

3 FAH-2 H-200 Appendix F

Sample Letter to Local Organizations Requesting Cooperation in the Survey

Dear Mr. _____

As a matter of policy, the Embassy and its affiliated agencies attempt to provide salaries and benefits to its (nationality) employees which are comparable to those paid by other leading employers in (city) .In order to measure prevailing levels of salaries and benefits, the Embassy conducts periodic surveys of a number of organizations in (city) .Those surveys minimize the possibility of the Embassy being an unfair competitor while assuring fair compensation for our (nationality) employees.

We are planning to conduct such a survey within the next several weeks. Because (name of organization) is a highly respected employer, we would appreciate your participation in the survey. Of course, information furnished by you will be treated confidentially.

We will call you soon to ask your cooperation in our survey and, if you agree, to set up an appointment.

Sincerely yours,

(Name)

(Title)

Sample Staff Memorandum Announcing Revision of Local Compensation Plan



TO: All (Nationality) Employees

FROM: _____

SUBJECT: Revisions of Local Employee Compensation Plan

The Embassy, AID, and USIS are pleased to announce that a revision of the compensation plan for (nationality) employees has been approved effective _____.

Pursuant to applicable U.S. laws and joint agency regulations, the revised compensation plan is based on a recently completed survey of prevailing salary rates and fringe benefits in (area). Based on the results of this survey, the revised plan includes salary increases and provides for separate payment of a new benefit _____. Rules governing _____ payments will be published soon. No change is being made in the authorized benefits now being paid separately from salary, i.e., (list these benefits).

Sample Letter of Appreciation to Employers Surveyed



Dear Mr. _____.

We wish to thank you for your cooperation during our recent compensation survey. Your help has assisted us in establishing salaries and benefits for our (nationality) employees which are current with prevailing salaries and compensation practices in (city).

As we stated in our first letter to you before the survey, all the information you gave us will be treated confidentially. As promised, we are sending you a copy of our new compensation plan and data summaries.

Maintaining an equitable compensation system for our (nationality) employees requires periodic surveys of this kind. We hope that we may call your company again for assistance, as the need arises.

Sincerely yours,

(Name)

(Title)

Enclosures:

Revised Local Compensation Plan
Data Summaries