



<https://www.rochester.edu>

Policies & Procedures (<https://www.rochester.edu/policies>)

Explore by Topic(<https://www.rochester.edu/policies/policy-archive/>)

About / Contact(<https://www.rochester.edu/policies/about/>)

[HOME \(HTTPS://WWW.ROCHESTER.EDU/POLICIES/\)](https://www.rochester.edu/policies/)

[POLICIES \(HTTPS://WWW.ROCHESTER.EDU/POLICIES/ALL/\)](https://www.rochester.edu/policies/all/)

[HUMAN RESOURCES \(HTTPS://WWW.ROCHESTER.EDU/POLICIES/ALL/?FILTER%5BPOLICY-AREA%5D=166\)](https://www.rochester.edu/policies/all/?filter%5BPOLICY-AREA%5D=166)

[COMPENSATION & BENEFITS \(HTTPS://WWW.ROCHESTER.EDU/POLICIES/ALL/?FILTER%5BPOLICY-AREA%5D=176\)](https://www.rochester.edu/policies/all/?filter%5BPOLICY-AREA%5D=176)

[COMPENSATION ADMINISTRATION](#)

POLICY

Compensation Administration

LAST

REVISED

ON 12/

2024

[Print](#) [Download PDF\(https://www.rochester.edu/policies/policy/compensation-administration/?pdf=1\)](https://www.rochester.edu/policies/policy/compensation-administration/?pdf=1) [Email\(mailto:?subject=Compensation Administration\)](mailto:?subject=Compensation Administration)

This policy applies to: All University staff

Table of Contents

I. POLICY

II. DEFINITIONS

II. GUIDELINES

A. COMPONENTS OF THE PROGRAM

B. JOB EVALUATION

C. PAY RANGES

D. PAY ADMINISTRATION GUIDELINES

E. GENERAL INFORMATION

I. Policy

The University's Compensation Administration Program is committed to regulatory compliance. As an employer we are obligated to comply with a variety of federal, state, and local labor laws. The Fair Labor Standards Act (FLSA) is a federal law that sets the criteria to determine which employees are entitled to overtime pay based on duties performed (including, level of responsibility and typical level of, decision making authority possessed) and method/ level of compensation. Generally, employees must

ABOUT THIS POLICY

Policy Applies To

Staff

Policy Number

195

Policy Group

Human Resources

Issuing Authority

Human Resources

Responsible Officer

Daniel Salamone

Contact Information

daniel.salamone@rochester.edu (mailto:
daniel.salamone@rochester.edu)

RELATED POLICIES

Work Schedules: Meal and Rest Periods

[\(https://www.rochester.edu/policies/policy/meals-rest/\)](https://www.rochester.edu/policies/policy/meals-rest/)

New and Changed Positions

[\(https://www.rochester.edu/policies/policy/new-positions/\)](https://www.rochester.edu/policies/policy/new-positions/)

POLICY KEYWORDS

<https://www.rochester.edu>

 **[See maps and directions](#)**
[Rochester, NY 14627](#)



[Accessibility \(https://www.rochester.edu/accessibility.html\)](https://www.rochester.edu/accessibility.html)

[Nondiscrimination \(https://www.rochester.edu/oeo/nondiscrimination/\)](https://www.rochester.edu/oeo/nondiscrimination/)

[Feedback \(https://www.rochester.edu/communications/work/digital-strategy/feedback/\)](https://www.rochester.edu/communications/work/digital-strategy/feedback/)

[Privacy \(https://www.rochester.edu/privacy/\)](https://www.rochester.edu/privacy/)

[Copyright \(https://www.rochester.edu/copyright.html\)](https://www.rochester.edu/copyright.html)

[Emergency Information \(https://www.rochester.edu/emergency/\)](https://www.rochester.edu/emergency/)

© University of Rochester 1996-2025

`<iframe src="https://www.googletagmanager.com/ns.html?id=GTM-TT7PP8Z" height="0" width="0" style="display: none; visibility: hidden" ></iframe >`