



MEMORANDUM

TO: Deans, Vice Presidents/Provosts, and Major Unit Heads

FROM: G. P. "Bud" Peterson, President 

DATE: April 20, 2017

RE: Salary Adjustment Plans for Fiscal Year 2018

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The Board of Regents (BOR) approved the Fiscal Year 2018 Budget at its meeting this Tuesday, April 18, 2017. The approved budget includes a provision for limited merit-based, pay increases for state employees. Per the guidance provided by the BOR, these increases are intended to provide faculty and staff with "merit-based pay adjustments and employee recruitment and retention initiatives." As a result, salary increases must be awarded solely on merit, ranging from 0% to 4%, and no across-the-board increases will be permitted. In addition, any increases exceeding 4% will require approval by the Office of the President prior to submission to the Chancellor.

Pay increases must be based on employee performance as determined by the 2016 performance appraisals and within each unit, a minimum of 25% of all employees should receive an increase ranging from 0% to 1%.

Funding allocations for raises from state and other Georgia Tech sources will be provided to divisions for employees funded through Resident Instruction/General Operations (RI/Gen Ops) budgets based on the funding provided by the State. *Equivalent pay adjustments for all other employees shall be covered through the respective funding sources for those individuals.*

**Please do not communicate any information regarding individual increases until you have been notified of final approval by Georgia Tech Human Resources (GTHR), as all increases will be reviewed at the Institute-level prior to submission and approval by the Chancellor and BOR.**

Merit pay adjustment requests are due to the Office of Institute Budget Planning and Administration by Tuesday, April 25. This has been communicated to all unit budget directors during the last week. I regret the short timeframe for these recommendations, but we must have this information quickly in order to meet the Board of Regents' schedule and to enact the increases by July 1. I thank you in advance for your oversight of this important process that allows us to reward our high performing employees. Detailed information regarding merit increases is available on the Budget Office's budget development webpage – ["FY 2018 Salary and Wage Administration Policy."](#)

Please direct any salary adjustment questions to Georgia Tech Human Resources and/or your HR Business Partner, and any questions on budget allocations to the Budget Office.