



PA-5 PERSONNEL POLICIES

POLICY:

Delegate agencies are obligated to establish and maintain personnel policies that comply with applicable Federal and State requirements, including *Title VI of the Civil Rights Act*, *Section 504 of the Rehabilitation Act of 1973*, *Title I of the Americans with Disabilities Act*, and the annual appropriations language.

PROCEDURE:

1. Each delegate agency must develop personnel policies specific to the agency. In the case where no local policies have been developed, the agency may use the North Dakota Department of Health personnel policies as a guide.
2. The personnel policies must be developed within the input of the Governing Board/Board of Health. The policies must be reviewed and approved by the Board before implementation.
3. Policies should be revised and developed, as appropriate.
4. Personnel policies must be available to all staff.
5. The personnel policies must address non-discrimination and may include the following categories:
 - a) recruitment
 - b) selection
 - c) performance evaluations
 - d) promotion
 - e) compensation
 - f) benefits
 - g) termination
 - h) grievance
6. Title X delegates must follow appropriate salary limits as required by Federal laws. Salary Limitation (Section 203) states:

“None of the funds appropriated in this title shall be used to pay the salary of an individual, through a grant or other extramural mechanism, at a rate in excess of Executive Level II.”

For the purposes of salary limitation, the direct salary is exclusive of fringe benefits and indirect costs. An individual's direct salary is not constrained by the legislative provision for a limitation of salary. The rate limitation simply limits the amount that may be awarded and charged to the grant. A recipient may pay an individual's salary amount in excess of the salary cap with non-federal funds.