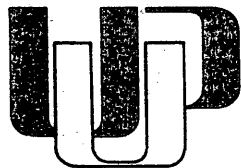


Health Sciences Center



United University Professions

PROFESSIONAL DEVELOPMENT & QUALITY OF WORKING LIFE

Jeanne Galbraith	Shirley Menzies
Ann Zuppardo	Suzanne Parsons

SAFETY AND HEALTH

Edward Hines	Jesse Drucker
Margaret Ort	Kathryn Nykolyn

SOLICITED LETTERS

Richard Ablin	Alyce Hobbs
Arthur Wiegert	

The Shadow Committees exist as a vehicle for information to be gathered and collected and then forwarded to the State-wide Committees. Those committees will bring all meritorious issues to the future rounds of negotiations. As you can see, your input is essential, for this is precisely why the committees exist. Your ideas, concerns and opinions are important and welcomed. I feel the Shadow Committees will become a source of encouragement and stability, providing UUP members in need of special attention, with new positive direction.

I would like to announce that I will not accept the nomination nor seek re-election as President of the Health Science Center/UUP Chapter. I feel honored to have had the opportunity to serve as your President for the past two and one-half years. I have acquired a deep sense of appreciation and respect for the professional and academic colleagues we have at the HSC.

The UUP members, whether professional or academic exemplified what commitment is all about. The very structure and character of the Health Science Center depends on our growth and strength. Let us continue this valued commitment through our support for United University Professions.

Joseph Berendowski

A MESSAGE FROM THE PRESIDENT...

The Japanese have a saying: you can collect dust to make a mountain, but you need someone to envision the mountain and to know which way the wind is blowing. Our UUP membership at HSC have created a mountain and now with our Shadow Committees in place, we will have the vision and direction to address long-standing concerns which have been with us since our inception.

The Shadow Committees consist of both UUP and management colleagues whom I feel will develop common goals in the best interests of the HSC community. Since the goals and functions of each committee was cited in our last Newsletter, we will only list the name of the committee and persons involved:

AFFIRMATIVE ACTION

Ed Alleyne	Faith Merrick
Lucille Scanna	

CLINICAL PRACTICE

Bernard Lane	J. Howard Oaks
Mark Swerdloff	

CONTINUITY OF EMPLOYMENT

John Rose	Faith Merrick
Donald van der Kolk	Maurice Coates

DISPARITY

Mary Dickinson	Pamela Hauman
Lucille Scanna	Patricia Quiason

HEALTH BENEFITS

Mary Berendowski†	Betty Bodkin
Ellen Dri	

LABOR/MANAGEMENT MEETING

Chapter officers, accompanied by visiting statewide Vice President for Professionals Thomas Corigliano, met with President Marburger, Jurgen Krause, Alyce Hobbs and Jesse Drucker on February 9th. Among the items on the agenda were security in the HSC and UH, the perennial parking problems, the snow days, career ladders, and Governor Cuomo's proposed SUNY budget.

Dr. Marburger said "some kind of change will be made" in security staffing for the HSC and UH between April first and the beginning of summer. It is possible UH will have a designated security unit over which it will have control, an idea which is currently under consideration.

VP Francis is consulting with a parking advisory group on how to handle the parking situation during the construction of a third level on the UH parking garage, which is scheduled to begin after graduation. Suggestions are being sought for alternative parking. One possibility is to build the driveway into the area planned for construction of the VA building and use it for parking.

Confusion over whether employees should report to work on the recent snow days was due primarily to the way in which public radio stations reported the university's announcement, according to Marburger. They do not distinguish between "classes cancelled" and "closed" and would not read the university announcement separate from the school closings list. The university has written to the governor's office asking for the time to be granted to employees, but the time should be charged to accrued leave credits in the meanwhile. Employees should be encouraged to check with supervisors via a telephone chain or to listen to WUSB, the campus radio station for closing announcements.

Alyce Hobbs reported that the newly hired wage and salary person will be working on overall career ladders, rather than doing them on one-by-one basis. Mr. Krause said promotion policies and career ladders are "next on the agenda" for the Human Resources Department. In response to questions, Dr. Marburger said he sent a letter

to SUNY central strongly objecting to the requirement for a degree under the reclassification process.

Tom Corigliano announced that the long-awaited memorandum of understanding regarding oncall pay had just been signed. The agreed upon rate of pay for oncall will be \$18.

Dr. Marburger supplied a handout on the proposed Executive Budget for SUNY which will cause problems for the campus. The frictional savings level mandated for campus is double that of last year. It will require approximately 50 more position vacancies on campus. Marine Resources Institute and the Yeats Archives projects were cut out of the budget, and control of the Institute for Theoretical Physics and LIRI were removed from campus to central control in Albany.

It is a priority for the campus to get funding for mandated salary increases which were not included in the budget. Rigid controls will be put on the supplies and equipment budget since inflationary increases are not covered. The UH budget is obscured by the multi-million dollar rate adjustments which are currently being appealed.

There are some additions to the budget in capital expenditures. There is money for the parking structure, roof repairs, a major bond issue for dorm repair, and the VA home. The Graduate Initiative and child care funding are also pluses. Overall, however, the budget "removes more than it adds" to the campus according to Marburger.

Jeanne Galbraith, Sec.

HEALTH BENEFITS ENHANCEMENTS

The Joint Committee on Health Benefits has recently agreed to two Empire Plan enhancements which are now in place. One is "Cooley's Anemia/Outpatient Desferal Infusion Treatment." The second enhancement is "Partial Day Hospitalization for Psychiatric Care."

More details are available in the UUP Office L5-572, HSC,

CORIGLIANO VISITS HSC

Statewide Vice President for Professionals Tom Corigliano spoke to a crowded Chapter Meeting on February 6th. Later in the afternoon he accompanied Chapter Officers to a Campus Labor/Management meeting.

Corigliano announced that a memorandum of understanding had just been signed by UUP and NYS agreeing to an oncall rate of \$18. Hospital employees have been awaiting resolution of this issue since the contract designated a committee to resolve the rate of compensation. Although we had hoped the rate would be higher, this is a compensation benefit which is available for the first time under the UUP Agreement.

Following a presentation which summarized progress on a number of professional issues ranging from the reclassification and promotion study implementation, The Fair Labor Standards Act implications for the University, and the oncall/recall provisions, Corigliano capably fielded questions from the members for over an hour.

Members of the HSC/UUP Chapter welcomed the opportunity to get first-hand information from Corigliano who sits on the NYS/UUP Joint Labor Management Committee (JLMC) on Promotion and Classification and the JLMC on the Fair Labor Standards Act. Corigliano also was a member of the Negotiations Team for the current contract.

Jeanne Galbraith, Sec.

ELECTION BALLOTS

ELECTION BALLOTS FOR THE UUP CHAPTER WERE MAILED OUT ON FRIDAY, APRIL 3rd FROM UUP CENTRAL IN ALBANY. IT IS A PRIVILEGE TO VOTE. USE THIS PRIVILEGE, RETURN YOUR BALLOT BY THE DESIGNATED DATE,

C H A P T E R

M E E T I N G

FRIDAY, .. APRIL 24th

12 - 1:30 P. M.

LEVEL 3 - LECTURE HALL 6 (HSC)

G U E S T S P E A K E R

MR. TIM REILLY

UUP CHIEF NEGOTIATOR IN ALBANY

T O P I C

NEGOTIATIONS:

PAST - PRESENT - FUTURE

Sandwiches and soda will be served at this meeting. If you plan on attending, please call the UUP Office 444-1505 and leave your name and telephone number. You may also call Joe Berendowski at 444-1462.

Please RSVP by MONDAY, APRIL 20th so that we may adequately prepare for lunch.

SUNY RECLASSIFICATION REVIEW

The "Promotion, Classification and Compensation Study" recommended by the Arthur Young Study and included in the present "Agreement" with UUP and the State has begun. All professionals at the HSC should have received a questionnaire from this Chapter by this time to verify certain information regarding each employee's status at Stony Brook (Appointment, Campus title, etc.). As an initial step of this formal review of all professional positions, Technical Assistants and Technical Specialists will be reviewed (they collectively represent 40.9% of all total, full-time annually salaried professional positions covered under the UUP Agreement). This process has begun locally and is nearly completed with HSC Human Resources initiating the reclassification process.

As per instructions from SUNY (State), the following will occur:

1. Positions currently classified as Technical Assistant, PR-1 will retain that classification and rank. No change.
2. Positions currently classified as Technical Specialist, PR-2 will retain that classification and rank. No change.
3. Positions currently classified as Technical Specialist, PR-1 will have to be reclassified to Technical Assistant, PR-1 since the title of Technical Specialist will no longer be allocated to PR-1 as part of the restructuring of the Technical Assistant/Technical Specialist series.

