

Actual Wage Memorandum

The purpose of this statement is to provide the criteria used by the University of Texas Health Science Center at San Antonio to differentiate with regard to pay among employees who are in the same occupation with similar experience and qualifications.

Position Title: _____

Hiring Department/Unit: _____

Salary Paid to H-1B Nonimmigrant Employee: _____

Is the position unique, in that there are no other employees in the department with the same or similar job title and basic duties? Yes No If yes, please provide specific, employment-related reasons why the position is unique and therefore the actual wage rate is that paid to the H-1B employee:

Presently, there are _____ individuals with similar duties and/or responsibilities in the department.

The range of the salaries for the employees holding this position is from \$ _____ to _____ per year.

In determining the actual wage for the above position at the University of Texas Health Science Center at San Antonio, the following factors, which conform to recognized principles of salary determination in the field of higher education and research, are taken into account:

1. Relevant experience, including the length of any such employment, the type of employment, the depth and breadth of employment and any special achievements;
2. Educational background, including the level of education obtained, notable educational accomplishments, and/or reputation of the degree granting institution;
3. Job responsibility and function, including the nature of duties and responsibilities to be performed and the degree of supervision, if any, to be exercised;
4. Possession of specialized knowledge, skills or training;
5. Other indicators of performance and ability, including job references, performance evaluations, awards, achievements and/or accomplishments.
6. We also may consider other legitimate business factors such as the current market for individuals with the applicant's experiences and qualifications. The consideration of such factors conforms to recognized principles of educational hiring practices.

Salaries of employees may be adjusted on an annual basis, dependent upon individual performance and budget considerations. We apply the same methodology to all U.S. and H-1B visa employees in this classification when determining the actual wage based upon the referenced criterion.

Name of person who prepared application: _____

Signature: _____ Date: _____

Name of department chair: _____

Signature: _____ Date: _____