



Unifier

UNITED UNIVERSITY PROFESSIONS

◆ FARMINGDALE CHAPTER

◆ MARCH 2021



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Compression And Discretionary Salary Increases 2020



Late Friday afternoon on March 12th, Human Resources began sending emails to individual members about their Discretionary and Compression Salary Increases. These *permanent* salary increases are to be included in March 17th paychecks.

The total of all Compression awards and all Discretionary awards *each* equal one half of one per cent of total basic annual salaries as of June 30, 2020, and are distributed to incumbents who were on the payroll on that date.

As in past decades, UUPF will soon print a special edition of *The Unifier* with data on all members' awards. Traditionally, this has been published in the December edition, but decisions were reached a few months later this year.

According to the UUP/SUNY agreement, Management also is to provide information on the process/formula by which it determined Compression Salary Increases. As usual, however, upper management determined Discretionary Increases, as the words say, at their own discretion. ◆

UUPF Office

Ward Hall
First Floor, West Wing

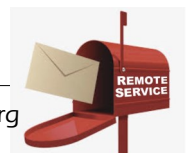
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amatod@farmingdale.edu
www.uupfarm.org

Virtual GENERAL MEMBERSHIP Meeting
Thursday, March 18, 2021 ◆ 11:00 am

Unsure of your active membership? Enroll today:
<https://uuphost.org/myuup/Membership/RegForm.php>

Send us your questions or concerns. Click the mailbox at www.uupfarm.org



Professionals' Corner

By Harry Gabriel Espailat

I would like to thank the professionals who attended our special meeting for Part-Timers on March 11th. It was very informative, and served as a conduit for discovering issues affecting many members.

The meeting covered a broad range of topics, but focused on the unique impact that they have on part-timers. There appeared to be several items of confusion, misrepresentation or miscommunication which needed clarification. Some bear repeating:

- ♦ All UUP professionals — both full-time and part-time — are required to have an appointment letter as stated in our contract under ARTICLE §30.3
- ♦ All UUP professionals — both full-time and part-time — are required to have a Performance Program within the first 30 days. The performance program identifies specific duties and responsibilities for a given year. Each responsibility is allocated a percentage of time, the total of which should not exceed 100%. Performance programs are not to be viewed as daily chores, but rather, responsibilities to be met in a yearly basis. Performance programs should not contain measures of quantity, such as days, times or quotas.
- ♦ All UUP professionals — both full-time and part-time — are to be evaluated at least

once a year by their immediate supervisor. Official, written evaluations are required when applying for promotion or salary increase, and they play a critical part in the re-appointment process.

- ♦ Professional rank and salary range is determined by the official State Title — or MACCC title — which can be found at the UUP State website: www.uupinfo.org. To find yours, look under MEMBER → RESOURCES. Every state title is assigned a Rank (Salary Level) ranging from an SL-1 to SL-6. If you find discrepancies between MACCC and your Appointment and/or performance program, click the mailbox on our UUPF Chapter website www.uupfarm.org and let us know.
- ♦ Your rank, base salary/rate and leave accrual rate should never decrease — whether you are full-time and part-time — unless you have accepted an entirely new job (new title, new duties, new department, etc.).

We are planning to have another meeting later this spring for directors and supervisors to continue these discussions. Stay tuned for a future announcement.

An open channel of communication between chapter officers and members is a critical component to the success of our meetings and workshops. If you



have a suggestion for a future workshops feel free to email me: harry.espailat@farmingdale.edu

Pandemic Plans

SUNY is working with local campuses regarding protocol should another pandemic-like event happen in the future. UUPF has been asked to provide feedback on the plan which will be made available to everyone on campus once finalized.

Telecommuting

The telecommuting agreement will expire on April 2nd. UUP is actively engaged in negotiations to extend the agreement at least until June 30th. UUP expects the outcome of the negotiations to benefit members by providing a level of protection until more people have been vaccinated against COVID. UUP argues that it does not make sense to bring everyone back to the campuses in the middle of the semester since classes are running remotely and vaccination is still not widely available. ♦

President's Message

Considering "Phased Retirement"?

As you know, Farmingdale Management recently offered full-time UUP bargaining unit members and Management/Confidential staff a phased retirement plan.

