**Retroactive Salary Adjustment -Wage Equity Template Letter (Revised 01-23-2018)**

**INSTRUCTIONS: Delete this text box and replace with unit letterhead**

**Remember to update items in red and change the font back to black when complete.**

Month, Day, Year

TO: Employee, Employee ID Number

 Employee Position

FROM: HR Liaison Name, HR Liaison

Department

SUBJECT:Retroactive Salary Adjustment – Wage Equity # [Conditional Approval Number]

In accordance with Appendix XVIII of the UFCW Local 1994/MCGEO contract, a wage equity within-grade adjustment has been applied to your base salary. Effective (First Day of the Pay Period of the Candidate Hire), your new base salary is [Employee’s New Base Salary]. Any pay increase received after this effective date will be calculated based on the new base salary.

Your new base salary will be updated in the Oracle payroll system and the adjustment/increase will be included in your paycheck no later than 30 days from the date this transaction is sent to Records Management. The retroactive adjustment will be reflected on the pay advice in the “Hours and Earnings” section as “Retro Pay” and “Retro Overtime” (if applicable).

 If you have any questions regarding this transaction, please contact [HR Liaison Name and contact information].

Sincerely,

HR Liaison Name

Title

Department Directors Initials in CAPS; HR Liaison’s initials in lowercase

cc: Department Operating File via HR Liaison

Official Personnel File via Records Mailbox: Records.ohr@montgomerycountymd.gov

Compensation OHR.Compensation2@montgomerycountymd.gov

**[name]** Union Representative