

## H-1B ACTUAL WAGE MEMORANDUM - STAFF

The University of Mississippi Medical Center has a compensation structure for staff. This structure is summarized in a separate document. In determining specific wages/salaries for UMC staff, the following factors are considered:

- Educational background, including the level of education obtained, notable educational accomplishments/honors, and reputation of the academic institution
- Number of years of relevant experience
- Specific skills, training, knowledge and abilities
- Nature of the job duties/responsibilities and degree of supervision involved
- Other legitimate business-related factors such as the availability of similarly qualified individuals in the market place and the business value of their services to the organization.

Utilization of the factors referenced above in determining the wages/salaries for staff at the University of Mississippi Medical Center conforms to recognized principals in determining compensation in the fields of higher education and research.

### DETERMINATION OF ACTUAL WAGE RATE

Position:

Sponsoring Department:

At the University of Mississippi Medical Center, the comparable pool of employees for H-1B actual wage purposes is established for staff positions by comparing those who are assigned the same job title, and work within the same department as the H-1B employee. The sponsoring department completes an **H-1B Actual Wage Comparison Form** listing, by employee number, the H-1B beneficiary and all other employees in that department with the same job title. Included on the form are columns for the department to enter each employee's salary, number of years of experience and type of degree. The department head (or his/her designee) determines which employees on the list are "comparable" to the H-1B employee based upon experience, education, duties/responsibilities, specialized knowledge and other legitimate business factors. This group of employees becomes the comparison group for purposes of determining the actual wage. The actual wage rate will be a wage/salary within the range of wages/salaries paid to this group of comparable employees. If the department determines that there are no comparable employees when taking into consideration the comparison factors listed above, the actual wage rate will be the wage/salary paid to the H-1B beneficiary.

If there are employee in the "comparable" group whose salary is greater than the proposed salary of the H-1B beneficiary, the Department Head (or his/her designee) must provide a justification for the higher wage/salary.

There are currently \_\_\_\_\_ employees working in this position who are comparable to the H-1B beneficiary. The actual range of annual salaries for staff in this position is \$ \_\_\_\_\_ to \$ \_\_\_\_\_. The H-1B beneficiary will receive an annual salary of \$ \_\_\_\_\_.

There are no comparable employees in the department; therefore, the actual wage rate is the rate that will be paid to the H-1B beneficiary.

---

Signature of Department Chair

Date

---

Signature of Department Business Administrator

Date