



pennsylvania
OFFICE OF ADMINISTRATION

HUMAN RESOURCES AND MANAGEMENT

MEMO

TO: ALL HUMAN RESOURCE DIRECTORS OF ALL
DEPARTMENTS, INDEPENDENT ADMINISTRATIVE
BOARDS AND COMMISSIONS AND OTHER STATE
AGENCIES UNDER THE GOVERNOR'S JURISDICTION

FROM: James A. Honchar, SPHR
Deputy Secretary Human Resources and Management

DATE: June 19, 2009

RE: Standard to Management Pay Schedule Rules

Effective July 1, 2009, employees in management and nonrepresented bargaining units will be migrated from the July 1, 2008, Standard Pay Schedule to the July 1, 2009, Management Pay Schedule. Union-covered employees will remain on the Standard Pay Schedule. These schedules are dissimilar and no longer have integrated pay rates, so the cross-schedule calculations found in Sections 5.31(b) and 5.32(b) of the Personnel Rules apply. Since many agencies are unfamiliar with the utilization of these cross-schedule calculations, we have provided alternative methods below, which are less cumbersome yet provide the same placement results. Copies of the new pay schedules are attached for your reference.

Promotions

For promotions between the Standard Pay Schedule and the Management Pay Schedule, subtract 1 from the employee's current pay scale level (PSL) designation and place the employee at that pay scale level designation in the management pay scale group. This rule applies to one pay scale group (PSG) promotions, for example from ST06 to MA07.

Example: Employee assigned to ST06, PSL 4 being promoted to job in MA07.
Subtract 1 from the employee's step number (4-1=3) and place the employee at MA07, PSL 3.

For promotions greater than one PSG, follow the rule above for the first PSG, then apply the four step increase per PSG provided in Section 5.31(a)(2) of the Personnel Rules for each subsequent PSG.

Example: Employee assigned to ST07, PSL 8 being promoted to job in MA09.
Subtract 1 from the employee's step number (8-1=7) and place the employee at MA08, PSL 7. Then apply a four step increase and place the employee at MA09, PSL 5.

When utilizing the promotion rule above, the result of the rule is the maximum pay rate at which the employee can be placed. Agencies have the discretion to assign a lower PSL.

Demotions

For demotions between the Management Pay Schedule and the Standard Pay Schedule, add 1 to the employee's current pay scale level designation and place the employee at that pay scale level designation in the standard pay scale group. This rule applies to one pay scale

group demotions, for example from MA08 to ST07.

Example: Employee assigned to MA08, PSL 12 being demoted to job in ST07. Add 1 to employee's step number ($12+1=13$) and place the employee at ST07, PSL 13.

For demotions greater than one PSG, follow the rule above for the first PSG, then apply the four step decrease per PSG provided in Section 5.32(a) of the Personnel Rules for each subsequent PSG.

Example: Employee assigned to MA07, PSL 10 being demoted to job in ST05. Add 1 to employee's step number ($10+1=11$) and place the employee at ST06, PSL 11. Then apply a four step decrease and place the employee at ST05, PSL 13.

Transfers from ST to MA (or MA to ST)

This rule is for employees who, in those rare instances, transfer from a union job to a management job (or vice versa) with the same pay scale group designation, for example ST06 to MA06. The employee would be "zero-stepped" at their current hourly rate and placed in the new pay scale group at PSL 00.

Example: Employee assigned to ST06, PSL 8, \$22.08/hr being laterally transferred to job in MA06. The employee would be placed at MA06, PSL 00, \$22.08/hr.

The employee would remain zero-stepped at that rate of pay until the next scheduled pay increase occurs, either general pay increase or longevity increment. At that time, the employee would be placed onto an actual Pay Scale Level on the schedule. The employee would also receive a lump sum cash payment if the step placement would not provide the full amount of the general pay increase or longevity increment. Please contact the Salary and Time Administration Division for instructions regarding step placement and cash payment calculation.

It should be noted that these transfer actions must be processed as either a promotion action (MA to ST) or demotion action (ST to MA). The SAP system was configured to compare the minimum hourly rates of the two classifications and treat the action as a promotion if the minimum rate of the new class is higher, or as a demotion if the minimum rate of the new class is lower.

Pay Equity Adjustments

You should ensure that the application of the above rules and methods do not create inequitable salary relationships between or among employees. However, in certain situations, that is unavoidable. In those cases where you feel that a salary adjustment is warranted to correct an inequitable salary relationship, please submit a written request to my office.

If you have any questions regarding this memorandum, please contact the Salary and Time Administration Division at 783-8141.

