

THE GOVERNOR

Title 4—ADMINISTRATION

PART I. GOVERNOR'S OFFICE

[4 PA. CODE CH. 1]

[EXECUTIVE ORDER NO. 2001-1]

Directives Management System

February 13, 2001

Annex A

TITLE 4. ADMINISTRATION

PART I. GOVERNOR'S OFFICE

CHAPTER 1. AGENCY OPERATION AND ORGANIZATION

Subpart A. DIRECTIVES MANAGEMENT SYSTEM

§ 1.1. Establishment.

The Directives Management System, established in 1972, is designed to provide comprehensive statements of policy and procedure on matters that affect agencies and employees under the Governor's jurisdiction.

§ 1.2. Policy.

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

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

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

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

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

§ 1.3. Responsibility.

(a) The Secretary of Administration is responsible for operating the Directives Management System. Those responsibilities include the issuance of detailed instructions for operation of the system, ensuring that communications are reviewed for completeness and for their impact on other agencies and procedures, assuring consistency between publications, editing, maintenance of a distribution scheme, periodic publication of an index to current issuances and maintenance of back-up files on items issued.

(b) Originating offices are responsible for the technical content and propriety of all documents issued through the Directives Management System.

§ 1.3a. Rescission.

Executive Order 1974-7, published at 6 Pa.B. 2640 (October 23, 1976), is rescinded.



Governor

Fiscal Note: Gov. 01-1. No fiscal impact; (8) recommends adoption.

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PART I. GOVERNOR'S OFFICE

[4 PA. CODE CH. 7]

[EXECUTIVE ORDER NO. 2001-2]

State Employee Combined Appeal

February 14, 2001

Whereas, Commonwealth employees have regularly provided voluntary financial support to charitable organizations through the annual State Employee Combined Appeal (SECA); and

Whereas, voluntary financial support to charitable organizations has been facilitated through the payroll deduction system; and

Whereas, the interests of the Commonwealth are to encourage charitable giving to a broad range of needs and to avoid both overburdening the payroll deduction system and disrupting the workplace of Commonwealth employees.

Now, Therefore, I, Thomas Ridge, Governor of the Commonwealth of Pennsylvania, by virtue of the authority vested in me by the Constitution of the Commonwealth of Pennsylvania and other laws, do hereby authorize the use of payroll deductions by Commonwealth employees for charitable contributions through SECA.



Governor

Fiscal Note: GOV 01-2. No fiscal impact; (8) recommends adoption.

Annex A

TITLE 4. ADMINISTRATION

PART I. GOVERNOR'S OFFICE

CHAPTER 7. MISCELLANEOUS PROVISIONS

Subchapter Q. STATE EMPLOYEE COMBINED APPEAL (SECA)

§ 7.224. Payroll contributions.

(a) The use of payroll deductions by Commonwealth employees for charitable contributions through SECA has been authorized by the Governor.

(b) Consistent with that authorization, the Secretary of Administration is delegated the authority to administer, through the Directives Management System, the structure of SECA and the responsibilities of the Commonwealth to SECA.

(c) Executive Order 1985-1, published at 15 Pa.B. 3627 (October 12, 1985) is rescinded.

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