

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 38 Pa.B. 6943 (December 20, 2008). 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.

NAOMI WYATT,
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.)

INDEX OF ISSUANCES

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*. This manual is amended weekly 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 This amendment updates the index for all executive orders, management directives, and manuals issued, amended, and rescinded between July 1, 2008, and June 30, 2009.

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 M210.3* dated August 11, 2008.

This manual includes all new and amended issuances through June 30, 2009.

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.
- Documents that have been rescinded are indicated as rescinded.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 2009-210.3. No fiscal impact; (8) recommends adoption.

Annex A

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245.16	Pennsylvania Justice Network (JNET) Governance Structure	3/7/2006
245.17	Commonwealth of Pennsylvania Public Safety Communications Council	12/19/2006
245.18	IT Administrator Acceptable Use, Auditing and Monitoring, Incident Notification, and Response Policies and Procedures	2/7/2006
245.19	Enterprise Technology Security Council	5/3/2006
Manuals.		
M245.2	State Computer Maintenance Contract for Terminals, Microcomputers Printers, and Other Related Peripheral Equipment	Rescinded/Obsolete 10/18/2005
M245.4	Policy for Personal Computers and Networks (PCs/LANs)	Rescinded/Obsolete 11/2/2005

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Public Information Programs			
250.1	The Sunshine Act Meeting Notices	9/22/1995	
250.3	State Contracts Information Document	Rescinded by M215.3 Rev. 2—10/5/2001	
Organization and Space Management			
260.1	Organization Requests	10/17/2005	
260.2	Reorganization Plans for Transfers of Functions Between Agencies	11/16/1987	
Manual.			
M260.1	Manual For Space Utilization.....	3/11/2004	
FINANCIAL MANAGEMENT			
General			
305.2	Standard Check Endorsement Procedure	5/22/2009	
305.3	Responsibilities of Comptroller Operations.....	3/19/1997	
305.4	Payments to Counties	5/24/2000	
305.5	Cash Management	5/22/2009	
305.6	Withholding Payments to Municipalities (<i>Act No. 166 of 1978</i>)	5/1/1997	
305.7	Interest Penalties for Late Payments.....	5/11/2009	
305.8	Commonwealth Bank Accounts and Special Banking Services	6/11/1997	
305.9	Use of Forms STD-419/419L, Refund of Expenditures, and STD-420/C420/420L, Transmittal of Revenue, When Unaccompanied by Remittances	Rescinded by MD305.11—5/22/2009	
305.10	Receipt of Federal Funds by Wire Transfer	1/23/1989	
305.11	Depositing Checks, Money Orders and Cash	5/22/2009	
305.12	Accounting, Reporting, and Cash Management of Federal Grants and Contracts	1/25/1999	
305.13	Use of Forms STD-419/419L, Refund of Expenditures, and STD-420/C420/420L, Transmittal of Revenue, When Accompanied by Remittances	Rescinded by MD305.11—5/22/2009	
305.14	Identifying Payments to Local Governments and Other Subrecipients...	Rescinded by MD305.21—6/13/2003	
305.15	Processing and Distributing Returned Checks.....	8/30/1989	
305.16	Lobbying Certification and Disclosure	7/3/2003	
305.17	Preparation and Use of Form STD-417, Adjustment Memorandum From Department of Revenue to Treasury Department	Rescinded by MD305.11—5/22/2009	
305.18	Obtaining Authority for Electronic Approval of Commonwealth Voucher Transmittals.....	Rescinded/Obsolete—8/24/2006	
305.19	Identification of Boards, Commissions, and Councils.....	8/15/1997	
305.20	Grant Administration	5/26/2000	
305.21	Payments to Local Governments and Other Subrecipients	9/23/2005	
305.22	Commonwealth Business License Information Exchange Program	4/13/2006	
Accounting			
310.1	Fiscal Guidelines for Federal Reimbursement of Disaster Related Expenditures	1/5/1983	
310.3	Encumbering and Lapsing of Appropriations	5/4/1998.....	1
310.7	Report of Lapse (STD-292).....	Rescinded/Obsolete 2/10/2006	
310.8	Postage Due Procedures.....	1/8/1987	
310.9	Purpose and Use of Restricted Receipt and Restricted Revenue Accounts	11/20/1978	
310.10	Collection, Requests for Compromise, and Write-Off of Delinquent Claims	8/29/1996	

