

**UNIVERSITY OF GEORGIA
SALARY ADMINISTRATION GUIDELINES
FISCAL YEAR 2024**

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

The Board of Regents' 2024 Salary and Wage Administration guidance did not authorize the University System of Georgia institutions to provide merit-based salary increases. **Thus, no merit-based salary increases shall be granted to University of Georgia employees for FY 2024.**

The Fiscal Year 2024 budget does provide a \$2,000 Cost of Living Adjustment (COLA) for active, full-time, fully benefitted faculty and staff of the University System of Georgia Board of Regents and is effective July 1, 2023. The increase will be prorated based on full time equivalency (FTE). Non-benefitted employees, including temporary and those working less than 30 hours are not eligible. Employees who began before April 1, 2022 had their rate adjusted to \$32,500 with the previous \$5,000 Cost of Living Adjustment and will now be at least \$34,500 with the new \$2,000 COLA increase.

- 1) As of July 1, 2023, the minimum hiring rate (MHR) will increase to \$33,000 (\$15.87 per hour).
 - a) Any regular, fully benefitted employee who began before April 1, 2022 will have a full-time equivalent salary of at least \$34,500 (\$16.59 per hour).
 - b) Any regular, fully benefitted employee hired on or before July 1, 2023 will have a full-time equivalent salary of at least \$33,500 (\$16.11 per hour, current \$31,500 MHR plus \$2,000 COLA).
 - c) Any regular, benefit-eligible (current or future) employee hired after July 1, 2023 will have a full-time equivalent salary of at least \$33,000 (\$15.87 per hour) on or before July 1, 2023.
- 2) UGA has also established a minimum hourly rate of \$13.25 per hour for non-classified, part-time or temporary staff and a minimum of \$11.00 per hour for student employees. These minimum rates will go into effect July 1, 2023.
- 3) The base graduate assistantship rate will increase by 3.0%. Units should follow the graduate assistantship salary rate schedule effective July 1, 2023 as published by the Graduate School.

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 2024 Allocation Sheets. Other non-general funded operations must provide equivalent funding to meet the salary increase guidelines for FY 2024 unless noted below.

- 1) The FY 2024 Allocation Sheets for units supported by UGA's Resident Instruction budget will include funding to annualize the FY23 salary compression/inversion and targeted increases completed during the current fiscal year.
- 2) A Cost of Living Adjustment allocation is included on the FY 2024 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.
- 3) UGA is increasing its minimum hiring rate to \$33,000 on July 1, 2023.
- 4) Additional FY 2024 Resident Instruction general funds are also included on the FY 2024 budget to increase graduate assistantship rates.

For assistantships supported through externally awarded grants and contracts, faculty Principal Investigators should fund the full 3% increase through existing awards.

The new fiscal year 2024 full time base rates are below:

Master student graduate assistants:	\$57,250
Doctoral student graduate assistants:	\$61,900

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 2023. Salary increases (excluding promotions and reclassifications) for fiscal year employees paid on the monthly and bi-weekly payrolls will go into effect July 1, 2023.

CLASSIFIED STAFF

Classified Staff Salary Ranges

The University of Georgia Staff Compensation (Pay) Plan will be used in the preparation of the FY 2024 budget. While the annual minimum salary level will be increased to \$33,000 on July 1, 2023, 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 \$13.25 per hour and that all student employees are earning a minimum of \$11.00 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 2024, 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.