



Unifier

UNITED UNIVERSITY PROFESSIONS

◆ FARMINGDALE CHAPTER ◆

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In this issue

- ◆ Professionals' Corner PAGE 2
- ◆ President's Message PAGE 3
- ◆ Health & Safety PAGE 4
- ◆ IDAP Awards PAGE 4-5
- ◆ UUP & Faculty Senate PAGE 5
- ◆ Negotiations Update PAGE 6
- ◆ For Retired & Retiring PAGE 7

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From the AFT DESK:

The New Overtime Rule —A Win for Workers!

Fair Labor Standards Act (FLSA) – New Overtime Rules

The new rule is effective December 1, 2016. “The new overtime rule updates the Department of Labor’s previous rule for “white collar,” salaried employees under the Fair Labor Standards Act (FLSA) by raising the threshold used to determine overtime eligibility.

Under the new rule, an executive, administrative, or professional salaried employee must be paid overtime for over 40 hours worked in a workweek if the employee makes \$913 per week (\$47,476 for a year) or less.

Prior to the rule change, an executive, administrative or professional salaried employee was eligible for overtime only if the employee made less than \$455 per week. The new minimum salary levels will be adjusted every three years beginning January 1, 2020.”

For more information about FLSA Overtime Rule, the UUP has created an online workshop. To sign up,

1. Go to the UUP web site (www.uupinfo.org) and click on LEAD Institute on the top tool bar.
2. Click on FLSA.
3. Fill out the required information and you will receive an email with the link to view your selected webinar.

In addition, all of the helpful previously recorded webinars are available on-demand anytime by selecting a workshop link from the menu.

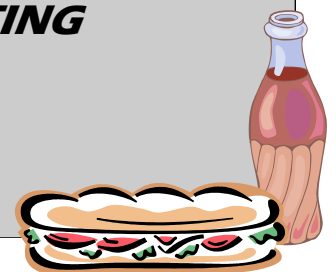
All part-time professionals who meet the minimum eligibility requirements are encouraged to take part in this workshop. If after the workshop you find that you ARE eligible for overtime, contact UUPF immediately. ◆

GENERAL MEMBERSHIP MEETING

Thursday, November 17, 2016

11:00 am ◆ Gleeson Hall room 104

Please join your fellow UUPF members for lunch.



Professionals' Corner

By Solomon Ayo

UUPF held an extremely well-attended lunchtime workshop for part-time professionals on Thursday, November 10th. These UUPF members continue to ask similar questions about their appointments, employee rights, job protection, and benefits.

Our chapter Labor Relations Specialist, Lynda Larson, addressed many of these questions. For those who did not attend, below is a synopsis from the workshop.

There are different types of part-time appointments, and your appointment type determines your employee rights and benefits. Please make every effort to review your current letter of appointment from the college president and all future appointment letters.

Like a full-time appointment letter, a part-time appointment letter should include your professional rank and official state title, your type of appointment (temporary or term), your effective date of employment, the duration of your employment, and your annual salary or rate of compensation. This information is important to you because it helps to identify your rights and job protections.

For example, a temporary employee can be let go at any time, while a term appointment must receive a 45-day non-

renewal notice. For more details about appointment types and the professional appointment letter, please visit page 5 of the UUP website for a current update: uupinfo.org/reports/guides/ProfessionalsGuideRevised100614.pdf

Part-time Rights, Requirements & Benefits

Rights: As a UUP professional, you have one official personnel file and only one, and it is located in the Human Resources office in Whitman Hall. You have a right

- ♦ to view your file
- ♦ to be informed of all the items placed in your file
- ♦ to know if and when anyone other than you views the file.

Requirements: All professionals are required to have a written

- ♦ Performance Program. - This document specifies and describes your job duties and responsibilities for the upcoming term. You must keep it in your records.
- ♦ Annual Evaluation - Professionals can only be evaluated on the duties listed in their Performance Program.

Benefits:

- ♦ Part-time professionals can earn

vacation and sick days. Your appointment letter identifies the benefits for which you are eligible including sick and vacation leave. Effective July 1, 2015, you can accrue sick and vacation days starting at ¼ day per month based on a starting minimum annual salary of \$13,508.00. You can earn more leave time based on your salary. Please speak to Human Resources for specific details about the number of leave days per month that you can accrue.

