



## 11.2.2.2 Staff

### 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

There are no forms associated with this policy.

### Additional contacts

Policy Contact: Budget Office

Phone Number: 706-542-2802

Email: [budgets@uga.edu](mailto: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.

**Classified Employees** shall consist of the professional and administrative employees and staff defined as follows:

- I. Professional and Administrative Employees are employees who are exempt from the Federal Wage-Hour provisions of the Fair Labor Standards Act (FLSA) because of their professional or administrative responsibilities, and who are not identified as faculty or graduate assistants, shall be designated as Professional and Administrative Employees.
- II. Staff are employees who are not exempt from the Federal Wage-Hour provisions of the Fair Labor Standards Act (FLSA) shall be designated as staff.

**Types of Employment** are defined by Human Resources as follows:

- I. Regular - Regular positions are expected to exceed 6 months in duration on a continuous basis. Individuals working in regular, line-item positions have the possibility of becoming partially or fully benefits eligible if the cumulative total of their regular positions equals a minimum of 50% work time.
- II. Partial Year - At the discretion of the employing unit and with the approval of Human Resources, certain regular classified positions may be identified as partial-year in nature. Partial-year positions allow employing units the

flexibility of full staffing during peak workload periods and reduced staffing during diminished workload periods while providing continuity of employment for persons employed in these positions.

- A. Partial-year positions must have inclusive employment dates covering at least nine but less than twelve calendar months and must be at least one-half time. Individuals employed in partial-year positions are considered regular employees and have the same rights and privileges as other classified employees during their partial-year employment period.
  - B. Due to the nature of partial-year employment, however, some differences do exist. During the partial-year leave period, the employee may elect to retain his or her insurance coverage by making the appropriate premium payments to the Employee Benefits Department prior to the last working day of the partial-year employment period.
  - C. Partial-year employees are not eligible for holiday pay for those holidays occurring during the designated leave period, nor are they eligible to receive unemployment compensation benefits during this period (Additional instructions are available on the [Partial-Year Employment Agreement form](#)).
- III. Temporary - Temporary positions (either full or part-time) are not expected to exceed 6 months in duration. Temporary positions can be extended for an additional 6 months (for up to a 12-month period) with approval from HR. Temporary employment cannot be extended beyond 12 months without a 30-day break in service during each 12-month segment of service. If a department does not provide a break in service at the 12-month mark, the employee must be put in a regular, line-item position. Individuals working only in temporary positions are not benefits eligible.
- IV. Student - To use the student employment type (STUWK, WKSTY, GTA, GTAD, GTAM, GBLA, GRA, GRAD, GRAM, GLA, GLAD, GLAM, GA, GAD, GAM), classes must be in session (exceptions: during fall and spring academic breaks) and the student employee must:
- A. Be enrolled in and actively attending classes on at least a half-time basis at a University System of Georgia institution during the employment period (to determine half-time student status as it applies to undergraduate, graduate, and professional students, contact the Registrar's Office or view the Registrar's determination of enrollment status) and
  - B. Work no more than 20 hours per work week
  - C. Graduate students on assistantships and meeting the above criteria are included in the student employment type. Independent study classes do not qualify the employee to be classified as a student employee. Employees classified in the student employee type are not eligible for staff benefits, FICA, or Georgia Defined Contribution Plan (GDGP).

**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.

For additional information see Human Resources Policy: <http://www.policies.uga.edu/FA/nodes/view/1120/Types-of-Employment>

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#### Responsibilities

**Responsible University Senior Administrator:** Vice President for Finance & Administration

**Responsible University Administrator:** Associate Vice President - Finance Division

**Policy Owner:** Budget Division

**Policy Contact:** University Budget Office

**Phone Number:** 706-542-2802

**Email:** [budgets@uga.edu](mailto:budgets@uga.edu)

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#### 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.

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#### Policy Appendices

There are no appendices associated with this policy.

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#### FAQs

There are no FAQs associated with this policy.

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#### 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](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/](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/](http://www.usg.edu/records_management/)

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#### Policy Dates

Effective Date:

Date Last Updated: 04/25/2017

Date of Last Review:

Date of Approval:

Previous Version of Policy: