



Approved By: Cabinet
Effective Date: September 24, 2019

Category: Human Resources
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Policy Statement

The State University of New York at Geneseo (Geneseo) has established procedures pertaining to the consideration of requests from Professional Staff represented by United University Professions, or the supervisors of said Professional Staff, for promotion and/or certain salary increases. Definitions of terms, Guidelines and the Procedure are described herein. Requests are subject to the approval of the department head, respective cabinet-level administrator, and Human Resources; with ultimate authority resting with the College President. All requests will be considered as part of a systematic and objective process utilizing an allocated pool of funds.

Applications for promotion and/or salary increases as identified in Appendix of the Agreement between the State of New York and the United University Professions (UUP) will be accepted twice per year in accordance with the [Timeline for UUP Promotion and Salary Increase Requests](#).

Applicability

Decisions relevant to requests described in this document are made based on:

1. Criteria for Promotion as listed in Appendix A-28 of the Agreement between the State University of New York and United University Professions Relating to System of Promotion and Certain Salary Increases for Professional Employees and;
2. Duties and responsibilities as delineated in the Performance Program of the Professional Staff member. The performance program must be current and up-to-date.

Definitions

Promotion – 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 a permanent increase in the scope and complexity of function of the employee's position.

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Salary Increase – An employee who has been assigned a permanent and significant increase in duties and responsibilities as demonstrated by the employee's performance program.

Permanent – Long-term in duration with no anticipated end date. Assuming additional duties to cover for an employee on leave, sabbatical, or temporary assignment does not constitute a promotion or salary increase under this process.

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

Scope – The range, extent, capacity or span of an employee's responsibilities; the scale or reach of an employee's responsibilities.

Complexity – The difficulty, intricacy, level of involvement or complicated nature of the duties and responsibilities.

Guidelines and Criteria:

The following information should be taken under consideration prior to applying for promotion and/or a salary increase:

- A promotion may affect the projected permanent appointment date or existing permanent appointment of the employee. Please consult with Human Resources.
- The decision to provide a salary increase is within the discretion of the president and the president's decision shall be final.
- The UUP Professionals Employee-Initiated Promotion & Salary Increase process is not the same as a Discretionary Salary Increase (DSI). The DSI process is the collectively negotiated pool of money that can be distributed to members of the UUP bargaining unit as specifically detailed in the UUP Agreement. The DSI process may take into account an employee's participation in short-term projects, community service related to position, level of performance, etc. The Promotion and Salary Increase process does not take these into account unless they are directly tied to a permanent and significant increase in responsibilities.
- The UUP Professionals Employee-Initiated Promotion & Salary Increase process is not used to correct inequity. Inequity may be pursued by means of the annual salary review process for compression and inversion as negotiated by the State of New York and the United University Professions in accordance with Appendix A-41.
- If an employee attains a new degree or certification and the employee's job responsibilities do not change, the employee would not qualify for a promotion or salary increase. The new credential could, however, be utilized for a DSI under certain conditions. If an employee's job responsibilities change based on the attainment of a degree or certification (e.g., the employee is assigned personnel to supervise, or the employee is now responsible for a new program area), the employee could apply under this process.
- There are differences between a salary increase and a promotion. An employee can receive a salary increase for assuming additional responsibilities that do not necessarily require more knowledge, skills or abilities, but are at a similar level as

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the employee's current duties (e.g., an employee has routinely reported activities to New York State and the State has recently made a significant increase in its reporting requirements which directly impacts the requirements of the employee). A promotion is to recognize an addition or change in duties or responsibilities that increase the scope or complexity of the employee's work and usually requires a higher level of knowledge, skills and abilities to carry out those responsibilities and may lead to a change in pay grade and budget title (e.g., An office is responsible for multiple program areas and to comply in a change in regulations, the office has added a substantial program and made the employee responsible for it).

- When an employee is given additional responsibilities and also has some responsibilities taken away, a salary increase would not be warranted if duties were 'exchanged' and the knowledge, skills and abilities required to perform the new responsibilities are similar to those required to perform the removed tasks. If the new tasks require a new skill set and have a significant impact on the employee's daily work life, the employee may be entitled to a salary increase and/or promotion.
- If an employee is not seeking a promotion or a salary increase, a request for a campus title change does not have to be made through the UUP Professionals Employee-Initiated Promotion & Salary Increase process. The request should be submitted to the employee's immediate supervisor, in consultation with Human Resources, and all subsequent supervisory levels to the President with reasons justifying the change. The campus title should accurately reflect the scope of responsibilities associated with the position description/performance program. A campus title may not be a budget title that is different from the State budget title assigned to the position itself.