Attachments

cc: Secretary Naomi Wyatt, OA
 Jay Gasdaska, OA
 Ralph Perez-Bravo, OA
 David Kessler, BCPO

Management 37 1/2

COMMONWEALTH OF PENNSYLVANIA 37% HOUR MANAGEMENT/NonREPRESENTED PAY SCHEDULE EFFECTIVE JULY 1, 2009 PAY SCALE TYPE MA

Management 37 1/2

Pay Rates, Progress Item Left to Right →	P.S. Level														
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16
P.S. Group Hourly Blkwy Annual* MA01	10.05	10.27	10.46	10.67	10.88	11.08	11.32	11.56	11.76	12.01	12.24	12.48	12.76	12.99	13.27
P.S. Group Hourly Blkwy Annual* MA02	11.32	11.56	11.76	12.01	12.24	12.48	12.76	13.04	13.27	13.54	13.78	14.08	14.38	14.66	14.66
P.S. Group Hourly Blkwy Annual* MA03	12.61	12.81	13.02	13.27	13.54	13.78	14.08	14.38	14.66	14.97	15.30	15.57	15.89	16.22	16.57
P.S. Group Hourly Blkwy Annual* MA04	13.27	13.54	13.78	14.08	14.38	14.66	14.97	15.30	15.66	15.97	16.30	16.75	17.19	17.67	18.22
P.S. Group Hourly Blkwy Annual* MA05	14.08	14.38	14.66	14.97	15.30	15.66	15.97	16.30	16.67	17.05	17.43	17.82	18.22	18.62	18.77
P.S. Group Hourly Blkwy Annual* MA06	15.30	15.57	15.89	16.22	16.57	16.98	17.35	17.60	17.98	18.36	18.77	19.16	19.50	19.89	20.25
P.S. Group Hourly Blkwy Annual* MA07	16.57	16.89	17.25	17.60	17.98	18.36	18.77	19.16	19.50	19.89	20.25	20.65	20.97	21.38	21.44
P.S. Group Hourly Blkwy Annual* MA08	18.77	19.16	19.60	20.06	20.49	21.44	21.90	22.39	23.42	23.93	24.44	25.01	25.59	26.14	26.73
P.S. Group Hourly Blkwy Annual* MA09	21.44	21.90	22.39	23.42	24.45	25.01	25.59	26.14	26.73	27.32	27.91	28.55	29.18	29.85	30.48
P.S. Group Hourly Blkwy Annual* MA10	24.45	25.01	25.59	26.14	26.73	27.32	27.91	28.55	29.18	29.85	30.48	31.17	31.87	32.59	33.29
P.S. Group Hourly Blkwy Annual* MA11	31.17	31.87	32.58	33.29	34.02	34.75	35.59	36.35	37.17	37.97	38.66	39.37	40.06	40.75	41.44
P.S. Group Hourly Blkwy Annual* MA12	41.51	42.44	43.37	44.33	45.35	46.35	47.38	48.42	49.51	50.61	51.74	52.88	54.04	55.35	56.53
P.S. Group Hourly Blkwy Annual* MA13	56.35	56.59	57.17	58.00	58.86	59.70	60.61	61.51	62.44	63.37	64.33	65.35	66.42	67.50	68.67
P.S. Group Hourly Blkwy Annual* MA14	69.61	70.61	72.05	74.32	77.95	81.42	85.43	89.70	93.30	97.44	102.20	107.30	113.30	119.30	125.30

*Approximate annual rate is derived by multiplying the biweekly rate by 26.08 and rounding to the nearest dollar.

