



## Prosecuting Attorneys' Council of Georgia

**Policies & Procedures**

**Approved: May 21, 2007**

**4.12**

**Financial Services**

**Incentive Pay**

1. Pursuant to O.C.G.A. § 15-18-19(e), 15-18-44 and 45-21-2(d)(3), there is hereby established an incentive compensation plan for state paid personnel of the district attorneys' offices.
2. State paid employees of the district attorneys' offices may be authorized to receive incentive pay as follows:
  - (a) A one-time payment to induce the employment of a prospective employee with particularly desirable skills or attributes;
  - (b) A one-time payment for learning new, critically needed employment skills; or
  - (c) A lump sum payment for employees who surpass performance expectations.
3. The amount of such incentive pay shall be in an amount to be fixed by the Prosecuting Attorneys' Council at any regular or special meeting. Such incentive pay shall be capped at a maximum of \$5000 per employee with a minimum of \$10.00.
4. Incentive payments shall be included as salary in the pay period granted and shall be subject to employee withholding taxes in that pay period. If state or federal law otherwise requires an incentive payment to be included in salary for computing a benefit, the incentive shall be deemed to have been paid, for such purpose only, annualized in equal installments prospectively over the following 12 months.
5. An incentive payment made pursuant to this policy will be included in salary for computing retirement benefits.
6. The district attorney may recommend a state paid employee for incentive pay. Such recommendation shall be submitted in writing to the Executive Director. Such recommendation shall state the reasons why the employee should receive the incentive pay.
7. This policy shall be effective upon adoption by the Council.