UA Minimum Wage Increase

To:
University Employees
Names and titles:
Division of Human Resources

Date::
December 7, 2017

You may know that most Arizona employers are increasing the minimum wage as a result of the Arizona Minimum Wage and Paid Time Off Initiative passage in 2016. The law called for an increase of the minimum wage to $10.00 per hour in 2017, and $10.50 per hour in 2018.

Effective January 1, 2018, the University will implement the minimum wage increase. Details about the change follow.

Who is affected?

Raising the minimum wage affects the pay ranges for classified staff in pay grades 21 and 22, and Student Groups B and C. To simplify the process for employees and supervisors, all pay grades below 23 will be eliminated, and staff in those grades will be moved by the Division of Human Resources to pay grade 23.

The pay range minimum for pay grade 23 and Student Groups B and C will be adjusted to $10.50 per hour effective January 1, 2018. Departments are encouraged to review the impact the new minimum wage will have on departmental budgets and adjust operational plans, including ERE, accordingly.

When will employees and student workers see a change in their paychecks?

The new rate will appear on the January 19, 2018, paychecks.

Do I have to do anything?

Pay adjustments to bring employees and student workers to the new $10.50 per hour minimum wage will be completed in UAccess Employee by the Division of Human Resources.

Departments are responsible for ensuring that new employees or student workers with an effective hire date of January 1, 2018, or later are paid at least the $10.50 per hour minimum wage.

Who is responsible for funding the new minimum wage?
Departments are responsible for funding the new minimum wage.

**How do I determine affected individuals in my unit?**

To identify the employees and student workers in your unit who will receive a minimum wage increase on January 1, 2018, go to the Minimum Wage dashboard in UAccess Analytics (Employee> Compensation> Arizona State Minimum Wage). Please note that any employee or student worker with a future-dated increase currently in queue may still be included in this report.

**Is my department required to increase the pay of employees and students already at or above the $10.50 per hour threshold?**

If adequate funds are available, departments may wish to adjust other salaries. To address wage compression issues, including adjusting pay grades and or salary increases, please contact your HR Organizational Consultant [1].

The Arizona Minimum Wage and Paid Time Off Initiative calls for the minimum wage to be adjusted to $11.00 in 2019 and $12.00 in 2020. Will the same process be used to make adjustments in future years?

Announcements about additional adjustments will be made at a later date.

Questions? Contact hrsolutions@email.arizona.edu [2] or call the Division of Human Resources at:

Main Campus  
Phone: (520) 621-3660

UA Health Sciences  
Phone: (520) 626-5593

Phoenix Biomedical Campus  
Phone: (602) 827-2600

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[2] [mailto:hrsolutions@email.arizona.edu](mailto:hrsolutions@email.arizona.edu)