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LUCINDA MELTABARGER  
ADMINISTRATOR  
HUMAN CAPITAL MANAGEMENT

## MEMORANDUM

HCM 16-06  
Date: June 27, 2016

To: All Appointing Authorities

From: Lucinda Meltabarger

Re: Pay Band Schedule – Minimum Wage

Title 74, Section 840-2.16 requires that the minimum wage for classified and unclassified state employees, with certain exceptions (temporary and seasonal employees), be set at an annualized salary equal to the amount established in the Federal Poverty Guidelines for a three-person household, issued each year in the Federal Register by the United States Department of Health and Human Services. The new amount is \$20,160 with an hourly rate of \$9.69.

In accordance with the aforementioned minimum wage statute, we are required on July 1, 2016, to adjust the pay rates of all affected employees whose current rates fall below the new annual Federal Poverty Guideline of \$20,160. We will raise the minimum rates of pay bands A through F of the classified pay structure and pay bands 1-5 on the unclassified pay structure, since those minimums are currently below the new Federal Poverty Guidelines.

We ask that you please increase the salaries of any affected employees effective July 1, 2016.

For updated classified and unclassified pay structures please visit the HCM web page.

[https://www.ok.gov/opm/HR\\_and\\_Employee\\_Services/Salary\\_Schedule.html](https://www.ok.gov/opm/HR_and_Employee_Services/Salary_Schedule.html)

If there are questions or if additional information is needed, please feel free to contact your classification/compensation liaison at HCM or by calling 405-521-2177.

