

## Medical College of Georgia FY2009 Salary Administration Guidelines

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The current State of Georgia budget proposal for Fiscal Year 2009 includes funding for salary increases for state employees. Current projections are that the merit increase pool will be 2.5% of current state funding for filled positions. Therefore, MCG will support merit increases for employees that are based on a current performance appraisal rating. A range of 0% to 6% will be allowed. Any increase over 6 % will require a written justification that must be approved through appropriate channels and submitted with a department or school's FY09 budget to the Office of Budget, Planning, and Analysis for final submission to Human Resources for an employee's personnel file.

The MCG Pay Plan for Classified positions will be increased by 1%; thus any department with an employee whose salary is presently below the published minimum will be expected to increase the employee's salary to the new minimum, effective July 1, 2008. These employees will be eligible for a merit increase effective January 1, 2009, as well. Special instructions are being provided to the departments with employees in this category. Merit Increases will become effective January 1, 2009. In keeping with these guidelines, the following Salary Administration guidelines are adopted for fiscal year 2009:

1. Any merit increase **must** be based on a current performance appraisal submitted in accordance with the MCG policy on performance appraisals and due to Human Resources not later than May 15, 2008. The merit increase is based on the current salary of the employee as of the date of your latest budget extract and will not include any additional amount resulting from a promotion, reclassification, transfer or market/equity adjustment that takes effect on any future date.
2. Departments will not be able to enter a merit increase for employees hired between February 1, 2008 and June 30, 2008, because there is not a current performance appraisal for that employee. However, such employees, upon the satisfactory completion of the provisional period and the completion of a performance appraisal, may be considered for a merit increase to be applied on January 1, 2009. If you have an employee in this category, it is your responsibility to recommend a merit increase to be effective on January 1, 2009. The process for doing so includes submitting the performance appraisal and a memorandum to Human Resources not later than December 1, 2008, to document the merit increase and such increases are subject to these Salary Administration guidelines. Such requests will be processed within 10 business days.
3. Employees who receive an increase due to promotion, reclassification, transfer, or market/equity adjustment equal to or greater than 18% between May 1, 2008 and July 1, 2008, are not eligible for a merit increase. To the extent possible, such adjustments that are to be less than 18% are expected to be included in the Budget Prep system using the "Other" field and then the merit increase would be entered in the System using the normal merit instructions. If the action is after your budget is submitted, you will submit two separate increases, the one for the promotion, reclassification, transfer or market/equity adjustment to be effective July 1 and the merit increase for January 1, 2009. Actions that occur after a July 1 effective date will override any merit increase planned for January 1 and departments are expected to account for that in their planning when making changes between July 2 and January 1.
4. An Employee whose current salary is at or above the maximum of the position's pay range shall be limited to the average percentage increase, unless a higher increase is approved by the President and appropriate written justification is provided.

5. MCG retirees who have been rehired by the institution for temporary assignments are not eligible for merit increases. The reemployment of retirees is subject to the Board of Regents policy and the compensation of retirees is limited under Board of Regents policy.

Other actions that may result in a salary increase include:

- Faculty promotions
- Employee promotions
- Position Reclassifications
- Adjustments to ensure an employee's salary is at least the published minimum of the pay grade for the position.
- Market or Equity Adjustments if requested by a Dean or Vice President and recommended by the Division of Human Resources.

The effective date of an increase resulting from one of the above actions will be July 1, 2008.

The Productivity Based Supplemental Plans will continue to operate as they have in the past.

**All increases are based on the availability of funding within the budget unit.**