MEMORANDUM

November 20, 2019

TO: Members of the Board of Trustees

FROM: Kristina M. Johnson, Chancellor

SUBJECT: Approval of Salary Guidelines for Managerial/Confidential Employees in the State University's Professional Service

Action Requested

The proposed resolution adopts guidelines for salary adjustments for managerial/confidential employees in SUNY’s professional service.

Resolution

I recommend that the Board of Trustees adopt the following resolution:

Whereas, pursuant to Education Law sections 355 and 355-a, the State University of New York has authority to set salary schedules and guidelines for unclassified employees in the professional service of the University; and

Whereas, Chapter 337 of the Laws of 2019 provides that, among other items, the Board of Trustees the authority to direct increases in compensation for certain managerial/confidential employees in the service of the State University of up to one (1) percent for both the years 2019 and 2020, which shall be split evenly in each year with 0.5 percent in each year being used to address equity, compression, and inversion issues; now, therefore, be it

Resolved that the “Guidelines for Salary Adjustments for Certain Managerial/Confidential Employees in the Professional Service of the State University” (copy on file in the Office of the Secretary of the University), are approved; and, be it further

Resolved that the Chancellor, or designee, be, and hereby is authorized to take all steps necessary and appropriate to implement the above-referenced Salary Guidelines in a fiscally responsible manner dependent on the individual circumstances of an institution.
Background

In conjunction with the passage of Chapter 337 of the Laws of 2019, and pursuant to the authority of the Board of Trustees to establish salary schedules and compensation for management/confidential employees who have been designated, stipulated, or excluded from negotiating units, it is appropriate for the State University to update its salary guidelines for 2019/2020 for State University management/confidential employees.

This resolution authorizes a potential compensation increase for State University managerial/confidential employees for one half percent (0.5%) of the total basic annual salaries as of June 30, 2019 and June 30, 2020 as discretionary pools that may be distributed to incumbents as a base salary increase in recognition of meritorious service. This resolution also authorizes a potential compensation increase for State University managerial/confidential employees for one half percent (0.5%) of the total basic annual salaries as of June 30, 2019 and June 30, 2020 to address salary equity, compression and inversion issues. These updates will bring alignment between management/confidential State University employees and other negotiating units such as the United University Professions (UUP).

Guidelines for Salary Adjustment for Certain Managerial/Confidential Employees in the Professional Service of The State University of New York November 20, 2019

1. Discretionary Adjustment Pools

There shall be available two pools, each equal to one half percent (0.5%) of total basic annual salaries on June 30, 2019 and June 30, 2020 for distribution to incumbents to recognize meritorious service for the previous year, which will be added to basic annual salary effective July 1 of each respective year. These discretionary increases are to be used to recognize performance, and distribution on an across-the-board basis is not recommended.

There shall also be available two pools, each equal to one half percent (0.5%) of the total basic annual salaries on June 30, 2019 and June 30, 2020 for distribution to incumbents to address salary equity, compression, and inversion issues which will be added to basic annual salary effective July 1 of each respective year.

The Chancellor, with respect to System Administration, and each campus president with respect to employees under the campus president’s jurisdiction, shall determine the distribution of the individual pools and may determine how much, if any, of the pool should be expended. In addition, the Chancellor or designee, may require campus presidents to engage directly with System Administration prior to the distribution of the increases to ensure affordability and need at each campus.

To be eligible to receive an increase from one or more of these pools, the employee must have been employed as a managerial/confidential prior to the effective date of the payment and must be employed as a managerial/confidential employee at the time of the actual payment.
3. **Rosters**

All increases must be reported on a roster to University-wide Human Resources. The format of the rosters will be provided prior to the date on which the increases will be made. All rosters must be signed by the Chancellor or the campus president.

4. **Exception Policy**

In extraordinary circumstances, campuses are able to exceed the salary maximum for an individual employee. The authority to approve an exception resides with the campus president and is not delegable to any other officer. An exception to the maximum must be reported to the University-wide Human Resources office, including the rationale and documentation supporting the exception.

While there is no predetermined limit on exceptions, it should be understood that this procedure is expected to be used only in exceptional cases. An individual’s state salary may not exceed that of the campus president without prior approval by the Chancellor. The request for prior approval by the Chancellor should include the rationale and documentation supporting the exception along with a certification that the funds to support this request are available in the current campus budget.