



May 16, 2006
Corrected May 26, 2006
Corrected again May 29, 2006

MEMORANDUM

TO: HR Representatives (via e-mail)

FROM: Steve Lund, Academic Personnel Office

RE: Sample Salary Notification Letter for Unclassified Employees

A sample salary notification letter for faculty, academic staff and limited appointees is attached. The letter is a bit more complicated this year since the merit is divided into two phases. The Summary of Unclassified Salary Changes (JSB0511) from the Madison Budget Office will show the two rates for each employee.

Departments can notify faculty and academic staff of their 2006-07 salaries only **AFTER** the Board of Regents has finalized and approved the budget on Friday, June 9, 2006. As a result, **departments cannot release the letters until June 12, 2006.**

Since it is almost a certainty that the Regents will approve the budget on June 9, I will only contact you if there is a problem. In other words, if you haven't heard from me by the end of business on the 9th, you may send your letters.

Reminder: The sample letter 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.

Please contact Emuye or me if you have any questions.

Attachment

xc: Emuye Asfaw

Office of Human Resources

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SAMPLE 2006-07 SALARY NOTIFICATION LETTER FOR
CURRENT FACULTY, ACADEMIC STAFF, LIMITED APPOINTEES

** DO NOT DISTRIBUTE TO EMPLOYEES UNTIL AFTER JUNE 9, 2006 **

[date]

Dear _____:

I am pleased to inform you that the Board of Regents has approved the 2006-07 unclassified salary increases.

As you may know, the state legislature split the pay plan into two phases: 46.6% of the total to be effective July 1, 2006 [*For C-Basis:* August 28, 2006] and the other 53.4% to be effective April 1, 2007 [*For C-Basis:* March 29, 2007]

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, 2006 [*For C-Basis:* August 28, 2006] and \$_____ effective April 1, 2007 [*For C-basis:* effective March 29, 2007].

[For A basis only:] Your paycheck for the month of July (paid on August 1, 2006) will reflect your first increase and your paycheck for the month of April, 2007 (paid on May 1, 2007) will include your second increase.

[For C basis only:] Your paycheck for the first month of Semester I (paid on October 1) will include your first new salary rate and your paycheck for the month of April, 2007 (paid on May 1, 2007) will include your second increase.

[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,