

**GEORGIA DEPARTMENT OF CORRECTIONS**

Standard Operating Procedures

<b>Functional Area:</b> Support Services/Personnel	<b>Reference Number:</b> IVO07-0066	<b>Revises Previous Effective Date:</b>
<b>Subject:</b> Salary Increase Criteria for Attainment of Licensed Professional Counselor (LPC) or Certified Addiction Counselor (CAC) Licensure		NEW
<b>Authority:</b> Owens/Schofield	<b>Effective Date:</b> 2/01/10	Page 1 of <b>3</b>

**I. POLICY:**

Employees who attain licensure as a Licensed Professional Counselor (LPC) or Certified Addiction Counselor (CAC) shall be eligible for a criteria-based salary increase, if the licensure is used to perform the day to day functions of the job.

**II. APPLICABILITY:**

Department employees who successfully attain licensure as a Licensed Professional Counselor (LPC) or Certified Addiction Counselor (CAC).

**III. RELATED DIRECTIVES:**

- A. State Personnel Board Rule 12, Salary
- B. O.C.G.A. 43-10A-3 Professional Counselors
- C. GDC SOP IVO07-0017 Training Reimbursement

**IV. DEFINITIONS:**

- A. **Appointing Authority:** The person authorized by state law to take employment actions (such as hiring or dismissal) within a state agency. In this department, that individual is the Commissioner. Also, in this department the term refers to any person who is designated by the Commissioner to act as his/her agent for employment matters

Functional Area: Support Services/Personnel	Prev. Eff. Date: NEW	Page 2 of 3
	Effective Date: 2/01/10	Reference Number: IVO07-0066

- B. Professional Counselor: A specialty that utilizes counseling techniques based on principles, methods, and procedures of counseling that assist people in identifying and resolving personal, social, vocational, intrapersonal and interpersonal concerns; utilizes counseling and psychotherapy to evaluate and treat emotional and mental problems and conditions whether cognitive, behavioral or affective.
- C. Addiction Counselor: A counselor who by virtue of specialized knowledge, training and experience is uniquely able to inform, motivate, guide, and assist those persons affected by problems related to chemical dependence/abuse.
- D. Criteria-Based Increase to base salary to employees who meet established criteria. The new salary must conform to the salary range for the job to which the employee's position is allocated.

**V. ATTACHMENTS:**

Attachment 1 - Acknowledgement of Responsibility to Maintain Current License or Certificate

**VI. PROCEDURES:**

- A. Department employees who attain licensure as a Licensed Professional Counselor (LPC) or certification as a Certified Addiction Counselor (CAC) shall be eligible to receive a criteria-based salary increase of ten percent (10%). An employee shall be eligible to receive a separate criteria-based salary increase for attainment of both licensure and certification if the current position duties would be enhanced as a result of this action.
- B. Employees must submit proof of attainment of licensure and/or certification (i.e. copy of license or certificate issued by certifying agency with valid dates) to the Appointing Authority (i.e. Warden, Field Operations Manager or Central Office Division Director) prior to the criteria-based salary increase being processed. Additionally, the employee must sign a Training

Functional Area: Support Services/Personnel	Prev. Eff. Date: NEW	Page 2 of 3
	Effective Date: 2/01/10	Reference Number: IVO07-0066

Reimbursement Acknowledgement Statement agreement should licensure or certification expire or the employee leaves GDC service within one year of the salary adjustment.

C. Once proof has been received and verified by the Appointing Authority, as defined above, the personnel office shall complete and submit a Personnel Action Request as outlined below. The criteria-based salary increase is **not automatic**. Additionally, the Appointing Authority shall maintain a system to ensure that the employee notifies him or her of any status change regarding certification or licensure either by electronic database or manual document.

1. A Personnel Action Request coded with an "action" of **PAY** and a "reason" of **CBI** for a criteria-based salary adjustment (with documentation attached) must be submitted to the assigned Central Personnel Administration personnel technician prior to the established cutoff date for the effective date of the salary adjustment. Required documentation is proof of licensure from the Office of Georgia Secretary of State or other certifying agency/entity. **No other course work, including college-level course work, will qualify the individual for this salary increase.**

D. This increase, while considered permanent, is contingent upon the employee providing documentation to the Appointing Authority, as outlined in VI. B. above, that licensure/certification is valid on an annual basis or prior to the expiration of the current license or certification. Failure to provide documentation shall result in the salary of the employee being reduced by an equal amount of the criteria-based increase.

1. A Personnel Action Request must be completed with an action code of **DTA** and a reason code of **CSC** to end the criteria-based salary increase. This is not considered an adverse action.

**NOTE: Even though the employee has the responsibility to maintain licensure, the local personnel office should**

Functional Area: Support Services/Personnel	Prev. Eff. Date: NEW	Page 2 of 3
	Effective Date: 2/01/10	Reference Number: IVO07-0066

develop a system to monitor licensure validity to prevent an overpayment for field sites and CPA for central office employees.

- E. A criteria-based salary increase under the provisions of this policy shall not be more than the maximum of the pay grade of the job to which the position is assigned.

**VII. Retention Schedule:**

**Attachment 1** - Acknowledgement of Responsibility to Maintain Current License or Certificate. - Permanent Retention in the official and local personnel files.