



UNIVERSITY SYSTEM  
OF GEORGIA

# Wage and Salary Administration Policy

## CITATION REFERENCE

|                           |                                       |
|---------------------------|---------------------------------------|
| <b>OFFICIAL TITLE</b>     | WAGE AND SALARY ADMINISTRATION POLICY |
| <b>VOLUME</b>             | HUMAN RESOURCES                       |
| <b>RESPONSIBLE OFFICE</b> | USG HUMAN RESOURCES OFFICE            |
| <b>ORIGINALLY ISSUED</b>  |                                       |
| <b>REVISED</b>            | DECEMBER 2007                         |

## 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 to the mission 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

- 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: WAGE AND SALARY ADMINISTRATION POLICY**

Each institution’s compensation policies and procedures should be designed to assist in creating an environment which will:

- Attract, develop, retain, and reward high quality employees at all levels of responsibility
- Provide the foundation for internal equity through consistent application of job evaluation, position evaluation, and pay programs,
- Ensure pay is competitive with the prevailing rates for similar employment in the labor markets,
- Comply with all applicable state and federal laws and regulations.

Institutional compensation plans must be approved by the president or designee and developed in consultation with the institution’s chief human resources officer and chief business officer. USG employees shall be paid exclusively by the USG institution(s) from state appropriations and/or other appropriate fund sources held by the institution for work performed on behalf of their USG position.

Each institution should establish procedures to implement this policy.

**Responsible Parties and Contact Information**

| <b>Party</b>                                      | <b>Responsibility</b>  | <b>Phone/Email/URL</b>   |
|---|--|--|
| <b>Vice Chancellor for Human Resources, USG</b>   | Maintain policy, ensure compliance with policy, and provide guidance to institution human resources officers on best practices, monitor for consistency. | 404-962-3235<br><a href="mailto:usg-hr@usg.edu">usg-hr@usg.edu</a> |
| <b>Institution Chief Human Resources Officers</b> | Develop institutional program to ensure fair and equitable pay among employees while also supporting recruitment and retention of a talented workforce.  | See University System<br><a href="#">HR Officer Listing</a>        |

**Appendices (Internal Documents, Forms and Web Links)**

- [BOR 8.2.24](#)

**Related Documents and Resources (External)**

- None

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