

## UGA Staff Internal Offers

The University of Georgia encourages and supports individual growth and advancement for all its staff. One way that growth and advancement may be achieved is through an individual accepting a new position in a different unit within the university. While growth and advancement are encouraged, UGA discourages staff from seeking employment offers with the specific goal of obtaining a retention offer from their home unit.

### Internal Offers:

When considering an internal candidate for an open position, the hiring unit should consider whether the candidate would be: (i) moving to a comparable position, (ii) getting a promotion to a position of increased responsibility, or (iii) moving to a different job with a much different set of responsibilities compared to their current role.

When considering an internal candidate to fill a position that is comparable to their current position (i.e., not a promotion or different job), hiring units are strongly encouraged to consider other qualified candidates. Offers that are lateral may not result in the best growth and advancement outcome for the individual candidate and often result in the home unit making a retention offer, neither of which serve the overall benefit of UGA.

Hiring units should also communicate with UGA Human Resources regarding interest in an internal candidate for guidance in how to structure and navigate a potential offer. This guidance will include when to engage with the candidate's home unit as well as helping the hiring unit to establish an appropriate salary:

- For a candidate moving to a comparable position, any salary increase should be minimal.
- For a promotion, UGA Human Resources can provide guidance on an appropriate increase by assessing the increased responsibilities.
- If the hiring unit wishes to make an offer with a salary increase of 20% or more to an employee in another unit, the hiring unit will work with Human Resources to secure the appropriate pre-approval before an offer can be extended.
  - Pre-approval from the Provost (for units reporting to the Provost) or the Deputy Chief of Staff to the President (for units reporting to the President) must be secured before an offer can be extended.
  - Salary increases of 10% or more, with the resulting salary being above the mid- point and/or over \$100,000, may require additional approval from the University System of Georgia office. Reference: [https://www.usg.edu/policymanual/section8/C245/#p8.3.3\\_intrasystem\\_recruitment](https://www.usg.edu/policymanual/section8/C245/#p8.3.3_intrasystem_recruitment)