


<p>Commonwealth of Pennsylvania</p>  <p>Pennsylvania Board of Probation and Parole</p>	<p>Chapter 2 Section 3</p> <p>Procedure 2.03.10</p>	<p>Date Revised: Replaces 9.4.1.10 Prior Versions: 01/16/01</p>
<p>Chapter Title MANAGEMENT SERVICES</p>		<p>Date of Issue 4/22/16</p>
<p>Subject HUMAN RESOURCES PERSONNEL TEMPORARY WORKING OUT OF CLASSIFICATION (TWOC)</p>		<p>Effective Date 5/1/16</p>

I. AUTHORITY

The chairman of the board is granted the authority to “[d]irect the operations, management and administration of the board” and to “[p]erform all the duties and functions of chairperson, including organizing, staffing, controlling, directing and administering the work of the staff.” 61 Pa.C.S. § 6112 (a)(1) & (a)(4).

II. PURPOSE

When absolutely necessary, an employee may be assigned to work in a position in a higher classification for a specified number of workdays, not to exceed 9 continuous months or the length of the leave of absence from the position to which the employee being replaced has a guaranteed right of return, whichever is greater. An employee assigned to work in a higher classified position will be compensated for temporarily working in the position.

III. APPLICABILITY

This procedure is applicable to all board staff.

IV. DEFINITIONS

Higher class: A class/position that has a higher minimum hourly rate than the minimum hourly rate of the employee’s regular class/position.

Temporary higher level assignment: An assignment of higher level work which is distinguishable from an employee’s regular job duties and responsibilities by virtue of the circumstances under which it is performed, and the frequency with which it is performed.

V. Policy

It shall be the policy of the board to permit an employee assigned to work in a position in a higher classification and be compensated for temporarily working in the position.

VI. PROCEDURE

Supervisor is to reference Management Directive 525.4 prior to submitting temporary working out of classification (TWOC) requests. E-PARs must be received in the PM, HR PAR mailbox account at least seventy-two (72) hours prior to the start date of the TWOC. Exceptions may be granted on a case by case basis.

a. REQUEST FOR TEMPORARY ASSIGNMENTS

Responsibility and Actions

1. Supervisor of Position

- a) Higher-level duties may not be assigned to employees until approval has been received from the Bureau of Human Resources, Classification and Organizational Management Division.
- b) Complete a TWOC supplement form and forward it to their designated E-PAR coordinator.
- c) Once TWOC approval has been received; provide employee with a written notification outlining the duties, the start and end dates for the TWOC assignment, and forward a copy of the notification to the approving HR analyst.
- d) Notify approving HR analyst and agency time advisor in writing when employee TWOC ends or requires an extension beyond the approved ending date.
- e) Extension requests must be received by the approving HR analyst at least one (1) week prior to the approved TWOC end date. Exceptions may be granted on a case-by-case basis.

2. E-PAR Coordinator

- a) All requests for TWOC must include a completed copy of the TWOC supplement form and be submitted via E-PAR.
- b) Submit completed E-PAR through the chain of command for approval.

3. HR E-PAR Coordinator

- a) Retrieve from mailbox and forward TWOC E-PAR to the chief, Classification and Organizational Management Division.

4. Classification and Organizational Management Division Analyst

- a) Review TWOC request form and E-PAR to ensure compliance with established guidelines.
- b) If approved, send email notification to the appropriate staff with approval memo, TWOC payment request form, and template for employee notification.
- c) Approve E-PAR and forward to time advisor.
- d) Update TWOC database and file documentation accordingly.
- e) Monitor 113-day rule and nine (9) month limitation.
- f) Request extension from the union if applicable.
- g) Update TWOC database upon completion of TWOC assignment.
- h) If disapproved, notify appropriate staff in writing explaining the justification for disapproval.

5. Employee on TWOC

- a) Forward attendance records to the Employee Services Division no later than close of business (COB) the Friday ending each pay period. Employees will normally receive payment for working in a higher class at the end of the next pay period after the pay period in which they work in a higher class.
- b) Forward a copy of the TWOC payment request form to the Employee Services Division for processing for payment of applicable overtime.
- c) Enter leave timely.

6. Employee Services Division

- a) Input hours worked by employees in higher class assignments.
- b) Complete and close E-PAR.

VII. SUSPENSION DURING AN EMERGENCY

This policy may be suspended during an emergency at the sole discretion of the chairman.

VIII. RIGHTS UNDER THIS PROCEDURE

This policy creates no rights under law.

IX. RELEASE OF INFORMATION AND DISTRIBUTION OF PROCEDURE

- a. This policy does not contain information that impacts the security of board staff or parolees and may therefore be released to the public.
- b. This policy is to be distributed to all board staff.

X. CROSS REFERENCES

a. Statues

1. Federal – None.
2. State – None.

b. PBPP Policies – None.

c. American Correctional Association Standards – None.

d. Management Directives

1. Management Directive 505.7, Personnel Rules
2. Management Directive 525.4, Temporary Assignment in Higher Classification

e. Report of the Reentry Policy Council – None.