

State University of New York College at Plattsburgh Professional Employees' Compensation and Promotion Plan

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Starting Salary Compensation

Factors to include when determining the starting Salary Level (SL) of new professional positions include the: SUNY Job Specification; scope of responsibility; problem complexity; consequence of errors; autonomy; knowledge, skills and abilities required; and supervisory responsibility.

Please view the complete [Classification Assessment Process](#) for additional details regarding classifying a vacant position.

Once the appropriate SL is determined and approved by Human Resource Services, the minimum SUNY salary for the job and our current salary structure are factors that will be analyzed when setting the hiring range. For the current salary minimums please click on "UUP", then "Professional" at www.suny.edu/hr/compensation/salary.

Factors to consider when determining the successful candidates starting salary within the hiring range include the applicant's related experience and credentials within the required job qualifications; and the hiring department's current salary structure.

Note: Salary maximum amounts for each SL do exist and can only be exceeded with proper justification and Chancellor's approval.

SUNY Job Specifications can be obtained by contacting Human Resource Services or at www.suny.edu/hr/compensation/unclassified/.

Promotion Compensation

From the Agreement between the State of New York and United University Professions, "Promotion" shall mean an increase in a professional employee's basic annual salary accompanied by movement to a higher salary level with a change in title:

resulting from a permanent significant increase or change in the employee's duties and responsibilities as a consequence of movement from one position to another of greater scope and complexity of function at the same or different campus; or

resulting from a permanent significant increase in the employee's duties and responsibilities as a consequence of a permanent increase in the scope and complexity of function of the employee's position.

Change in Title

Professional employees can be promoted (appointed) to a new position by applying through the search process.

According to the [Internal Professional Promotion Plan](#), UUP and SUNY Plattsburgh management recognize that certain situations will justify professional promotions being made to vacant positions that bypass the search process. For example, an assistant director or associate director

may be the best person qualified to fill their department's vacated director position, and in those instances, posting the position will not be necessary. These determinations will be made by management after weighing: (1) fairness to the professional employee by allowing an appropriate promotional opportunity, (2) campus affirmative action considerations, and (3) the greater needs of the campus.

Compensation associated with promotion to a vacant position is typically made in accordance with the Starting Salary Compensation (addressed above) and the difference is added to the base annual salary.

Note: In cases of a *change in professional title* The State University of New York Policies of the Board of Trustees provides in §5: A professional employee holding a term appointment or permanent appointment in professional title who is appointed to a different professional title at the same college, shall be given a probationary appointment in the different professional title. At any time during the probationary appointment, the appointing authority may require the employee to return to his or her former professional title and such action shall be accomplished as soon as practicable.

Request for Promotion or Salary Increase

An employee and/or supervisor may submit a request when the employee has assumed a permanent and significant increase in the employee's duties and responsibilities as a consequence of a permanent increase in the scope and complexity of function of the employee's position.

To begin this request, the following information should be provided to Human Resource Services (HRS) for review:

- Proposed Position Description (highlighting additions to current performance program is helpful)
- Suggested Change (promotion, salary increase, increase amount)
- Suggested Campus Title
- Current Performance Program
- Background Information (i.e. substantial changes to position, departmental restructure/reorganization, etc.)
- An updated Organization Chart, if applicable

HRS will complete a Classification Assessment Form to determine the appropriate salary grade. This form includes the following factors for consideration: Knowledge and Experience Required, Freedom to Act, Human Relations and Communication Skills, Problem Solving, Breadth of Organization Impact, Consequence of Errors, and Supervisory Responsibility.

Once a salary level is determined, HRS will look at the existing job “families” to see if an applicable budget title exists, at the appropriate salary level. If a title does not exist, the generic support staff family will be used at the appropriate level (ex. Staff Assistant SL-2, Senior Staff Assistant SL-3, Appendix A Director SL-6, etc.).

HRS will use SUNY's Business Intelligence (BI) Reports to look at the specific budget title and salaries currently across the comprehensive colleges. In the event of a generic support staff title, the campus titles of the comprehensive colleges will also be reviewed in order to make the most accurate comparisons. In addition, HRS will review salary data from our college for the appropriate

title and look at divisional averages and departmental averages, as well as market data as available/applicable.

HRS will inform the department of the budget title and salary range that should be used. HRS may also suggest an alternate campus title based on comprehensive data. Again, any discrepancies can be discussed with the department, if needed.