Positions not fitting the classification standards for either Technical Assistant PR-1 or Technical Specialist PR-2, will be reclassified to a more appropriate title. It should be noted that if your position is reclassified as a result of this review, you will be "saved harmless" in the process which means:

1. Your position will remain in the Unclassified (Professional) Services and the Professional Services Negotiating Unit (PSNU).
2. There will be no reduction in your salary or professional rank. However, the review process may reveal some positions

that should be reallocated to a higher rank and appropriate reclassification action will be initiated in such cases.

3. Your appointment status will not be affected. As a matter of fact, if a change in your title is warranted, you will retain your current appointment status, (i.e. permanent, term or temporary) in the new title.

This Chapter would like to make several points perfectly clear about this process:

1. UUP has not agreed fully to the described process (which is fully within management's rights) to the operative job descriptions for TA and TS positions, as these job descriptions are to be used as one criterion of reclassification, or to retaining the present PR ranking system.
2. It is clearly understood that no one will be downgraded as a result of reclassification, that changes in title or grade will not affect permanent appointment.
3. UUP has welcomed the overall impact of this reclassification since it should result in changes in title and grade for personnel who have been incorrectly titled and graded for the actual work they do. Official titles must correspond to actual job duties; inequities should be addressed accordingly.
4. Personnel will be notified at least 30 days before any proposed performance program changes prior to any reclassification.

The Stony Brook HSC Executive Board would encourage the following recommendations for professionals in light of this reclassification:

1. Review your current Performance Programs - as these would be used (in large part) to effectuate "position reviews," one should update them and make sure that current duties performed are adequately reflected.
2. Keep a log of daily activities to document those activities which are not in your current performance program. Use

HSC - PARKING UPDATE

As a result of recent discussions with management, the following steps will be taken:

1. As soon as possible, cars will be allowed to park along the fence on the north side of Loop Road. Adequate space will be left at walkways for pedestrian safety. These spaces will be eliminated at the end of the Fall 1987 term for safety reasons.
2. As soon as possible, a temporary pay parking lot on what is now the park adjacent to the second tier of the surface lots will be developed. The purpose of this lot will be to accommodate employees on the swing shift. We will open this section at 2:30 p.m. each day. This lot will remain in service until such time as it is no longer needed.
3. A follow-up meeting will occur to discuss distribution of the 450 spaces on the third deck of the Hospital garage, with the objective of providing 100 more spaces for patient parking and isolating some part of the structure for employee parking only. Construction in the Hospital garage is scheduled to start after commencement and be completed before Labor Day this year.
4. Labor-Management meetings will continue to discuss the siting of future parking structures. All opinions or comments are welcomed from the membership.
5. A tentative agreement has been reached with the Dormitory Authority to provide two parking garage guards between 4 p.m. and midnight. The program will be implemented as soon as details of the agreement between the campus and Dormitory Authority have been reached.

SUNY RECLASSIFICATION REVIEW - Continued

these logs as the basis for Performance Program updates and with your supervisor to formally revise and place on file any updated programs.

3. Fully review your employment histories as well by requesting to review your personnel file.

Look for:

- A. Campus title and date of appointment to your title.
- B. Date of initial appointment at Campus.
- C. Date of any previous promotion in rank/title, or to a new rank/title (not to be confused with a discretionary salary increase).
- D. Status (exempt or non-exempt under the Fair Labor Standards Act-FLSA).
- E. Correct all discrepancies!

Please contact Joan (our secretary) for a Campus printout listing all professionals which contains your pay basis, appointment codes, pay grade and PR ranks. Joan can be reached at 444-1505.

"UNHAPPY WITH YOUR EVALUATION?"

In addition to writing a rebuttal stating reasons why your evaluation is not fair, I have convened the Employee Evaluation Review Committee which is chaired by Mary Dickinson (Ext. 2063). This Committee will review your evaluation and submit a recommendation to President Marburger if appropriate. Be sure to protect yourself by using this Committee if needed.

Joe Berendowski

NEED A -

VISION CARE VOUCHER?