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310.11	Payment and Financial Reporting Requirements for Non-Preferred Appropriations.....	1/19/1982.....	1
310.12	Refunding Erroneously Collected Fees and Charges	4/30/1982	
310.13	Generally Accepted Accounting Principles (GAAP).....	6/13/1995	
310.14	Fixed Asset Accounting and Reporting.....	Rescinded/Obsolete	2/10/2006
310.14	General Capital Asset and Other Fixed Asset Accounting and Reporting in SAP.....	2/3/2003	
310.15	Agency Federal ID Numbers.....	6/7/1996	
310.16	Advancement Account Balances.....	8/21/1987	
310.17	Accounting for Payments of Federal Funds to Subrecipients.....	Rescinded by MD305.21—6/13/2003	
310.18	Reporting of Pending or Threatened Claims.....	Rev. 1—5/27/1999	
310.19	Accounting for Disbursement 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	9/4/1997	
310.20	Charging Equipment Expenditures to Federal Programs.....	8/31/1994	
310.21	Master Lease Tracking System.....	4/21/1995	
310.22	Central Vendor Information System	Rescinded/Obsolete	6/17/2006
310.23	Commonwealth Purchasing Card Program.....	5/11/2009	
310.24	Accepting Debit/Credit Cards for Commonwealth Revenues	9/3/2008	
310.25	Transfers of Revenue or Expenses in SAP.....	12/5/2002	
310.26	Central Vendor Management Unit (CVMU)	2/9/2004	
310.27	Month-End Closing Processes.....	12/14/2005	
310.28	Use of One-Time Vendor Records in SAP	6/16/2006	
310.29	Using Value (Service) Date in SAP	6/10/2009	
310.30	Pennsylvania Electronic Payment Program (PEPP).....	5/22/2009	
310.31	Purchase Order Receiving, Invoice Processing and Invoice Reconciliation Processes.....	5/11/2009	
Manuals.			
M310.1	Agency Operated Advancement Accounts	8/11/1999	
M310.2	Definitions of Major and Minor Objects of Expenditures	8/26/1998.....	1
M310.3	Manual of Accounting	7/17/1996	
M310.4	Fixed Asset Accounting System	Rescinded/Obsolete	2/10/2006
M310.10	Revenue and Receipts Accounting Subsystem	Rescinded/Obsolete	2/10/2006
M310.11	Budget Control Subsystem	Rescinded/Obsolete	2/10/2006
M310.12	General Ledger Subsystem	Rescinded/Obsolete	2/10/2006
M310.13	Project Accounting Subsystem	Rescinded/Obsolete	2/10/2006
M310.14	Grant Accounting Subsystem	Rescinded/Obsolete	2/10/2006
M310.15	Commitment and Expenditure Control Subsystem.....	Rescinded/Obsolete	2/10/2006
M310.16	ICS Information System (IIS) Terminal Operators Manual.....	Rescinded/Obsolete	2/10/2006
Payroll			
315.1	Calculation and Payment of Statutory Salaries.....	1/9/2009	
315.6	Employees' Requests for Additional State or Federal Income Tax Withholding	1/6/1981	
315.7	Employee Payroll Deductions for Credit Unions	6/1/1989.....	1-2-3
315.8	Restitution of Overpayments.....	10/1/1997	
315.9	Withholding of Delinquent Local Taxes from Employees' Paychecks.....	11/4/1996	

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315.10 Recording and Reporting of Wage, Overtime, Shift Differential, and Short-Term Leave Without Pay	Rescinded/Obsolete	2/10/2006
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 Charges for State Employees Residing or Subsisting in Commonwealth Facilities	5/29/1997	
315.15 Withholding of Pennsylvania Higher Education Assistance Agency Loans from Employee Paychecks	8/28/2008	
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	11/28/1990	
315.19 Check Distribution Codes	9/20/1993	
315.20 Taxability of the Use of State-Provided Vehicles	11/17/2008	
315.21 Deductions for U.S. Savings Bonds	11/7/1985	
315.22 Preparation and Filing of Federal Forms 1099 and 1096	1/3/1995	
315.23 Processing Employee's Withholding Allowance Certificate (W-4)	2/9/1988	
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	6/18/2008	
315.29 Mailing SAP-Generated Checks	12/5/2002	

Manual.

M315.1 Municipal Tax Rate Schedules	Rescinded by Rev. 3—4/1/2002	
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Audits

325.2 Audit Inquiry Relative to Agency Litigation, Claims, and Assessments ..	9/12/2008	
325.3 Performance of Audit Responsibilities	9/14/1994	
325.4 Agency Annual Audit Plan	6/11/2001	
325.5 Single Audit Costs—State Level	9/27/2000	
325.6 Auditing Computer Based Systems	6/12/1987	
325.7 Implementation of the Commonwealth's State Level Single Audit	7/13/1998	
325.8 Remedies for Recipient Noncompliance with Audit Requirements	6/11/1999	
325.9 Processing Audits of Federal Pass-Through Funds	8/26/2008	
325.10 Review of Auditor General, Treasury, and Legislative Budget and Finance Committee Audit Reports	8/31/1994	

