

UGA Staff Retention 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.

Retention Offers:

Retention offers from UGA should be rare and unusual, and in all cases, will require approval of the most senior officer – Dean, Vice President – of the unit as well as the AVP of UGA Human Resources.

When considering a retention offer, current position duties, performance, and level of responsibility should be evaluated to determine if a retention offer is appropriate and, if so, whether the amount of salary increase also is appropriate.

In any case, for competing job offers within the university, the retention offer may not exceed the competing offer amount. Additionally, retention offers exceeding 20% of the current employee's salary should be particularly rare and must be justified with a promotion that includes increased job responsibilities (as determined by HR in coordination with unit leadership). An offer of this amount will require additional review and pre-approval of the Provost (for units reporting to the Provost) or the Deputy Chief of Staff to the President (for units reporting directly to the President). Final review and approval will be given by the President. Retention offers placing the employee above mid-point and/or over \$100,000 may require additional approval from the University System of Georgia office.

In all retention offers, written evidence of the competing offer must be provided. Internal equity should also be considered for similar positions/employees.

Salary supplements should not be utilized for retention. It is the policy of the University of Georgia to award salary supplements to those faculty and staff members who are assigned and accept certain special duties that are temporary in nature. Reference: https://policies.uga.edu/Payroll/Employee-Pay/Supplemental_Pay/

IMPORTANT:

Approved increases will be effective at the start of a future pay period. The unit will also follow the normal MSS funding change request process for Combo Codes and their distributions.

Retention Offer Process Steps

- Submit a Staff RSA:
 - The unit will complete the RSA form

- Request Type: Retention
- The unit will collect the necessary signatures for submission.
- The unit will submit the fully signed RSA form through the MSS Ad-hoc Salary request; to include a copy of the offer letter and justification of critical skills impact to the institution.
- The request is submitted with the understanding that the position is mission critical and that all associated funds are available and not required to meet any budget reductions or program redirections.
- Human Resources will review and retain the request until any related supporting documents have been fully reviewed and approved.
- Central HR will be responsible for making the changes to the compensation/pay in the OneUSG System.

Examples:

1. An Administrative Associate with a salary of \$30,000 receives a written offer of \$33,000 to fill the same role for a different department. With approval at the organizational level, the home department can extend a retention offer up to \$33,000, given the 10% increase.
2. An Administrative Associate with a salary of \$30,000 receives a written offer of \$36,000 from a different department. This is for a position with a promotion. A retention offer of \$36,000 (20% above the current salary) could be extended with approvals at the organizational level, Human Resources, the Provost (for units reporting to the Provost), the Deputy Chief of Staff to the President (for units reporting directly to the President), and the President.
3. An Administrative Associate with a salary of \$40,000 receives a written offer of \$50,000 to fill the role of Business Manager with a different department. A retention offer could not be made since this would be a promotion to a different job and the roles/responsibilities are not similar.