11.2.2 Employee Positions

Policy Statement
Pursuant to the policies of the University System of Georgia, The University of Georgia shall prepare an operating budget for educational and general activities and an operating budget for auxiliary enterprises for the institution for each fiscal year within the limit of funds allocated plus estimated internal income of the institution. This includes the employment of individuals in executive, professional, administrative, staff and academic positions.

Reason for policy
The University of Georgia budget is designed as a comprehensive fiscal plan for implementing its mission as a land-grant and sea-grant University with statewide commitments and responsibilities, as the State's oldest, most comprehensive, and most diversified institution of higher education. Our motto, "to teach, to serve, and to inquire into the nature of things," reflects the University's integral and unique role in the conservation and enhancement of the State's and Nation's intellectual, cultural, and environmental heritage. The implied values of the budget as a comprehensive fiscal plan for the institution include accountability, efficiency and efficacy.

Procedures
There are no procedures associated with this policy.

Forms/Instructions
Extra Compensation Form

Additional contacts
Policy Contact: Budget Office
Phone Number: 706-542-2802
Email: budgets@uga.edu

Policy definitions
The University of Georgia adheres to the definitions offered by the Board of Regents of the University System of Georgia.

Types of Employees
(For detail information about this topic please see the Human Resources policies: http://www.policies.uga.edu/FA/nodes/view/1120/Types-of-Employment)

Salary Increases and Adjustments may occur within the policies of the University of Georgia and may be annual merit increases, promotional increases or reclassifications, administrative adjustments, or for other purposes. These changes affect the budget of the unit requiring appropriate budgetary action.

I. Annual Merit Increases: Each year, the Board of Regents Office of Fiscal Affairs will issue a salary administration statement that provides guidelines for awarding salary increases for that fiscal year. Merit increases are normally authorized at the beginning of a fiscal year and are subject to salary limitations and guidelines established each fiscal year. Annual salary increases are merit-based, reflecting each employee’s performance as evaluated by his/her supervisor. Merit increases will generally be distributed on a percentage basis around the average percentage increase as provided for by state appropriations. Merit salary increases that exceed the range established by the salary administration statement must be documented on an individual basis. Additionally, and subject to Board policy, institutions may make salary increases for promotions and
reclassifications or to address issues of salary inequities, subject to the availability of funds. See BOR Policy Manual regarding Compensation Policy.

II. Promotional Increases/Reclassifications: When an employee is promoted or reclassified to a position in a higher classification, the employee will normally be awarded a promotional/reclassification increase. Determinations of the actual increase should consider relevant factors such as internal pay relationships and the individual's qualifications and experience for the position. Promotional and reclassification increases are subject to availability of funding.

III. Administrative Adjustments: In order to correct an administrative oversight, and subject to funding availability, the Director of Human Resources or his/her designee may approve a corrective adjustment to an employee's rate of pay.

IV. Changes to Legislative Appropriations: The Board receives an annual appropriation from the General Assembly for all phases of its operations. This appropriation may be increased or decreased by the Legislature or the Governor during the period of any fiscal year. Expenditures for operation of the University System are therefore necessarily contingent upon legislative appropriations. In the event that the General Assembly or the Governor at any time reduces the amount of funds appropriated to the Board, the compensation of all employees and other operating expenses may as a consequence be correspondingly reduced. It shall, however, be the intent of the Board to maintain current salary commitments in so far as possible to every employee, and the Board will exert its composite influence and best efforts to that end.

Extra Compensation for faculty and staff - In accordance with Board of Regents policy, extra compensation may be paid to faculty and exempt University staff for participating in appropriate University instructional, research, or service activities when all four of the following conditions are met:

I. The work is carried in addition to a normal full load;
II. No qualified person is available to carry the work as part of his/her normal load;
III. The work produces sufficient income to be self-supporting;
IV. The additional duties are not so heavy as to interfere with the performance of regular duties.

When extra compensation is paid, it shall be in line with compensation paid for performance of the employee's normal duties. Prior to scheduling work for which extra compensation could possibly be paid to University faculty and exempt staff employees, approval must be obtained in writing by completing the form available through Human Resources for this purpose.

Limitation of Summer Faculty Pay A faculty member teaching on an academic (9 month) contract may receive payment for teaching summer school sessions in addition to the payment received for the academic (9 month) contract. The payment for teaching summer session classes may not exceed 33 1/3% of the previous academic (9 month) contract. For more information contact the Payroll Office.

Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration
Responsible University Administrator: Associate Vice President for University Business and Accounting Services
Policy Owner: Budget Division
Policy Contact: Budget Office
Phone Number: 706-542-2802
Email: budgets@uga.edu

Record Retention

Description: This series includes: operating budget expense by categories and functions report; estimated gifts, grants, contracts and clearing account summary report; student fee income and application of funds report; statewide public service source and application of funds; other reports specified by the Chancellor's Office; and institutional budget preparation instructions.

Retention: Annual operating budget: PERMANENT; All other records: 7 years.

Policy Appendices
There are no appendices associated with this policy.

FAQs
There are no FAQs associated with this policy.

Related information
See the University System of Georgia Board of Regents Business Procedures Manual for Original Budget:

http://www.usg.edu/business_procedures_manual/section8/manual/8.5_original_budget
See the University System of Georgia Board of Regents Policy Manual for additional details about operating budget policies and budget amendment policies:

BOR Policy Manual
See the University System of Georgia Board of Regents Business Procedures Manual for additional details about operating budget processes and budget amendment processes:

http://www.usg.edu/business_procedures_manual/
See the University System of Georgia Board of Regents Records Management and Archives for additional details about records retention:

http://www.usg.edu/records_management/

Policy Dates
Effective Date:

Date Last Updated: 06/08/2016

Date of Last Review:

Date of Approval:

Previous Version of Policy: