CHAPTER 604. EMPLOYEES IN THE CLASSIFIED SERVICE

Subchapter A. SERVICE STANDARDS AND RATINGS

§ 604.1. Establishment of system.
(a) The Office of Administration, in cooperation with appointing authorities, will establish and maintain a job-related system of performance evaluations for employees in the classified service.
(b) Performance evaluations must be based upon job-related factors appropriate for determining the manner in which the employee performs the duties and carries out the responsibilities of the position occupied. To provide a uniform and equitable basis for rating employees, the Office of Administration, in cooperation with appointing authorities, may establish work performance guides.
(c) Performance evaluation forms and procedures shall be reviewed and approved by the Office of Administration prior to utilization.

§ 604.2. Reporting of performance evaluations.
Performance evaluations for probationary status employees shall be completed and provided to the employees prior to the scheduled expiration of the probationary period by the appointing authority. All other performance evaluation reports shall be completed at least once each year, unless a different schedule is approved by the Office of Administration, and copies shall be retained in the employee’s official personnel file. Upon request by the Office of Administration, performance evaluation reports shall promptly be made available for audit.

§ 604.3. Review of performance evaluations.
Appointing authorities shall provide the employee with the results of performance evaluations as soon as practicable after the evaluation is completed. The employee will be given an opportunity to review the performance evaluation with the rater and the reviewing officer. Appointing authorities shall inform employees of standards used in determining the evaluation.
§ 604.4. Application of performance evaluations.
Performance evaluations shall be utilized for purposes of determining eligibility for promotion, to assist in establishing priority for promotion, or for determining order of furlough as provided in this subpart.

Subchapter B. REASSIGNMENTS AND TRANSFERS

Sec.
604.5. Reassignments and transfers authorized.
604.6. Initiation of transfers.
604.7. Limitations on transfer.
604.8. Effect of transfer on probationary period.
604.9. Transfer of classified service employees entering the Senior Management Service.

§ 604.5. Reassignments and transfers authorized.
(a) An employee may be:
   (1) Reassigned within the same appointing authority from one position to another in the same job or in a similar job for which the employee qualifies.
   (2) Transferred from one position to another position in the same job or in a similar job within a different appointing authority.
(b) A similar job:
   (1) Has the same maximum salary rate in the compensation plan.
   (2) Involves essentially the same duties and responsibilities.
   (3) Requires essentially the same minimum qualifications.
   (4) Calls for essentially the same knowledge, skills, and abilities.

§ 604.6. Initiation of transfers.
Transfers. A transfer shall be initiated by the appointing authority having jurisdiction over the position to which the transfer is sought and must be approved by the Office of Administration. A transfer requires the written consent of the employee and the present appointing authority.

§ 604.7. Limitations on transfer.
The Office of Administration may disapprove a transfer not in compliance with the act and this subpart, including:
   (1) When the consent and approvals required by law and this subpart have not been given.
   (2) When a departmental reemployment list is in existence, appropriate for filling the position to which transfer is sought.
   (3) When the employee sought to be transferred has a disqualification which would bar that person from qualifying for the position sought.

§ 604.8. Effect of transfer on probationary period.
The unexpired portion of the probationary period of a transferee shall continue to be served in the position to which transferred, unless the prospective transferee
accepted the position after being notified in writing that the appointing authority having jurisdiction over the position requires a full probationary period in the position as a condition of the transfer.

§ 604.9. Transfer of classified service employees entering the Senior Management Service.

When a classified service employee accepts a Senior Management Service position, under a different appointing authority, the employee shall be transferred to the agency having the Senior Management Service position. The return right of a Senior Management Service employee shall be to a position in the classified service under the same appointing authority in which the Senior Management Service position is located.

Subchapter C. REDUCTIONS IN PAY OR DEMOTIONS

Sec.
604.10. Reductions of pay within the same job.
604.11. Demotions to a different job.

§ 604.10. Reductions of pay within the same job.

(a) An appointing authority may reduce the salary of an employee because of unsatisfactory performance of duties or for disciplinary reasons, to a lower salary rate within the salary range prescribed for that job.

(b) Salary reduction under these circumstances will not be deemed a demotion.

§ 604.11. Demotions to a different job.

An appointing authority may demote an employee who requests the demotion or who does not satisfactorily perform the duties of the position to which appointed or promoted, to a position in any job in the classified service in which the employee previously had the status of a regular employee or to any position for which the employee is qualified.

Cross References
This section cited in 4 Pa. Code § 604.12 (relating to effect of demotion on status).

§ 604.12. Effect of demotion on status.

Employees returned under § 603.16 (relating to probation following promotion) or demoted under § 604.11 (relating to demotions to a different job) shall be assigned status as follows:

1. Regular status employee. An employee who has achieved regular status shall be assigned regular status in the job to which returned or demoted.

2. Probationary status employee. An employee who has never held regular status in a job shall be assigned probationary status in the job to which returned or demoted and shall be required to successfully complete the probationary period begun at a higher level. An employee who held regular status in
a lower-level job shall be assigned regular status in the job to which the employee is returned or demoted.

Subchapter D. RECLASSIFICATIONS; STATUS OF INCUMBENTS OF RECLASSIFIED POSITIONS

Sec. 604.13. Reclassifications.

§ 604.13. Reclassifications.
(a) When an employee’s job duties change or the Executive Board changes a job and a reallocation of the position becomes necessary, the employee shall be reclassified to the new job if the employee meets the established requirements. If the reclassification is to a lower level, it will not be construed as a demotion and the reclassified employee shall be credited with seniority acquired in the higher-level job.
(b) Appointing authorities shall submit requests for reclassification in writing to the Office of Administration and shall include justification as to why reclassification of the position is necessary.
(c) The Office of Administration reserves the right to deny an appointing authority’s request for reclassification if it appears the request is designed to circumvent merit system principles as set forth in the act.

An incumbent reclassified laterally or to a lower-level job shall retain current status.

Subchapter E. COMPENSATION

Sec. 604.15. Effect of change in compensation schedules.

§ 604.15. Effect of change in compensation schedules.
Revision of the established schedule of compensation for a job, with no significant change in job specifications as determined by the Office of Administration, will have no effect upon the status and seniority of employees. Changes in compensation may not be construed as promotions or demotions.