YOU MUST CALL - 1-800-828-6100

HOT LAST MINUTE NEWS

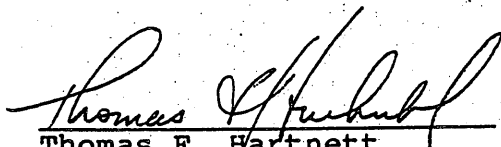
ON/CALL PAY AND RETRO ON/CALL PAY WILL BE DELAYED UNTIL THE 87/88 BUDGET GETS PASSED IN ALBANY. PLEASE CALL ME IF YOU HAVE ANY QUESTIONS. ED HINES - VP-PROF.

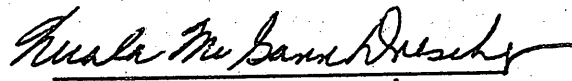
Memorandum of Understanding
between
The State of New York and United University Professions

Pursuant to Article 20.12 of the collectively negotiated NYS/UUP 1985-88 Agreement, the parties as part of the ongoing responsibilities have reached the following agreement regarding on-call pay:

1. Employees (who work regularly scheduled shifts in the titles and services listed in Appendix A-24) who are required to be available for immediate recall and who must be prepared to return to duty within a reasonable amount of time shall be eligible for on-call pay.
2. Such employees shall be paid \$18 for each shift that the employees are actually scheduled to remain and remain available for recall, provided, however, in the event the employees are actually recalled to work, they will receive the appropriate recall compensation instead of said \$18. No additional on-call payments shall be made for any shift where the employee receives recall compensation.
3. On-call payments will be made on a biweekly basis. Payments will be computed retroactive to May 12, 1986, and will continue for the term of the NYS/UUP 1985-88 Agreement.

In witness whereof, the parties hereto have caused this Memorandum of Understanding to be signed by their respective representatives on _____.


Thomas F. Hartnett
Director


Nuala McGann Drescher
President

CHANGE IN NYS SECOND SURGICAL CONSULTATION
PROGRAM TOLL-FREE TELEPHONE NUMBER

1-800-342-3726

After March 1, 1987, the New York City/Long Island toll-free number for the Second Surgical Consultation Program will be temporarily disconnected. All Empire Plan Enrollees who must arrange for mandatory or voluntary second surgical consultation should contact the Program's Albany Office toll free at 1-800-342-3726.

* ANNOUNCEMENT *

THE 1985/1986 DISCRETIONARY LIST IS AVAILABLE
IN THE UNION OFFICE FOR YOUR PERUSAL,

GRANT PROGRAMS.

The Governor's Office of Employee Relations and UUP are pleased to report that grant programs are once again available to UUP bargaining unit members. These programs are a result of the Joint Labor-Management Committee for Professional Development and Quality of Working Life provided for and funded in the 1985-88 Agreement.

Approved programs are:

1. Librarian Study Leaves
2. Professional Study Leaves
3. Experienced Faculty Travel Awards
4. New Faculty Development Awards

Forms are available in the UUP Office.

PRESCRIPTION PLAN

A WORD OF CAUTION FROM A CONCERNED MEMBER

My local pharmacy did not fill a recent prescription as was prescribed by my physician. The medication, a liquid antibiotic, was to be administered to my daughter at 2 teaspoons every 6 hours for 7 days. The total quantity of medication should have been 280 cc. The pharmacy dispensed one 100 cc bottle and indicated on the bottle that the prescription could be refilled 2 additional times. After 2 1/2 days I had to return to the pharmacy for a "refill" and the pharmacy charged me an additional \$2. The co-payment for this prescription cost me a total of \$6.

Further investigation of other local pharmacies indicate that the pharmacy should have dispensed the entire quantity of medication at one time for a fee of \$2. By lessening the quantity of medication dispensed the pharmacy collected \$6 from me and three dispensing fees from the prescription plan instead of one.

"When you have a prescription to be filled use care. Look at the prescription before it is filled and compare the prescription to the medication bottle. The union prescription plan is currently auditing this pharmacy."

PART TIME EMPLOYEES

Health Insurance Available for Employees Who Work Less Than Half a Professional Obligation.

Employees assigned to the professional services negotiating unit represented by UUP (Bargaining Unit 08) who work less than half a professional obligation may enroll in the health insurance program by paying the full cost of the coverage. You can purchase local HMO coverage or hospital/medical benefits of the Empire Plan. Other programs available are: prescription drug, vision care, and dental coverage through its Employee Benefit Fund.

For more detailed information on these programs, please contact Betty Bodkin at Ext. 2543 or Mary Berendowski at Ext. 5179.

