

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 46 Pa.B. 4189 (July 30, 2016). 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.

SHARON P. MINNICH,
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This amendment updates the index for all executive orders, management directives, and manuals issued, amended, and rescinded between July 1, 2016 and June 30, 2017.

Individuals should subscribe to receive e-Alerts to receive notification of published issuances at <http://www.oa.pa.gov/Policies/Pages/default.aspx>. 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 210.3, dated July 7, 2016. This manual includes all new and amended issuances through June 30, 2017.

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- Documents that have been rescinded are indicated as rescinded.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-17-210.3. 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

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310.14	General Capital Asset and Other Fixed Asset Accounting and Reporting in SAP	2/3/2003	
310.15	Agency Federal ID Numbers	2/22/2016	
310.19	Accounting for Disbursement of Funds for Interagency Agreements, Memorandums of Understanding, and Notifications of Subgrant	10/27/2010	
310.20	Charging Equipment Expenditures to Federal Programs	8/31/1994	

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310.24	Accepting Debit and Credit Cards for Commonwealth Revenues	10/18/2016	
310.25	Transfers of Revenue or Expenses in SAP	1/10/2011	
310.26	Vendor Data Management Unit (VDMU) for Agencies Using SAP	9/18/2009	
310.27	Month-End Closing Processes	12/14/2005	
310.28	Use of One-Time Vendor Records in SAP	3/6/2017	
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	
310.32	Voyager Fleet Card Invoice Processing for Agencies Using SAP	7/20/2009	
310.33	Processing Electronic Invoices in SAP	8/21/2009	
310.34	Use of Agency-Level Dun & Bradstreet Data Universal Numbering System (DUNS) Numbers in Applications for Federal Grants and Cooperative Agreements	9/18/2009	
310.36	Identifying, Recording, and Reporting Computer Software as a Capital Asset	12/10/2009	
310.37	Approving, Monitoring, and Accounting for New Information Technology Application Projects	7/20/2012	
310.38	Commonwealth Loan Accounting, Financial Management, and Reporting	10/14/2016	
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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	Rescinded/Obsolete	9/9/2016
Payroll			
315.1	Calculation and Payment of Statutory Salaries	1/3/2011	
315.6	Employees' Requests for State or Federal Income Tax Withholding	5/24/2011	
315.8	Restitution of Overpayments and Collection of Employee Debts	6/16/2014	
315.9	Withholding of Delinquent Local Taxes from Employees' Paychecks	8/30/2011	
315.13	Payment of Wages, Salary, Employee Benefits, and Travel Expense Reimbursements Due Deceased Employees	2/6/2014	
315.14	Maintenance Charges for Employees Residing or Subsisting in Commonwealth Facilities	10/16/2013	
315.15	Withholding of Pennsylvania Higher Education Assistance Agency Loans from Employee Pay	8/30/2011	
315.16	Payment of Annuitant Medical and Hospital Benefits	6/21/2013	
315.17	Direct Deposit of Pay and Travel Reimbursement	2/11/2013	
315.20	Taxability of the Use of State-Provided Vehicles	5/1/2013	
315.22	Preparation and Filing of Federal Forms 1099 and 1096	1/3/1995	
315.25	Pennsylvania Personal Income Tax	11/22/2011	
315.26	Backup Withholding on Missing and/or Incorrect Taxpayer Identification Numbers	1/24/1994.....	1
315.27	Recoupment of Conversion Pay Amounts	5/4/1992	
315.28	Taxability of State-Provided Parking	2/1/2011	
315.30	Local Services Tax	8/29/2016	
Audits			
325.2	Audit Inquiry Relative to Agency Litigation, Claims, and Assessments	12/17/2014	
325.3	Performance of Audit Responsibilities	1/10/2011	
325.5	State Level Single Audit Costs	8/17/2009	

