



Georgia Institute of Technology

Office of the President

MEMORANDUM

TO: Cabinet, Deans, Vice Presidents, Vice Provosts, Executive Directors

FROM: G. P. "Bud" Peterson, President 

DATE: May 16, 2016

SUBJECT: Georgia Tech Salary Grade Range Structure Movement

Georgia Tech seeks to provide employees with a competitive and equitable level of compensation reflective of their contributions to the Institute's mission over time. As such, Georgia Tech Human Resources (GTHR) announces an updated set of salary grade ranges for staff roles effective July 1, 2016.

Every grade in every structure has moved to a higher dollar point and follows two consecutive years of adjusting campus-wide minimums. Adjustments include increases to salary minimums, mid-points and maximums, with an average midpoint increase around 11 percent. These increases will apply to 4,000 employees in 1,148 classified positions assigned to the salary ranges.

These range movements were conveyed in my memo distributed as part of the merit and budgeting process. The salary range for each grade is wide enough to accommodate a variety of experience and performance levels. This adjustment was the result of:

- An examination of market prices for a majority of staff roles,
- Comparisons of average grade structure movement over time, and
- Careful review with Institute leadership to ensure alignment on what Georgia Tech's market position should be.

The new salary grade range structure provides opportunity for growth within the ranges. However, employee salaries will not automatically increase. Those receiving consideration for a salary adjustment include individuals below the salary grade range minimum. With a reset market comparison point, the new structure enables Georgia Tech staff employees the opportunity – over time – to be recognized for performance and move up in the ranges.

Next Steps

Managers should be aware of their employees' grades and where they fall within the new ranges. Once managers have been given approval to have merit conversations, those discussions would be an excellent opportunity to describe the new range and potential opportunities within the structure for performance-based merit increases or promotional opportunities in a higher grade.

The new salary grade range structure and a set of Frequently Asked Questions is attached. For specific questions, please contact Director of Total Rewards Brandon Conkle at 404-894-8374 or brandon.conkle@ohr.gatech.edu.

Georgia Institute of Technology
Atlanta, Georgia 30332-0325 U.S.A.
PHONE 404-894-5051
FAX 404-894-1277

A Unit of the University System of Georgia

An Equal Education and Employment Opportunity Institution