



# RULES OF THE STATE PERSONNEL BOARD

## 478-1-.11 Compensation Plan

### **(1) Preparation of the Plan:**

After consulting with agencies and the State's fiscal officers, the Commissioner will prepare and recommend a statewide compensation plan to the State Personnel Board. The plan should provide salary schedules and/or pay addenda, including minimum, mid-point and maximum rates of pay by grade for the jobs outlined in the classification plan. In establishing the salary schedules, the Commissioner should consider:

- (a) The intent and appropriations of the General Assembly;
- (b) Rates of pay in effect in the Agencies;
- (c) Rates of pay for similar services among public and private employers with whom the State competes for employees;
- (d) Other benefits received by employees;
- (e) Costs of living;
- (f) The State's financial condition and policies; and
- (g) Any other relevant factors.

### **(2) Adoption of the Plan:**

Employees and agencies may provide feedback regarding the compensation plan during the written comment period described in the Amendments to Policies section of the Policy Guidelines. The State Personnel Administration may change the compensation plan in any way deemed appropriate and formally adopt the plan at a public hearing. The compensation plan will take effect as adopted upon approval of the Director of the Office of Planning and Budget.

### **(3) Amendments to the Plan:**

After the State Personnel Board adopts the plan, the Commissioner may, after allowing the agencies an opportunity to be heard, amend the compensation plan as appropriate, including proscribing minimum rates to be paid for each job. Amendments will take effect upon approval by the Director of the Office of Planning and Budget.

### **(4) Reconsideration of Amendments to the Plan:**

# Rules of the State Personnel Board

Any agency affected by an amendment to the compensation plan or other compensation decision made by the Commissioner pursuant to the plan may submit a written request for reconsideration by the Commissioner. The Commissioner must review the request and issue a decision no later than 30 days following receipt of the request for reconsideration. An appeal to the State Personnel Board may be filed within 15 days of issuance if the agency does not agree with the Commissioner's decision. The State Personnel Board's decision will be final.

## (5) Administration of the Plan:

The compensation plan and any amendments to it made by the Commissioner will constitute the official compensation schedule for all positions. Other rules and policies supplementing these policies will provide for the administration of the plan.

## (6) Recommendation for Change in Plan:

The Commissioner will submit to the Governor appropriate recommendations for changes in the compensation plan on an annual basis. These recommendations should include relevant information for adjustments to the entire plan and to specific jobs, including economic and labor market conditions or other pertinent data.

### Authority:

O.C.G.A. Secs. 45-20-2, 45-20-3, 45-20-3.1, 45-20-4, 45-20-6.

**History.** Original Rule entitled "Working Test and Permanent Status" adopted. F. July 31, 1985; eff. July 1, 1985, as specified by the Board.

**Amended:** F. Jan. 15, 1987; eff. Dec. 29, 1986, as specified by the Board.

**Amended:** F. Jan. 22, 1988; eff. Nov. 12, 1987, as specified by the Board.

**Amended:** F. Aug. 11, 1992; eff. July 2, 1992, as specified by the Board.

**Amended:** F. Mar. 9, 1994; eff. Mar. 3, 1994, as specified by the Board.

**Amended:** F. Nov. 15, 1994; eff. Nov. 3, 1994, as specified by the Board.

**Amended:** F. July 11, 1995; eff. June 30, 1995, as specified by the Board.

**Amended:** F. Dec. 31, 1996; eff. Sept. 20, 1996, as specified by the Board.

**Amended:** F. Oct. 8, 1997; eff. Sept. 25, 1997, as specified by the Board.

**Repealed:** New Rule entitled "Compensation Plan" adopted. F. Dec. 23, 2008; eff. Dec. 17, 2008, as specified by the Board.

**Amended:** F. Oct. 28, 2009; eff. Aug. 27, 2009, as specified by the Board.