



Memorandum

Date: September 23, 2009

To: SUNY Oneonta Professional Staff (UUP)

From: Provost Larkin
Vice President Hartmark
Vice President Perry
Vice President Adamo
Vice President Blazina

Re: Discretionary Salary Program for Professional Staff –New Process

We are pleased to inform you that we are implementing a discretionary salary increase application process for merit awards.

- For this year, the entire DSI pool will be used to recognize merit.
- Professional employees **MUST** apply for merit based DSI using the criteria and procedures as outlined below.
- The College values equity among employees. We are currently developing a comprehensive salary analysis for faculty and professionals. When completed, the comprehensive salary analysis will provide a systematic approach designed to assist the President and vice presidents in addressing potential salary inequity among the faculty and professional employees at SUNY Oneonta. Since equity will be addressed through this more comprehensive approach, there is no procedure for salary equity adjustments in the discretionary process this year. Information on the comprehensive salary analysis will be reported later this year.

Objectives

The purpose of the discretionary program is to recognize truly 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 recognize outstanding performance from July 1, 2008 through June 30, 2009. Awards granted through the DSI process will be retroactive to July 1, 2009 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, 2009 and at the time of payment scheduled for paychecks dated November 25, 2009. 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 the College's Comprehensive Plan. (www.oneonta.edu/general/ccp.asp)
- 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.

Procedures

1. A professional employee who wishes to have his or her performance recognized by a discretionary 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 October 13, 2009.**
2. 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 vice president.
3. Individual vice presidents determine the awards granted for their 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.
4. Decisions of the vice presidents are not subject to appeal.
5. The President is responsible for final authorization of the overall DSI award recipients and amounts.

It is always a pleasure to distribute salary increases to SUNY Oneonta professional staff. As a reminder, to receive a DSI merit award, you **MUST** apply using the criteria and procedures outlined above. Salary equity among professional employees will be addressed at a later date upon completion of the comprehensive salary analysis.

If you have any questions on the process, please contact your vice president or Lisa Wenck, Associate Vice President for Employee Services.

c: President Nancy Kleniewski