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325.7	Implementation of the Commonwealth's State-Level Single Audit	12/17/2014	
325.8	Remedies for Recipient Noncompliance with Audit Requirements	12/17/2014	
325.9	Processing Audits of Federal Pass-Through Funds	12/23/2014	
325.10	Review of Auditor General, Treasury, Legislative Budget and Finance Committee, and Other Audit Reports	8/27/2009	
325.11	Evaluating Agency Internal Controls and Financial Risk through Self Assessment	5/17/2012	
325.12	Standards for Internal Controls in Commonwealth Agencies (Effective July 1, 2015)	12/17/2014	
EQUAL EMPLOYMENT OPPORTUNITY (EEO) Equal Employment Opportunity Programs			
410.10	Guidelines for Investigating and Resolving Internal Discrimination Complaints	12/5/2012	
410.11	Commonwealth's Equal Employment, Outreach, and Employment Counseling Program	5/8/1997	
Manual.			
M410.3	Guidelines for Equal Employment Opportunity Plans and Programs	12/18/2007	
EMPLOYEE DEVELOPMENT AND UTILIZATION General			
505.1	Employee Furlough Policy	2/16/2006	
505.2	Salaried Complement Management and Control	8/7/2014	
505.4	Salaried Complement Control	Rescinded by MD505.2—8/7/2014	
505.7	Personnel Rules	11/9/2010	
505.8	Transmittal of Personnel Action Notifications	Rescinded/Obsolete—1/14/2015	
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	
505.15	Employee Mobility Information Program	4/12/2012	
505.18	Maintenance, Access, and Release of Employee Information	9/23/2014	
505.20	Wage Complement Management and Control	12/27/2011	
505.21	Office Hours	12/21/2015	
505.22	State Employee Assistance Program	3/13/2017	
505.23	Employee Recognition Program	7/31/2012	
505.25	Substance Abuse in the Workplace	3/13/2017	
505.26	HIV/AIDS and Other Bloodborne Infections/Diseases in the Workplace	12/11/2013	
505.27	Worker and Community Right-to-Know Act	3/22/2017	
505.28	Family Care Account Program	8/22/2013	
505.30	Prohibition of Sexual Harassment in Commonwealth Work Settings	6/19/2002 1	
505.31	Domestic Violence and the Workplace	Rescinded by MD205.33—6/16/2014	
505.32	Governor's Awards for Excellence	9/27/2016	
505.33	Working From Home During Emergencies Including a Pandemic Influenza Event	8/20/2007	
505.34	Commercial Driver License Drug and Alcohol Testing Requirements	7/25/2013	
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M505.2	Personnel Management Review	7/9/1997	
M505.3	State Employee Assistance Program	3/13/2017	

