

From: owner-HRIS-L@listproc.cc.ku.edu on behalf of Faucher, Ola [ofaucher@ku.edu]
To: dddc-l
Cc: HRIS-L
Subject: Process to Implement Student Hourly Wage Increase

Sent: Wed 8/2/2006 8:17 AM

As specified in the Provost's memo yesterday, the student hourly minimum wage for the Lawrence campus will be increased from \$6.50 to \$7.00 per hour.

With the pay period beginning August 13, 2006, all student hourly employees will be paid a minimum of \$7.00 per hour rather than the federal minimum wage of \$5.15 per hour. With this change departments will have the authority to pay up to \$13.99 hourly for student hourlies. Advance approval by Human Resource and Equal Opportunity (HR/EO) is required to pay \$14.00 or more (form: www.hreo.ku.edu/forms/files/SHRateRequest.doc).

The pay increase process will be coordinated by HR/EO; departments **should not submit payroll forms** to change the hourly rates for the student hourly employees who are currently appointed. If your department has active student hourlies, your departmental Personnel Related Staff member will be receiving further instructions and a file from HR/EO by email about specific data needed to effect these increases – these instructions should be received by August 3, 2006. Allocation of general-use monies (based on budgeted amounts in 003/099 funds) will be sent to the dean/vice provost office by the Budget Office.

As noted in the Provost's memo:

"The supplemental allocation to your unit is intended solely for the purpose of increasing the hourly rates paid to students in your area. It should not be used to increase the number of student employees or the number of hours your students currently work. The expectation is that most students who are performing their duties satisfactorily will receive a raise of approximately 50 cents per hour, especially those making less than \$8.00 hourly. We will leave to units the determination of individual salaries and increases. All students should benefit from this program, not just those students who are funded with general-use funds. I ask that students paid from restricted fees, grants, housing, parking and other funds be given increases on the same basis as students paid from general-use sources."

Thank you for your help. If you have any questions, please call Pam Burkhead, 864-7482.
Ola