

**STATE PERSONNEL BOARD POLICIES  
TO IMPLEMENT FISCAL YEAR 2008  
SALARY INCREASES**

These policies implement the provisions of O.C.G.A. § 45-20-3, 3.1, 4 and Rule 17.300 of the State Personnel Board.

1. Effective January 1, 2008, employees who receive a summary rating of “Met Expectations” or “Exceeded Expectations” for the rating period ending June 30, 2007; and employees hired after July 1, 2007 who are meeting performance expectations, shall receive an increase to base salary of three percent (3%).
  - a. Employees approved for a performance-based increase but who are in a leave-of-absence without pay status on January 1, 2008, shall be awarded such increase upon returning to pay status.
  - b. An employee who receives at least a Met Expectations on his or her performance evaluation shall receive a salary adjustment even if the adjustment would result in an amount above the maximum of the pay grade. Notwithstanding, however, such increase shall be subject to reduction as specified in Paragraphs 9 and 10 below.
2. Employees who “Did Not Meet Expectations” will not be eligible for a performance increase.
  - a. If a classified employee receives a summary rating of Did Not Meet Expectations, the employee shall be notified that a review of the evaluation is available, upon request, as specified in the provisions of Rule 13.304.3 of the Rules of the State Personnel Board.
3. Prior to January 1, 2008, for every employee eligible to be considered for a performance-based salary increase, performance documentation must be processed through the administrative level necessary to properly authorize such an increase.
4. An appointing authority may, authorize a performance-based increase for an employee who has been a subordinate of the employee’s current supervisor for less than five (5) months as of June 30, 2007. Such increase shall be equivalent to the amount awarded to an employee who receives a performance evaluation summary rating of Met Expectations
5. For purposes of determining eligibility for increases covered in these policies, any time during the period in which an employee is absent from state employment for service in one of the uniformed services, shall be considered as time during which the employee was:
  - a) Employed by a state agency
  - b) Meeting all conditions and terms of employment, and
  - c) Meeting or exceeding performance expectations.

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This item shall not apply if the employee's service is terminated under conditions that result in the loss of the employee's rights under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). For purposes of this item, the term "uniformed services" is defined as in USERRA.

6. In lieu of Paragraph 1 above, employees covered under addenda 2.1 to 2.15 to the Statewide Compensation Plan shall be paid in accordance with the addenda and the applicable State Board of Education or State Board of Technical and Adult Education pay schedule.
7. In lieu of Paragraph 1 above, the effective date of salary increases for employees covered by Addenda to the State Compensation Plan 2.1 - 2.9, 2.19 - 2.20, and 3.2, shall be September 1, 2007.
8. Effective January 1, 2008, the pay grade minimums, midpoints and maximums of the Statewide Salary Plan shall be adjusted by three (3) percent.
9. If a review of the agency-wide rating distribution indicates that awarding increases as specified in Paragraph 1 would result in expenditures in excess of budgeted funds, an agency head may reduce the increase awards. The reduction amount shall be the same percentage for each performance-rating category and shall be applicable to all employees of the agency. If necessary, due to budgetary constraints all awards may be reduced to 0 percent.
10. Notwithstanding Paragraph 9 above such reduction shall be implemented only after consultation with, and approval by, the Office of Planning and Budget. An agency requesting to reduce the increase awards must submit a cost analysis comparing its increase proposal to the increase percentages specified in Paragraph 1. Such cost analysis shall be submitted to the Office of Planning and Budget not later than **October 1, 2007.**
11. Each agency shall submit a plan for the expenditure of .5% of total personnel services to be used for market adjustments, performance incentives, criteria based adjustments or equity adjustments, as provided in the Fiscal Year 2008 Appropriations Act, to the Georgia Merit System and the Governor's Office of Planning and Budget for review by **October 1, 2007.**
12. Employees within specified agencies and job classes with salaries below 75% of the December 2006 market midpoint for their job classes shall receive an increase in the amount required to adjust their salaries to 75% of the December 2006 market midpoint. This adjustment shall apply to employees who are assigned to the listed agencies and job classes as of January 1, 2008 and shall be effective before all other adjustments. Target salaries for each applicable job class are listed in Attachment A of the GMS Salary Increase Guidelines.