

# Mapped E-Mail

---

## Example

From: Elizabeth Noble  
Sent: Monday, May 18<sup>th</sup>, 2005, 4:30 PM  
To: Dave Markey, Forest Kendall, Lydia Shue  
Re: Contractor Pay Rates

### **DECISION**

The Management Team has decided to

- establish three levels of contractors
- simplify pay rates for each level, and
- provide pay increases to long-time contractors.

### **RESULT**

These decisions will address some inequities in the pay rates for contractors.

### **THREE LEVELS OF CONTRACTORS**

We have established three levels of contractors:

- Contractor 1 has full-time project management-level responsibilities.
- Contractor 2 is a full-time as a member of a project team under the direction of a project manager.
- Contractor 3 is a part-time (less than 32 hours per week) member of a project team.

### **SIMPLIFIED PAY RATES**

The following are base pay rates for each level:

- Contractor 1 will be paid a base rate of \$700 per day.
- Contractor 2 will be paid a base rate of \$500 per day.
- Contractor 3 will be paid a base rate of \$400 per day.

All contractors will receive an additional \$100 in extra pay per business trip when they travel more than 500 miles within the United States. All contractors will receive the current rate of \$200 per business trip when they travel outside of the United States. However, the Management Team has not yet finalized the foreign travel rate and this rate may change.

### **PAY INCREASES**

Effective April 1<sup>st</sup>, all contractors with the equivalent of three years of full-time service will receive a 5% annual increase over their base rate.

### **IMPACT ON COSTS AND GROSS MARGINS**

These changes will increase contractor costs by >\$30,000 this year or 2% of

revenues. This difference will be covered by our price increase which is an effective increase of 3%.

**FEEDBACK**

Please direct all feedback to Elizabeth Noble in the Budget Office at extension 4023.

---