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**Performance Programs,  
Evaluations and Workload  
for Professional Staff**

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# Overview & Goals

- o Introduction to the professional service
- o Define and discuss professional obligation
- o Performance Programs (PP)
- o Evaluations
- o Salary Increases and Promotions

# What is a “professional”?

- o Anyone who is employed in the Professional Staff Negotiating Unit (PSNU) other than a position of academic or qualified academic rank.

# What is a Professional?

- o There are more than 300 approved state payroll titles and dozens of local titles assigned to professional positions within the PSNU and represented by UUP.
- o Some examples are:
  - o Financial aide advisor
  - o Academic advisement assistant
  - o Residence hall director
  - o Senior staff associate
  - o Admissions advisor

# Terms of Appointment

- Appointment letter from the College President should contain:
  - Salary level
  - State payroll title
  - Type of appointment (temporary or permanent)
  - Duration
  - Basic annual salary
  - Effective date of appointment
  - Whether you qualify for benefits

# Temporary Appointments

- o May be terminated at any time.
- o Generally hired for an unspecified duration of less than one year.

# Terms of Appointment

- For a specified period of time
- Not more than 3 years
- Term expires at the end of the specified period
- Term may end earlier due to resignation, retirement or resignation
- Part-time term appointment:
  - Appointment at the College for six consecutive semesters in a PSNU position shall be the basis of a term appointment

# Terms of Appointment

- Five year appointments:
  - Granted only to persons who serve in a professional title listed in Appendix A to Article XI of the Policies of the Board of Trustees (generally Directors).

# Terms of Appointment

- Permanent Appointment:
  - Shall continue in a title which is eligible for permanent appointment
  - Continues until there is a change in title
  - Continues until resignation, retirement or termination
  - Generally takes 7 years

# Professional Obligation

- Is an approximation of work time...professional employees do not punch a time clock
- If you are FLSA non-exempt your PP will detail the hours and shift you work
- If you are FLSA exempt (not entitled to overtime) you should have an idea of how many hours your duties entail
  - Compensatory time is available when you work beyond those work hours

# Professional Obligation

o Includes...

o Teaching

o Research

o University service

o Other duties and responsibilities  
of the employee during the term  
of the employee's professional  
obligation

# Performance Program

- o A written document that outlines the expectation of your work for the College
- o Results from a discussion between you and your supervisor, which outlines:
  - o Duties
  - o Responsibilities
  - o Objectives for the coming year

# Performance Program

- First PP provided within 45 days of hire
- Is updated:
  - Yearly
  - Whenever duties and responsibilities change
  - When you get a promotion

# Performance Program

- PP is an official document placed in your personnel file
- Is the basis for your annual evaluation
- Completed by your immediate supervisor
  - Initial appointment letter indicated the name of your immediate supervisor

# Performance Program

- Requirements of PP are found in Appendix A-28 of the UUP-State of New York collective bargaining agreement
- The PP spells out your professional obligation – that is, what is expected of you

# Alteration of Professional Obligation

- o College President has the right to determine the professional obligation
  - o Including the mix of the components thereof
- o However, if workload increases in excess of a full professional obligation, UUP reserves the right to go to PERB to challenge the assignment on the basis that there was a unilateral change in terms and conditions of employment, or seek impact negotiations regarding the assignment

# Alteration of Professional Obligation

- o Professional Obligation should be viewed in its historical context:
  - o What has the employee been doing in the past?
  - o Helps to determine the employee's workload for the future
- o What is there is a need for change?
  - o If there is a change in the component mix there needs to be a coincidental reduction in another part of the professional obligation
  - o Employee must be offered extra service pay

# What is a coincidental reduction?

- o The supervisor and the employee should be consulted on:
  - o The change in the mix of component parts
  - o Should together identify those parts of the Professional Obligation that should be reduced to offset the increase in other components of their work
  - o Both the increase and reduction must be done together as not to increase the employee's workload

# What is “extra service pay”?

o Pay for:

o Work performed at a campus other than your home campus

o Work beyond a full time professional obligation

o Limited to 20% of salary

o Extra service pay is an acknowledgement that an employee is working beyond his/her full professional obligation

# What about time off instead?

- Professional employees who are eligible for overtime must be compensated at a rate of time and ½ for all hours worked beyond 40 in a week
  - A week is Thursday through Wednesday
- Professional employees who are not overtime eligible should receive compensatory time under Appendix 29 of the UUP contract
  - Recognition of working in excess of their professional obligation
  - Compensatory time is NOT 1 for 1, it can be greater or less than the amount of time you worked
  - It should be scheduled at a mutually convenient time for the employee and the employer

# Compensatory Time Tips

- o Negotiate for what you want
- o Work out the amount of time and when you will use it **before** you work the additional hours
- o Get it in writing

# Has my workload been increased?

- o Any change in your **assigned** duties should prompt an immediate discussion with your supervisor to reduce another component of your professional obligation
- o Any significant changes in your assignments should be reflected in your PP (Appendix 28 of the UUP contract)
- o If your request for a reduction in component duties or extra service pay has been denied bring it to the attention of UUP and/or HR

# Evaluations

- Can only be based upon the contents of your PP from the previous year
- Are done on an annual basis
- Should be discussed and not unilaterally instituted
- You can disagree with your supervisor's findings
- If you disagree, raise the disagreement
- If statements are unclear, ask for clarification
- Make suggestion on ways to clarify the evaluation

# Evaluations

- Are useful to help you excel and improve in your position throughout your career
- Criticism should be helpful, not harmful
- It should not be disciplinary
- If you disagree – write a rebuttal

# Evaluations

- Two ratings are allowed:
  - Satisfactory
  - Unsatisfactory
- Unsatisfactory evaluations **MUST** be appealed to the Professional Evaluation Committee
- Failure to appeal will be harmful if you are non-renewed
- **10 day time frame for such appeals**

# Promotions

- A promotion is an increase in the basic annual salary to a higher salary level within your title
- You can request a recommendation for a promotion any time you believe it is appropriate:
  - Make a written request to your supervisor
  - Supervisor has 45 days to respond to your request
  - A non-response is deemed to be a “no”
  - The College Review Panel can review denials for any level below the College President
  - College President has 90 days to respond
- If you receive a promotion any changes in duties should be reflected in your PP
- You can ask for a salary increase without a change in title

# Question?

Thank you for coming!