- ♦ Health insurance coverage for part-time professionals is based on a minimum salary of \$14,430.00" per year. This is identified in your appointment letter.
- ♦ If you have worked for four consecutive semesters as a part-time Temporary professional you should automatically become a part-time Term employee. This change in status should be reflected in subsequent appointment letters.
- ♦ Part-time professionals can be promoted. If there is a permanent and significant increase in your part-time responsibilities, like a full-time professional, you can request a promotion or salary increase.

If you have difficulties securing any of the rights and benefits listed here, please contact me. ♦

President's Message

SICK LEAVE

You probably know about the federal Family and Medical Leave Act, a law which allows employees to receive 12 weeks of unpaid sick leave for themselves or for the care of a family member.

They must have worked for 1,250 hours in prior consecutive or non-consecutive twelve

But here's another benefit to remember: **INTERMITTENT or REDUCED LEAVE**

"Under some circumstances, employees may take FMLA leave on an intermittent or reduced schedule basis. That means an employee may take leave in separate blocks of time or by

reducing the time he or she works each day or week for a single qualifying reason. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer's

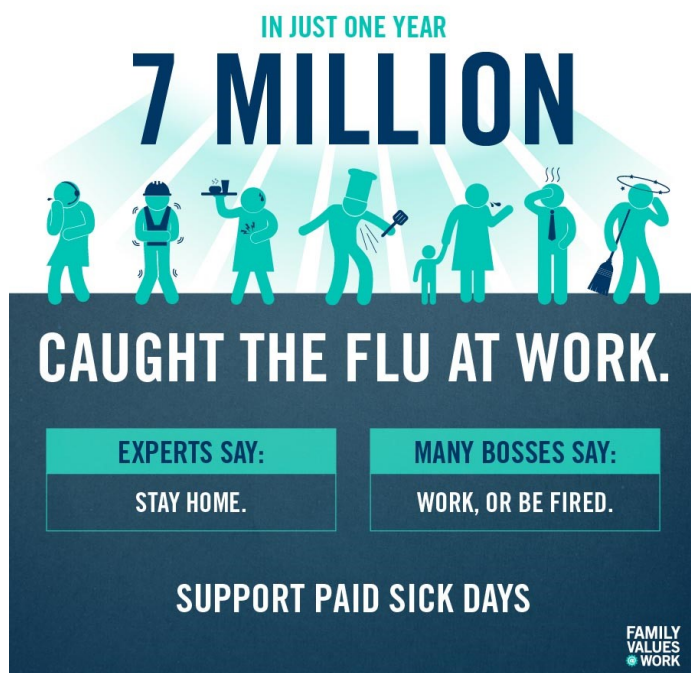


substitute accrued paid leave is determined by the terms and conditions of the employer's normal leave policy."

What about a child? An employee may take off to be with a new child, during the first year after the child's birth or placed for adoption or foster care

What about changing your work? Employees who need an intermittent/reduced leave must arrange with their employer a schedule that does not disrupt the employer's operations. They must also have the approval of their health care provider. The employer may transfer the employee temporarily to an alternative job with equivalent pay and benefits that is better suited to recurring or reduced periods of leave.

In Solidarity,
Vicki Janik



months immediately preceding the leave at private and public workplaces that have 50 or more employees (required of the private organization) within a 75-mile range. Such persons may not lose their health insurance during this period and are guaranteed their job when they return to work.

operations."

What about pay? "Under certain conditions, employees may choose, or employers may require, employees to "substitute" (run concurrently) accrued paid leave, such as sick or vacation leave, to cover some or all of the FMLA leave period. An employee's ability to

HEALTH AND SAFETY

At both the October 2nd and the October 20th Labor Management meetings, UUPF placed health and safety on the agenda. There are two committees on campus that respond to such issues: The first is the Environmental Safety Committee, which regularly deals with such issues as the proper handling of substances in laboratories.

The second committee is being renamed, at the request of UUPF, to mirror the SUNY mandate under Article 129-A of the NYS Education Law §6431 Article 129-A. It is the Campus Safety Committee (previously, the Personal Safety Committee).

