



**Senior Vice President for
Administration and Finance**

University of Cincinnati
PO Box 210620
Cincinnati, OH 45221-0620

630 University Pavilion
Tel: (513) 556-2413
Fax: (513) 556-5269

October 9, 2007

Administration and Finance
Incentive Pay for Attendance
Memorandum 102

In the past, various units in the former Division of Administrative and Business Services offered attendance incentive pay programs as one way to address absenteeism and abuse of sick time. Although the incentive pay for attendance resulted in some improvement over a short period, it is not good business or employment practice for the long term, and can create misunderstandings about wages and compensation, especially for hourly-paid employees.

Therefore, effective January 31, 2008, incentive pay programs based on attendance will no longer be permitted in Administration and Finance.

Human Resources will undertake a compensation study of employee groups most affected by attendance incentive pay programs to determine if pay ranges appropriately match job duties and descriptions and will make recommendations to address any problems. In addition, Human Resources will work with departments and union leadership to craft and recommend performance-based reward programs for consideration and approval by the Senior Vice President for Administration and Finance.

If you have any questions about this policy, please contact Peg Allensworth, Senior Associate Vice President, at 556-0218.

A handwritten signature in black ink, appearing to read "Monica Rimai", written over a horizontal line.

Monica Rimai
Senior Vice President for Administration and Finance