

STATE PERSONNEL BOARD POLICIES TO IMPLEMENT  
**SALARY INCREASES**  
*FISCAL YEAR 2005*

These policies implement the provisions of O.C.G.A. 45-21 and Rule 17.900 of the State Personnel Board.

1. The increase in base salary available to employees who qualify for a Performance-Based Salary Increase during Fiscal Year 2004 shall be commensurate with the performance evaluation summary rating received for the rating period ending June 30, 2004. The increase awarded shall correspond to the following scale:
  - 0 percent for a summary rating of Did Not Meet Expectations.
  - 2.0 percent for a summary rating of Met Expectations; or
  - 2.0 percent for a summary rating of Exceeded Expectations.
2. Performance-Based Salary Increases shall be effective January 1, 2005.
3. 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.
4. Notwithstanding Paragraph 3 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 November 30, 2004.
5. An employee who receives at least a Met Expectations on his or her performance evaluation shall receive a 2.0 (two) percent salary adjustment, not to exceed an individual, annualized amount of \$1,600.00, 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 3 and 4 above.

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6. Individuals employed before July 1, 2004 shall be eligible for consideration for a performance-based salary increase.
  - 6.1) Employees not qualified to receive a performance-based salary increase shall not be eligible for such increase at any other time.
  - 6.2) Employees approved for a performance-based increase but who are in a leave-of-absence without pay status on January 1, 2005, shall be awarded such increase upon returning to pay status.
7. Individuals appointed to state service July 1, 2004 through December 31, 2004, shall not be eligible for a performance-based salary increase.
8. Prior to January 1, 2005, for every employee eligible to be considered for a performance-based salary increase, a performance evaluation must be processed. The evaluation must be processed through the administrative level necessary to properly authorize such an increase. An employee must receive a summary rating on the Responsibilities section of Met Expectations or Exceeded Expectations to be eligible for an increase. An employee receiving a summary rating on the Terms and Conditions section of Did Not Meet Expectations shall not be eligible to receive an increase.
9. Notwithstanding Paragraph 8 above, an appointing authority may, without the necessity of completing a performance evaluation, 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 July 1, 2004. Such increase shall be equivalent to the amount awarded to an employee who receives a performance evaluation summary rating of Met Expectations.
10. If a classified employee receives a summary rating in the Responsibilities section 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.