

Policy Bulletin

Department of Drug and Alcohol Programs

No. 10-12

December 4, 2012

Personnel Requirement Changes in DDAP Operations Manual Affecting Sections 6.01 and 6.02

Effective Immediately

This Policy Bulletin serves to waive certain personnel requirements found in the DDAP Operations Manual. The purpose of these changes is to reduce unnecessary administrative requirements for Single County Authorities (SCAs) with a goal of continuing to look into other areas that can positively impact SCAs and their provider system. The changes described will be found in the updated DDAP Operations Manual on the Communicator under the forum, “BDAP Grant Agreements.”

Please note, these waivers are specific to department requirements; however, SCAs participating in civil service must still comply with all State Civil Service Commission requirements.

Specifically, the following requirements found in the DDAP Operations Manual, Part VI, SCA Personnel Operations, are being waived or amended as follows:

6.01 Personnel Transaction Requirements for SCAs with a Personnel Agreement

(A) Compensation Plan

The department is waiving this section in its entirety for Private Executive and Independent Commissions; SCAs participating in the merit system through the State Civil Service Commission must still comply with all civil service requirements.

(B) Job Description

The department is waiving the requirement that each signed job description be sent to the department. Additionally, when job descriptions are required to be sent, they are to be submitted to the DDAP Human Resources Representative at the Office of Human Resources in the Pennsylvania Office of Administration. All other requirements of this section remain in effect.

(C) Performance Evaluations

The department is waiving this section in its entirety for Private Executive and Independent Commissions with one exception; SCAs participating in the merit system through the State Civil Service Commission must still comply with all civil service requirements.

Employee Performance Reviews are not waived but are being added as a required component of Section (D) - Written Personnel Policies and Procedures.

(D) Written Personnel Policies and Procedures

The department is adding Employee Performance Reviews as a required component of this section.

The language will read as follows, "Personnel policies and procedures must be available for all employees at each work site. Topics which must be included are: salary, leave, holidays, retirement, employee benefits, **annual performance evaluations**, and operating procedures. A county handbook containing the same information may be used to meet this requirement for the SCA."

(E) Personnel Transactions

The department is waiving this section in its entirety with the following exceptions:

Filling Vacant Positions:

The SCA is responsible for obtaining supporting documentation to verify that the selected candidate meets the classification's minimum education and training requirements for the vacant position being filled. [Please note this is not applicable to SCAs participating in the merit system through the State Civil Service Commission.]

NOTE: SCAs may request that the DDAP Human Resources Representative at the Office of Human Resources in the Pennsylvania Office of Administration review and pre-approve a candidate's compliance with the minimum education and training requirements prior to hiring prospective employees.

Adding New Positions or Re-Classifying Current Positions:

SCAs must notify the DDAP Human Resources Representative at the Office of

Human Resources in the Pennsylvania Office of Administration of any new or reclassified positions as follows:

New Positions - The SCA shall submit the following:

- A job description that details the duties of the position
- A proposed organizational chart that includes the proposed position and related funding (DDAP, county, other state, other)

Reclassification of a position - The SCA shall submit the following:

- A job description that details the duties of the position
- A proposed organizational chart that includes the proposed position and related funding (DDAP, county, other state, other)

NOTE: If the SCA wishes to use DDAP funds for any non-classified position, that position must first be classified by the DDAP Human Resources Representative at the Office of Human Resources in the Pennsylvania Office of Administration.

(G) Organizational Chart

The department is adding the requirement that a current organizational chart be submitted with the 2nd and 4th quarter fiscal reports. Additionally, the requirement that the organizational chart lists all funding sources for each position is being modified. The organizational chart should reflect the following funding sources as appropriate for each position: DDAP, county, other state, other.

6.02 Personnel Transaction Requirements for SCAs without a Personnel Agreement

(A) Compensation Plan

The department is waiving this section in its entirety.

(B) Job Description

The department is waiving the requirement that each signed job description be sent to the department. Additionally, when job descriptions are required to be sent, they are to be submitted to the DDAP Human Resources Representative at the Office of Human Resources in the Pennsylvania Office of Administration. All other requirements of this section remain in effect.

(C) Performance Evaluations

Each employee of an SCA must have a standardized employee performance evaluation review completed on an annual basis.

(D) Personnel Transactions

The department is waiving this section in its entirety with the following exceptions:

Filling Vacant Positions:

The SCA is responsible for obtaining supporting documentation to verify that the selected candidate meets the classification's minimum education and training requirements for the vacant position being filled. [Please note this is not applicable to SCAs participating in the merit system through the State Civil Service Commission.]

NOTE: SCAs may request that the DDAP Human Resources Representative at the Office of Human Resources in the Pennsylvania Office of Administration review and pre-approve a candidate's compliance with the minimum education and training requirements prior to hiring prospective employees.

Adding New Positions or Re-Classifying Current Positions:

SCAs must notify the DDAP Human Resources Representative at the Office of Human Resources in the Pennsylvania Office of Administration of any new or reclassified positions as follows:

New Positions - The SCA shall submit the following:

- A job description that details the duties of the position
- A proposed organizational chart that includes the proposed position and related funding (DDAP, county, other state, other)

Reclassification of a position - The SCA shall submit the following:

- Job description that details the duties of the position
- A proposed organizational chart that includes the proposed position and related funding (DDAP, county, other state, other)

NOTE: If the SCA wishes to use DDAP funds for any non-classified positions, that position must first be classified by the DDAP Human Resources Representative at the Office of Human Resources in the Pennsylvania Office of Administration.

(E) Organizational Chart

We are adding the requirement that the organization chart be submitted with the 2nd and 4th quarter reports. Additionally, the requirement that the organizational chart lists all funding sources for each position is being modified. The organizational chart should reflect the following funding sources as appropriate for each position: DDAP, county, other state, other.