

UGA Staff Salary Administration Plan

On January 5, 2018, the University announced its engagement with Korn Ferry Hay Group to complete a review of the current staff salary administration plan. This review was not intended to be a comprehensive salary classification review, instead it was initiated to lay the foundation for more effective administration of staff salaries. The following is a complete list of the recommendations resulting from this review. More specific details will be provided as each of these recommendations are implemented.

Summary of recommendations:

- » Update the University's existing salary structure based on relevant analysis of markets in which UGA competes for talent. Ex. Use the BOR approved peer/aspirant Universities as a benchmark for salary and complete an annual review of the classification salary ranges.
Status: UGA HR will establish new salary ranges based on market data for FY 2020.
- » Evaluate existing job classifications and collapse as appropriate. This will result in the implementation of a salary structure that allows for increased flexibility to utilize the established salary ranges more broadly. (For more information on how this structure will work, please review the recorded version of the OneUSG Job Codes/Classification & UGA Pay Structure presentation.)
Status: This recommendation is completed. Job classifications have been collapsed as appropriate with the implementation of OneUSG Connect, resulting in a new job classification salary range structure with broader salary ranges.
- » Make broader use of the existing salary ranges assigned to staff positions/classifications, allowing managers to approve salaries up to the 50th percentile of the salary range without seeking approval from Human Resources.
Status: UGA HR began using the 50th percentile for salary evaluation in fall of 2018 and is developing criteria which will allow hiring authorities at the Dean and Vice President level to approve salary increases without additional UGA HR approval.
- » Implement a compensation philosophy that better enables the attraction, retention, and promotion of talent in all staff functions, while also working to eliminate pay inequity.
Status: This recommendation is completed. See the [New Compensation Philosophy here](#).
- » Undertake a broad-based staff compensation study across the University to validate current pay positioning relative to market.
Status: UGA HR will complete a compensation study by January 2020 of existing staff and their salaries relative to the market using the peer and benchmark salary criteria recommended by Korn Ferry Hay Group.
- » Evaluate central HR compensation staffing needs and budget impact centrally and locally; implement changes that support the long term strategy.
Status: This recommendation is completed. Additional staff resources have been allocated to the HR compensation team.



- » Eliminate the exception process for geographical differentials.
Status: This recommendation is completed. HR approval is not necessary when a hiring authority requests an appropriate geographic differential based on the analysis provided in the Korn Ferry Hay Group report.
- » Fully analyze high turnover functions where salaries are low relative to market and jobs where loss of institutional knowledge and other critical functions would negatively impact campus; assess specific strategies to address and reduce such turnover.
Status: Turnover data has been analyzed and market data is being prepared to overlay with this data, so a strategy can be developed to address such turnover. Completion of this analysis is expected by June 2019 after stabilization of OneUSG Connect.
- » Use a broader range of communication vehicles to disseminate information to the workforce.
Status: As evidenced by the communication plans for OneSource and OneUSG Connect, Finance & Administration, including HR are employing additional communication methods (i.e. forums and individualized postcards mailed to UGA faculty and staff home addresses) to better disseminate information. HR has increased the number of focus group presentations regarding changes to groups like staff council and ITMF (Information Technology Management Forum). HR will continue to use these methods in the future to expand its communications with staff.
- » Consider reviewing the current staff recognition programs and the opportunity to consistently apply such programs across the University.
Status: Finance & Administration will discuss this recommendation with appropriate university leadership to expand and broaden existing recognition programs and to encourage implementation of similar programs in areas where such programs do not currently exist.
- » Implement a formal HR training program for field HR professionals.
Status: Human Resources is evaluating its training and development programs for HR professionals (i.e. HR Leadership Program Workshops) to develop a certificate program in line with the recommendations from the Korn Ferry Hay Group report.