The Campus Safety Advisory Committee responds to all other

health and safety issues, as dictated by SUNY, from too much/too little heat in a classroom, to physical challenges for persons with disabilities, to immediately dangerous situations. This committee is chaired by Marvin Fischer, Chief of University Police. Theresa Dember-Neal, Nursing Department, is the UUPF committee representative. Because the committee meets once a semester, UUPF suggested that the committee should meet more frequently—once a month at least.

We recognize that our UUP and CSEA brothers and sisters on campus respond expeditiously to work orders concerning health

and safety issues. However, management admitted that currently the process for *reporting* problems is not available on the campus homepage. Therefore, many staff members and students often do not know how to report them. They do not know about a work order system.

Management said that if you have a serious problem, **it should not wait**. They said that you should email the committee chair directly. If you send such an email, be sure to include all necessary details including a specific location, time, physical description, and narrative.

There's no excuse. We all can report health and safety problems, with details, right away. ♦

Individual Development Awards

This year, management is chairing the Individual Development Award committee (IDAP); UUPF and management alternate that responsibility. Our 2016-2017 allocation is \$26,445, of which 15% is set aside for part-time employees. Funding may not be awarded to purchase equipment or supplies and incomplete applications will not be processed. The maximum award is \$1,000.

Please remember: your activity must take place between July 2, 2016, and March 31,

2017. How to apply :

- ♦ Plan an activity that benefits you and the college.
- ♦ Obtain an application in the UUP office, Ward Hall, or on the UUP Website: www.uupinfo.org (at the bottom of the page Click on JLM Grant Programs).
- ♦ Follow the guidelines for Applicants in the Joint UUP/ New York State Professional Development Award application process for professional activities.
- ♦ Apply for only one activity.

- ♦ Submit six copies of your entire application.
- ♦ Include the following materials in your application:
 - ♦ an updated, brief curriculum vitae
 - ♦ a brochure, announcement, or other relevant material describing activities, e.g. conference, course, research, or workshop. Include other supporting documentation, e.g. a letter from a publisher or an acceptance letter from a conference coordinator or academic institution

Continued on page 5

UUP Statewide VPA Addresses University Faculty Senate

By Lou Scala



Jamie Dangler, UUP's Vice President of Academics, addressed the University Faculty Senate's 174th Plenary Meeting at SUNY Cortland. During her remarks, she briefed the Senators about contract negotiations between UUP and the Governor's Office of Employee Relations, UUP's budget and advocacy agenda, concerns about the expansion of College in the High School, online education, intellectual property, online replacement of clinical experience, and TeachNY, and edTPA—teacher certification.

Dangler encouraged the Senators to visit the UUP website (www.uupinfo.org) to obtain information about contract negotiators and new member benefits such as Life Insurance, Legal Plans, and Vision and Dental benefits enhancements.

The Senators learned that

UUP members are being asked to support UUP's Fair Contract campaign by displaying signs, buttons, and stickers on campus. According to Dangler, this campaign can have a significant impact on contract negotiations because it communicates to campus administrators about important issues that must be addressed in the next contract—such as compensation, paid family leave, and job security for contingent employees.

Jamie Dangler emphasized the need to obtain SUNY funding that covers collective bargaining costs and other mandatory expenses; and informed the Senators about UUP concerns about the expansion of the College in the High School programs and P-Tech. She pointed out these are union and faculty governance issues, and that UUP-University Faculty

Senate collaboration is essential.

Dangler, expressed UUP's concerns about intellectual property issues, and informed the Senators that UUP is preparing a "Know Your Rights" document for its members.

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Lastly, the UUP VP for Academics concluded her remarks by expressing UUP's concerns about TeachNY and the teacher certification process, stating that UUP continues to advocate for improvements on the state level via its representation on the state's edTPA Task Force.

IDAP

Continued from page 4

- ◇ documentation establishing estimated costs, e.g. information on airfares and lodging (please check state rates) or receipts if the activity already took place.
- ◇ photocopies of receipts.
- ◇ carefully recorded expenses in the page 3 Budget Summary
- ◇ proof of registration (for

- tuition reimbursements)
- ◇ secondary funding received from the college for the same activity
- ◆ Submit your application by February 2, 2017 (5:00 p.m. cut off) to the Office of the Dean of Health Sciences, 251 Gleeson Hall.