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M505.4	Personnel Records Retention and Disposition Schedule	Rescinded by M210.9—4/4/2016	
M505.5	Commercial Driver License Drug and Alcohol Testing and Related Procedures	7/25/2013	
M505.6	An Agency Guide to Workplace Violence Prevention and Response	6/16/2014	
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515.2	Transfer of Employees From One Agency to Another	1/20/2016	
515.3	Classified Service Emergency Appointments	9/3/2008	
515.4	Seniority Rights of Commonwealth Employees	7/12/2006	
515.10	Selection and Appointment to Non-Civil Service Positions	2/16/2006	
515.12	Confidential Employees	9/28/2004	
515.15	Identification, Employment, and Education Verification Checks	6/13/1997	
515.16	Appointment to Senior Level Positions	2/14/2006	
515.18	Supplementary Employment	3/7/2013	
515.20	Reemployment of Commonwealth Annuitants	2/22/2016	
515.21	Commonwealth School-to-Work Program	2/14/2006	
Classification			
520.3	Unclassified Codes	7/10/2012	
520.4	Position Classification Post-Audits	11/21/2011	
520.5	Centralized Job Control System	3/25/2013	
520.6	Position Classification	4/15/2013	
520.7	Development and Validation of Job Standards	6/12/2012	
520.8	Pay Action Effective Dates for Changes to Position Classifications and the Commonwealth's Classification and Compensation Plan	11/2/2012	
520.9	Appointments Above the Minimum	10/21/2014	
520.10	Position Descriptions	10/23/2014	
Pay			
525.4	Temporary Assignment in Higher Classification	5/3/2013	
525.6	Payroll Advances	9/16/2013	
525.11	Dual Employment	2/10/1997	
525.12	Payment of Back Pay Due to Reinstatement of a Separated Employee or Reduction of Disciplinary Suspension	8/9/2012	
525.15	Overtime	2/10/1997	
525.16	Physicians and Related Occupations Quality Assurance Program	2/14/2006	
525.17	Internal Revenue Service Levies on Wages, Salary, and Other Income or Payments	6/28/1991	
525.20	Implementation & Maintenance of Local Service Tax	Rescinded by MD315.30—8/29/2016	
Benefits			
530.1	Agency Benefit Coordinators	6/29/2015	
530.2	Sick Leave Without Pay, Parental Leave Without Pay, and Family Care Leave Without Pay	Rescinded/Obsolete 8/14/2013	
530.4	State Paid Benefits While on Sick, Parental, or Family Care Leave Without Pay	Rescinded/Obsolete 8/14/2013	
530.8	Motor Vehicle Financial Responsibility Law	4/25/2014	
530.9	Social Security Records	1/12/2015	
530.10	Administrative Leave to Compete in International and World Championships	7/20/2010	

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530.15	Disability Benefits, Related Pay Status Options, and Retired Employee Health Program (REHP) Effective Dates.....	Rescinded by MD530.24—7/25/2013	
530.17	Partial and Full Day Closings of State Offices.....	5/25/2010	
530.18	Benefit Rights of Furloughed Employees.....	5/10/2016	
530.21	Paid Absence for Blood Donation	4/8/2010	
530.22	Unemployment Compensation, Noncovered Employment—“Major Nontenured Policymaking or Advisory Positions”.....	11/20/1996	
530.23	State Employee Combined Appeal.....	6/12/2017	
530.24	Retired Employees Health Program	9/13/2016	
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	
530.29	Commuter Benefits Program.....	Rescinded/Obsolete 1/23/2017	
530.30	Sick, Parental and Family Care Absence, Military Exigency Absence and Military Caregiver Absence Policy.....	12/11/2013	
530.31	Workplace Safety and Health Program	1/2/2013	
530.32	Group Life Insurance Program.....	9/19/2013	
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M530.2	Injury Leave Manual.....	2/2/2016	
M530.3	Group Life Insurance Program Manual.....	9/19/2013	
M530.7	Absence Program	4/23/2009	
M530.9	Unemployment Compensation Insurance	12/7/1998	
M530.15	Pennsylvania State Police Administrative Manual Health Benefits Program..	4/14/2017	
M530.16	Temporary Clerical Pool Agency User Manual.....	10/1/1999	
M530.17	Temporary Clerical Pool Employee Handbook	10/1/1999	
M530.21	State Employee Combined Appeal Procedures Manual	6/12/2017	
Training			
535.1	Employee Training and Development.....	5/1/2015	
535.2	Physicians and Related Occupations Specialty Board Certification Payments .	2/21/2006	
535.3	Out-Service Training	8/17/2016	
535.4	Use of State Work Program Trainee, County Work Program Trainee, Public Services Trainee and County Public Services Trainee Classes	7/19/2012	
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	
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540.7	Performance Management Program	5/2/2011	
Retirement			
570.1	Mandatory Membership in the State Employees’ Retirement System.....	4/7/2014	
570.5	Employer Contributions Required on the Purchase of Previously Uncredited State Service	4/7/2014	
570.6	Optional Membership in State Employees’ Retirement System	4/7/2014	
570.8	Reinstatement of Terminated Employees Into the State Employees’ Retirement System.....	4/7/2014	

