**HR Reporting Calendar**

(Revised 03.05.15)

|  |  |
| --- | --- |
| **Date** | **Subject Listing** |
| **JANUARY** |  |
| **FEBRUARY**  |  |
| **MARCH 1****MARCH 25****MARCH 27** **MARCH 31** (due date - within 5 business days after the end of the quarter) | Equal Employment Opportunity Plan, from each agency under the Governor's jurisdiction to the Bureau of Equal Employment Opportunity ([M410.3, Part 1](http://www.portal.state.pa.us/portal/server.pt?open=512&objID=716&PageID=224629&mode=2&contentid=http://pubcontent.state.pa.us/publishedcontent/publish/cop_general_government_operations/oa/oa_portal/omd/p_and_p/manuals/items/m410_3.html)).State Employee Assistance Program (SEAP) report of SEAP training conducted by agencies during previous calendar year.Agency SECA Coordinator Assignments to OA, Bureau of Employee Benefits and Services (annual memorandum from the Secretary of Administration to Department Heads) Information regarding internal EEO complaints, PHRC complaints, EEOC complaints, EEO-related grievances and EEO-related civil service complaints.  EEO Director to the BEEO ([Exec. Order 2003-10](http://www.portal.state.pa.us/portal/server.pt?open=512&objID=708&PageID=224602&mode=2&contentid=http://pubcontent.state.pa.us/publishedcontent/execorders/2000_2009/items/2003_10_equal_employment_opportunity.html), [M410.3](http://www.portal.state.pa.us/portal/server.pt?open=512&objID=716&PageID=224629&mode=2&contentid=http://pubcontent.state.pa.us/publishedcontent/publish/cop_general_government_operations/oa/oa_portal/omd/p_and_p/manuals/items/m410_3.html)) |
| **APRIL 1** | Hazardous Substance Survey Form (HSSF) must be compiled by April 1 and maintained within a central location ([M505.27](http://www.portal.state.pa.us/portal/server.pt?open=512&objID=711&PageID=228891&mode=2&contentid=http://pubcontent.state.pa.us/publishedcontent/publish/cop_general_government_operations/oa/oa_portal/omd/p_and_p/management_directives/employee_development_and_utilization/items/505_27.html)).Employee Performance Review Timeliness and Completion Survey Report ([MD 540.7](http://www.portal.state.pa.us/portal/server.pt/document/1089746/540_7_pdf)) |
| **MAY 1**     | Code of Conduct Statements of Financial Interest ([MD 205.9, Amended](http://www.portal.state.pa.us/portal/server.pt?open=512&objID=711&PageID=228891&mode=2&contentid=http://pubcontent.state.pa.us/publishedcontent/managedirectives/management_administrative_support/items/205_9.html)) State Ethics Commission Statements of Financial Interest (Act 93 of 1998) ([MD 205.10](http://www.portal.state.pa.us/portal/server.pt?open=512&objID=711&PageID=228891&mode=2&contentid=http://pubcontent.state.pa.us/publishedcontent/managedirectives/management_administrative_support/items/205_10.html) and [205.12](http://www.portal.state.pa.us/portal/server.pt?open=512&objID=711&PageID=228891&mode=2&contentid=http://pubcontent.state.pa.us/publishedcontent/managedirectives/management_administrative_support/items/205_12.html)) |
| **JUNE 1**        **JUNE 15**   **JUNE 30** (due date - within 5 business days after the end of the quarter) | Review list of names of employees and officials failing to file under the Ethics Act and Code of Conduct ([MD 205.9, Amended](http://www.portal.state.pa.us/portal/server.pt?open=512&objID=711&PageID=228891&mode=2&contentid=http://pubcontent.state.pa.us/publishedcontent/managedirectives/management_administrative_support/items/205_9.html), [MD 205.10](http://www.portal.state.pa.us/portal/server.pt?open=512&objID=711&PageID=228891&mode=2&contentid=http://pubcontent.state.pa.us/publishedcontent/publish/cop_general_government_operations/oa/oa_portal/omd/p_and_p/management_directives/management_administrative_support/items/205_10.html) and [205.12](http://www.portal.state.pa.us/portal/server.pt?open=512&objID=711&PageID=228891&mode=2&contentid=http://pubcontent.state.pa.us/publishedcontent/publish/cop_general_government_operations/oa/oa_portal/omd/p_and_p/management_directives/management_administrative_support/items/205_12.html)) and inform HRSC of any errors in the data and of anyone who is deceased, on extended military leave, or who has filed and appeal that is under review. Refer all potential conflicts of interest under Code of Conduct ([MD 205.9, Amended](http://www.portal.state.pa.us/portal/server.pt?open=512&objID=711&PageID=228891&mode=2&contentid=http://pubcontent.state.pa.us/publishedcontent/managedirectives/management_administrative_support/items/205_9.html)) Accident and Illness Prevention Program Report due for Workers' Compensation self-insurance renewal.  (Workers' Compensation Law - requested by memo each year) Information regarding internal EEO complaints, PHRC complaints, EEOC complaints, EEO-related grievances and EEO-related civil service complaints.  EEO Director to the BEEO ([Exec. Order 2003-10](http://www.portal.state.pa.us/portal/server.pt?open=512&objID=708&PageID=224602&mode=2&contentid=http://pubcontent.state.pa.us/publishedcontent/execorders/2000_2009/items/2003_10_equal_employment_opportunity.html), [M410.3](http://www.portal.state.pa.us/portal/server.pt?open=512&objID=716&PageID=224629&mode=2&contentid=http://pubcontent.state.pa.us/publishedcontent/publish/cop_general_government_operations/oa/oa_portal/omd/p_and_p/manuals/items/m410_3.html)) |
| **AUGUST 1**     **AUGUST 15** | Annual Agency Training Plan for current fiscal year Agency Workforce and Succession Management Plan and Progress Report for previous fiscal year Annual Agency Training Report for previous fiscal year ([MD 535.7](http://www.portal.state.pa.us/portal/server.pt?open=512&objID=711&PageID=228891&mode=2&contentid=http://pubcontent.state.pa.us/publishedcontent/managedirectives/employee_development_and_utilization/items/535_7___annual_agency_training_plan_and_report.html))  |
| **SEPTEMBER 30** (due date - within 5 business days after the end of the quarter) | Information regarding internal EEO complaints, PHRC complaints, EEOC complaints, EEO-related grievances and EEO-related civil service complaints.  EEO Director to the BEEO ([Exec. Order 2003-10](http://www.portal.state.pa.us/portal/server.pt?open=512&objID=708&PageID=224602&mode=2&contentid=http://pubcontent.state.pa.us/publishedcontent/execorders/2000_2009/items/2003_10_equal_employment_opportunity.html), [M410.3](http://www.portal.state.pa.us/portal/server.pt?open=512&objID=716&PageID=224629&mode=2&contentid=http://pubcontent.state.pa.us/publishedcontent/publish/cop_general_government_operations/oa/oa_portal/omd/p_and_p/manuals/items/m410_3.html)) |
| **OCTOBER** |  |
| **NOVEMBER 2****NOVEMBER 20****NOVEMBER 21** | Deadline to enter Open Enrollment activity into SAP (annual memorandum from Deputy Secretary for Human Resources and Management to Human Resource Directors) Deadline for agency staff to send PEBTF-2 Forms to PEBTF for Open Enrollment (annual memorandum from Deputy Secretary for Human Resources and Management to Human Resource Directors) Provide list of emergency contacts for office closings.  ([MD 530.17, Partial and Full Day Closings of State Offices](http://www.portal.state.pa.us/portal/server.pt?open=512&objID=711&PageID=228891&mode=2&contentid=http://pubcontent.state.pa.us/publishedcontent/managedirectives/employee_development_and_utilization/items/530_17.html) - requested by memorandum each year)List of key facilities where critical operations are performed on a 24-hour basis and names of the primary and alternate office closing contacts (annual memorandum from the Secretary of Administration to Department Heads)Deadline to submit agency SECA pledge forms to Department of Revenue for January 1 deduction start date.  ([MD 530.23](http://www.portal.state.pa.us/portal/server.pt?open=512&objID=711&PageID=228891&mode=2&contentid=http://pubcontent.state.pa.us/publishedcontent/managedirectives/employee_development_and_utilization/items/530_23_amended.html)). |
| **DECEMBER 1****DECEMBER 31** (due date- within 5 business days after the end of the quarter) | Review financial disclosure designations to identify any corrections that may be needed. Any required changes to the position codes should be submitted to the HR Service Center via an E-PAR.Information regarding internal EEO complaints, PHRC complaints, EEOC complaints, EEO-related grievances and EEO-related civil service complaints.  EEO Director to the BEEO ([Exec. Order 2003-10](http://www.portal.state.pa.us/portal/server.pt?open=512&objID=708&PageID=224602&mode=2&contentid=http://pubcontent.state.pa.us/publishedcontent/execorders/2000_2009/items/2003_10_equal_employment_opportunity.html), [M410.3](http://www.portal.state.pa.us/portal/server.pt?open=512&objID=716&PageID=224629&mode=2&contentid=http://pubcontent.state.pa.us/publishedcontent/publish/cop_general_government_operations/oa/oa_portal/omd/p_and_p/manuals/items/m410_3.html)) |

***The following information is to be provided as it occurs:***

|  |  |
| --- | --- |
| **SUBJECT** | **REQUIREMENT/REFERENCE/DUE** |
