***Please distribute this alert to any users within your agency who are responsible for mass pay increases.***

**Executive Order-2016-02 Minimum Wage Increase**

* Information regarding the minimum wage increase and mass compensation processing.
* **Revised Alert (04.18.2022):** This revision includes a change to the processing and pay dates for Miscellaneous XH jobs and the Liquor Store Clerk Seasonal Part Time job. This revision also includes an update to the pay rate for Liquor Store Clerk Seasonal Part Time from $15.00 to $15.49.

**Minimum Wage**

In accordance with Executive Order 2016-02 Amended, minimum wage for employees under the Governor’s jurisdiction will increase to a minimum $15.00 per hour effective January 31, 2022. Minimum wage increases will process for eligible employees on the Standard, XH, and LS pay scales according to the following schedules:

**Miscellaneous XH Jobs**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Code** | **Job Name** | **PSG** | **PSL** | **Processing Dates** | **Pay Date** |
| U2530 | Summer Youth Program Intern | XH98 | 00 | **All Pay Areas**04/22/2022  | **Z1/Z2/T2**05/13/2022**Z3/T3**05/06/2022 |
| U2540 | Secondary School Intern | XH28 | A |
| U2541 | Student Employee State School | XH01 | A |
| U2650 | Conservation Aide | XH11 | A |
| U2725 | Planning Research Statistical Intern DOC | XH98 | A |
| U2730 | Summer Food Service Program Field Monitor | XH09 | A |
| U4020 | Test Center Proctor | XH46 | A |
| U4060 | Oral Examiner General | XH47 | A |
| U6150 | Game Farm Worker | XH31 | A |

**Jobs on the Standard Pay Scale**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Code** | **Job Name** | **PSG** | **PSL** | **Processing Dates** | **Pay Date** |
| U2712 | Capital Semester Intern | ST01 | 10 | **All Pay Areas**03/25/2022 | **Z1/Z2/T2**04/14/2022**Z3/T3**04/08/2022 |
| U8007 | Emergency Response Helper | ST01 | 10 |
| U2710 | Engineering Scientific and Technical Intern | ST01 | 10 |
| U2700 | Government Services Intern | ST01 | 10 |
| 20092 | Lake Erie Lifeguard Supervisor, DCNR | ST01 | 18 |
| 20091 | Lake Erie Lifeguard, DCNR | ST01 | 13 |
| 20095 | Lifeguard Supervisor, DCNR | ST01 | 15 |
| 20094 | Lifeguard, DCNR | ST01 | 10 |
| U2702 | Office of Vocational Rehabilitation Intern | ST01 | 10 |
| 09050 | Employment First Worker | ST01 | 10 |
| 49080 | Public Services Trainee for Clerical Services | ST01 | 10 |
| 49070 | State Work Program Trainee | ST01 | 10 |
| 20093 | Lake Erie Lifeguard Manager, DCNR | ST02 | 16 |
| U2740 | Wildlife Fisheries Biologist Aide | ST02 | 04 |
| 00110 | Clerk 1 | ST02 | 04 |
| 00210 | Clerk Typist 1 | ST02 | 04 |
| 25010 | Library Helper | ST02 | 04 |
| 00635 | Mail Production Assistant | ST02 | 04 |
| 00010 | Messenger | ST02 | 04 |
| 02410 | Stock Clerk 1 | ST02 | 04 |
| 00008 | Revenue Field Office Clerk | ST02 | 04 |
| 32010 | Laboratory Assistant | ST02 | 04 |
| 10580 | Technical Assistant | ST02 | 04 |
| 96160 | Copy Machine Operator | ST02 | 04 |
| 53980 | Forest Insect Pest Aide 1 | ST02 | 04 |
| 54010 | Forest Lookout | ST02 | 04 |
| 54030 | Forest Patrolman | ST02 | 04 |
| 50710 | Groundskeeper | ST02 | 04 |
| 90020 | Highway Maintenance Worker | ST02 | 04 |
| 90010 | Laborer | ST02 | 04 |
| 50000 | Livestock Worker 1 | ST02 | 04 |
| 91360 | Transportation Equipment Operator Trainee | ST02 | 04 |
| 97010 | Utility Plant Helper | ST02 | 04 |
| 82010 | Laundry Worker | ST02 | 04 |
| 82410 | Seamstress | ST02 | 04 |

**Temporary Clerical Pool**

The Commonwealth of Pennsylvania has also entered into a side letter agreement with AFSCME Council 13 regarding its Temporary Pool employees. The side letter agreement increases the minimum wage to $15.00 per hour, effective January 31, 2022 for the following jobs:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Code** | **Job Name** | **PSG** | **PSL** | **Processing Dates** | **Pay Date** |
| 00001 | Limited-Term Clerk | XH50 | A | **All Pay Areas**04/22/2022  | **Z2**05/13/2022**Z3**05/06/2022 |
| 00002 | Limited-Term Clerk Typist | XH56 | A |
| 00006 | Tax Season Clerk | XH57 | A |
| 00007 | Tax Season Clerk Typist | XH58 | A |
| U8021 | Temporary Adjunct Custodial Worker | XH27 | A |

**Liquor Store Clerks**

Effective January 31, 2022, seasonal employees hired expressly as vacation replacements

shall be paid at the hourly rate of $15.49 per hour. Additionally, the minimum hiring rate for UFCW-represented classifications assigned to Pay Scale Group (PSG) LS02 on the Liquor Store Pay Schedule will be Pay Scale Level (PSL) E ($15.49 per hour). All current incumbent employees in classifications which are assigned to LS02 who are below that rate will be brought up to PSL E, effective retroactive to January 31, 2022, or their date-of-hire, whichever is latest.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Code** | **Job Name** | **PSG** | **PSL** | **Processing Dates** | **Pay Date** |
| U2800 | Liquor Store Clerk Seasonal Part Time | XH07 | A | **All Pay Areas**04/22/2022 | **Z1**05/13/2022 |
| 02120 | Liquor Store Clerk 1 | LS02 | E | **All Pay Areas**03/25/2022  | **Z1**04/14/2022 |
| 02090 | Liquor Stock Clerk | LS02 | E |
| 02060 | Intermittent Liquor Store Clerk | LS02 | E |

**Questions?**
If you have any questions regarding Executive Order-2016-02 Minimum Wage Increase, please submit an [**HR help desk ticket**](https://copahrprod.servicenowservices.com/esc?id=sc_cat_item&sys_id=49dc343f1b0c0d10075ca932f54bcb65&sysparm_category=3d00682a1bbea410075ca932f54bcb3c) in the personnel administration category.