

## Human Resources Administration Addenda to the Compensation Plan

<http://doas.ga.gov/human-resources-administration/compensation/compensation-rules-and-policies>

January 1, 2018  
Includes Codes

In accordance with Section 9 of Rule 478-1-.12 of the Rules of the State Personnel Board, the following Addenda to the Compensation Plan shall apply subject to certification by the Office of Planning and Budget that sufficient funds are available and authorized for such supplement(s).

### SECTION 1 – CONDITIONAL PAY

References to supplements are not changes to base salary, but are additional compensation above normal salary that is to be rendered to all eligible employees, but which should be discontinued whenever the qualifying conditions no longer apply. For example, a supplement for work in a specific duty area would be discontinued when an eligible employee is assigned to another duty area.

#### General

All actions shall be subject to the following:

1. The salary supplement shall not interrupt eligibility for salary increases nor shall it provide a basis for the payment of terminal leave; and
2. Any agency may discontinue payment of supplements when fiscal needs dictate, provided the discontinuance is done in a fair and equitable manner.
3. Employees may be awarded multiple supplements according to agency policy.

#### Code/ Effective Date

#### Addenda to the Compensation Plan

1.1 If an employee has been temporarily assigned additional duties and responsibilities by the appointing authority, the salary of the employee may be supplemented as indicated below:

Rev: 02-01-98

If an employee is temporarily assigned replacement duties and responsibilities at a level higher than the employee's normal work activities, the appointing authority may supplement the salary of the employee as indicated below:

All supplements under this provision shall comply with the following criteria:

The salary supplement shall be determined as follows:

- a. 2.5% of base salary for additional assignments characteristic of a lower job title;

**Code: 0A1**  
**Desc: 0A1Temp Assign-Lower Job 2.5%**  
**Short Desc: TempAs 2.5**

- b. 5.0% of base salary for additional assignments characteristic of an equivalent job title;

**Code: 0A2**  
**Desc: 0A2Temp Assign-Equiv Job 5%**  
**Short Desc: TempAs 5**

- c. 5.0% or 10.0% of base salary or an amount determined for assignments characteristic of a higher job title; and,

**Code: 0A3**  
**Desc: 0A3Temp Assign-Higher Job 10%**  
**Short Desc: TempAs10**

- d. Employees who perform temporary additional duties, outside of their regularly assigned jobs, are eligible to be paid a lump sum incentive not to exceed the range of \$50 to \$100 per occasion as specified within the agency policy.

**Code: 0A6**  
**Desc: Temp Assign Per Diem**  
**Short Desc: Temp Per Diem**

Under no circumstances shall an employee be supplemented for replacement duties characteristic of an equivalent or lower level job title; and

Under no circumstances shall an employee be supplemented for additional duties characteristic of an equivalent or lower level job title in addition to or in lieu of receiving overtime and/or compensatory time as provided by the Fair Labor Standards Act; and

The employee must perform such duties for the full pay period; and

The salary supplement shall be discontinued when the employee no longer performs such duties; and

The above supplement may be prorated as appropriate on the basis of shared assignment of a given set of duties by employees.

**Code: 0A4**  
**Desc: 0A4Temp Assign-Promo Min Salary**  
**Short Desc: Temp Promo**

**Code: 0A5**  
**Desc: 0A5Temp Assign-Shared**  
**Short Desc: Temp Share**

1.5  
10-01-96 Employees in the job titles Trooper (17706), Trooper First Class (17708), Corporal (17702), and Sergeant (DPS) (17704) who are assigned to the Aviation Section as pilots shall receive a supplement equal to what they would receive had they been promoted to Pilot-Commercial Aircraft (15103).

1.12  
Rev: 12-01-98 Employees in the job titles Trooper First Class (17708), Corporal (17702), Sergeant (DPS) (17704) and Sergeant First Class (17705) who serve as Field Training Officers are eligible for a supplement of up to \$80.00 for each pay period they are assigned a such duties.

**Code: 1A1**  
**Desc: 1A1DPSFieldTrnOfficerOther**  
**Short Desc: DPSFldTrnO**

1.13  
Rev: 03-01-97  
Rev: 05-01-03  
Rev: 11-01-07 Employees in the job titles Correctional Officer (17242), Sergeant (GDC) (17234), and Lieutenant (GDC) (17232) are eligible for a supplement of up to \$230.00 per month.

- a. Requirement: Employees who serve as active members of Tactical Operations are eligible for a supplement of \$180.00 per month.

**Code: 1B1**  
**Desc: 1B1Tactical-Member 180**  
**Short Desc: Tact180**

- b. Requirement: Employees who serve as Assistant Tactical Squad Commanders are eligible for a supplement of \$200.00 per month.

**Code: 1B2**  
**Desc: 1B2Tactical-AsstCmdr 200**  
**Short Desc: Tact200**

- c. Requirement: Employees who serve as Tactical Squad Commanders are eligible for a supplement of \$230.00 per month.

**Code: 1B3**  
**Desc: 1B3Tactical-Cmdr 230**  
**Short Desc: Tact230**

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1.14  
10-01-96 Employees in the job title Correctional Officer (17242) who serve as and are certified by the State as Emergency Medical Technicians, are eligible for a supplement of \$100.00 per month.

**Code: 1C1**  
**Desc: 1C1EMT 100**  
**Short Desc: EMT100**

1.15  
Rev: 03-01-97 Employees in the job titles Correctional Officer (17242), Sergeant (GDC) (17234), Lieutenant (GDC) (17232), and Security Chief (17243) who work in and provide direct supervision and control of inmates housed in a Special Management Unit are eligible for a supplement for time worked in the unit as a rate not to exceed \$100.00 per month.

**Code: 1D1**  
**Desc: 1D1SMU 100**  
**Short Desc: SMU100**

1.16  
Rev: 03-01-00  
Rev: 01-01-02 Employees in the job titles Correctional Officer (17242), Sergeant (GDC) (17234), Lieutenant (GDC) (17232), Security Chief (17243), Transfer Officer (17264), and General Trades Craftsman (GDC) (30032), who are on special duty assignment as defined by the GDOC Commissioner, are eligible for a supplement of \$100.00 per occasion.

**Code: 1E1**  
**Desc: 1E1 Corrections Supplement**  
**Short Desc: GDOC Suppl**

1.18  
10-01-96 Employees in the job titles Correctional Officer (17242) and Sergeant (GDC) (17234) who are assigned to a Correctional Emergency Response Team are eligible for a supplement of \$100 per month.

**Code: 1F1**  
**Desc: 1F1CERT 100**  
**Short Desc: CERT100**

1.19  
10-01-00 Employees who perform underwater diving and who are certified scuba divers will be paid a per diem supplement of up to \$50 for each day of diving.

**Code: 8A1**  
**Desc: 8A1DNRUnderwaterDivePay**  
**Short Desc: DNRDivePay**

1.22  
Rev: 02-01-97 Employees in the job titles Air Transportation Administrator (15104), Pilot-Commercial Aircraft (15103), Pilot-Cartographic (15108), Trooper First Class (17706), Corporal (17702), Sergeant (DPS) (17704), Sergeant First Class (17705), First Lieutenant (17703), Captain (17701), Conservation Major/Chief Pilot (17908), and Conservation Captain/Pilot (17909) are authorized the following cumulative supplements upon certification of eligibility by the appointing authority.

