

<p style="text-align: center;"><b>GEORGIA DEPARTMENT OF CORRECTIONS</b>  <b>Standard Operating Procedures</b></p>		
<b>Policy Name:</b> Salary Increase Criteria for Attainment of Certain Professional Counseling Certificates		
<b>Policy Number:</b> 104.71.22	<b>Effective Date:</b> 4/9/2020	<b>Page Number:</b> 1 of 3
<b>Authority:</b> Commissioner	<b>Originating Division:</b> Administration & Finance Division (Human Resources)	<b>Access Listing:</b> Level I: All Access

**I. Introduction and Summary:**

Employees who attain licensure in certain Professional Counseling areas 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. Authority:**

- A. State Personnel Board Rule 478-1-.12, Salary; and
- B. O.C.G.A. §43-10A.

**III. Definition:**

**Criteria-Based Salary Increase** - An increase to base salary for 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.

**IV. Statement of Policy and Applicable Procedures:**

- A. Department employees who attain licensure as a Licensed Professional Counselor (LPC), Licensed Clinical Social Worker (LCSW), Licensed Marriage and Family Therapist (LMFT), or certification as a Certified Addiction Counselor (CAC) or Master Addiction Counselor (MAC) shall be eligible to receive a Criteria-Based Salary Increase of ten percent (10%).
- 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 prior to the Criteria-Based Salary Increase being processed. Additionally, the employee must sign an Acknowledgement of Responsibility to Maintain Current License or Certificate should licensure or certification expire.
- C. Once proof has been received and verified by the Appointing Authority, as defined above, the HR 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

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submitted to the assigned Correctional Human Resources Management (CHRM) analyst prior to the established cutoff date for the effective date of the salary adjustment. Required documentation is proof of licensure from the Georgia Secretary of State's office or other certifying agency/entity. No other course work, including college-level course work, will qualify the individual for this salary increase.

D. The continuation of this increase is contingent upon the employee providing documentation to the Appointing Authority, as outlined in IV.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 Salary 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 HR office should develop a system to monitor licensure validity to prevent an overpayment for field sites and CHRM.**

- a. 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.

E. Only the occupants of positions in the following job titles are eligible for this increase:

1. HCP100: Behavioral Health Counselor 1;
2. HCP101: Behavioral Health Counselor 2;
3. HCP102: Behavioral Health Counselor 3; and
4. HCP103: Behavioral Health Counselor Supervisor.

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**V.     Attachment:**

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

**VI.    Record Retention of Forms Relevant to this Policy:**

Upon completion, Attachment 1 shall be maintained permanently in the employee's official and local HR files.