***Please distribute this alert to any users within your agency who are responsible for processing human resource transactions.***

**Social Worker and Professional Counselor License Payment (DOC Only)**

* Information regarding payments for Department of Corrections employees who possess or obtain a Social Worker, Clinical Social Worker or Professional Counselor license.

Executive Board Resolution CB-15-019 approved a side letter agreement between the Commonwealth of Pennsylvania and the Service Employees International Union (SEIU). The agreement provides payment, in the form of pay scale level increases and/or a one-time cash payment, to Department of Corrections employees who hold certain job classifications and possess or obtain licensure as a Social Worker, Clinical Social Worker or Professional Counselor through the Pennsylvania State Board of Social Workers, Marriage and Family Therapists and Professional Counselors. The resolution is effective October 30, 2015.

Payment for the licenses is limited to Department of Corrections employees in the following job classifications:

* Psychological Services Associate, Corrections – Job Code 43012 (00430102)
* Psychological Services Specialist, Corrections – Job Code 42990 (00429900)
* Social Worker 1 – Job Code 40060 (00400600)
* Social Worker 2 – Job Code 40070 (00400700)

The side letter requires that employees continually maintain the license in order to retain the pay scale level increases. If an employee fails to maintain the license, they must relinquish the pay scale level increases received under the agreement. Additionally, employees who voluntarily accept a position in a job classification not referenced above or who moved to another Commonwealth agency must also relinquish the pay scale level increases provided by the side letter.

As a result of the above conditions, a new wage type and action reasons have been created to identify employees who received payment or relinquished payment in accordance with the side letter agreement. Effective Monday, June 13, 2016, the following actions reasons and wage type will be available for use in SAP:

**Action Type:** Pay Increase (ZN)

**Reason Code:** 31

**Reason for Action:** Soc Wkr/Pfsnl Cnslr Lic

**Action Type:** Pay Decrease (ZO)

**Reason Code:** 31

**Reason for Action:** Soc Wkr/Pfsnl Cnslr Lic

**Action Type:** Supplemental One-Time Payment (ZQ)

**Reason Code:** 31

**Reason for Action:** SocWkr/Pfsnl Cnslr Lic Csh Pmt

**Wage Type:** 5728

**Short Text:** SWPC Lic

**Long Text:** Soc Wkr/Pfsnl Cnslr Lic

To request or remove payments, the agency should submit an [e-PAR](https://oaiss.state.pa.us/par/EntryForm.asp) to the HR Service Center. If requesting a new payment, the agency should provide the following information:

* **Effective Date:** First day of the next pay period after the employee has presented valid documentation.
* **Pay Placement:** New pay scale level and/or cash payment amount as applicable.

After the HR Service Center enters the appropriate transaction, the payment will generate workflow and route to OA-Classification and Compensation for review and approval.

**Questions?**   
If you have any questions regarding Social Worker and Professional Counselor License Payment (DOC Only), please submit an [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the personnel administration category. You may also call the HR Service Center, Agency Services & Operations Division at 877.242.6007.