Below is optional template language to use in appointment letters for hires effective after November 22, 2020 (hourly pay basis) or December 1, 2020 (annual/academic pay basis) regarding the 2021 pay plan:

Hourly pay basis:

Because you started after November 22, 2020, you are not eligible to receive the 2% state pay plan that was approved for distribution in 2021. Your starting rate was set with this understanding.

Annual/academic pay basis:

Because you started after December 1, 2020, you are not eligible to receive the 2% state pay plan that was approved for distribution in 2021. Your starting rate was set with this understanding.