Joseph Moreschi
Grievance Committee for
Part Timers

Approximately two hundred delegates representing every campus of the SUNY system met in Albany on February 6 and 7 for the winter session of the Union's legislative body, the Delegate Assembly. The Health Science Center was represented by ten professionals and five academics, the largest showing ever in the history of UUP here at Stony Brook.

The Union's Eugene Link Award for outstanding service to public higher education unionism was made to Dan Saunders, retiring executive vice-president of NYSUT, and the man in charge of lobbying efforts. He was honored for a lifetime of work to improve public education in the state.

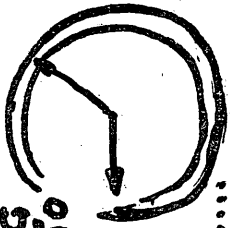
Of particular interest to Stony Brook HSC was the nomination of HSC's Jeanne Galbraith as an official candidate for the office of Secretary on the Statewide Executive Board. All of us on the HSC Executive Board wish Jeanne well and I am sure we all will support and rise to the occasion during the elections at the Spring Delegate Assembly in May.

In her prepared remarks, President Nuala Drescher called attention to both the positive and negative aspects contained in the Governor's Executive Budget request. Drescher stated that the best news was that all the pay increases were now fully funded; the bad news was that no genuine concern for inflation was factored in, and this could result in a very substantial loss by the time funds reached the local campuses.

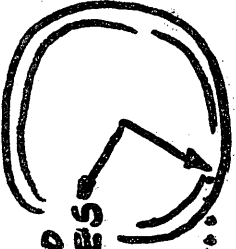
The Governor's budget did request a modest start-up amount for the SUNY research and graduate initiative, but far less than had been hoped for. The Union is especially concerned that this program not be funded by further stripping funds from undergraduate education, and that the large number of personnel additions be in fact genuine faculty positions and not simply appointments to the SUNY Research Foundation, which is a private corporation controlled by SUNY. Some evidence from Binghamton suggests that undergraduate education has already suffered from the initiative.

The Union plans lobbying efforts in Albany in order that changes be made before the budget officially goes to the legislature in late February.

YAKITY-YAK SPRING
TRAINING YIPPITY-YO
HOCKEY PLAY-OFFS
YIMINY BINNIN
BLAH BLAH N.B.A.
SEASON SHMEEZIN.....



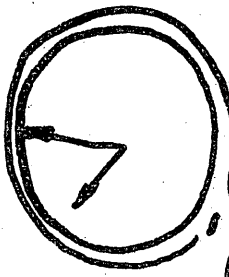
DI-DI-DA DA WEEK-END
CHORES DAH-OE-DUM-DO
NEWSING DE-DAH TAXES
DAH-DEE-DOW LAWN
AND SEEDING OUM-DAH
DOH CARBURATOR.....



BIPITY-BOPITY V.C.R.
BIDDLE DALLAS FIDDLE
MTV AND PDS BUMPITY
DUMPITY DYNASTY.....



SO WHAT ABOUT THAT
LAB TECH BEING 20 MIN.
LATE AGAIN?
CAN WE DOCK HIM?



Fold

HSC UUP ADMINISTRATIVE OFFICES
HSC L-5 RM 572
ZIP 8553

Fold

SAFETY SURVEY

The UUP Health and Safety Committee of HSC has been activated to address your safety concerns. We need to know what issues are of greatest concern to you. **Please take a minute to complete this self-addressed questionnaire and drop it in the mail to the UUP office, OR call one of the committee representatives listed on the bottom of this form.** Your input will help us take action on your behalf!

NAME (Optional) _____
WORK LOCATION: Academic Tower _____ Basic Science Tower _____ Hospital _____
SHIFT: Day _____ Evening _____ Night _____
EMPLOYMENT CATEGORY: NTP Technical _____ NTP Administrative _____ Faculty _____

1. IN GENERAL, WHAT ARE YOUR PRIMARY SAFETY CONCERNS? Please list in order of priority.

2. PLEASE CITE EXAMPLES OR GIVE SOME DETAIL RELATED TO THE ABOVE. Include locations and time of day where appropriate.

3. HAVE YOU REPORTED YOUR CONCERNS TO A PERSON OR OFFICE IN AUTHORITY? IF YES, WHAT WERE THE RESULTS? IF NO, WHY NOT?

4. DO YOU HAVE ANY CONSTRUCTIVE SUGGESTIONS THAT WOULD HELP RESOLVE THE PROBLEM(S)?

UUP Health and Safety Committee contacts:
Ed Hines, Biomedical Engineering, 444-1427
Kathryn Nykolyn, Human Resources, 444-2516
Marge Ort, Neurological Surgery, 444-1210
Jesse Drucker, Human Resources, 444-2528

Summary of Compensatory Time Provisions for Professional Employees

Type of Comp Time	Eligible Individuals	Provisions for Accrual	Rate of Accrual	Limits on Use	Provisions for use	Provisions for "Closeout"
1. FLSA	Employees classified non-exempt under FLSA	Individual has worked more than 40 hours in any one week (and a maximum of 160 overtime hours) and is compensated with comp time in lieu of cash	1.5:1	240 hrs. (After 240 hrs. have accrued, compensation must be in cash)	Must not "unduly disrupt" normal operations	Accumulated hrs. paid at current rate of pay when leaving State service
2. "MacKenzie-Smoot"	All calendar or college-year employees	Individual is required to work beyond the "normal" professional obligation	1:1	None	General practice is to schedule with supervisor for use at a mutually convenient time	Accumulation is lost when leaving State service
3. Holiday	All calendar or college-year employees	Individual is required to work on one of 12 designated holidays	1:1	N/A	Must be scheduled within 90 days for use at a mutually convenient time	Not addressed

"MacKenzie-Smoot" Comp Time:

Persons who are exempt from the Fair Labor Standards Act continue to earn compensatory time, when they work beyond their "normal professional obligation". "MacKenzie-Smoot" comp time is based on past practice, and is described in memos by Kenneth M. MacKenzie (6/21/72) and James S. Smoot (1/14/83). "MacKenzie-Smoot" comp time provides a way to "compensate" individuals who are not eligible for overtime pay.

Past practice has defined "normal professional obligation" relative to each individual position, its duties and its described performance program. By using past practice relative to the days (evenings) or hours one has worked, one can identify the "normal" professional obligation for his or her position.

There are no limits or restrictions on accruals or use, relative to MacKenzie-Smoot comp time. The general practice is to schedule the use of comp time with one's supervisor, for use at a mutually convenient time.

Holiday Comp Time:

Holiday comp time is provided for in ART. 23.5 of the UUP/NYS Agreement. All calendar year or college year employees (mostly professionals and librarians) who are eligible to observe holidays, earn a holiday comp day if they are required to work on one of the 12 designated contract holidays. The contract states that an accrued holiday comp day must be "scheduled" for use within 90 days of the date earned. The contract does not say that the holiday comp day must be used within 90 days, as some campuses are telling our professionals.

There are no stated limits or restrictions on how many holiday comp days one may accrue.

The enclosed chart may be useful in providing professionals with a summary of this memorandum.

The above articles written by Tom Corigliano, VP for Professionals
UUP (11/86)



State University of New York
State University Plaza
Albany, New York 12246

Office of the Provost

To: Presidents, State-operated Campuses
From: Joseph C. Burke, Provost
Subject: Compensatory Time Off

During negotiations for the 1985-88 State/UUP collective agreement, questions arose regarding the status of the January 14, 1983 memorandum from James Smoot concerning extra service and compensatory time policies and procedures. This memorandum has been developed as a result of those discussions and subsequent discussions in the labor-management committee established under a negotiated letter of understanding (Appendix 21 of the 1985-88 State-UUP Agreement). A separate memorandum has been distributed which covers extra service compensation:

I FELT I SHOULD
SHARE THIS INFOR-
MATION WITH YOU
SINCE SO MANY
HAVE QUESTIONS ON
THE SUBJECT AND
THIS MEMO SHOULD
ANSWER MANY OF
THEM.

ED HINES,
V.P.
PROF.

The first type of compensatory time is accorded under Subdivisions 23.5 b, c, and d of the 1985-88 State-UUP Agreement. An employee who is eligible to observe holidays is entitled to a compensatory day off when the holiday falls on a Saturday, Sunday, or a pass day or when he or she must work on the holiday. Compensatory days off are scheduled within three months, at times mutually convenient to the employee and University. There has been some concern regarding the loss of compensatory time not actually used within three months. Compensatory time should not be lost if it is used after three months, provided that it is scheduled within three months. The campus should make every effort to ensure that the employee is afforded the opportunity to schedule the compensatory time within that three-month period.

