[PLEASE PRINT ON DEPARTMENT LETTERHEAD]

Month Day, Year

Mr./Ms. Employee’s Name

Home Address

City, State Zip Code

Dear Mr./Ms. Employee Name:

We are writing to inform you that OHR has applied a wage equity within-grade pay increase to your base salary per Appendix XVIII, Section II of the MCGEO collective bargaining agreement. Effective **[Date]**, **[$##,###.##]** is your new base salary. Any pay 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 shortly and will be reflected on an upcoming pay advice. If the salary adjust is retroactive, it will be reflected on the pay advice in the “Hours and Earnings” section as “Retro Pay” and “Retro Overtime” (if applicable).

Sincerely,

**HR Liaison name**

**Class Title**

**Dept. Director’s initials in Caps**: **HR Liaison’s initials lowercase**

cc: Department Operating File

Official Personnel File