
MANAGEMENT DIRECTIVE

625.8

Number

COMMONWEALTH OF PENNSYLVANIA GOVERNOR'S OFFICE

Subject:

Contracting for Bargaining Unit Work

By Direction Of:


David L. Jannetta, Secretary of General Services

Date:

February 25, 1994

This directive establishes guidelines for agencies to comply with when contracting for bargaining unit work for improvements to buildings controlled by General Services.

1. PURPOSE. To establish guidelines for contracting bargaining unit work for alterations or improvements to buildings, building maintenance/repairs, and custodial services in buildings under the control and supervision of the Department of General Services (DGS).

2. SCOPE. This directive applies to all Commonwealth agencies in buildings under the control and supervision of DGS listed in Section 3.c.

3. POLICY.

a. In accordance with the contractual provisions of the, Master Agreement and Memorandum of Understanding between the Commonwealth of Pennsylvania and the American Federation of State, County and Municipal Employees (AFSCME), bargaining unit work is not to be contracted except for legitimate operational reasons resulting in reasonable cost savings for improved delivery of services.

b. No Commonwealth agency, officer, or employe shall enter into a contract for alterations or improvements to buildings, building maintenance/repairs, or custodial services, which involves the contracting of bargaining unit work in buildings and facilities under the control and supervision of DGS without prior approval by the Bureau of Buildings and Grounds.

c. All alterations or improvements to buildings, building maintenance/repairs, and custodial services involving the same type of work performed by DGS maintenance, custodial, or environmental control personnel in the following buildings are subject to review and approval:

Agriculture Building
Altoona State Off ice Building
Capitol Annex
Capitol Building & East Wing
Central Air Conditioning Complex
Finance Building
Forum Building
Governors Residence
Health & Welfare Building
Labor & Industry Building
Lieutenant Governor's Residence
North Office Building
Northwest Office Building
Philadelphia State Office Building
Pittsburgh State Off ice Building
Publications Building
Reading State Office Building
Scranton State Office Building
Samters Building
State Museum

Distribution: B

(Buildings and Grounds, DGS, 717/787-3893) Page 1 of 2

Transportation & Safety Building
22nd & Forster Streets Building
66 KV Substation
16th & Herr Streets Complex
Market Street State Office Building
Records Center

d. Failure to adhere to this directive may result in the occupant agencies being responsible for any financial settlement with the affected bargaining unit.

4. PROCEDURES.

Action By	Step	Action
Occupant Agency.	1.	Requests permission, in writing, from the Bureau of Buildings and Grounds to contract any bargaining unit work, except work contracted through the Office of Public Works, proposed for the above listed buildings. The memorandum must outline the reasons for contracting, provide all supporting documentation including drawings, specifications, and cost estimates, be endorsed by the agency head or designee, and submitted to the: Department of General Services Bureau of Buildings & Grounds Director's Office Room 403, North Office Bldg. Harrisburg, PA 17125 Telephone: (717) 787-3893 Network: 447-3693
Bureau of Buildings and Grounds.	2.	Determines whether or not the requested work involves bargaining unit work. If appropriate, notifies the agency to proceed.
	3.	Notifies requesting agencies of the outcome of its discussions with AFSCME for requested work involving bargaining unit work.