

**Request for Review of Individual Performance Pay Decision  
By the Merit Effectiveness Review Panel  
(for Bargaining Unit Members of Communications Workers of America, Local 4501)**

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. **Members requesting consideration for a MERP case review must complete and submit this form (attach supporting documentation – examples on next page) to a CWA steward. The CWA must submit the form to the Office of Human Resources by November 14, 2011. Members must also follow the instructions on the next page to schedule a MERP case review.**

<b>Employee Name:</b>	<b>Employee #:</b>		
<b>Classification:</b>			
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding: 5px;"> <b>Department:</b>    <input type="checkbox"/> Business and Finance  <input type="checkbox"/> Facilities Operations and Development  <input type="checkbox"/> Lima  <input type="checkbox"/> Mansfield  <input type="checkbox"/> Marion  <input type="checkbox"/> Newark </td> <td style="width: 50%; vertical-align: top; padding: 5px;"> <input type="checkbox"/> Medical Center  <input type="checkbox"/> Student Life  <input type="checkbox"/> Transportation and Parking  <input type="checkbox"/> Wooster OARDC  <input type="checkbox"/> Other _____ </td> </tr> </table>		<b>Department:</b> <input type="checkbox"/> Business and Finance <input type="checkbox"/> Facilities Operations and Development <input type="checkbox"/> Lima <input type="checkbox"/> Mansfield <input type="checkbox"/> Marion <input type="checkbox"/> Newark	<input type="checkbox"/> Medical Center <input type="checkbox"/> Student Life <input type="checkbox"/> Transportation and Parking <input type="checkbox"/> Wooster OARDC <input type="checkbox"/> Other _____
<b>Department:</b> <input type="checkbox"/> Business and Finance <input type="checkbox"/> Facilities Operations and Development <input type="checkbox"/> Lima <input type="checkbox"/> Mansfield <input type="checkbox"/> Marion <input type="checkbox"/> Newark	<input type="checkbox"/> Medical Center <input type="checkbox"/> Student Life <input type="checkbox"/> Transportation and Parking <input type="checkbox"/> Wooster OARDC <input type="checkbox"/> Other _____		
<b>Area:</b>	<b>Supervisor's Name:</b>		
<b>What was the overall rating/score on your performance evaluation?</b>			
<p><b>In 2011, MERP will utilize Article 21 and Appendix D as the basis for its review. Under what section(s) are you requesting a review of your performance pay award:</b></p> <p><input type="checkbox"/> <b>Article 21.5</b></p> <p style="margin-left: 20px;"><input type="checkbox"/> My supervisor and I did not engage in a performance planning discussion/goal setting at or near the beginning of the performance evaluation period.</p> <p style="margin-left: 20px;"><input type="checkbox"/> My supervisor did not provide feedback or coaching on my performance during the performance evaluation period.</p> <p style="margin-left: 20px;"><input type="checkbox"/> I did not receive a performance review from my supervisor during the performance evaluation period.</p> <p><input type="checkbox"/> <b>Appendix D</b></p> <p style="margin-left: 20px;"><input type="checkbox"/> The criteria on which I was evaluated were not job related.</p>			
<b>Please provide any additional information</b> _____ _____ _____ _____			
<b>Did you receive corrective action during the performance evaluation period?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>By signing this form I confirm the information provided herein is true and accurate to the best of my knowledge. I agree the willful conveyance of false or inaccurate information by me in support of this request shall result in the forfeiture of my rights for a review under the contract.</b>			
<b>Employee Signature:</b>	<b>Date:</b>		
<b>Steward Signature:</b>	<b>Date:</b>		

## **NEXT STEPS**

**(Action Required)**

In order to participate in the Merit Effectiveness Review Panel (MERP) process, you must submit a completed "Request for Review" form (on the previous page) and supporting documentation to a CWA steward. **You must also schedule a MERP case review through the Office of Human Resources. You must schedule the MERP case review by speaking with Renee Fawcett at 614-247-1847 between the hours of 9:00 am and 3:00 pm any weekday between November 28, 2011 and December 16, 2011.** You may also request the services of an interpreter during your call.

During January 2012, MERP will conduct the case reviews by assigning a neutral and two case managers (one from the CWA and one member of management) to review the performance pay decision. A member will have the opportunity to meet in person with the neutral and the case managers to discuss the review request. Based upon this review, the case managers will make a determination on the member's request.

**Failure to schedule and participate in the MERP case review meeting will result in the denial of your request.**

If you have any questions or concerns, please contact a CWA steward.

---

### **Supporting Documentation**

Examples of supporting documentation\* may include, but are not limited to:

- A copy of your performance evaluation
- Copies of any statement you have asked to be added to your performance evaluation
- Copies of performance expectations and goals from the relevant performance evaluation period
- Copies of coaching records
- Copies of feedback from customers and/or peers regarding your performance
- A copy of your self-evaluation
- Copies of work related awards, certificates of achievement, commendations, letters expressing appreciation, etc.
- Photographs of work related trophies, plaques, etc.

\*All documents should be from the 2010-2011 performance evaluation period.