

**STATE PERSONNEL BOARD POLICIES TO IMPLEMENT
SALARY INCREASES
FISCAL YEAR 2007**

These policies implement the provisions of O.C.G.A. § 45-20-3, 3.1, 4 and Rule 17.400 of the State Personnel Board.

1. Employees who receive a summary rating of “Met Expectations” or “Exceeded Expectations” for the rating period ending June 30, 2006 shall receive an increase to base salary of from 4% to 2% determined as follows:
 - a. Employees at or above the midpoints of their assigned pay grades as listed on the 10/1/2002 Statewide Salary Plan approved by the State Personnel Board shall receive a performance increase of 2%.
 - b. Employees below the midpoints of their assigned pay grades as listed on the 10/1/2002 Statewide Salary Plan approved by the State Personnel Board shall receive a performance increase calculated as follows:
 - i. Divide the difference between the midpoint and current salary by the difference between the midpoint and minimum salary.
 - ii. Multiply 2% by the fraction obtained in “i)” above.
 - iii. Add the fraction obtained in “ii)” above to 2% to obtain the total increase rate.
2. Employees in the job classes listed below shall receive a performance increase as in 1.) above except that the increase will be 5% for employees at or above the midpoints of their assigned pay grades as listed on the 10/1/2002 Statewide Salary Plan and 5% plus a fraction of 2% calculated as in 1(b)(i) and 1(b)(ii) above for employees below the midpoints of their assigned grades.

(a) Department of Pardons and Paroles, in job titles:
Parole Officer (Job Code:17527) and
Parole Investigator (Job Code:17529).

(b) Department of Corrections, in job titles:
Correctional Officer (Job Code:17242),
Probation Officer 1 and 2 (Job Code:17502),
Fugitive Agent (GDC) (Job Code:07403),
Canine Handler (Job Code:17101),
Sergeant OID (Job Code:17233),
Sergeant GDC (Job Code:17234),
Transfer Officer (Job Code:17264),
Investigator GDC (Job Code:17478),
Probation Surveillance Officer (Job Code:17501)
Probation Officer, Center (Job Code:17507),
Probation Officer 3 (Job Code:17503) and
Correctional Officer, Farm Services (Job Code:17259).

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(c) Department of Public Safety, in job titles:
Trooper First Class (Job Code: 17708),
Trooper (Job Code: 17706),
Cadet (DPS) (Job Code: 17707),
Trooper Cadet/Trooper School (Job Code: 17710),
MCCD Officer Cadet (Job Code: 17805)
MCCD Corporal (Job Code: 17804), and
MCCD Sergeant (Job Code: 17803).

(d) Department of Juvenile Justice, in job titles:
Juvenile Correctional Officer 1 (Job Code:17251),
Juvenile Correctional Officer 2 (Job Code:17246),
Transfer Officer (Job Code:17264),
Juvenile Probation/Parole Specialist 1 (Job Code:17419) and
Juvenile Probation/Parole Specialist 2 (Job Code: 17423).

(e) Georgia Bureau of Investigation, in job titles:
Special Agent 1 (Job Code:17456),
Special Agent 2 (Job Code:17457),
Special Agent 3 (Job Code:17453),
ASAC/Multi-Jurisdic Task Force (Job Code:17433) and
Narcotic Agent (Job Code:17497).

(f) Department of Natural Resources, in job titles:
Conservation Ranger First Class (Job Code: 17907) and
Conservation Ranger (Job Code: 17911)

3. Employees who receive a summary rating of "Did Not Meet Expectations" for the rating period ending June 30, 2006 will not be eligible for a performance increase.
4. Performance-based salary increases shall be effective January 1, 2007.
5. In lieu of items 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.
6. In lieu of item 4 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, 2006.

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7. In lieu of item 4 above, performance-based salary increases for employees covered under addendum 3.2 to the Statewide Salary Plan shall be effective September 1, 2006.
8. 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.
9. Notwithstanding Paragraph 8 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, 2006.
10. 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 8 and 9 above.
11. Individuals employed before July 1, 2006 shall be eligible for consideration for a performance-based salary increase.
 - a. Employees not qualified to receive a performance-based salary increase shall not be eligible for such increase at any other time.
 - b. Employees approved for a performance-based increase but who are in a leave-of-absence without pay status on January 1, 2007, shall be awarded such increase upon returning to pay status.
12. Individuals appointed to state service July 1, 2006 through December 31, 2006, shall not be eligible for a performance-based salary increase in fiscal year 2007.
13. Prior to January 1, 2007, 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

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Terms and Conditions section of Did Not Meet Expectations shall not be eligible to receive an increase.

14. Notwithstanding Paragraph 13 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, 2006. Such increase shall be equivalent to the amount awarded to an employee who receives a performance evaluation summary rating of Met Expectations.
15. 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 14.

16. 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.