

H. S. C. at STONY BROOK



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Dawn Hopkins University Hospital
Marion Lewis Schl.of Nursing
Joan Coffey Dept.of Radiology

GENERAL MEETING

DATE: August 19, 1980

TIME: 12:30 p.m.

PLACE: Lecture Hall 3, Level 2

YOUR CONTRACT

YOUR UNION

YOUR POSITION

By virtue of being employed at the State University of New York, regardless of the source of funds, you are represented by U.U.P. Academic employees as well as professional staff are covered by the negotiating unit. The terms and conditions of your employment are clear and precise as set forth in the agreement (Contract) between the State of New York and U.U.P. from 7/1/79 through 6/30/82.

This Contract applies equally to all employees regardless of their position, department, school, or unit within the campus. Management cannot redefine your obligations which would be in direct conflict with the agreed upon Contract. Your rights as stated in your Contract are not privileges. Be alert, be aware, be accurate! Obtain a copy of your Contract and read it. Any infringements on your individual rights affects those of your colleagues as well as all persons covered by the Contract.

In the lexicon of contracts, the term applied to problems, disputes, unjust discipline, etc. is called a grievance. A grievance, to be valid, must first meet the following criteria: "It is a dispute concerning the interpretation, application or claimed violation of a specific term, or provision, of this agreement." It must be filed within 45 calendar days following the act or omission, and must be filed in writing on a form designed for this purpose.

Your Union is here to help, but we cannot operate in a vacuum. We require input. If you have a question, need clarification, or need advice, call us!

In July labor/management meeting was held in President Marburger's office on July 25th. Representing the HSC UUP Chapter were President James Hartnett, Jeanne Galbraith, and the UUP Field Representative Richard Baron. Dr. Marburg his assistant, Dr. Sheldon Ackley, and Lee Yasamura, Director of Personnel, represented campus administration.

First on the agenda was the subject of temporary employee lines funded by IFR (income fund reimbursable) accounts. It is of great concern to the chapter that there is an increase in the use of these accounts to fund personnel positions and that employees on these lines are confused about their status.

Dr. Marburger responded that there would continue to be an increase in the use of IFR monies for personnel. He emphasized that this was being done in order to save jobs. The intent, he said, is to make things self-supporting. Using dormitories as an example, Dr. Marburger said that fees paid for dormitories will provide the financial allocation for dormitory personnel.

In a July 16th memorandum sent to vice-presidential coordinates (see page 6), Lee Yasamura clarified that IFR lines are the same as all other State lines. The only difference is the source of funds. Permanent, term, and continuing appointments are made on IFR lines in addition to temporary positions.

Vacation time (see page 3) and sick leave policies were on the meeting agenda. Particularly in the University Hospital, where there are so many new employees and supervisors, there have been demands that UUP employees follow procedures which are not in conformance with the contract. An employee is not required to provide a doctor's certificate in order to use his/her accrued sick leave. However, the President may at any time, require an employee " to furnish suitable medical evidence" to substantiate a claim of temporary disability (Article 23.4, section d.3 of the contract).

Other items were discussed. In regard to the problems of scheduling nurses in the University Hospital, the Personnel Office will arrange a meeting of concerned persons as soon as possible for further discussion. Also, the chapter will try to provide alternate wording for the current Personnel office "Eligibility Form: NTP/Faculty Tuition Assistance Program" which is confusing. UUP employees may apply for tuition assistance for one course bearing any number of credit hours.

(continued on page 3)

NEW APPOINTMENT

On July 16, 1980 President James Hartnett appointed Sheldon Scher, Associate Director of the Division of Laboratory Animal Resources, and Assistant Professor of Health Sciences, as Acting Professional Grievance Chairperson for the HSC Chapter. Mr. Scher is located in the Health Sciences Center, L-1, and his telephone is 246-2195.

Please direct any inquiries, questions, complaints and/or grievances to Mr. Scher if you are a non-teaching professional. Mr. Scher will be working along with Richard J. Baron, U.U.P. Field Representative, and Jim Hartnett, Chapter President.

Just as a reminder, Dr. Leonard Andors, School of Dental Medicine, is the Academic Grievance Chairperson for the HSC Chapter. Dr. Andors can be reached at 246-2387 and is located on South Campus L-167.

BULLETIN BOARDS

One bulletin board in each department or area of the Health Science Center, including the University Hospital, is designated as the UUP bulletin board. Under Article 13 of our contract we have the right to post notices which are signed by a chapter official. Our chapter is working with the Personnel Office to compile a list of designated bulletin boards.

There seems to some confusion about removing items from UUP bulletin boards. Only the University President or his designee (the vice-president) can remove "objectional" items from UUP boards. Article 13 states "Any bulletin board material objected by the State or its representatives as being in violation of this Article shall be promptly removed, the local UUP chapter president will be provided with a written statement of the reasons."

If you witness the removal of UUP postings or are denied the right to post materials, accede the demand but report the incident to the UUP. Removal of materials can be contested under the grievance procedures in our contract.

VACATION TIME

It is your right to use your accrued vacation leave credits. Problems have been reported to the union regarding denial of vacation requests.

If your vacation request has been denied, you are entitled to request, in writing, the reasons for the denial. According to President Marburger "patient care" is not a sufficient nor adequate reason for denying an employee his/her request for vacation leave. Problems regarding vacation leaves can be referred to Lee Yasamura in the Personnel Office or may be resolved by the campus president or his designees, in this case, the vice-presidents.

Vacation leaves are covered by Article 23 of our contract. If your request for vacation has been denied without adequate reasons being provided, please contact one of the UUP Board Members listed on page 1 of this newsletter.

LABOR/MANAGEMENT MEETING (Con't from pg. 2)

Chapter President Hartnett requested a separate meeting to discuss budget input. Dr. Marburger responded that more budget information should be available to faculty and staff. He reassured us that no programs are presently being dismantled and there are no plans to do so. If such action should become necessary, Dr. Marburger stated that there would be university involvement in the discussion.

The date for the September labor/management meeting has not yet been set. Starting in October these meetings will be held regularly on the first Thursday morning on each month. Please contact a member of the Executive Board if you wish to place an item on the agenda for a labor/management meeting. This is our opportunity to discuss and resolve matters concerning implementation of our contract directly with campus administration officials.

PROFESSIONAL AREA COMMITTEES

Article XI of the "Policies of the Board Trustees" provides for the formation of academic and professional area committees which deal with recommendations for promotion and merit increases. Professional peer committees, as they have become known, may be established on each SUNY campus.

The HSC Chapter would like to begin forming such committees for professional employees under the guidance of the plan developed by William Cozort, admissions counselor, at Cortland. Bill's plan was printed in an issue of the UUP Voice. Below is a reprint of the Cortland plan with a suggested adaption of the area divisions.

The following is an outline of the Cortland professional committee which deals with recommendations of promotion and merit. We believe such a committee can also deal with recommendations of promotions and merit, as well as recommendations of renewal. Also, this arrangement can be adjusted for individual areas. This was the motivation for including the words "professional area committees" in the **Policies**, Article XI, Title A, and in a newly negotiated merit guidelines allowing academic and **professional area committees** (emphasis added) the right to meet with the college president for the purpose of discussing the criteria the president used in making recommendations for discretionary increases.

HSC STONY BROOK'S PROFESSIONAL COMMITTEES

Representation is based on one for every 10 professional employees per area ratio. The areas are:

1. HSC Schools (Medicine, Dental Medicine, Nursing, Allied Health Professions, Basic Health Sciences, and Social Welfare).
2. University Hospital departments
3. Administration
4. HSC Services (Laboratory Animal Resources Media Services, and Student Services)
5. At large member

Members are elected to one-or two-year term. This is done so there will be a carry

over from one year to the next.

The duties of the committees are

- a. To appraise the status of individual professional employees and recommend to the President of the College for promotion or other advancement in terms of the professional criteria established by professional employees.
- b. To provide to any individual, upon request, information concerning the reasons for the action taken in his case. If requested, such information shall be given in writing.

The Committee is bound to certain criteria established by the Board of Trustees Policies, Article XII, Title B.

