Salary Letter (as of July 1, 2019)—Teaching Stream

Personal & Confidential

[date]

[name]

[address]

Dear [ ]:

I am writing to inform you of your salary increase effective July 1, 2019 as a result of PTR and of the implementation of the second year of a two-year agreement with UTFA regarding salary and benefits for faculty members and librarians for the period from July 1, 2018 to June 30, 2020.

In respect of PTR, this increase reflects [include rationale for the increase here or in a separate letter]

Effective July 1, 2019 all faculty and librarians will receive a one-time special base salary increase of 0.9% that will be applied up to the maximum pensionable salary cap of $169,500 (not compounded with the separate increases that follow).

In addition, effective July 1, 2019, all faculty and librarians are entitled to an across the board [ATB] increase of 1.0% and a flat dollar amount of $1,630, pro-rated for part-time faculty and librarians in accordance with their FTE. This increase will be implemented for the July 2019 pay.

The following sets out your total salary increases and your new base salary effective July 1, 2019.

|  |  |
| --- | --- |
| June 30, 2019 base salary | $ |
| July 1, 2019 0.9% one-time special base salary increase applied up to the maximum pensionable salary cap of $169,500 (thus, maximum increase is $1,525.50) | $ |
| July 1, 2019 1.0% ATB | $ |
| Flat dollar increase amount of $1,630, pro-rated for part-time faculty and librarians in accordance with their FTE | $ |
| July 1, 2019 PTR merit award | $ |
| July 1, 2019 5% Merit award - Excellence/Small Group Award, [delete this row if not applicable] | $ |
| July 1, 2019 base salary | $ |

Yours sincerely,

Professor and Chair

Department of [ ]