

# MANAGEMENT DIRECTIVE

## Commonwealth of Pennsylvania Governor's Office

<b>Subject:</b> Unclassified Codes	<b>Number:</b> 520.3 Amended
<b>Date:</b>  July 10, 2012	<b>By Direction of:</b>  Kelly Powell Logan, Secretary of Administration
<b>Contact Agency:</b> Office of Administration, Office for Human Resources Management, Bureau of Classification and Compensation, Telephone 717.787.8838	

**This directive establishes policy, responsibilities, and procedures for the use of unclassified codes (U-Codes) consistent with *The Administrative Code of 1929*. Marginal dots are excluded due to major changes.**

1. **PURPOSE.** To establish policy, responsibilities, and procedures for the use of U-Codes.
2. **SCOPE.** This directive applies to all departments, boards, commissions, and councils (hereinafter referred to as "agencies") under the Governor's jurisdiction.
3. **OBJECTIVE.** To provide policy for the use of U-Codes and to establish procedures for requesting U-Codes.
4. **DEFINITION. Unclassified Codes (U-Codes)** are used to identify work that is not appropriately identified with job codes contained in the commonwealth's Classification and Compensation Plan as approved by the Executive Board. One or more positions may be assigned to a U-Code. U-Codes are also referred to as U-Code jobs.
5. **POLICY.**
  - a. U-Codes are to be used in conformance with *The Administrative Code of 1929* (AC).

- b. U-Codes are to be used for work that can be categorized as one of the following:
  - (1) Pay for the work is set by law (e.g., Governor, Lt. Governor, Agency Head).
  - (2) The work is in the Governor's Office and the pay is set by the Governor (*AC Sec. 211*).
  - (3) Deputy heads of administrative departments who are appointed and compensated at rates fixed by the Governor (*AC Sec. 213*).
  - (4) A special rate of pay for the work is set by Executive Board action separately from the commonwealth's Classification and Compensation Plan (*AC Sec. 709*).

## 6. RESPONSIBILITIES.

### a. Office of Administration shall:

- (1) Determine the appropriateness of use of each U-Code.
- (2) The Human Resources Service Center will maintain U-Codes in the commonwealth's integrated computer system.

### b. Agency Heads shall request additions, deletions, and revisions to U-Codes.

## 7. PROCEDURES.

### a. U-Codes may be referenced in the commonwealth's integrated computer system and on-line at [www.jobclass.state.pa.us](http://www.jobclass.state.pa.us) website.

### b. Additions, revisions, and abolitions to U-Codes are to be processed as follows:

#### (1) Agency Human Resources Office.

- (a) Makes initial determination that U-Code action is appropriate.
- (b) Submits request, in writing, to the Office of Administration, Office for Human Resources Management, Bureau of Classification and Compensation (BOCC). Requests for U-Code additions should indicate the intended use of the job and the reason it is appropriate as a U-Code. Requests for U-Code revisions should identify the intended revision(s) to the job and provide the justification for the requested change(s). All requests should include the requested effective date.

#### (2) Bureau of Classification and Compensation.

- (a) Reviews request for appropriateness.

- (b) Prepares the U-Code Amendment (Form OABSP-40) for the signature of the Director, Bureau of Classification and Compensation, to establish, revise, or abolish the job, if appropriate.
  - (c) Notifies requesting agency human resources office if requested action is inappropriate.
- (3) **Office of Administration, Office for Human Resources Management, Human Resources Service Center**, upon receipt of Form OABSP-40, makes necessary changes to the integrated computer system.
- (4) **Agency Human Resources Office**, upon receipt of notice from BOCC that the requested U-Code has been established or revised, uses the job in effecting appropriate transactions.

**This directive replaces, in its entirety, *Management Directive 520.3*, dated June 16, 2003.**