MA Minimum Wage Increase Effective January 1, 2016

Due to an increase in the Massachusetts minimum wage effective January 1, 2016, Smith’s base hourly wage for on-campus student workers will increase by $1.00, to $10.00. To maintain the current difference between on-campus and off-campus rates, the College has elected to raise off-campus and special position rates currently paying $15.00 or less by $1.00 as well (even though these rates are currently at or above the new effective rate). The new off-campus rate will be $10.50 and the selected special position rates will increase $1.00 from their current levels.

Since this increase will occur during the college’s holiday break, December 24 – January 3, the rate change will be effective December 27 to ensure the Bi-weekly#1 pay period of December 27 – January 9 will generate only one time sheet.

**Retroactive hours worked**—please ensure all hours worked prior to December 27, 2015 are submitted on a time sheet prior to leaving campus. If you need assistance on processing retro hours, please follow this link to Retro Hours-Exception Time Submission [http://www.smith.edu/controller/student_payroll.php](http://www.smith.edu/controller/student_payroll.php)

In addition to the 2016 change, the state law increases the minimum wage in calendar year 2017 to $11.00. The Budget Office will provide information related to the future student wage increase in departmental budget call materials for FY 2017, and budget submissions should incorporate the new rate.

The 2016 increase was already incorporated into your current budgets, and adjustments will also be made to your 2017 budget to cover next year’s increase.

Departments should plan on hiring student workers on JobX after January 1 for work beginning January or after to ensure the proper hourly rate is applied to the position.

**Casual workers** are managed by Human Resources. Please contact HR if you have questions regarding your current casual workers.

Should you have any questions or concerns, please contact the following:

Payroll Office at ext. 2213, 4401 or payroll@smith.edu

Human Resources at ext. 2274 or ldallape@smith.edu

Budget Office at ext. 2207 or budget@smith.edu