

IDAHO STATE UNIVERSITY
Office of Equity and Inclusion

ACTUAL WAGE MEMORANDUM

To: Labor Condition Application File

Re: Position Title _____ Department of _____

Date: _____

There are _____ (number) other (professors/researchers) at the

Department of _____ with the job title and duties of

_____.

The wage for these employees range from \$ _____ to
\$ _____.

Within this range, an individual salary is determined by taking into consideration various factors, specifically:

- The professional degrees attained by the employee.
- The years of education and experience of the employee in the particular discipline.
- The employee's specialized knowledge.
- The professional recognition of the employee in the particular discipline.
- The employee's work responsibility and function.
- The complexity of the project in which the employee is involved.

Salaries of employees are adjusted on an annual basis, based upon budget reviews and costs of living assessments. If required, I am able to provide documentation, which includes the names and payroll records of similarly employed individuals to the Department of Labor to verify these statements.

Department Head Name: _____ **Title:** _____

Dept.: _____ **Sign Here:** _____

Date Here: