

Augusta University
Human Resources Division
Guidelines for Determining Pay

In accordance with, [Compensation Policies for Classified Employees](#), these guidelines shall be used to determine pay for hiring, transfers, promotions and other job actions affecting classified employees.

1. New Hires

The hiring rate of pay for an initial appointment to a classified position should normally be the minimum rate for the classification except when authorized as follows:

The Vice President of Human Resources (or designee) may approve a hiring rate that is market competitive for the classification if a qualified applicant cannot be employed at the minimum rate established for the classification. When the candidate selected for a position possesses qualifications that exceed the minimum qualifications for the position, consideration may be given to the additional experience and qualifications when determining the offer amount. Decisions relative to establishing individual salaries within the pay plan should take into consideration the individual's qualifications and experience as well as internal equity.

The following schedule will apply:

Years of Job-Specific Experience Beyond Requirements	Hiring Rate
None	Minimum of grade
1-9	Up to 3% per year above minimum of pay grade
10 or above	Up to 30% above minimum (up to midpoint of pay range)

At the discretion of the Vice President of Human Resources (or designee), consideration may be given to other qualifications that are directly related to the position, such as additional educational degrees, certifications, and licenses.

The hiring rate is subject to availability of funding and shall not exceed the maximum of the pay grade.

2. Lateral Transfers

Upon transfer to another position in the same classification or in any classification with the same minimum rate of pay, an employee's rate of pay will normally remain the same. An employee may voluntarily accept a lower rate of pay if the new position is budgeted lower than the employee's current pay rate and no other funds are available to make up the difference. An increase to pay may be possible if the employee would have qualified for a higher rate of pay for the position had they been a new hire and been covered by the New Hires schedule shown above, and the department to which the employee is transferring has the funding necessary to cover the higher offer amount.

3. Promotions

When an employee is promoted to a position in a classification with a higher minimum rate of pay, the employee will normally be awarded a promotion increase equal to the minimum rate of the new classification, or 10% above the employee's current pay, or an increase based on years of job-specific experience as outlined in the new hires schedule shown above. Determinations of the actual increase should consider relevant factors such as internal pay relationships and the individual's qualifications and experience for the position. In accordance with the Policy of the Board of Regents of the University System of Georgia, promotion increases that would result in cumulative fiscal year adjustments greater than or equal to ten percent above the percentage increase authorized in the Board of Regents' annual salary wage administration policy must be approved in advance by the Chancellor of the University System of Georgia. Therefore, such increases will be submitted through the appropriate university chain of command to Human Resources and then from Human Resources to the President for approval prior to submission to the USG.

All promotional increases are subject to availability of funding and shall not exceed the maximum of the new grade.

4. **Reclassifications**

- a. When an employee's position is reclassified to a position in a classification with a higher minimum rate of pay, the guidelines for a promotion shall apply.
- b. When an employee's position is reclassified to a position in a classification with the same minimum rate of pay, the guidelines for a lateral transfer shall apply.

5. **Demotions**

An employee who voluntarily transfers or is demoted for cause to a position in a classification with a lower minimum rate of pay will normally receive a demotion reduction in pay. The amount of such a reduction is determined as outlined below. In no instance will the employee's new rate of pay be less than the minimum of the new classification.

- a. If the employee has never been promoted, the reduction will normally be equal to the difference between the minimums of the new and previous classifications. Requests for exceptions to this requirement must be approved in writing by the appropriate Dean or Vice President, and by the VP of Human Resources (or designee).
- b. If the employee has been promoted previously, the amount of reduction will be determined by the VP of Human Resources (or designee) upon written recommendation by departmental management. This amount will normally be proportionate to the amount of the employee's most recent promotion increase.

6. **Nursing and Clinical Positions**

For those classified positions, which require the credentials of a registered nurse, licensed practical nurse or other healthcare provider, the rate of pay will be determined using an experiential assessment. In situations where the classified position requires the placement of a credentialed employee, the employee's rate of pay will be determined based upon an assessment of the total years of fulltime, directly applicable experience and any related certification or credential not required. This amount will be calculated with the assistance of the Compensation Staff.