

To: University Colleagues
From: Allison M. Vaillancourt
Vice President for Business Affairs and Human Resources
Date: May 25, 2017
RE: 2017 UA Minimum Wage Increase

As was [communicated](#)¹ to campus on December 2, 2016, **we will raise our minimum wage from \$8.05 to \$10.00 per hour effective July 3, 2017.** The passage of Proposition 206, the *Arizona Minimum Wage and Paid Time Off Initiative*, prompted most Arizona employers to increase their minimum wage in January. To allow for adequate budget planning, the University of Arizona chose to implement changes at the start of the 2018 fiscal year.

Details about implementation are listed below.

Who is affected?

Raising the minimum wage affects the pay ranges for classified staff in pay grades 12 - 21, and Student Groups B and C. To better reflect the market and to simplify the process for employees and supervisors, all paygrades below 21 will be eliminated, and staff in those grades will be moved to pay grade 21. As detailed above, the pay range minimum for all these classifications will increase from \$8.05 to \$10.00 effective July 3, 2017.

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

The new rate will appear on July 21, 2017, paychecks.

Do I have to do anything?

Pay adjustments to bring employees and student workers to the new \$10.00 per hour minimum wage will be completed in UAccess by our Workforce Systems team.

Departments are responsible for ensuring that new employees or student workers with an effective hire date of July 3, 2017 or later are paid at least the \$10.00 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 July 3, go to the Minimum Wage dashboard in UAccess Analytics (Employee>

Compensation> Arizona State Minimum Wage). The data on this report will be updated daily until July 30, 2017.

Is my department required to increase the pay of employees and students already at or above the \$10 per hour threshold?

If adequate funds are available, departments may wish to adjust other salaries. This will be a unit-level decision and the Division of Human Resources can provide guidance.

Have questions?

Contact the Division of Human Resources at hrrsolutions@email.arizona.edu and:

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