

## **STAFF WAGE AND HOUR POLICIES**

### **COMPENSATION**

The university abides by all applicable federal and state laws governing employee compensation, including federal and state minimum wage and salary requirements and pay regulations.

The authority for compensation administration lies with the individual units, and is exercised within guidelines established by the university. Restrictions and approval requirements are described in the Staff Compensation Guidelines available on the Policies Web site. A staff employee with questions regarding compensation should contact the appropriate supervisor or home department coordinator.

The applicability of certain compensation and pay regulations depends, in part, upon the classification of the position held by the employee, namely, whether that position is classified as either non-exempt or exempt. All staff positions are classified as non-exempt unless the duties performed meet criteria established under federal and state regulations which would allow the positions to be classified as exempt. Only the Compensation Office in Personnel Services has the authority to determine if a staff position qualifies to be classified as exempt and if the employee in that position is performing the duties that are required to maintain an exempt status.

Non-exempt staff employees are paid on a wage basis for all hours worked and compensated at overtime rates of pay for all qualified overtime hours based on state definitions and requirements. The university has established strict timekeeping procedures for non-exempt staff employees in order to comply with state overtime pay regulations. These procedures are described in the Payroll User's Guide.

Exempt staff employees are paid an established monthly salary and are expected to fulfill the duties of their positions regardless of hours worked. Exempt staff employees are not eligible to receive overtime pay or compensatory time off in lieu of overtime pay.

Questions regarding compensation, salaries or minimum wage requirements should be directed to the compensation staff in Personnel Services at (213) 821-8280 for the University Park campus or (323) 442-1010 for the Health Sciences campus. Additional information about compensation and related forms are available online at [www.usc.edu/dept/personnel/comp](http://www.usc.edu/dept/personnel/comp).

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