



5.1.1 Annual Salary Adjustments

Policy Statement

Whenever funds for salary increases are made available by the Central Office of the Board of Regents, Human Resources shall make recommendations concerning adjustments in pay ranges for certain classifications. Budgetary unit heads shall then make recommendations for salary adjustments or increases for individual employees within the ranges provided for the employee's classification. All such adjustments are contingent upon the availability of funds.

Reason for policy

The progression of an employee within a pay range shall be dependent primarily on the work performed of that employee as well as the availability of funds.

Forms/Instructions

[UGA Pay Plan](#)

[Request for Salary Action form](#)

Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: Associate Vice President for Human Resources

Policy Owner: hrweb@uga.edu

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Policy Dates

Date Last Updated: 07/24/2018