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MEMORANDUM

To: Deans, Directors and Department Heads

From: Juan A. Jarrett
Assistant Vice Chancellor for Human Resources

Subject: Commonwealth of Massachusetts Minimum Hourly Wage Increase

Date: December 20, 2007

The minimum hourly wage for the Commonwealth of Massachusetts will increase to \$8.00 per hour effective 1/1/2008. Human Resources will complete the necessary updates on the HR/payroll system to bring all employees, including undergraduate student employees, who are currently at an hourly wage below the new minimum hourly wage to the new minimum hourly wage of \$8.00. The new minimum hourly wage will be implemented effective 12/30/2007 on the HR/payroll system.

Departments will need to submit an appropriate personnel action form to increase the hourly wage above \$8.00 for any employees who are automatically brought up to the new minimum wage. Departments who employ undergraduate student hourly employees on Federal work study funds will need to be mindful that the increase in the minimum wage will expend work study funds more quickly during the remainder of the academic year for those student employees brought to the new minimum hourly wage. Please note that Federal work study awards will not be adjusted to account for the increase in the minimum hourly wage.