

PERSONNEL POLICIES AND PROCEDURES
OREGON MILITARY DEPARTMENT
AGP POLICY 99.500.05

Subject: Special Salary Increase

Applicability: State Employees (excludes fire fighters and temporary employees)

Effective Date: 29 October 2007 (revised)

I. PURPOSE: To establish guidelines for granting a special salary increase.

II. GENERAL POLICY: It is the policy of the Oregon Military Department to grant a special salary increase in circumstances when an employee has demonstrated extraordinary job performance or significant contribution to the organization.

III. SCOPE: This policy applies to employees who are not at the top step of their salary range.

IV. DEFINITIONS:

Special Salary Increase: An unscheduled one step salary increase awarded to employees for extraordinary performance or for other valid reasons.

V. STANDARDS:

A. A request for a special salary increase is submitted to the State Personnel Office (AGP) in written form with documentation to substantiate the extraordinary performance or significant contribution.

B. The Program Manager responsible for funding the increase must approve the request which must not create a budget shortfall.

C. Unless it places an employee on top step, a special salary increase shall not affect an employee's eligibility for a merit increase.

D. The action granting a special salary increase shall not exceed the top step of the employee's designated salary range.

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VI. RESPONSIBILITIES:

A. The Adjutant General:

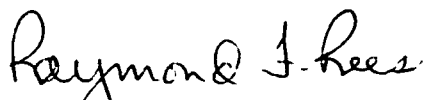
1. Has overall responsibility for ensuring the Department is in compliance with this policy.
2. Approves or denies special salary increases.

B. Deputy Director of State Affairs: Approves or denies a special salary increase in the absence of The Adjutant General with specific delegated authority by The Adjutant General.

C. Director of State Personnel:

1. Forwards request with a recommendation to Deputy Director of State Affairs or The Adjutant General for approval.
2. Processes the necessary personnel action to award a salary increase approved by the Deputy Director of State Affairs or The Adjutant General.

D. Directors, Managers and Supervisors: The immediate supervisor submits a written memorandum through channels to AGP justifying the special salary increase. Ensures justification exceeds expectations and job performance standards that are expected from the employee on a day-to-day basis in the performance of their job.


RAYMOND F. REES
Major General
The Adjutant General