
MANAGEMENT DIRECTIVE

580.6
Amended
Number

COMMONWEALTH OF PENNSYLVANIA GOVERNOR'S OFFICE

Subject:

Tabulation of Classified Service Employees

By Direction Of:



Jeffrey T. Wallace, Executive Director, State Civil Service

Date:

June 16, 2006

Monthly reporting requirements to the State Civil Service Commission (SCSC) have changed. The SCSC will now determine the number of classified service employees from database computer files. Form SCSC-4996, Monthly Report of Classified Service Employees, has been eliminated.

1. SCOPE. This directive applies to all classified service employees in state agencies identified in Section 3(d), *Civil Service Act of August 5, 1941, P. L. 752, as amended*, and political subdivisions of the Commonwealth which have contracts with the State Civil Service Commission (SCSC) for services and facilities as provided for in *Section 212, Civil Service Act*.

2. POLICY.

a. *Section 212, Civil Service Act; 4 Pa. Code Section 93.8(b)*.

b. The services and facilities of the SCSC and its staff will be available to state departments, boards, commissions or agencies, and political subdivisions as provided for in the *Civil Service Act*. The SCSC will be reimbursed for the reasonable cost of such services and facilities.

c. The number of classified service employees in each agency serviced will be tabulated by the Executive Director, SCSC, on the last workday of the month, in order to facilitate reimbursement.

3. PROCEDURES.

a. For each agency serviced, the SCSC will determine the number of employees in the classified service as of the last workday of each month from database computer files maintained for all classified service employees. The tabulation will include all active classified service employees in complement positions (salary and wage; part-time and full time).

b. Utilizing the number of classified service employees as the basis, the comptroller for the SCSC will prepare and issue advance semiannual statements of cost, setting forth the total and the share attributable to each department, board, commission or agency, and political subdivision to which services or facilities are made available.

c. Questions regarding the tabulation of classified service employees or the advance semiannual statements of cost should be directed to the SCSC, Budget and Fiscal Control Office at (717) 787-6976.

This directive replaces, in its entirety, *Management Directive 580.6* dated April 14, 2004.