Procedure:

1. Before applying for promotion or salary increase, be sure that the employee's Performance Program is current and on file in Human Resources.
2. Either the employee or supervisor completes the UUP Professionals Employee-Initiated Promotion & Salary Increase Application form, available online at the Human Resources webpage.
3. Complete the application form consistent with the instructions provided on the form. The employee or immediate supervisor should start the process of approval. The immediate supervisor is required to provide the employee a copy of the application form as indicated in number four (4) below.
4. Each supervisory level is to review the contents of the submission for accuracy and either agree or disagree. Each level is responsible for forwarding the application to the next level, regardless of response, with notification to the employee that it has gone forward.
5. The materials should be submitted/forwarded to each level based on the relevant schedule. If the submission deadline falls on a weekend or holiday, the deadline will be the next workday.

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6. If the employee fails to receive notification that their request was submitted to the next level of supervision, they should contact the next level of supervision and send a copy of the request to the next level OR contact the Assistant Vice President for Human Resources who will inquire on the employee's behalf.
7. Following the process and schedule as identified in the attached timeline each level of supervisor is required to act on the application for a promotion or salary increase within approximately ten days of receipt. At no time, will an application remain at any level for more than 45 days. If an application remains at any supervisory level after 45 days of submission to that level, such inaction is considered a denial and the employee has the right to appeal their application to the College Review Panel.
8. If the application for salary increase and/or promotion has been denied at the level of the vice president, the employee may appeal the decision to the College Review Panel. UUP Professionals Employee-Initiated Promotion & Salary Increase Appeal form will be attached to any denial.
9. a.) If a request for promotion is denied at an organizational level below that of the president then the employee has the right to appeal the decision with the College Review Panel. If the College Review Panel determines the promotion is not warranted, the Panel will notify the employee using the UUP Professionals Employee-Initiated Promotion & Salary Increase Appeal Form and provide a copy of the notification to Human Resources. Further appeal of the College Review Panel is not permitted. If the Panel determines the promotion is warranted it will forward its recommendation to the president and copy the employee and Human Resources. The president will render a decision in 90 days. If a decision is not rendered within 90 days by the president, it will be deemed to be denied for the purposes of the employee's right to file with the University Review Board in accordance with appropriate provisions contained in Appendix A-28 of the UUP Agreement.

b.) If a request for a salary increase is denied at an organizational level below that of the president then the employee has the right to appeal the decision with the College Review Panel. If the College Review Panel determines the salary increase is not warranted, the Panel will notify the employee and copy the supervisor, president and Human Resources using the UUP Professional Promotion or Salary Increase Appeal Form. Further appeal of the College Review Panel is not permitted. If the Panel determines the salary increase is warranted it will forward its recommendation to the president and a copy of the recommendation to the employee and Human Resources using the UUP Professional Promotion or Salary Increase Appeal Form. The decision to provide a salary increase is within the discretion of the president and the president's decision is final.
10. Applications for Promotion (change in title and salary level) that are disapproved may not be resubmitted for a period of eighteen (18) months, or until the employee's performance program has been changed, whichever is sooner.

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11. Applications for Salary Increase, approved or disapproved, may not be resubmitted for a period of twelve (12) months, or until the employee's performance program has changed, whichever is sooner.
12. Salary increases will be effective first day of the pay period closest to the date of presidential approval as identified on the GER form and in accordance with the deadlines identified on the College's Payroll Calendar.
13. A petition for salary increase or promotion may be initiated at the supervisory level outside of the two set timelines when the request is due to significant organizational changes. A significant organizational change occurs when it impacts several (more than two) positions within a unit where the scope of responsibilities for the affected positions are substantially elevated. Requests are reviewed by Human Resources for classification and salary level accuracy, by the vice president, and the Budget Office for financial planning purposes.

Related Forms:

UUP Professional Request for Promotion or Salary Increase Application

UUP Professional Promotion or Salary Increase Appeal

Reference(s):

Appendix A-28: Memorandum of Understanding between the State University of New York and United University Professions Relating to a System of Promotion and Certain Salary Increases for Professional Employee.

NOTE: This policy and respective timelines for employee applications are in a pilot phase during the September 1, 2019 through July 1, 2020 time period. The policy will sunset on July 1, 2020 at which time UUP labor and college management will evaluate the effectiveness of the program.



Signature
Julie A. Briggs
Assistant Vice President for Human Resources

September 24, 2019
Date of Approval