

MEMORANDUM

TO: Principal Investigators and Project or Program Directors

FROM: Guadalupe Lechuga, Director, Human Resources



DATE: November 7, 2018

**RE: City of San José Measure D
Minimum Wage Increase for 2019**

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Please note: This communication is only directed to PI's and Project Managers who employ SJSU Research Foundation ("Research Foundation") employees. This communication is not meant to, and does not pertain to, employees of San José State University ("SJSU"). SJSU will independently communicate about any implications arising from Measure D, if any, that pertain to SJSU employees.
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The City of San José passed Measure D in 2012, which established a specific minimum wage for employees performing work within the City of San José. Measure D also established an ongoing minimum wage analysis and potential increase to that minimum wage *if* there is an increase in the Consumer Price Index (CPI) issued by the United States Department of Labor. These minimum wage calculations are performed by the City of San José on an annual basis.

This will serve to advise you that the City of San José has announced an adjustment to the minimum wage for all employees working within the City of San José. The current minimum wage is \$13.50 per hour. **The new adjusted minimum wage of \$15.00 per hour will take effect on January 1, 2019.**

Employees who are covered by this mandate include all Research Foundation-employed non-exempt (hourly) employees who work within the city limits of San José. This ordinance does *not* apply to employees assigned to and working from locations other than San José. However, if an employee is assigned to physically work within the City of San José, Measure D minimum wage law applies to their wages while working within the City of San José.

All managers responsible for budgeting and forecasting, including Principal Investigators and Project and Program Directors, are advised to take note of this new minimum wage, and budget appropriately and accordingly. All employees affected by this adjusted minimum wage and their managers will be notified in a separate communication.

If you have any questions or concerns, please feel free to contact the Research Foundation's Human Resources department or your Sponsored Programs Manager.