

Georgia Tech's Salary Grade Range Structure is updating for staff positions within the Institute. This structure change will be effective on July 1, 2016 for all classified staff positions (e.g., those in graded positions like A9, I3, etc.).

What is a Salary Structure?

A salary structure is the structure of salary grades and ranges within an organization. Georgia Tech uses five staff structures; Administrative, Crafts & Skilled Trades, Development, Information Technology, and Science & Research Support.

Why are ranges moving?

Georgia Tech Human Resources (GTHR) reviews external market competitiveness of our salary ranges. As the general economy has improved, ranges are being adjusted to stay competitive in our labor market.

How much are salary ranges increasing?

Minimums will increase 6% on average, and range maximums will increase 14% on average.

Will I receive a salary increase because of the range increase?

After merit increases are applied, only staff whose salaries are still below the minimum of the new range will receive an adjustment to the minimum of the new range.

My salary is above the maximum for my grade. Will my salary be reduced?

No. Base salaries will not be reduced for any employee with a salary that is equal to or greater than the maximum of their salary grade as a result of this change.

Are temporary staff eligible for an adjustment based on the new salary ranges?

Temporary staff in a graded position will be brought at least to the minimum of their salary range. Temporary staff not in a graded position will not be affected by salary range changes.

If I receive a below-minimum salary adjustment, when is it effective?

Bi-weekly staff: Adjustments are effective June 23, 2016 and will be reflected in the July 15 paycheck.

Monthly staff: Adjustments are effective July 1, 2016 and will be reflected in the July 29 paycheck.

Who do I contact with questions about how my pay may be affected?

Your manager or your HR Representative.

Where can I see the current salary grade range structure?

Jobs and pay grades are available on Georgia Tech Human Resources' website at

<http://ohr.gatech.edu/compensation>.

How do I find out what grade a position/job title is in?

This information is available to anyone with a single sign-on Georgia Tech CAS credential at

<http://ohr.gatech.edu/jccs>.

Salary Grade Range Structure Specifics

What is Georgia Tech's market?

The Institute uses general industry and higher education markets to determine competitive salaries. Some positions use higher education data, some use general industry, and many use a combination of the two. GTHR, in consultation with Institute leadership, defines our peer group.

How was the Salary Structure created?

Pay grades and structure of the compensation system are based on market data which reflects the external and internal value of Institute jobs. GTHR reviews published survey data to determine the competitive salary rate paid for similar benchmark jobs at other organizations.

How often is the Salary Structure updated?

GTHR reviews the structure annually based upon market trends, and adjusts it accordingly. Comprehensive market reviews generally occur every 3-5 years, or as needed based upon changes in the marketplace.

How are jobs placed into salary grades?

Jobs are placed into salary grades based on a blend of external salary survey information and internal job evaluations. Therefore, jobs with a similar value in the external market place and within the Institute are in the same salary grade. To accurately assess jobs, GTHR periodically reviews job descriptions and salary ranges to ensure competitiveness.

How can my pay grow within the structure?

Your pay can grow with merit increases or through promotions in job families and career change/advancement.

- **Merit Increases:** When available, merit increases are awarded in July and are based upon annual performance appraisal ratings (subject to availability of funding).
- **Promotions:** Pay typically grows with job family or job-to-job promotions.
 - Job family promotions are based on increased job responsibilities, needs of the department, and manager recommendations.
 - Job-to-job promotions are awarded when employees apply for jobs and move to a higher grade through the competitive process.

HR Specific Questions

How does the salary structure movement work with merit increases?

Only people over FY 2017 ranges need to be treated as exceptions if a merit is proposed.

Can each unit determine who receives an adjustment to minimum?

Units are to review employees proposed for a below minimum adjustment and may remove employees with documented performance issues from the proposed adjustment list. However, outside of these rare exceptions, policy calls for employees to be paid within the official salary ranges for a position.

Do PSFs need to be processed for adjustments to the minimum?

No. Adjustments to the minimum will be loaded automatically into PeopleSoft. A PSF is not necessary unless there are special circumstances.

Will my department's budget include funds to cover the costs of adjustments to the minimum?

In addition to your department's merit budget, there is a budget for economic adjustments to the minimums for Gen Ops funded positions. For Non-Gen Ops positions, each unit needs to fund the increases to the minimum.