**Code: 0F1**  
**Desc: 0F1Pilot Pay Other%**  
**Short Desc: PilotOther**

- a. Requirement: Current Airline Transport Pilot Rating. Authorized: That amount equivalent to ten percent (10%), provided the employee received flight assignments on a regular basis.

**Code: 0F2**  
**Desc: 0F2Pilot Pay Transport 10%**  
**Short Desc: PilotTrans**

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- b. Requirement: Current type certification in appropriate heavy aircraft of the unit. Authorized: That amount equivalent to five percent (5%) (per such aircraft), provided the employee is assigned flight assignments on such aircraft on a regular basis.

**Code: 0F3**

**Desc: 0F3Pilot Pay Heavy 5%**

**Short Desc: PilotHeavy**

- c. Requirement: Current type rating in appropriate rotary wing aircraft of the unit. Authorized: That amount equivalent to five percent (5%), provided the employee is assigned flight assignments on such aircraft on a regular basis in addition to regular fixed wing aircraft.

**Code: 0F4**

**Desc: 0F4Pilot Pay Rotary 5%**

**Short Desc: PilotRotry**

- d. Requirement: Qualified Cartographic Pilot (15108). Authorized: That amount equivalent to ten percent (10%), provided the employee is regularly assigned precision flight assignments for the purpose of conducting aerial photography.

**Code: 0F6**

**Desc: 0F6Pilot Pay Cartographic 10%**

**Short Desc: PilotCarto**

1.23  
10-01-96

Employees in the job title Pilot 1-Aircraft (15105) who possess Flight Instructor certification and who, as part of their assigned duties, conduct flight checks, are eligible for a supplement equivalent to five percent (5%).

**Code: 0F7**

**Desc: 0F7Pilot Pay Instructor 5%**

**Short Desc: PilotInst**

1.27  
Rev: 01-01-98  
Rev: 12-11-06  
Rev: 07-18-13

Employees in the job title Probation Officer 1/2 serving as Specialized Probation Supervisors (SPS) and managing a caseload of probationers who have committed sex offenses, are eligible for a 10 percent (10%) salary supplement. Employees serving as Mental Health Probation Officer Specialists managing a caseload of probationers who have been identified as having a mental health illness and/or co-occurring disorder who are both high-risk and high-need and require close, effective supervision, are eligible for a monthly salary supplement of 10 percent (10%).

**Code: 1G2**

**Desc: 1G2 SPS 10%**

**Short Desc: SPS 10%**

**Code: 1G3**

**Desc: 1G3 MH 10%**

**Short Desc: MH 10%**

1.28  
10-1-96

Employees in the job title Probation Officer, Chief (17506) who manage large and diverse judicial circuits, in compliance with outlined and agreed upon criteria, are eligible for a monthly salary supplement up to ten percent (10%).

**Code: 1J1**

**Desc: 1J1ChiefPO 5%**

**Short Desc: ChiefPO5%**

**Code: 1J2**

**Desc: 1J2ChiefPO 10%**

**Short Desc: ChiefPO10%**

Code/  
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1.32  
Rev: 05-16-00

Employees in the job titles Firefighter (17309), Firefighter Sergeant (17311), Firefighter Lieutenant (17312), and Firefighter Captain (17313) who serve and are certified by the state as Airport Firefighters at the Savannah International Airport, are eligible for a supplement of \$150 per month. This supplement shall be effective the pay period after the employee's current airport firefighter certification is presented to the appointing authority.

**Code: 0G1**  
**Desc: 0G1Airport Firefighters SAV**  
**Short Desc: AirprtFire**

1.42  
10-01-96

Employees in the job titles Juvenile Correctional Officer 1 (17251), Juvenile Correctional Officer 2 (17246), Cottage Life Supervisor (17249) who are assigned to work in and provide direct supervision and control of aggressive youthful offenders housed in a Closed Program (as defined and designated by the Commissioner) are eligible for a pay supplement of \$100.00 per month. An employee must perform duties for at least one complete pay period to be eligible for this supplement.

**Code: 1K1**  
**Desc: 1K1Aggressive Youth Offenders**  
**Short Desc: AggrYthOfn**

1.43  
Rev: 03-01-00

Employees in the job titles Bridge Inspection Technician 1 (19305), Bridge Inspection Technician 2 (19306), Bridge Inspection Technician 3 (19307), and Bridge Inspection Supervisor (19308) who perform underwater bridge inspections as a part of their assigned full-time duties are eligible, at the discretion of the appointing authority, for a salary supplement of ten percent (10%).

**Code: 6A1**  
**Desc: 6A1Underwater Bridge Inspector 10%**  
**Short Desc: UndrwBrIns**

1.44  
01-01-97

Employees in positions designated as exempt for the provisions of Fair Labor Standards Act who are assigned Help Line or Emergency Services duties performed after their scheduled work hours, are eligible for a supplement as provided in a plan on file with the Commissioner of Personnel. This plan should include the following: 1) rate of pay established by the appointing authority; 2) a statement of the exemption status of the affected employees under the Fair Labor Standards Act; 3) the criteria for selection of individuals performing the work, using licensed or license eligible individuals as a baseline; 4) timing and method of payment.

**Code: 3C1**  
**Desc: 3C1Help Line/Emergency Svcs**  
**Short Desc: Help/Emerg**

1.45  
Rev: 11-01-97

Employees in the job titles General Trades Craftsman (30003), Carpenter (30201), Electrician (30401), Painter (31501), Plumber (31601), HVAC Repair Technician (30801), Utility Worker 2 (30706) and Grounds Maintenance Manager (30702) who are assigned responsibilities for on-site supervision of a work crew are eligible for a monthly salary supplement of ten percent (10%), provided that they continue to carry out these assigned responsibilities as a routine part of their regular work assignments.

**Code: 4A1**  
**Desc: 4A1Work Crew Supervision 10%**  
**Short Desc: WrkCrwSupv**

Code/  
Effective Date

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1.50  
10-01-97  
Rev: 08-01-02

Employees in the job titles General Trades Craftsman (30003), Carpenter (30201), Electrician (30401), Painter (31501), Plumber (31601), HVAC Repair Technician (30801), Grounds Maintenance Manager (30702), Utility Worker 2 (30706), Trades Specialist 1 (30076), Trades Specialist 2 (30077), Grounds Specialist 1 (30718), Grounds Specialist 2 (30719), Assistant Foreman (30078), Foreman (30079) and Maintenance Engineer (30079) who are required to be appropriately licensed or certified in their respective technical profession and who are so licensed or certified, are eligible for a salary supplement of either five (5%) or ten (10%) percent. The employee licensure or certification must be kept current in order for the employee to continue to receive the salary supplement.

- a. If the employee does not spend their entire workday performing duties in the capacity of their licensure or certifications, they will be eligible for a 5% salary supplement.

**Code: 4B1**  
**Desc: 4B1Licensed Trades Part Tm 5%**  
**Short Desc: LicTrdPT5**

- b. If the employee does spend their entire workday in the performance of duties consistent with their licensure or certification, they will be eligible for a 10% salary supplement.

**Code: 4B2**  
**Desc: 4B2Licensed Trades Full Tm 10%**  
**Short Desc: LicTrdFT10**

1.52  
02-01-98

Employees of Gwinnett/Rockdale/Newton Community Service Board in the job titles Social Service Provider 1 (70917), Social Service Provider 2 (70908), Social Service Provider 1-Licensed (70915), Social Service Provider 2-Licensed (70913) and the Director of the Child Adolescent Program that are designated as exempt for the provisions of the Fair Labor Standards Act, who have been selected from a pool of volunteer employees to work on a rotating basis in the Therapeutic Weekend Respite Outing Program are eligible to receive a salary supplement of \$300 per weekend.

