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](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](http://provost.uga.edu/index.php/policies/academic-affairs-policy-manual/1-06-evaluation)

**GENERAL GUIDELINES**
While fiscal year 2019 state appropriations for the University System of Georgia did not include funding for merit-based pay adjustments, the Board of Regents’ 2019 Salary and Wage Administration Guidelines permits institutions to create a merit-based salary increase pool of up to 2% using internal resources:

- Salary increases shall be awarded solely on merit with all merit increases to be effective January 1, 2019.
- Across the board increases are not permitted and merit increases cannot exceed 4.0%.
- Institutions are required to develop a “merit increase matrix demonstrating reasonable distribution based on employee performance contributions,” and thus, the University will carefully review each unit’s proposed salary increases.

1) UGA has established a 2% salary pool to award merit-based salary increases to all faculty and staff that will go into effect on January 1, 2019. The 0.25% budget re-direction is helping to fund this 2% salary pool which is also available to help units to address retention, compression, market alignment and other critical compensation challenges when awarding merit-based increases. These salary increase recommendations must be supported by appropriate document (e.g., market analysis, internal salary studies, positive performance evaluations) and such documentation must be maintained at the department level and produced upon request.

2) Individual salary increases must align with documented performance evaluations and can range from zero (0%) percent to four (4.0%) percent and may be used to address retention, compression, market alignment and other critical compensation challenges. Given the limited resources that are available, unit leaders should carefully consider whether any additional raises for faculty or staff who may have already received
salary increases during FY 2018, for any reason, are warranted. This also applies to individuals who have a pending salary action that would result in their salary increasing during FY 2018.

3) As outlined in the UGA Pay Plan, as of July 1, 2018, the minimum hiring rate (MHR) will increase from $24,000 to $24,500.
   a) Any regular (current or future) employee will have a full-time equivalent salary of at least $24,500.
   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 and the aforementioned budget re-direction funding to address these issues subject to overall performance ratings of satisfactory or above.

4) The base graduate assistantship rate will increase by 2%. Units should follow the graduate assistantship salary rate schedule effective January 1, 2019 as published by the Graduate School.

FUNDING GUIDELINES
Funding for salary increases will be allocated to Resident Instruction and B-Unit general funds units during budget development on the FY 2019 Allocation Sheets. Auxiliary and other non-general fund operations must provide equivalent funding to meet the salary increase guidelines for FY 2019 unless noted below. No funding from any source can be added beyond the levels specified in these guidelines to increase a unit’s 2% salary pool.

1) A merit-based salary increase allocation of 1% is included on the FY 2019 Allocation Sheets for units supported by UGA’s Resident Instruction budget; the amount of this allocation is equivalent to 1% of filled Resident Instruction general funds line-item positions as of December 31, 2017. Please note that this amount will be increased to 2% (by adding an additional 1%) on the FY 2020 Allocation Sheets to provide a full fiscal year of funding during FY 2020 for these merit-based salary increases that are going into effect on January 1, 2019.

2) Also included on the Allocation Sheets for units supported by UGA’s Resident Instruction budget is the 0.25% re-direction being used to fund the merit-based pool that will be available to also help units address retention, compression, market alignment and other critical compensation challenges.

3) UGA is directing additional funds in its FY 2019 budget to increase its minimum hiring rate from $24,000 to $24,500 on July 1, 2018. Any units that have employees paid on General funds in FY 2019 with a full-time equivalent salary less than $24,500 will receive an allocation to adjust those salaries up to the new minimum hiring rate.

4) A 1% allocation for lump-sum positions and summer academic salary needs is included on the FY 2019 Allocation Sheets; the amount of this allocation is equivalent to 1% of Resident Instruction and B-unit general funds annualized salary expense for lump-sum positions and is based on December 31, 2017 year-to-date salary expense and “Summer 2017” 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. Please note that this amount will be increased to 2% (by an additional 1%) on the FY 2020 Allocation Sheets to provide a full fiscal year of funding during FY 2020 for these adjustments that are going into effect on January 1, 2019.
5) Additional FY 2019 Resident Instruction general funds are also included on the FY 2019 Allocation Sheets to increase graduate assistantship rates by 2% (effective January 1, 2019). The new rates for lump sum are:

<table>
<thead>
<tr>
<th>Fiscal Year 2019</th>
<th>Academic Year 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>(July – December)</td>
<td>(August – December)</td>
</tr>
<tr>
<td>GA-M  $50,344</td>
<td>GA-M  $37,759</td>
</tr>
<tr>
<td>GA-D  $54,415</td>
<td>GA-D  $40,812</td>
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</table>

<table>
<thead>
<tr>
<th>Fiscal Year 2019</th>
<th>Academic Year 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>(January - June)</td>
<td>(January - May)</td>
</tr>
<tr>
<td>GA-M  $51,351</td>
<td>GA-M  $38,514</td>
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<tr>
<td>GA-D  $55,503</td>
<td>GA-D  $41,628</td>
</tr>
</tbody>
</table>

**SALARY INCREASE EFFECTIVE DATES**
Salary increases for employees paid on the academic payroll will go into effect January 1, 2019. Salary increases (excluding promotions and reclassifications) for fiscal year employees paid on the monthly, salaried bi-weekly and hourly payrolls will go into effect January 1, 2019.

**CLASSIFIED STAFF**

**Classified Staff Salary Ranges**
The University of Georgia Staff Compensation (Pay) Plan will be used in the preparation of the FY 2019 budget. While the annual minimum salary level will be increased from $24,000 to $24,500 on July 1, 2018, 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.

**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 6, 2018, for academic year contracts and July 1, 2018, for fiscal year contracts). For FY 2019, 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% (effective on January 1, 2019) and as outlined in the General Guidelines section of this document.

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.