

<p style="text-align: center;">GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures</p>		
Policy Name: Conditional Pay Supplement for Employees Temporarily Assigned Additional or Replacement Duties		
Policy Number: 104.71.19	Effective Date: 7/30/2019	Page Number: 1 of 4
Authority: Commissioner	Originating Division: Administration & Finance Division (Human Resources)	Access Listing: Level I: All Access

I. Introduction and Summary:

A Conditional Pay Supplement may be paid to:

1. Any full-time employee of the Georgia Department of Corrections (GDC) 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 full-time employee of the GDC who is assigned Additional Duties and responsibilities to perform which were assigned to a full-time, Unoccupied Position on a higher pay grade in the agency.

II. Authority:

- A. State Personnel Board Rules (SPBRs): 478-1-.11 Compensation Plan and 478-1-1.12 Salary; and
- B. Addenda to the Compensation Plan, Section 1.1.

III. Definitions:

- A. **Additional Duties** - Those duties of a job on a higher paygrade that are temporarily added by the employee's supervisor in addition to the duties currently assigned to the employee.
- B. **Replacement Duties** - Those duties of a job on 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.
- E. **Conditional Pay Supplement** - Authorized additional compensation to any eligible employee that does not change base salary. This additional compensation will be discontinued whenever the qualifying conditions no longer apply.

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IV. Statement of Policy and Applicable Procedures:

A. Conditional Pay Supplements are subject to the following:

1. Conditional Pay Supplements are currently designated as Supplemental Pay OA2 (5%) or OA3 (10%);
2. Conditional Pay Supplements are calculated as 5% or 10% of base salary;
3. Conditional Pay Supplements are paid semi-monthly;
4. Conditional Pay Supplements are included in retirement benefit calculations;
5. Conditional Pay Supplements are included in overtime payment calculations;
6. Conditional Pay Supplements will not be paid on a retroactive basis;
7. A Conditional Pay Supplement is not normally granted for longer than ninety (90) days, unless a specific time limit is requested.
8. If the Conditional Pay Supplement is inadvertently overpaid, deductions will be made to recover the amount overpaid;
9. Conditional Pay Supplements are adjusted when base salary is adjusted; and
10. Conditional Pay Supplements must be discontinued if the employee no longer performs the additional or replacement duties.

B. Criteria for a Conditional Pay Supplement:

1. An employee's pay may be supplemented for performing Replacement Duties or Additional Duties of a full-time Unoccupied Position.
2. An employee must perform such duties and responsibilities for the Full Pay Period to receive the Conditional Pay Supplement. The Conditional Pay 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 Human Resources (HR) office.

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4. Approval by the Department Human Resources Director must be received prior to payment of the Conditional Pay Supplement.

C. Conditional Pay Supplement Payment:

1. Two (2) employees may share the Additional Duties of an Unoccupied Position and the Conditional Pay Supplement will be divided equally between them.
2. **NO EMPLOYEE WILL BE GIVEN A CONDITIONAL PAY SUPPLEMENT FOR PERFORMING REPLACEMENT OR ADDITIONAL DUTIES AND RESPONSIBILITIES OF A JOB ON A LOWER PAYGRADE.**
3. **NO EMPLOYEE WILL BE GIVEN A CONDITIONAL PAY SUPPLEMENT FOR PERFORMING DUTIES AND RESPONSIBILITIES OF A MISCLASSIFIED POSITION THAT HAS BEEN FROZEN AND RECOMMENDED FOR A JOB ON A LOWER PAYGRADE.**
4. **NO EMPLOYEE WILL BE ELIGIBLE TO RECEIVE A CONDITIONAL PAY SUPPLEMENT FOR REPLACEMENT DUTIES AND RECEIVE OTHER SUPPLEMENTS ASSOCIATED WITH JOB RESPONSIBILITIES.**

D. To Request a Conditional Pay Supplement:

1. The Appointing Authority must submit a Personnel Action (PA) form describing the Additional or Replacement Duties.
2. The salary information for the employee on the PA form must be the current paygrade and salary. If approved, the Conditional Pay Supplement will be calculated from this salary information.
3. The Unoccupied Position must be clearly identified on the PA form.
4. The PA form must be received in the Central Human Resources Management (CHRM) office by the established cutoff dates for personnel transactions.

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5. Certain jobs may require employees to meet established minimum qualifications before being assigned Additional or Replacement Duties. If in question, contact the appropriate CHRM Job Evaluation Unit before assigning duties at your site.

E. To Discontinue a Conditional Pay Supplement:

1. The Conditional Pay Supplement must be discontinued when the employee no longer performs Additional or Replacement Duties.
2. The Appointing Authority is responsible for submitting a PA form to discontinue the Conditional Pay Supplement to CHRM by the established cutoff dates. The Appointing Authority will write the words "END payment" on the PA form.

V. **Attachments:** None.

VI. **Record Retention of Forms Relevant to this Policy:** None.