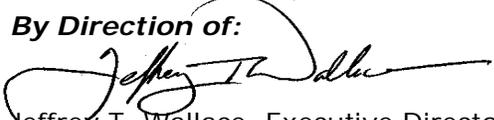


MANAGEMENT DIRECTIVE

Commonwealth of Pennsylvania Governor's Office

Subject: Use of State Work Program Trainee, County Work Program Trainee, Public Services Trainee and County Public Services Trainee Classes	Number: 535.4 Amended
Date: July 19, 2012	By Direction of:  Jeffrey T. Wallace, Executive Director, State Civil Service Commission
Contact Agency: State Civil Service Commission, Bureau of Policy and Information Services, Telephone 717.787.5855	

This directive establishes policy, responsibilities and procedures for the use of the State Work Program Trainee (SWPT), County Work Program Trainee (CWPT), Public Services Trainee (PST) and County Public Services Trainee (CPST) classes. Marginal dots are excluded due to major changes.

- 1. PURPOSE.** To establish policy, responsibilities and procedures for the use of SWPT, CWPT, PST and CPST classes.
- 2. SCOPE.** Applies to all state agencies, which are identified in *Civil Service Act, 71 P.S. § 741.3(d)*, and to state agencies and political subdivisions of the commonwealth which have contracts with the State Civil Service Commission (SCSC) for services and facilities as provided for in *Civil Service Act, 71 P.S. § 741.212*.
- 3. OBJECTIVE.** To enable appointing authorities with classified service positions to establish training programs for economically disadvantaged **and** unskilled or underskilled applicants for entrance into the classified service through SWPT, CWPT, PST and CPST employment.

4. DEFINITIONS.

- a. **Economically Disadvantaged Applicant.** An individual who receives public assistance benefits under a governmental program such as the United States Department of Health and Human Services' Temporary Assistance for Needy Families Program or the Pennsylvania Department of Public Welfare's General Assistance Program; or an individual who has a total family income which, in relation to family size, does not exceed the poverty level for Pennsylvania as established by the United States Department of Health and Human Services.
- b. **Probationary Period.** A preliminary period of employment for the purpose of determining the fitness of an employee for regular civil service status.
- c. **Trainee.** A qualified person appointed or promoted to a class identified as a training level class.
- d. **Underskilled Applicant.** An individual who possesses some basic skills and technical training. Additional training will be necessary for the individual to perform the duties of one of the classes listed in Enclosure 1, Promotion Classes for State Work Program Trainee, County Work Program Trainee, Public Services Trainee and County Public Services Trainee.
- e. **Unskilled Applicant.** An individual who lacks most basic skills and has no technical training. Comprehensive training will be necessary for the individual to perform the duties of one of the classes listed in Enclosure 1, Promotion Classes for State Work Program Trainee, County Work Program Trainee, Public Services Trainee and County Public Services Trainee.

5. POLICY.

- a. Appointing authorities may use the SWPT and CWPT classes, in the unclassified service, as a training vehicle to help qualify applicants for PST and CPST employment in the classified service.
- b. Recruitment for SWPT and CWPT positions may include contact with sources in the labor market area that deal with disadvantaged and unskilled or underskilled persons. Appointing authorities making SWPT and CWPT appointments will select from those who are most in need of employment and possess the potential to successfully complete the prescribed training. To determine the relative need for employment, factors such as length of unemployment, income and educational level should be considered.
- c. Prior to placing an individual in the SWPT or CWPT class, appointing authorities must submit Form SCSC-5354, Request for State Work Program Trainee or County Work Program Trainee, to the SCSC in order to determine if the individual meets the eligibility criteria.

- d. Enclosure 1, Promotion Classes for State Work Program Trainee, County Work Program Trainee, Public Services Trainee and County Public Services Trainee, lists classes to which employees in these job titles may be promoted. Requests to promote employees to classes not listed in Enclosure 1 may be submitted to the SCSC at the address listed in paragraph 7.b. of this directive and must be approved by the SCSC prior to an employee entering the SWPT or CWPT class.
- e. Appointing authorities will design work training plans that develop skills necessary to perform a variety of tasks in clerical services or human services, as applicable. If requested, copies of work training plans are to be provided to the SCSC.
- f. Appointing authorities may not establish policy to limit the filling of positions only through this program, to the total exclusion of using existing SCSC eligible lists.

