

GEORGIA DEPARTMENT OF CORRECTIONS

Standard Operating Procedures

| | | |
|--|--|---|
| Functional Area: Support Services/Personnel | Reference Number: IVO07-0062 | Revises Previous Effective Date: 09/01/01 |
| Subject: Salary Adjustment Criteria Employees Temporarily Assigned Additional or Replacement Duties | | |
| Authority: Donald/Owens | Effective Date: 12/15/06 | Page 1 of 5 |

I. POLICY:

A. A supplement may be paid to:

1. Any employee in the Georgia Department of Corrections who is temporarily removed from his/her regular job assignments and temporarily assigned to perform full-time replacement duties of an unoccupied position on a higher paygrade; **or**
2. Any employee who is assigned additional duties to perform which were assigned to a full-time, unoccupied position on a higher paygrade in the agency.

II. APPLICABILITY:

All eligible employees of the Georgia Department of Corrections.

III. RELATED DIRECTIVE (S):

Georgia Merit System of Personnel Administration, Addenda to the Compensation Plan, Section 1.1

State Personnel Board Rule 17

IV. DEFINITIONS:

- A. Additional Duties: Those duties of a higher paygrade that are temporarily added by the employee's

| | | |
|--|-----------------------------|---------------------------------|
| Functional Area: Support Services/Personnel | Prev. Eff. Date: 9/01/01 | Page 2 of 5 |
| | Effective Date: 12/15/06 | Reference Number: IV007-0062 |

supervisor in addition to the duties currently assigned to the employee.

B. Replacement Duties: Those duties of a higher paygrade that temporarily replace the duties currently assigned to the employee.

C. Full Pay Period: Those times in each calendar month designated as first or second periods. The first full pay period commences on the first day of the month and concludes on the fifteenth day. The second full pay period commences on the sixteenth day of the month and concludes on the last day of the month.

D. Unoccupied Position: A full-time position that is either vacant or the incumbent is on approved long-term absence in accordance with agency SOP regarding leave.

V. ATTACHMENTS:

ATTACHMENT 1- Recommendation for Salary Supplement for Employee Temporarily Assigned Additional or Replacement Duties

VI. PROCEDURE:

A. Explanation of Supplement

1. This supplement is currently referred to as Supplemental Pay OA2 (5%) or OA3 (10%);
2. Supplement is calculated as 5% or 10% of base salary;
3. Supplement is halved and paid semi-monthly;
4. Supplement is included in retirement benefit calculations;

| | | |
|--|-----------------------------|---------------------------------|
| Functional Area: Support Services/Personnel | Prev. Eff. Date: 9/01/01 | Page 3 of 5 |
| | Effective Date: 12/15/06 | Reference Number: IVO07-0062 |

5. Supplement is included in overtime payment calculations;
 6. Supplement will not be paid on a retroactive basis;
 7. If supplement is overpaid, deductions will be made to recover the amount overpaid;
 8. Supplement is adjusted when base salary is adjusted;
 9. Supplement must be discontinued if employee no longer performs the additional or replacement duties.
- B. The salary of an employee may be temporarily supplemented for performing replacement or additional duties normally assigned to another full-time, unoccupied position on a higher paygrade in the agency provided that the duration of the temporary assignment lasts for at least one full pay period. The supplement amount cannot exceed 10% of base salary.
- C. Criteria for a Supplement:
1. An employee may be supplemented for performing replacement or additional duties of a full-time, unoccupied position that is either vacant or the incumbent is on approved long-term absence in accordance with SOP regarding leave.
 2. An employee must perform such duties and responsibilities for the full pay period to receive the supplement. The supplement will not be prorated for a portion of the pay period.
 3. An accurate performance plan describing the duties and responsibilities of the job, to which the employee is being temporarily assigned, must be on file in the local personnel office.
 4. Approval by the Department Personnel Director must be received prior to payment of the supplement.
- D. Supplement Payment:
1. Supplement will be paid semi-monthly.

| | | |
|--|-----------------------------|---------------------------------|
| Functional Area: Support Services/Personnel | Prev. Eff. Date: 9/01/01 | Page 4 of 5 |
| | Effective Date: 12/15/06 | Reference Number: IVO07-0062 |

