

SEIU Wage Progression and Bonus Policy

Frequently Asked Questions

1. Are **part-time employees** eligible? Yes, all non-probationary SEIU employees are eligible.
2. Are employees in their **probationary period** eligible? The employee must complete their probationary period before they are eligible.
3. What is the **time frame for completion** of the work or plan? It is subject to the plan and the criteria that have been agreed upon between the supervisor and the employee.
4. **When do I receive the bonus or wage progression?** It is subject to the plan and the criteria that have been agreed upon between the supervisor and the employee.
5. **How high can my pay go?** It can't go above the maximum of your pay grade.
6. **Will the pay grade of my position change?** This does not change your pay grade or classification. Pay grades or classifications are changed through the Position Description Questionnaire (PDQ)process.
7. Can the VP/VP designee **deny** the wage progression increase or lump sum bonus? Yes, but you have the right to appeal to the Joint Classification Appeals Committee (JCAC).
8. Can the request be **denied due to the budget situation?** Yes, but you have the right to appeal to the Joint Classification Appeals Committee (JCAC).
9. If I've received a wage progression increase and I **change jobs** do I lose my wage progression amount? Your wage progression increase becomes a permanent part of your base salary.
10. What if I haven't completed the agreement and I **get bumped?** You will not be eligible for a wage progression increase because you will be unable to complete the agreement.
11. When do I ask for **reclassification vs. wage progression or bonus?** If your permanent duties change significantly, submit a PDQ for reclassification.
12. What is the **limit on how often I can receive** a wage progression increase or lump sum bonus? You may apply for a wage progression increase and/or a lump sum bonus once a year.
13. What if I completed a degree or additional training **earlier than 7/1/08?** You aren't eligible; the program begins with the start of the current collective bargaining agreement on 7/1/08.
14. How do we ensure that the program is **available for all employees?** The VP /VP designee has to ensure that it's equitable and fair.
15. Are there **steps or specific levels of progression?** There are no specific levels. It is subject to the plan and the criteria that have been agreed upon between the supervisor and the employee.
16. Will I still get **across the board raises?** Yes.
17. What if **my supervisor says I haven't completed** the agreed upon plan, but I think I have? You may appeal to the JCAC.
18. If my **job duties change** after I receive a wage progression increase, can I submit a PDQ for reclassification? Yes.
19. Does each supervisor have their own plan or is there a **department-wide plan?** There could be a general progression arrangement for the department as a whole or an individual progression agreement for a single employee.

20. If I'm at the **maximum of my pay grade**, am I eligible for a lump sum bonus? Yes as it is not added to the base salary; it is a one-time payment.
21. Can I get **both a lump sum bonus and a wage progression** increase in one year? Yes.
22. Can I request a lump sum bonus or a wage progression increase if I'm **filling in for someone**? This is not a wage progression or lump sum bonus situation; you may be eligible for a Temporary Work Level (TWL) payment.
23. Are the lump sum bonuses and wage progression increase **taxed**? Yes, it's wages.
24. What is the **approval process**? 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, Vice Presidential approval (or the approval of the VP designee) will be required.
25. If my wage progression increase is **effective July 1 is it on top of SEIU raise**? How are they computed? Each is computed on the same wage base.
26. **When do I talk to my supervisor**, before or after I fill out the form? You should have the discussion and fill out the form together.
27. **Is pay retroactive**? Work from 7/1/08 to 6/30/09 can be considered but the raise would not occur until 7/1/09 when this program begins.
28. Are there **rules or a schedule** for how the **skill set relates to monetary value**? It is subject to the plan and the criteria that have been agreed upon between the supervisor and the employee. The plan is flexible due to the variability of departments and skills.
29. What should I do if my **supervisor won't discuss** a lump sum bonus or a wage progression increase? In a case where the supervisor is not willing or able to discuss a lump sum bonus or a wage progression increase, the employee should complete the appropriate form and send a copy to his/her supervisor, department head and VP/VP designee.
30. Can a request be **submitted anytime in year**, not just at beginning of year? Yes, a request can be submitted at any time in the year.
31. How is the **amount determined**? It is subject to the plan and the criteria that have been agreed upon between the supervisor and the employee.
32. Where can I find the **maximum of my pay grade**? The pay schedules are found in Appendix 2 of the 7/1/08-6/30/11 SEIU contact.