



Human Resource Services

TO: Provost, Vice Presidents, Deans, Directors, Chairs, and VP Coordinators
FROM: Rick Sadetsky, Assistant Director, Human Resource Services
SUBJECT: 1% UUP Discretionary Salary Increase
DATE: September 19, 2005

This memorandum is to inform you that the 2005 negotiated Discretionary Salary Increase (DSI) process for eligible UUP members is beginning. During the week of September 26, 2005 we will be distributing to each Vice President, via e-mail, the appropriate rosters, cover letter with instructions, and DSI Guidelines. All DSI increases are subject to final approval by the President and award amounts should not be disclosed until the President has approved the plan.

Basic Eligibility, Effective Dates, and Payment Date

UUP employees on the payroll as of June 30, 2005 and still a UUP member on payroll on November 30, 2005, are eligible to receive a DSI. The effective date of the DSI is 7/1/05 for employees with an Annual pay basis (CompFrequency), 8/25/05 for 21 pay faculty, and 9/1/05 for CAL pay basis employees. All payments will be retroactive and will be reflected in the paycheck of December 14, 2005. *Please note that this DSI is based on employee salaries of June 30, 2005.*

Departmental Criteria for Discretionary Salary Increase

Some UUP employees have reported that they have not been made aware of the DSI and/or the criteria used to make decisions about who receives discretionary monies. Human Resource Services encourages all decision-makers to; (1) notify UUP employees in their departments about the upcoming discretionary monies, (2) encourage them to provide the decision-makers with relevant information concerning their past year's accomplishments, and (3) outline the criteria used by departments in awarding discretionary monies.

Decision-makers are encouraged to consider the criteria outlined for academic and professional employees in the SUNY Policies of the Board of Trustees 2001, Article XII, Title A, section 4 and Title C, section 5; respectively:

- For **Academic** employees include mastery of subject matter, effectiveness in teaching, scholarly ability, effectiveness in University services and continuing professional growth.
- For **Professional** employees include effectiveness in performance, mastery of specialization, professional ability, effectiveness in University services and continuing professional growth.

If you have any questions, please contact Carol Mord at 632-6285 or myself at 632-6180.

cc: S. Kenny L. Johnson E. Moretti E. Drummond
R. Mann R. West E. McCoy C. Mord
K. Gray J. Krause J. Schmidt