HRS’s review of this information is for proper classification and compensation only. The approval of the change itself rests with the Vice President. If the change is not approved by the Vice President, the changes do not take place and it is imperative the employee’s performance program stay in line with their current Budget Title and rate of pay.

Compensation associated with a promotion is made in accordance with the following schedule and is added to the base annual salary. These amounts are based on a 12 month position, to convert to a 10 month multiply by 0.8333.

From	To	Increase
SL-1	SL-2	\$2,200
SL-2	SL-3	\$2,700
SL-3	SL-4	\$3,000
SL-4	SL-5	\$3,400
SL-5	SL-6	\$3,600

Note: An approved promotion will result in a change in salary, budget title and SL. The salary increase must reach a salary rate which is at least equal to the minimum salary for the new SL.

If HRS determines that the current budget title and SL is appropriate, a salary increase may still be requested. When reviewing requests for salary increases (without a change in budget title or SL), the following can be used as a guideline to determine the actual amount of salary increase if the request is approved:

Criteria	Scale		
Increase in responsibilities	Minimal	Moderate	Substantial
Job knowledge, skills, abilities related to new/increased duties and responsibilities	Minimal	Moderate	Substantial
Changes in significance, complexity, scope, and autonomy	Minimal	Moderate	Substantial
Current salary relative to SUNY Plattsburgh peers with similar competencies	High	Midpoint	Low
Increase	Up to 3 %	3-5 %	>5 %

Temporary Salary Increase (Extra Service or Also Receives)

Employees who assume a higher level position on an interim basis or who serve in an acting capacity for a period of time exceeding one month may be paid additional money via Also Receives (additional responsibility) or Extra Service (additional duties). There is no change to the employee's base pay.

The additional amount to be paid is typically made in accordance with the starting salary compensation (addressed above) and a review of the additional responsibilities and duties for the temporary duration.

Note: Maximum Extra Service or Also Receives compensation for full-time Calendar Year obligation is 20% of base pay per year (July 2 – July 1).

Processing the Promotion or Salary Increase

Once the department has received the final analysis from HRS, a CP-3 (Reappointment or Change in Status) form must be generated and sent to the appropriate Vice President for approval and funding comments. If the request is for Extra Service, a UP-8P is required instead. All forms can be found on the [Directory of Administration & Finance Forms](#) webpage. A letter will be generated by HRS once the approved forms are received, to notify the employee.

Other Considerations

Promotion and salary increase requests made by the employee and not supported can be submitted for review in Cycle 6 or Cycle 7 of the Performance Review Calendars for Professional Employees in compliance with the Memoranda of Understanding between SUNY and UUP relating to Promotion for Professional Employees (Appendix A-28) which includes an optional review by the College Review Panel.

The receipt of new credentials such as degree or certification as well as inequities in department or campus salaries does not automatically qualify an employee for a promotion or salary increase.

Definitions as Used in this Document:

Acting: An employee is placed in charge during the temporary absence of a superior or assumes responsibility for a higher level position during the temporary absence of another employee. This is not typically utilized unless for a period greater than one month.

Autonomy: Considers the extent to which an incumbent is free to make commitments on behalf of the department and take action unapproved by others. It also considers the direction provided by policy and precedent.

Complexity: The difficulty, intricacy, involvement, or level of complication of the duties and responsibilities.

Consequence of Errors: Looks at the effect on services, costs and programs in the event of error.

Interim: An employee assumes full responsibility for a position that is vacant.

Knowledge, Skills and Abilities Required: The special qualifications and personal attributes that are needed for a particular job.

Permanent: Long term in duration without an anticipation of the duties coming to an end. Assuming additional duties to cover for an employee on leave, sabbatical, or temporary assignment does not constitute a promotion or salary increase.

Problem Complexity: Independent judgment and problem solving with ability to use creative, analytical, fact finding and assessment in decision making.

Scope: The range, extent, capacity, or span that an employee's responsibilities cover, the scale or reach of an employee's responsibilities.

Significant: Results in a substantive impact on an employee's daily work life. Not typically a task or responsibility that is done occasionally.

Supervisory Responsibility: Number of employees supervised, as well as organizational lines of supervision.

Sources Used in the Creation of this Document:

SUNY Plattsburgh's Internal Professional Promotion Plan

The State University of New York Policies of the Board of Trustees

Agreement between the State of New York and United University Professions

Point Factor Analysis, SUNY Professional Service Unit 08 Positions

Compensation Program SUNY Cortland

Process for Promotions SUNY Potsdam

SUNY Employee Relations Institute Classification Assessment Process