

Criteria for SEIU Wage Progression and Lump Sum Bonus

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."

This program is a responsibility shared by both the employee and the immediate supervisor. Employees are encouraged to work with their supervisor to plan the activities and functions that will lead to skill development. Employees are encouraged to set and follow through with training and development goals.

To support this program in an equitable manner, supervisors, managers and directors are encouraged to announce opportunities within the work area that will allow interested and qualified employees to benefit from internal development opportunities.

Employees are encouraged to communicate openly and frequently with their immediate supervisor concerning skill development goals. Meetings during the year are encouraged to facilitate communication between supervisors and employees about progress toward skill development and career plans.

Employee contributions can be assessed through positive change or improvement in the following areas:

1. Knowledge, Skills and Ability that demonstrate:
 - Initiative/Problem solving
 - Service orientation/Departmental or Institutional Perspective
 - Operational Effectiveness/Resource Management
 - Special Projects

2. Outcomes and Results that demonstrate (over a period of time):
 - Consistency
 - Dependability
 - Reliability

In determining eligibility for wage progression or lump sum bonus, employees and supervisors are encouraged to consider the following:

- What impact has the employee made on team, departmental, or organizational performance?
- What level of competence has been brought to bear in handling the demands of the role?
- To what extent have agreed objectives and outcomes been achieved?

Examples of activities that may result in wage progression or lump sum bonus may include but are not limited to:

- Provides substantial contribution to the fulfillment of goals and objectives of the Office, Department, or Division through performance of special assignments.
- Provides creative, innovative ideas or solutions using strategies, which increase efficiency and/or the effective use of resources or which strengthen the image of the Office, Department or Division.
- Demonstrates outstanding leadership to the Office, Department, or Division resulting in significant accomplishments.
- Completes educational degree or job relevant certification.
- Completes training that supports and demonstrates more effective job performance.
- Demonstrates significant and continuous increase in service, quality of work, and/or productivity.
- Demonstrates initiative that makes systems more efficient and/or processes more streamlined, effective and valuable.
- Takes on assigned responsibility of job training for newly hired coworkers.
- Makes contributions towards improvement or enhancement of the quality of departmental services that make a significant difference for colleagues, students, staff and customers.
- Accomplishes unique and non-recurring endeavors not normally associated with the duties of the position

Policy for SEIU Wage Progression and Lump Sum Bonus

This process is being initiated to implement the Article 14, Section 4 Classification and Compensation language approved in the SEIU/1199 agreement dated July 1, 2008 – June, 30, 2011.

The process is effective July 1, 2009 and may include recognition for performance since July 1, 2008.

Non-probationary employees are eligible for wage progression or lump sum bonuses. The philosophy of the program is to reward performance, enhanced skills and/or productivity among current employees. This does not replace the Position Description Questionnaire (PDQ) process as outlined in Article 14, Section 5.

The policy and criteria will be reviewed by the Labor Management Committee one year after the effective date to assess effectiveness and to make adjustments where necessary.

Lump Sum Bonus Process

The process provides a means of recognition and financial reward for performance that exceeds normal expectations and requirements for the position or for one-time accomplishments. (See Criteria)

The employee may request a lump sum bonus or the employee's supervisor/manager/ administrator may recommend that such a bonus be given to the employee. The initiator will submit the request form to the VP designee. If the employee submits the form, he/she must copy his/her supervisor and department head on the request. In a case where the supervisor is not willing or able to discuss a lump sum bonus, the employee should complete the appropriate form and send a copy to his/her

supervisor, department head and VP/VP designee. Each division/unit of the University will have an approval process that may include the Department Head, Business Office, Dean, etc. (process to be determined locally in each unit). Regardless of the local unit process, in all cases, the lump sum bonus requires Vice Presidential approval (or approval of the VP designee).

Requests under this policy may be processed at any time, but no lump sum bonus will be reviewed within one (1) year of the last review for the same position except by mutual agreement of the University and the Union. The VP/designee shall notify the employee, the employee supervisor, the Union and HR in writing of the determination of the lump sum bonus within 30 days of receipt of the request by the VP/VP designee including the reason for the determination. There is no central funding for a lump sum bonus; funding is the responsibility of the individual unit/department. A lump sum bonus does not become a part of the employee's base salary. Within 30 days following VP/VP designee approval, a PCR will be processed by the employee's department for the lump sum bonus and must include the approved request form in the Comments box. Compensation will review and approve as appropriate.

