

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 51 Pa.B. 3967 (July 24, 2021). 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 210.01, 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This amendment updates the index for all executive orders, management directives, and manuals issued, amended, and rescinded between July 1, 2021 and June 30, 2022. Changes are indicated by an asterisk (*).

Individuals should subscribe to <https://www.oa.pa.gov/Policies/Pages/default.aspx> to receive e-Alerts to receive notification of published issuances. For questions regarding the Directives Management System, contact OA, EB-DMS at ra-eb-dms@state.pa.us.

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This manual replaces, in its entirety, Manual 210.03, dated July 1, 2021. This manual includes all new and amended issuances through June 30, 2022.

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- Documents with a strike-through have been rescinded.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: Manual 210.03 (Amended). No fiscal impact; (8) recommends adoption.

Annex A

TITLE 4. ADMINISTRATION

PART I. GOVERNOR'S OFFICE

CHAPTER 1. AGENCY OPERATION AND ORGANIZATION

Subchapter A. DIRECTIVES MANAGEMENT SYSTEM

§ 1.4. Index of Issuances.

<i>Executive Orders</i>				
<i>(*) Indicates change.</i>	<i>Number of Issuance</i>	<i>Title of Issuance</i>	<i>Date of Original or Latest Amendment</i>	<i>Current Revisions</i>
	1973-09	Environmental Protection by State Agencies	7/13/1973	
	1974-11	Governor's Interdepartmental Council on Seasonal Farmworkers	11/2/1978	
	1975-05	Commitment Towards Equal Rights	9/19/1978	
	1975-06	Preservation of Historic Resources	5/6/1975	
	1977-05	Implementation of Act No. 1976-101	9/27/1977	
	1978-04	Flood Plain Management	3/1/1978	
	1978-09	Public Information Policies and Practices	5/23/1978	

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	1979-13	Governor's Office of Policy and Planning	9/18/1979	
	1980-03	Life Cycle Costing	2/8/1980	
	1980-18	Code of Conduct	5/16/1984, 1 & 3 Amended	2,4 Rescinded
	1980-20	Pennsylvania Coastal Zone Management Program	9/22/1980	
	1981-03	Scheduling of Bond and Note Issue Sales	1/30/1981	
	1984-03	Accounting and Financial Reporting	10/11/1984	
	1986-01	Commonwealth Single Audit Coordinator	2/24/1986	
	1986-07	Liquor Control Board Sunset: Privatization of State Liquor Monopoly; Transfer of Liquor Control Board Functions	12/1/1986	
	1987-07	State Inspector General	4/6/1987	Rescinded by EO 2020-01—1/2/2020
	1987-09	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	
	1988-08	Pennsylvania State Data Center	7/12/1988	
	1989-03	Master Leasing Program	3/2/1989	
	1990-03	Contractor Responsibility Program	6/29/1990	
	1990-07	Interagency River Island Task Force	10/17/1990. . .1	
	1992-01	Records Management	1/8/1992	
	1993-02	Civil Disorder and Emergency	4/9/1993	
	1993-03	State Land Use Planning—Goals and Objectives for Commonwealth Agencies	8/31/1993	
	1993-04	State Center for Health Statistics and Research	10/13/1993	
	1994-01	State Commission on National and Community Service	1/28/1994	
	1995-01	Judicial Appointments	2/27/1995	Rescinded by EO 2020-03—6/17/2020
	1995-04	Monitoring Supplies of Petroleum Products	7/10/1995	
	1996-01	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	
	1997-02	Developmental Disabilities Council	5/30/1997	
	1997-05	Governor's Advisory Council on Physical Fitness and Sports	9/24/1997	
	1998-01	Governor's Green Government Council		Rescinded by EO 2019-1—1/8/2019
	1998-03	The Pennsylvania Greenways Partnership Commission	8/16/2001	
	1999-01	Land Use Planning	1/7/1999	
	2001-01	Directives Management System	2/13/2001	
	2001-02	State Employee Combined Appeal	2/14/2001	
	2002-04	Prohibition of Sexual Harassment in the Commonwealth	5/3/2002	Rescinded by EO 2021-04—6/15/2021
	2002-05	Disability-Related Policy	5/3/2002	
	2002-06	PA Open for Business	6/6/2002	
	2002-07	Integrating Mediation into State Government	6/14/2002	

