
PARDON AND PAROLE BOARD

Policy 103 – Salary Adjustments Upon Completion of Initial Probation, Performance-Based, Skill-Based and Equity-Based Salary Adjustments

POLICY

It is the policy of the Pardon and Parole Board (PPB) to establish procedures for salary adjustments, including Adjustments Upon Completion of Initial Probation, Performance-Based, Skill-Based, and Equity-Based Salary adjustments pursuant to the most current state statute and the Oklahoma Merit Protection Rules. The Executive Director shall adopt a salary administration plan for the review and implementation of salary increases for permanent part- and/or full-time classified and part-and/or full-time unclassified employees, excluding contractual employees. This policy supersedes any prior practice or policy that addressed employee pay increases.

SALARY ADJUSTMENTS UPON COMPLETION OF INITIAL PROBATION

The Executive Director may provide salary adjustments not to exceed 5% to probationary classified employees achieving permanent status following the initial probationary period. Such an adjustment may be awarded when the probationary employee receives an overall PMP rating of “Meets Standards” and/or “Exceeds Standards” in the Accountabilities and Behaviors Sections. In order to qualify for the adjustment, the employee’s Performance Management Process (PMP) must not contain a Needs Improvement on any individual accountability or behavior. In addition, a salary adjustment upon completion of initial probation may not be awarded to an employee based upon a performance evaluation which is more than one-year old. In the event of a budget shortfall or if the budget is negatively impacted by the adjustment, the Executive Director may suspend the plan.

PERFORMANCE-BASED SALARY ADJUSTMENTS

The Executive Director may provide performance-based salary adjustments based after the calendar year closeout of the PMP. Adjustments may be awarded for an overall PMP rating of “Meets Standards” and/or “Exceeds Standards” in the Accountabilities and Behaviors Sections. In order to qualify for the adjustment, the employee’s PMP must not contain a Needs Improvement on any individual accountability or behavior. In addition, a performance-based salary adjustment may not be awarded to an employee based upon a performance evaluation which is more than one-year old.

Performance-based salary adjustments may be awarded one time per employee per calendar year after the PMP close-out. A performance-based adjustment may be in the form of a salary increase, lump sum payment, or a combination to be determined by the Executive Director. The amount and/or the method of payment may be modified based on the recommendation of an employee’s supervisor as long as the overall cost does not exceed the amount and method approved by the Executive Director.

In the event of a budget shortfall or if the budget is negatively impacted by the performance-based salary adjustments, the Executive Director may suspend the plan.

SKILL-BASED SALARY ADJUSTMENTS

The Executive Director may provide skill-based salary adjustments that shall be related to the acquisition or possession of additional skills and abilities which can be applied to the work to be performed and which will increase the value of the employee to the agency. The skills or abilities must be verifiable through certification, licensure, diploma, or some other method and must be beyond the qualifications required to perform the primary or essential functions and responsibilities of the employee's position. Requests for skill-based pay increases shall include a complete description of the training or education, how it will benefit the agency beyond the qualifications required to perform the functions and responsibilities of the employee's position, the proposed salary adjustment, and any other information that will assist in evaluating the request.

Skill-based salary adjustments will be implemented in accordance with current statute. In the event of a budget shortfall or if the budget is negatively impacted by the skill-based salary adjustments, the Executive Director may suspend the plan.

EQUITY-BASED PAY ADJUSTMENTS

The Executive Director may provide equity-based pay adjustments when individual employees are significantly underpaid relative to other employees performing the same or similar duties, or employees with the same role or accountabilities, in the same job family and level within the same agency. Adjustments below the midpoint of the pay band may be made at the discretion of the Executive Director. The Executive Director may limit equity-based pay adjustments to employees rated at least "Meets Standards" on the most recent performance evaluation. No employee may receive more than one equity-based adjustment in the same job family and level in a twelve-month period.

BASIS FOR POLICY:

- A. 74 O.S. § 840-2.17- Oklahoma Personnel Act
- B. Merit Protection Rules

Board Approved: November 19, 2015
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