

4.2 PERSONNEL POLICIES

Policy: Title X sub-recipient must establish and maintain written personnel policies that comply with applicable Federal and state requirements, including *Title VI of the Civil Rights Act, Section 504 of Rehabilitation Act of 1973, Title I of the Americans with Disabilities Act*, and the annual appropriations language.

Procedure:

1. Each sub-recipient clinic must develop personnel policies specific to the clinic (see MT TX FP Administrative Manual 8.9, *Sample Personnel Policy*).
2. 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
3. Title X sub-recipients 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."

Effective January 7, 2018 the Salary Limitation is based upon the Executive Level II of the Federal Executive Pay Scale. That amount is \$189,600. For the purposes of the 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.