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# MANAGEMENT DIRECTIVE

580.31  
Amended  
Number

COMMONWEALTH OF PENNSYLVANIA  
GOVERNOR'S OFFICE

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Subject:

Classified Service Temporary Appointments

By Direction Of:



Jeffrey T. Wallace, Executive Director, State Civil Service Commission

Date:

August 14, 2006

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**This directive contains policy and procedures regarding temporary appointments in the classified service. This directive contains minor changes.**

**1. SCOPE.** Applies to all classified service positions in state agencies identified in § 3(d), *Civil Service Act of August 5, 1941, P.L. 752, as amended*, and political subdivisions of the Commonwealth which have contracts with the State Civil Service Commission (SCSC) for services and facilities as provided for in § 212, *Civil Service Act*.

**2. POLICY.**

a. Temporary appointments shall be effected only when an agency has extra work of a temporary nature which cannot be performed by regular complement employees.

b. Temporary appointments shall be for a period of 12 months or less.

c. Temporary appointments to positions in trainee classes are not authorized.

d. The names of appointees assigned will remain active on all employment lists. They also will retain veterans' preference credit if otherwise entitled thereto.

e. In accordance with current policy, appointees will not appear on promotion lists during the period of temporary employment.

f. Temporary appointees cannot be considered for promotion without examination, demotion, reassignment, or lateral transfer.

g. Temporary appointees do not acquire reinstatement rights.

h. Temporary appointments cannot be extended beyond the 12-month period.

i. During furlough periods, temporary appointees must be separated prior to the employees in the same classification that have provisional, probationary, and regular civil service status.

j. References: § 605, *Civil Service Act*; 4 Pa. Code § 97.51; *Management Directive 580.11, Documentation of Classified Service Personnel Actions*; and *Manual M580.1, Certification of Eligibles for the Classified Service*.

### 3. DEFINITIONS.

a. **Classified service temporary position.** A position in the classified service which arises out of temporary pressure of extra work and is likely to continue for a period of 12 months or less.

b. **Classified service temporary appointment.** The appointment to classified service temporary positions of persons selected from an appropriate eligible list and available for temporary employment lasting 12 months or less.

### 4. PROCEDURES.

**Action By: Agency.**

1. Establishes classified service temporary position(s). State agencies and housing authorities must have approval from the Governor's Office of Administration. Other political subdivisions must have approval from their state funding agencies.

2. Submits Form SCSC-90, *Request for Certification*, to the Information Services and List Maintenance Division, SCSC, for names from the temporary eligible list for the approved job title. The request must include the cause(s) for the extra work and the probable length of employment.

**Action By: SCSC.**

3. Issues Form SCSC-91, *Certification of Eligibles*, if the request is approved, or notifies agency of reason(s) for disapproval.

**Action By: Agency.**

4. Clears the certification and makes legal appointment(s). In the absence of sufficient eligibles to fill the position(s), the following alternatives should be considered after consulting with the Technical Assistance and Certification Division, SCSC:

- Full-time list (same, comparable, or next higher job title in series).

- Temporary list (comparable or next higher job title in series).

- Reemployment or preferred lists (same, comparable, or next higher job title in series).

- Reinstatement after resignation of a former employee (who had served in the same, comparable, or next higher job title).

5. Processes temporary appointment(s) pursuant to *Manual M580.1*, and notifies selectee pursuant to *Management Directive 580.11*.

6. Separates temporary employees on a timely basis.

**Action By: SCSC.**

7. Audits temporary appointment(s) for legality of selection.
8. Monitors temporary employment for timely removal.
9. Notifies agencies of the names of temporary employees whose employment is in violation of § 605, *Civil Service Act*.
10. Initiates action to remove temporary employees who are not separated on a timely basis.

**This directive replaces, in its entirety, *Management Directive 580.31* dated July 18, 1990.**