



**Living Wage Salary Adjustment #1710.190**

<b>INITIAL EFFECTIVE DATE:</b>  July 2005	<b>LAST REVISION DATE:</b>  May 7, 2025	<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b>  Compensation Administration Division of Human Resources
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**POLICY STATEMENT**

This policy requires the University does not pay wages that are below the living wage level.

**SCOPE**

This policy applies to all employees.

**REASON FOR POLICY**

To establish a procedure for the implementation and adjustment of salaries for all employees to the living wage level.

<b>DEFINITIONS</b>	
<b>TERM</b>	<b>DEFINITIONS</b>
Living Wage Level	The U.S. Department of Health and Human Services (HHS) poverty guideline for 4 persons in family/household, which are updated annually.

**ROLES AND RESPONSIBILITIES**

Compensation Administration will monitor the annual publication of the HSS poverty guidelines and will adjust salaries annually to meet the established threshold for the living wage level.



**RELATED RESOURCES**

[U.S. Department of Health & Human Services  
Poverty Guidelines](#)

**CONTACTS**

Division of Human Resources  
Compensation Administration  
11200 S.W. 8th Street PC 224  
Miami, Florida 33199

**HISTORY**

**Initial Effective Date:** July 2005

**Review Dates** (*review performed, no updates*): N/A

**Revision Dates** (*updates made to document*): April 29, 2021; July 1, 2024; May 7, 2025.



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<b>PROCEDURE STATEMENT</b>
<p>The Living Wage Adjustment shall be applied as follows:</p> <ol style="list-style-type: none"> <li>1. Compensation Administration will monitor the annual publication of to the HSS poverty guidelines and will adjust salaries annually to meet the established threshold for the living wage level.</li> <li>2. The Living Wage Adjustment shall be effective the first full pay period after the U.S. Department of Health &amp; Human Services publishes the poverty guidelines and Compensation Administration completes the review of the affected employee(s).</li> <li>3. If needed, the Salary Grade minimums will be adjusted accordingly.</li> <li>4. Compensation Administration will work closely with Talent Acquisition Management to identify any impacted postings and if needed update postings that are below the Living Wage.</li> <li>5. The Compensation Administration will inform the units of the affected employee(s) in their area.</li> </ol>