Criteria for Promotion from the Board of Trustees Policies (Note: The same criteria hold for renewal):

1. Effectiveness in Performance
2. Mastery of Specializaion
3. Professional Ability
4. Effectiveness in University Service
5. Continuing Growth

Operating Procedure of the Committee

Promotion Considerations:

The Committee receives all applications submitted and date-stamps them as they come in. The Committee requires a copy of the performance program written at the time of the last promotion and a copy of the most recent performance program. The applicant is asked in the application to describe what he/she does and what permanent increases in duties and responsibilities he/she acquired since initial ranking. The Committee outlines what these increases are and determines how significant each is. The increases are applied to the Board of Trustees criteria. The Committee then determines if these increases are significant enough to warrant a recommendation to the President to promote the applicant. The applicant has the opportunity to present a verbal case or highlight the written case in person or through someone else.

The Committee's action to consider an individual may be initiated by the individual, supervisor, the supervisor's supervisor, a peer, or a personnel committee. Any information submitted from secondary sources is considered. Any questions the Committee may have are researched until an answer is found. The Committee adheres to Article XII, Title B, Section 2 (a) 2 of the Policies.

Discretionary Distribution:

Merit Considerations: The Committee receives all applications submitted and date-stamps them as they come in. The Committee requires the most recent performance program. Comments from others, including immediate supervisors, etc., are important in judging the persons' quality of performance. The Committee is looking for exceptional performance beyond what is expected either in a qualitative sense or in a quantitative sense. After outlining the applicant's arguments and supportive information, the Committee determines if the items are significant enough to warrant a recommendation to the President for a merit increase.

"Merit" shall mean that the service provided by the employee is consistently of superior quality and above and beyond his/her normal duties.

Equity Considerations: The Committee considers all professional employees as to equity. Those not at the minimum salary for their grade are recommended for the full amount needed to reach the minimum. All other cases are assigned a priority category depending on how severe the inequity is.

The rights of a person being reviewed for promotion are the right to appear before the Panel, the right to send a supervisor and/or a peer before the Panel, and the right to add any information to the application he/she feels helpful. The rights of a person being reviewed for merit are the same as promotion. Everyone is considered for equity. The Committee will review all professional employees and consider everyone according to a formula which includes years of service, rank, and current salary.

The immediate supervisor or supervisor's supervisor is strongly encouraged to submit a person's name to the Committee, appear before it, and fill out a comment sheet on form whether or not he/she is in support of the applicant.

The Committee's voting procedure is by secret ballot. The Committee discusses the application, votes; then after all applications have been acted upon, reviews them one final time to make sure everyone has been given equal consideration.

The Promotions Review Panel's quorum during deliberations and voting is five. Generally six or seven members are present.

Conflicting recommendations are resolved by bringing in both parties at separate times, and having them discuss the recommendations and/ or statements they have made.

In the case of a committee member's application, he/she leaves the room during the discussion and voting.

The employee receives notification of the Committee's decision when it is final.

If the decision is not in favor of the employee, his/her appeal rights are to the President of Stony Brook, since the Committee's only function is to recommend.

Please contact Richard Blakeslee (6-2521, Restorative Denistry, Bldg K 189, South Campus) with your suggestions and comments about the Cortland plan and for guidance in forming such a committee in your area.

HOPE YOU ENJOYING YOUR SUMMER!

REMEMBER:

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Stony Brook

Office of Personnel
State University of New York at Stony Brook
Long Island, NY 11794
telephone (516) 246-6035

MEMORANDUM

To VP Coordinators: John Mullane, Edna Owens, Alyce Hobbs, Samuel Taube,
Dorothy Cavaliero, Florence Boroson, Sally Flaherty, Sanford Gerstel

