

To: Student Hiring Managers

Date: May 16, 2023

Dear Student Hiring Managers,

Thank you for your dedication and support of all student employees throughout this past academic year. As you are determining your departmental budgets for student employees for this upcoming fiscal year, we wanted to make you aware of the new minimum wage ordinance that will go into effect this summer.

Effective on July 1, 2023, the minimum wage in unincorporated Los Angeles County will increase to \$16.90 per hour. To comply with this new county statute, a new student pay scale has been approved and will be implemented as follows:

- As of June 19, 2023, all students who hold active positions for the University that
 make less than \$16.90/hour will automatically have their pay rate increased to
 \$16.90/hour. If students are employed within a Level 2 or higher position, their
 pay rate will increase to the minimum wage allowable for the corresponding level.
 - o For instance, all students who are employed within a Level 2 position, will have their wage adjusted to \$17.15/hour, if their current wage is below this amount.
- The new pay scale will be loaded into the Student Hire Center on June 21st. At that time, the new pay rates will be available when hiring new student employees.

Additionally, we have a new business process in place where we ask that each department connect with their budget manager to submit any funding changes for student employees. This would include any funding changes needed to comply with grants or any split-paid positions.

We appreciate your partnership and your continued support of student employees. Please feel welcome to contact us with any questions.

Warm regards,



Student Employment Team

Student Employment Office

o: 310.506.4177 f: 310.506.4827