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Notes  
UUP Labor Management Meeting  
September 26, 2022 @ 1:30 pm  
AD 606

Present: Renee Andrews, Donald Kunkel, Brendan McGovern, Robert Mess, Chris Sielaff, Alan Wang, Sara DeClemente-Hammoud, Joseph Schultz

Meeting began at 1:31 p.m.

## **Management**

### **1. Floating Holiday designation/memo**

Sara DeClemente-Hammoud (Management): Sara distributed copies of the Floating Holiday Designation/Time Off to Vote memo which goes out every year to UUP Professionals, 12-month Faculty and Librarians in early October. It is no different than in the past just designating Election Day to be used the day after Thanksgiving. We will get something out next week.

### **2. Red folder/health and safety guidance- updates on distribution and process**

Sara DeClemente-Hammoud (Management): Student Affairs has been updating the health and safety guidelines. The guidelines were in a green resource book that went to departments but now will be in a red folder format. A hard copy of the red folders will be distributed to every single person over the next 3-4 weeks. I believe there are 5,000 for every person to receive a copy of the information and services available. Student affairs was the leader of the pack, and it went through senior staff. They will be coming out.

## **UUP**

### **1. Appointment Letters for part-time employees:**

- **Part-time employees are still receiving vague language regarding their benefits.**  
**Example: “If you are teaching six credits or more per semester, you may be eligible for a range of benefits including health, dental, vision, prescription and retirement benefits. A summary of these is available on the Human Resources website; click on Benefits.”**
- **The agreement specifies the following regarding appointment letters:**  
**“c. In addition, part-time employees shall receive an appointment letter which identifies the benefits for which they are eligible:**
  - 1. Health;**
  - 2. Leave; and**
  - 3. Other (specify)”.**

- **The above cited agreement requires more specificity that is being provided in the appointment letters. Health care eligibility should be identified and eligible or not eligible. There are seemingly no references to sick day accruals or other leave provisions.**

Chris Sielaff (UUP): Sample letter. We are seeing appointment letters going through mostly for part-time employees. This is an example, and I think where we make some of the biggest issues is that I think that the contract does specify if they qualify for health benefits, they should say it. If someone is healthcare eligible, to say they are eligible. Based on the assignment, we can tell already they are not. We are trying to get the appointment letter to reflect the actual letter.

Joseph Schultz (Management): We have this decentralized model, academic for example. A department hires an adjunct and puts through the form. In Harpur College, the Dean's Office receives the form and Dean's Office creates the offer letter. Eventually, we get the offer letter. (A copy of an offer letter was distributed.) Two different areas. Benefits and time and attendance. Determine if they are eligible. Goes through the time and attendance side of the house. This is what we send as a follow up to anyone eligible for health insurance. (A copy of the information that is sent was distributed.) Problem we have is there is literally no way that we could have the departments or dean's office to attempt to do the letter. They are not going to be accurate. Logistically I can't figure out how we can the way we do business. The original letter definitively says, earning accruals and health insurance. We are last in the loop.

Chris Sielaff (UUP): Telling me people eligible get this letter?

Joseph Schultz (Management): Yes.

Chris Sielaff (UUP): People not eligible don't get it.

Joseph Schultz (Management): Not eligible for health insurance but may get leave accruals.

Brendan McGovern (UUP): How long after they sign the form, get offer letter and sign and return back?

Joseph Schultz (Management): It depends. In the fall, adjuncts. Harpur College has a certain model. Once the form goes through Harpur College, they generate it. Everyone else at the department level generates the offer letter. There is no way where there is a system where the actual letter can tell someone.

Chris Sielaff (UUP): Works differently for professionals assigned to these various schools. Is it the same or are they run differently?

Joseph Schultz (Management): On the academic side, the deans have the delegation by the President for part-time adjuncts. On professional side.

Sara DeClemente-Hammoud (Management): Department would.

Joseph Schultz (Management): With leave, two different ways to accrue. There is probably a way, but staff isn't here. A post letter.

