



## **Florida: New Minimum Wage Effective 06.01.11**

May 12, 2011

Dear Client:

Effective 06.01.11, Florida's Minimum Wage will increase to \$7.31 for all employees in the state who are covered by the federal minimum wage. *Please note:* When an employee is subject to both a Federal and State minimum wage, the employee is entitled to the *higher* minimum wage rate.

As per SCI's *Best Practices*, employers are advised and encouraged to periodically check federal and state-specific websites applicable for your worksites for up-to-date and pending state wage requirements. Key websites are included below. *Note:* Information contained on these sites is subject to updating by the individual agencies and organizations.

- Department of Labor/Minimum Wage: [www.dol.gov/whd/minwage/america.htm](http://www.dol.gov/whd/minwage/america.htm)
- Federal Wage and Labor Law Institute (FWLLI)/Recent Changes: [www.fwlli.com/recentchanges.aspx](http://www.fwlli.com/recentchanges.aspx)
- Labor Law Center: [www.laborlawcenter.com/t-State-Minimum-Wage-Rates.aspx](http://www.laborlawcenter.com/t-State-Minimum-Wage-Rates.aspx)

### **Assistance from SCI/Response Requested**

As your HR Outsourcing Partner, your SCI team works diligently to prepare for minimum wage increases. We are providing vital information regarding the increase to our valued Clients and hope to answer any questions you may have. Our goal is to make this process as smooth and seamless as possible.

SCI's *Best Practices* suggest you get in touch with your assigned SCI Professional to discuss your options, including meeting the minimum wage when needed or perhaps adjusting wages higher than the minimum if that is included in your current business plan.

SCI will need a *written response* to the increase in the affected areas as soon as possible so that we can assist you to remain compliant with this state regulation. Please use the Payroll *Personnel Record Change* form located on Client Self-Service (CSS) → Reporting Services/Reports-On Demand → Forms → Payroll to confirm the change(s) you require and return the form(s) to your assigned SCI Professional two business days prior to the effective date of the change.

To ensure continued compliance, SCI will make every effort to discuss your minimum wage rate with you prior to making any necessary changes to the pay rates for your Members. In the event that SCI does not receive your confirmation within two business days prior to the state

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#### SCI Operations Centers

Corporate Office – Atlanta • 2435 Tech Center Parkway, Lawrenceville, GA 30043 • 800.444.6211  
Chicago • 1420 Kensington Road, Suite 114, Oak Brook, IL 60523 • 800.750.1932 Dothan • 220 Healthwest Dr., Suite 3, Dothan, AL 36303 • 800.755.6722  
Los Angeles • 800.932.4610 ext. 2661 Orlando • 5367 Conroy Road, Suite 300, Orlando, FL 32811 • 866.370.4211  
Tampa • 4224 W. Henderson Blvd., Tampa, FL 33629 • 800.932.4610

[www.scicompanies.com](http://www.scicompanies.com)



and/or federal change, the Human Resource Information System (HRIS) will be updated with the appropriate minimum wage rates to coincide with the required dates for change.

### **State Posters**

*This is a material substantive change and a new, Florida All-In-One poster is required. Using SCI's Best Practices recommendations, all employers should obtain and post all information applicable in your worksite locations to ensure your continued compliance with all federal and state required postings.*

You can take advantage of the convenience of having SCI order posters for you. Once you determine the type and number of posters that you need, contact your assigned SCI Professional to place your order.

### **Tip Credits**

Tipped employees must receive a rate equal to that of the required minimum wage that applies to them. Therefore, an employee's tips combined with the employer's direct wages must equal the minimum hourly wage. If not, the employer must make up the difference.

Some states have a higher tip rate and a different tip credit than the federal rate. SCI encourages our Clients to access the Tipped Employees webpage on the Department of Labor (DOL) website: [www.dol.gov/whd/state/tipped.htm](http://www.dol.gov/whd/state/tipped.htm) periodically to check for rate differences and useful information. *Note:* As of the date of this Client Notice, the webpage footer states, "This document was last revised in December 2010."

All content in this Client Notice is based on current information and supersedes previous communications regarding this topic. If you have any questions or concerns, please contact your assigned SCI Professional.

Sincerely,

SCI Companies