



UAB Medicine Appreciation Payment – Workgroup C

FREQUENTLY ASKED QUESTIONS

Why is UAB Medicine making an Appreciation Payment?

There is no question that 2020 has been a difficult year for everyone, both personally and professionally. Our UAB Medicine team has pulled together during the pandemic and pulled off amazing accomplishments, as you do during difficult times. We are very happy we were able to restore the pay cuts that were made retroactively, and we want to say **thank you** for all of your hard work with a one-time lump sum payment to all eligible non-faculty employees in Workgroup C.

What are the criteria to qualify for a payment?

For fiscal year 2020, you must meet the criteria below to be eligible for a UAB Medicine Appreciation Payment:

- You are a member of Workgroup C. You can verify your work group on this website: <https://www.uab.edu/humanresources/home/wfgroups>.
- You were hired into a UAB Medicine position on or before September 30, 2020 and are in one of the following statuses:
 - Full time (including employees working three 12-hour shifts and 02 FT Temp)
 - Part time regular
 - Irregular (if you worked during FY2020)
 - Weekend employees (status 17)
 - Payment amounts will be based on the employee's status as of 9/30/2020
- Employees who have a primary assignment at UAB and a secondary assignment in UAB Medicine are eligible to participate based on the secondary assignment.
- If you are a manager or above, you did not participate in any other incentive plan offered by UAB Medicine (other than productivity-based incentives).
- You are employed in a UAB Medicine position in Workgroup C at the time of the payout.

Who is excluded from the payment?

- Physicians, faculty, residents, temporary employees (UAB Temp Service or external), employees in Workgroup A, individuals in campus support departments who may work in UAB Medicine, but are not in a UAB Medicine account, and individuals studying to enter a particular profession or formally engaged in learning such as trainees (status 46), students (status 06 or 11), post doc students (status 20), post doc fellows (status 21) and Interns are not eligible for the incentive. The Appreciation Payment does not apply to the Montgomery, Selma or Huntsville campuses. Also excluded are managers and above who already participate in a UAB Medicine incentive program.

Does my individual performance affect my payment?

No. If you meet the listed criteria, you qualify for the payment.

What is the amount of the payment?

The payment will be \$600 for full-time and \$300 for regular part-time and irregular employees. For purposes of this payment, regular full-time includes three twelve-hour shift employees and part-time/irregular includes weekend employees (status 17).

How will I receive the Appreciation Payment?

These payments will be direct deposited but will be separate from your regular paycheck.

When will the payments occur?

The Appreciation Payments will be made on Thursday, November 5th.

Will taxes be taken out of the payout amount?

Yes, all applicable deductions will be taken from the gross amount of the payout in accordance with IRS rules.

What if I leave the organization or retire?

You must be employed by UAB Medicine in Workgroup C on the date of the payout in order to receive it.

What happens if I transfer from one UAB Medicine entity to another after September 30th?

If you transfer to another UAB Medicine organization but remain in an eligible status in Workgroup C, you will be eligible to receive the payment.

What if I am out on Family Medical Leave? Some other type of leave?

Being out on Family Medical Leave or other approved leave does not disqualify you from participating. If you are on a paid leave of absence, you will receive the payment in the first week of November. If you are on unpaid leave of absence and you return to work in UAB Medicine, you will receive the payment after you return to work.

Who should I contact if I have questions?

If you have question about the Appreciation Payment, you can ask your supervisor or contact Human Resources.