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	2002-13	Proposed Keystone Opportunity Improvement Sub-zones	12/31/2002	
	2003-02	Agricultural Land Preservation Policy	3/20/2003	
	2003-04	Workplace Policy for HIV/AIDS	5/5/2003	
	2003-05	Upper Delaware Federal Scenic River	6/22/2003	
	2004-02	Utilization of Commonwealth-Owned and Leased Space	2/18/2004	
	2004-04	Anti-Sweatshop Procurement Policy	3/18/2004	
	2004-05	Pennsylvania Energy Development Authority	4/8/2004	
	2004-06	Minority and Women-Owned Business Opportunities	1/17/2011	
	2004-12	Energy Management and Conservation in Commonwealth Facilities		Rescinded by EO 2019-01—1/8/2019
	2005-04	Proposed Economic Development District	7/14/2005	
	2005-08	Governor's Renewable Agricultural Energy Council	9/20/2005	
	2006-08	Contractor Social Responsibility and Offshore Services	9/14/2006	
	2006-09	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	
	2007-01	Strategic Development Area, Butler County	4/24/2007	
	2007-02	Strategic Development Area, Westmoreland County	4/30/2007	
	2007-03	Commonwealth Automotive Fleet Efficiency Initiative	5/9/2007	
	2007-04	Office of Health Equity	5/21/2007	
	2007-06	Registered Family Child Care Providers	6/14/2007	
	2007-07	Subsidized Child Care Providers Exempt from Certification or Regulation	6/14/2007	
	2007-08	Strategic Development Area, Lehigh County	9/6/2007	
	2007-09	Governor's Advisory Council on Rural Affairs	10/2/2007	
	2008-06	Office of Diversity Management	4/15/2010	
	2008-07	Early Learning Council	9/11/2008	
	2010-03	Pennsylvania-Produced Agricultural Products Program	9/14/2010	
	2011-06	Commonwealth Licensee Tax Responsibility Program	9/15/2011	
	2011-09	Small Business Procurement Initiative	11/21/2011	
	2011-10	Veteran-Owned Small Business Procurement Initiative	12/7/2011	
	2012-03	Pennsylvania Homeland Security	2/22/2012	
	2012-05	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	
	2013-02	Rescission of Executive Order 1987-3 Transfer of Waynesburg Youth Development Center to the Department of Corrections	3/18/2013	
	2013-03	Governor's Advisory Council on Veterans Services	11/11/2013	Amended 11/4/2019
	2014-02	Pennsylvania Justice Network (JNET) Governance Structure	3/18/2014	

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	2014-04	Transition Period for the Pennsylvania Health Care Cost Containment Council	7/1/2014	
	2014-05	Rescission of: Executive Order 2003-1, Executive Order 2010-2 As Amended, and Executive Order 2011-4	7/31/2014	
	2015-01	Executive Branch Employee Gift Ban	1/20/2015	
	2015-02	Competitive Process for Procurement of Legal Services	1/20/2015	
	2015-03	Leasing of State Forest and State Park Land for Oil and Gas Development	1/29/2015	
	2015-04	Governor's Office of Transformation, Innovation, Management and Efficiency ("GO TIME")	2/1/2018	
	2015-05	Participant-Directed Home Care Services	2/27/2015	
	2015-06	State Emergency Operations Plan	4/16/2015	
	2015-07	Governor's Advisory Commission on African American Affairs	8/4/2015	
	2015-08	Governor's Advisory Commission on Latino Affairs	8/4/2015	
	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	
*	2016-02	Minimum Wage for Employees of the Commonwealth and of Organizations Receiving State Contracts	3/7/2016	Amended 1/25/2022
	2016-03	Establishing "Employment First" Policy and Increasing Competitive Integrated Employment for Pennsylvanians with a Disability	3/10/2016	
	2016-04	Equal Employment Opportunity	4/7/2016	
	2016-05	Contract Compliance	6/18/2016	
	2016-06	Enterprise Information Technology Governance	4/18/2016	Amended 10/26/2020
	2016-07	Open Data, Data Development, and Data Governance	4/18/2016	Amended 7/24/2019
	2016-08	Rescission of Executive Orders	12/5/2016	
	2017-02	Pennsylvania Commission on Women	10/6/2017	
	2017-03	Review of State Professional and Occupational Licensure Board Requirements and Processes	10/24/2017	
	2017-04	Intergovernmental Affairs	12/20/2017	
	2017-05	Early Learning Investment Commission	12/20/2017	
	2017-06	Public Private Partnership	12/20/2017	
	2017-07	Governor's Invasive Species Council	12/20/2017	
	2018-01	Governor's Office for Performance through Excellence (OPE)	2/1/2018	Amended 9/10/2020
	2018-03	Equal Pay for Employees of the Commonwealth	6/6/2018	
	2018-04	Pennsylvania Workforce Investment Board	8/2/2018	
	2018-05	EO 2018-5—Governor's Census 2020 Complete Count Commission	9/10/2018	

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	2018-06	Pennsylvania Commission on LGBTQ Affairs	8/6/2018	
	2018-07	Pennsylvania Redistricting		
	2018-08	PFAS Action Team	9/19/2018	
	2019-01	Commonwealth Leadership in Addressing Climate Change and Promoting Energy Conservation and Sustainable Governance	1/8/2019	
	2019-02	Keystone Economic Development and Workforce Command Center	2/19/2019	
	2019-03	Pennsylvania State Employee Military Service Recognition Campaign	6/14/2019	
	2019-04	Establishing a “Citizen-First” Government and Promoting Customer Service Transformation	7/24/2019	
	2019-05	Protection of Vulnerable Populations	7/31/2019	
	2019-06	Reducing Gun Violence	8/16/2019	
	2019-07	Commonwealth Leadership in Addressing Climate Change Through Electric Sector Emissions Reductions	10/3/2019	Amended 6/22/2020
	2020-01	Office of Inspector General	1/2/2020	
	2020-02	Extension of Deadline for Receipt of Absentee and Mail-In Ballots in Certain Counties	06/01/2020	Expired 7/2/2020
	2020-03	Judicial Advisory Commission	6/17/2020	
	2020-04	Pennsylvania State Law Enforcement Citizen Advisory Commission	7/17/2020	Amended 4/30/2020
	2020-05	Health Care Reform Council	10/2/2020	
	2021-01	Extension of Deadline for Filing of Annual Campaign Finance Reports	2/1/2021	Expired 2/5/2021
*	2021-02	Governor’s Transportation Revenue Options Commission	3/12/2021	Amended 3/18/2021— Expired 8/1/2021
*	2021-03	Sustaining Regulatory Relief Outside the Covid-19 Emergency	4/8/2021	Expired 7/1/2021
	2021-04	Prohibition of Sexual Harassment in the Commonwealth	6/15/2021	
*	2021-05	Pennsylvania Redistricting Advisory Council	9/13/2021	
*	2021-06	Worker Protection and Investment	10/21/2021	
*	2021-07	Environmental Justice	10/28/2021	
*	2021-08	No Surprises Act Implementation	12/20/2021	

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BUDGET				
General				
	MD 105.01	Allocation and Allotment of Funds for ICS Transactions	9/20/2019	
	MD 105.02	Contingent Commitments	Rescinded/Obsolete 10/11/2018	
	MD 105.04	Allocation and Allotment of Funds for Non-ICS Transactions	Rescinded/Obsolete 10/11/2018	
	MD 105.05	Use of the Determination of Tax-Exempt Category for Capital Projects From	11/2/2020	

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Budget Preparation			
	M 110.01	*2019-20 Budget Instructions	8/16/2021
	MD 110.02	Request for Approval of Federal Funds	1/14/1985
	MD 110.03	Budgeting and Accounting for Federal Appropriations	Rescinded/Obsolete 10/11/2018
MANAGEMENT/ADMINISTRATIVE SUPPORT			
General			
	MD 205.04	Delegation of Authority to Sign and Delegation to Authorize SAP Payments	5/11/2009
	MD 205.06	Defense of Suits Against Commonwealth Employees	9/30/1986
	MD 205.09	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	Rescinded 1/19/2021
	MD 205.31	Pro Bono Publico Legal Services	2/11/1999
	MD 205.32	Hiring/Contracting Sign Language Interpreters/Translitterators	9/12/2014
	MD 205.33	Workplace Violence	6/16/2014
	MD 205.34	Commonwealth of Pennsylvania Information Technology Acceptable Use Policy	2/18/2021
	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
	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