Chris Sielaff (UUP): An addendum.

Joseph Schultz (Management): The post letter wouldn't be for it. It would serve the purpose of simply meaning this. We would be mid to end of October before we can get out a post letter. I don't know if there is a way with the work they are doing. Tell someone this is an addendum to the offer letter. If I am a new employee and one, I might be eligible, and one might say I am eligible. Contacts our office and asks, am I eligible for the health insurance. Verbally tell the person.

Donald Kunkel (UUP): How hard would it be to educate who is writing the offer letter?

Joseph Schultz (Management): An absolute disaster. Some expects offer with health insurance.

Donald Kunkel (UUP): Can't you give someone that rubric?

Joseph Schultz (Management): Half could probably do it accurately, the other half? We have been through this before. Some can't get the offer letter.

Renee Andrews (UUP): If that little sentence was eliminated, it doesn't say anything about benefits. If you remove "If you are teaching six credits or more per semester, you may be eligible for a range of benefits including health, dental, vision, prescription and retirement benefits. A summary of these is available on Human Resources website: click on benefits." What if you just remove that altogether? At the time you don't know.

Joseph Schultz (Management): The person getting the letter is teaching six or nine, the person generally is going to know how many credits they are having. We don't get a lot of questions on the part-time side regarding what am I eligible for.

Robert Mess (UUP): There is a person who is thinking about retiring in a year. Both Cortland and BU adjuncts. If they teach three hours at Cortland and three hours at BU how does that person fit in that system?

Joseph Schultz (Management): They don't. BU would be separate from Cortland and would have to decline one if eligible for both.

Brendan McGovern (UUP): Adjuncts have to work two or three courses for a functionally living wage.

Chris Sielaff (UUP): Based on this maybe we get more questions probably not. Some interest in closing the loop in that communication piece. You are or you are not eligible and to kind of meet what the language says understanding the model in place how appointments are made. Just part-time adjuncts, correct? Deans are authorized.

Joseph Schultz (Management): Going to have the same with a part-time professional.

Chris Sielaff (UUP): You will know the FTE right off the front.

Sara DeClemente-Hammoud (Management): Fifty percent or not. You are or you aren't.

Joseph Schultz (Management): On the professional side, if you are part-time, fifty percent.

Sara DeClemente-Hammoud (Management): New appointments applicable with that fifty percent.

Joseph Schultz (Management): Professional one might be a bit easier, but the timing is not going to be practical. It will be when they get the offer letter. They call and we go through it with them.

Brendan McGovern (UUP): Person doing the form includes the rubric. If you are teaching the criteria is.

Sara DeClemente-Hammoud (Management): If you are teaching everyone doesn't always know how many credits they are teaching.

Joseph Schultz (Management): It gets really complicated. It gets complicated in my office with over 20 years' experience to attempt to put it out. It will be a nightmare. Let me talk with benefits and see if there is a timing issue. Looking at a communication to each person whether they get it or not. It would just be an addendum to their offer letter or something.

Chris Sielaff (UUP): Yes. Do deans get a letter designating them?

Joseph Schultz (Management): Years and years ago probably a letter but not a letter to them.

Chris Sielaff (UUP): I think it is a reasonable thing to have that a dean gets a letter. Two hundred and fifty letters signed by Harvey every single semester. I think there is some room for some flexibility. The situation with some of these letters has been the person made the commitment in the letter, given the authority to make whatever commitments are in the letter. At the very least there should be a designation by the President to make them.

Joseph Schultz (Management): Subject to final designation by the President. Let me look at some things.

