

Salary Increase Administration Process

POLICY ON SALARY INCREASE ADMINISTRATION PROCESS

HUMAN RESOURCES RESPONSIBLE OFFICE USG HUMAN RESOU

Request for approval by the Chancellor may be submitted to the USG Office of Human Resources via the online Advanced Salary Increase request form.

Exceptions to System Office Approval. Advanced salary increases that meet the criteria below do not require the Chancellor's approval.

- If the cumulative Fiscal Year adjustment is less than 10%, it does not need the Chancellor's approval.
- If the cumulative Fiscal Year adjustment is equal to or greater than 10% but results in a salary below \$125,000, it does not need the Chancellor's approval.
- If the increase is equal to or greater than 10% and results in a salary over \$125,000, but is the result of a competitive recruitment and selection of an internal candidate, or is a promotional increase, and the recommended salary meets the following criteria:
 - The resulting salary is at or below the midpoint of the pay grade of the new job classification, it does not need the Chancellor's approval.
 - For non-pay grade jobs, the recommended salary is at or below the market median (50th percentile) of the new job classification, it does not need the Chancellor's approval. The salary survey source must meet regulatory and industry standards and be approved by the Institutions Office of Human Resources (i.e., CUPA HR Salary Survey Data for Faculty and Staff).
- Is for a faculty member moving into an administrative role, in which the salary will convert from a nine-month salary to twelve-month salary if the Institution has a consistent formula for faculty administrative appointment - salary rate conversions. Faculty rate conversions that do not meet the standard process will require additional approval from the Chancellor. Faculty Adjustments must comply with 8.3.12.2 Criteria for Determining Salaries for a Fiscal Year Administrative Employee Returning to an Academic Appointment as a Faculty Member.

Example: An employee is offered a new position in a new pay grade with a minimum of \$100,000, a midpoint of \$130,000 and a maximum of \$175,000. The employee's current salary is \$110,000. The department requests a salary of \$126,500. This is a salary increase of 15 percent and exceeds \$125,000 but does not require advance approval because it is below the pay grade midpoint. This same employee counters with a salary of \$132,000. This is a salary increase of 20 percent, exceeds \$125,000 and exceeds the salary midpoint so the Chancellor's approval is required.

ASI Presidential Approval

ASI adjustments that are more than 10% and meet one of the exception criteria above that do not require the Chancellor's approval, must instead be approved by the President or their designee. Such adjustments will be audited on a periodic basis for compliance purposes.

Each Institution shall establish procedures to implement this policy.

Changes to Legislative Appropriations

The Board receives an annual appropriation from the General Assembly for all phases of its operations.

