

Base salary + 15% flexibility for classified salaries

The Business Services Advisory Group (BSAG) has recommended a change to provide additional flexibility in managing classified staff salaries up to base salary + 15%. This change is effective immediately.

This new flexibility is designed to allow units to hire employees within existing rules (base salary + 15%) but also allow units to move the employee between base salary and the base salary + 15% range within the first six months of employment without the need for additional approval. This same authority will apply to positions with an entry maximum that exceeds base + 15%, allowing movement up to the entry maximum figure. Units should continue to request approval from Human Resources to pay salaries that exceed the maximum entry salary. This initiative allows for reduced paperwork and coordination time and provides flexibility to supervisors and incentives to employees.

Please refer to UGA's Finance and Administration Policy Library <http://policies.uga.edu/FA/nodes/view/1199/Startin-Salaries-for-Staff-Positions> for the policy statement and instructions for processing personnel documents under this authority.

If you have any questions about this new process, please contact Lynn Burt in Human Resources at lburt@uga.edu or (706)542-2222. If you have any questions about preparing a personnel document for these transactions please contact the Budget Office at (706)542-2802.