**Boston University** Student Employment Office

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M E M O R A N D U M

**DATE:** February 2016

**TO:** Deans, Directors, Supervisors, and Payroll Coordinators

**FROM:** Mary Ann French

 Director, Student Employment

**SUBJECT:** Suspension of Student Employee Longevity Increases

We have recently completed the second in a series of three annual increases to Massachusetts minimum wage. On January 1, 2016 most hourly paid student employees received a one dollar increase in their hourly pay rate. There will be a final minimum wage increase of an additional dollar per hour in January 2017, which will bring the Massachusetts minimum wage to $11.00 per hour.

Given the unusual multi-year increases to the Massachusetts minimum wage, the Student Employment Office has suspended automatic longevity (formerly merit) increases that were previously awarded to hourly paid student employees returning to the same position. Students who are paid hourly will not receive another automatic pay increase until January 2017, when the next minimum wage increase occurs.

When hiring a student employee, the student’s pay rate should be determined according to the complexities and responsibilities of the position. Our [Job Classification Guide](http://www.bu.edu/seo/supervisors/guides/jobclass/) will assist you in making the proper “job grade” determination. All hourly paid student employees should continue to be paid the same base hourly rate for comparable work, whether they have a work-study job or a non-work-study job, or whether they are undergraduate or graduate students. Student promotions and pay increases may still be given at the discretion of the department.

The Student Employment Office staff is available to respond to your questions. Please contact my office at seo@bu.edu.