2. Two employees may share the additional duties of an unoccupied, full-time position, and the supplement will be divided equally between them.
3. **NO EMPLOYEE WILL BE GIVEN A SALARY SUPPLEMENT FOR PERFORMING REPLACEMENT OR ADDITIONAL DUTIES AND RESPONSIBILITIES OF A JOB ON AN EQUIVALENT OR LOWER PAYGRADE.**
4. **NO EMPLOYEE WILL BE GIVEN A SALARY SUPPLEMENT FOR PERFORMING DUTIES AND RESPONSIBILITIES OF A MISCLASSIFIED POSITION THAT HAS BEEN RED FLAGGED AND RECOMMENDED FOR A JOB ON A LOWER PAYGRADE.**
5. **NO EMPLOYEE WILL BE GIVEN A SALARY SUPPLEMENT FOR PERFORMING REPLACEMENT OR ADDITIONAL DUTIES IN CONJUNCTION WITH SPECIAL PROJECTS.**
6. **NO EMPLOYEE WILL BE ELIGIBLE TO RECEIVE A SUPPLEMENT FOR REPLACEMENT DUTIES AND RECEIVE OTHER SUPPLEMENTS ASSOCIATED WITH JOB RESPONSIBILITIES. UNDER THE REPLACEMENT PROVISION, EMPLOYEE IS PERFORMING EITHER DUTIES ASSOCIATED WITH JOB OR REPLACEMENT DUTIES.**

E. To Request a Supplement:

1. Certain jobs (e.g., Counselor, Counselor 2, MH/MR and Probation Officer) may require employees to meet established minimum qualifications before being assigned additional or replacement duties. If in question, contact the appropriate Job Evaluation Analyst before assigning duties at your site.
2. The Appointing Authority must submit the "Recommendation for Salary Supplement for Employee Temporarily Assigned Additional or Replacement Duties" form (Attachment 1) describing the additional or replacement duties.
NOTE: A supplement will not be granted for longer than 90 days, unless a specific time limit is requested.
3. The salary information for the employee on the "Recommendation for Salary Supplement for Employees Temporarily Assigned Additional or Replacement Duties" form must be the current paygrade and

| | | |
|--|-----------------------------|---------------------------------|
| Functional Area: Support Services/Personnel | Prev. Eff. Date: 9/01/01 | Page 5 of 5 |
| | Effective Date: 12/15/06 | Reference Number: IVO07-0062 |

salary. If approved, the supplement will be calculated from this salary information.

4. The full-time, unoccupied position must be clearly identified on the "Recommendation for Salary Supplement for Employees Temporarily Assigned Additional or Replacement Duties" form in the section labeled "Additional or Replacement Position".
5. If an employee performs duties of a misclassified/flagged position, a copy of the written decision from the Central Personnel Administration Job Evaluation Analyst must be submitted with the "Recommendation for Salary Supplement" form.
6. The "Recommendation for Salary Supplement" form must be received in the Central Personnel Administration office by the established cutoff dates for personnel transactions.

F. To Give An FLSA Recommendation By Local Office, Unit, or Facility:

1. The Appointing Authority or his/her designee must complete the section "Recommendation for FLSA Status by local office, unit or Facility" on the "Recommendation for Salary Supplement" form by listing the position number requested for the salary supplement and circling one of the following recommendations; "N" for non-exempt; "A" for administrative exempt; or "E" for executive exempt.
2. Written rationale must be supplied in the "Recommendation for FLSA Status by local office, unit or Facility" section if the identified position is being recommended for either an administrative or executive exemption. Refer to SOP IVO08-0001, "Working Hours, Overtime, and Compensatory Time (FLSA)", section IV, page 2 and follow the "**Duties Test**" to determine if the position meets all of the listed requirements for either an administrative or executive exemption.
3. If the identified position is approved for the salary supplement, the corresponding approval for

| | | |
|--|-----------------------------|---------------------------------|
| Functional Area: Support Services/Personnel | Prev. Eff. Date: 9/01/01 | Page 6 of 5 |
| | Effective Date: 12/15/06 | Reference Number: IVO07-0062 |

FLSA status will expire when the salary supplement expires or is removed. The appropriate Central Personnel Administration Job Evaluation Analyst **must** be notified immediately when the salary supplement stops to change the FLSA status, if required.

G. To Discontinue a Supplement:

1. The supplement must be discontinued when the employee no longer performs additional or replacement duties.
2. The Appointing Authority is responsible for submitting a "Recommendation for Salary Supplement for Employees Temporarily Assigned Additional or Replacement Duties" form to discontinue the supplement to Central Personnel Administration by the established cutoff dates. The Appointing Authority will check the word "END payment" on the "Recommendation for Salary Supplement for Employees Temporarily Assigned Additional or Replacement Duties" form.

VII. **Retention :**

Attachment 1 (Permanent).