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Management Programs			
	MD 210.01	Directives Management System	5/2/2011
	M 210.01	The Commonwealth of Pennsylvania Employee Records Management Manual	5/20/2010
*	M 210.03	Index of Issuances	7/1/2022
	MD 210.04	Central Microfilm Management	11/18/2002
	M 210.04	Forms Management	8/16/1983. . .1-2
	MD 210.05	The Commonwealth of Pennsylvania State Records Management Program	10/31/2017
	M 210.05	Standard (STD) Forms Management	9/15/1998
	M 210.06	Publications Management	8/1/1984. . .1
	M 210.07	State Records Management Manual	6/8/2004
	MD 210.08	Micrographics Procedures to be Used in Conjunction with Central Microfilm Management	11/18/2002
	M 210.08	Vital Records Disaster Planning	5/9/1995
*	M 210.09	The Commonwealth of Pennsylvania General Records Retention and Disposition Schedule	2/22/2022
	MD 210.11	Acceptance of Imaged Documents	6/16/1997
	MD 210.12	Electronic Commerce Initiatives and Security	12/23/2010
Contracts Management			
	M 215.03	Procurement Handbook	6/30/2017
	MD 215.08	Contractor Integrity Provisions for Commonwealth Contracts	1/14/2015
	MD 215.09	Contractor Responsibility Program	12/1/2020
	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
Central Services			
	MD 220.01	Commonwealth Media Services	9/1/2017
	MD 220.09	Publication Services	11/25/2013
	MD 220.11	Preservation of Commonwealth Deeds	3/7/2013
	M 230.01	Commonwealth Travel Procedures Manual	12/13/2019
	MD 230.06	Travel Expenses of Job Applicants	11/1/2011
	MD 230.07	Remittance of Witness Fees	8/6/2010
	MD 230.10	Commonwealth Travel Policy	12/13/2019
Information Technology Management			
	MD 240.07	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	Rescinded 1/25/2022
	MD 245.13	Strategic Direction for Information Technology Investments	2/8/2006
	MD 245.15	Pennsylvania Statewide Radio Network	12/5/2016
	MD 245.16	Pennsylvania Justice Network (JNET) Governance Structure	3/18/2014
	MD 245.18	IT Administrator Acceptable Use, Auditing and Monitoring, Incident Notification, and Response Policies and Procedures	2/7/2006
	MD 245.19	Enterprise Technology Security Council	8/17/2016
Public Information Program			
	MD 250.01	Notice of Public Meetings	4/25/2016

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Organization and Space Management			
	MD 260.01	Reorganization Requests	3/2/2017
*	M 260.01	Manual for Space Utilization	5/19/2022
FINANCIAL MANAGEMENT			
General			
	MD 305.02	Standard Check Endorsement Procedure	5/22/2009
	MD 305.03	Responsibilities of Comptroller Operations	4/8/2021
	MD 305.04	Payments to Counties	10/3/2012
	MD 305.05	Cash Management	5/22/2009
	MD 305.06	Withholding Payments to Municipalities (Act No. 166 of 1978)	5/1/1997
	MD 305.07	Interest Penalties for Late Payments	3/10/2014
	MD 305.08	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	11/18/2019
	MD 305.20	Grant Administration	3/2/2018
*	MD 305.21	Federal Award Payments to Local Governments and Other Subrecipients	5/10/2022
	MD 305.22	Commonwealth Licensee Tax Responsibility Program	11/14/2011
Accounting			
	MD 310.01	Fiscal Guidelines for Federal Reimbursement of Disaster Related Expenditures	1/5/1983
	M 310.01	Agency Operated Advancement Accounts	8/11/1999
	M 310.02	Definitions of Major and Minor Objects of Expenditures	8/26/1998. . .1
	MD 310.03	Encumbering and Lapsing of Appropriations	4/4/2018
	MD 310.09	Purpose and Use of Restricted Receipt and Restricted Revenue Accounts	1/9/2020
	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	Rescinded 8/7/2020
*	MD 310.12	Refunding Fees and Charges Collected in Error	11/23/2021
	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	5/16/2022
*	MD 310.15	Tax Identification Numbers Assigned to the Commonwealth and its Agencies	11/1/2021
	MD 310.19	Accounting for Disbursement of Funds for Interagency Agreements, Memorandums of Understanding, and Notifications of Subgrant	9/4/2020
	MD 310.20	Charging Equipment Expenditures to Federal Programs	Rescinded 1/6/2020
	MD 310.23	Commonwealth Purchasing Card Program	4/5/2013
	MD 310.24	Accepting Debit and Credit Cards for Commonwealth Revenues	11/18/2019
	MD 310.25	Transfers of Revenue or Expenses in SAP	1/10/2011