KEY CONSIDERATIONS:

- ♦ It requires half time work.
- ♦ It provides half of current pay.
- ♦ It lasts for one semester only.
- ♦ The deadline for your decision is April 15, 2021.
- ♦ It is irrevocable from the moment you sign up--no second thoughts.

When UUPF read about this plan, we were surprised, since we had not been informed of, let alone involved in, its creation, as is usual with such plans at other SUNY campuses. Any retirement incentive is unclear. Plus, we see no assurance that a person who agrees to this plan will be

replaced with an individual in a tenure-line position.

We contacted UUP Retirement Advisor, Walter Apple. He offered to hold a round table meeting on March 5 for our members to discuss the details of this plan which was well-attended and extremely helpful.

We strongly urge that you consult with UUP if you wish to consider this option.

Who We Are

Among *full-time* bargaining unit* staff at Farmingdale, over 99% are signed up, dues-paying UUP members. Among part-time staff, however, nearly 19% are non-members. Many are relatively new hires.

Other Information: Sixty-six per cent of our academic staff is part-time. Twenty-six per cent of the professional staff is part-time. As usual, this is the highest percentage of part-time staff in



SUNY, save Empire State College.

Conclusion... When we gratefully hear about the stability of our in-the-black budget at FSC, perhaps we have forgotten to send our gratitude to those 614 part-time academics and professionals who make it happen. If anyone deserves DSI this year, it's these employees.

In Solidarity
Vicki Janik

OUR FARMINGDALE BARGAINING UNIT*

MARCH 2021

		UUP MEMBERS	NON-MEMBERS	TOTAL
ACADEMICS	Full-time	270	5	275
	Part-time	428	98	526
PROFESSIONALS	Full-time	255	0	255
	Part-time	70	18	88
RETIREEES				167
TOTAL				1311

* **REMEMBER:** the *bargaining unit* is everyone UUP must legally represent (except in disciplinary matters and for certain benefits). This includes both those of us who are dues-paying members and those who neither join nor contribute their share of dues.

Fighting Workload Creep

By Jamie Dangler, UUP Vice President for Academics & Tom Tucker, UUP Vice President for Professionals

The specific duties and responsibilities that constitute the workload of UUP members vary considerably. For professionals, those duties and responsibilities are specified in performance programs. For academics, those duties and responsibilities are outlined in appointment letters and grounded in department/unit/program norms.

As we attempt to confront administrative changes that can increase the workload of academics and professionals, the SUNY Board of Trustees' definition of *Professional Obligation* is our reference point. The campus administration can be confronted by UUP if the specific content of a member, department or unit's full professional obligation is exceeded.

Here's how it works According to the SUNY Board of Trustees Policies, "The professional obligation of an employee consistent with the employee's academic rank or professional title, shall include teaching, research, University service and other duties and responsibilities required of the employee during the term of the employee's professional obligation" (Article XI, Title H, Sec. 2).

The specific content of the employee's professional obligation is set at the time of hire. It can be changed by management at any time. But if there is an increase in one area of the professional obligation, there must be a concomitant and equivalent decrease in another

area. The bottom line is that the full professional obligation should not be exceeded. Here are steps we can take to combat workload creep:

1. Extra work and volunteer work should not become part of regular workload. At times, management will request that individuals take on extra work that exceeds their full professional obligation. Such additional work is considered voluntary because it is beyond the employee's full professional obligation. It should be clearly identified as either **extra service** (with the appropriate approved paperwork completed prior to the commencement of the assignment) or as **voluntary**. If the work is voluntary, it's crucial to document in writing that the assignment is being done on a voluntary basis, so it does not become part of the employee's base load. Documentation can take the form of emails; letters to and from department chairs, deans, or supervisors. (Worked noted in annual reports or performance programs should be for documenting the extent of the employee's full obligation. Voluntary work paid separate and apart from the obligation is documented through the Extra Service Agreement – Form UP-8) It should be noted that you do not consider the additional work to be part of your professional obligation once the task has been completed in the agreed upon time. The parameters of time and effort needed to complete the

assignment should be discussed and agreed on prior to its commencement. This should be done in a consultative, collegial, and collaborative interaction with a supervisor, chair, dean, or other appropriate administrator.

