

Method of Payment for Guest Lecturers for Chan Division of Occupational Science and Occupational Therapy

January 5, 2022

Type of Guest Lecturer	Method of Payment	Amount of Payment
Non-USC Clinicians, physicians, and other speakers who prepare and deliver a guest lecture	Honorarium processed through accounts payable. Requires Limited Engagement Payee Form and the person must complete a W-9 form. Sonia can send the W-9 to your guest speaker so you will need to connect with her in advance and provide the individuals email address.	\$100 per hour for each hour spent in the classroom. If talk goes beyond one hour such as 1.5 hours, the appropriate payment would be \$150.  If talk is less than 1 hour they will be paid for a full hour for the first hour.
USC Faculty outside of the Chan Division of OSOT.  <b>Chan faculty who provide guest lectures or serve on a panel do not receive compensation as it is part of the service component of their faculty load profile.</b>	Overload process through Payroll. You need to communicate in advance with Janis Wise so that she can obtain their Dean’s approval for the overload because their contract has to be amended.	\$100 per hour that they are in the classroom. For a 1.5 hour lecture the correct payment would be \$150.  If talk is less than 1 hour they will be paid for a full hour for the first hour.
Non-USC employees who bring their children in for observation in the classroom	Gift Card. You can purchase the gift card and submit your receipt to Sonia for reimbursement. Your receipt needs to include the name of the person receiving the gift card, the course number, and the date that they brought their child in for observation. Please indicate that this was given to the person as a Token of Appreciation.	\$50 gift card
Individuals who volunteer their time to come to class to talk about their life experiences.	Gift Card: You can purchase the gift card and submit your receipt to Sonia for reimbursement. Your receipt needs to include the name of the person receiving the gift card, the course number, and the date that they spoke to your class. Please indicate that this was given to the person as a Token of Appreciation.	\$50 gift card
Panel Speakers with no extension preparation  Panel Speaker (not USC employee) with extensive preparation for evidence-based presentation  Panel Speaker (USC Faculty outside of Chan Division of OSOT	Gift Card  Honorarium  Overload processed through Payroll (requires the approval of the speaker’s dean)	\$50 gift card  \$100 per hour that they are in the classroom.  \$100 per hour that they are in the classroom.

\*The faculty member may determine if the class contribution is one meriting a token of appreciation, or if the person is providing a “service”. If it is a service and warrants the \$100 per hour honorarium payment, the faculty member may discuss the payment options with the guest speaker. Option 1 is to be paid an honorarium and complete the necessary paperwork. Option 2 is a token of appreciation gift card. Please note that with a token of appreciation gift card we are limited to \$50.