| **ABOVE MINIMUM APPOINTMENTS** | All requests for appointments above the minimum to union covered classifications and certain management level classifications are to be forwarded to the OA Salary and Time Administration Division, for review and approval. a.    Reference - M.D. 505.7, *Personnel Rules*, Section 5.12; and M.D. 520.9. b.    Due Date - Appointments above the minimum for which authority has not been delegated to agency heads under M.D. 520.9 must be approved by the OA Salary and Time Administration Division, before the appointment can be processed. |
| **ACCOMMODATIONS** | Certain accommodations for persons with disabilities must be pre-approved by the Secretary of Administration.  Disability Accommodations needing pre-approval are listed in M.D. 205.25. a.   Reference - M.D. 205.25, Section 7(c)(4)(b)b.   Due Date - prior to implementing the accommodation. |
| **WORKPLACE** **POLICY ON INFECTIOUS CONDITIONS** | All employment related policies and basic educational materials and training designed for all employees must be submitted to the OA Workplace Support Services Division for review and approval before their publication and distribution within the agency.  a.   Reference - M.D. 505.26, section 6(a) (1) and (3)b.   Due Date - prior to publication and distribution within the agency. |
| **ALTERNATE WORK SCHEDULES** | 1.  All draft documents covering alternate work schedules, schedule arrangements, including alternate flex-time arrangements and job share arrangements, for all employees must be forwarded to the OA Salary and Time Administration Division in advance of signing by union and agency representatives. a.   Reference - December 1, 1999, memorandum from Charles T. Sciotto to Human Resource Directors entitled, "Alternate Scheduling Policy - Decentralization of the Evaluation Process."b.   Reference - December 6, 1996, memorandum from Charles T. Sciotto to Human Resource Directors entitled, "Alternate Work Schedule (AWS) Policy and Procedures and Draft AWS; Standardized Language."c.   Reference - November 27, 1990, memorandum from Charles T. Sciotto to Human Resource Directors entitled, "Alternate Work Schedules/Flex-Time."d.   Due Date - Prior to signature by union and agency representatives. 2.   Evaluations of pilot projects must be forwarded to the OA Salary and Time Administration Division at the end of the six-month pilot period and as requested by the OA, and as identified as part of the OA's periodic post audit of alternate scheduling arrangements.  Evaluations should include all relevant data as described in Commonwealth policy.  Evaluations must contain numerical data, sufficient narrative/explanation of the data, certifications, and a recommendation by the organizational unit head and the agency designee as to the continuance of each AWS being evaluated. a.   Reference - December 1, 1999, memorandum as listed above.b.   Reference - August 6, 1998, AFSCME side letter and August 14, 1998, PSSU side letter clarifying the AWS evaluation process.c.   Due Date - within two months after the end of the six-month pilot period and within two months after the annual evaluation period. |
| **ANNUITANTS**  | Agencies must have OA approval in order to appoint an annuitant as a temporary wage employee for a period not to exceed 95 days in any calendar year.  The agency must provide justification showing that an emergency (serious impairment of service to the public) exists. 1. Reference - M.D. 515.20
2. Due Date - Prior to appointment.
 |
| **CODE OF CONDUCT - COMMONWEALTH EMPLOYEE ARRESTS** | The Secretary of Administration must be notified and provided specific data on all Commonwealth employees charged with criminal conduct. 1. Reference - Executive Order 1980-18, Code of Conduct
2. Reference - January 10, 2007 memorandum entitled Reporting Employees Charged with Criminal Conduct
3. Due Date - As soon as possible after receipt of pertinent data.
 |
| **CODE OF CONDUCT - SUPPLEMENTARY EMPLOYMENT AND****POLITICAL ACTIVITY** | Agencies must have approval of the Secretary of Administration for supplementary employment for employees in senior level positions and for requests for any employee to engage in political activity. 1. Reference - M.D. 515.18
2. Due Date - Within 24 hours, or as soon as possible, after agency review and approval and prior to notification to employees.
 |
| **CODE OF CONDUCT - FINANCIAL INTEREST STATEMENTS** | New employees appointed to covered positions must file a financial disclosure statement.  1. Reference - M.D. 205.9 Amended
2. Due Date - Within 30 days of appointment.
 |
| **CONFIDENTIAL EMPLOYEES** | An increase in an agency's number of confidential employees above its authorized maximum must be forwarded to the OA Bureau of Labor Relations for review and approval. 1. Reference - M.D. 590.2, Confidential Positions and Employees.
