

**Pittsburg State University  
Interoffice Memorandum  
Human Resource Services**

**Memo To:** Deans, Directors, Chairs, Contact Persons &  
Timekeepers

**From:** Michele Sexton

**Date:** June 24, 2009

**Subject:** Implementation of 2009 Minimum Wage Increase

On May 25, 2007, President Bush signed into law the Fair Minimum Wage Act of 2007. The Act increases the federal minimum wage from \$5.15 to \$7.25 per hour over a two-year time period (from \$5.15 to \$5.85; \$5.85 to \$6.55; and \$6.55 to \$7.25). The first increase from \$5.15 to \$5.85 was implemented at PSU on effective pay period July 15, 2007. The second increase from \$5.85 to \$6.55 was implemented at PSU effective pay period July 13, 2008. **The final increase from \$6.55 to \$7.25 will be implemented effective pay period July 12, 2009.**

We have two categories of student employees that are affected by this change: 1) Hourly paid student employees in positions originally or currently paid \$6.55 per hour, including those that have been awarded \$0.25 per hour/ per year of service incentive; and 2) Hourly paid student employees in positions approved to be paid more than \$6.55 per hour from non-General Use funds.

Procedures to change the hourly rate for the different groups are as follows:

1) Hourly paid student employees in positions originally or currently paid \$6.55 per hour, including those that have been awarded \$0.25 per hour/ per year of service incentive:

HRS will increase hourly rates for student employees paid \$6.55, \$6.80, \$7.05 or \$7.30 by \$0.70 cents effective with the July 12, 2009 pay period as follows:

<u>Current rate of pay*</u>	<u>Rate effective 7/12/09</u>
\$6.55	\$7.25
\$6.80	\$7.50
\$7.05	\$7.75
\$7.30	\$8.00

\* Current rate is the rate paid on 7/11/09.

Hourly student employees will retain the \$0.25 per hour/per year of service incentive.

DEPARTMENTS WILL NOT NEED TO INITIATE CHANGES FOR THESE STUDENTS. Their pay rates will be changed by HRS.

2) Hourly paid student employees in positions approved to be paid more than \$6.55 per hour from non-General Use funds:

Departments will need to initiate a pay rate change to raise a student's pay rate to a minimum of \$7.25 per hour effective with the July 12, 2009 pay period. The department may raise rates above \$7.25 as appropriate for their budget. Rate changes above \$7.25 must be approved by the Vice President, Administration & Campus Life.

Timekeepers: Use the GUS student appointment process to revise the pay rate BY July 17<sup>th</sup>.

Please contact Michele Sexton (x. 4188) or Kayla Devereaux (x. 4121) if you have questions.

*N:\HRS\FLSA\Minimum Wage Increase 2009 - campus notice.doc*