

# IAPE x SALES

## HOW YOUR IAPE CONTRACT WORKS

The Company agrees that, for any design changes to an incentive plan year over year, the Company will provide a written explanation for such changes. IAPE typically receives sample copies of each SIP to be changed for a particular plan period, as well as a list of IAPE-represented employees covered by each plan from the Dow Jones Legal Department. The collective agreement between IAPE and DJ requires a 45 day review period of any changes.

The IAPE/DJ CBA also defines when incentives must be paid. “Incentive payments will be made within three (3) months of being earned as defined in the respective incentive plan.”

**If you have any issues regarding your SIP, reach out to the union.**

## INFORMATION YOU SHOULD RECEIVE FROM DOW JONES

- Plan overview informing eligibility for the SIP and the plan period (often the fiscal year)
- Total incentive summary describing plan components, whether those components are considered incentives or bonuses, and the target amount for each
- Plan components outlining items like new business revenue, retention revenue and strategic behavioral objectives
- Plan documents also contain “Terms & Conditions” sections, describing plan and performance periods, plan structure, sales goals, rules for recognizing types of revenue, rules for territory changes and chargebacks, responsibilities of participants, changes to employment status, plan governance and terms of plan acceptance.

## HOW YOU CAN HELP

The 45-day review period has been utilized by IAPE to solicit feedback from members and raise questions or concerns about the impact of plan changes on employee compensation. **Wait to sign. The review period is most effective when combined with collective action – when a solid majority of affected employees speak out against a particular change, there is a greater likelihood sales management will seriously consider those concerns. If we wait to sign, we can take the time to review and propose changes as a collective voice.**