Working together as colleagues is the best protection against the continued expansion of what becomes expected as part of the professional obligation of a department, unit, or member. It's important to have department-level/unit-level discussions about workload issues to try and get everyone on the same page. If some employees are willing to take on more work without appropriate compensation or reduction of other duties, the expansion becomes the new norm and it is more difficult to effectively challenge work overloads.

2. Document your workload and workload increases.

It's very important to keep a log of work done in areas of your professional obligation that are subject to workload creep. For example, are you and your colleagues being asked to do more in specific arenas of your department/unit's work? Are there new projects or tasks that "must be done" without a corresponding increase in staff or resources? Use written correspondence to document the additional assigned work and note workload increases in your annual report, identifying the extra work in relation to your

Continued on page 5...

Workload Creep

...continued from page 4

workload in previous years. Professionals should have the additional work documented in their performance programs. If the supervisor will not include it in the performance program, the employee should write a response to the performance program that includes the additional work. This is especially important if the additional work can be the basis for requesting a contractual salary increase or promotion under Appendix A-28 of the New York State-UUP contract.

3. Ask your UUP chapter officers for assistance. If a member comes to their UUP leaders with a workload problem, the first course of action is to review the specific content of that person's professional obligation. If there has been an increase, chapter officers, in consultation with their UUP assigned labor relations specialist, will advise and support the member according to the specific circumstances. This could involve seeking adjustments in a professional's performance program, working with an academic to address a workload increase at the department level or above, or exploring possibilities for extra service compensation. The chapter also can help with responses to professionals' performance programs and other documentation issues for academics and professionals. If UUP officers are contacted by a group of members because of a workload issue that affects the entire group, e.g., an academic

department or professional unit, a group meeting can be held to explore the problem and decide the appropriate course of action.

When increases in workload at the individual or department/unit level are not successfully resolved through informal efforts to adjust the components of the professional obligation, UUP may consider filing an Improper Practice with New York State's Public Employment Relations Board (PERB)—but only after UUP's careful assessment of the facts of any individual or group-level case and exhaustion of all possible efforts to resolve the problem informally. There is a four-month statute of limitations on filing a PERB charge, so workload problems should be brought to the chapter for review as soon as possible.

4. Hold a chapter workload workshop to explore problems and consider solutions. If there are pervasive workload issues at a chapter, the labor relations specialist assigned to the UUP chapter can conduct a workload workshop to review the basics and provide members with the tools they need to address their individual circumstances and work with the chapter to develop strategies to confront collective workload problems.

5. Reject the "guilt trip defense" of workload creep. While our commitment to our students, patients, colleagues, professional standards, and the quality of our work engenders a

spirit of help and cooperation, we should be mindful that "helping out" should not lead to permanent increases in our workload, and uncompensated work that will jeopardize our health, professional well-being, and the quality of our service to our students and our campuses.

Bottom Line...

If a UUP professional's workload is increased, there must be an accompanying and roughly equivalent adjustment of the performance program to specify how new duties will be offset by a decrease in existing duties, or extra service pay, or compensatory time (for overtime exempt employees) for the additional work.

If a UUP academic's workload is increased by adding new required duties, there must be changes in the other areas of the professional obligation. For example, if course load is increased, there must be a substantive decrease in another area. If class sizes increase substantially or if new administrative duties are required of an academic department, it's possible for UUP to engage in "impact bargaining" with the campus administration to seek adjustments or additional compensation.

Workload creep is often experienced individually but is part of a collective problem. Working collectively, with the assistance of your UUP chapter, is key to addressing workload issues.

Pre-Retirement Checklist

Prepared by UUP Member Benefits Department on 3/12/2013



If you are considering retiring you should review the following:

- ♦ Have you met with your pension carrier to discuss payout options? If you cannot find the correct phone number, UUP can help. You should notify your pension carrier in writing about your retirement, 30 to 90 days before your actual retirement date.
- ♦ Have you received an Estimate of your Social Security Benefit?
- ♦ Retiree Health Insurance
- ♦ Have you met the requirements to continue health insurance in retirement? Your campus Human Resource Department will have complete information on this. You must make certain decisions about health insurance before you leave the payroll.
- ♦ Have you calculated your Sick Leave Credit?
- ♦ Have you considered selecting the Dual Annuitant Option allowing your spouse to use your sick leave credit after your death? Information is on the Sick Leave Credit form.
- ♦ Did you know that if you qualify for the retiree New York State Health Insurance Program (NYSHIP) after retirement, that your prescription benefits will continue through your health insurance carrier?
- ♦ If you will be eligible for Medicare, have you considered how benefits will coordinate between Medicare and NYSHIP?
- ♦ Have you considered continuing UUP membership into retirement? Specific retirement benefits are only available with membership.
- ♦ Will you be continuing the NYSUT benefits that you have been purchasing? Premiums may be deducted from monthly pension checks or billed on a direct pay basis. Call NYSUT Member Benefits before you leave the payroll.
- ♦ Have you requested information on the many options you can purchase to continue dental coverage?
- ♦ COBRA- This program can be purchased to continue your dental and vision with the same coverage as when you were working. The UUP Benefit Trust Fund will automatically send a COBRA contract to your address on record at the point your coverage ends. You have 60 days to enroll.
- ♦ UUP Retiree Dental Plan- This Delta plan is available to UUP Retiree Members. You must enroll within 90 days after your retirement, or within 90 days after COBRA ends.
- ♦ NYSUT Retiree Dental Plan- This plan is available to UUP Retiree Members and is administered by MetLife.
- Information will be included with your COBRA contract.
- ♦ Have you considered purchasing COBRA Vision benefits, continuing the same coverage as when you were working?
- ♦ Did you know that the Value Advantage Vision Care Program (a discount vision plan through Davis Vision) is included with UUP Retiree Membership? A voluntary retiree vision plan is also available.
- ♦ Have you noted the important telephone and web address listing on the reverse of this page? Please save.
- ♦ Did you know that you may contact UUP at 800-342-4206 if you have any questions or need additional information?

Some of these items may have **DEADLINES**. Please review carefully. ♦

Mark Your Calendar



ACADEMIC FACULTY MEETING
MARCH 25, 2021, 11:00 A.M.

PRE-RETIREMENT MEETING
APRIL 2, 2021, 11 A.M.

ACADEMIC WORKLOAD SURVEY
AVAILABLE ONLINE

Pre- & Retiree News

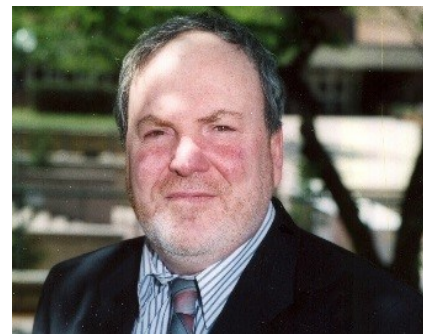
By Daniel Scott Marrone

Alert regarding “gradual retirement plan” offered by Farmingdale State College:

Please do NOT sign up for ANY retirement plans before doing your homework. The foremost critical first steps are to discuss retirement plans carefully and at repeated sessions with your family members and with Walter Apple, UUP Retirement Coordinator. It is not a myth that your life changes upon retirement. Your life DOES change. Tread carefully. My advice is to push forward retirement into the future as far as possible. In other words, do NOT retire until you must either for family, financial, relocation, and/or health reasons. Two reasons for NOT retiring are work-related issues. Perhaps there is discord between you and your

supervisors. Attempt further discussions with your supervisors to possibly alleviate the discord. Your supervisors—or anyone else on the job—CANNOT force you to retire. Retirement is solely your choice, NOT that of supervisors. A second reason for NOT retiring pertains to harassment. This form of intimidation is longstanding and reoccurring. Bring to the attention of the campus’ Human Resources Department and to UUP Farmingdale representatives any form of harassment. Harassment is NOT a reason to retire!

Key Social Security changes for 2021. The list below is incomplete. There may be more changes for 2021. Please continually check the SSA.gov website for vital additional information and



for the latest updates to Social Security benefits:

- ◆ Social Security payments will increase by 1.3%.
- ◆ The earnings subject to the Social Security tax will climb to \$142,800.
- ◆ Social Security beneficiaries age 65 and younger can earn up to \$18,960 before their benefit is temporarily withheld.
- ◆ The full retirement age will increase to 66 and 10 months for those born in 1959.



