

To: Supervisors of Professional UUP Employees  
From: Sue Welch, Executive Director of HR Services  
Re: UUP Professional Obligation  
Date: November 20, 2013

SUNY Plattsburgh strives to be an employee friendly workplace and encourages professionals to make scheduling requests within existing local and UUP contractual provisions. Recognizing that UUP Professional employees are not bound by workday/workweek but are hired for the professional obligation, supervisors are encouraged to consider employee's personal needs with those of the department when being presented with schedule arrangements outside of the campus core hours such as flex time, compensatory time, and time off with charge to accruals. Supervisors unable to accommodate reasonable requests should respond to the employee in writing and copy the appropriate VP with the bona fide operational reason (cost, inability to organize work due to other staff availability, work to be performed at proposed hours not feasible, etc.). Employees seeking a voluntary reduction in work schedule (VRWS) for additional leave for shorter workday or workweek, block of time or intermittent time off should consult with Payroll.

cc: President's Cabinet  
Professional Employees Represented by UUP  
Cassie Burl, Payroll