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570.11	Amending Data in Retirement and Personnel/Payroll System and Collecting Arrears Balances	4/7/2014	
570.12	Furloughed State Employees Retirement System Members' Right to Earn Interest on Member Contributions	4/7/2014	
570.13	State Employees' Retirement System, Regional Counseling Centers.....	4/7/2014	
570.14	Deferred Compensation Program.....	4/7/2014	
570.15	Reporting Potential Public Employee Pension Forfeiture Crimes to the State Employees' Retirement System.....	4/7/2014	
570.16	State Employees' Retirement System, Duties of Departments and Agencies...	4/7/2014	
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580.2	Civil Service Availability Survey/Interview Notice	6/20/2014	
580.6	Tabulation of Classified Service Employees	6/16/2006	
580.8	Classified Service Probationary Periods.....	6/14/2013	
580.10	Conducting Interviews for Classified Service Positions	8/15/2013	
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	9/16/2011	
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580.15	Selective Certification of Classified Service Eligibles.....	4/11/2012	
580.16	Provisional Employment in the Classified Service	11/16/2006	
580.18	Pennsylvania Residency Requirements for the Classified Service	8/31/2011	
580.19	Promotion in the Classified Service Without Examination.....	8/31/2009	
580.21	Veterans' Preference on Classified Service Employment Certifications.....	2/16/2011	
580.23	Resignation From and Reinstatement to the Classified Service	7/22/2013	
580.24	Promotion of Employees in Unskilled Positions Into the Classified Service ...	9/14/2006	
580.25	Political Activities of Classified Service Employees	10/7/2011	
580.26	Transfer or Reassignment of Classified Service Employees	6/29/2010	
580.27	Limited Appointments to Positions Exempted from the Classified Service Pursuant to Section 3(c)(4), Civil Service Act.....	10/28/2009	
580.28	Reallocation to a Lower Class in the Classified Service	3/30/2011	
580.30	Civil Service Leave of Absence and Return Rights	9/7/2010	
580.31	Classified Service Temporary Appointments.....	8/14/2006	
580.32	Substitute Employment in the Classified Service	10/24/2006	
580.33	Reproductions of Documents for Classified Service Personnel Actions	4/30/2009	
580.34	Removal of Eligibles for Certification or Appointment in the Classified Service.....	6/20/2014	
580.35	Employees Placed in the Classified Service by Position Reallocation	8/29/2011	
580.37	Promotion by Appointment and Temporary Higher-Level Assignment of Unclassified Service Employees into the Classified Service	7/26/2012	
580.38	Use of Intern Job Titles in the Classified Service.....	10/8/2004	
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M580.1	Certification of Eligibles for the Classified Service.....	Rescinded/Obsolete	6/30/2014
M580.2	Furlough of Classified Service Employees Not Covered by Labor Agreements	6/13/2017	
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590.1	Labor Relations.....	11/27/2007	
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590.7	Labor Relations—Grievance Administration	6/8/2006	
590.8	Classification Grievance Processing	7/9/2012	
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615.1	Commonwealth Temporary Transportation Vehicles	2/27/2013	
615.15	Vehicle Parking License Agreements	10/26/2006	
615.16	Commonwealth Fleet Policy	11/10/2011	
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M615.3	Commonwealth Fleet Procedures Manual	11/10/2011	
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620.1	Coal Sampling and Reporting	10/4/2005	
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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	
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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 ...	Rescinded by MD310.9—4/8/2013	
625.10	Card Reader and Emergency Response Access to Certain Capitol Complex Buildings and Other State Office Buildings	6/2/2014	
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630.1	Agency Insurance Coordinators	Rescinded/Obsolete 2/7/2013	
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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	4/25/2016	
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[Pa.B. Doc. No. 17-1207. Filed for public inspection July 21, 2017, 9:00 a.m.]