

Government of Georgia

Decree No 449

15 July 2014

Tbilisi

Determination of the amount for distributing bonuses in public institutions

Article 1

The amount for distributing bonuses and supplements in public institutions shall be approved under Article 5 subparagraph k of the Law of Georgia on Structure, Authority and Rule of Activity of the Government of Georgia in compliance with the Law of Georgia on Civil Service.

Article 2

Public institutions prescribed under Article 2 subparagraph a of this decree should be requested and the Parliament of Georgia, the Constitutional Court of Georgia, the General Courts of Georgia, the Administration of the President of Georgia, the Central Election Commission of Georgia, the National Bank of Georgia, Governments and local authorities of the Autonomous Republics of Abkhazia and Adjara should be asked to provide information to the LEPL - Civil Service Bureau on remuneration and employee performance appraisal systems, if any, taking into consideration the scope of the employee's work, until October 1st, 2014.

Article 3

The LEPL - Civil Service Bureau should be requested to conduct analysis/generalization of obtained information based on Article 2 of this decree and submit relevant proposals to the government on the unified remuneration system and job evaluation until January 1st, 2015.

Article 4

The Constitutional Court of Georgia, the General Courts of Georgia, the Administration of the President of Georgia, the Central Election Commission of Georgia, Governments and local authorities of the Autonomous Republics of Abkhazia and Adjara should be

asked to adopt the rule for the distribution of bonuses in accordance with the rule and principles prescribed under this decree.

Article 5

This decree comes into force on July 1, 2014.

THE RULE FOR BONUS AMOUNT DETERMINATION IN PUBLIC INSTITUTIONS

Article 1. Scope of regulation of the Rule

This rule defines procedures and conditions for the issuance of bonuses and supplements for employees of public institutions.

Article 2. Definition of terms

The terms used in this Law shall have the following meanings:

- a) Public institution - the Administration of government of Georgia, the Ministries of Georgia, State sub-agencies, territorial bodies of the Ministries, State Ministers' Offices, Economic Council, State Security and Crisis Management Council, the Intelligence Service of Georgia, Special State Protection Service of Georgia, State Representative – Governor administrations, Legal Entities of Public Law (except for legal entities of public law which pursue educational and religious activities), regardless of the source of funding;
- b) Bonus–remuneration issued to the person employed at the public institution which shall be granted taking into consideration thorough and excellent performance of obligations imposed on him/her, for extended and conscientious work or/and the fulfillment of an especially hard or important task;
- c) Supervising authority / public official – The Prime Minister, Minister, State Minister;
- d) Senior public official – Director of the administration of the government of Georgia, Deputy Director of the Administration of the government of Georgia, Deputy Minister, Deputy State Minister, Director of the Legal Entity of Public Law, Director of State sub-agency, Director of territorial body of the ministry, Director of the Council, State Representative – Governor, Director of the Intelligence Service of Georgia, Director of Special State Protection Service of Georgia.

Article 3. Bases and goals of distribution of bonuses

1. Bonuses are distributed based on the performance evaluation of the employees (in the case of a performance appraisal system in public institutions) and/or relevant justification. Justification should include the amount of the distributed bonus, its percentage reliance with an employee's salary, and information about distributed bonus during the year.
2. The goal of the bonus is to enhance motivation of employees in public institutions, as well as to maintain and attract qualified staff, taking into consideration the level of the existing competition in the labor market.

Article 4. Authorization for bonus distribution

1. Head of the relevant structural subdivision, senior public officials and supervising officials are authorized to initiate the issuing of bonuses to employees of public institutions.
2. Head official and senior official are authorized to initiate issuing of bonus to the head officials of structural subdivisions of public institution.
3. In cases of paragraph 1 and 2 of article 4, decision about issuance of bonus is made by senior official of public institution, within its discretionary authority.
4. Decision about issuance of bonus to the head officials is made by relevant senior official.
5. In case of heads of public institutions, who do not have supervisor higher ranking official(s), (in case of Legal Entities of Public Law - state control executing agency) the issue of granting bonuses is determined by the Prime Minister of Georgia.
6. In order to distribute bonuses (during determination of bonus amount and intensity) to the employees of a public institution under the relevant ministry, written confirmation of the relevant minister is needed, if the said public institution does not have a superior body (in case of Legal Entities of Public Law - state control executing agency) for determination of bonus amount and intensity, confirmation of the Prime Minister is needed, cases mentioned in paragraph 4 and 5 of an article 6 are excluded.
7. Rule for the distribution of bonuses to the members of the Georgian Government is determined by the Prime Minister of Georgia.

Article 5. **Amount and intensity of bonus distribution**

1. Amount of bonus distributed to the person employed at the public institution should not exceed the employee's salary.
2. Bonus to the employee of a public institution can be issued only once in a quarter.
3. Bonus can be issued no more than three times in a year, with regard to the holidays determined in the labor code, according to this rule about limited amounts and principles.
4. Exception from the paragraph 1 and 2 of article 5 is available with augmented statement of the head of public institution and senior official, in case of not having senior official (in case of Legal Entities of Public Law – not having state control executing agency), according to the confirmation of Prime Minister of Georgia.