Starting Salaries for Staff Positions

Policy Statement

The salary of a new employee in the University System shall normally be at the beginning salary range level for the classification or position to which the person is appointed. The Chief Human Resource Officer at an institution has the discretion to approve a higher salary level with appropriate review and justification. In addition, pursuant to the Policy on Position Classification, institutions are authorized to develop and administer wage and salary administration programs that may allow the salary of a new employee to exceed the beginning of the salary range. This policy ensures consistency in compensation practices among institutions of the University System while affording the appropriate level of flexibility needed at the institutional level.

Refer to USG’s Policy:
USG Entrance Salary Policy

UGA Procedures

Starting salaries for staff positions are set forth in the UGA Pay Plan maintained for all staff position titles. Exceptions above the salary range midpoint may be authorized by Human Resources. All exceptions of this nature must be approved in writing by Human Resources before an offer is made.

Record Retention

Refer to USG’s Retention schedule:
USG Records Schedules

Related information

HRAP Wage and Salary Administration Policy

UGA Compensation

UGA Staff Pay Plan

Responsibilities
Responsible University Senior Administrator: Vice President for Finance & Administration
Responsible University Administrator: Senior Associate Vice President for Human Resources
Policy Owner: University Human Resources, Compensation
Policy Contact: Senior Director, HR Administration and Compensation

Contact Information: HRWeb@uga.edu or (706) 542-2222

Policy Dates
Effective Date: 7/17/2023
Date Last Updated: 05/31/2023