6. RESPONSIBILITIES.

a. Appointing Authorities shall:

- (1) Select candidates for the SWPT or CWPT class who are economically disadvantaged **and** unskilled or underskilled.
- (2) Create work training plans, monitor the employee's performance to ensure that the goals of the work training plans are being met and provide periodic feedback to employees by evaluating their performance in regards to meeting those goals.
- (3) Ensure employees holding the SWPT or CWPT class are placed into non-civil service status and employees holding the PST or CPST class are placed into probationary civil service status. Employees promoted from the PST or CPST class shall be assigned regular civil service status in their working level job titles. Those employees who are unsuccessful shall be removed.
- (4) Provide written notification to employees appointed, promoted or removed in accordance with *Management Directive 580.11, Documentation of Classified Service Personnel Actions*.

b. State Civil Service Commission shall:

- (1) Review Form SCSC-5354, Request for State Work Program Trainee or County Work Program Trainee, to ensure candidates meet the criteria for the SWPT or CWPT class.
- (2) Issue certifications for those employees who satisfactorily complete the probationary period for the SWPT or CWPT class.
- (3) Provide guidance to appointing authorities on the use of these trainee classes.

- c. For state appointing authorities only, the **Bureau of State Employment** shall refer applicants for appointment to the SWPT class.

7. PROCEDURES.

- a. The appointing authority will prepare a detailed work training plan for each SWPT or CWPT position. The six-month work training plan will include but not be limited to the following:
 - (1) Appointing authority name and organizational unit, e.g., office, bureau, division or section, where the position is located.
 - (2) Working level job title for which the employee is being trained.
 - (3) Goals of the training.
 - (4) Training methods that will be used to reach the goals identified, including specific on-the-job learning activities and activity time frames.
 - (5) Performance evaluation processes that will be used to determine the employee's progress and quality of work performed during the probationary period and when or how often the evaluations will take place.
- b. Once an appointing authority has identified an economically disadvantaged and unskilled or underskilled applicant for potential placement in the SWPT or CWPT class, consistent with paragraph 5.b. of this directive, the appointing authority will complete Form SCSC-5354, Request for State Work Program Trainee or County Work Program Trainee. These requests are to be submitted to the SCSC at the following address:

State Civil Service Commission
Bureau of Policy and Information Services
3rd Floor, Strawberry Square Complex
320 Market Street
Telephone: 717.787.5855

Or for U.S. Postal Service deliveries:
P.O. Box 569
Harrisburg, Pennsylvania 17108-0569

Or email at ra-cs-taad@pa.gov

- c. The SCSC will review the request and notify the appointing authority, in writing, if the request has been approved or denied.

- d. If approval is received:
- (1) For state appointing authorities, notify the Office of Administration, Office for Human Resources Management, Bureau of State Employment (BSE), of the approval by submitting a BSE "Furlough Check Template" indicating the selected candidate's name in the comments section; an STD-300, Personal Data Sheet; a resume; and a copy of the SCSC's approval referenced in paragraph 7.c. of this directive. Upon BSE approval, the appointing authority may proceed with appointment. If necessary, the appointing authority will assist the selected candidate with completing the STD-300, Personal Data Sheet, and with creating a resume.
 - (2) For political subdivisions, provide the appropriate state funding agency with a copy of the approval and Form SCSC-100, Report of Personnel Transactions for Non-State Employees, using transaction code 100.0 and assigning "0" to CSS (civil service status).
 - (3) For housing authorities and other entities having a contract with SCSC for services and facilities not referenced above, submit Form SCSC-100, Report of Personnel Transactions for Non-State Employees, to the address listed in paragraph 7.b. of this directive. On Form SCSC-100, indicate transaction code 100.0 and assign "0" to CSS (civil service status).
- e. The training period for the SWPT and CWPT classes will be six months, with no reduction or extension. An employee unable to successfully complete this training will be terminated, notified in writing of the termination and his or her employment history updated to reflect the termination. **Note:** Political subdivisions shall send Form SCSC-100, Report of Personnel Transactions for Non-State Employees, to the appropriate state funding agency using transaction code 271.0 to process the termination. Housing authorities and other entities having a contract with SCSC for services and facilities not referenced above, shall submit Form SCSC-100, Report of Personnel Transactions for Non-State Employees, to the address listed in paragraph 7.b. of this directive, using transaction code 271.0 to process the termination.
- f. Upon successful completion of the SWPT or CWPT class, the appointing authority shall submit Form SCSC-90, Request for Certification, indicating "64" as the type certification, and Form SCSC-1, Application for Employment, to the address listed in paragraph 7.b. of this directive.
- g. The SCSC will review Forms SCSC-90 and SCSC-1 and, if appropriate, issue a certification so that the employee may be promoted to the PST or CPST class.
- h. The appointing authority will:
- (1) Provide written notification to the employee indicating the effective date of the promotion, job title, rate of pay, civil service status, duration of probationary period and job title to which employee will be promoted upon successful completion of the PST or CPST class.

