

**UNIVERSITY OF GEORGIA
SALARY ADMINISTRATION GUIDELINES
FISCAL YEAR 2025**

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

Recommended 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.

GENERAL GUIDELINES

While the Board of Regents' 2025 Salary and Wage Administration guidelines are being finalized, we are not in a position to provide any additional information about adjustments for targeted populations to address the competitive labor market. In the meantime, the University will be allocating funding for some limited salary adjustments outlined below in addition to the COLA.

The Fiscal Year 2025 budget does provide a 4% Cost of Living Adjustment (COLA) for active, full-time, fully benefitted faculty and staff of the University System of Georgia Board of Regents. It is effective July 1, 2024 and is capped at \$3,000. Non-benefitted employees, including temporary and those working less than 30 hours, are not eligible.

- 1) As of July 1, 2024, the minimum hiring rate (MHR) will increase to \$34,000 (\$16.35 per hour).
 - a) Any regular, fully benefitted employee who begins before July 1, 2024 will have a full-time equivalent salary of at least \$34,320 (\$16.50 per hour).

- 2) UGA has also established a minimum hourly rate of \$13.80 per hour for non-classified, part-time or temporary staff and a minimum of \$11.50 per hour for student employees. These minimum rates will go into effect July 1, 2024.

- 3) The base graduate assistantship rate will increase by 4.0%. Units should follow the graduate assistantship salary rate schedule effective July 1, 2024 as published by the Graduate School.

Academic units, at their discretion, can implement additional increases as funding allows, but must first clearly document and receive approval for how any additional increase will not adversely impact the instructional mission. Details of this plan must be provided to the office of Academic Fiscal Affairs.

The University's minimum hiring rates for other positions are published on Human Resources [website](#).

FUNDING GUIDELINES

Funding for salary increases will be allocated to Resident Instruction general fund units during budget development on the FY 2025 Allocation Sheets. Other non-general funded operations must provide equivalent funding to meet the salary increase guidelines for FY 2025 unless noted below.

- 1) A Cost of Living Adjustment (COLA) allocation is included on the FY 2025 Allocation Sheets for units supported by UGA's Resident Instruction budget; the amount of this allocation is equivalent to the COLA for eligible employees. The University is committed to ensuring all employees, regardless of funding source, benefit from this salary increase. There must be a plan to fully assume these salary increases during the course of the upcoming fiscal year and beyond.
- 2) UGA is increasing its minimum hiring rate to \$34,000 on July 1, 2024.
- 3) Additional FY 2025 Resident Instruction general funds are also included on the FY 2025 budget to increase graduate assistantship rates.

For assistantships supported through externally awarded grants and contracts, faculty Principal Investigators should fund the full 4% increase through existing awards. Grants and awards should have 3% increases included in their proposals and awarded budgets; therefore, the university will fund the additional 1% for those graduate assistants paid from grants and contracts.

The new fiscal year 2025 full time base rates are below:

Master student graduate assistants:	\$59,540
Doctoral student graduate assistants:	\$64,375

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>

SALARY INCREASE EFFECTIVE DATES

Salary increases for employees paid on the academic payroll will go into effect in August 2024. Salary increases (excluding promotions and reclassifications) for fiscal year employees paid on the monthly and bi-weekly payrolls will go into effect July 1, 2024.

CLASSIFIED STAFF

Classified Staff Salary Ranges

The University of Georgia Staff Compensation (Pay) Plan will be used in the preparation of the FY 2025 budget. While the annual minimum salary level will be increased to \$34,000 on July 1, 2024, no other adjustments are anticipated to be made to the annual minimum and maximum pay ranges for classified positions during budget planning 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 temporary or part-time staff are earning a minimum of \$13.80 per hour and that all student employees are earning a minimum of \$11.50 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.

FACULTY

Faculty Promotions

Promotional salary adjustments will go into effect with the corresponding academic and fiscal contract date(s). For FY 2025, funds are being provided to award promotional salary increases as follows:

1. \$7,000 for promotion from Associate Professor to Professor.
2. \$6,000 for promotion from Assistant Professor to Associate Professor.
3. \$5,000 for promotion from Senior Lecturer to Principal Lecturer.
4. \$4,000 for promotion from Lecturer to Senior Lecturer.
5. \$7,000 for promotion to Sr. Public Service Associate.
6. \$6,000 for promotion to Public Service Associate.
7. \$4,000 for promotion to Librarian IV.
8. \$3,000 for promotion to Librarian III.
9. \$2,000 for promotion to Librarian II.