1.53  
Rev: 04-01-99

Employees who have been assigned direct supervisory responsibility for other employees in the same job classification or for employees on their same pay grade are eligible for a salary supplement of from five to ten percent (5% to 10%). Each applicable employee must retain and exhibit the full range of supervisory duties and responsibilities. The amount of the salary supplement awarded to each employee will be left up to the discretion of each individual agency.

**Code: 0B1**  
**Desc: 0B1Supv Same Job/Grade 5%**  
**Short Desc: SupSm5**

**Code: 0B2**  
**Desc: 0B2Supv Same Job/Grade 10%**  
**Short Desc: SupSm10**

**Code 0B3**  
**Desc: 0B3Supv Same Job/Grade Other%**  
**Short Desc: SupSmOthr**

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1.55  
08-01-98 Correctional Officers and other security staff at Arrendale State Prison are eligible for a salary supplement of five percent (5%) above normal salary at the discretion of the appointing authority.

**Code: 1T1**

**Desc: 1T1Arrendale 5%**

**Short Desc: Arrendale**

1.56  
10-01-98 Employees of the Department of Labor who are directly involved in the development, oversight and implementation of Generally Accepted Accounting Principles (GAAP) within the financial records of the Department of Labor are eligible for the following salary supplements, which cumulatively shall not exceed \$250 month:

a. Requirement: 2% for the successful completion of the Introductory Governmental Accounting course, Parts I and II;

**Code: 5B1**

**Desc: 5B1DOL Intro GAAP 2%**

**Short Desc: DOL Intro2**

b. Requirement: 2% for the successful completion of the Intermediate Governmental Accounting course Parts I and II;

**Code: 5B2**

**Desc: 5B2DOL Inter GAAP 2%**

**Short Desc: DOL Inter2**

c. Requirement: \$225 per month for the successful completion of the Certified Public Accountant designation.

**Code: 5B3**

**Desc: 5B3DOL CPA GAAP**

**Short Desc: DOL CPA**

1.57  
02-01-99 Employees of Center Behavioral Health Services who are physicians and provide on-call psychiatric rotation coverage on the weekends, which begins at 5:00 p.m. on Friday and extends until 8:00 a.m. on Monday, and who make rounds on Saturday and Sunday mornings to check on consumers in the 15-bed crisis stabilization program, are eligible to receive a flat-rate supplement of \$500.00 per weekend.

Code/  
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1.58  
Rev: 04-01-99  
Rev: 12-16-06

Employees of the Department of Human Resources in the jobs listed below are eligible for the following salary supplements, which cumulatively shall not exceed 11.5%.

- a. Requirement: 5.5% for those incumbents in the jobs Junior Auditor (40403), Auditor 1 (40404), Auditor 2 (40405), Audit Supervisor (40406), and Audit Manager (40407) who sit for and pass all four parts of the Certified Public Accountant (CPA) examination, and have received and maintain CPA certification.

**Code: 5A1**  
**Desc: 5A1Audit Series Supp-CPA 5.5%**  
**Short Desc: SuppCPA5.5**

1.60  
05-01-00  
Rev: 08-01-08

At the discretion of the appointing authority, a pay supplement for interpreters, of five to ten percent (5% to 10%), may be granted to bilingual, multilingual, or employees who are assigned to provide American Sign Language interpretation in addition to the typical duties and responsibilities associated with their job and are called upon on a regular basis to interpret and translate for clients and/or customers.

**Code: 0C1**  
**Desc: 0C1Bi/Multiling Interpreter 5%**  
**Short Desc: Intrprt5**

**Code: 0C2**  
**Desc: 0C2Bi/Multiling Interpreter 10%**  
**Short Desc: Intrprt10**

**Code: 0C3**  
**Desc: 0C3Bi/Multiling Interpreter Oth**  
**Short Desc: IntrprtOth**

1.63  
11-01-00

Specified employees in the job Instructor (10006) who supervise clients outside of a sheltered work situation on roadside cleanup details or on other outside tasks to be specified by the appointing authority shall be eligible for a pay supplement of \$100 per month at the discretion of the appointing authority.

1.64  
03-01-01  
Rev: 05-01-02

The Gwinnett/Rockdale/Newton (GRN) Community Service Board will award employees in the Support Services Worker classification, assigned to the Child Support and Adolescent Program, who are required to be on call for seven days during a month, a supplement of \$100.00 per month. This supplement is in addition to the regular hourly rate of pay received if the employee is required to report during the on-call shift.

1.65  
06-01-01

Employees in the job titles Social Services Case Manager Associate (14212), Social Services Case Manager (14203), Social Services Specialist (14204), and Social Services Case Manager, Advanced (14205) whose caseload consists of at least 75% child protective services and/or placement cases shall be eligible for a salary supplement of 5% of base salary, at the discretion of the appointing authority.

**Code: 3E1**  
**Desc: 3E1DFCSChild Protect/Plmnt 5%**  
**Short Desc: DFCSChP/P5**

1.68  
11-01-01

Employees of the Department of Transportation in the job title Mechanic, Aircraft Inspector (15102) who possess Inspector Authorization (Air Transportation) criteria, will be eligible for a supplement at a rate equivalent to five percent (5%) of base salary.

**Code: 6B1**  
**Desc: 6B1Mech Aircraft Insp 5%**  
**Short Desc: MechAirIns**

Code/  
Effective Date

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1.71  
06-01-04

Employees of the Gwinnett -Rockdale-Newton Community Service Board in the job titles Social Services Provider 1 (70917), Social Services Provider 2 (70908), Social Services Provider 1, Licensed (70918), and Social Services Provider 2, Licensed (70913) who meet or exceed a quarterly clinical productivity goal of 300 hours of billable service in the quarter are eligible for a payment of up to 10% of base salary earned during the quarter. To be eligible for the supplement, clinicians must also meet performance, leave and attendance standards and be current in their Treatment Request and Integrated Georgia Reporting Surveys. The payment of the supplement shall be in equal installments over the six pay periods subsequent to the quarter in which the productivity goal is met. Employees who separate from or are terminated by the Community Service Board during the payment period will not be eligible to receive any remaining payments. The granting of the supplement and all payments covered by this addendum are at the discretion of the appointing authority.

1.72  
09-01-04  
Rev. 02-01-05

Clinical employees of the Middle Flint Behavioral Health Care Community Service Board who have stated billable hour productivity standards in their performance management forms, and who exceed quarterly productivity goals, will be eligible for payment of up to 10 percent of base salary earned during the quarter. The productivity goals will be applied consistently for all employees on the same job title. Achievement of 5% to 10% above target will establish eligibility for a pay supplement of up to 5% of base salary. Achievement of more than 10% above the target will establish eligibility for a pay supplement of up to 10% of base salary. To be eligible to receive the supplement, a clinician must also meet specified performance, leave and attendance standards, have satisfactory performance in internal documentation audits, and be current in the development and submission of Treatment Request and Integrated Georgia Reporting Surveys. The payment of the supplement shall be in equal installments over the six (6) pay periods subsequent to the quarter in which the productivity goal is met. Employees who separate from or are terminated by the Community Service Board during the payment period will not be eligible to receive any remaining payments. The granting of the supplement and all payments covered by this addendum are at the discretion of the appointing authority.

