

Faculty, Academic Staff and Executive Management Reduction Scale

For reference, the temporary faculty, academic staff and executive management wage reduction scale is located [here](#).

Exclusions to the Temporary Pay Reductions for Faculty, Academic Staff, and Executive Management

The following groups are excluded from the temporary pay reductions.

Excluded:

- Individuals covered by the Union of Non-tenure Track Faculty (UNTF) collective bargaining agreement¹.
- Individuals with an employment percent of 89% or less.
- Individuals on visas.

New Offer Letter Language for Faculty, Academic Staff, and Executive Management

Tenure and Continuing Systems

For full-time (i.e., employment percent is 90% or greater) offers of employment extended to tenure/continuing system faculty, academic staff, and executive management, on or after July 1, 2020, include the following paragraph in the offer letter.

“The full-time salary rate offered in this letter is considered your regular, full-time salary rate. This rate will be temporarily reduced effective September 1, 2020. Reductions will be in effect for at least one year but may be extended depending on the university’s financial situation as the global pandemic continues to evolve. Based on the temporary wage reduction scale, the specific percent of your salary reduction is X%, and your temporary full-time salary rate will be \$XXX,XXX.”

This statement has been incorporated into the following offer letter templates:

- [Academic Specialist Continuing System Offer Letter](#)
- [Tenure System Offer Letter](#)
- [Executive Management Offer Letter](#)

Fixed Term Non-Union Appointments

For full-time (i.e., employment percent is 90% or greater) offers of employment extended to non-union faculty and academic staff on or after July 1, 2020, include the following statement

¹ Those with hybrid UNTF / non-UNTF appointments will only have the temporary reductions taken on their non-UNTF salary portion of their appointment.

as an attachment to the Fixed Term Appointment Memorandum, and obtain the employee's signature acknowledging this statement.

Financial Impact of Coronavirus Pandemic Affecting Full-Time Fixed Term Non-Union Appointments

"The full-time salary rate offered in this letter is considered your regular, full-time salary rate. This rate will be temporarily reduced effective September 1, 2020. Reductions will be in effect for at least one year but may be extended depending on the university's financial situation as the global pandemic continues to evolve. Based on the temporary wage reduction scale, the specific percent of your temporary salary reduction is X%, and your temporary full-time salary rate will be \$XXX,XXX. Your appointment will be subject to the temporary salary reductions for as long as they are in place."

This statement is available as a separate Word document [here](#).

Fixed Term Hybrid UNTF/Non-Union Appointments

For full-time (i.e., employment percent is 90% or greater) offers of employment extended to faculty and academic staff with hybrid UNTF / non-UNTF appointments on or after July 1, 2020, include the following statement as an attachment to the Fixed Term Appointment Memorandum, and obtain the employee's signature acknowledging this statement.

Financial Impact of Coronavirus Pandemic Affecting Partial Non-UNTF Fixed Term Full-Time Appointments

"The full-time salary rate offered in this letter is considered your regular, full-time salary rate. This rate will be temporarily reduced effective September 1, 2020. Reductions will be in effect for at least one year but may be extended depending on the university's financial situation as the global pandemic continues to evolve.

Since your appointment is partially covered by the Union of Non-tenure Track Faculty (UNTF) Collective Bargaining Agreement, this temporary salary reduction will only apply to the non-UNTF portion of your salary. The UNTF portion will remain subject to agreements between the University and the UNTF. Based on the temporary wage reduction scale, the specific percent of your temporary reduction is X%, and your temporary full-time salary rate will be \$XXX,XXX. The attached calculation provides the details of how this salary rate was determined. The non-UNTF portion of your appointment will be subject to the temporary salary reductions for as long as they are in place."

This statement is available as a separate Word document [here](#).

CORRECTED (July 1, 2020)

Attachment: Temporary Pay Reduction and Offer Letter Communication

A [calculator](#) is available to units to determine the reduction percentage and the new full-time salary rate for appointments with a hybrid UNTF / non-UNTF appointment. Please complete the calculator template for each hybrid UNTF / non-UNTF appointment, attach it to the addendum, and submit it with the appointment paperwork to Human Resources.