A second type of compensatory time is accorded to those managerial and professional employees whose service exceeds their normal professional obligation. It should be noted that this situation arises when that work does not fall within the definition of extra service. Such additional efforts should be recognized by compensatory time off at a later date. This leave should be scheduled at a mutually convenient time to the employee and the University. This type of compensatory time has been in place within the University since the June 21, 1972 Memorandum to Presidents on the subject from Kenneth MacKenzie and is continued unchanged for employees who are exempt from the Fair Labor Standards Act.

The employee's status under the Fair Labor Standards Act determines the manner of compensation. Those individuals who have been designated non-exempt under the Act are entitled to compensatory time off at a rate of time-and-one-half for work in excess of 40 hours per week and, after accruing 240 hours of compensatory time off, are entitled to payment of overtime at a rate of time-and-one-half. Normally, overtime must be authorized in advance by a designated administrator. Compensatory time may then be used with approval of the appropriate campus supervisor.

Questions concerning compensatory time off and the impact of the Fair Labor Standards Act should be directed to Joyce Villa, Assistant Vice Chancellor for Employee Relations, (518-443-5680).

cc: Chancellor Wharton
Business Officers, State-operated Campuses
Personnel Directors, State-operated Campuses
Mr. Mannix
Mr. Paradise
Ms. Villa ✓

FOR YOUR INFORMATION - HERE IS A COPY OF SUNY'S REVISED EXTRA SERVICE POLICY WHICH WAS RECENTLY RECEIVED IN THIS OFFICE. SHOULD YOU HAVE QUESTIONS, FEEL FREE TO CONTACT ME. Joe Berendowski - 444-1462.

EXTRA SERVICE POLICY AND PROCEDURES FOR ACADEMIC AND PROFESSIONAL STAFF

The following policy is applicable to performance of service beyond that normally required by the professional obligation as defined by the individual's performance program.

Extra service for professional staff of the State University of New York is defined in two ways:

1. Work performed by academic and professional staff in a payroll agency other than the payroll agency to which the employee is regularly assigned. (A campus is a payroll agency, an individual academic unit is not.)
2. Special assignments performed by academic and professional staff at their own campus which are substantially different from or in addition to an individual's professional responsibilities.

Authority for approval of such service has been granted to the Chancellor by the Board of Trustees. Responsibility for action on individual requests for other than M/C employees has been delegated by the Chancellor to the Chief Administrative Officer of each campus. Extra service for M/C employees requires approval of the Chancellor or his designee.

These special assignments may be performed on the home campus but must not interfere with the individual's regular professional responsibilities. Such assignments may include service by those holding positions of other than academic rank (i.e., administrators and other professionals) and outside of regularly assigned working hours. These assignments may involve but are not limited to teaching, research, and public service. It must be clearly demonstrated that such research or other service exceeds that which is normally performed under the regular obligation. Additional compensation for research activities must be consistent with any policies of the Grant Sponsor.

Compensation for extra service may not exceed an amount equal to 20 percent of base annual salary in any academic or calendar year beginning July 1 or September 1, as appropriate. For example, a professional staff member earning a salary of \$25,000 may not be paid more than \$5,000 for extra service during the course of his or her annual professional obligation. Summer employment of persons having academic year obligations does not constitute extra service. Compensation for such summer employment is covered by other policies and procedures (Policy Handbook 098).

No employee may engage in other employment which interferes with the performance of the employee's professional obligation. No full-time employee of the State University may assume another full-time position or obligation either within or without the University while receiving compensation from the University. Additionally, all extra service activities must conform to the ethical Standards mandated by Section 74 of the Public Officers' Law.

Extra service compensation is not to be used in lieu of overtime for a professional employee deemed eligible under the Fair Labor Standards Act.

Written approval for extra service assignments must be obtained prior to the commencement of the service. Service performed in advance of such approval will not be compensated.

NEWSLETTER

UNITED UNIVERSITY PROFESSIONS

VERY IMPORTANT

Health Sciences Center State University of New York at Stony Brook

Office Level 5 Room 572 Zip HSC 8553

OFFICERS

PRESIDENT: Joseph Berendowski
Linen Department
L1 Room 707
UH 444-1462

GRIEVANCE CHAIR:
(Academic)

Steven Jonas
Community Medicine
L3 Room 104
HSC 444-2140

VICE PRESIDENT: Mark Swerdloff
(Academic)
Oral & Maxil. Surgery
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