- (2) Update the employee's employment history to reflect the promotion to the PST or CPST class. **Note:** Political subdivisions shall send Form SCSC-100, Report of Personnel Transactions for Non-State Employees, to the appropriate state funding agency using transaction code 404.0 to process the promotion and assigning "2" to CSS (civil service status). Housing authorities and other entities having a contract with SCSC for services and facilities not referenced above, shall submit Form SCSC-100, Report of Personnel Transactions for Non-State Employees, to the address listed in paragraph 7.b. of this directive, using transaction code 404.0 to process the promotion and assigning "2" to CSS (civil service status).
- (3) Prepare a detailed work training plan for the PST or CPST class consistent with paragraph 7.a. of this directive.
- i. The training period for the PST and CPST classes will be six months, with no reduction or extension. An employee unable to successfully complete this training will be terminated, notified in writing of the termination and his or her employment history updated to reflect the termination. The notification letter shall state the job title, civil service status, detailed reason(s) for termination and right of appeal. **Note:** Political subdivisions shall send Form SCSC-100, Report of Personnel Transactions for Non-State Employees, to the appropriate state funding agency using transaction code 271.0 to process the termination. Housing authorities and other entities having a contract with SCSC for services and facilities not referenced above, shall submit Form SCSC-100, Report of Personnel Transactions for Non-State Employees, to the address listed in paragraph 7.b. of this directive, using transaction code 271.0 to process the termination.
- j. Upon successful completion of the PST or CPST class, the appointing authority will:

 - (1) Provide written notification to the employee indicating the effective date of the promotion, job title, rate of pay and indicate regular civil service status has been assigned.
 - (2) Update the employee's employment history to reflect the promotion to the working level job title and assign regular civil service status. **Note:** Political subdivisions shall send Form SCSC-100, Report of Personnel Transactions for Non-State Employees, to the appropriate state funding agency using transaction code 405.1 and certification number 99415 to process the promotion and assigning "1" to CSS (civil service status). Housing authorities and other entities having a contract with SCSC for services and facilities not referenced above, shall submit Form SCSC-100, Report of Personnel Transactions for Non-State Employees, to the address listed in paragraph 7.b. of this directive, using transaction code 405.1 and certification number 99415 to process the promotion and assigning "1" to CSS (civil service status).

- k. Forms SCSC-90, Request for Certification; SCSC-100, Report of Personnel Transactions for Non-State Employees; and SCSC-5354, Request for State Work Program Trainee or County Work Program Trainee, can be obtained by visiting the SCSC's website at www.scsc.pa.gov and logging on to the human resource professional website. Appointing authorities are encouraged to replenish stock by use of their own reproduction facilities. Forms may also be obtained from the:

State Civil Service Commission
Reproduction and Distribution Unit
Basement, Strawberry Square Complex
320 Market Street
Telephone: 717.787.5632

Or for U.S. Postal Service deliveries:
P.O. Box 569
Harrisburg, Pennsylvania 17108-0569

This directive replaces, in its entirety, *Management Directive 535.4*, dated February 16, 1984.

