

STATEMENTS OF POLICY

Title 4—ADMINISTRATION

GOVERNOR'S OFFICE [4 PA. CODE CH. 1]

Index of Issuances; Directives Management System

The Directives Management System provides comprehensive statements of policy and procedure on matters that affect agencies and employees under the Governor's jurisdiction. This amendment updates the index for all Executive Orders, Management Directives and Manuals issued, amended and rescinded by the Directives Management System after publication of the last Index dated February 18, 1997.

Title 4 of the Pennsylvania Code § 1.2 specifies that:

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) Numbered Executive Orders, signed by the Governor, announcing broad policies, programs, and responsibilities that are relatively permanent.

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

(3) Numbered Administrative Circulars containing 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) Numbered procedural issuances containing 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.

Management Directives and Manuals are numbered in sequence by category (for example, Financial Manage-

ment) and subcategory (for example, Payroll). They should be filed by number, not by date.

Changes to Executive Orders, Management Directives and Manuals (catalogs, handbooks, bulletins, and the like) may be issued in the form of amendments or revisions. Amendments are complete documents incorporating all changes since the last complete issuance. Dots are placed in the margins to show the new or revised text. Revisions are usually pen and ink changes or replacement pages and affect only those parts of an issuance being changed.

Every agency should include in its distribution under each symbol a basic amount for managers and centrally located reference files. Additional copies, depending on the symbol, should be included for action offices, field offices, extra information copies, and bulletin boards. Distribution symbols have the following meanings:

<i>Distribution Symbol</i>	<i>Definition</i>
A	Of limited interest or requires action by only one or a few segments of an agency.
B	Of general interest or requires action by many segments of an agency.
F	Requires action by the personnel office or the main impact is in the field of human resources.
Special	Designed to fit specific needs. Most manuals are in this category.

All changes in distribution requirements and requests for additional copies of all issuances should be referred to 783-5055.

Marginal dots are indicative of documents added, amended or revised since the last issuance of this Index.

This manual supersedes Manual M210.3 dated February 18, 1997, and Revision No. 1 dated April 8, 1997.

THOMAS G. PAESE,
Secretary of Administration

(Editor's Note: This Index of Issuance 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 Code.)

Annex A

TITLE 4. ADMINISTRATION PART I. GOVERNOR'S OFFICE

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•505.20	Wage Complement Management and Control	7/8/97	
•505.21	Office Hours.....	5/28/97	
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•530.8	Motor Vehicle Financial Responsibility Law	7/22/97	
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•530.15	Disability Benefits, Related Pay Status Options, and Retired Employee Health Program (REHP) Effective Dates	7/8/97	
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•530.18	Benefit Rights of Furloughed Employes	2/24/97	
•530.20	State Paid Benefits While on Cyclical Leave Without Pay	7/8/97	
•530.21	Paid Leave for Blood Donation	5/13/97	
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•530.23	State Employee Combined Appeal	8/18/97	
•530.24	Retired Employee Health Program Eligibility Requirements	5/7/97	
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•570.11	Changes to Retirement and Personnel/Payroll System and Collection of Arrears Balances	3/24/97	
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•615.6	License Plates for Commonwealth-Owned Vehicles	6/30/97	
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