## 

*University Staff Compensation Addendum Template*

*Rev. 4/2021*

*Must get approval from HR Compensation Consultant before using this letter – this is not a standard letter for University Staff*

Date

Name

Address (use home address even if internal applicant)

City

Dear Name:

**FOR BASE BUILDING COUNTER OFFERS:**

1. I am pleased to inform you that, effective on *DATE*, your base salary will be increased to $*XXXX.XX* per year. This adjustment is being made as a counteroffer to a verifiable job offer received from you in writing.

**FOR IN-RANGE SALARY ADJUSTMENTS WITH NO CHANGE IN JOB CLASS:**

I am pleased to inform you that the *SCHOOL/DEPARTMENT NAME* agrees to increase your base pay to $*XXXX.XX* per year, effective *DATE*. This in-range salary adjustment is being initiated because: [*Include statement explaining how employee met the expectations of the required performance/training plan, or in some limited circumstances, a statement about how this is commensurate with new job responsibilities and detail new responsibilities]*

**FOR EQUITY/COMPRESSION IN RANGE SALARY ADJUSTMENTS:**

I am pleased to inform you that, effective on *DATE*, your base salary will be increased to $*XXXX.XX* per year. This change in salary agreement is being initiated as a result of a salary equity review.

1. **STANDARD LANGUAGE, MUST INCLUDE FOR ALL:**
2. *Optional:* You will not be eligible for any subsequent merit increases on July 1, \_\_\_\_.
3. This offer is contingent upon approval by the Vice Chancellor.
4. All other terms and conditions of your appointment will remain unchanged.

Once your appointment has been approved, the specific terms and conditions of your appointment, as described in this letter of offer, may be changed only by a duly executed written addendum. The University may, however, make changes to its employment policies, which affect all employees or certain classes of employees, and these shall become effective without the necessity of a written addendum.

Please indicate your willingness to accept this offer by returning this original letter with your signature below.

Sincerely,

Date: \_\_\_\_\_\_\_\_\_\_

*Hiring Authority Name / Title*

Date: \_\_\_\_\_\_\_\_\_\_

*Dean, School/College of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Agreed to by Date: \_\_\_\_\_\_\_\_\_\_

*Employee name*