
MANAGEMENT DIRECTIVE

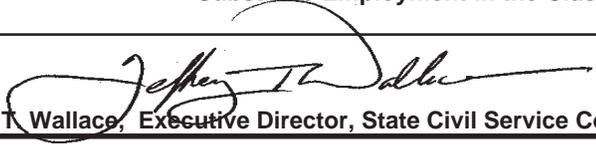
580.32 Amended
Number

COMMONWEALTH OF PENNSYLVANIA
GOVERNOR'S OFFICE

Subject:

Substitute Employment in the Classified Service

By Direction Of:


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

Date:

October 24, 2006

This directive contains policy and procedures for classified service substitute employment. This directive contains minor changes.

1. **SCOPE.** Applies to all classified service employees 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 that have contracts with the State Civil Service Commission for services and facilities as provided for in § 212, *Civil Service Act*.

2. **POLICY.**

a. Substitute employment will be used when:

(1) Regular or probationary status incumbents of positions are on military, parental, sick, or other leave where right of return is guaranteed.

(2) Regular or probationary status incumbents of positions are promoted.

(3) Regular status incumbents of positions are voluntarily demoted or reassigned to trainee job titles.

b. Substitute employees will be assigned regular or probationary status, depending on whether their movement into such employment occurs by appointment, promotion, reassignment, or other approved action.

c. Vacancies created by employees' acceptance of substitute employment also shall be filled by substitute appointment.

d. Other than by appointing authority action, substitute employment shall cease when the former incumbents:

(1) Return to the positions at the expiration of leave.

(2) Fail to return or resign.

- (3) Complete the probationary periods in the other classes.
- (4) Move to other positions in the classified service, other than by substitute appointment or promotion.

e. Rights of substitute employees.

(1) Substitute employees:

(a) May continue in their positions until the former incumbents return.

(b) May be moved into full-time complement positions for which qualified, providing the movement is accomplished pursuant to *Manual M580.1*.

(c) May be moved, if performing satisfactorily, into the incumbents' regular complement positions when it has been determined that the incumbents will not return, unless precluded by provisions of collective bargaining agreements.

(d) Are governed in probationary status by *Management Directive 580.8*.

(2) Regular or probationary status employees who accept substitute employment shall retain the same rights and privileges to which entitled had they continued to serve in their previous positions and status. Upon return of former incumbents, they shall be returned to their previous positions and status, unless they legally can be reassigned. If furlough conditions develop, *Manual M580.2* will apply.

(3) Substitute employees without prior service shall be accorded all the rights and privileges of regular complement employees, based on their current status. Upon return of former incumbents, they may be reassigned or voluntarily demoted if legally possible. Otherwise, they shall be separated and regarded as voluntarily resigning. If furlough conditions develop, *Manual M580.2* will apply.

f. References: § 602.1, *Civil Service Act*; 4 Pa. Code §§ 97.20, 97.21, 97.22, 97.23, 97.24, 97.38, and 101.32; *Management Directives 505.2, 525.4, 535.5, 580.8, 580.10, and 580.26*; applicable collective bargaining agreements or memoranda of understanding; and applicable references appearing in *Part B, Manual M580.1*.

3. PROCEDURES.

a. Substitute employment shall be accomplished through the procedures contained in *Manual M580.1*. The transaction indicating "**Substitute Employment**" must be entered on the:

(1) Form SCSC-90, *Request for Certification*, when this document or input is used.

(2) Form SCSC-91, *Certification of Eligibles*, when this document or output is issued.

(3) Form SCSC-100, *Report of Personnel Transactions for Non-State Employees*, when this document is used by local government agencies.

b. State agencies inputting transactions in SAP should use contract type Z6 or Z7, as applicable, to indicate substitute employment.

- c. When a personnel action ends the substitute employment, Form SCSC-100 will be processed showing the action taken by local government agencies; e.g., return to a previously held position, reassignment, voluntary demotion, furlough, voluntary resignation, removal, or other personnel action. Enter “**End Substitute Employment**” in the Remarks section. For state agencies inputting transactions in SAP, use the appropriate transaction code.

d. All persons interviewed for substitute employment must be informed of the expected duration, conditions, and substitute nature of the employment, pursuant to *Management Directive 580.10*.

This directive replaces, in its entirety, *Management Directive 580.32*, dated December 11, 1986.