

May 1, 2008

Employee Name

Payroll Unit:

We appreciate the time, effort and patience you have given to the development of the City's new pay plan. The new classification and compensation structure could not have been achieved without your participation. Our goal was to adopt a pay plan that would better reflect today's current market value for jobs. We have earnestly tried to accomplish that goal. These efforts and the across the board 3% increase that was applied to the current pay structure last July 1, 2007 should help the City in its efforts to attract and retain new and current employees.

This letter serves as notification of your placement in the City's new pay plan.

You have been placed in the classification/position of:

in pay range:

Employees will be placed in the pay plan with the effective date of January 4, 2008. The new rates will be applied to the weekly and bi-weekly checks dated May 8, 2008. A retroactive check for any difference in salary based on the implementation date of January 4, 2008, will be issued no later than June 19, 2008.

To obtain a copy of your classification/position description, please contact your supervisor or personnel clerk. You may also access the descriptions at www.chattanooga.gov.

Employees may appeal their assigned classification/position if they do not agree with the assignment. The appeal process is explained in the attached Classification Appeals Form.

Cordially,

Jean Smith
Classification Compensation Analyst