

Human Resources Administration offers you a wide variety of services...

If you are staff, we can help with...

Employment and Compensation Services

- Clarify university employment policies
- Verify years of service to the university
- Clarify compensation policies and procedures
- Review employee duties vs. job description for proper match

If you are staff or faculty, we can help with...

Leave Consulting

- Interpret university and government leave policies
- Clarify how pregnancy leave, FMLA, CFRA and PFL function
- Assist with accommodations due to medical restrictions
- Help to comply with Americans with Disabilities Act

If you supervise staff, we can help with...

Management Consulting

- Clarify university employment policies
- Partner with managers to solve personnel problems
- Assist with disciplinary actions and terminations
- Provide guidance with the planning and execution of layoffs and reorganizations
- Create, revise and assist with selection of job descriptions
- Provide internal and market pay comparisons
- Provide guidance on pay practices including bonuses, overloads, equity adjustments, etc.

Your local Human Resources contact



Human Resources Administration

Credit Union Building, 2nd Floor
(213) 821-8111
uschr@usc.edu

