

**UNIVERSITY OF GEORGIA
SALARY INCREASE GUIDELINES
FISCAL YEAR 2018**

The following represents salary increase guidelines to be followed by all University of Georgia units and for **ALL** fund sources.

Recommended performance/merit increases and other salary increases must remain confidential until approved through the University administrative process. No salaries will be official until final budgetary approval has been received from the Board of Regents.

PERFORMANCE EVALUATIONS

This year, as has been the case in the past, there must be on record in your office a written performance evaluation for all personnel.

Staff: Each classified staff member must have received a written performance evaluation in accordance with the Performance Assessment of Staff Employees policy <http://www.policies.uga.edu/FA/nodes/view/1142/Performance-Assessment-of-Staff-Employees>

Faculty: Faculty members, regardless of responsibility, must receive a written annual performance evaluation. UGA Academic Affairs Policy 1.06-1 – <http://provost.uga.edu/index.php/policies/academic-affairs-policy-manual/1-06-evaluation>

GENERAL GUIDELINES

The Board of Regents' 2018 Salary and Wage Administration Policy authorizes University System of Georgia institutions to augment funds the Board allocated for salary increases using other appropriate fund sources to create a salary pool. Salary increases shall be awarded solely on merit. **This Policy strongly encourages institutions to give priority to salary increases for teaching faculty and states that individual merit salary increases will be reasonably distributed among employees based on performance; across the board increases are not permitted.** Because this Policy also requires institutions to develop a “merit increase matrix demonstrating reasonable distribution,” the University will carefully review each unit’s proposed salary increases.

In addition, this Policy authorizes UGA to address retention, compression, market alignment and other critical compensation challenges which are supported by appropriate documentation (e.g., market analysis or internal salary studies); such documentation must be maintained at the department level and produced upon request.

- 1) UGA has established a **2.5% salary pool** to award merit-based salary increases to all faculty and staff. Additionally, funding is being provided to enable units to address retention, compression, market alignment and other critical compensation challenges.
- 2) Individual salary increases must align with documented performance evaluations and range from zero (0%) percent to four (4%) percent.
- 3) As outlined in the UGA Pay Plan, as of July 1, 2017, the minimum hiring rate (MHR) will increase from \$23,500 to \$24,000.
 - a) Any regular (current or future) employee will have a full-time equivalent salary of at least \$24,000.
 - b) Because increasing the MHR may result in compression at the lower end of UGA’s pay scale, units are encouraged to use funds from the merit based salary pool to address these issues subject to overall performance ratings of satisfactory or above.

- 4) Merit increases for administrators whose salary is \$100,000 or greater should be limited to 2.5% and, in accordance with Board of Regents policy for all USG institutions, cannot exceed 4%. Any increases beyond 2.5% must be approved by the Provost (for units within Academic Affairs) or the President (for non-Academic Affairs units) before being forwarded to the Chancellor for further review. Please use the form found at http://busfin.uga.edu/budget/pdf/Administrators_Exceptional_Raise_Form.pdf for proposed increases beyond 2.5% and refer to the list of those individuals who meet these criteria that is provided with the unit's FY 2018 Allocation Sheet.
- 5) The base graduate assistantship rate will increase by 3%. Units should follow the graduate assistantship salary rate schedule effective July 1, 2017 as published by the Graduate School.

FUNDING GUIDELINES

Funding for salary increases will be allocated to Resident Instruction general fund units during budget development on the FY 2018 Allocation Sheets. B Unit and other non-general fund operations must provide equivalent funding to meet the salary increase guidelines for FY 2018 unless noted below. **No funding from any source can be added beyond the levels specified in these guidelines to increase a unit's 2.5% salary pool.**

