

TO: All Student Employers
FROM: SEO
SENT: March 3, 2023

SUBJ: Student employee minimum wage increase effective March 19, 2023

Please excuse any duplicate messages – we are sending this to multiple lists to ensure it is received by all who need it

Hello student employers,

Effective March 19, 2023, the hourly minimum wage for Dartmouth non-union student employees will increase from \$11.50/hour to \$16.25/hour.

What employers need to do:

- Use the updated [Recommended Student Hourly Rate Structure & Guidelines for Student Wage](#) document (pdf) to assess what hourly pay rate is most appropriate for each of your student jobs.
 - SEO will update all pay rates currently below the minimum so that they are \$16.25/hour in JobX by mid- to late-March.
 - Employers who wish to make other changes to their pay rates should enter the edits in JobX as soon as they can. [Instructions on how to edit a job's details in JobX are online](#) (pdf). Complete all four steps and ensure that your updated job is sent to Pending Approval Status for review by the Student Employment Office (SEO).

FAQs about this change:

We have developed a short list of [employer and student employee FAQs](#), which we will continue to update as we develop more information.

Notifying student employees:

Within the next few minutes, we'll send an email notice to all students who have worked in an hourly-paid student job this academic year. Please feel free to share this information with your student employees directly if you wish.

We look forward to providing additional details related to the implementation of the new rate and strongly encourage you to review the FAQs for more details.

Best,
The Student Employment Office Team

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Commented [DL1]: Will readers know what this stands for? I figured out that it is Student Employment Office when I got to the end (I am slow, what can I say?). Just thinking it would be easier on the reader to not use the acronym and to spell it out instead.