Board of Regents
Salary Administration Policy

All-Campus Communication
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Connection to Strategic Plan

The University of West Georgia aspires to be the best comprehensive university in America – sought after as the best place to work, learn, and succeed!

- UWG Core Values: Achievement, Caring, Collaboration, Inclusiveness, Innovation, Integrity, Sustainability, Wisdom

- UWG Strategic Plan Connection
  - SI-4: Operational success
    - Effectiveness
    - Sustainability
Agenda

• BOR Salary Policy Summary
• Key Points
  • Cumulative Increase
  • Increase Eligibility
  • Approval Process
  • New Position
• Quarterly Processing
• Questions
BOR Salary Policy Summary

- BOR Policy 8.2.24 Policy on Salary Administration and Incentive Rewards Program
  - BOR Policy 8.2.24
  - Effective October 1, 2017
  - Applies to Faculty and Staff

- BOR HR Administrative Practice Manual (HRAP): Salary Increase Administration Process
  - BOR HR Salary Admin Process
BOR Salary Policy Summary

• Cumulative fiscal year adjustments greater than or equal to 10% above the USG’s annual salary and wage guidance require advanced approval by the Chancellor other than instances indicated.

• The following salary increases greater than or equal to ten percent above the USG’s annual salary and wage guidance do not require the Chancellor’s approval:
  • Results in a salary below $100,000.
  • Is a promotional increase at or below the mid-point of the salary grade for the new job classification.
  • Is for a faculty member moving into an administrative role, in which the salary will convert from a nine month salary to 12 month salary, as long as the institution has a consistent formula for faculty administrative appointment salary rate conversions.
Cumulative fiscal year adjustments greater than or equal to 10% above the USG’s annual salary and wage guidance require advanced approval by the Chancellor other than instances indicated.

- Cumulative: total of all pay adjustments
- Fiscal Year: July 1 through June 30
- Pay increases are dependent on available funding
BOR Salary Policy Summary

Cumulative fiscal year adjustments greater than or equal to 10% above the USG’s annual salary and wage guidance require advanced approval by the Chancellor other than instances indicated.

- Maximum merit amount is communicated by the BOR each year
- Threshold per BOR policy may change annually
Cumulative fiscal year adjustments greater than or equal to 10% above the USG’s annual salary and wage guidance require advanced approval by the Chancellor other than instances indicated.

- Pay increases must not be communicated until fully approved
- Effective date of change = first day of the pay period following full approval
- Chancellor requests 30 days to review
  - Expedited approval can be requested
Cumulative fiscal year adjustments greater than or equal to 10% above the USG’s annual salary and wage guidance require advanced approval by the Chancellor other than instances indicated.

- Chancellor approval NOT required if:
  - [The proposed increase] Results in a salary below $100,000.
  - Is a promotional increase at or below the mid-point of the salary grade for the new job classification.
  - Is for a faculty member moving into an administrative role, in which the salary will convert from a nine month salary to 12 month salary, as long as the institution has a consistent formula for faculty administrative appointment salary rate conversions.
Key Point – UWG Approval

• As defined in the BOR Policy, any increase above the threshold requires the President’s (or designee’s) approval even if Chancellor approval is not required

  • Designee: Chief Business Officer
  • FY19 threshold = 14%

  (14% specified by BOR this fiscal year)
Key Point – Cumulative Increase

- Merit
- Equity
- Market Adjustment
- Reclassification
- Promotion
- New Position
- In-Range Adjustment
- Retention

Pay changes included when calculating the Cumulative Fiscal Year Increase.
Key Point – Cumulative Increase

Pay changes generally excluded when calculating the Cumulative Fiscal Year Increase.

- Transfer between institutions
- Summer/Overload Pay (Faculty)
- Conversion to 12-month position
  - i.e., 9- or 10- to 12-month position
- Part-Time to Full-Time
- Temporary Assignment
- Promotional Increase
  - up to the new pay grade midpoint
Key Point – Definitions

• As defined in the BOR Policy, two commonly used terms at UWG have changed:

  • Retention = In-Range Adjustment
  • Counter Offer = Retention
# Key Point – Eligibility for Increase

## BOR Procedure

<table>
<thead>
<tr>
<th>Eligibility Requirements</th>
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<tbody>
<tr>
<td>Successful completion of 6-month probationary period in current role</td>
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<tr>
<td>Received a “Meets Expectations” or better rating on the most recent performance review</td>
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<tr>
<td>Have no active or formal disciplinary actions</td>
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Key Point - Approval Process

**Dept**
- Manager/HR consult on pay increase calculation
- Manager prepares justification for request and obtains departmental approvals

**HR**
- Class & Comp Analyst prepares internal & external equity summary

**UWG**
- Institution approvals: Divisional VP; CHRO; CBO; President
- Submits request to BOR

**BOR**
- Reviews request & informs UWG HR of decision
- Minimum 30 Days; can request expedited

**Dept**
- HRBP communicates decision to Manager
- Manager communicates to Employee
Key Point – New Position
Two primary considerations for determining whether Chancellor approval is required:

- **Annual Threshold**
  - Fiscal Year maximum merit specified by the BOR + 10%

- **New Pay Grade Minimum**
  - **Staff:** The aspirational minimum is considered for purposes of evaluating BOR approval requirement
    - If the new position is in the same pay grade as the employee’s former position, only the threshold criteria applies
  - **Faculty:** Target percent of median per CIP code used as the guideline for promotional positions
  - **Administrative Faculty:** If the combined salary plus stipend exceeds 10% of market data median for the role
Quarterly Reporting to USG

- Reporting prepared and submitted by HR:
  - Institution Name
  - Employee Name
  - Current job title, pay grade range (min, mid, max), and salary
  - New job title, pay grade range (min, mid, max), and salary
  - Internal median salary for the job classification
  - External (validated) market midpoint salary for the job classification (as applicable)
  - Reason for increase (promotion, reclassification, equity adjustment)
  - Summary HR Analysis and justification for increase to include relevant factors (i.e. employee credentials in comparison to minimum qualifications, internal equity considerations)
In-Range Adjustments and Reclassifications Only

- In-Range Adjustment = Scope or Duties Modification \((\text{same pay grade})\)
- Blackout in Q3 – no requests processed
- Example:
  - Manager wants to reclassify a position; must submit the request by the end of April for an effective date in July
  - May and June are used for review and approval processes
For questions or clarification, contact Human Resources