



Student Employment Office

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June 11, 2008

Dear Campus Community,

The federal government is increasing the minimum wage rate twice over the next 13 months. Effective July 24, 2008, the minimum wage will increase from \$6.15 to \$6.55 an hour and effective July 24, 2009, the minimum wage will increase to \$7.25 an hour.

At ECU, this adjustment is required to occur effective July 16, 2008. All job records in Banner HR that are active on July 16th with an hourly rate below \$6.55 will be programmatically updated by HR/IT to increase the hourly rate to the new minimum. Departments **DO NOT** need to submit EPAFs to make this change. The only exception is if a department wants to increase the job hourly rate to some amount greater than \$6.55 an hour (see recommended pay scale below). In that case, the department may submit an EPAF (with an effective date of July 16) with the new hourly rate and that employee will not be included in the programmatic update.

In anticipation of the increased minimum wage rates and to remain competitive with local off-campus employers (ex. Krispy Kreme pays \$10/hr), the Student Employment Office has adopted the following hourly pay scale for students;

Grade Level 1 - No experience - Hourly pay rate is \$8.00 an hour

Grade Level 2 - Some experience - Hourly pay rate is \$9.00 an hour

Grade Level 3 - Vast experience/skills - Hourly pay rate is \$10.00 an hour

This pay scale will be mandatory for all Federal Work Study positions beginning with the Fall 2008 semester. The Student Employment Office strongly recommends campus departments follow this pay scale for all Self-Help positions too. The actual beginning wage determined for each Self-Help position is at the discretion of the hiring department. Factors that may influence this decision include the department's budget, relevant education, training, or experience. The hourly pay rate that is set must be consistent for same/similar student positions within your department.

Please contact us if you have any questions or concerns.

Sincerely,

Larry Donley
Director