

## SECTION 801.05

### Salary Increases

Salary increases are normally made on the basis of merit providing funds are made available from the State appropriation. The decision to increase a person's salary is made after considering his or her record for the previous year as reflected in the performance evaluation and the prevailing salary scale within his or her particular job classification. It should be stressed that salary increases are not automatic.

1. Recommended salary increases are not subject to grievance unless there is a clearly demonstrated intent of discrimination against an employee or class of employees based on any of the protected employment classes.
2. Pay grade adjustments, cost of living increases and equity adjustments which are made to upgrade the salary schedule of the University may occur contingent upon funding availability. Such adjustments cannot be grieved, and in no case will an employee receive less than the merit or other salary consideration recommended by their supervisor.
3. The salary increase policy is administered in the following ways:
  - a. Merit and Cost of Living- Merit is a percent range based on performance. Cost of living is a set figure on all classifications. When authorized these are administered at and under the direction of the System Office of the Board of Regents for the University System of Georgia and become effective at the authorized adjustment date.
  - b. Promotions- The opportunity for a promotion becomes available when:

1. An existing position with a higher pay grade becomes open allowing an employee to apply;
2. Duties with greater responsibility are added to a department and a reclassification request for the existing position is approved with an associated higher pay grade;
3. A new position with a higher pay grade is added to a department and an employee within the department is hired into the position.

#### **4. Acting Assignment**

A temporary pay increase may be given to an employee who is asked to take on the responsibilities of a higher level position for a limited time period until the position can be filled on a permanent basis. Justification for an acting assignment should be submitted in writing to Human Resources and Employee Development for approval. A commitment may not be made to the current employee until the approval is received. The former rate of pay will be re-assigned when the acting assignment is completed.

#### **5. Additional Pay Adjustments**

When there are other factors that warrant additional compensation, the supervisor may with the approval of the Vice President, Cabinet Officer or the Human Resources and Employee Development Department, request an additional pay adjustment by submitting supporting documentation along with the Additional Pay Adjustment Request Form and a Budget Amendment Form to Human Resources and Employee Development. No commitment may be made to an employee until the approval is received.

Some of the situations that can be considered for this increase are:

- a.** Additional responsibilities are assigned to a position but not significant enough to justify a reclassification. This request requires a revised position description along with a letter of justification.
- b.** Market conditions discovered by either a verified external offer to an employee or by a wage and salary market survey performed by Human Resources and Employee Development. Wage and salary market information must be included in the supporting documentation.
- c.** Completion of specialized education or training or experience adds productivity or capability to the completion of duties and was not considered in the initial rate of pay or the merit increase process. Verification of completion must be included along with letter of justification explaining how this enhances the duties of the position.
- d.** Human Resources and Employee Development has determined that salary compression (where the salaries of employees are too close together) or inversion (when newly hired employees are paid more than the senior employee) has caused a pay disparity. Salary data must be attached with explanation.
- e.** An increase can be requested for superior performance, including both quality and/or quantity of work performed, that was not considered in the merit increase process. Letter of justification, with explanation must be attached.

For additional information see Compensation Policy: [Classified Personnel](#)