1.73  
05-01-05

Employees of the Department of Transportation in accounting, budget, or financial positions who are licensed as Certified Public Accountants are eligible for a supplement of 5% of base salary.

**Code: 6C1**  
**Desc: 6C1DOT Licensed CPA 5%**  
**Short Desc: DOT CPA 5%**

1.76  
01-01-06

Employees of the Department of Transportation who obtain job-related credentials in one of the following areas will be eligible for a supplement to base salary as stated. The supplement may be continued for so long as the credential is relevant to the employee's job duties.

| Credential                                                                                                                                                                                                                                                                                                                                                               | Criterion     | Supplement Rate |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------------|
| Professional in Erosion Sediment Control                                                                                                                                                                                                                                                                                                                                 | Certification | 5%              |
| Senior Professional in Human Resources                                                                                                                                                                                                                                                                                                                                   | Certification | 5%              |
| Professional in Human Resources                                                                                                                                                                                                                                                                                                                                          | Certification | 5%              |
| Paralegal                                                                                                                                                                                                                                                                                                                                                                | Certification | 5%              |
| Geologist                                                                                                                                                                                                                                                                                                                                                                | Licensure     | 5%              |
| State General Registered Appraiser                                                                                                                                                                                                                                                                                                                                       | Licensure     | 5%              |
| Code: 6E1<br>Desc: 6E1DOT HR Professional 5%<br>Short Desc: DOT HR 5%<br>Code: 6E2<br>Desc: 6E2 Sen DOT HR Professional 5%<br>Short Desc: DOT SrHR 5%<br>Code:6G1<br>Desc: 6G1DOT ProfErosionSed Cntrl 5%<br>Short Desc: DOT PESC5%<br>Code:6H1<br>Desc: 6H1DOT Paralegal 5%<br>Short Desc: DOT Para5%<br>Code:6J1<br>Desc: 6J1DOT Geologist 5%<br>Short Desc: DOT Geo5% |               |                 |

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1.77  
06-17-05 Employees of the Department of Human Resources in the job titles Criminal History Specialist (#17103) and Program Associate [DHR] (#60113), who are required to be in on-call status on weekends to perform emergency background checks related to foster care placements, shall be eligible for a supplement of \$75 per month for any month in which they are in on-call status.

1.78  
08-18-05 Employees of the Department of Transportation in the job title, Bridge Inspection Technician 3, who are registered professional engineers or who have a minimum of five years of responsible experience in the inspection of bridges shall be eligible for a 5 percent salary supplement upon completion of The National Highway Institute Safety Inspection of In-Service Bridges course and satisfactory completion of a field test administered by the State Bridge Maintenance Engineer or State Bridge Inspection Engineer. The supplement shall be at the discretion of the appointing authority.

**Code: 6A2**

**Desc: 6A2DOT Bridge Inspector 5%**

**Short Desc: DOTBrIn5%**

1.79  
02-23-06 Employees of the Cobb and Douglas Community Services Board who have stated billable hour productivity standards in their performance management forms, and who have exceeded quarterly productivity goals, will be eligible for an incentive payment of 1.25 percent of annual base salary. To be eligible for the supplement, an employee must average 300 billable units per month over a quarter. The employee must also meet specified performance, leave and attendance standards, have satisfactory performance in internal documentation audits, and be current in the development and submission of Treatment Request and Integrated Reporting Surveys. The employee's base salary as of the final working day of the quarter shall be used as the basis for calculating the 1.25 percent payment. The payment of the supplement shall be in equal installments over the pay periods in the quarter subsequent to the quarter in which the productivity goal is met. Employees who separate from, or are terminated by, the Community Service Board before the payment is made will not be eligible to receive any remaining payments. The granting of the supplement and all payments covered by this addendum are at the discretion of the appointing authority.

1.80  
02-23-06 Employees of the Georgia Mountains Community Services Board in the job classes Social Service Provider 1 (70917), Social Service Provider 2(70908), Licensed Social Service Provider 1(70918), and Licensed Social Service Provider 2 (70916) who meet a quarterly productivity goal as specified in items a) to c) of this addendum will be eligible for an incentive payment in the subsequent quarter. The employees must also meet specified performance, leave and attendance standards during the quarter. These requirements include PERMES, billing audit, and quality audit scores of 80 to 90 percent. The employee's annual base salary as of the final working day of the quarter shall be used as the basis for calculating the payment. The payment of the supplement shall be in equal installments over the pay periods in the quarter subsequent to the quarter in which the productivity goal is met. Employees who separate from, or are terminated by, the Community Services Board before the payment is made will not be eligible to receive any remaining payments. The granting of the supplement and all payments covered by this addendum are at the discretion of the appointing authority.

- a. Employees who are currently producing less than 65 billable hours per month will be eligible for a payment of ½ of 1 percent of annual base salary if they meet a standard of 65 billable hours per month during the first quarter of their assignment to this addendum. This item will apply only during the first quarter in which an employee is covered by this addendum.
- b. Employees who are currently producing less than 75 billable hours per month will be eligible for a payment of 1.5 percent of annual base salary if they meet a standard of 75 billable hours per month during the first quarter of their assignment to this addendum. This item will apply only during the first quarter in which an employee is covered by this addendum.
- c. Employees who meet a standard of 85 billable hours per month during a quarter will be eligible for a payment of 3.25 percent of annual base salary during the subsequent quarter.

1.81  
06-16-06 Employees of the Georgia Emergency Management Agency who complete a weekly on-call rotation as Duty Officer are eligible for a supplement of \$250 per rotation at the discretion of the appointing authority.

**Code: 101**

**Desc: 101 GEMA Duty Officer**

**Short Desc: GEMADtyOff**

Code/  
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1.82  
10-31-06

Employees in the job title Superintendent (17002) who manage the total operation of a small correctional facility/center such as or equivalent to a Transitional Center, Detention Center, Diversion Center, or Probation Boot Camp are eligible to receive a monthly salary supplement of \$200.

**Code:** 1S7  
**Desc:** 1S7Supt Leadership Supp  
**Short Desc:** SupLeadSup

1.84  
03-16-09  
01-01-18

Agencies may offer a pay supplement to employees in positions that are critical to the functions of the agency for the purpose of retaining them during a transition period or any other period where there is a reduction in force. Employees eligible for this incentive payment are 1) employees in positions that are deemed by the agency to be critical and 2) who agree to remain in their positions during the designated transition period. Payment is to be a one-time lump sum cash payment to be made within a designated timeframe after the beginning of the transition period. The amount of the incentive payment shall not exceed 5% of annual base salary and must be based on the availability of existing agency funds. Each agency is required to maintain a retention incentive plan on file indicating the critical job title, job codes, percentage amount, transition timeframe and repayment schedule.

Should the employee voluntarily resign prior to completion of the agreed upon transition period, the employee shall repay a portion of the Retention Incentive Compensation payment according to the following repayment schedule or a similar schedule established within the agency plan:

| The employee resigns within the following number of days from the start of the agreed upon transition date. | They must repay the following percentage of the Retention Incentive Compensation payment |
|-------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| 0-30 days                                                                                                   | 100% (or he/she will not receive the payment)                                            |
| 31-90 days                                                                                                  | 90%                                                                                      |
| 91 -180 days                                                                                                | 75%                                                                                      |
| 181-365 days                                                                                                | 50%                                                                                      |

This addendum is effective for the timeframe of January 1, 2018 to February 1, 2019.