- 1) A merit-based salary increase allocation of 2.5% is included on the FY 2018 Allocation Sheets for units supported by UGA's Resident Instruction budget; the amount of this allocation is equivalent to 2.5% of filled Resident Instruction general fund line-item positions as of December 31, 2016.
- 2) UGA is directing additional funds in its FY 2018 budget to increase its minimum hiring rate from \$23,500 to \$24,000 on July 1, 2017. Any units that have employees paid on General funds in FY 2016 with a full-time equivalent salary less than \$23,500 will receive an allocation to adjust those salaries up to the new minimum hiring rate.
- 3) A 2.5% allocation for lump-sum positions and summer academic salary needs is included on the FY 2018 Allocation Sheets; the amount of this allocation is equivalent to 2.5% of Resident Instruction general funds annualized salary expense for lump-sum positions and is based on December 31, 2016 year-to-date salary expense and "Summer 2016" academic salary expense. These funds may not be added to the salary pool for filled positions but should be used to make appropriate adjustments for these functions.
- 4) Additional FY 2018 Resident Instruction general funds are also included on the FY 2018 Allocation Sheets to increase graduate assistantship rates by 3%. The new rates for lump sum are:

Fiscal Year 2018		Academic Year 2018	
GA-M	GA-D	GA-M	GA-D
\$50,344	\$54,415	\$37,759	\$40,812

SALARY INCREASE EFFECTIVE DATES

Salary increases for employees paid on the academic payroll will go into effect on the contract date, August 07, 2017. Salary increases (including promotions and reclassifications) for fiscal year employees paid on the monthly, salaried bi-weekly and hourly payrolls will go into effect July 1, 2017.

CLASSIFIED STAFF

Classified Staff Salary Ranges

The University of Georgia Staff Compensation (Pay) Plan will be used in the preparation of the FY 2018 budget. While the annual minimum salary level will be increased from \$23,500 to \$24,000, no other

adjustments will be made to the annual minimum and maximum pay ranges for classified positions. Salaries will be allowed to exceed the top of the pay range established in the pay plan.

Salary Equity and Compression Consideration.

The University of Georgia will allocate an additional 0.25% raise pool for staff to address salary equity and situations of compression.

Other Classified Staff Salary Issues

Salary adjustment requests to address issues such as retention, promotion, reclassification, competitive offer, etc. must be submitted to University Human Resources as part of existing administrative processes already in place.

FACULTY

Faculty Promotions

Promotional salary adjustments will go into effect with the contract date (August 07, 2017, for academic year contracts and July 1, 2017, for fiscal year contracts). For FY 2018, funds are being provided to award promotional salary increases as follows:

1. \$7,000 for tenured faculty being promoted to Professor.
2. \$6,000 for tenure-track and tenured faculty being promoted to Associate Professor.
3. \$4,000 for lecturers being promoted to Senior Lecturer.
4. \$7,000 for promotion to Sr. Public Service Associate.
5. \$6,000 for promotion to Public Service Associate.
6. \$4,000 for promotion to Librarian IV.
7. \$3,000 for promotion to Librarian III.
8. \$2,000 for promotion to Librarian II.

All faculty who are receiving a promotional salary increase also should receive a merit-based salary increase of at least 2.5% and as outlined in the General Guidelines section of this document.

Faculty Exceptional Performance and Salary Equity Adjustments

Per the Board of Regents' Salary and Wage Administration Policy that strongly encourages institutions to give priority to salary increases for teaching faculty, the University of Georgia is directing an additional .25% raise pool to assist the academic units with recognizing exceptional performance or salary equity needs of tenured and tenure-track faculty in all areas of teaching, research, and service. This pool of funds will be managed by the Senior Vice President of Academic Affairs and Provost and will be awarded on a case by case basis. Only tenured or tenure-track faculty who have a teaching/instructional appointment of at least 25% (.1875 EFT for Academic Year faculty) **and** who are assigned a 4% merit increase by their home department(s) will be eligible. Directions for accessing these funds and required criteria can be found on the Budget Division website at

http://busfin.uga.edu/budget/pdf/Faculty_Exceptional_Merit_Increase_FY18.pdf

Faculty Retention Issues

Any salary adjustment request to address faculty retention issues must include appropriate justification and must be approved by the Senior Vice President for Academic Affairs and Provost. The effective date for faculty retention salary adjustments also must be approved by the Senior Vice President for Academic Affairs and Provost.