2. Due date - Approval must be received from OA Bureau of Labor Relations before the additional position(s) may be designated confidential.
 |
| **DISMISSALS** | Agencies must notify the Office of Administration of anticipated individual dismissals of any Senior Level or non civil service management employee prior to the effective date of these personnel actions. 1. Reference - April 17, 2003, memorandum from Robert S. Barnett to Agency Heads entitled, "Employment Procedures for Deputy Secretaries and Senior Level Non-Civil Service/Management Non-Civil Service Employees."
2. Due Date - Prior to the effective date of personnel action.
 |
| **EMPLOYEE FURLOUGHS**  | The Secretary of Administration must be notified and provided specific data on employee furloughs, including Furlough Impact by Race and Sex (STD-480).  Forward one copy of STD-480 to the OA Bureau of Equal Employment Opportunity. 1. Reference - M.D. 505.1 Amended.
2. Due Date - Less than 15 days prior to the scheduled furlough date.
 |
| **BENEFIT PROGRAM****COORDINATORS**  | Agencies must notify the OA, Bureau of Employee Absences and Safety of changes in Coordinators including workers' compensation, unemployment compensation, absence administration, safety coordinator, Chemical Right to Know Law Coordinator or SPF coordinator. 1. Reference - M.D. 530.1
2. Due Date - Within seven days of assumption of duties.
 |
| **EMPLOYER BASED REFERRALS (INCLUDING COCE, CDL, DOC, LPR, IPE AND SELF-DISCLOSURE)** | Agencies that wish to ensure that an employee participates in SEAP as an employer based referral must first obtain *preapproval* from the OA Workplace Support Services Division's SEAP staff. 1. Reference - M.D. 505.3, State Employee Assistance Program Supervisor's Guide
2. Due Date - Prior to initiating discussions with the union or employee regarding a potential employer based referral.
 |
| **LEAVE DONATIONS** | Decentralized agencies must forward the Request to Receive Leave Donations form, the supporting Serious Health Condition Certification form, and the Medical Condition Certification to Receive Leave Donation form to the Bureau of Employee Benefits and Services.Centralized agencies must forward the above mentioned forms to OA Bureau of Employee Absences and Safety, SPF Absence Section.Requests to Receive Leave Donations Across Agencies must be forwarded to the OA Bureau of Employee Absences and Safety for decentralized agencies and OA Bureau of Employee Absences and Safety, SPF Absence Section for centralized agencies. 1. Reference - January 7, 2004, memorandum from Nancy Dering Martin, Deputy Secretary for Human Resources and Management, to all Human Resource Directors.
2. Reference – April 1, 2010, July 15, 2011, and October 28, 2011 Absence Bulletins.
3. Due Date - Requests must be forwarded after eligibility review and recommendation is made by the agency.
 |
| **SPF/FMLA REQUESTS FOR CHILD AGE 18 OR OLDER** | Decentralized SPF absence coordinators must forward Request for SPF Absence forms for children age 18 or older and supporting Serious Health Condition Certification forms and Adult Child Certification of Disability form to the OA Bureau of Employee Absences and Safety, SPF Absence Section. 1. Reference – SPF Coordinator Reference Guide, Section 17, Consultation Required with OA SPF Absence Section.
2. Due Date - Requests must be forwarded after SPF eligibility review and review of a complete supporting Serious Health Condition Certification form and Adult Child Certification of Disability form.
 |
| **DEPARTMENT OF LABOR INVESTIGATIONS RELATED TO MILITARY LEAVE OR FMLA** | Decentralized SPF Coordinators or the HRSC must notify the OA Bureau of Employee Absences and Safety of all Department of Labor investigations concerning military or FMLA absences. |
| **SPF REQUESTS FOR INTERMITTENT/REDUCED-TIME UNPAID ABSENCE AFTER 12 WEEKS FOR A CATASTROPHIC ILLNESS/INJURY** | Decentralized SPF absence coordinators must forward Request for Intermittent or Reduced-time Unpaid SPF Absence After 12 Weeks for a Catastrophic Illness/Injury forms and supporting Serious Health Condition Certification forms to the OA Bureau of Employee Absences and Safety, SPF Absence Section. 1. Reference – SPF Coordinator Reference Guide, Section 17, Consultation Required with OA SPF Absence Section.