Governor's Office Controlled Pay Scale Levels

Union 40

COMMONWEALTH OF PENNSYLVANIA
40 HOUR STANDARD PAY SCHEDULE
EFFECTIVE JULY 1, 2009
PAY SCALE TYPE ST

Union 40

Pay Rates

Progress from Left to Right →		P.S. Level 01	P.S. Level 02	P.S. Level 03	P.S. Level 04	P.S. Level 05	P.S. Level 06	P.S. Level 07	P.S. Level 08	P.S. Level 09	P.S. Level 10	P.S. Level 11	P.S. Level 12	P.S. Level 13	P.S. Level 14	P.S. Level 15	P.S. Level 16	P.S. Level 17	P.S. Level 18	P.S. Level 19	P.S. Level 20
P.S. Group	Hourly	10.35	10.58	10.77	10.99	11.21	11.41	11.66	11.91	12.11	12.37	12.61	12.85	13.14	13.38	13.67	13.95	14.19	14.50	14.81	15.10
ST01	Biweekly Annual*	828.00	846.40	861.60	879.20	896.80	912.80	932.80	952.80	972.80	989.50	1,008.80	1,028.00	1,051.20	1,070.40	1,093.60	1,116.00	1,135.20	1,160.00	1,184.80	1,208.00
P.S. Group	Hourly	11.66	11.91	12.11	12.37	12.61	12.85	13.14	13.38	13.67	13.95	14.19	14.50	14.81	15.10	15.42	15.76	16.04	16.37	16.71	17.07
ST02	Biweekly Annual*	932.80	952.80	968.80	989.60	1,008.80	1,028.00	1,051.20	1,070.40	1,093.60	1,116.00	1,135.20	1,160.00	1,184.80	1,208.00	1,233.60	1,260.80	1,283.20	1,309.60	1,336.80	1,365.60
P.S. Group	Hourly	13.14	13.38	13.67	13.95	14.19	14.50	14.81	15.10	15.42	15.76	16.04	16.37	16.71	17.07	17.40	17.77	18.13	18.52	18.91	19.33
ST03	Biweekly Annual*	1,051.20	1,070.40	1,093.60	1,116.00	1,135.20	1,160.00	1,184.80	1,208.00	1,233.60	1,260.80	1,283.20	1,309.60	1,336.80	1,365.60	1,392.00	1,421.60	1,450.40	1,481.60	1,512.80	1,546.40
P.S. Group	Hourly	14.81	15.10	15.42	15.76	16.04	16.37	16.71	17.07	17.40	17.77	18.13	18.52	18.91	19.33	19.73	20.19	20.66	21.10	21.60	22.08
ST04	Biweekly Annual*	1,184.80	1,208.00	1,233.60	1,260.80	1,283.20	1,309.60	1,336.80	1,365.60	1,392.00	1,421.60	1,450.40	1,481.60	1,512.80	1,546.40	1,578.40	1,615.20	1,652.80	1,688.00	1,728.00	1,766.40
P.S. Group	Hourly	16.71	17.07	17.40	17.77	18.13	18.52	18.91	19.33	19.73	20.19	20.66	21.10	21.60	22.08	22.56	23.06	23.53	24.12	24.65	25.18
ST05	Biweekly Annual*	1,336.80	1,365.60	1,392.00	1,421.60	1,450.40	1,481.60	1,512.80	1,546.40	1,578.40	1,615.20	1,652.80	1,688.00	1,728.00	1,766.40	1,804.80	1,844.80	1,886.40	1,929.60	1,972.00	2,014.40
P.S. Group	Hourly	18.91	19.33	19.73	20.19	20.66	21.10	21.60	22.08	22.56	23.06	23.58	24.12	24.65	25.18	25.76	26.36	26.92	27.53	28.14	28.75
ST06	Biweekly Annual*	1,546.40	1,578.40	1,615.20	1,652.80	1,688.00	1,728.00	1,766.40	1,804.80	1,844.80	1,886.40	1,929.60	1,972.00	2,014.40	2,056.08	2,108.80	2,153.60	2,202.40	2,251.40	2,300.00	
P.S. Group	Hourly	21.60	22.08	22.56	23.06	23.58	24.12	24.65	25.18	25.76	26.36	26.92	27.53	28.14	28.75	29.41	30.06	30.75	31.39	32.11	32.83
ST07	Biweekly Annual*	1,728.00	1,766.40	1,804.80	1,844.80	1,886.40	1,929.60	1,972.00	2,014.40	2,056.08	2,108.80	2,153.60	2,202.40	2,251.40	2,300.00	2,357.80	2,404.80	2,460.40	2,511.20	2,568.80	2,626.40
P.S. Group	Hourly	24.65	25.18	25.76	26.36	26.92	27.53	28.14	28.75	29.41	30.06	30.75	31.39	32.11	32.83	33.56	34.29	35.04	35.83	36.66	37.44
ST08	Biweekly Annual*	2,014.40	2,060.80	2,108.80	2,153.60	2,202.40	2,251.40	2,300.00	2,352.80	2,404.80	2,460.40	2,511.20	2,568.80	2,626.40	2,684.80	2,743.20	2,803.20	2,866.40	2,932.80	2,995.20	
P.S. Group	Hourly	51.430	52.536	53.746	54.998	56.166	57.439	58.711	59.984	61.361	62.717	64.157	65.492	66.994	68.497	70.020	71.543	73.107	74.756	76.487	78.115
ST09	Biweekly Annual*	58.711	61.361	63.020	64.157	65.492	66.994	68.497	70.020	71.543	73.107	74.756	76.487	78.115	80.849	83.519	85.313	87.274	89.214	91.894	94.667
P.S. Group	Hourly	66.994	68.497	70.020	71.543	73.107	74.756	76.487	78.115	79.888	81.662	83.519	85.313	87.274	89.214	91.894	94.67	97.74	98.80	101.816	

* Approximate annual rate is derived by multiplying the biweekly rate by 26.08 and rounding to the nearest dollar.