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*	MD 310.26	Vendor Data Management Unit (VDMU) for Agencies Using SAP	Rescinded 11/18/2021
*	MD 310.27	Month-End Closing Processes	Rescinded 5/13/2022
*	MD 310.28	Use of One-Time Vendor Records in SAP	5/12/2022
*	MD 310.29	Using Value (Service) Date in SAP	5/13/2022
*	MD 310.30	Pennsylvania Electronic Payment Program (PEPP)	Rescinded 7/16/2021
*	MD 310.31	Purchase Order Receiving, Invoice Processing and Invoice Reconciliation Processes	11/1/2021
	MD 310.32	Voyager Fleet Card Invoice Processing for Agencies Using SAP	2/12/2020
*	MD 310.33	Processing Electronic Invoices in SAP	2/1/2022
*	MD 310.34	Use of Agency-Level Dun & Bradstreet Data Universal Numbering System (DUNS) Numbers in Applications for Federal Grants and Cooperative Agreements	2/10/2022
	MD 310.36	Identifying, Recording, and Reporting Computer Software as a Capital Asset	12/10/2009
	MD 310.37	Approving, Monitoring, and Accounting for New Information Technology Application Projects	7/20/2012
*	MD 310.38	Commonwealth Loan Accounting, Financial Management, and Reporting	5/17/2022
*	MD 310.39	Establishment, Collection, and Management of Master Data for Customers, Vendors, and Business Partners	11/18/2021
*	MD 310.40	Automated Clearing House (ACH) Payments	7/16/2021
*	MD 310.41	Reporting of General Tort Fund Claims	9/15/2021
*	MD 310.42	Preparation and Management of Closing Activities	5/13/2022
Payroll			
*	MD 315.01	Calculation and Payment of Statutory Salaries	2/1/2022
*	MD 315.06	Employees' Requests for State or Federal Income Tax Withholding	5/12/2022
	MD 315.08	Restitution of Overpayments and Collections of Employee Debts	3/26/2021
*	MD 315.09	Withholding of Delinquent Local Taxes from Employees' Paychecks	11/23/2021
	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	11/1/2021
	MD 315.16	Payment of Annuitant Medical and Hospital Benefits	6/21/2013
*	MD 315.17	Direct Deposit of Pay and Travel Reimbursement	5/17/2022
	MD 315.20	Taxability of the Use of State-Provided Vehicles	9/5/2018
*	MD 315.22	Preparation and Filing of Federal Forms 1099 and 1096	Rescinded 11/24/2021
	MD 315.25	Pennsylvania Personal Income Tax	11/22/2011
*	MD 315.26	Backup Withholding on Missing and/or Incorrect Taxpayer Identification Numbers	11/18/2021
	MD 315.27	Recoupment of Conversion Pay Amounts	1/19/2021
*	MD 315.28	Taxability of State-Provided Parking	2/1/2022
	MD 315.30	Local Services Tax	8/29/2016
*	MD 315.31	Preparation, Distribution, Processing and Filing of Internal Revenue Service Forms 1099	11/24/2021