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

Equal Employment Opportunity Programs

410.5 Affirmative Action Program	Rescinded by M210.3—4/8/1997	
410.9 Personnel Procedures for Affirmative Action Analysts, Affirmative Action Directors, and Compliance Specialists	Rescinded by M210.3—4/8/1997	
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	

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M410.3	Guidelines for Equal Employment Opportunity Plans and Programs	12/18/2007	
EMPLOYEE DEVELOPMENT AND UTILIZATION			
General			
505.1	Employee Furlough Policy	2/16/2006	
505.2	Salaried Complement Management System	12/1/2006	
505.4	Salaried Complement Control	2/18/1982	1
505.7	Personnel Rules	10/9/2008	
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	3/11/2004	
505.11	Emergency Assignments of Employees During Emergencies	6/17/1998	
505.12	Annual List of Employees	6/26/2001	
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	2/14/2003	
505.20	Wage Complement Management and Control	11/10/1999	
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	
505.26	HIV/AIDS and Other Bloodborne Infections/Diseases in the Workplace . .	3/18/2005	
505.27	<i>The Worker and Community Right to Know Act (P. L. 734, No. 159)</i>	8/3/1993	
505.28	Family Care Account Program	10/11/2005	
505.29	Commercial Driver License Drug and Alcohol Testing Requirements	Rescinded by M505.5—11/5/1999	
505.30	Prohibition of Sexual Harassment in Commonwealth Work Settings	6/19/2002	1
505.31	Domestic Violence and the Workplace	5/31/2004	
505.32	Governor's Awards for Excellence	11/12/2008	
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	Personnel Records Retention and Disposition Schedule	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	
515.17	Computer Systems Intern Program	8/29/1989	
515.18	Supplementary Employment	7/7/1998	

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515.19	Accounting Intern Program	10/7/1985	
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	
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	
525.8	Processing of Pay Increments	Rescinded by M210.3—4/8/1997	
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 of Payments	6/28/1991	
525.20	Implementation & Maintenance of Local Service Tax	10/10/2008	
Manual.			
M525.2	Commonwealth Pay Plan	Rescinded by M210.3—3/12/2004	
Benefits			
530.1	Agency Employee Services Coordinators	5/16/2006	
530.2	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	1/18/1996	
530.4	State Paid Benefits While on Sick, Parental, or Family Care Leave Without Pay	3/11/2008	
530.8	<i>Motor Vehicle Financial Responsibility Law</i>	7/22/1997	
530.9	Social Security Records	10/9/1997	
530.10	Administrative Leave to Compete in International and World Championships	7/23/1996	
530.11	Benefit Rights of Permanent and Temporary Employees	7/25/2006	
530.14	Payment for Leave	Rescinded by MD530.14 Rev. 1 M210.3—10/3/1999	
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	11/13/2007	
530.18	Benefit Rights of Furloughed Employees	2/24/1997	
530.20	State Paid Benefits While on Cyclical Leave Without Pay	7/8/1997	
530.21	Paid Leave for Blood Donation	5/13/1997	

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530.22	Unemployment Compensation, Noncovered Employment—"Major Nontenured Policymaking or Advisory Positions"	11/20/1996	
530.23	State Employee Combined Appeal	2/1/2008	
530.24	Retired Employees Health Program Eligibility Requirements.	4/7/2009	
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	State Police Health Program/State Police Supplemental Benefits Program Administrative Manual	6/5/2001.....	1-2
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
M530.20	Commonwealth of Pennsylvania Employee Benefits	Rescinded by M210.3—03/18/2005	
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 Classes	2/16/1984	
535.5	Use of Trainee Classes in the Classified Service	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	
Performance Evaluations			
540.7	Employee Performance Review.....	3/5/2002	
Retirement			
570.1	State Employees' Retirement System, Duties of Departments and Agencies	5/8/2006	
570.2	Use of Form SERS-147 to Elect Membership in Full Coverage Retirement Group.....	Rescinded/Obsolete	11/28/2005
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	
570.7	Credited State Service	Rescinded/Obsolete	11/28/2005

