

**IDAHO STATE UNIVERSITY**  
**International Programs Office**

**ACTUAL WAGE MEMORANDUM**

**To:** Labor Condition Application File

**Re:** Position Title \_\_\_\_\_ Department of \_\_\_\_\_

**Date:** \_\_\_\_\_

There are \_\_\_\_\_ (number) other (professors/researchers) at the

Department of \_\_\_\_\_ with the job title and duties of

\_\_\_\_\_.

The wage for these employees range from \$ \_\_\_\_\_ to  
\$ \_\_\_\_\_.

Within this range, an individual salary is determined by taking into consideration various factors, specifically:

- The professional degrees attained by the employee.
- The years of education and experience of the employee in the particular discipline.
- The employee's specialized knowledge.
- The professional recognition of the employee in the particular discipline.
- The employee's work responsibility and function.
- The complexity of the project in which the employee is involved.

Salaries of employees are adjusted on an annual basis, based upon budget reviews and costs of living assessments. If required, I am able to provide documentation, which includes the names and payroll records of similarly employed individuals to the Department of Labor to verify these statements.

**Department Head Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Dept.:** \_\_\_\_\_ **Sign Here:** \_\_\_\_\_

**Date Here:**