

STATE PERSONNEL BOARD POLICIES TO IMPLEMENT
SALARY INCREASES
FISCAL YEAR 2006

These policies implement the provisions of O.C.G.A. 45-20-3, 3.1, and 4. and Rule 17.400 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 2006 shall be commensurate with the performance evaluation summary rating received for the rating period ending June 30, 2005. 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, 2006.
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, 2005.
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, 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.
6. Individuals employed before July 1, 2005 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, 2006, shall be awarded such increase upon returning to pay status.

7. Individuals appointed to state service July 1, 2005 through December 31, 2005, shall not be eligible for a performance-based salary increase.
8. Prior to January 1, 2006, 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, 2005. Such increase shall be equivalent to the amount awarded to an employee who receives a performance evaluation summary rating of Met Expectations.
10. For purposes of determining eligibility for performance-based increases, any time during the rating 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.

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. If as a result of service in the uniformed services, an employee has served under the current supervisor at the conclusion of the rating period for less than 5 months, the appointing authority may authorize an increase as in paragraph 9.

11. 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.
12. In lieu of item 2 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, 2005.

**Performance Management Evaluation Rating
HCM Mass Entry Processing
July 2004 – June 2005 Performance Cycle**

The Georgia Merit System and the State Accounting Office have updated the Salary Increase Mass Entry Pages, Training Guides, and associated Reports and Queries to accommodate the mass entry and processing of the 2004-2005 Performance Management Cycle. The on-line mass data entry pages and associated performance evaluation rating reports and queries will be made available to users as follows:

- Teachers Salary August 1, 2005 – August 19, 2005
- Statewide Salary Plan September 6, 2005 – December 16, 2005

Salary Increase Processing

The Salary Increase (SI) Subsystem will allow for the mass entry of performance-based increase ratings and increase recommendations. It will also display calculations of associated salary adjustment amounts applicable to each employee in accordance with the 2006 State Personnel Board Policies to implement salary increases. *The performance-based salary increases will be effective January 1, 2006.*

Reports

The SI Subsystem provides agencies with the following multiple reports and queries to assist in the review and analysis of agency performance management evaluation ratings:

- Salary Increase List
- Salary Increase List by Type
- Employee Review Audit
- Employees by Increase Rating/Recommendation
- Increase Distribution Summary
- Preliminary Exception List
- Cost of Salary Increases
- Cost of Reduced Salary Increases

Queries

- OHR038 Salary Plan Grades
- OHR037 Salary Plan Count
- OHR035 Count of Positions by Job Code

Security Access

Security Access to the Salary Increase Pages and Reports will be based on current security access to the *Use and Reports Menus* under *Plan Salaries (GBL)* in the SAO HCM System.

All users currently assigned to the security class MAHRRVW1 will have access to the on-line mass data entry pages. All users currently assigned to the security class MAHREDR1 will have access to

performance evaluation ratings reports. Please assure that employees who will be assigned the responsibilities of entering evaluation rating scores and generating reports have been assigned to the appropriate security class(es). Any request for changes or additions should be forwarded to SAO HCM staff via the security application process.

Additional Technical support:

- Training Aid: <http://phoenix.gagta.com/> [HRMS – Human Resources Salary Increase Processing - Processing Schedule, Entering Performance Ratings Manual & Performance Rating Reports Manual] (7/05)
- Mass Entry Business Process <http://phoenix.gagta.com/>

Schedule:

The salary increase lists are now available and can be printed out. The HCM Salary Increase pages and reports will be available for the **Teacher’s Salary Plan on August 1, 2005 – August 19, 2005** and for the **Statewide Salary Plan on September 6, 2005 – December 16, 2005**. Under separate cover, you will receive additional information on the Performance Based Increase Mass Entry processes and associated reports.