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Vol. 14, No. 6 March 24, 1983

MEMO TO:

Faculty and Staff
Earl Lazerson

FROM:

SUBJECT:

Salary Increases

I am pleased to announce that salary increase plans approved by the Board of Trustees in December and originally scheduled to become effective January 1, 1983, but subsequently deferred, will be implemented as of April 1, 1983. Following is a description of the implementation procedure as it will affect eligible employees in the several pay categories.

- Employees on nine-month and twelve-month appointments who receive full salary on a monthly basis: Paychecks for the month of April, to be issued May 1, will reflect the monthly increase previously approved for January 1, and also a lump sum payment equal to three times the monthly increase originally scheduled to begin January 1.
- 2. Employees paid on a biweekly basis: The approved monthly increase and the Tump sum payment, equal to three times the monthly increase, will appear in paychecks issued April 15.
- 3. Employees on nine-month appointment whose salaries are prorated over twelve months: Persons in this category will receive full benefit of the approved increase in monthly base salary and the lump sum payment equal to three times the monthly increase. However, their increased payments will be reflected in paychecks issued June 1 rather than in those issued May 1. A memorandum from the Office of the Controller will provide an explanation of the method of payment.
- 4. Eligible faculty and staff who are in a non-pay status during April will receive the lump sum payment and increase in monthly base salary in the first paycheck issued following their return to active pay status.