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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	
570.10 Final Average Salary—Part-Time Service, State Employees' Retirement System.....	Rescinded/Obsolete	11/28/2005
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	
Manual.		
M570.3 State Employees' Retirement System Counselors' Manual.....	Rescinded/Obsolete	1/31/2001
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	
580.17 Performance Evaluations to Determine Order of Furlough for Classified Service Employees	Rescinded by M580.2—	10/16/1997
580.18 Pennsylvania Residency Requirements for the Classified Service	2/15/2005	
580.19 Promotion in the Classified Service Without Examination.....	12/4/2001	
580.20 Classified Service Furlough and Reemployment	Rescinded by M580.2—	10/16/1997
580.21 Veterans' Preference on Classified Service Employment Lists.....	5/5/2008	
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	
580.25 Political Activities of Classified Service Employees	9/30/1992	
580.26 Transfer or Reassignment of Classified Service Employees	2/28/1990	
580.27 Limited Appointments to Positions Exempted from the Classified Service Pursuant to <i>Section 3(c)(4), Civil Service Act</i>	2/18/1988	
580.28 Reallocation to a Lower Class in the Classified Service	2/27/1990	
580.29 Rapid Promotion Examinations in the Classified Service.....	Rescinded/Obsolete	5/17/2006
580.30 Classified Service Leave Without Pay and Return Rights	3/24/1986	
580.31 Classified Service Temporary Appointments.....	8/14/2006	
*Special Distribution		
Civil Service		
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.....	5/20/2002	

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580.35	Employees Placed in the Classified Service by Position Reallocation	3/29/1988	
580.36	Engineering Intern Program	1/14/1994	
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.			
M580.1	Certification of Eligibles for the Classified Service	4/7/1997	
M580.2	Furlough of Classified Service Employees Not Covered by Labor Agreements	6/22/2007	
Labor Relations			
590.1	Labor Relations	11/27/2007	
590.2	Confidential Positions and Employees	3/8/2006	
590.3	Deduction of Union Dues/Fair Share Fees	5/22/2006	
590.5	Guidelines to be Followed During Legal or Illegal Strikes	5/25/2006	
590.6	Information Needed to Obtain Injunctions Against Illegal Strikes	Rescinded by MD590.5—5/13/1997	
590.7	Labor Relations—Grievance Administration	6/8/2006	
590.8	Classification Grievance Processing	3/30/2006	
Manual.			
M590.2	Digest of Commonwealth Employee Classification Arbitration Cases	Rescinded/Obsolete	11/25/2005
SUPPLIES, SERVICES, AND EQUIPMENT			
Supplies and Equipment Acquisition/Disposition			
610.2	Release and Receipt of Surplus State Property	Rescinded by M215.3—8/20/1999	
610.3	Transfer or Sale of Surplus State Property	Rescinded by M215.3—8/20/1999	
610.4	Procedures for Purchasing Goods and Services Not Exceeding \$1,500 Through Advancement Accounts	11/17/1983	
610.5	Disposition of Personal Property and Equipment Purchased with GSA Bond Moneys	Rescinded M215.3—8/20/1999	
610.7	Acquisition of Surplus Federal Personal Property	Rescinded by M215.3—8/20/1999	
610.9	Recovery of Precious Metals	Rescinded by M215.3—8/20/1999	
610.11	Equipment Lease Renewals	Rescinded by M215.3—8/20/1999	
610.12	Renewal of Multiyear Equipment Leases Containing Purchase Options	Rescinded by M215.3—8/20/1999	
610.13	Local Bids and Local Awards for Goods Costing \$1,500 to \$10,000	Rescinded by M215.3—8/20/1999	
610.14	Review of Sole Source Purchase Requisitions for Equipment and Supplies	Rescinded by M215.3—8/20/1999	
610.15	Master Lease Program	Rescinded by MD610.15 Rev. 1—7/26/2004	
(Revision No. 1 to 610.15 is rescinded upon publication of M210.3, Index of Issuances dated 3/18/2005.)			
Manuals.			
M610.1	General Services Commodity Distribution Center Catalog	Rescinded/Obsolete	7/14/2005
M610.5	Field Purchasing Manual	Rescinded by M215.3—8/20/1999	
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	

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615.9	Permanent Assignment of Commonwealth Automotive Fleet Vehicles . . .	10/12/2005	
615.11	Use and Condition Inspections of Commonwealth-Owned Motor Vehicles	Rescinded/Obsolete	04/28/2006
615.12	Motor Vehicle Authorization List	5/1/2006	
615.13	Emission Control Program—Commonwealth Automotive Fleet Vehicles .	9/26/1997	
615.14	Repairs and Maintenance, Commonwealth Automotive Fleet	Rescinded/Obsolete	10/13/2005
615.15	Vehicle Parking License Agreements	10/26/2006	

Commodity Standards

620.1	Coal Sampling and Reporting	10/4/2005	
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Buildings, Property, and Real Estate

625.1	Repairs, Alterations, and Improvements to Commonwealth Buildings Under the Direct Supervision of the Department of General Services . . .	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	2/25/1994	
625.9	Payment of Contractors and Design Professionals for Agency-Funded Construction Projects Undertaken by the Department of General Services	3/9/2001	
625.10	Card Reader and Emergency Response Access to Certain Capitol Complex Buildings and Other State Office Buildings	1/30/2008	

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	12/3/2004	
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	11/1/2004	

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