2. **COVID concerns -- now that the mou that sunset on 8/31 has passed, are there any changes in the following:**

- **Do employees still contact human resources to report a positive test result in order to facilitate contact tracing?**
- **Is there still some sort of COVID "leave" period like there was in the summer or are employees supposed to charge accruals if they test positive and isolate?**
- **Are there any plans to bring back some level of surveillance testing?**

- *What is the contingency plan should positive case counts continue to rise (SUNY dashboard as of the writing of this email show our campus at ~25% positivity rate for those who have been tested and falling as we haven't been testing since 8/31).*
- *For departments who service students living in dorms (e.g. reslife, ITS) will PPE be available should the need arise for an employee to enter a room of a student who is self isolating/quarantining or is protocol?*
- *Is an active list of students who are self-isolating in their dorms for covid being kept up to date and available for those departments that may potentially end up receiving calls to student's rooms?*

Alan Wang (UUP): Now that the mou on August 31 has passed, are there any changes? Do employees still contact HR, and is there still a COVID leave period?

Sara DeClemente-Hammoud (Management): Yes, and yes. Contact me. Quarantine is no longer a thing. I'm still making contact tracing when possible. Had a meeting with Joe and test contract tracing is not required anymore. There is a leave isolation period for those isolated. There is no leave time granted for quarantine or a sick kid. If someone is positive, day 0 is isolation for five days, six to ten days, wear a mask. Isolation is no charge to leave accruals, but they have to have an isolation order. Broome County isolation order, no charge to leave accruals. If they feel well enough, they can work the entire time. If not working 1.0 is mandatory to be able to track. For time and attendance purposes we need to know who is in work. Department of Health is not doing it. If you feel better, go back to work.

Chris Sielaff (UUP): What about other counties?

Sara DeClemente-Hammoud (Management): Tioga and Chenango are not.

Chris Sielaff (UUP): Form?

Sara DeClemente-Hammoud (Management): Not that I know of. Only one person go take the test. Some are taking the home test and don't believe it and go to the Doctor for official results and don't have to worry about it. Some are showing us pictures of positive tests. Fever-free, symptoms are improving. Five days for isolation and they recommend you wear a tight-fitting mask for ten days.

Brendan McGovern (UUP): Is there some sort of policy for a self-test? Were told they had to test negative two times.

Sara DeClemente-Hammoud (Management): That information is not accurate. Anyone needs guidance, send them my way. You can continue to test positive for 90 days. Per CDC, you can still test positive for 90 days. Five-day isolation, and they can come back.

Alan Wang (UUP): Are there any plans to bring back some level of surveillance testing or limited testing if the positivity rate increases?

Joseph Schultz (Management): Students are able to test on campus if they are symptomatic. We had 20,000 home tests available for free in places on campus.

Alan Wang (UUP): Combining the last two questions, is there an active list of students who are isolating in dorms? If employees enter a room of a student who is self-isolating/quarantining, will PPE be available to them?

Joseph Schultz: Yes.

Sara DeClemente-Hammoud (Management): 10:00 a.m. and 2:00 p.m., they go out daily. Supervisors are responsible for their communities. They get the information twice a day, with physical facilities being the big one. Here are the locations to avoid and not enter.

Joseph Schultz (Management): They can still isolate in their room if conditions are met rather than in isolation housing. Strangely enough as of today there are 0 students in quarantine. 0 students or students are figuring out when they are not feeling well don't tell anyone. Student isolation is 0 right now.

### **3. Update on bulletin board placement(s).**

Sara DeClemente-Hammoud (Management): Facilities has them all. Don, you are the contact person. Did you receive them?

Donald Kunkel (UUP): No.

Sara DeClemente-Hammoud (Management): They are for four areas. Pharmacy has vacant ones. They will identify one for UUP and tell me what the location will be. Upstairs near the copy room next to the mail room. They will identify and tell me.

Renee Andrews (UUP): I meet with them tomorrow and will ask. I think I know where the location will be.

Sara DeClemente-Hammoud (Management): Let me know what you find out. What they identify as UUP. For the other four areas, work orders have been submitted. Don, they will come to you before they put them up to make sure they are in place. Works well when we do a handful at a time. Facilities liked me a little bit better. With one person taking care of it, we can move along.

Alan Wang (UUP): Does anyone else have anything?

Meeting ended at approximately 2:15 p.m.