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Audits			
*	MD 325.02	Audit Inquiry Relative to Agency Litigation, Claims, and Assessments	11/1/2021
	MD 325.03	Performance of Audit Responsibilities	1/10/2011
*	MD 325.05	State Level Single Audit Costs	Rescinded 11/18/2021
	MD 325.06	Auditing Computer-Based System	1/10/2011
*	MD 325.07	Implementation of the Commonwealth's State-Level Single Audit	11/18/2021
*	MD 325.08	Remedies for Recipient Noncompliance with Audit Requirements	11/24/2021
*	MD 325.09	Processing Audits of Federal Pass-Through Funds	1/10/2022
	MD 325.10	Review of Auditor General, Treasury, Legislative Budget and Finance Committee, and Other Audit Reports	8/27/2009
*	MD 325.11	Evaluating Agency Internal Controls and Financial Risk through Self-Assessment	Rescinded 10/1/2021
*	MD 325.12	Standards for Enterprise Risk Management in Commonwealth Agencies	10/1/2021
	MD 325.13	Service Organization Controls	11/22/2017
EQUAL EMPLOYMENT OPPORTUNITY (EEO)			
Equal Employment Opportunity Programs			
	M 410.03	Guidelines for Equal Employment Opportunity Plans and Programs	12/18/2007
	MD 410.10	Guidelines for Investigating and Resolving Internal Discrimination Complaints	12/5/2012
	MD 410.11	Commonwealth's Equal Employment, Outreach, and Employment Counseling Program	5/8/1997
EMPLOYEE DEVELOPMENT AND UTILIZATION			
General			
	MD 505.01	Employee Furlough Policy	2/16/2006
	MD 505.02	Salaried Complement Management and Control	8/7/2014
	M 505.02	Personnel Management Review	7/9/1997
	M 505.03	State Employee Assistance Program	3/13/2017
	M 505.05	Commercial Driver License Drug and Alcohol Testing and Related Procedures	7/25/2013
	M 505.06	An Agency Guide to Workplace Violence Prevention and Response	6/16/2014
	MD 505.07	Personnel Rules	11/9/2010
	MD 505.09	Standard Abbreviations for Use with the Compensation Plan and SAP R/3 System	3/11/2004
	MD 505.11	Emergency Assignments of Employees During Emergencies	6/17/1998
	MD 505.15	Employee Mobility Information Program	4/12/2012
	MD 505.18	Maintenance, Access, and Release of Employee Information	9/23/2014
	MD 505.20	Wage Complement Management and Control	12/27/2011
	MD 505.21	Office Hours	7/19/2018
	MD 505.22	State Employee Assistance Program	3/13/2017
	MD 505.23	Employee Recognition Program	7/31/2012
	MD 505.25	Substance Abuse in the Workplace	3/13/2017
	MD 505.26	HIV/AIDS and Other Bloodborne Infections/Diseases in the Workplace	12/11/2013
	MD 505.27	Worker and Community Right-to-Know Act	3/22/2017
	MD 505.28	Family Care Account Program	8/22/2013
	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 505.33	Working from Home During Emergencies Including a Pandemic Influenza Event	8/20/2007
	MD 505.34	Commercial Driver License Drug and Alcohol Testing Requirements	7/25/2013
	MD 505.35	Alternative Work Schedule	7/25/2018
	MD 505.36	Telework	4/7/2021
Employment			
	MD 515.02	Transfer of Employees from One Agency to Another	1/20/2016
	MD 515.03	Classified Service Emergency Appointments	Rescinded 3/28/2019
	MD 515.04	Seniority Rights of Commonwealth Employees	7/12/2006
	MD 515.10	Selection and Appointment to Non-Civil Service Positions	2/16/2006
	MD 515.12	Confidential Employees	9/28/2004
	MD 515.15	Employment-Related Verification and Background Checks	3/6/2019
	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
Classification			
	MD 520.03	Unclassified Codes	7/10/2012
	MD 520.04	Position Classification Post-Audits	11/21/2011
	MD 520.05	Centralized Job Control System	3/25/2013
	MD 520.06	Position Classification	9/14/2020
	MD 520.07	Development and Validation of Job Standards	6/12/2012
	MD 520.08	Pay Action Effective Dates for Changes to Position Classifications and the Commonwealth's Classification and Compensation Plan	11/2/2012
	MD 520.09	Appointments Above the Minimum	1/23/2019
	MD 520.10	Position Descriptions	10/23/2014
Pay			
	MD 525.04	Temporary Assignment in Higher Classification	5/3/2013
*	MD 525.06	Payroll Advances	11/24/2021
	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] Processing Notices and Releases of Internal Revenue Service Levies	7/6/2020
Benefits			
*	MD 530.01	Agency Benefit Coordinators	5/12/2022
	M 530.02	Injury Leave Manual	2/2/2016
*	M 530.03	Group Life Insurance Program Manual	Rescinded 5/13/2022
	M 530.07	Absence Program	4/23/2009
	MD 530.08	Motor Vehicle Financial Responsibility Law	4/25/2014
*	MD 530.09	Social Security Records	2/1/2022
	M 530.09	Unemployment Compensation Insurance	12/7/1998
	MD 530.10	Administrative Leave to Complete in International and World Championships	7/20/2010

