

The University of Georgia  
**Salary Administration & Guidelines**

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## **PAY PLAN FOR CLASSIFIED EMPLOYEES**

### **I. PURPOSE AND SCOPE**

The purpose of the plan is to establish and maintain a pay system for administrative and non-administrative classified employees which is equitable and uniform and which will enable the University to attract and retain highly qualified employees. This plan includes the classification code, classification title, pay range number, and the minimum and maximum rates of the pay range for each classification contained in the University of Georgia's Personnel Classification system.

Any request for exception to the provisions of the pay plan, or to the salary ranges contained herein, must be submitted in writing to the Office of Human Resources for approval.

### **II. RESPONSIBILITY FOR ADMINISTRATION**

#### **A. Dean, Director or Department Head**

The primary responsibility for the administration of the pay plan rests with each Dean, Director or Department Head. These persons shall initiate requests for classification action on new positions and for reclassification action on existing positions.

#### **B. Office of Human Resources**

The following shall be the responsibility of the Office of Human Resources:

1. Classification of new positions and reclassification of existing positions.
2. Establishment of new classes for administrative and non-administrative classified positions, the elimination of existing classes, and the revision of specifications for classified positions.
3. Conducting periodic wage and salary studies to insure that the University's pay structure is competitive and uniform.

### **III. USE OF CLASSIFIED TITLES**

#### **A. Minimum and Maximum Salary**

The assignment of a position to a classification determines the minimum and maximum salary for incumbents filling the position.

1. A pay range is structured to provide a minimum and a maximum salary.
2. The progression of an employee within a pay range shall depend primarily on the work performance of the employee and the availability of funds.

B. Official Classification Titles

Official classification titles as listed in the pay plan (Schedules III, IV, V, VI, and VII) shall be used on all personnel documents and payroll records and in the preparation of the operating budget. Working titles for internal department use should be used by departments only for purposes other than official Personnel, Payroll or Budget documents.

#### IV. APPOINTMENT RATES

A. New Employees

A new employee may be appointed at a rate of pay up to the mid-point for the classification to which the position has been allocated.

B. Exceptions

Exceptions may be made to allow an initial appointment in excess of established starting rates as indicated below:

1. Based on an applicant's special qualifications or due to extenuating circumstances, the budgetary head may recommend a higher rate of pay within an applicable pay range. If this is the case, complete justification should be submitted in writing to the Office of Human Resources. **In such cases, no commitment may be made to a prospective employee until written authorization is received from the Office of Human Resources.**
2. After a reasonable effort has failed to provide qualified applicants for vacant positions in a particular classification, the Office of Human Resources may determine that a rate higher than the mid-point of the classification should be adopted to appoint a new employee.

C. Trainee

For certain classes of work in which the formalized training period is of unusual duration, and the needs of the University can best be met by placing an individual in a training capacity, and upon recommendation of the Budgetary Head, the Associate Vice President for Human Resources may designate such position as a

“TRAINEE” position. Appointment to a “TRAINEE” position shall be at a starting salary range below the minimum rate established for the classification. The specific salary range will be determined by the Associate Vice President for Human Resources in consultation with the Appropriate Budgetary Head.

D. Student Employment Rates

The University of Georgia follows the guidelines as set forth in the provisions of the Federal Wage and Hour law. All students employed at the University of Georgia will be paid in accordance with the minimum wage provisions for non-exempt employees.

**V. PAY INCREASES**

An employee may receive a pay increase by means of a salary increase or by a promotion.

A. Salary Increase

A salary increase is an advancement in salary within the same range.

1. Salary increases shall become effective at the next authorized adjustment date.
2. Salary increases shall be initiated by the head of a department or budgetary unit.

B. Salary Increase above Pay Range Maximum

Annual merit increases for employees whose salaries exceed the pay range maximum are subject to the Budget Department’s Salary Increase Guidelines.

C. Promotions

1. An employee shall be promoted when:
  - a) The employee is transferred to a position in a classification with a higher pay range;  
or,
  - b) The employee’s position is reclassified to a classification having a higher pay range.
  - c) The employee’s position classification is assigned to a higher pay range.
2. Promotions may occur within a department or between departments.

D. Pay Upon Promotion

1. When an employee is promoted to a classification with a higher pay range, a salary increase may be granted in an amount calculated in one of three ways:
  - a) Up to the minimum of the new classification; or,
  - b) Up to 10 percent above the employee’s current salary; or,

- c) Up to base plus 15 percent of the pay range assigned to the position to which the employee was promoted. This option should be used only when the employing unit determines that an applicant from outside the University with similar qualifications to the promoted employee would have been hired at a rate above the base for the classification.

All promotions and related salary increases are contingent upon the availability of funds. If the amount budgeted in a position exceeds the highest amount as calculated in any of the three methods described, the excess amount may not be used in compensating the promoted employee.

2. When a promotion is effected through the reclassification of an employee's present position to a classification with a higher pay range, or when the classification is assigned to a higher pay range, that employee is eligible for a promotional salary increase (as calculated in V.D.1a, b, c above) to begin on the effective date of the reclassification. The salary must be brought at least to the minimum rate for the new position at that time. The employee also remains eligible for an annual merit increase in addition to the promotional salary increase.
3. In either method of promotion, if the employee's current salary is equal to or greater than the base of the higher graded position, the employee is eligible for a promotional salary increase, calculated as described previously, but no increase is required.

## **VI. PAY UPON DEMOTION**

A. An employee shall be demoted when:

1. The employee is placed in a different classification having a lower pay range; or,
2. The employee's position is reclassified to a classification having a lower pay range.

B. Pay Policy

In case of a demotion of the type stated in A- (1) above, an employee's pay may remain unchanged or reduced at the discretion of the Department Head. In case of a demotion of the type stated in A- (2), an employee's salary should not be reduced.

## **VII. LATERAL TRANSFER**

A. An employee shall be laterally transferred when:

1. The employee is moved to a position in the same classification or to a position in another classification having the same pay range.
2. The employee's position is reclassified to a different classification having the same pay range.

B. Pay Policy

An employee shall not be eligible for a salary increase at the time of a lateral transfer.

## **VIII. PAY FOR PART-TIME AND TEMPORARY EMPLOYMENT**

Pay for part-time and temporary employment in a position shall be equivalent to the rate of pay for full-time employment in similar positions. Under extenuating circumstances, a part-time or temporary employee may be paid at a varying rate with written approval of the Office of Human Resources.

## **IX. BUDGET LIMITATIONS**

The implementation of policies and procedures pertaining to payment of salaries is contingent upon funds being available. Authorization may not be given to exceed the budgeted rate for any position regardless of the classification and/or pay range.