

**MEMORANDUM**

DATE: January 11, 2021

TO: Binghamton University Staff and Supervisors of Staff Represented by UUP

FROM: Executive Vice President and Provost Nieman, Vice President Navarro, Vice President Rose, Vice President Sammakia, Vice President Koch, Associate Vice President and BU Foundation Executive Director Doyle, Director of Athletics Elliott, Vice President Jones, Vice President Delviscio

RE: 2020 Presidential Discretionary Increase for UUP-represented Staff

This memo describes the process Binghamton University will use to distribute the 2020 1% discretionary pool provided by the UUP contract.

- The total pool will consist of 1% of total SUNY-wide basic annual salaries as of 06/30/2020 and will be split with one-half percent for discretionary and one-half percent to address compression.
- Only one discretionary award decision needs to be made using the regular historical process.
- Per SUNY guidelines, the compression (1/2%) pool will be distributed proportionately according to the amounts of identified compression through a separate process.
- In order to be eligible for these payments, the employee must be active or on paid leave on the eligibility date of 06/30/2020 (or April 30, 2020 for part-time employees whose employment expires prior to July 1, 2020) and pay period 17 (November 25th).
- If an employee is on a leave without pay at the time of payment, the employee would be eligible to receive the raise upon returning to the payroll.
- If an employee is terminated at the time of payment they are not eligible for the increase.
- Both payments are added to base and increases will be paid in the check of March 17, 2021, retroactive to either July 1<sup>st</sup> or September 1<sup>st</sup>, depending on professional obligation.

**Process**

The vice presidents and senior officers will collect and review all recommendations in their respective areas and will forward our decisions to Human Resources by Friday, February 12, 2021. HR will provide a final campus-wide roster to President Stenger for his review and approval.

To meet the timing for the discretionary increase, it will be necessary for supervisors to submit their recommendations to the appropriate vice president or senior officer by Friday, February 5, 2021. Presented below are the criteria to be used to evaluate contributions of professional staff to the University and the procedures to be followed. Both criteria and processes are generically described. The various units of the University are quite diverse in culture and methods of operating and should be considered when making discretionary recommendations.

## **Objectives**

The purpose of the discretionary increase is to recognize truly outstanding performance among professional staff across the full range of the University's responsibilities. Determining excellence requires critical and discriminating judgments. Discretionary increases should be used to recognize and stimulate the desire to exceed those very standards.

## **Criteria**

The University seeks to acknowledge professional staff that have made outstanding contributions to their respective units and to the institution as a whole. Individuals who remain actively engaged with their careers and with the University, increasing their skills and competencies, making improvements in processes and services, and helping others perform well are those whom we need to recognize.

Outstanding contributions among professional staff come in many forms:

- Exceptional performance in one's responsibilities, including qualities of judgment, attitude, initiative, creativity, dependability, problem-solving and communications with others
- Innovations and improvements in fulfilling one's responsibilities
- Demonstrable contributions to advancing the University's Roadmap plan
- Initiative in advancing the interests of the University – "thinking outside of the box"
- Balanced leadership and teamwork in working with others within and across units

## **Procedure**

Supervisors will develop recommendations for discretionary increases. Since Binghamton University is comprised of many different units, who participates in the review itself and how the review is conducted will differ across these units. Recommendations for a discretionary increase forwarded by a supervisor to a vice president or senior officer must be accompanied by a succinct, but clear rationale that outlines the nature of the staff member's contributions.

## **Alternative Process**

A second pathway also exists for all professional staff. A professional staff member who wishes to have his or her performance recognized by a discretionary increase can write to his or her supervisor. That letter should identify the basis for the request for review and provide any supporting materials the individual wishes to attach. The request should specifically address how one's contributions fit within the criteria outlined in this memorandum. The supervisor will review these materials and provide his/her own recommendation about the increase. Both the original request from the professional staff member and the supervisor's recommendation shall be forwarded through channels to the appropriate vice president or senior officer by Friday, February 5, 2021. The vice president or senior officer will review the candidate's initial statement and the supervisor's opinion in making their own recommendations to President Stenger for his final approval. If a case is presented for equity, it should be accompanied with a case for merit. That is, a salary at a comparatively lower level is not, in itself, an indication that a discretionary increase is warranted.

c: Harvey G. Stenger, President  
Joseph P. Schultz, Associate Vice President for Human Resources