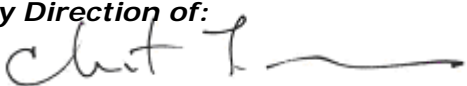



MANAGEMENT DIRECTIVE

Commonwealth of Pennsylvania Governor's Office

Subject: Calculation and Payment of Statutory Salaries	Number: 315.1 Amended
Date: January 3, 2011	By Direction of:  Christian L. Soura, Secretary of Administration  Mary A. Soderberg, Secretary of the Budget
Contact Agency: PA Office of Administration, Office of Human Resources Management, Bureau of Classification and Compensation, Telephone 717.783.8141 Office of the Budget, Office of Comptroller Operations, Bureau of Commonwealth Payroll Operations, Telephone 717.772.5340	

This directive establishes policy, responsibilities, and procedures for the payment of statutory salaries to the Governor, Lieutenant Governor, heads of departments, members of boards and commissions, and other officers appointed by the Governor, in accordance with Act 1995-51. This amendment updates definitions and policy to include cost-of-living adjustments and replaces the Table of Mandated Salaries with a link to the Schedule of Statutory Salaries for Elected and Appointed Officers. Marginal dots are excluded due to major changes.

- 1. PURPOSE.** To establish policy, responsibilities, and procedures for the payment of statutory salaries to the Governor, Lieutenant Governor, heads of departments, members of boards and commissions, and other officers appointed by the Governor.
- 2. SCOPE.** This directive applies to all departments, boards, and commissions (hereinafter referred to as "agencies") under the Governor's jurisdiction.
- 3. OBJECTIVES.**
 - a.** To ensure the payment of statutory salaries in accordance with *Act 1995-51*.

- b. To provide the Schedule of Statutory Salaries for Elected and Appointed Officers, posted on the Office of the Budget, Office of Comptroller Operations, Bureau of Commonwealth Payroll Operations (BCPO) Web site.

4. DEFINITIONS.

- a. **Annual Cost-of-Living Adjustment.** The percentage change in the consumer price index for all urban consumers (CPI-U) for the Pennsylvania, New Jersey, Delaware, and Maryland area for the most recent 12 month period for which figures have been officially reported by the United States Department of Labor, Bureau of Labor Statistics immediately prior to the date the adjustment is due to take effect.
- b. **Officer.** For the purpose of this directive, an officer is one who serves in a position for which the annual compensation is determined by the General Assembly.

5. POLICY.

- a. Officers are to be compensated biweekly based on their current annual statutory salary and the standard biweekly rates listed in the Schedule of Statutory Salaries for Elected and Appointed Officers, posted on the BCPO Web site.
- b. Current annual statutory salaries shall be equal to the prior year salary plus the annual cost-of-living adjustment, in accordance with the *Public Official Compensation Act (P.L. 160, No.39)* as amended by *Act 1995-51*.
- c. Officers shall be compensated for each day the office has been held, including Saturdays, Sundays, and holidays.
- d. An officer's term of office begins on the day the oath of office is administered.
- e. When more than one officer has held the same office during a calendar year, each shall be compensated only for the actual days served. No compensation shall be paid for days an office remains vacant, as between terms of two officers.
- f. Officers who serve less than a full pay period shall be compensated at the standard daily rate for their current annual salary listed in the Schedule of Statutory Salaries for Elected and Appointed Officers.
- g. Payments of unused annual and sick leave to officers are governed by *Management Directive 505.7, Personnel Rules*.

6. RESPONSIBILITIES.

- a. The PA Office of Administration (OA) will determine the appropriate standard biweekly salary due officers and input same via the Integrated Enterprise System (IES). Where appropriate, OA may require agency human resource directors to determine the appropriate standard biweekly salary due officers within their agencies and input same via the IES.

b. BCPO will ensure that compensation to officers is made in accordance with the policies established by this directive.

7. **PROCEDURE.** BCPO will process payments to officers in accordance with instructions provided by OA.

This directive replaces, in its entirety, *Management Directive 315.1*, dated February 18, 2010.