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**TO: Campus CWA Skilled Trades and Service Members (does not apply to Medical Center)**  
**FROM: Tom Bond, Compensation Manager for Office of Human Resources**  
**DATE: September 14, 2009**  
**SUBJECT: October 1, 2009 CWA Article 41 Performance Pay Increase**

The University and the Communication Workers of America (CWA) recently negotiated a provision in the 2009 contract that provides additional base pay compensation to bargaining unit members based on annual performance reviews.

Performance pay increases can be 0%, 1%, or 2%. If eligible, your performance pay increase will be effective Sept. 27 and you would see the impact in your paycheck issued Oct. 23.

Bargaining unit members who will reach their 12 or 24 month anniversary during 2009-10 are not eligible for this performance pay increase, but are eligible on their anniversary date. Bargaining unit members in an initial probationary period on Sept. 27 will receive a performance increase upon successful completion of probation.

Performance pay increases are not based solely on performance evaluations, but must adhere to a broader set of guidelines:

- 1. 0% increases will be issued only to members whose performance is below expectations and only if the performance review process steps outlined in Article 21.5 of the OSU/CWA Agreement have been followed.**
- 2. 2% increases will be issued only to recognize exceptional performance.**
- 3. Otherwise, the bargaining unit member will receive 1%.**
- 4. Colleges and business units are required to manage performance pay increases to an aggregate (average) increase of 1%.**

For more information about the CWA performance pay provisions in the new contract, please refer to Article 21 (Performance Evaluations), Article 41 (Wages) and the Compensation Guidance memo issued on Aug. 14. Each of these documents is available at [hr.osu.edu/ohrc/er\\_laborrelations.aspx](http://hr.osu.edu/ohrc/er_laborrelations.aspx). We also are asking supervisors and CWA stewards to make these documents available.

The University strives to recognize employee performance using systems that are clearly communicated to bargaining unit members and consistently administered by supervisors in accordance with the labor contract. A joint Merit Effectiveness Review Panel (MERP), with equal membership from management and CWA, has been established to receive and evaluate feedback about the administration of the performance pay process. We expect the MERP process to be of great benefit to further advancing the effectiveness of this process.

You soon will be receiving a letter from your department with your 2009 performance pay increase information. If you believe the University principles for performance pay, as outlined in the labor contract, were not followed, please contact your CWA steward. He or she will review your performance pay award and assist you (if desired) in presenting any discrepancies to the Merit Effectiveness Review Panel as provided in Article 41.