

October 19, 2001

MEMORANDUM

TO: Personnel Representatives (via e-mail) (n)

FROM: Steve Lund

RE: Sample Salary Notification Letter for Unclassified Employees

The Joint Committee on Employment Relations approved the 2001-02 pay plan for unclassified employees on October 3, 2001.

**However, departments cannot notify employees of their salary increases until AFTER the budget is finalized and approved by the Board of Regents. At this point, the tentative date for release of salary notification letters is November 26.** You should plan on releasing the letters on November 26; I will notify you by e-mail if that date is changed one way or the other.

A sample salary notification letter for current employees is attached.

Also attached is a sample letter for employees who were eligible for a pay plan increase on July 1, 2001 but who terminated their employment (includes those who took another position within the University). Under UW System and UW-Madison policies, they are entitled to receive their budgeted pay plan increase even if they are not currently employed. Please send this letter to their address of record found on W4IQ. If the letter is returned as undeliverable, notify Kathleen O'Rourke-Benjamin of ECBS by e-mail <korourke@bussvc.wisc.edu> so that the check is not sent to an erroneous address.

Please contact me if you have any questions.

Attachments

xc: Deans/Directors (via e-mail) (a, b)

SAMPLE NOTICE OF 2001-2002 SALARY FOR CURRENT EMPLOYEES

**\*\* DO NOT DISTRIBUTE TO EMPLOYEES UNTIL NOVEMBER 26, 2001 \*\***

[ date ]

Dear \_\_\_\_\_:

I am pleased to inform you that the 2001-2002 unclassified pay plan has been approved. Your salary on a full-time basis [if appropriate: which includes a promotion to \_\_\_\_\_ or which includes a base adjustment of \$\_\_\_\_\_] will be \$\_\_\_\_\_ effective July 1, 2001 (*For C-Basis: Semester I, 2001-2001*). [If appropriate: You also received a base adjustment effective \_\_\_\_\_ (date after July 1/Sem I) resulting in a current salary of \$\_\_\_\_\_.]

[For A basis only:] Your regular paycheck for the month of November (paid on November 30) will reflect your new salary rate. You will receive a separate paycheck on December 12 reflecting the retroactive increase from July 1, 2001 through October 31, 2001.

[For C basis only:] Your regular paycheck for the month of November (paid on November 30) will reflect your new salary rate. You will receive a separate paycheck on December 12 reflecting the retroactive increase for the first two months of the semester.

[Must be included for academic staff granted increased job security:] I also would like to notify you officially of a change in your appointment. You now have a \_\_\_\_-year rolling horizon appointment [or \_\_\_\_-year multiple year appointment].

If you have questions, please contact \_\_\_\_\_.

Sincerely,

SAMPLE NOTICE OF 2001-2002 SALARY FOR FORMER EMPLOYEES

**\*\* \*\* DO NOT DISTRIBUTE TO EMPLOYEES UNTIL NOVEMBER 26, 2001 \* \* \* \***

[ date ]

Dear \_\_\_\_\_:

I am pleased to inform you that the 2001-2002 unclassified pay plan has been approved. Since you were budgeted in our unit as of July 1, 2001 [*For C-Basis: Semester I, 2001-2001*], you are entitled to a retroactive payment. Your salary on a full-time basis [if appropriate: which includes a promotion to \_\_\_\_\_ or which includes a base adjustment of \$\_\_\_\_\_] was \$\_\_\_\_\_ effective July 1, 2001 [*For C-Basis: Semester I, 2001-2001*]. [If appropriate: You also received a base adjustment effective (date after July 1/Sem I) resulting in a current salary of \$\_\_\_\_\_.]

[For A basis only:] You will be issued a check on December 12 reflecting the retroactive increase for July 1 through the end of your appointment. If you previously had your paychecks deposited electronically, the December 12 check will be sent electronically to your bank. If your bank does not accept the electronic deposit for any reason (e.g., because the account is closed), it will be mailed to you within seven days. If you did not previously use electronic deposit, the check will be put in the mail just prior to December 12.

[For C basis only:] You will be issued a check on December 12 reflecting the retroactive increase from the beginning of the semester through the end of your appointment. If your bank does not accept the electronic deposit for any reason (e.g., because the account is closed), it will be mailed to you within seven days. If you did not previously use electronic deposit, the check will be put in the mail just prior to December 12.

If you have any questions, please contact \_\_\_\_\_.

Sincerely,