



**GEORGIA DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL  
DISABILITIES**

**Human Resource Policy #804**

**ADVANCED SALARY HIRING**

**EFFECTIVE DATE:** July 1, 2009

**REVIEWED:** June 15, 2011

**REFERENCES:** DBHDD Compensation Philosophy

Individuals hired by the Department of Behavioral Health and Developmental Disabilities (DBHDD), who are new to state government or returning after a break in service, are generally hired at the entry salary for the job. When determined appropriate, individuals may be hired at a higher salary within the pay range for the job in accordance with this policy. Consultation with the DBHDD Office of Human Resource regarding advanced salary hiring is recommended.

**ADVANCED**

**SALARY HIRING**

**AUTHORIZATION UP**

**TO MIDPOINT**

1. Division/Office Directors or named designees are (1) authorized to approve advanced salary hiring for individuals not to exceed the midpoint of the pay range for the job; and (2) request advanced salary hiring above midpoint if documentation and rationale provided supports the request. The DBHDD Office of Human Resources will offer support to determine the appropriateness of the request. Primary factors to be considered are business need and legal/ethical issues.
2. Division/Office Directors may designate individuals who are authorized to approve advanced salary hiring up to midpoint or request advanced salary hiring above midpoint.
3. Any proposal for advanced salary hiring must be submitted in writing to DBHDD Human Resources Compensation staff after being routed for review/approval by appropriate levels of management. A Personnel Action Request (PAR) Form should be used as the written request. The PAR can be found on the DBHDD website under Human Resources/Forms at <http://dbhdd.georgia.gov>
4. Staff of the Compensation Section are available to evaluate requests or provide information and consultation prior to Division/Office Director or designee approval.

## **ADVANCED SALARY HIRING (continued)**

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5. A list of key considerations when requesting or authorizing advanced salary hiring may be obtained from Compensation staff. (Attachment A)
6. Documentation of the rationale for approving advance salary hiring is required and should be kept by the Division/Office or designee. The DBHDD Office of Human Resource Compensation staff will maintain this required documentation for requests they have evaluated.
7. Hospital Human Resource Compensation Staff should be notified of any advanced hires authorized under this provision as far in advance of the effective date as possible, in order to complete the hiring process. Documentation of the rationale for the advanced hire should accompany any other selection documentation submitted.
8. The Division/Office Director or designee will make the final determination regarding advanced salary hiring requests following consultation with Office of Human Resources.
  - 8.1 If approved or modified, a copy of the approval document should be forwarded to the appropriate transactions center to authorize processing and for placement in the individual's official personnel file.
  - 8.2 If denied, a notice will be sent to the requestor.

### **TRAINING**

Office of Human Resources will provide training and/or written materials to those individuals designated to approve advance salary hiring requests, upon request. Staff responsible for the advanced hire process are encouraged to participate in training.

### **OTHER PROVISIONS**

1. Funds must be available in the appropriate budget to cover the cost of advanced salary hiring. Both the current budget and the budget prepared for the following fiscal year should be reviewed.

## **ADVANCED SALARY HIRING (continued)**

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2. Advanced salary hiring may be approved for individuals without current employees receiving salary adjustments.
3. A random audit of approvals by a Division/Office will be conducted by Office of Human Resources to ensure that decisions are made in compliance with this policy. Appropriate corrective action will be recommended in case of non-compliance.

For information or assistance regarding compensation strategies, please contact the Office of Human Resources. For information or assistance regarding individual salary requests, please contact the Compensation Section of DBHDD Human Resources.

### **ATTACHMENTS:**

Attachment A – Factors to Consider Prior to Authorizing Advanced Salary Hiring