

Emergency Appointments Due to COVID-19 Disaster Emergency

In order to fill mission-critical positions as quickly as possible, the Office of Administration ("OA"), pursuant to Governor Wolf's March 6, 2020 Proclamation of Disaster Emergency related to the novel coronavirus disease ("COVID-19") outbreak, requested, and Governor Wolf granted, the suspension of the time-limit restrictions for emergency appointments set forth in Section 2407 of the Civil Service Reform Act ("Act"). Any associated regulations regarding the time restrictions are likewise temporarily suspended.

Specifically, for the duration of the disaster emergency, the time-limit restrictions set forth in Section 2407 of the Act are suspended for those emergency appointments deemed necessary as a result of the disaster emergency. Accordingly, emergency appointments made in relation to the disaster emergency may exceed a total of sixty (60) days without the need for approval from OA.

Notwithstanding this limited suspension of the time-limit restrictions, all other requirements of Section 2407 of the Act, as well as the procedures for emergency appointments set forth in the Merit System Employment Process Guide, must be followed.

All emergency appointments resulting from the disaster emergency must be reported to the OA, Bureau of Talent Acquisition via email to ra-cs-paad@pa.gov by the Friday of the week in which the emergency appointment was made. The email must contain the following:

- The name of the employee;
- The job title and position number to which the employee was appointed; and
- The reason for the appointment and how it relates to the disaster emergency.

The suspension of the time-limit restrictions of Section 2407 of the Act and any associated regulations is temporary and limited in nature; emergency appointments unrelated to the disaster emergency **must** comply with all provisions of Section 2407 of the Act and the requirements under *Emergency Appointments* in the Merit System Employment Process Guide.