

Mapped E-Mail

Example

From: Elizabeth Noble
Sent: Monday, May 18th, 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 1st, 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.
