
MANAGEMENT DIRECTIVE

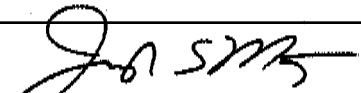
530.1
Amended
Number

COMMONWEALTH OF PENNSYLVANIA GOVERNOR'S OFFICE

Subject:

Agency Employee Services Coordinators

By Direction Of:


Joseph S. Martz, Secretary of Administration

Date:

May 16, 2006

This directive outlines the duties and responsibilities of agency benefits representatives. Agencies are to report information on newly assigned representatives to the Office of Administration. This amendment contains minor changes.

1. PURPOSE. To establish responsibilities for the administration of the employee services and benefits function in agencies under the Governor's jurisdiction.

2. OBJECTIVES. General objectives of the employee benefits program are to extend to Commonwealth employees:

- a. Financial protection in the form of life and health insurance.
- b. Income continuation through retirement, workers' compensation, supplements to workers' compensation, social security, and unemployment compensation.
- c. Uniform application of employee leave programs.

3. RESPONSIBILITIES.

- **a. Agency Human Resource Officers** are responsible for:

- (1) The administration of employee benefits programs within their agencies.
- (2) The designation of Employee Services Coordinators to be responsible for the coordination of employee benefits programs.

b. Employee Services Coordinators. The selection of this individual should receive special consideration. Collective bargaining and formal labor agreements reinforce the need for an equitable administration of employee benefits programs. The responsibilities of the Employee Services Coordinator include:

- (1) Liaison with operating units, Bureau of Commonwealth Payroll Operations, the Pennsylvania Employees Benefit Trust Fund, other insurance administrators, the State Employees' Retirement System, and the Employee Benefits Division, Office of Administration.

(2) The dissemination of procedures and descriptive material relating to employee services and benefits. The coordinator should assist employees in understanding and securing benefits.

(3) The training of operating personnel in procedures and in benefits available through the employee services and benefits programs.

- (4) The review of programs and procedures and their effect on agency employees. The coordinator
- should recommend changes in programs and procedures to the agency Human Resource Director and to the Office of Administration.

4. PROCEDURES.

a. The names, office locations, and telephone numbers of new Employee Services Coordinators, are to be submitted, by memorandum, to the:

- Employee Benefits Division
Bureau of Classification and Compensation
Office of Administration
Room 513
Finance Building

- or, by e-mail to the Division administrative professional within seven days of the assumption of duties.

b. If other individuals are assigned duties for workers' compensation coordination or attendance administration, similar information on those individuals should be submitted within seven days of their assumption of duties.

This directive replaces, in its entirety, *Management Directive 530.1*, dated September 17, 1996.