines to be Followed During Legal or Illegal Strikes		5/25/2006
MD 590.7	Labor Relations—Grievance Administration		6/8/2006
MD 590.8	Classification Grievance Processing		7/9/2012
SUPPLIES, SERVICES, AND EQUIPMENT			
Supplies and Equipment Acquisition/Disposition			
Automotive Services			
MD 615.1	Commonwealth Temporary Transportation Vehicles		2/27/2013
M 615.3	Commonwealth Fleet Procedures Manual		11/10/2011
MD 615.15	Vehicle Parking License Agreements		10/26/2006
MD 615.16	Commonwealth Fleet Policy		11/10/2011
Commodity Standards			
MD 620.1	Coal Sampling and Reporting		10/4/2005
Buildings, Property, and Real Estate			
MD 625.1	Repairs, Alterations, and Improvements to Commonwealth Buildings Under the Direct Supervision of the Department of General Services		10/4/2004
MD 625.2	Inventory of Commonwealth Real Property		9/16/2008
MD 625.3	Moving Employee Household Goods		4/30/2018
MD 625.4	Enforcement of Fire and Panic Regulations		3/27/1991
MD 625.5	Reporting Surplus Real Property		5/6/1996
MD 625.6	Leasehold Improvements		5/1/2009
MD 625.7	Use of Form STD-291, Request for Lease Action and Budget Approval		Rescinded/Obsolete 8/23/2017

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MD 625.8	Contracting for Bargaining Unit Work	2/25/1994
MD 625.10	Card Reader and Emergency Response Access to Certain Capitol Complex Buildings and Other State Office Buildings	6/2/2014
Bonds and Insurance		
• MD 630.2	Reporting of Employee Liability Self Insurance Program Claims	7/10/2018
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Protection and Safety		
MD 720.2	Wage Standards Picketing	2/3/1977
MD 720.5	Energy Conservation and Electrical Devices in Commonwealth-Owned or Leased Buildings	7/25/2008
MD 720.6	Call Trace Procedures for Threatening, Harassing, and Nuisance Telephone Calls	4/25/2016
MD 720.7	Bomb Threats and Suspicious Packages	7/29/2010

[Pa.B. Doc. No. 19-1102. Filed for public inspection July 19, 2019, 9:00 a.m.]