**Code:** BNG  
**Desc:** BNG-BonusRetention  
**Short Desc:** Bonus Retn

1.85  
07-5-11

Employees in the Juvenile Correctional Officer 1 (17251), Juvenile Correctional Officer 2 (17246,) Juvenile Correctional Lieutenant (17245) and Juvenile Correctional Captain (17244) who work in and provide supervision and control of youth housed in a maximum security facility, highly populated facility, and/or specialty program, as defined by the agency, are eligible to receive a monthly pay supplement at a rate equivalent to five percent (5%) of base salary at the discretion of the appointing authority.

**Code:** 1K2  
**Desc:** JV Security Supplement  
**Short Desc:** JV Suppl

## SECTION 2 - PAY SCHEDULES

|                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.1<br>10-1-96<br>07-01-01<br>06-21-12  | <p>This provision covers employees in the indicated job titles who are eligible for a Georgia Teacher's Professional Five-Year Certificate or higher on the appropriate Georgia Teacher Salary Schedule approved by the State Board of Education.</p> <p>2.1.1 Employees in the job titles Curriculum Specialist (10301), Diagnostic Teacher (71323), Guidance Counselor (11101), School Audiologist (70405), School Psychologist (70401), Speech Language Pathologist (71301), Teacher (Blind/Deaf) (10201), and Special Education Teacher (10203) with a Teacher's Certificate in the field of Hearing Impaired, Visually Impaired, School Counseling, School Psychology, School Social Work <u>or</u> any special education field shall be paid 117.5% of the amount specified for years of experience and the type of certificate.</p> <p>2.1.2 Employees in the job titles Curriculum Specialist (10301), Diagnostic Teacher (71323), Guidance Counselor (11101), School Audiologist (70405), School Psychologist (70401), Speech Language Pathologist (71301), Teacher (Blind/Deaf) (10201), and Special Education Teacher (10203) with a Teacher's Certificate in the field of Hearing Impaired or Visually Impaired, as applicable, <u>and</u> School Counseling, School Psychology, School Social Work <u>or</u> any special education field shall be paid 120% of the amount specified for years of experience and the type of certificate.</p> |
| 2.2<br>10-01-96<br>07-01-01<br>06-21-12 | <p>This provision covers employees in the indicated job titles who are eligible for a Georgia Teacher's Professional Four-Year Certificate, or higher on the appropriate Georgia Teacher Salary Schedule approved by the State Board of Education.</p> <p>2.2.1 Employees in the job titles Curriculum Specialist (10301), Diagnostic Teacher (71323), Guidance Counselor (11101), School Audiologist (70405), School Psychologist (70401), Speech Language Pathologist (71301), Teacher (Blind/Deaf) (10201), and Special Education Teacher (10203) with a Teacher's Certificate in the field of Hearing Impaired, Visually Impaired, <u>or</u> any other special education field shall be paid 115% of the amount specified for years of experience and the type of certificate.</p> <p>2.2.2 Employees in the job titles Curriculum Specialist (10301), Diagnostic Teacher (71323), Guidance Counselor (11101), School Audiologist (70405), School Psychologist (70401), Speech Language Pathologist (71301), Teacher (Blind/Deaf) (10201), and Special Education Teacher (10203) with a Teacher's Certificate in the field of Hearing Impaired, Visually Impaired, <u>and</u> any other special education field shall be paid 117.5% of the amount specified for years of experience and the type of certificate.</p>                                                                                                                                 |
| 2.3<br>10-01-96<br>07-01-01<br>06-21-12 | <p>Employees in the job titles Curriculum Specialist (10301), Diagnostic Teacher (71323), Guidance Counselor (11101), School Audiologist (70405), School Psychologist (70401), Speech Language Pathologist (71301), Teacher (Blind/Deaf) (10201), and Special Education Teacher (10203) who are eligible for a Georgia Teacher's Professional Certificate in a teaching field other than identified in 2.1 and 2.2 above shall be paid 110.5% of the amount specified for years of experience and the type of certificate held on the appropriate Georgia Teacher Salary Schedule approved by the State Board of Education.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 2.4<br>10-01-96<br>07-01-01             | <p>This provision covers employees in the job titles Teacher (10202), Teacher, Vocational (11401) and Teacher, Vocational (DOE) (11406).</p> <p>2.4.1 Employees in the indicated job titles shall be paid 108.5% of the amount specified for years of experience and the type of certificate held on the appropriate Georgia Teacher Salary Schedule approved by the State Board of Education.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 2.5<br>10-01-96<br>07-01-01<br>06-21-12 | <p>This provision covers employees in the indicated job titles who are employed in a conditional status and who are pending receipt of a Georgia Teacher's Professional Certificate on the appropriate Georgia Teacher Salary Schedule approved by the State Board of Education.</p> <p>2.5.1 Employees in the job titles Curriculum Specialist (10301), Diagnostic Teacher (71323), Guidance Counselor (11101), School Audiologist (70405), School Psychologist (70401), Speech Language Pathologist (71301), Teacher (Blind/Deaf) (10201), and Special Education Teacher (10203) shall be paid 110.5% of the amount specified for a Georgia Teacher's Provisional Certificate.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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|                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.5.2                                   | Employees in the job titles <u>Teacher (10202)</u> and <u>Vocational Teacher (11401)</u> shall be paid 108.5% of the amount specified for a Georgia Teacher's Provisional Certificate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 2.5.3                                   | Upon receipt of an appropriate Georgia Teacher's Professional Certificate, the salary of a conditional status employee shall be calculated on the basis of the Teacher's Certificate as provided in paragraphs 2.1 – 2.4 above, as appropriate. This adjustment shall be effective for all work performed during the conditional appointment, but not earlier than the effective date of the certificate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 2.6<br>10-01-96<br>06-21-12             | Employees in the job titles Education Principal (10003) and Education Supervisor (10004) shall be paid 110% of the appropriate amount determined for Teacher (Blind/Deaf) (10201), Special Education Teacher (10203), Teacher, Vocational (11401), or Teacher (10202), as applicable, in accordance with Addenda to the Compensation Plan 2.1 – 2.5 based on the appropriate Georgia Teacher Salary Schedule as approved by the State Board of Education.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 2.7<br>10-01-96<br>07-01-01<br>06-21-12 | Employees in the job titles Education Director (DOE) (11201) assigned as principals of Department of Education state schools shall be paid 120% of the appropriate amount determined for Teacher (Blind/Deaf) (10201), Teacher, Vocational (11401), Teacher (10202), or Special Education Teacher (10203) as applicable, in accordance with Addenda to the Compensation Plan 2.1 - 2.5 based on the appropriate Georgia Teacher Salary Schedule as approved by the State Board of Education.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 2.8<br>10-1-96<br>07-01-01<br>06-21-12  | Employees at Department of Education state schools in the job title Teacher (Blind/Deaf) (10201), or Special Education Teacher (10203), who, after regular working hours, perform duties as an athletic coach for a varsity level team which participates in Georgia High School Association (GHSA) activities may, for the regular school year, be paid a percentage of the annual salary established under the Addenda to the Compensation Plan 2.1 – 2.5, as specified below:<br><br>2.8.1 The Head Coach of an approved football, basketball, or track team may be paid 0.3% for each complete week (five school days) such services are performed.<br><br>2.8.2 For approved athletic teams, the Head Coach and all other coaches of any team other than as identified above may be paid 0.2% for each complete week (five school days) such services are performed.<br><br>2.8.3 The salary for serving as a Head Coach or Assistant Coach shall be limited to the total weeks of scheduled competition for the sport plus not more than four weeks per school year for pre-season and post-season activity for any one athletic team. An employee may not receive compensation for coaching more than two athletic teams during the school year, and if an employee's coaching duties in the two sports should occur concurrently, the employee shall be entitled to the higher rate of compensation indicated under paragraph 2.8.1 or 2.8.2 above, but not both. |
| 2.9<br>10-01-96<br>06-21-12             | Employees in the job titles <u>Curriculum Specialist (10301)</u> , <u>Diagnostic Teacher (71323)</u> , <u>Guidance Counselor (11101)</u> , <u>School Audiologist (70405)</u> , <u>School Psychologist (70401)</u> , <u>Speech Language Pathologist (71301)</u> , <u>Teacher (10202)</u> , <u>Teacher (Blind/Deaf) (10201)</u> , or <u>Special Education Teacher (10203)</u> may be paid, on quarterly or semester basis, in accordance with the fee schedules and provisions authorized by the State Board of Education for supervision of student teachers, provided such services are supported by student teacher records.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 2.10<br>10-1-96                         | Employees in the job title <u>Instructor, Technical (11405)</u> shall be paid 94% of the amount specified for the type certificate held in the area of instruction on the Technical and Adult Education Salary Schedule for Technical Instructors as approved by the State Board of Technical and Adult Education.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 2.11<br>10-01-96                        | Employees in the job title <u>Instructor, Technical (11405)</u> who are employed in a conditional working test status and who are pending receipt of a certificate shall be paid as provided in paragraph 2.10 above on the basis of the entrance step for Technical and Adult Certificate PS-1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 2.12<br>10-01-96                        | Upon receipt of an appropriate certificate, the salary of a conditional working test status employee shall be calculated on the basis of the certificate as provided in paragraph 2.10 above. The adjustment shall be effective for all work performed during the conditional working test appointment, but not earlier than the effective date of the certificate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 2.13<br>10-01-96                        | Employees in the job title <u>Instructor, Technical (11405)</u> who were converted to the Georgia Salary Schedule for Technical Institute and Area School Teachers as of October 1, 1978, may be compensated on the appropriate Merit System Pay Schedule on the compensation grade applicable to the incumbent as of September 30, 1978, provided the incumbent's salary rate exceeds the maximum pay rate for the certificate held and the incumbent is eligible for such pay under Section A.300 or A.700 of the Rules.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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2.14  
10-01-96 Employees in the job title Instruction Director (11407) shall be paid 110% of the appropriate amount determined for employees in the job title Technical Instructor in accordance with Section 2.10, 11, 12, & 13 for the type certificate held in the area of instruction, leadership or service as appropriate for the position.