From Lee Yasumura /ly

Subject Appointments to IFR-Funded Positions

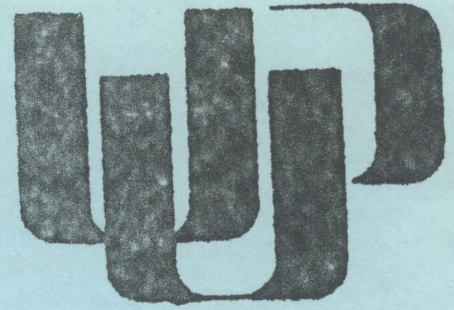
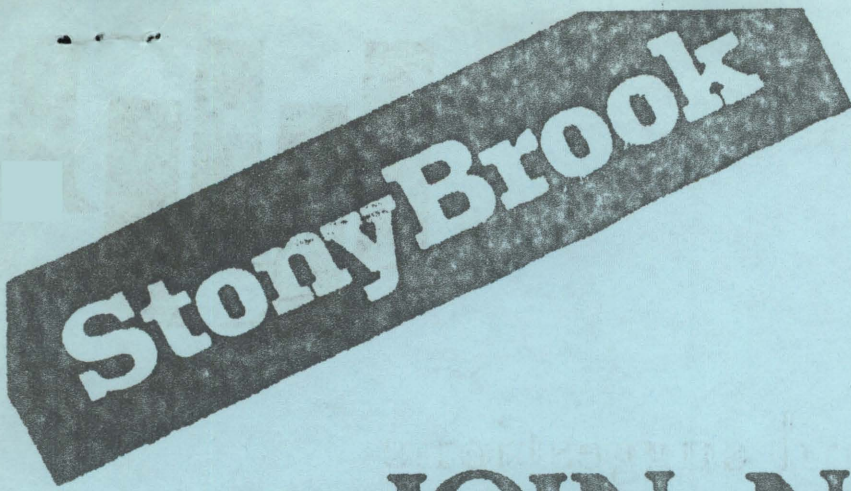
Date 16 July 1980

This is to clarify any misunderstanding that may have developed about appointments to IFR-funded positions. In all respects, except the source of funds, these are treated as regular State appointments.

Appointment to positions with titles, in the unclassified service may be either temporary, term, continuing and/or permanent. The Policies of the Board of Trustees govern such appointments as they do the promotion and evaluation of employees in IFR positions.

Employees appointed to titles in the classified service are similarly treated in that the same classification, list and appointment procedures apply as do to personal service regular and temporary service positions.

In the event the IFR funds supporting one or more positions were insufficient, retrenchment and/or layoff procedures as specified in the relevant contracts shall be applied.



JOIN NOW

Return to Jim Hartnett, President

..... Health Science Center

UUP MEMBERSHIP APPLICATION

UUP is affiliated with New York State United Teachers (NYSUT) and the American Federation of Teachers (AFT).
UUP members are entitled to all benefits offered by NYSUT and AFT.

Payroll Deduction Authority for UUP Membership

TO THE COMPTROLLER OF THE STATE OF NEW YORK

I am a member of or apply herewith for membership in United University Professions, Inc. of the State University of New York, and HEREBY AUTHORIZE YOU to deduct from my salary and to pay over to United University Professions, Inc. on a biweekly basis the amount of \$_____ to pay for my dues in said organization.

Such authorization is made in accordance with the provisions of Section 6a of the Finance Law. You are further authorized to make any adjustments in said deduction as may be certified to you from time to time by UUP. I hereby authorize the United University Professions, Inc. to act as my exclusive representative for the purposes of collective bargaining and in the administration of grievances. I understand that this order may be revoked at any time by written notice to you to discontinue deductions for membership dues.

Last Name	First Name	Initial	Position Title	Social Security No.
Street Address	City	State	Zip	Line No. Campus Department
Signature	Date			

(Fold Here)

LIFE INSURANCE BENEFICIARY CARD

UNITED UNIVERSITY PROFESSIONS GROUP LIFE INSURANCE PROGRAM

- MALE
- FEMALE

FULL NAME OF MEMBER (LAST NAME FIRST)	DATE OF BIRTH	SOCIAL SECURITY NO.
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FULL NAME OF BENEFICIARY (LAST NAME FIRST)	MEMBER'S CAMPUS	RELATIONSHIP
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SIGNATURE	DATE
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ADDRESS

CITY	STATE	ZIP CODE
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Your comments and suggestions

Return to HSC-UUP Chapter

Jim Hartnett, President