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’ 2020 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.

1) UGA has established a 2.0% salary pool to award merit-based salary increases to all faculty and staff that will go into effect on July 1, 2019.

2) Individual salary increases must align with documented performance evaluations and range from zero (0%) percent to four (4.0%) percent.

3) As outlined in the UGA Pay Plan, as of July 1, 2019, the minimum hiring rate (MHR) will increase to $25,175.
   a) Any regular, benefit eligible (current or future) employee will have a full-time equivalent salary of at least $25,175 ($12.10 per hour).
   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) UGA has also established a minimum hourly rate of $10.25 per hour for non-benefits-eligible, part-time staff and a minimum of $7.75 per hour for student employees. These minimum rates will go into effect July 1, 2019.

5) The base graduate assistantship rate will increase by 2.0%. Units should follow the graduate assistantship salary rate schedule effective July 1, 2019 as published by the Graduate School.
   a) Additional funding is being allocated to increase UGA’s subsidy of Graduate Student Health insurance premium by 25% to a total of 50%. These funds will be added to the University’s fringe benefit budget to cover one half of those students’ health insurance premiums paid from the Resident Instruction budget.

**FUNDING GUIDELINES**

Funding for salary increases will be allocated to Resident Instruction general fund units during budget development on the FY 2020 Allocation Sheets. B Unit and other non-general fund operations must provide equivalent funding to meet the salary increase guidelines for FY 2020 unless noted below. **No funding from any source can be added beyond the levels specified in these guidelines to increase a unit’s 2.0% salary pool.**

1) A merit-based salary increase allocation of 2.0% is included on the FY 2020 Allocation Sheets for units supported by UGA’s Resident Instruction budget; the amount of this allocation is equivalent to 2.0% of filled Resident Instruction general fund line-item positions as of December 31, 2018 including the January 1, 2019 merit-based salary increases.

2) UGA is directing additional funds in its FY 2020 budget to increase its minimum hiring rate to $25,175 on July 1, 2019. Any units that have employees paid on General funds in FY 2020 with a full-time equivalent salary less than $25,175 will receive an allocation to adjust those salaries up to the new minimum hiring rate.
   a) Any units that have non-benefit-eligible, part-time staff or student employees paid on general funds will receive an allocation to adjust these wages up to the new hourly minimums of $10.25 per hour for non-benefit-eligible, part-time staff and $7.75 per hour for student employees.

3) A 2.0% allocation for lump-sum positions and summer academic salary needs is included on the FY 2020 Allocation Sheets; the amount of this allocation is equivalent to 2.0% of Resident Instruction general funds annualized salary expense for lump-sum positions and is based on December 31, 2018 year-to-date salary expense and “Summer 2018” 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 2020 Resident Instruction general funds are also included on the FY 2020 Allocation Sheets to increase graduate assistantship rates by 2.0%. The new fiscal year rates for lump sum are:

<table>
<thead>
<tr>
<th>Fiscal Year 2020</th>
<th>GA-M</th>
<th>GA-D</th>
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<tbody>
<tr>
<td></td>
<td>$52,378</td>
<td>$56,613</td>
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SALARY INCREASE EFFECTIVE DATES
Salary increases for employees paid on the academic payroll will go into effect in August 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 July 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 2020 budget. While the annual minimum salary level will be increased to $25,175 on July 1, 2019, no other adjustments are anticipated to be made to the annual minimum and maximum pay ranges for classified positions during budget development and salary setting. Salaries will be allowed to exceed the top of the pay range established in the pay plan.

The University is also allocating funding to ensure that all non-benefits-eligible, part-time staff are earning a minimum of $10.25 per hour and that all student employees are earning a minimum of $7.75 per hour.

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

Staff Salary Compression and Inversion (SCI)
UGA is directing additional funding in its FY 2020 budget to help address staff salary compression issues. This funding is being allocated at the request of the President as a recommendation from the recent external review of the salary administration plan for staff. After budget development and salary setting, UGA Human Resources will work with the Deans and Vice Presidents to confirm individual SCI calculations, years of service in the classification, and performance for individual staff identified through the SCI formula.

These funds will be allocated to UGA’s Resident Instruction and B Unit budgets after this confirmation; therefore, the funds will not be allocated during budget development but will be allocated in time for these adjustments to be applied to the individuals’ salaries effective on July 1, 2019. Auxiliary and other non-general fund operations must provide the funds to provide SCI increases for staff within these operations. More information on the calculation and how staff will be identified will be shared after budget development and salary setting.
FACULTY

Faculty Promotions
Promotional salary adjustments will go into effect with the corresponding academic and fiscal contract date(s). For FY 2020, 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 2.0% 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.

Faculty Salary Compression and Retention Funding
UGA is directing additional funding in its FY 2020 budget to assist with the institution’s commitment to increase the competitiveness of UGA faculty salaries. FY 2020 Allocation Sheets will include additional funds to be used to address the most critically documented faculty salary challenges such as compression, inversion, equity, retention and competitive offers.