2.15  
Rev: 01-01-99 All appointments to the job title Education Principal (10003) shall be at that point of the assigned pay grade that will affect an increase over the amount for which the applicant would be eligible under Addenda 2.6 and 2.7.

2.16  
Rev: 10-01-00  
Rev: 10-01-01 Employees with the job title Physician (71401), who are not Board Eligible Psychiatrists or are not Board Certified Physicians, shall be paid on the following scale. NOTE: Selection is authorized up to and including the maximum salary increment.

| Monthly Amounts |                |
|-----------------|----------------|
| Minimum Salary  | Maximum Salary |
| \$3,713.84      | \$9,542.26     |

2.17  
Rev: 10-01-00  
Rev: 10-01-01 Employees with the job title Physician (71401), who are Board Eligible Psychiatrists, shall be paid on the following scale. NOTE: Selection is authorized up to and including the maximum salary increment.

| Monthly Amounts |                |
|-----------------|----------------|
| Minimum Salary  | Maximum Salary |
| \$6,485.44      | \$11,521.30    |

2.18  
Rev: 10-1-00  
Rev: 10-1-01 Employees with the job titles Physician (71401) and Administrative Physician, PH (71412) and Medical Director, SW (GDC) (71420), who are Board Certified, shall be paid on the following scale. NOTE: Selection is authorized up to and including the maximum salary increment.

| Monthly Amount |                |
|----------------|----------------|
| Minimum Salary | Maximum Salary |
| \$8,431.28     | \$12,724.80    |

2.19  
08-01-01  
06-21-12 Employees in the job titles Curriculum Specialist (10301), Diagnostic Teacher (71323), Guidance Counselor (11101), School Audiologist (70405), School Psychologist (70401), Speech Language Pathologist (71301), Teacher (Blind/Deaf) (10201), and Special Education Teacher (10203) with a Teacher's certificate in the field of Hearing Impaired or Visually Impaired, as applicable, and a content area/field shall be paid 120% of the amount specified for years of experience and the type of certification as long as the employees are teaching in the content area.

2.20  
08-01-01 Employees in the job title Education Supervisor (10004), with a Teacher's certificate in the field of Hearing Impaired or Visually Impaired, as applicable, and a Leadership Certificate in Education Administration shall be paid 112.5% of the amount specified for years of experience and the type of certificate.

2.10  
10-1-96 Employees in the job title Instructor, Technical (11405) shall be paid 94% of the amount specified f in the area of instruction on the Technical and Adult Education Salary Schedule for Technical Instru State Board of Technical and Adult Education.

2.11  
10-01-96 Employees in the job title Instructor, Technical (11405) who are employed in a conditional workin pending receipt of a certificate shall be paid as provided in paragraph 2.10 above on the basis Technical and Adult Certificate PS-1.

2.12  
10-01-96 Upon receipt of an appropriate certificate, the salary of a conditional working test status employee basis of the certificate as provided in paragraph 2.10 above. The adjustment shall be effective for a the conditional working test appointment, but not earlier than the effective date of the certificate.

2.13  
10-01-96 Employees in the job title Instructor, Technical (11405) who were converted to the Georgia Salary Institute and Area School Teachers as of October 1, 1978, may be compensated on the appro Schedule on the compensation grade applicable to the incumbent as of September 30, 1978, provid

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rate exceeds the maximum pay rate for the certificate held and the incumbent is eligible for such pay under Section A.30 A.700 of the Rules.

2.14  
10-01-96 Employees in the job title Instruction Director (11407) shall be paid 110% of the appropriate employees in the job title Technical Instructor in accordance with Section 2.10, 11, 12, & 13 for the area of instruction, leadership or service as appropriate for the position.

2.15  
Rev: 01-01-99 All appointments to the job title Education Principal (10003) shall be at that point of the assigned pay increase over the amount for which the applicant would be eligible under Addenda 2.6 and 2.7.

2.16  
Rev: 10-01-00  
Rev: 10-01-01 Employees with the job title Physician (71401), who are not Board Eligible Psychiatrists or Physicians, shall be paid on the following scale. NOTE: Selection is authorized up to and including the maximum salary increment.

| Monthly Amounts |                |
|-----------------|----------------|
| Minimum Salary  | Maximum Salary |
| \$3,713.84      | \$9,542.26     |

2.17  
Rev: 10-01-00  
Rev: 10-01-01 Employees with the job title Physician (71401), who are Board Eligible Psychiatrists, shall be paid on the following scale. NOTE: Selection is authorized up to and including the maximum salary increment.

| Monthly Amounts |                |
|-----------------|----------------|
| Minimum Salary  | Maximum Salary |
| \$6,485.44      | \$11,521.30    |

2.18  
Rev: 10-1-00  
Rev: 10-1-01 Employees with the job titles Physician (71401) and Administrative Physician, PH (71412) and Medical (71420), who are Board Certified, shall be paid on the following scale. NOTE: Selection is authorized up to and including the maximum salary increment.

| Monthly Amount |                |
|----------------|----------------|
| Minimum Salary | Maximum Salary |
| \$8,431.28     | \$12,724.80    |

2.19  
08-01-01 Employees in the job titles Curriculum Specialist (10301), Diagnostic Teacher (71323), Guidance School Audiologist (70405), School Psychologist (70401), Speech Language Pathologist (71301) (Blind/Deaf) (10201), with a Teacher's certificate in the field of Hearing Impaired or Visually Impaired, as applicable, shall be paid 120% of the amount specified for years of experience and the content area/field shall be paid 120% of the amount specified for years of experience and the content area.

