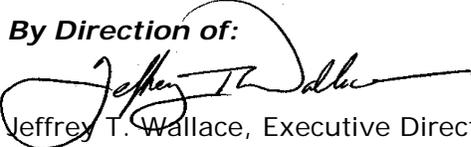


# MANAGEMENT DIRECTIVE

## Commonwealth of Pennsylvania Governor's Office

<b>Subject:</b> Reallocation to a Lower Class in the Classified Service	<b>Number:</b> 580.28 Amended
<b>Date:</b>  March 30, 2011	<b>By Direction of:</b>  Jeffrey T. Wallace, Executive Director, State Civil Service Commission
<b>Contact Agency:</b> State Civil Service Commission, Bureau of Technical and Information Services, Telephone 717-787-5855	

**This directive establishes policy, responsibilities, and procedures to be followed when a filled classified service position is reclassified downward. Marginal dots are excluded due to major changes.**

1. **PURPOSE.** To establish policy, responsibilities, and procedures regarding the reallocation of the class of a position held by a classified service employee to a lower class in the classified service.
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 explain how to process the reclassification downward of a position held by a classified service employee.
4. **DEFINITIONS.**
  - a. **Classification Specification.** A written description of a job which defines and describes representative duties and responsibilities and sets forth the experience and training which provide the knowledge, skills, and abilities essential to the performance of the work of the job classification.
  - b. **Demotion.** The voluntary or involuntary movement of an employee to a class assigned to a pay range with a lower maximum salary except when the movement is the result of a valid reclassification downward.

- c. **Executive Board.** An organization consisting of the Governor, as Chairman, and six agency heads designated by the Governor, with the power to regulate management and administrative activities in agencies under the Governor's jurisdiction in accordance with *Section 204 of The Administrative Code of 1929 (71 P.S. § 64)*.
- d. **Reallocate.** To reclassify or to change the classification of a position from one class title and code to another class title and code for reasons consistent with the policy set forth in paragraph 5.a. of this directive.
- e. **Reassignment.** The movement of an employee from one position to another position, in the same class or in a similar class for which the employee qualifies, at the same maximum salary.
- f. **Reclassification Downward.** The involuntary reallocation of an employee's position classification to a class assigned to a pay range with a lower maximum salary in the classified service.
- g. **SCSC Classification Committee.** A committee charged with developing classification specifications for use by political subdivisions of the commonwealth which have contracts with the SCSC. Depending on the political subdivision that will be utilizing the classification specification, members may include employees of the SCSC, the Office of Administration, nominated representatives of the Pennsylvania Association of Housing and Redevelopment Authorities, employees of the political subdivisions with expertise or oversight pertaining to the classification specification being developed, or state agency liaisons to political subdivisions which receive commonwealth funding for human services programs.

## 5. POLICY.

- a. When an employee's job changes or the Executive Board changes a classification and a reallocation of the classification of the position becomes necessary, the employee shall be reclassified to the new classification provided the employee meets the established requirements for the new classification. This reclassification, if it is to a lower level, shall not be construed as a demotion.
- b. A classified service employee who has been reclassified downward shall retain his or her current civil service status. **Exception:** If the reclassification downward is to a trainee job title as a result of its creation by either the Executive Board or SCSC Classification Committee, the employee placed into the newly created trainee job title will be assigned probationary status and credited with seniority acquired in the higher class.
- c. A classified service employee may not be reclassified downward to a trainee job title other than through the exception noted in paragraph 5.b. of this directive.

- d. Prior to reclassifying an employee downward, an agency may reassign the employee, in accordance with *Management Directive 580.26, Transfer or Reassignment of Classified Service Employees*, if an appropriate vacancy exists and there are no contractual or civil service claims to it.
- e. The qualifications of an employee who has been reclassified downward are subject to SCSC audit pursuant to *Civil Service Act, 71 P.S. § 741.901.1*.
- f. **References.** *Civil Service Act, 71 P.S. §§ 741.707.a and 741.901.a; 4 Pa. Code §§ 99.41-99.43; Management Directive 580.11, Documentation of Classified Service Personnel Actions; Management Directive 580.26, Transfer or Reassignment of Classified Service Employees; and Department of Environmental Resources v. Bartal, et al., 151 Pa. Commw. 603, 618 A.2d 1062 (1992).*

## 6. RESPONSIBILITIES.

### a. Agencies shall:

- (1) Ensure that the classified service employee whose position was reclassified downward meets the minimum experience and training requirements, as identified in the classification specification, for the position to which assigned.
- (2) Notify the employee in writing of the reclassification downward. The notice to the employee must include the job title to which assigned, effective date, rate of pay, civil service status, change in bargaining unit, if applicable, and appeal rights.
- (3) Ensure that the personnel transaction documenting the reclassification downward is indicated on the work history of the employee.

### b. The State Civil Service Commission shall:

- (1) Provide guidance to agencies requesting information on downward reclassification actions involving classified service employees.
- (2) For applicable Housing Authorities and other entities having a contract with SCSC for services and facilities, process the personnel transaction documenting the reclassification downward on the work history of the employee. **Exception:** For political subdivisions which receive commonwealth funding for human services programs, the appropriate state funding agency will process the personnel transaction.

## 7. PROCEDURES.

- a. After an agency determines that a reclassification downward is necessary and that the employee meets the minimum experience and training requirements for the position, the personnel transaction shall be processed as follows:
  - (1) For state agencies, blanket certification number 99410 is to be used to process the reclassification downward action. Documentation is not required to be forwarded to the SCSC.

- (2) For political subdivisions which receive commonwealth funding for human services programs, submit Form SCSC-100, Report of Personnel Transactions for Non-State Employees, using transaction code 410 and blanket certification number 99410, to the appropriate state funding agency. Documentation is not required to be forwarded to the SCSC.
- (3) For applicable Housing Authorities or other entities having a contract with SCSC for services and facilities not referenced in paragraphs 7.a.(1) or 7.a.(2) of this directive submit Form SCSC-100, Report of Personnel Transactions for Non-State Employees, using transaction code 410 and blanket certification number 99410, to the following address:

State Civil Service Commission  
Bureau of Technical and Information Services  
3<sup>rd</sup> Floor, Strawberry Square Complex  
320 Market Street  
Telephone: 717.787.5855  
Fax: 717.783.0419  
Or, for U.S. Postal Service deliveries:  
P.O. Box 569  
Harrisburg, PA 17108-0569  
Or, by e-mail at: ra-cs-taad@state.pa.us

- b. Notify the employee in writing of the reclassification downward. The notice to the employee must include the job title to which assigned, effective date, rate of pay, civil service status, change in bargaining unit, if applicable, and appeal rights.
- c. Form SCSC-100, Report of Personnel Transactions for Non-State Employees, can be obtained by visiting the SCSC's Web site at [www.scsc.pa.gov](http://www.scsc.pa.gov) and logging on the human resource professional Web site. Agencies 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, PA 17108-0569

**This directive replaces, in its entirety, *Management Directive 580.28*, dated February 27, 1990.**