

# Wage and Salary Administration Policy

## CITATION REFERENCE

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## Policy Statement

To provide institutions with the authority to develop and administer a wage and salary administration program and to ensure fair and equitable pay.

The University System of Georgia recognizes the importance of employees' contribution of the System and its member's institutions. Therefore, the USG authorizes institutions to develop and administer wage and salary administration programs to ensure fair and equitable pay among their employees. Such a program shall provide guidance on an employee's salary at the time of hire, performance based increases, and other salary adjustments when necessary and warranted. Such a program will also recognize that all salaries are subject to budgetary authorization and funding limitations.

## Applicability

All units of the University System of Georgia are covered by this policy.

## Who Should Read This Policy

All employees within the University System of Georgia should be aware of this policy.

## Definitions

x None

## Process and Procedures

The University System of Georgia authorizes institutions to develop and administer wage and salary administration programs to ensure fair and equitable pay among their employees. Such a program shall provide guidance on an employee's salary at the time of hire, performance based increases, and other salary adjustments when necessary and warranted. Such a program will also recognize that all salaries are subject to budgetary authorization and funding limitations.

HUMAN RESOURCES ADMINISTRATIVE MANUAL  
CLASSIFICATION, COMPENSATION, AND PAYROLL ADMINISTRATION POLICY