

2015 Minimum Wage Increase Processes for Student Employees

Dear Human Resource Contacts, Department Administrators, Managers and Timekeepers,

As you know, the District of Columbia's minimum wage will soon increase – moving from \$9.50 per hour to \$10.50 per hour on July 1, 2015. This increase is part of an incremental move to a minimum wage of \$11.50 per hour by July 2016. The wage for all hourly student employees currently earning less than \$10.50 per hour must be increased accordingly. In order to change the compensation of so many individuals in GMS, Student Employment collaborated with the GMS Core Team and campus finance offices to coordinate an EIB upload. The wage increase process for this upcoming increase has changed since last year so please read the following instructions carefully.

All student employees currently earning less than \$10.50 per hour will have a Compensation Change processed as part of this EIB upload to increase their wage to the new minimum. This change will be effective June 22, 2015, which is the first day of the pay period including the date that the increased minimum wage takes effect.

- The EIB upload will be completed using student records in GMS as of June 15, 2015. For all Hire, Re-hire, Additional Job, or Change Job business processes effective on or after June 15, 2015, departments are strongly encouraged to set the hourly wage at or above the new minimum at the time of hire. If it is not feasible to set the wage at or above \$10.50 per hour at the time of hire, the compensation will have to be increased later using the department's usual processes for a Compensation Change business process.
- If a student is currently earning less than \$10.50 per hour and you would like to increase his or her wage above \$10.50 per hour, the compensation will have to be increased after the EIB upload process using the department's usual processes for a Compensation Change BP. Please note that this Compensation Change BP should be initiated after June 22, 2015, but should be effective June 22, 2015 to override the minimum wage increase. For Main Campus Department Administrators who submit paperwork to the SEO for processing, please be sure to submit any compensation change revision forms for wages above \$10.50 by Friday, June 19, 2015 to allow adequate processing time.

It is the department's responsibility to inform their student employees of the wage increase – including the increase of the D.C. minimum wage as well as how the department will handle compensation increases above the minimum wage.

For your reference, we have updated the Compensation Grades for the 2015-2016 Academic Year as follows:

ST.01 – Novice – – – – – \$10.50 to \$13.00 per hour
ST.02 – Semi-Skilled – – \$12.00 to \$14.75 per hour
ST.03 – Skilled – – – – – \$13.75 to \$16.25 per hour
ST.04 – Highly Skilled – \$15.25 to \$19.00 per hour

Given that the minimum wage is increasing and new compensation grades are being implemented, **Student Employment strongly recommends that departments reevaluate their current student employees' wages to see where increases are appropriate and to ensure that individuals are being paid appropriately within these grades.** For example, if you have a skilled student whose wage is currently within the ST.03 "Skilled Worker" compensation grade, it is recommended that their compensation be reviewed to ensure that they are still within the ST.03 grade.

Please share this information within your department. If you have any questions please do not hesitate to contact the Student Employment Office.