

CENTRAL STATE HOSPITAL  
POLICY

SUBJECT: HIRING SALARIES

ANNUAL: December

RESPONSIBLE FOR REVIEW: Director of Human Resource Management

LAST REVIEW DATE: January 2005

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Hiring salaries for prospective employees who are not currently employed by the State of Georgia are to be established at the Salary Minimum as indicated on the State of Georgia Job Description and/or the Georgia Merit System Statewide Salary Plan. Both documents are available through the Human Resource Management Office and are located on the internet at: <http://www.gms.state.ga.us/jobdescriptions/jobsalaryinfo.asp>.

The hiring manager may request that the prospective employee's salary be established at a higher rate if any of the following are applicable:

- The prospective employee refuses to accept the job at the salary minimum and meets one of the following.
- The prospective employee possesses superior job-related education, experience or special skills that would be to the advantage of the hospital.
- The specific job has been vacant for a considerable length of time and/or there were limited applicants for the position.
- The prospective employee is a current or recent employee of the State of Georgia.

Prior to offering a prospective employee an advanced hiring salary, the hiring manager should:

- Submit request along with justification to Human Resource Management Recruitment and Selection Section to prepare for submission to the Chief Executive Officer and the Department of Human Resources, Office of Human Resource Management.

Hiring salaries for those prospective employees who are current employees of the State of Georgia will be based upon the following:

- A promotion is defined as being hired for a new position that is on a higher pay grade. An increase of 5% or 10% is authorized.

- A demotion is defined as being hired for a new position that is on a lower pay grade. A decrease of 5% or 10% is standard.
- A job change is a transfer from one job to another job that is on the same pay grade. No change in salary is authorized.
- Exceptions may be requested as indicated above.

**Approved:**

**This policy has been approved by the CMO and CEO on 1/05.**