2. Due Date - Requests must be forwarded after SPF eligibility review and review of a complete supporting Serious Health Condition Certification form.
 |
| **DEPARTMENT OF LABOR INVESTIGATIONS RELATED TO MILITARY LEAVE OR FMLA** | Decentralized SPF Coordinators or the HRSC must notify the OA Bureau of Employee Absences and Safety of all Department of Labor investigations concerning military or FMLA absences. |
| **RESIGNATION IN LIEU OF DISCHARGE****(RESIGNATION - CONTACT FORMER COMMONWEALTH AGENCY BEFORE HIRING)** | Agencies must consult with the OA Deputy Secretary for Human Resources and Management before agreeing to accept a resignation in lieu of discharge. 1. Reference - February 7, 2002, memorandum from Nancy Dering Martin to Human Resource Directors entitled, "Resignations in Lieu of Discharge."
2. Due Date - Prior to acceptance of employee resignation.
 |
| **RESUMES**      | Copies of Resumes received at the agency level. 1.   Equal Employment Managers/Specialists to the OA, Bureau of Equal Employment Opportunitya.   Reference - M.D. 410.11, Section 5(f)(4)b.   Due Date -  Upon Receipt 2.  Personnel Officers (Human Resource Officers) to the OA, Bureau of Equal Employment Opportunitya.   Reference - M.D. 410.11, Section 5(g)(2)b.   Due Date - Upon Receipt |
| **SEAP COORDINATORS** | Agencies must notify the OA Workplace Support Services Division of changes in SEAP Coordinators. a.    Reference - M.D. 505.22 Amended.b.    Due Date – Within 5 days after change has occurred. |
| **SENIOR-LEVEL****APPOINTMENTS**       | Approval of senior level and deputy appointments must be obtained from the Secretary of Administration prior to selection. a.    Reference - October 30, 2002, memorandum from Fritz Bittenbender, Secretary of Administration, to Agency Heads; and Management Directive 515.16.b.    Use the automated Senior Level Request (SLR) application process. |
| **SETTLEMENTS****WITH EMPLOYEES** | Agencies must consult with OA Legal Office prior to entering into any settlements with employees that exceed the provisions of the personnel rules, involve significant sums of money, or are otherwise unusual. This does not include Workers’ Compensation Compromise and Releases. |
| **SIDE LETTERS OF AGREEMENT WITH UNIONS** | Side letters which modify any provisions of a collective bargaining agreement or memorandums of understanding must be accomplished by the OA Bureau of Labor Relations. a.   Reference - September 6, 1991, memorandum from the Director, OA Bureau of Labor Relations to all Human Resource Directors and Labor Relations Coordinators.b.   Due Date - All proposals for such side letters must be submitted to the OA Bureau of Labor Relations for approval and execution, prior to implementation. |
| **SPECIAL EXTENSIONS OF SICK LEAVE** | Agencies granting special extensions of sick leave must provide a copy of the approved STD-335 form and supporting medical documentation to the OA Bureau of Employee Absences and Safety. a.   Reference – Absence Program Manual, M530.7, Part 2, Special Extensions of Sick Leave.b.   Due Date - Information must be forwarded as soon as the extension is granted. |
| **WORK RELEASE** | Agencies must have OA Workplace Support Services Division approval prior to agreeing to work release arrangements for incarcerated employees. a.   Reference – November 10, 2011, memorandum from James Honchar to Human Resource Directors entitled, "Work Release Requests and Approvals."b.   Due Date - Prior to agency agreement to work release arrangements. |
| **WORKPLACE VIOLENCE** **PREVENTION****COORDINATORS**  | Agencies must notify the OA Workplace Support Services Division of changes in Workplace Violence Prevention Coordinators. a.   Reference - M.D. 205.33b.   Due Date - As soon as possible after the change has occurred. |
| **WORKPLACE VIOLENCE REPORTING** | Agencies must submit workplace violence reports on all incidents to the OA Workplace Support Services Division, using the online report form. a.   Reference - M.D. 203.33 b.   Due Date - As soon as possible after the incident has occurred.  For extremely serious incidents, the OA Workplace Support Services Division should be notified promptly by telephone or e-mail, with the report filed electronically when practicable. |