

GUIDELINES FOR USSEPM-ALIGNED COMPENSATION AND BENEFITS POLICIES

Competitive wages

Pay competitive salaries as compared to at least three other responsible businesses in the local market but pay attention to instances in which wages are depressed across an entire market. This means that in markets where employees are generally underpaid throughout the entire industry, your institution should adjust wages above the market rate.

Benefits/social protection

Limits on working hours and overtime hours: The general standard is 48 hours/week, 8 hours/day. Workers shall enjoy a rest period of at least 24 consecutive hours every seven days.

Overtime pay and paid leave

Overtime should be recorded and compensated. Pay rate of minimum 1.25, 1.5 or more is common. System to record working hours signed by employees must be in place. Paid leave describes rest days, sick leave, annual leave. Every worker shall enjoy at least three working weeks of annual paid holiday for one year of service. The HR rules should describe the length and frequency of rest periods.

Maternity/paternity leave

Example: Maternity leave (**Finca Peru**): New moms have a three-month leave, and once back at work, their workday is reduced by one hour for a full year to allow them to take nursing breaks.