



December 13, 2007

MEMORANDUM

TO: HR Representatives

FROM: Steve Lund

RE: Unclassified Pay Plan and Salary Notification Letters

Attached is a memo from Al Crist at UW System about the 2007-09 pay plan recently approved by JCOER. I have not included the attachments because some of information has been modified by UW-Madison policies and practices.

As you well know by now, the pay plan consists of:

- ◆ 2% increase effective July 1, 2007
- ◆ 2% increase effective July 1, 2008
- ◆ 1% increase effective April, 2009

The Madison budget instructions provide all of the details needed to implement this year's pay plan: <http://www.mbo.wisc.edu/instr0708/chapters/Ch05.0708.Phase2Rev1.pdf>.

The new ranges and minima for 2007-08 can be found at <http://www.ohr.wisc.edu/polproced/UTG/SalRng.html>

Attached are template salary notification letters for current academic staff, faculty and limited appointees, as well as for former employees. System Administration expects to approve the UW-Madison pay plan decisions by January 4, 2008. **Therefore, you will be able to send the salary notification letters to employees on or after January 4, 2008; do not send them sooner.** We will notify you if this timetable is delayed.

The pay plan increases will first be reflected in the February 1 paychecks. Retro payments for July through December (for A-basis) and for August 27- December 26 (for C-basis) will be paid in a separate check on February 12, 2008.

Office of Human Resources

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Please note: The sample letter for current employees includes an optional sentence for those academic staff who are getting more job security (e.g., an increase in the length of a rolling horizon). Regent policy, however, prohibits increasing the job security of an academic staff backup appointment for limited appointees.

Additional Pay Plan

President Reilly has asked OSER to recommend to JCOER approval of additional pay plan for unclassified staff – funded by tuition. Although OSER’s director stated that consideration was being given to providing an additional increase for faculty and Category B academic staff only, UW System Administration is seeking an additional increase for all academic staff, faculty and limited appointees. System Administration is meeting with OSER to resolve this issue and is hoping a recommendation can be presented to JCOER by the end of December. Whatever the decision, it should not affect this pay plan process. We will provide you with more information when we have it.

Health Insurance Premiums

JCOER also approved the health insurance monthly employee contribution rates for 2008 and 2009. The premiums remain the same for 2008.

2008 (same as 2007)			2009		
<u>Monthly Employee Contribution Rates</u>			<u>Monthly Employee Contribution Rates</u>		
	<u>Single</u>	<u>Family</u>		<u>Single</u>	<u>Family</u>
Tier 1	\$ 27.00	\$ 68.00	Tier 1	\$ 31.00	\$ 78.00
Tier 2	\$ 60.00	\$150.00	Tier 2	\$ 69.00	\$173.00
Tier 3	\$143.00	\$358.00	Tier 3	\$164.00	\$412.00

If you have any questions, please feel free to contact Emuye or me - preferably by e-mail.

Attachments

- xc: Emuye Asfaw
- Darrell Bazzell
- Colleen Kerl
- Richard Laufenberg
- Tim Norris
- Carla Raatz

SAMPLE 2007-08 SALARY NOTIFICATION LETTER FOR
CURRENT FACULTY, ACADEMIC STAFF, LIMITED APPOINTEES

** DO NOT DISTRIBUTE TO EMPLOYEES UNTIL JANUARY 4, 2008 **

[date]

Dear _____:

I am pleased to inform you that UW System Administration has approved the 2007-08 unclassified salary increases.

As a result, your salary rate [*if appropriate:* , which includes a promotion to _____ or which includes a base adjustment of \$ _____,] will be \$ _____ effective July 1, 2007 [*For C-Basis:* effective Semester I, 2007-08].

[For A basis only:] Your regular paycheck for the month of January (paid on February 1, 2008) will be the first to reflect this increase. Since the increase is retroactive to July 1, however, you will also receive a payment on February 12, 2008 for the amount of increase owed you for July through December.

[For C basis only:] Your regular paycheck for the January pay period (paid on February 1, 2008) will be the first to reflect this increase. Since the increase is retroactive to the start of Semester I, however, you will also receive a payment on February 12, 2008 for the amount of increase owed you for the four previous pay periods.

[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 any questions, please contact _____.

Sincerely,

12/13/07

SAMPLE 2007-08 SALARY NOTIFICATION LETTER FOR
FORMER FACULTY, ACADEMIC STAFF, LIMITED APPOINTEES

** DO NOT DISTRIBUTE TO EMPLOYEES UNTIL JANUARY 4, 2008 **

[date]

Dear _____:

I am pleased to inform you that UW System Administration has approved the 2007-08 unclassified salary increases.

As a result, your salary rate for period July 1, 2007 [*For C-Basis:* August 27, 2007], through the end of your appointment is \$_____.

[For A basis only:] Since the increase is retroactive to July 1, you will receive a payment on February 12, 2008 for the amount of increase owed you for July through the end of your appointment.

[For C basis only:] Since the increase is retroactive to the start of Semester I, you will receive a payment on February 12, 2008 for the amount of increase owed you for August 27, 2007 through the end of your appointment.

If you have any questions, please contact _____.

Sincerely,

12/13/07