


Administrative Circular

Commonwealth of Pennsylvania
Governor's Office

09-20
Number

Subject: Update to the Schedule of Maintenance Charges for Employees Residing at Commonwealth Facilities	Date: December 31, 2009
By Direction of:  Mary A. Soderberg, Secretary of the Budget	Expiration Date: December 31, 2010
Contact Agency: Office of the Budget, Office of Comptroller Operations, Bureau of Commonwealth Payroll Operations (BCPO), Telephone 717-772-5340	

This circular contains critical information regarding the [schedule of maintenance charges](#) for employees residing at commonwealth facilities. Agencies under the Governor's jurisdiction shall adhere to the current [schedule of maintenance charges](#), available on the Bureau of Commonwealth Payroll Operations page of the [Office of Comptroller Operations](#) Web site, until [Management Directive 315.14, Charges for State Employees Residing or Subsisting in Commonwealth Facilities](#) is amended.

Executive Board Resolution Number MC-08-086 stipulates an increase in maintenance charges for employees residing at commonwealth facilities, effective with the first full pay period each January. The increase is based on the percentage change in the consumer price index for all urban consumers in Pennsylvania, New Jersey, Delaware, and Maryland for the most recent 12-month period prior to January 1 for which figures have been officially reported by the United States Department of Labor, Bureau of Labor Statistics.

Because the consumer price index did not increase during the most recent 12-month period prior to January 1, 2010, there will be no change to the [schedule of maintenance charges](#) during calendar year 2010. General questions concerning the [schedule of maintenance charges](#) and taxation should be directed to the Office of the Budget, Office of Comptroller Operations, Bureau of Commonwealth Payroll Operations (BCPO) at 717-772-5340; questions regarding specific SAP transactions involving maintenance charges should be directed to the PA Office of Administration, Bureau of Enterprise Services and Operations, Operations Division at 717-787-8001.

Enclosure 1 - Executive Board Resolution Number MC-08-086

WHEREAS, the action of this Board taken June 8, 1989, established a uniform schedule of maintenance charges for state employees, including institution heads, residing or subsisting in Commonwealth facilities; and

WHEREAS, the action of this Board taken May 15, 1997, increased those maintenance charges by directing an amendment to Management Directive 315.14, *Charges for State Employees Residing or Subsisting in Commonwealth Facilities*; and

WHEREAS, those maintenance charges have not been increased since 1997 while the Commonwealth's costs have increased; and

WHEREAS, it is in the best financial interests of the Commonwealth to regularly adjust these charges based on increases in the cost of living; Therefore, be it

RESOLVED, That Management Directive 315.14, *Charges for State Employees Residing or Subsisting in Commonwealth Facilities*, be amended to reflect increases in charges as shown in the attached Annex A, and shall be effective the first full pay period occurring 60 days after the date of this resolution; and, be it further

RESOLVED, That such charges shall be increased through the Directives Management System effective the first full pay period in January of 2009, and each January thereafter, by applying the percentage change in the Consumer Price Index for All Urban Consumers (CPI-U) for the Pennsylvania, New Jersey, Delaware and Maryland area, for the most recent 12-month period for which figures have been officially reported by the United States Department of Labor, Bureau of Labor Statistics immediately prior to January 1 of each year; and, be it further

RESOLVED, That any person exonerated from charges established before the beginning of the second full pay period in November 1966 shall continue to be exonerated but all increases in charges since that time shall apply fully and without exception to all employees.