DATE

TO: Employee Name

FROM: Director

SUBJECT: Employee Compensation

For Fiscal Year 2024 (FY 2024), the Idaho Legislature has appropriated funding of $1.20 per FTP for a change in employee compensation (CEC) to be based on performance.

Due to your [performance rating] performance rating, you will receive a $[#] per hour pay increase. [Insert comments about performance]

Your new pay rate, effective [Date], 2023, will be $[#] per hour, bringing your annual salary to

$[#].

Along with your salary, your total compensation includes many benefits such as health insurance (medical, dental, vision); life and disability insurance; retirement; and paid time off (vacation, sick, and 11 paid holidays). For more information on your total compensation package, log into the State Controller’s website at [www.sco.idaho.gov](http://www.sco.idaho.gov/) and click on the “Admin- Comp & Benefits Statement” link.

Thank you for your contributions to public service. Sincerely,

Director