


MEMORANDUM

Senior Vice President  
Administration

To: Senior Business Officers, Personnel Administrators  
and Home Department Coordinators

From: Todd R. Dickey 

Date: January 2, 2007

Subject: Staff Compensation Administration Guidelines

The attached Staff Compensation Administration Guidelines have been updated to:

- reflect the state wage and salary minimums which take effect January 1, 2007;
- require that all requests for changes in compensation undergo “one level up” review;
- eliminate the need for prior approval by the Compensation Office for bonuses and pay increases;
- redefine the approval requirements for pay increases over 6% and bonus compensation to place more authority in the hands of deans and vice presidents;
- increase the frequency of after-the-fact auditing by the Compensation Office and reporting to senior leadership on changes in total compensation;
- clarify the definition of “reclassification” as an action determined by the Compensation Office which corrects an employee’s designated position so that the job description more accurately reflects current job duties and responsibilities;
- clarify the definition of “promotion” as occurring when an employee accepts a new, different position from the one he or she currently holds;
- clarify the Compensation Office’s responsibility to develop job descriptions, determine the classification of positions, determine the appropriate selection of positions, and monitor compliance with university compensation policies;
- clarify the role supervisors have for assuring compliance with university compensation policy,

encourage schools and departments to establish additional guidelines to clarify their senior management’s expectation for requests, review, approval and documentation of employment actions.

I remind you that these guidelines are a component of the university's broader staff employment policies and procedures. They are updated from time to time as may be required by changes in the law, as the result of changes in preferred practices, and at the discretion of the university's officers. They are not scheduled to be re-issued annually and will remain in effect until such time as there may be a need to update them. You can reference them on the Policies Web page at [www.usc.edu/policies/](http://www.usc.edu/policies/).

I urge you to read through these guidelines very carefully and to encourage the supervisors in your school and department to do likewise. Please contact the compensation staff in Personnel Services at (213) 437-1815 for the University Park campus or (323) 442-1010 for the Health Sciences campus if you have any questions or require further clarification.

cc: Steven B. Sample  
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