Employee Compensation Frequently Asked Questions

Question:
What is the Anniversary Date and does it change?

Answer:
- The anniversary date is the date of the last permanent pay change (excluding COLA)
- This date changes whenever there is a permanent pay change (promotion/demotion)
- The date may be different from hire date
- The next merit increase projection is based on last the anniversary date
- To find out your next merit increase date, please email to HR-Compensation@jhsmiami.org

Question:
Who is eligible and how much will I get on my merit increase?

Answer:
- All employees are eligible for merit with the exception of:
  - Per-diem and Temporary status
  - Employees in leadership companies
  - Vendors and contracted employees
- The merit increase schedule depends on the union, employee status and the step. Merit increase is always one-step for union and 2.5% for non-union employees.

Question:
How often do I receive a merit step increase?

Answer:

- Eligible employees will receive a merit step increase based on the progression rules; these can be found in the Collective Bargaining Agreement (CBA) book.
- **CBA progression rules for AFSCME**:

  Job Classification for Jobs with 10 Steps:
  Step 1-2: six months
  Step 2-8: annual
  Step 8-10 (or last longevity): 5 years
  Job Classification for Jobs with 12 Steps:
  Step 1-2: six months
  Step 2-10: annual
  Step 10-12 (or last longevity): 5 years

- **CBA progression rules for SEIU:**
  Step 1-7: annual
  Step 7-11: 2 years; exception are Clinical Staff Nurses – their two year progression starts at step 6
  Step 11-15: 3 years
  Step 15-17: 4 years (longevity)

Question:
When do I receive my Longevity Bonus?

Answer:

- The longevity bonus is paid after 15 years of continuous full-time service
- Any service interruption (status change, FMLA or other leave) will impact the longevity date
- All inquiries related to longevity date should be directed to 786-466-8380 for more information

Question:
Who do I contact for a calculation breakdown and discrepancies for the retro payment I received?

Answer:

- All questions related to pay checks, including retroactive payments should be directed to Payroll department at 786-466-8000.

Question:
My job description is not accurate - how do I revise it?

Answer:

- Your job description (JD) reflects a general summary of the job duties for your function. Please note that not every task will be listed on your JD.

- If you think your JD is not reflecting the general job duties you are performing on a daily basis, please reach out to your direct supervisor for further assistance.
- If your direct supervisor finds that JD update is needed, they should reach out to HR-Compensation@jhsmiami.org for assistance

Question:
Can I access my job description?

Answer:

- The job description library resides under wePerform, however, currently only your direct supervisor can access. We are working on expanding this immediate library access to all employees in the very near future.
- You will have an opportunity to review your own job description during your annual performance review process, where you will be asked to review and acknowledge receipt. This is a great opportunity to discuss any discrepancies with your direct supervisor.

Question:
Who is eligible for Uniform Allowance and when is the allowance received?

Answer:

- Uniform allowance is paid on an annual basis to all active eligible employees on the first pay day in January
- Any employees that are defined as eligible or hired after the initial payment was made will not be eligible for the current year
- Employees that eligible to receive uniform allowance are:
  - SEIU RN and Professionals: all statuses are eligible with exception of Per-Diem status where eligibility applies only when employee's averaging 20 or more hours over last six months
  - AFSCME: Only employees in full-time status are eligible
  - GSAF: Employees in full-time and part-time are eligible
- Employees that are not eligible for uniform allowance are all employees in leadership, physicians, medical residents and non-union employees.