MEMORANDUM

DATE: October 1st, 2015

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 Broschart, Associate Vice President Doyle, Director of Athletics Elliott

RE: 2015 Presidential Discretionary Payment for UUP-represented Staff

This memo describes the process Binghamton University will use to distribute the 2015 .5% discretionary pool provided by the UUP contract.

- The pool will consist of .5% of total SUNY-wide basic annual salaries.
- The payment is a lump sum.
- There are two separate pools, one for full-time employees and one for part-time employees. Each respective pool must be distributed to those employees only, meaning the full-time pool can only be distributed to full-time employees and the part-time pool can only be distributed to part-time employees.
- Employees will be paid from the appropriate pool (pt/ft) based on the employees’ status at the time of payment.
- Due to the UUP Contractual requirement to calculate the pool SUNY wide and then split the pool (72% to full time and 28% to part time), the actual individual pool amounts will NOT equal .5% of each individual employees' salary – nor does the total pool equate to .5% of UUP salaries for our campus.

Process
The vice presidents will collect and review all recommendations in their respective areas and will forward our decisions to Human Resources. HR will provide a final campus-wide roster to President Stenger for his review and approval.

To meet the timing for the late fall pay date for discretionary payments, it will be necessary for supervisors to submit their recommendations to the appropriate vice president by October 19, 2015. 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 payment 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 payments should be used to recognize and stimulate the desire to exceed those very standards.

Criteria
The University seeks to acknowledge professional staffs 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 payments. 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 payment forwarded by a supervisor to a vice president 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 payment 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 payment. Both the original request from the professional staff member and the supervisor’s recommendation shall be forwarded through channels to the appropriate vice president. The vice president 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 lump sum discretionary payment is warranted.

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