

## UA Minimum Wage Increase

To::  
University Employees  
Names and titles:

Division of Human Resources

Date::  
November 9, 2018

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 that was passed in 2016. In accordance with the law, the University will implement an increase of the minimum wage to \$11.00 per hour, effective January 1, 2019.

Details about the change follow.

### Who is affected?

Raising the minimum wage affects the pay ranges of all employees who are currently paid less than \$11.00 per hour.

The pay range minimum will be adjusted to \$11.00 per hour effective January 1, 2019. 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 18, 2019 paychecks.

### Do I have to do anything?

Pay adjustments to bring employees and student workers to the new \$11.00 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, 2019 or later are paid at least the \$11.00 per hour minimum wage.

### What if I have an open job posting with a minimum rate of less than \$11.00 per hour?

Open postings will be adjusted by the Division of Human Resources to the new minimum wage of \$11.00 and new hires will be brought in at no less than that amount. New hires will be placed in the appropriate salary ranges. Any open postings will be adjusted by the Division of Human Resources to the new minimum wage.

Effective immediately, all new postings need to be listed using the new minimum rate of \$11.00 per hour.

### 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, 2019, 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 \$11.00 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** <sup>[1]</sup>.

### The Arizona Minimum Wage and Paid Time Off Initiative calls for the minimum wage to be adjusted to \$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 [hresolutions@email.arizona.edu](mailto:hresolutions@email.arizona.edu) <sup>[2]</sup> or call the Division of Human Resources at:

- Main Campus: (520) 621-3660
- UA Health Sciences Tucson: (520) 626-5593
- UA Health Sciences Phoenix: (602) 827-2600

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**Links**

[1] <https://hr.arizona.edu/supervisors/consulting-services> [2] <mailto:hrsolutions@email.arizona.edu?subject=Inquiry%20Regarding%202019%20Increase%20to%20Minimum%20Wage>