2.20  
08-01-01 Employees in the job title Education Supervisor (10004), with a Teacher's certificate in the field of Visually Impaired, as applicable, and a Leadership Certificate in Education Administration shall be paid the amount specified for years of experience and the type of certificate.

Note:

06-21-12 update is for clarification purposes only of the Special Education Teacher with the addition of the actual job code number for that job.

2.10  
10-1-96 Employees in the job title Instructor, Technical (11405) shall be paid 94% of the amount specified for the type certificate held in the area of instruction on the Technical and Adult Education Salary Schedule for Technical Instructors as approved by the State Board of Technical and Adult Education.

2.11  
10-01-96 Employees in the job title Instructor, Technical (11405) who are employed in a conditional working test status and who are pending receipt of a certificate shall be paid as provided in paragraph 2.10 above on the basis of the entrance step for Technical and Adult Certificate PS-1.

2.12  
10-01-96 Upon receipt of an appropriate certificate, the salary of a conditional working test status employee shall be calculated on the basis of the certificate as provided in paragraph 2.10 above. The adjustment shall be effective for all work performed during the conditional working test appointment, but not earlier than the effective date of the certificate.

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2.13  
10-01-96 Employees in the job title Instructor, Technical (11405) who were converted to the Georgia Salary Schedule for Technical Institute and Area School Teachers as of October 1, 1978, may be compensated on the appropriate Merit System Pay Schedule on the compensation grade applicable to the incumbent as of September 30, 1978, provided the incumbent's salary rate exceeds the maximum pay rate for the certificate held and the incumbent is eligible for such pay under Section A.300 or A.700 of the Rules.

2.14  
10-01-96 Employees in the job title Instruction Director (11407) shall be paid 110% of the appropriate amount determined for employees in the job title Technical Instructor in accordance with Section 2.10, 11, 12, & 13 for the type certificate held in the area of instruction, leadership or service as appropriate for the position.

2.15  
Rev: 01-01-99 All appointments to the job title Education Principal (10003) shall be at that point of the assigned pay grade that will affect an increase over the amount for which the applicant would be eligible under Addenda 2.6 and 2.7.

2.16  
Rev: 10-01-00  
Rev: 10-01-01 Employees with the job title Physician (71401), who are not Board Eligible Psychiatrists or are not Board Certified Physicians, shall be paid on the following scale. NOTE: Selection is authorized up to and including the maximum salary increment.

| Monthly Amounts |                |
|-----------------|----------------|
| Minimum Salary  | Maximum Salary |
| \$3,713.84      | \$9,542.26     |

2.17  
Rev: 10-01-00  
Rev: 10-01-01 Employees with the job title Physician (71401), who are Board Eligible Psychiatrists, shall be paid on the following scale. NOTE: Selection is authorized up to and including the maximum salary increment.

| Monthly Amounts |                |
|-----------------|----------------|
| Minimum Salary  | Maximum Salary |
| \$6,485.44      | \$11,521.30    |

2.18  
Rev: 10-1-00  
Rev: 10-1-01 Employees with the job titles Physician (71401) and Administrative Physician, PH (71412) and Medical Director, SW (GDC) (71420), who are Board Certified, shall be paid on the following scale. NOTE: Selection is authorized up to and including the maximum salary increment.

| Monthly Amount |                |
|----------------|----------------|
| Minimum Salary | Maximum Salary |
| \$8,431.28     | \$12,724.80    |

2.19  
08-01-01 Employees in the job titles Curriculum Specialist (10301), Diagnostic Teacher (71323), Guidance Counselor (11101), School Audiologist (70405), School Psychologist (70401), Speech Language Pathologist (71301) and Teacher (Blind/Deaf) (10201), with a Teacher's certificate in the field of Hearing Impaired or Visually Impaired, as applicable, and a content area/field shall be paid 120% of the amount specified for years of experience and the type of certification as long as the employees are teaching in the content area.

2.20  
08-01-01 Employees in the job title Education Supervisor (10004), with a Teacher's certificate in the field of Hearing Impaired or Visually Impaired, as applicable, and a Leadership Certificate in Education Administration shall be paid 112.5% of the amount specified for years of experience and the type of certificate.

## SECTION 3 - PAY DELIVERY

3.1  
10-01-96 Employees of the Department of Revenue Electronic Data Processing Division, Data Entry Section I-III, in the job titles Data Transcriber 1 (80502) and Data Transcriber 2 (80503) are eligible for a supplement to be paid at a rate in accordance with the plan on file with the Commissioner of Personnel.

3.2  
10-01-96 Employees in the job titles Food Service Employee 2 (DOE) (50312), Food Service Employee 1 (DOE) (50311), Food Service Manager (DOE) (50314), Food Service Supervisor (DOE) (50313), Licensed Practical Nurse (DOE) (71152), Nursing Assistant (DOE) (70826), Houseparent (DOE) (70205), Instructional Aide (DOE) (10019), Audio-Visual Specialist (DOE) (60308), and Activity Therapy Leader (DOE) (71334), Housekeeper (DOE) (30909), and School Clinic Nurse (DOE) (71148) in accordance with a plan on file with the Commissioner of Personnel, who are employed to work on a academic school year basis at one of the Department of Education's Schools for the Handicapped, at the discretion of the appointing authority, may be paid for the academic school year according to the salary appropriate for their classification. The academic school year salary shall be paid in twenty-four equal installments. If an employee works beyond the normal academic school year, payment will be on a prorata basis for the additional time worked.

**Code: 7A1**

**Desc: 7A1DOE Supplement Pay**

**Short Desc: DOESUPPAY**

3.3  
Rev: 03-01-97 Employees who are non-exempt from the provisions of the Fair Labor Standards Act, at the discretion of the appointing authority, may be paid a cash supplement equal to one hour's pay at the employees' regular rate of pay for each time that the employee is recalled and reports to the work place, provided that the employee has been officially designated as "on call." Provided, however, that if the appointing authority elects to pay callback pay, the supplement must be paid to all eligible employees in the department. The agency will place its callback pay plan on file with the Commissioner of Personnel. In addition, the employee will be compensated in accordance with the Fair Labor Standards Act for all hours worked.

**Code: 0D1**

**Desc: 0D1Call-Back Pay**

**Short Desc: Callback**

3.4  
Rev: 0-01-00 Employees who are assigned to duty on the evening (2nd), night (3rd), or weekend (1st, 2<sup>nd</sup>, or 3rd) shift are eligible for a supplement at a rate reflective of labor market practices for the occupation in accordance with the agency plan authorized by and on file with the Commissioner of Personnel.

