

# Fiscal Year 2025 Compensation & Salary Request Guidance

Beginning Fiscal Year 2025, UGA will institute a one-year plan where compensation and salary adjustments related to retention or acute compression of any amount/percentage will require approval from the university President. These requests should be rare and will only be approved by the President under permissible, extraordinary circumstances as outlined in the criteria below. Please note that only a handful of such requests for the entire University will be approved by the President during FY25. Any requests subject to the [Advanced Salary Increase request \(ASI\) criteria](#) and review by the University System of Georgia (USG) remain in place.

## Criteria for Requests Requiring President's Approval

### Allowable salary requests:

- Retention adjustments
- Acute Compression adjustments

### Requirements:

- Must include a justification indicating that the employee meets the following criteria:
  - The employee was identified to receive an FY25 merit. An individual who did not receive a merit-based adjustment may only be considered if extraordinary circumstances led to them not being selected.
  - The employee possesses critical expertise or knowledge based on having rare skills or specialized knowledge that impact research or student success.
  - The employee is critical to organizational success based on rare skills or specialized knowledge or expertise.
  - The employee maintains the highest level of productivity, performance, and outstanding service to the university.
  - Loss of the employee would result in a significant loss of external revenue or measurable and significant impact with respect to student instruction, research, and/or public service and outreach.
- Retention Adjustments:
  - Must have external evidence or an external offer that supports the request.
- Acute Compression Adjustments:
  - Substantive compression may be addressed with retention so long as the compression is not brought on by a newly hired employee.

### Impermissible salary requests:

- Employees who received a retention, market, or equity adjustment in the past year
- "Pre-emptive" retention requests
- Market adjustments
- Equity adjustments

- Compression adjustments resulting from hiring a new employee at an elevated rate of pay relative to existing employees.
- Retroactive requests are not permissible and may only be acceptable when an administrative error occurs. University Human Resources (UHR) and the Office of Academic Fiscal Affairs (AFA) will review all requests to determine the appropriateness of any retroactive salary adjustments.

## Unit Responsibilities

### Dean/Vice President Responsibilities:

- Setting expectations within your organization regarding what can and cannot be submitted.

All proposals must be approved by the Dean/VP prior to submission to UHR/AFA and the justification must meet the rare and extraordinary circumstances outlined above prior to submission to UHR/AFA.

- Approval of final recommended salary prior to UHR/AFA and presidential review and approval.
- Units are responsible for conducting strategic reviews to determine whether a request meets the criteria for rare and extraordinary circumstances. If a request does *not* meet these criteria, the request should not be submitted.
- If an employee has received other retention, market, equity, and/or compression requests in the past year due to changes in their job duties, units should consider the appropriateness of the request. Submitting multiple requests for the same employee or group of employees within a short time period (e.g., during the same year) should be rare.
- Units should complete the Request for Salary Action (RSA). The RSA justification should explain how the request meets the rare and extraordinary requirements and why an additional adjustment is necessary (if applicable).
- Salary details should only be communicated to the employee after all required approvals are obtained.
- Salary requests that create additional salary-related concerns will not be considered.

### What should be included with the request?

- A completed [Request for Salary Action \(RSA\) form](#)
- All applicable supporting documentation (i.e.: performance reviews, productivity reports, budgetary impact reports, evidence of outstanding service, unit salary comparisons, etc.)
- *Retention requests only* – evidence of the external offer *must* be submitted to UHR/AFA. Requests should be submitted within 7 days of the external offer.
- All request proposals must be approved by the Dean/VP prior to submission to UHR/AFA.

## Review Process

### Process overview:

- Faculty requests will be submitted to AFA for initial reviews.
- Staff requests will be [submitted to UHR Compensation](#) for initial reviews. UHR will review the documentation and confirm the exception request.
  - Requests will be reviewed monthly with the President and Provost.
- Requests requiring USG approval will be routed after obtaining Presidential approval.
- Requests that do not require USG approval will be entered into OneUSG Connect once approved by the President. The signed RSAs will be returned to the unit.
- Units will be contacted after the decision meeting to inform them of the approval status.

### Timeline:

- Please allow up to 30 days for the full process (excluding USG approvals).
- Requests should be received by the 15<sup>th</sup> of the month prior to the proposed effective date.
  - I.e.: A request received on June 15<sup>th</sup>, with a 30-day approval and no USG approval required, would be entered for the next effective pay date in July. *Note:* This assumes the approval happened prior to the [HR/Payroll deadline](#).
- Urgent retention requests may be submitted with a timeline that is shorter than the standard if the documented external offer requires a shorter response time.

## Other Related Salary Guidance

### Unit Restructures/Reorganizations:

- Reorganizations will be reviewed in full for appropriateness by UHR.
- All actions must be submitted prior to the start of the review.
- Newly created staff positions must be submitted for review through this process. Administrators should review the duties and assignments of existing employees before creating new positions to determine if a realignment or replacement of responsibilities is more appropriate. New staff positions will not be approved without documented analysis.
- *Note:* reorganizations may require additional review time and therefore may fall outside the 30-day turnaround referenced above. UHR will communicate with the unit if an extended review is required.

### Supplemental Pay Guidelines:

- Supplemental Pay is compensation paid to an employee above the employee's annual base salary and is appropriate only in limited situations. It is customary for an employee to take on additional duties as part of their primary job, typically described as "other duties as assigned" in an employee's contract or position description. UHR and, if applicable, AFA are responsible

for evaluating additional duties to determine if a pay adjustment is appropriate or if the work described falls into the employee's primary role.

- An employee's pay may be supplemented when the employee temporarily assumes additional and special duties outside the employee's current position classification.
- Pay supplement guidelines:
  - Supplements greater than or equal to 10% of the employee's base pay may require USG approval if the supplement could become part of the employee's base salary in the future.
  - Duties within the same discipline must be of a higher-level nature to qualify for a supplement.
  - Duties of the same level or higher outside of the employee's current discipline may qualify for a supplement.
  - Lower-level duties will *not* be considered for supplemental pay for monthly/salaried employees. Hourly employees may receive overtime or compensatory time if the additional duties require more time worked.
  - High volume or heavy workload is *not* a justified reason for increased rate of pay (supplemental or otherwise).
  - Supervisors cannot receive supplements to cover duties of their direct reports for any reason including leaves of absence and/or vacancies.
  - Supplements will not be utilized for reorganization, resulting in a permanent change of duties. The changes will be considered for standard adjustment as appropriate for the change in responsibilities.