
MANAGEMENT DIRECTIVE

520.9

Number

COMMONWEALTH OF PENNSYLVANIA GOVERNOR'S OFFICE

Subject:

Appointments Above the Minimum

By Direction Of:


Thomas G. Paese, Secretary of Administration

Date:

March 5, 1998

Agency heads are authorized to appoint management, confidential, and other nonrepresented employes at a salary of up to 10 percent above documented earnings within the appropriate pay range under certain conditions. This directive also clarifies policies and expands the responsibilities of comptrollers to monitor requests for appointments above the minimum.

1. **PURPOSE.** To establish policy for the delegation of authority to agency heads under the Governor's jurisdiction to appoint management, confidential, and other nonrepresented employes above the minimum step of the appropriate pay range.

2. **POLICY.**

a. **Agency heads are delegated** the authority to set salaries on appointments to Civil Service and Non-Civil Service positions at a salary above the minimum for management classifications except those used for centralized staff positions functioning in press, policy, legislative liaison, and legal offices, and provided that the salary will not exceed an applicant's present or most recent documented salary by more than ten percent.

b. For entry level management classes where, generally, no relevant applicant salary history exists, agency heads are delegated the authority to set salaries on appointment to Civil Service and

Non-Civil Service positions up to and including four steps above the minimum. Appointments above the minimum for entry-level management classes should be made only when special circumstances exist such as outstanding qualifications, special training, or recruitment difficulties.

c. This authority does not supersede previous policy where above the minimum salaries have been stipulated by established precedent (e.g., State Police Cadets, Engineering Trainees, Pennsylvania Management Interns), or other similar policy.

d. The authority to set salaries on appointments does not replace current policies contained in *Management Directive 515.10, Selection and Appointment to Non-Civil Service Positions*, which requires the approval of certain appointments by the Bureau of State Employment or the Secretary of Administration.

e. Each agency is responsible for maintaining internal pay equity. The Office of Administration will not approve salary adjustment requests made to correct internal pay equity problems created by appointments above the minimum.

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3. RESPONSIBILITIES.

a. **The Secretary of Administration, in conjunction with the Bureau of Personnel**, shall monitor appointments on an ongoing basis to ensure that agencies are adhering to sound management practices and the policy outlined in this directive.

b. **Bureau of Commonwealth Payroll Operations** shall perform the following verifications to monitor and process appointments above the minimum:

(1) Monitor all electronic personnel transactions for appointments (transaction code 00110, special factor AA) to ensure that all appointments above the minimum are in compliance with this directive.

(2) Disapprove personnel transactions for appointments above the minimum if they are not supported by the required salary verification and agency approval documents

c. **Agency Personnel Offices** shall maintain copies of required salary verification and agency approval documents for audit purposes.

4. PROCEDURES.

Action By	Step	Action
Agency Personnel Office.	1.	Processes an appointment transaction code 00110, with a special factor code AA, via the Integrated Personnel Payroll System.
	2.	Forwards verification of applicant's present or most recent salary (salary stub, W-2 form, or tax form) and agency approval documents to the Bureau of Commonwealth Payroll Operations.