

BEAVER COUNTY BEHAVIORAL HEALTH

PAP Guidelines and Pay Plan Format

These Personnel Action Plan (PAP) guidelines are for the implementation of PAP Revision II. Included and following these guidelines is a pay plan format designed to assist program-funded agencies and fee-for-service agencies whose fee is negotiated with the Beaver County Behavioral Health Office (BCBH) in the preparation and use of their pay plans for each fiscal year.

These guidelines supersede those of July 1, 1971. The pay plan format coincides with the content of the outline as listed on pages enclosed.

Guidelines

To employ the most recent PAP salary scales, agencies must have an approved pay plan for the current fiscal year. Agencies with approved pay plans preceding or within the current fiscal year must use salary scales as approved in their pay plan.

PAP classification and qualification standards continue to be the County's criteria for determining classes of positions and qualifications of individuals, respectively. Agencies will be informed of any updates and/or revisions.

All program funded agencies and all fee for service agencies whose fee is negotiated with the BCBH Office participating in this plan will prepare and maintain a personnel policy and procedures manual which will include:

- A. Updated roster of personnel which will indicate employee name, Beaver County Plan title, starting date, approved permissible salary reimbursement, actual salary, promotions, reclassifications approved vacancies and terminations. The reason for termination will be required.
- B. A performance evaluation report for each employee.
- C. An updated organization chart showing lines of authority.
- D. Statement of agency procedure regarding policy pertaining to hours of work, vacations, sick leave, emergency leave, holidays and overtime, hospitalization plans, retirement, termination, etc.
- E. A statement pertaining to agency's compliance with the Pennsylvania Human Relations Act 56 regarding discrimination in employment because of sex
- F. A statement pertaining to Governor's Code of Fair practices as well as Title VI of the Civil Rights Act of 1964 as applicable to any federally assisted program.

All appointments and promotions for Program Funded positions encompassed by the Beaver county Plan shall be approved by the Administrative and Supervisory personnel of the participation agency and submitted to the Office of Administrator, Beaver County Behavioral Health Office for final review and approval before authority to execute such action can be granted.

Authority for salary reimbursement will not be granted until final approval of the BCBH Administrator's Office.

It is imperative to note that any personnel action and salary reimbursements that evolve from implementation of the Beaver County Plan to the job classification procedure as applied to the BCBH

Program shall be subject to audit by the BCBH Administrator's Office and the Department of Public Welfare, State of Pennsylvania.

Agencies whose pay plan components are interlocked with a hospital's or university's policies and procedures should extract from those corporations' documents only those items required for an approved pay plan.

Records for all program-funded positions and for employees occupying the positions must be maintained by each agency. However, certain personnel actions are designated for County approval. These are new position creations, reclassifications and abolishment. These requests must be submitted via a Request for Approval of Positions and/or Personnel Actions in Program Funded Agencies form (MH/MR 21), Job Descriptions and a Personnel Data Summary (PW 371). A reasonable facsimile for the PW 371 form will be accepted. For reclassifications, both current and proposed job descriptions must be submitted.

Agency personnel actions affecting program-funded positions and employees occupying the positions must adhere to County/DPW policies. All agency personnel actions affecting program-funded positions are subject to post audit.

All reimbursements for County program-funded positions must be within the agency's fiscal year budget; otherwise, it will be a disallowance.

All facets of the Plan and its basis are presented and predicated upon procedures and policies established and revised as of July 1, 2011

Pay Plan Format

Board Approval:

1. Approval can be in the form of a letter or minutes of meetings. In either case, the signature of the Board President is required. When Board accessibility is not present or where an agency is interlocked with a large university or hospital, a signature approval from a responsible individual that has access to the Board or Trustees is acceptable.

