

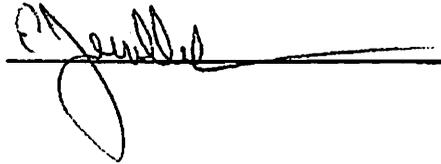
State Personnel Board Policies to Implement Merit-Based Pay Increases for Fiscal Year 2017

Certain state entities received appropriated funds for use in Fiscal Year 2017 to support merit-based pay increases and salary adjustments for focused recruitment and retention initiatives. The State Personnel Board, by authority granted under O.C.G.A. 45-20-3, and in accordance with State Personnel Board Rule 12(6), issues the below policies to implement the merit-based pay increase portion of this appropriation within Executive Branch entities governed by the Board's Rules.

1. The merit-based pay increase is to be an increase to base pay that recognizes performance during the FY2016 performance year.
2. Agency heads must define the following before implementing merit-based increases:
 - 2.1. The performance evaluation ratings that will be eligible for a pay increase within their organizations;
 - 2.2. The percentage or amount of increase to apply to each level of performance rating;
 - 2.3. Any additional criteria to be uniformly applied within their organizations to determine which employees will be eligible to receive merit-based pay; and,
 - 2.4. The date during FY2017 that merit-based pay increases will become effective within their organizations; provided that merit-based salary adjustments occur after salary adjustments made by specified entities for specific jobs to address critical retention needs.
3. In no instance shall an agency provide merit-based pay increases to all employees without regard to performance.
4. Only employees who worked for state government during the FY2016 performance year are eligible to be considered for a merit-based pay increase.
5. Each agency is responsible for processing performance evaluations for employees based on the 2016 performance year. Agency heads have discretion to apply an exception to the evaluation requirement for employees who do not receive a performance evaluation because they were hired or transferred into their agency after February 1, 2016, and therefore worked for less than 5 months during the performance period. If an evaluation is not completed for such an employee, then the employee would be eligible for whatever merit-based pay increase, if any, is authorized for employees receiving a performance rating of "3 - Successful Performer."
6. In no instance shall an agency grant a merit-based pay increase to an employee rated "1 - Unsatisfactory Performer."

7. In accordance with State Personnel Board Rule 14, Performance Management, the agency is to notify each employee rated "1 - Unsatisfactory Performer" of the agency process to request a review of the evaluation, should the employee disagree with the rating.
8. Merit-based pay increases are effective on a date designated by an agency head, and will be paid to eligible employees who remain continuously employed with the approving agency on such selected date.
9. Each agency head has the discretion to determine if the agency will grant merit-based pay increases to employees who transferred in from another agency between July 1, 2016, and the date selected by the agency head that merit-based pay increases become effective in the agency. To be considered for an increase, performance with the transferring agency during the 2016 performance year must have met the receiving agency's criteria for such an increase, and employees transferring into the agency must not have received a FY2017 merit-based increase from the transferring agency. An agency's decision to include or exclude transferring employees from merit-based increases must be applied uniformly to all employees that transferred into the agency during the performance year.
10. Employees on protected leave, such as Family and Medical Leave or Military Leave, during the 2016 performance year are to receive pay increases based on the established eligibility criteria applied to all other employees as if they had not taken such protected leave.
11. Employees approved for a merit-based pay increase who are in leave without pay status when increases in their agency become effective shall be awarded the increase when pay status resumes.

State Personnel Board Chair:



Date: May 10, 2016