Appeal of Determination

If the employee has not received a determination from the VP/VP designee after 60 days from VP/VP designee receipt of the form or if the employee does not agree with the determination, the employee may appeal. The appeal must be submitted in writing within fifteen (15) working days. The SEIU Joint Classification Appeals Committee (JCAC) will review these appeals. The JCAC may seek information or testimony from the employee, the supervisor and/or the VP (or VP designee). The JCAC shall have no authority to rule on the dollar amount.

The JCAC shall make its determination within fifteen (15) working days of the Committee's meeting. The Union or the University may appeal the JCAC decision to the Classification Review Hearing Officer within twenty (20) working days of the Committee's decision. Within 30 days following the JCAC approval, a PCR will be processed by the employee's department for the lump sum bonus.

Wage Progression Process

The process provides for rewarding employees through pay progression within their current position and pay range. Opportunities for increased compensation may be available for application of new skills and expertise already developed over time in the job or based on plans set forth for future development. Employees who are interested in wage progression should approach their supervisors by completing the appropriate form, a copy of which will be sent to the VP/VP designee. Supervisors/managers/administrators may also approach employees with suggestions for increasing employee skills in order to take advantage of wage progression. (See Criteria)

The University will provide training to supervisors and SEIU staff so that the process is equitable, fair, transparent, and objective. Progression opportunities should be demonstrably equally available to all staff who meet the criteria. Increased compensation can be requested to recognize performance or the application of skills and expertise already developed in the period of 7/1/08 to 6/30/09. Skills and expertise already developed should be documented including objective evidence of how those skills and expertise were applied in the job. This information should be mutually agreed upon and submitted on the Wage Progression/Lump Sum Bonus Form. The opportunity for increased future compensation, based on plans set forth for future development, ideally begins with a mutual agreement between an employee and their supervisor. The written agreement submitted on the Wage Progression/Lump Sum Bonus Form will include specifics of the agreed upon criteria, the objective evidence that will be used to assess whether the employee has met the agreed upon criteria, and a

time-line for completion. There could be a general progression arrangement for the department as a whole or an individual progression agreement for a single employee.

The supervisor should meet with the employee requesting wage progression. The supervisor will document the discussion and agreement (if any), sending copies to the employee, department head and VP designee. Within 30 days of submission of the Wage Progression/Lump Sum Bonus Form, the VP/VP designee shall notify the employee, the employee supervisor, the Union and HR in writing of the determination including the reason for the decision. Each division/unit of the University will have an approval process that may include the Department Head, Business Office, Dean, etc. (process to be determined locally in each unit). Regardless of the local unit process, in all cases, the wage progression salary increase requires Vice Presidential approval (or approval of the VP designee).

In a case where the supervisor is not willing or able to discuss wage progression, the employee should complete the appropriate form and send a copy to his/her supervisor, department head and VP/VP designee.

No increase can take the employee's salary above the maximum for the pay grade. All funding is the responsibility of the individual unit/department; no central funding is provided.

Requests may be processed at any time, but no wage progression request will be reviewed within one (1) year of the last review for the same position except by mutual agreement of the University and the Union. A wage progression salary increase becomes a part of the employee's base salary. A PCR will be processed by the employee's department for the increase and must include the approved request form in the Comments box. Compensation will review and approve as appropriate. The effective date of the increase would be the first day of the pay period that contains the effective date the employee has completed all criteria, as submitted either by the supervisor or employee for approval as determined in the written agreement or the date of submission of the form whichever is appropriate.

Appeal of Determination

If the employee has not received a determination from the VP/VP designee after 60 days from VP/VP designee receipt of the form or if the employee does not agree with the determination, the employee may appeal. The appeal must be submitted in writing within fifteen (15) working days. The SEIU Joint Classification Appeals Committee (JCAC) will review these appeals. The JCAC may seek information or testimony from the employee, the supervisor and/or the VP (or VP designee). The JCAC shall have no authority to rule on the dollar amount. If the JCAC approves the wage progression determination, the effective date of increase will be:

- a. the first day of the pay period that contains the effective date the employee has completed all criteria, as submitted either by the supervisor or employee for approval as determined in the written agreement
or
- b. the date of submission of the form
whichever is appropriate.

The JCAC shall make its determination within fifteen (15) working days of the Committee's meeting. The Union or the University may appeal the JCAC decision to the Classification Review Hearing Officer within twenty (20) working days of the Committee's decision.