UNIVERSITY OF GEORGIA
SALARY INCREASE GUIDELINES
FISCAL YEAR 2022

The following represents salary increase guidelines to be followed by all University of Georgia units and for **ALL** fund sources.

Recommended salary increases must remain confidential until approved through the University administrative process. No salaries will be official until final budgetary approval has been received from the Board of Regents.

PERFORMANCE EVALUATIONS

This year, as has been the case in the past, there must be on record in your office a written performance evaluation for all personnel.

Staff: Each classified staff member must have received a written performance evaluation in accordance with the Performance Assessment of Staff Employees policy http://www.policies.uga.edu/FA/nodes/view/1142/Performance-Assessment-of-Staff-Employees

Faculty: Faculty members, regardless of responsibility, must receive a written annual performance evaluation. UGA Academic Affairs Policy 1.06-1 – http://provost.uga.edu/index.php/policies/academic-affairs-policy-manual/1-06-evaluation

GENERAL GUIDELINES

The Board of Regents' 2022 Salary and Wage Administration guidance does not authorize the University System of Georgia institutions to provide merit-based salary increases. **Thus, no merit-based salary increases shall be granted to University of Georgia employees for FY 2022.**

1) As outlined in the UGA Pay Plan, as of July 1, 2021, the minimum hiring rate (MHR) will increase to $26,175.
   a) Any regular, benefit-eligible (current or future) employee will have a full-time equivalent salary of at least $26,175 ($12.58 per hour).

2) UGA will also be increasing all regular, benefit-eligible staff salaries as outlined below:
   a) Staff earning less than $26,175 will receive a 4% increase;
   b) Staff earning between $26,176 and $28,175 will receive a 3% increase;
   c) Staff earning between $28,176 and $30,175 will receive a 2% increase; and
   d) Staff earning between $30,176 and $32,175 will receive a 1% increase.

3) UGA has also established a minimum hourly rate of $11.00 per hour for non-benefits-eligible, part-time staff and a minimum of $9.00 per hour for student employees. These minimum rates will go into effect July 1, 2021.

4) The base graduate assistantship rate will increase by 4**.0%**. Units should follow the graduate assistantship salary rate schedule effective July 1, 2021 as published by the Graduate School.

FUNDING GUIDELINES

1) UGA is directing additional funds in its FY 2022 budget to increase its minimum hiring rate to $26,175 on July 1, 2021. Any units that have employees paid on General funds in FY 2021 with a full-time equivalent salary less than $26,175 will receive an allocation to adjust those salaries up to the new minimum hiring rate, including the compression adjustments noted above with staff earning up to $32,175.
   a) Any units that have non-benefit-eligible, part-time staff or student employees paid on general funds will receive an allocation to adjust these wages up to the new hourly minimums of $11.00 per hour for non-benefit-eligible, part-time staff and $9.00 per hour for student employees.

2) Additional FY 2022 Resident Instruction general funds are also included on the FY 2022 Allocation Sheets to increase graduate assistantship rates by **3.0% and units are required to fund the additional 1% from existing resources for a total of 4%**. Units, at their discretion, can raise their portion of the stipend increase to greater than 1% but must first clearly document and receive approval for how this additional increase will be funded without adversely impacting the instructional mission. Requests for approval should be sent to Toni Rogers, AVP for Academic Fiscal Affairs at trogers@uga.edu.

   For assistantships supported through externally awarded grants and contracts, faculty principal investigators should fund the full 4% increase through existing awards; if it is impossible to support any or all of the increase because of grant restrictions or available funding, the University can offer temporary assistance to help fund the stipend adjustment.

   The new fiscal year 2022 full time base rates are below:

   Master student graduate assistants: $54,500
   Doctoral student graduate assistants: $58,900.

SALARY INCREASE EFFECTIVE DATES

Salary increases for employees paid on the academic payroll will go into effect in August 2021. Salary increases (excluding promotions and reclassifications) for fiscal year employees paid on the monthly, salaried bi-weekly and hourly payrolls will go into effect July 1, 2021.

CLASSIFIED STAFF

Classified Staff Salary Ranges

The University of Georgia Staff Compensation (Pay) Plan will be used in the preparation of the FY 2022 budget. While the annual minimum salary level will be increased to $26,175 on July 1, 2021, no other adjustments are anticipated to be made to the annual minimum and maximum pay ranges for classified positions during budget planning and salary setting. Salaries will be allowed to exceed the top of the pay range established in the pay plan.

The University is also allocating funding to ensure that all non-benefits-eligible, part-time staff are earning a minimum of $11.00 per hour and that all student employees are earning a minimum of $9.00 per hour.

Other Classified Staff Salary Issues
Salary adjustment requests to address issues such as retention, promotion, reclassification, competitive offer, internal equity, etc. must be submitted to University Human Resources as part of existing administrative processes already in place for such requests.

Staff Salary Compression and Inversion (SCI)
UGA is directing additional funding in its FY 2022 budget to help further address staff salary compression issues. This funding is being allocated at the request of the President as a recommendation from the recent external review of the salary administration plan for staff and as a result of increasing the Minimum Hiring Rate. After budget development and salary setting, UGA Human Resources will work with the Deans and Vice Presidents to confirm individual calculations for a limited number of regular, benefits-eligible staff who are at the lowest end of the pay scale. Final details of this program are still being coordinated with USG including staff eligibility.

These funds will be allocated to UGA's Resident Instruction and B Unit budgets after this confirmation; therefore, the funds will not be allocated during budget development but will be allocated in time for these adjustments to be applied to the individuals' salaries effective on July 1, 2021. Auxiliary and other non-general fund operations must provide the funds to provide SCI increases for staff within these operations. More information on the calculation and how staff will be identified will be shared after budget development and salary setting.

FACULTY

Faculty Promotions
Promotional salary adjustments will go into effect with the corresponding academic and fiscal contract date(s). For FY 2022, funds are being provided to award promotional salary increases as follows:

1. $7,000 for tenured faculty being promoted to Professor.
2. $6,000 for tenure-track and tenured faculty being promoted to Associate Professor.
3. $4,000 for lecturers being promoted to Senior Lecturer.
4. $7,000 for promotion to Sr. Public Service Associate.
5. $6,000 for promotion to Public Service Associate.
6. $4,000 for promotion to Librarian IV.
7. $3,000 for promotion to Librarian III.
8. $2,000 for promotion to Librarian II.

Faculty Salary Compression and Retention Funding
UGA is directing additional funding in its FY 2022 budget to assist with the institution's commitment to increase the competitiveness of UGA faculty salaries. The Office of the Provost will provide Deans and Academic Vice Presidents with detailed instructions on developing faculty compression, market-based adjustments, and retention proposals for the President and Provost to consider.

These proposals are limited to faculty who are an imminent retention risk and whose potential departure would be particularly detrimental to the University and who have provided outstanding support to the institution during the pandemic.