

Revised Timelines

2024 UUP Discretionary Salary Increase (DSI) – Guidelines and Due Dates

Article 20 of the Agreement between United University Professions and the State of New York, 2022-2026 (“Agreement”), provides for a discretionary pool for increases which will be distributed as a performance-based award to eligible employees. DSI is scheduled for distribution no later than December 31, 2024. DSI funds are comprised of 0.5% of the university’s payroll for UUP employees and are distributed at the discretion of the campus president.

GENERAL INFORMATION

The Discretionary Salary Increase (DSI) process is designed to recognize and reward exceptional performance and contributions of our employees. The present round of DSI recommendations is intended to recognize performance primarily from July 1, 2023, to June 30, 2024, for professionals and the 2023-2024 Academic/College Year for those who have obligations less than 12 months.

DSI is not intended to correct inversion or compressions issues or be used as part of a promotional package.

Performance-Based Adjustment. Managers are to consider performance related to the employee's primary obligation to the University, and not activities for which additional compensation, such as extra service, is being provided. Managers are strongly encouraged to use the following criteria to determine awardee merit: Performance, Professional Ability, and University Service.

- **Performance** - As demonstrated by level of success in carrying out assigned duties and responsibilities, efficiency, productivity, and relationship with colleagues.
- **Professional Ability** - As demonstrated by invention or innovation in professional, scientific, administrative, or technical areas.
- **University Service** – As demonstrated by such things as successful committee work, participation in local campus and university governance, and involvement in campus or university-related student or community activities, continuing education, participation in professional organizations, enrollment in training programs, and research. Also as demonstrated by degrees, licenses, honors, awards, and reputation in professional field.

Merit Amount Discretionary salary increases for full-time employees will generally be at least \$400 and not greater than \$1,250. Increases for part-time employees shall be prorated based on FTE. All increases will be added to base salary.

ELIGIBILITY

The following information governs eligibility for DSI:

- Full-time persons on payroll on June 30, 2024, and at time of payment, and part time employees on payroll on April 30, 2024, and who continue in service during the 2024-25 year may be considered for discretionary salary increases.

- Employees must have been employed before January 1, 2024, in a UUP position at the University at Albany.
- Supervisors of professional employees must be current on their employees' performance programs and evaluations as June 30, 2024.
- Academic faculty required to complete a Faculty Activity Report (FAR) must have it completed and on file by June 30, 2024.
- All employees shall have completed all required mandatory training (Skillsoft) including the New York State Comprehensive Ethics Training by May 3, 2024.

REVISED TIMELINE FOR DIVISION OF ACADEMIC AFFAIRS

Action	Date
Unit/department head (Chair/Director ¹) makes recommendations to AVP/Dean	Sept. 20, 2024
Each recommended employee shall receive written notification (email) from unit heads/dept. chairs (or Dean VP) advising them they were recommended	Sept. 27, 2024
AVP/Dean makes recommendations to VP as appropriate AND provides email notice to each employee being recommended.	Oct. 8, 2024
Appeal ² period open deadline to VP or designee Any UUP employee that meets the eligibility criteria contained in this memo and who has not received notice of being recommended for DSI by Oct. 8, 2024, may appeal to the respective VP (Appeal Form).	Oct. 9-18, 2024
Division VP notification to candidate	Nov. 1, 2024 ³
Division VP selections to Human Resources	Nov. 22, 2024
Award letters issued via email	Dec. 13, 2024

REVISED TIMELINE FOR ALL OTHER DIVISIONS

Action	Date
Unit/department head (Chair/Director ⁴) makes recommendations to AVP/Dean and provides email notice to each employee who is being recommended.	July 31, 2024

¹It is recognized that there are various levels of supervisors under the unit/department head. The unit head shall take steps necessary within their unit to make an informed recommendation by the deadline date.

² If an employee does not receive notice of any recommendation by October 8, 2024, they shall consider themselves not recommended, and therefore can appeal to the respective VP or their designee, such as their Chief of Staff.

³ Dates beyond this point subject to change once guidelines have been received from SUNY System Administration.

⁴It is recognized that there are various levels of supervisors under the unit/department head. The unit head shall take steps necessary within their unit to make an informed recommendation by the deadline date.

AVP/Dean makes recommendations to VP as appropriate AND provides email notice to each employee being recommended.	Aug. 30, 2024
Appeal ⁵ period open deadline to VP or designee Any UUP employee that meets the eligibility criteria contained in this memo and who has not received notice of being recommended for DSI by Aug. 30, 2024, may appeal to the respective VP (Appeal Form).	Sept. 3-13, 2024
Division VP notification to candidate	Nov. 1, 2024
Division VP selections to Human Resources	Nov. 22, 2024
Award letters issued via email	Dec. 13, 2024

RECOMMENDATION PROCEDURES

Unit/department heads up through to the AVP/Dean must complete their recommendations using a DSI recommendation spreadsheet provided to the VP’s by the Office of Human Resources consistent with the schedule above. Employees being recommended for a DSI award shall be provided corresponding notice, via email or letter, informing them that they are being recommended. In instances where an employee does not receive notice they were recommended by a level below the VP, the employee may submit a [DSI Appeal Form](#) to their respective Vice President or designee consistent with the timeframe above.

⁵ If an employee does not receive notice of any recommendation by August 30, 2024, they shall consider themselves not recommended, and therefore can appeal to the respective VP or their designee, such as their Chief of Staff.