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	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
	MD 530.27	Leave Related Policies for Employees Excluded from Earning Leave and Leave Service Credit	2/7/1997
	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	Rescinded 5/13/2022
Training			
	MD 535.01	Employee Training and Development	5/1/2015
	MD 535.02	Physicians and Related Occupations Specialty Board Certification Payments	2/21/2006
	MD 535.03	Out-Service Training	8/17/2016
	MD 535.04	Use of State Work Program Trainee, County Work Program Trainee, Public Services Trainee and County Public Services Trainee Classes	Rescinded 3/28/2019
	MD 535.05	Use of Trainee Classes in the Classified Service	Rescinded 3/28/2019
	MD 535.06	Commonwealth Management Development Program	Rescinded 9/4/2020
	MD 535.07	Annual Agency Training Plan and Report	7/8/1999
*	MD 535.09	Physical and Information Security Awareness Training	1/25/2022
Performance Evaluations			
	MD 540.07	Performance Management Program	5/2/2011
Retirement			
	MD 570.01	Mandatory Membership in the State Employees' Retirement System	4/7/2014
	MD 570.05	Employer Contributions Required on the Purchase of Previously Uncredited State Service	4/7/2014
	MD 570.06	Optional Membership in State Employees' Retirement System	4/7/2014
	MD 570.08	Reinstatement of Terminated Employees into the State Employees' Retirement System	4/7/2014
	MD 570.09	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

STATEMENTS OF POLICY

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	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	7/1/2022
Civil Service			
	MD 580.02	Civil Service Availability Survey/Interview Notice	Rescinded 3/28/2019
	M 580.02	Furlough of Classified Service Employees Not Covered by Labor Agreements	Rescinded 3/28/2019
	MD 580.06	Tabulation of Classified Service Employees	6/16/2006
	MD 580.08	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
	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 Eligible 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
Labor Relations			
	MD 590.01	Labor Relations	6/27/2018
	MD 590.02	Confidential Positions and Employees	3/8/2006
	MD 590.03	Deduction of Union Dues	6/27/2018
	MD 590.05	Guidelines to be Followed During Legal or Illegal Strikes	5/25/2006
	MD 590.07	Labor Relations—Grievance Administration	6/8/2006
	MD 590.08	Classification Grievance Processing	8/20/2020

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SUPPLIES, SERVICES, AND EQUIPMENT			
Supplies and Equipment Acquisition/Disposition			
Automotive Services			
	MD 615.01	Commonwealth Temporary Transportation Vehicles	2/27/2013
	M 615.03	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 620.01	Coal Sampling and Reporting	10/4/2005
Buildings, Property, and Real Estate			
	MD 625.01	Repairs, Alterations, and Improvements to Commonwealth Buildings Under the Direct Supervision of the Department of General Services	10/4/2004
	MD 625.02	Inventory of Commonwealth Real Property	9/16/2008
	MD 625.03	Moving Employee Household Goods	4/30/2018
	MD 625.04	Enforcement of Fire and Panic Regulations	3/27/1991
	MD 625.05	Reporting Surplus Real Property	5/6/1996
	MD 625.06	Leasehold Improvements	5/1/2009
	MD 625.08	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 630.02	Reporting of Employee Liability Self Insurance Program Claims	7/10/2018
COMMONWEALTH PROGRAMS			
Protection and Safety			
	MD 720.02	Wage Standards Picketing	2/3/1977
*	MD 720.05	Energy Management and Conservation in Commonwealth-Owned or Leased Facilities	9/21/2021
*	MD 720.06	Call Trace Procedures for Threatening, Harassing, and Nuisance Telephone Calls	5/12/2022
	MD 720.07	Bomb Threats and Suspicious Packages	7/29/2010

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