PAY PLAN POLICIES

2. **Organization Chart:** A block diagram of organizational units with vertical and horizontal reporting lines reflecting program funded positions by PAP code. These funded positions must coincide with job descriptions by position number or name. All Tables of Organization must be dated. Directory charts or rosters of personnel are not acceptable.
3. **Fringe Benefit Rate (FBR) Calculation:** The cost and percentage of benefits to salaries is limited to the percentage benefit rate as published annually by the Department of Public Welfare.
4. **Minimum/Maximum Salary Scales:**
 - a) The agency salary scales are to be developed using the PAP/DPW Crosswalk chart and the State FBR for the current fiscal year as guidelines. The maximum salary for each classification on the agency salary scale combined with the agency's FBR cannot exceed the combination of the DPW crosswalk maximum and the State's current FBR. Any amount in excess is a reimbursement disallow.
 - b) Starting salaries must be progressively consistent with each classification. For example, the minimum or starting salary for a Specialist 6 should not exceed the starting salary for a Specialist 7.
5. **Appointments:** Each agency on PAP II must have an appointment policy which states that starting salaries are at or above the agency's minimum for the classification. Most appointment policies submitted by agencies indicate minimum as the starting salary. If an agency will appoint at a salary above the minimum, this policy must explain the reason (s) and method used to arrive at the salary. A statement that the qualifications for the position and the employee hired will meet the minimum qualifications of the PAP classification must also be included in the policy.
6. **COLA** (Cost of Living Adjustment): An increase (dollar amount or percentage), based on market inflationary trends, which is added to the gross annual wage. All employees must receive the same increase or eligibility criteria must be established, stated in the policy and applied consistently. A statement indicating that COLA's will not exceed the DPW/PAP Crosswalk maximum must be included in the policy. If COLA's are not given, please indicate as such.
7. **Merit Increases:** Given for a satisfactory or better than satisfactory performance based on a written performance evaluation with standard evaluation criteria. Merit increases are added to the gross annual wage and are usually given on the employee's appointment anniversary date. The policy must define the percentage or dollar amount to be given for each performance rating. A statement indicating that merit increases will not exceed DPW/PAP Crosswalk maximums must be included in the policy. If merits are not given, please indicate as such.

8. **Bonuses**: Monetary award not to be included in employee's base wage. If bonuses are given, the same dollar amount or percentage must be given to each employee or an explanation of the eligibility criteria is required. If bonuses are not given, please indicate as such.
9. **General Increases (G.I.'s)/Human Resource Development Fund/HRDF**: Any increase which cannot be included under the COLA, Merit or Bonus policies. Please explain policy. A statement indicating that G.I.'s will not exceed the DPW/PAP Crosswalk maximum must be included in the policy. If an agency has no policy regarding G.I.'s/HRDF, it should be so stated.
10. **Promotions**:
 - a) **Promotion by Appointment**: This occurs when an employee applies and is selected for a vacancy with a classification and pay range higher than the position that the employee currently occupies.
 - b) **Promotion by Reclassification**: This occurs when the duties and responsibilities of a higher classification than those duties and responsibilities the employee currently is performing are assigned to the employee.

The classification and pay range assigned a position is predicated on the duties and responsibilities assigned the position and **not** the qualifications of the employee occupying the position. It is the position that is classified and not the employee. For instance, an employee performing Specialist 5 duties who has the qualifications of an Specialist 8 occupies a position that is still a Specialist 5.

Using the preceding as a guide, each agency must define its promotion policy in terms of a salary adjustment via a dollar amount or a percentage increase.

Length of service, quality of performance, workload (volume), higher qualifications than those required, increase in hours and going from temporary to permanent status do not constitute promotions. Salary adjustments for these latter reasons must be explained in agency pay plans. A statement indicating that the employee promoted will meet or exceed the minimum qualifications of the PAP classification must also be included in the policy.

11. **Reclassifications**: A change in the title, PAP code and/or level of a position (to a higher, similar or lower classification) which results from changes in the duties and responsibilities of the position. A position reclassified may be occupied or vacant and may result in a promotion, reassignment, demotion or new position established. Reclassifications must be submitted to the County for approval. A statement that the employee (s) reclassified will meet or exceed the PAP minimum qualifications for the position must also be included in the policy.
12. **Abolishments**: The elimination of funded positions from the organization or the removal of positions from county funding. The termination of an employee does not constitute the abolishment of a position. Employees are appointed and separated but the position remains unless abolished. Abolishments must be submitted to the County for approval.
13. **Demotions**: The downgrading of an occupied position or the movement of an employee to a (position) classification with a lower maximum salary. The policy must state how reductions in pay will be determined and the options, if any, available to employees.
14. **EEO Policy/Affirmative Action Plan/Workforce Profile**: An EEO policy statement, Affirmative Action Plan and Workforce Profile must be kept of file for the County to review.