



M E M O R A N D U M

TO: Deans, Vice Presidents/Provosts, and Major Unit Heads
FROM: G. P. "Bud" Peterson, President 
DATE: April 19, 2019
SUBJECT: Merit Salary Increase Process for Fiscal Year 2020

The approved Fiscal Year 2020 State Budget includes a provision for limited merit-based pay increases. Per guidance approved by the Board of Regents (BOR) at its April 16, 2019 meeting, these increases are intended to provide faculty and staff with "merit-based pay adjustments and employee recruitment and retention initiatives." Salary increases must be awarded solely on merit, ranging from 0% to 4%. The established salary pool for merit may not exceed 2%. Across-the-board increases are not permitted. Additionally, there will be **no exceptions** allowed for merit increases outside this range.

For Georgia Tech, salary raises must be based on employee performance as determined by the recent 2018 calendar year performance appraisals.

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 equivalent to the funding provided by the State, as described in the accompanying guidelines. *Equivalent pay adjustments for all other employees shall be covered through the respective funding sources for those individuals and are subject to the same policy requirements noted above.*

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 by the Office of the President and then by the BOR.

Thank you in advance for your careful oversight of this important process to reward our high performing employees. Please direct salary adjustment guideline questions to GTHR and HR Business Partners and direct questions on budget allocations to the Budget Office. In addition to the attached guidelines, more detailed information is available on the Budget Office's FY 2020 [Budget Development webpage](#) and available from GTHR at [GTHR Managers webpage](#).