



Management Directive

Commonwealth of Pennsylvania

Governor's Office

Management Directive 315.01 Amended – Calculation and Payment of Statutory Salaries

Date: February 1, 2022

By Direction of: 
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This directive establishes policy, responsibilities, and procedures for the payment of statutory salaries to the Governor, Lieutenant Governor, heads of departments, members of boards and commissions, and other Officers appointed by the Governor, in accordance with the *Public Official Compensation Law, 65 P.S. §§ 366.1-366.4* and related statutes, and adds a link to the Schedule of Statutory Salaries for Elected and Appointed Officers.

1. PURPOSE.

To establish policy, responsibilities, and procedures for the payment of statutory salaries to the Governor, Lieutenant Governor, heads of departments, members of boards and commissions, and other Officers appointed by the Governor.

2. SCOPE.

This directive applies to all departments, offices, boards, and commissions (hereinafter referred to as "agencies") under the Governor's jurisdiction.

3. OBJECTIVES.

To ensure the payment of statutory salaries in accordance with the *Public Official Compensation Law, 65 P.S. §§ 366.1 – 366.4* and related statutes. To provide the [Schedule of Statutory Salaries for Elected and Appointed Officers](#), posted on the Office of the Budget, Office of Comptroller Operations, Bureau of Commonwealth Payroll Operations (BCPO) website.

4. DEFINITIONS.

- a. **Annual Cost-of-Living Adjustment.** 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 the date the adjustment is due to take effect.
- b. **Officer.** For the purpose of this directive, an Officer is one who serves in a position for which the annual compensation is determined in accordance with the *Public Official Compensation Law, 65 P.S. §§ 366.1-366.4* and related statutes.

5. POLICY.

- a. Officers are to be compensated biweekly based on their current annual statutory salary and the standard biweekly rates listed in the [Schedule of Statutory Salaries for Elected and Appointed Officers](#), posted on the BCPO website.
- b. Current annual statutory salaries shall be equal to the prior year salary plus the Annual Cost-Of-Living Adjustment, in accordance with the *Public Official Compensation Law, 65 P.S. §§ 366.1 – 366.4* and related statutes.
- c. Officers shall be compensated for each day the office has been held, including Saturdays, Sundays, and holidays.
- d. An Officer's term of office begins on the day the oath of office is administered.
- e. When more than one Officer has held the same office during a calendar year, each shall be compensated only for the actual days served. No compensation shall be paid for days an office remains vacant, as between terms of two Officers.
- f. Officers who serve less than a full pay period shall be compensated at the standard daily rate for their current annual salary listed in the [Schedule of Statutory Salaries for Elected and Appointed Officers](#).
- g. Payments of unused annual and sick leave to Officers are governed by *Management Directive 505.07, Personnel Rules*.

6. RESPONSIBILITIES.

- a.** The Office of Administration (OA) will determine the appropriate standard biweekly salary due Officers and input same via the Integrated Enterprise System (IES). Where appropriate, OA may require HR Delivery Centers or Agency HR Offices to determine the appropriate standard biweekly salary due Officers within their agencies and input same via the IES.
- b.** BCPO will ensure that compensation to Officers is made in accordance with this directive.

7. PROCEDURE.

BCPO will process payments to Officers in accordance with instructions provided by OA.

This directive replaces, in its entirety, *Management Directive 315.01*, dated January 3, 2011.