**Code: 0E1**

**Desc: 0E1Shift Differential 5%**

**Short Desc: ShiftDf5**

**Code: 0E2**

**Desc: 0E2Shift Differential 10%**

**Short Desc: ShiftDf10**

Rev: 05-01-02 a. Employees in the job titles Nurse Manager (71133), Nurse Manager (Inpatient Services) (71112), Nurse Specialist (71132), Charge Nurse (Inpatient Services) (71101), Nurse (Inpatient Services) (71113), Nurse (71128), Staff Nurse (71127), Licensed Practical Nurse (Inpatient Services) (71109), Licensed Practical Nurse (71129), Infection Control Nurse (Inpatient Services) (71108), Night/Evening Nurse Administrator (71111), Camp Nurse (71137), MH/MR Team Leader (RN) (71147), and MH/MR Shift Supervisor (LPN) (71146) who are assigned to duty on evening or night shifts are eligible for a supplement at a rate of up to thirteen percent (13%).

**Code: 3F1**

**Desc: 3F1Nurse Shift Differntl 13%**

**Short Desc: NursShft13**

b. Employees in the job titles Nurse Manager (71133), Nurse Manager (Inpatient Services) (71112), Nurse Specialist (71132), Charge Nurse (Inpatient Services) (71101), Nurse (Inpatient Services) (71113), Nurse (71128), Staff Nurse (71127), Licensed Practical Nurse (Inpatient Services) (71109), Licensed Practical Nurse (71129), Infection Control Nurse (Inpatient Services) (71108), Night/Evening Nurse Administrator (71111), Camp Nurse (71137), MH/MR Team Leader (RN) (71147), and MH/MR Shift Supervisor (LPN) (71146) who are assigned to any weekend shift from the beginning of the 3rd nursing shift on Friday (11:00 p.m. or Saturday 12:00 a.m.) are eligible for a supplement at a rate of five percent (5%).

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**Code: 3F2**  
**Desc: 3F2Nurse Weekend Differential 5%**  
**Short Desc: NursWknd5**

Rev: 01-01-01

- c. Employees in the job titles of Medical Examiner Investigator (90625), Forensic Pathology Assistant 1 (90627), Forensic Pathology Assistant 2 (90628), Forensic Pathology Assistant 3 (90622), Forensic Pathology Assistant Supervisor (90631), Firearms Program Analyst 1 (81043), Firearms Program Analyst 2 (81008), Firearms Program Supervisor (81044), AFIS Technician (80511), AFIS Specialist 1 (80512), AFIS Specialist 2 (80513), AFIS Specialist 3 (80516), AFIS Technical Supervisor (81003), Data Systems Analyst 1 (80332), Data Systems Analyst 2 (80333), Data Systems Supervisor (80334), CJIS Network Data Communications Analyst 1 (80727), CJIS Network Data Communications Analyst 2 (80728), CJIS Network Data Communications Analyst 3 (80729), Communications Equipment Officer 1 (81121), Communications Equipment Officer 2 (81122) and Chief Communications Equipment Officer (81123) who are assigned to the evening, night or weekend shift as part of their regular work schedules, are eligible for a supplement at a rate of five percent (5%).

**Code: 1U1**  
**Desc: 1U1Night or Weekend Dif GBI 5%**  
**Short Desc: NorWGBI-5**

**Code: 1U2**  
**Desc: 1U2Night & Weekend Dif GBI 7.5%**  
**Short Desc: N&WGBI-7.5**

- d. Employees assigned to the above jobs who work evenings or nights and weekends as part of their regular work schedules are eligible for a supplement at a rate of seven and one-half percent (7.5%).

**Code: 0E3**  
**Desc: 0E3Shift Differential Other%**  
**Short Desc: ShiftDfOth**

Note: If no agency plan is on file and approved by the Commissioner of Personnel, then the above supplement shall be prorated as appropriated on the basis of the normal hours or days of work per pay period in the event an employee does not actually perform in such status for the completed period.

3.5  
Rev: 12-16-98

Employees in the job title Physician (71401) who are assigned to night, weekend, or holiday duty (i.e., present at the institution) are eligible for a supplement from \$35.00 up to \$55.00 per hour. Night hours begin at 5:30 p.m. and end at 8:00 a.m. the following day; weekend and holiday hours begin at 8:00 a.m. Saturday, Sunday or the day of the holiday, and end at 5:30 p.m. (when night hours begin).

**Code: 3G1**  
**Desc: 3G1Physician Shift Assignment**  
**Short Desc: PhysShftAs**

3.6  
Rev: 11-8-10

Employees in the job titles MG2: Health Care (71414), PS: Physician AL (A0349, 71412, A1960, G2320), and PS: Physician WL (A1959, G2360, A0221, 71401) who work beyond their normal work schedule are eligible for a supplement up to \$90.00 per hour for each hour worked beyond their regular full time work schedule.

**Code: 3F3**  
**Desc: 3F3Physician Call-Back-Hrly Rt**  
**Short Desc: PhysCallBk**

3.7  
Rev: 02-01-00

Employees of the Department of Revenue in the job titles Office Manager (60106), Data Transcriber Supervisor (80504), Data Transcriber 1 (80502), Data Transcriber 2 (80503), Clerk 1 General (60107), Clerk 2 General (60108), Clerk 3 Revenue (60172), Photographic Records Tech 1 (60801), Photographic Records Tech 2 (60802), Computer Operator 1 (80401), Computer Operator 2 (80402), Computer Site Manager (80404), Computer Operations Manager (80403), and Scanner Operator 2 (80445) who are assigned to duty on either the second or third shift are eligible, at the discretion of the appointing authority, for a salary supplement of five or ten percent, respectively.

Code/  
Effective Date

Addenda to the Compensation Plan

- 3.8  
12-01-02  
07-06-07
- Employees of County Boards of Health or the Department of Human Resources who work as school nurses, and employees of Community Service Boards who work as mental health workers in a school based program, and are employed to work on an academic school year basis may be paid for the academic school year according to the appropriate salary classification. The academic school year salary shall be paid in twenty-four equal installments or twelve equal installments. If an employee works beyond the normal academic school year, payment will be on a pro rata basis for the additional time worked.
- 3.9  
03-01-03
- Employees assigned to Professional Nursing job titles AND: Phys Asst & Practitioner WL (71141, 71123, 71103) who work more than 40 hours in their work week may, at the discretion of the appointing authority, be paid a supplement of up to 1 and 1/2 times their hourly base rate of pay for each additional hour worked.
- The employees must be assigned to a job title with minimum qualifications that include a requirement of a Georgia license to practice as a professional nurse OR eligibility to obtain certification to practice as a physician assistant through approval by the Composite State Board of Medical Examiners.
- Such payments shall be made according to a plan on file with the Commissioner of the Merit System. The plan should include the following: 1) rate of pay established by the appointing authority; 2) the criteria for selection of individuals performing the work; and, 3) where applicable, documentation of approval by the Office of Planning and Budget.
- 3.10  
03-01-03
- Employees of the DeKalb CSB who are Physicians (71401) and provide on-call psychiatric rotation coverage between 5:00 p.m. on Friday to 8:00 a.m. on Monday, and who make rounds on Saturday and Sunday mornings to check on children and adolescents, are eligible to receive a flat-rate supplement of \$500.00 - \$750.00 per weekend at the discretion of the appointing authority.

**SECTION 4 - STIPEND**

- 4.1  
10-01-96
- Employees in state schools may be paid a stipend for educational purposes as prescribed in Rule 160-3-3.04 Professional Development Opportunities, in accordance with the rules of the State Board of Education.

**SECTION 5 - RESTRICTED**