
MANAGEMENT DIRECTIVE

505.11 Amended
Number

COMMONWEALTH OF PENNSYLVANIA GOVERNOR'S OFFICE

Subject:

Emergency Assignments of Employees During Emergencies

By Direction Of:


Thomas G. Paese, Secretary of Administration

Date:

June 17, 1998

Emergency assignments and reassignments of personnel to perform specific and essential activities in agencies under the Governor's jurisdiction may be necessary during an emergency. This amendment updates policy, responsibilities, and procedures.

1. POLICY.

a. *Title 4, Pennsylvania Code, §3.21 et seq* assigns responsibilities for the emergency assignment and recruitment of personnel for disaster operational or assistance work and activities.

b. *Section 501 of The Administrative Code of 1929* provides a legal basis for interagency assignments of employees.

c. The following alternatives are available to an agency requiring additional staff during an emergency:

(1) Reassignment of employees within the agency.

(2) Emergency hiring into authorized vacancies. See *Management Directive 515.3, Classified Service Emergency Appointments* for emergency hiring into positions in the classified service. Consult with the Bureau of State Employment before making emergency appointments of Non-Civil Service positions during emergency situations.

(3) Emergency appointment of Non-Civil Service employees into vacant Civil Service positions made in accordance with *Management Directive 515.3* is permissible pending the approval of

their 3(c)(4) exemption request from classified service coverage or pending the individuals' Civil Service examination and subsequent placement on the list of eligibles for the affected classified position. Permanent appointment of a 3(c)(4) exempt employe into an authorized Civil Service position through qualifier status is prohibited.

(4) Additional limited-term positions requested in accordance with *Management Directives 505.2, Salaried Complement Management System* and *505.20, Wage Complement Management and Control*.

(5) Use of community volunteers.

(6) Use of contractual services.

(7) Reemployment of Commonwealth annuitants. •

(8) Emergency reassignments of employees from other agencies under the Governor's jurisdiction. •

d. Employees on emergency assignments to other agencies are covered by the Commonwealth's travel and expense regulation and liability insurance programs. Those working in a higher classification during an emergency are to be paid by the •

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- contributing agency in accordance with *Management Directive 525.4, Temporary Assignment in Higher Classification*.

2. RESPONSIBILITIES.

a. Agency Heads are to:

(1) Identify program areas and, if possible, develop advance plans for positions essential to the maintenance of public health, safety, and welfare during emergencies.

(2) Release employees not needed to maintain essential programs and services to other agencies for emergency purposes, as requested by the Secretary of Administration.

- (3) The requesting agency shall provide any representing union(s) with as much advance notice as possible of the proposed assignment of bargaining unit work to volunteers, vendors/contractors, or other nonbargaining unit state employees, assignments between bargaining units, and/or overtime equalization units.

- (4) The agency head who is contributing employees on a temporary basis to an alternate work assignment or location shall provide any representing union(s) with as much advance notice as possible of the proposed emergency assignment of the employee.

b. The Office of Administration is to:

- (1) Coordinate interagency transfers of employees, where necessary.

(2) Advise and assist agencies in reviewing alternatives to interagency transfers.

3. PROCEDURES. When an agency head has determined that it is necessary to request emergency assistance from other agencies, the following procedures apply:

- a. The agency head is to contact the Secretary of Administration and specify the number of people needed by location, skills, job classifications, and the anticipated duration of the assignment, if possible, and the reason emergency assistance is needed.

b. The Secretary of Administration will determine the availability of employees in the needed skills.

c. The Secretary of Administration will contact agency heads with employees having the necessary skills to inform them of the need for emergency assignments. ● ●

d. Contributing agencies will provide the names of available employees to the Secretary of Administration and to the head of the requesting agency.

e. The requesting agency is to select desired employees and notify the contributing agencies and the Secretary of Administration when, where, to whom the employees are to report, and the anticipated duration of the assignment. ● ● ● ●

f. Contributing agencies are to notify employees of their temporary reassignments.

g. Emergency reassignments of employees will be made in accordance with labor union agreements, with notification made to the unions as soon as the emergency permits. ● ●

h. During reassignments, employees must make arrangements with contributing agency Personnel Offices for the delivery of paychecks and for the reimbursement of travel, lodging, subsistence, and other expenses, as appropriate. ● ● ● ●

This directive supersedes Management Directive 505.11, dated September 10, 1987.