Enclosure 1 - Promotion Classes for State Work Program Trainee, County Work Program Trainee, Public Services Trainee and County Public Services Trainee

Enclosure 2 – Form SCSC-5354, Request for State Work Program Trainee or County Work Program Trainee

Enclosure 3 – Bureau of State Employment, Furlough Check Template

Enclosure 4 – STD-300, Personal Data Sheet

**PROMOTION CLASSES FOR STATE WORK PROGRAM TRAINEE, COUNTY WORK
PROGRAM TRAINEE, PUBLIC SERVICES TRAINEE and COUNTY PUBLIC SERVICES TRAINEE**

<u>FROM</u>	<u>TO</u>
L0601 County Work Program Trainee	L0002 County Public Services Trainee for Clerical Services L0003 County Public Services Trainee for Human Services
L0002 County Public Services Trainee for Clerical Services	L0011 Clerk 1 L0021 Clerk Stenographer 1 L0031 Clerk Typist 1 L0081 Stock Clerk 1
L0003 County Public Services Trainee for Human Services	L0608 Aging Case Aide 1 L0620 County Social Services Aide 1 L0731 Houseparent 1 L0785 Residential Program Trainee L0865 Therapeutic Activities Aide L1041 Homemaker
49070 State Work Program Trainee	49080 Public Services Trainee for Clerical Services
49080 Public Services Trainee for Clerical Services	00110 Clerk 1 00220 Clerk Typist 1 02410 Stock Clerk 1

**REQUEST FOR STATE WORK PROGRAM TRAINEE OR
COUNTY WORK PROGRAM TRAINEE**

INSTRUCTIONS

- Prepare this form by completing PART A.
- Submit to the Bureau of Policy and Information Services via email to: ra-cs-taad@pa.gov.
- PART B is completed by the SCSC, after which, the requesting appointing authority will receive written notification indicating approval or disapproval of this request.

PART A

1. REQUESTING AGENCY (Code and Name)		2. AGENCY CONTACT NAME AND TELEPHONE NUMBER				
3. APPLICANT'S ANTICIPATED JOB TITLE AFTER SUCCESSFUL COMPLETION OF PUBLIC SERVICE TRAINEE PROGRAM						
4. APPLICANT'S SOCIAL SECURITY NUMBER		5. APPLICANT'S NAME (FIRST NAME, MI, LAST NAME)				
6. APPLICANT'S STREET ADDRESS		6A. CITY	6B. STATE	6C. ZIP CODE		
7. DOES APPLICANT RECEIVE PUBLIC ASSISTANCE? <input type="checkbox"/> YES <input type="checkbox"/> NO 7A. IF YES, WHAT TYPE OF ASSISTANCE?						
8. IF APPLICANT DOES NOT RECEIVE ASSISTANCE, WHAT QUALIFIES APPLICANT FOR STATE/COUNTY WORK PROGRAM TRAINEE? <i>(Attach additional sheets if needed.)</i>						
9. DID APPLICANT SERVE IN THE MILITARY? <input type="checkbox"/> YES <input type="checkbox"/> NO 9A. IF YES, PROVIDE DUTY DETAILS IN SECTION 11 ON BACK OF FORM.						
10. EDUCATIONAL HISTORY (WHAT IS THE HIGHEST SCHOOL GRADE APPLICANT HAS COMPLETED?)						
10A. HIGH SCHOOL						
7 or less <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	11 <input type="checkbox"/>	12 <input type="checkbox"/>	GED <input type="checkbox"/>
NAME OF SCHOOL _____		DATES ATTENDED _____				
10B. COLLEGE						
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 or more <input type="checkbox"/>		
10C. ANY TECHNICAL, CLERICAL, OR BUSINESS SCHOOL TRAINING? <input type="checkbox"/> YES <input type="checkbox"/> NO						
NAME OF SCHOOL _____		DATES ATTENDED _____				

11. DOES APPLICANT HAVE ANY EMPLOYMENT HISTORY? YES NO
 WORK EXPERIENCE For each job, indicate the duties performed by applicant. (Attach additional sheets if needed.)
 May attach a resume in substitution for this section.

11A. NAME OF <u>PRESENT OR MOST RECENT</u> EMPLOYER		EMPLOYER'S ADDRESS	
JOB TITLE	From	Mo. _____	Yr. _____
	To	Mo. _____	Yr. _____
DUTIES			

11B. EMPLOYER		EMPLOYER'S ADDRESS	
JOB TITLE	From	Mo. _____	Yr. _____
	To	Mo. _____	Yr. _____

PART B
 OFFICIAL USE ONLY

12. SCSC ACTION	
12A. APPLICANT MEETS CRITERIA FOR ECONOMICALLY DISADVANTAGED?	<input type="checkbox"/> YES <input type="checkbox"/> NO
12B. APPLICANT MEETS CRITERIA FOR UNSKILLED/UNDER SKILLED?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	
12C. SIGNATURE	12D. DATE