



Memorandum

Date: August 29, 2011

To: SUNY Oneonta Professional Staff (UUP)

From: Provost Maria Thompson
Vice President Paul Adamo
Vice President Todd Foreman
Vice President Steve Perry
Director Hal Legg

Re: 2011 Discretionary Salary Increase Process for Professional Staff

It is always a pleasure to recognize the outstanding work of SUNY Oneonta's professional staff. This year's process again includes both a supervisor recommendation component and an employee direct application component for merit awards.

- For this year, the entire DSI pool will be used to recognize merit.
- The College continues to value equity among employees. Although the comprehensive salary analysis for faculty and professionals has not been finalized, it remains our intent to address equity through a more comprehensive approach that the survey will provide. As such, there is no procedure for salary equity adjustments in the discretionary process this year.

Objectives

The purpose of the discretionary program is to acknowledge outstanding performance among professional staff across the full range of the College's responsibilities. Discretionary increases should be used to recognize and stimulate the desire to exceed those very standards. The present round of DSI is intended to acknowledge outstanding performance from July 1, 2010 through June 30, 2011. Awards granted through the DSI process will be retroactive to July 1, 2011 for professional employees.

Eligibility

Eligible UUP professionals are full-time and part-time professional employees on the payroll in positions in the negotiating unit as of June 30, 2011 and at the time of payment scheduled for paychecks dated December 7, 2011. This may include employees on full or partial leave, with or without pay.

Presented below are the criteria to be used and the procedures to be followed. Both criteria and procedures are generically described. The various departments and units of the College are quite diverse in culture and ways of operating. These differences contribute significantly to the excellence that characterizes all sectors of this institution. A single, highly specific, set of criteria and procedures would not work well.

Criteria

SUNY College at Oneonta seeks to acknowledge professional employees who made outstanding contributions to their respective departments/units and to the institution as a whole. Individuals who remain actively engaged with their careers and with the College, increasing their skills and competencies, making improvements in processes and services, and helping others perform well are those whom we need to recognize. Outstanding contributions among professional staff come in many forms:

- Exceptional performance in one's responsibilities, including qualities of judgment, attitude, initiative, creativity, dependability, problem-solving and communications with others.
- Innovations and improvements in fulfilling one's responsibilities.
- Demonstrable contributions to advancing College, divisional and/or department goals.
- Initiative in advancing the interests of the College – "thinking outside the box".
- Balanced leadership and teamwork in working with others within and across departments/units.
- Overall service to the College.

Award Grantors

Each vice president or director that reports directly to the President will be an "Award Grantor" who determines discretionary salary increase awards within his/her division. Vice presidents will involve members of the management staff (associate vice presidents, associate provosts, etc.) in their divisions in any way they determine appropriate, given the organizational structure of the respective divisions. Decisions of the vice presidents are not subject to appeal. The President is responsible for final authorization of the overall DSI award recipients and amounts.

Supervisor Recommendation

Directors or area managers may recommend their professional employee(s) for a merit based discretionary salary increase. Recommendations must be accompanied by a succinct, but illuminating rationale that outlines the nature of the staff member's contributions, which recommend their professional employee(s) for a merit based discretionary salary increase. **Recommendations are given to the associate vice president or next level supervisor whichever is appropriate no later than Friday, October 7, 2011.** The Award Grantors, as described above, will collect and review all recommendations submitted by supervisors within their division.

Employee Application

A professional employee who wishes to directly apply for a discretionary salary increase **MUST** write a letter of **no more than two pages** to his or her supervisor. The letter should identify the basis for the request for review and provide any supporting material(s) the individual wishes to attach. The request should specifically address how the employee's contributions fit within the criteria outlined in this memorandum. **The letter and any supporting material(s) must be submitted to the supervisor no later than Friday, October 7, 2011.** The supervisor will review these materials and provide his/her own recommendation about the increase. Both the original request from the professional employee and the supervisor's recommendation shall be forwarded to the next level supervisor for review and recommendation, if appropriate. The entire packet of material is then forwarded to the appropriate Award Grantor.

If you have any questions on the process, please contact your supervisor, your divisional vice president or Lisa Wenck, Senior Executive Employee Services Officer

c: President Kleniewski
Ms. Wenck