



Budget Division
Finance & Administration
UNIVERSITY OF GEORGIA

University Budget Office
Administrative Salary Supplement Agreement

It is the policy of the University of Georgia to award salary supplements to those faculty and staff members who are assigned and accept certain special duties. If this member chooses to remove himself/herself from these special duties or is removed by the university administration, the salary supplement will cease effective with the date of ceasing the assigned duties.

It is understood by the undersigned that I will be paid an annual salary supplement of _____ effective from _____ to _____ in order to compensate me for performing additional duties at a responsibility level above my current position. When my assignment no longer requires the additional responsibilities and duties for which the salary supplement is awarded, I understand that my annual salary will be reduced by the amount of the supplement.

Employee Signature

Date

Name of Employee

UGA Employee Number

Budget Position

Home Department

Job Title before Supplement

New Title (if applicable)

New Assignment Description

Approval Signatures

Department Head

Dean or Vice President (if required by employing unit)