

## **Fiscal Year 2019**

### **Salary and Wage Administration Guidelines**

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Fiscal year 2019 state appropriations for the University System of Georgia did not include funding for merit-based pay adjustments. However, institutions are permitted to create a merit pool up to 2 percent using internal resources to provide salary increases to employees. Salary increases shall be awarded solely on merit, ranging from 0 percent to 4 percent. Institution presidents are permitted to narrow the range but may not exceed the range. All merit increases provided for fiscal year 2019 will be effective January 1, 2019.

Institutions are not required to establish a merit pool in FY 2019. Institutions providing merit increases are required to develop a merit increase matrix demonstrating reasonable distribution based on employee performance contributions. Across-the-board increases are not permitted. Institutions are not permitted to award any merit increase exceeding 4 percent.

Additionally, institutions will need to identify appropriate sources to fund salary adjustments related to promotions or position reclassifications, adjustments for targeted populations or adjustments to address market and compression issues. These salary adjustments must be supported by appropriate documentation (e.g., market analysis or internal salary studies) and must be in compliance with Board of Regents Policy 8.2.24 Policy on Salary Administration and Incentive Rewards Program. These salary adjustments may be effective July 1, 2018.

Employees covered from other fund sources such as sponsored funds and auxiliary funds will be subject to the same guidelines noted above and must be paid from the corresponding fund source rather than state funds.