



**Office of Human Resources
Standard Operating Procedure
HR SOP #802**

Subject: Criteria-Based Adjustment - State Financial Management Training Program

Effective Date: December 16, 2016

Policy Statement:

Employees who occupy a job in the Financial job family, on a pay grade H through L whose primary job duties are of a fiscal nature in regard to official state business accounts, and who have successfully completed courses of the Primary Governmental Accounting series of the State Financial Management Training Program, may be eligible for a criteria-based salary adjustment.

Definitions:

Criteria-Based Adjustment (CBA): Increase to the base salary of employees who meet established criteria. Criteria such as completion of State Financial Management Training Courses conducted by the Carl Vinson Institute of Government of the University of Georgia.

Primary Governmental Accounting Series: Training courses offered by the Carl Vinson Institute of Government of the University of Georgia that assist employees in gaining a better understanding of how to apply Generally Accepted Accounting Principles (GAAP) to transactions and events that occur in a government setting. The series consists of three classes: Introductory Governmental Accounting I and II and Intermediate Governmental Accounting.

Procedure:

Employees may seek approval to attend State Financial Management Training Program courses by:

- Completing the Financial Management Program registration form located at cviog.uga.edu/statefinance; and
- Submitting the form to their applicable Division Director.

Division Directors should ensure that employees who are approved to attend the courses meet the established criteria for the CBA and the coursework is directly applicable to the job performed by the employee. Once permission to attend is provided by the Division Director, the employee may proceed to register for the course.

Employees who meet the criteria and have successfully completed both Introductory Governmental Accounting I and Introductory Governmental Accounting II are eligible for a salary increase of 2.5%.

Employees who meet the criteria and have successfully completed Intermediate Governmental Accounting are eligible for an additional salary increase of 2.5% after completing the Intermediate course.

A Criteria-Based Adjustment will be processed for employees who meet the established criteria described in the policy statement of this SOP and the criteria listed below:

- Employee received an overall performance evaluation rating of 3 - Successful Performer or higher in the previous performance year; and
Note: If the employee has not received a rating of 3 - Success Performer, or higher the CBA is not awarded until the annual performance rating is acceptable.
- Employee has not received any adverse actions in the twelve months preceding the CBA award date.

In order for an eligible employee to receive the CBA, the employee must:

- Complete the *State Financial Management Training Program Criteria-Based Adjustment Request* (CBA Request) (Attachment 1);
- Attach the certification demonstrating the completion of the required coursework for the CBA from the Carl Vinson Institute of Government at the University of Georgia to the CBA request. Required certification is a copy of the following:
 - Continuing Education Units letter for Introductory Governmental Accounting;
 - Certificate of Completion for Intermediate Governmental Accounting; and
- Submit the completed forms to the Office of Human Resources.

The Director of Human Resources will approve or deny the CBA request. A copy of the CBA Request (Attachment 1) will be retained permanently in the employee's personnel file.

Retroactive salary increases are not permitted.

Any salary adjusted by the awarding of this CBA may not exceed the maximum of the employee's assigned pay range.

Attachments:

Attachment 1 - *State Financial Management Training Program Criteria-Based Adjustment Request*