Individual Development Award Program

The application period for the Joint UUP/New York State Individual Development Award Program (IDAP) is now open. Applications will be accepted until April 30th. Awards will be made for the period from July 2, 2020 – July 1, 2021. Fifteen percent (\$6,845) of the campus’ total allocation of \$45,635 will initially be reserved for part-time faculty and staff. The maximum award from this program is \$1000 per individual applicant.

Program guidelines and

application materials are available at <https://goer.ny.gov/grant-opportunities> (scroll to the link titled Professional Development, Individual Development Awards Program). Please follow the Guidelines for Applicants.

To be considered for an award, applicants must submit all required information including the completed application form, a budget summary, an updated brief curriculum vitae, any relevant documents regarding the activity, and documenta-

tion on projected costs (check the college webpage on travel for per diem and mileage rates). For activities that have already taken place, please include copies of receipts and expenses.

Please email your completed application and materials to Marlene Groner as a pdf file attachment to:

FarmIDAP@farmingdale.edu.

Applications will be accepted until Friday, April 30, 2021. ◆



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Membership

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Newsletter

Yolanda Segarra

Outreach

Darleyne Mayers

Active Retirees

Daniel Marrone

Webmaster

Harry Espailat

Women's Rights & Concerns

Dolores Ciaccio

Labor-Management Update

Meeting date: February 25, 2021

Organization Chart

Management agreed to give us a complete Organization Chart, a document required in the *Policies* (Article IX Title D), as soon as various imminent changes take place.

Professional Application Forms

A newly created UUPF/Management application form for professional salary increases and promotions will be completed soon.

Work For Hire

UUPF's requested changes in the Work For Hire document were rejected by Management. This will be topic at the Academics Meeting on March 25th

Time Off and Vaccinations

UUPF also learned that time off for Covid-19 vaccinations and possible adverse effects from the vaccination require the use of sick time, unless legislation changes.

Circle-In

Management informed UUPF that Circle-In is a semester pilot program costing \$3,000.

DSI and Compression

Management said individual staff members will receive an email describing their DSI and compression salary increases. The

actual payments are scheduled for March 17th. Management will send UUPF details describing the process used by management.

COVID Test Results

Management answered that Covid test results are not received by Human Resources. They receive only evidence that tests have been taken from non-campus locations.

Health and Safety Committees

UUPF discussed the *Agreement's* requirement that UUP have "one representative to serve on each campus health and safety committee" (Article 43.2).

Hempstead EOC

UUP began a discussion concerning a future Hempstead EOC campus. Management said that SUNY must make this decision.

Additional non-agenda items

Discussion took place on the phased retirement plan and summer and fall teaching venues. Re: summer school: If enrollment caps are below full-pay minima, for example, at eight students, Management said in such low enrollment classes, instructors will get full pay. ♦

Good News About Vaccinations

An expansion of vaccination eligibility! Governor Cuomo announced on March 10th that *all* state employees are eligible for vaccination. The Chancellor has further verified that this includes employees in SUNY who ever come to campus. Plus J&J will have 100 million more vaccinations available.

More money! With American Relief Plan federal funding, possible legislation increasing the NYS m/billionaires' tax, and higher than expected NYS tax revenues, we are more confident about realizing UUP's three most pressing goals: our negotiated raises; filling the TAP gap; and debt service, etc., for SUNY hospitals. ♦

CHAPTER MEMBERS on STATEWIDE COMMITTEES

Solomon O. Ayo

Affirmative Action

Grievance

Amit Bandyopadhyay

Contingent Employment

Douglas S. Cody

Contingent Employment

Harry Espailat

Technology Issues

Comm of VPs for Professionals

Sandy Hustedt

Membership Committee

Vicki K. Janik

Comm of Chapter Presidents

Women's Rights and Concerns *

Barbara T. Maertz

Finance

Outreach

Darleyne E. Mayers

Affirmative Action *

Deborah-Ann R. Nilsen

Membership

Louis Scala

Comm of VPs for Academics

The UUPF Newsletter welcomes articles and letters submitted by members of the Farmingdale community. Remember, this is your newsletter, share your thoughts with us, we want to hear from you. Persons who have material they wish to submit should contact Yolanda Segarra at youupf@gmail.com