Service Employees International Union (SEIU)

Wage Progression & Lump Sum Bonus Program
Agenda

• Context
  o Contract Agreement
  o Program Principles and Eligibility Criteria

• Policy
  o General Information
  o Lump Sum Bonus
  o Wage Progression

• Resources
SEIU Contract Agreement

Article 14, Section 4: “Employees may take advantage of opportunities for on-the-job training, formal training, performing higher-level duties, and other opportunities to expand their knowledge base and demonstrate increased skills. Demonstrating increased skills is one way employees may increase their value to UC and become eligible for salary increases or lump sum bonuses, effective July 1, 2009. The LMC and the HR department shall jointly establish criteria for implementing this process.”
Program Principles

• Responsibility shared
• Opportunities announced
• Communication encouraged
Eligibility Criteria

• Assessing employee contributions through positive change or improvement
  o Knowledge, skills and abilities
  o Outcomes and results (over a period of time)

• Consider
  o Team/departmental/organizational performance
  o Level of competence
  o Achieving agreed upon objectives and outcomes
Policy: General Information

- Effective July 1, 2009
- Provides processes for
  - Lump sum bonus
  - Wage progression
- Rewards performance, enhanced skills and/or productivity within the employee’s current position
- Recognizes performance
  - Between July 1, 2008 – June 30, 2009
  - July 1, 2009 going forward
- Does not replace the PDQ process
Lump Sum Bonus

What is it?

• Recognition and financial reward for
  o Performance that exceeds normal expectations and requirements for the position
  
  **OR**

  o One-time accomplishments
Lump Sum Bonus

Who can initiate it?

• The SEIU employee
• The SEIU employee’s supervisor/manager/administrator
Lump Sum Bonus

**What is the process?**

- Complete “Wage Progression/Lump Sum Bonus” form following departmental approval process
- Submit form to VP/VP designee
- Requires VP/VP designee approval
Lump Sum Bonus

Miscellaneous Information

- No central funding
- **NOT** part of employee’s base salary
- No lump sum bonuses prior to July 1, 2009
- May appeal to JCAC if
  - Employee disagrees with determination
  - Employee doesn’t receive a timely determination
Wage Progression

What is it?

• Process for rewarding employees through pay progression within current position and pay range
• May be available
  o Performance or application of new skills/expertise already developed in period from 7/1/08-6/30/09
  o Based on plans set forth for future development
Wage Progression

Who can initiate it?

- The SEIU employee
- The SEIU employee’s supervisor/manager/administrator
Wage Progression

What is the process?

• Supervisor/employee meeting *(ideally)*
• *(for period 7/1/08-6/30/09)* Documentation of skills/expertise developed and objective evidence of how applied in job
• *(for future development plans)* Written agreement citing criteria, objectives, and timeline
• Complete “Wage Progression/Lump Sum Bonus” form following departmental approval process
• Submit form to VP/VP designee
• Requires VP/VP designee approval
Wage Progression

Miscellaneous information

- No central funding
- No increase can take employee’s salary above maximum for pay grade
- **DOES** become part of employee’s base salary
- May appeal to JCAC if
  - Employee disagrees with determination
  - Employee doesn’t receive a timely determination
Wage Progression

**Effective Dates**

- For performance from July 1, 2008 – June 30, 2009:
  - effective date for the increase is July 1, 2009
- For performance beginning July 1, 2009:
  - effective date for the increase will be based on the completion date of the agreed upon criteria
Resources

• Wage Progression/Lump Sum Bonus Policy
  (www.uc.edu/hr/compensation/default.html)

• “Wage Progression/Lump Sum Bonus” Form
  (www.uc.edu/hr/compensation/default.html)

• Link to Video and PowerPoint Presentation
  (www.uc.edu/hr/compensation/default.html)

• Current SEIU Contract
  (www.uc.edu/hr/documents/union_contracts/SEIU%202008-2011.pdf)

• Questions?
  o Compensation email (hrcomp@uc.edu)
  o Labor Relations email (EMPLABOR@ucmail.uc.edu)