MA Minimum Wage Increase Effective January 1, 2017

Due to an increase in the Massachusetts minimum wage effective January 1, 2017, Smith’s base hourly wage for on-campus student workers will increase by $1.00, to $11.00. 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 $15.50 or less by $1.00 as well (even though some of these rates are currently at or above the new effective rate). The new off-campus rate will be $11.50 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 2, the rate change will be effective December 25 to ensure the Bi-weekly #1 pay period of December 25–January 7 will generate only one time sheet.

**Retroactive hours worked** - please ensure all hours worked prior to December 25, 2016 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

The 2017 increase is already incorporated into current department budgets.

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. 4401, 4607 or payroll@smith.edu
Human Resources at ext. 2287 or jalicea@smith.edu
Budget Office at ext. 2207 or budget@smith.edu