If you are an awardee, you have 30 days after (a) comple-

tion of your project/activity or (b) notification of the award, whichever is later, to submit receipts and other documentation for payment. You must submit original receipts along with a travel voucher (conference) or requisition (coursework) at that time.

Negotiations

UPDATED Nov. 14, 2016

CONTRACT QUESTIONS CAN BE SENT TO UUP AT CONTRACT@UUPMAIL.ORG

Contract negotiations have begun! Check out the new Members-Only web portal for information!

After nearly a year of extensive preparation, UUP's Negotiations Team exchanged conceptual contract proposals with the State of New York on July 15. The proposals outline the sections of the NYS/UUP contract and the issues each party is seeking to discuss during negotiations.

The UUP and New York State proposals are posted on the new Members-Only section of the UUP website. The Members-Only site is password-protected; use the last five digits of your employee ID as your unique password to enter the site. Your employee ID can be found in the center of your pay stub, listed as NYS EMPLID.

Once you enter your NYS EMPLID, you will automatically go to a second page. There, you will be asked to select your campus from a drop-down menu, and enter your five-digit Department ID. Your Department ID can also be found on your paystub, in the box just left of the NYS EMPLID.

The graphic below shows you where to find your NYS EMPLID (red circle) and your Department ID (green circle).

Thomas P. DiNapoli New York State Comptroller		JOHN DOE		Total Gross		Fed Taxable Gross	
				Current YTD	3456.78 45,678.90	1234.56 34,567.89	
Advice # 123456789 Advice Date 09/10/2013		Pay Start Date 09/10/2016 Pay End Date 09/24/2016		Net Pay 1,357.90			
Department ID 98765		NYS EMPLID N12345678		Pay Rate 67,890.11			
EARNINGS				TAX DATA			
Current		YTD		Federal		State	
Hrs./Days	Earnings	Hrs./Days	Earnings	NYC		Yonkers	
Regular Pay Salary Employee	3456.78		45,678.90	Marital Status 4		4	
Location Pay	56.78		678.90	Allowances 2		0	
				Add. Amt.			
				TAXES		Current YTD	
				Fed Withholding		3,456.78 1,234.56	
				Medicare		45,678.90 34,567.89	
				Social Security		3,456.78 1,234.56	
				NY Withholding		45,678.90 34,567.89	
BEFORE TAX DEDUCTIONS		Current YTD		AFTER TAX DEDUCTIONS		Current YTD	
Regular Before Tax Health		456.78	1,234.56	UUP Member 26P			
Supplemental Ret. Annually Prog.		678.90	5,678.90				
TIAA Retirement Before Tax		56.78	1,234.56				
						34.56	456.78

We are committed to communicating with the membership about contract negotiations to the extent possible as negotiations proceed. We have created the members-only web portal to facilitate this communication. This is your contract, and we want members to be informed, involved and active at every stage of the process. Please continue to check the UUP website, and the new members-only section in particular, for periodic negotiations updates. Please tell your UUP co-workers about this site and encourage them to use the last five digits of their employee ID to check for updates.

Brunch & Gardens

By Barbara Maertz

The UUP retirees who came to Farmingdale for their fall meeting learned a lot about autumn flowers and trees. In fact, I am going to get two shrubs that I learned about at the meeting for my own garden. Professor Jonathan Lehrer, chair of the Horticulture Department showed pictures of the beautiful Sweetspire and the Witch Alder (Fothergilla) plants which have flowers in the fall and take little care in order to beautify your garden. I saw many of the retirees writing down these names and some of the other flowers like the Toad Lily and the Beautyberry. We were also asking other garden questions ranging from squirrels to mushrooms. Professor Lehrer was gracious to answer many of them.

It was also great that so many of our friends (35) attended to remember the working days and to learn about our new benefits.

Walter Apple, the UUP Retiree Benefits Coordinator, told us about two new programs, one for dental and the other a new legal plan. The dental plan will have some coverage for implants and begins in January. Lots of information will be printed in the Voice and in the Active Retiree and members were urged to compare with the Delta Dental

plan and pick the one that is right for them.

The Hyatt Legal Plan allows access to attorneys for matters ranging from wills to house closings to id theft for just the monthly premium. No extra added fees as long as you use one of their participating attorneys.

Yolanda Segarra informed the members of the new President at Farmingdale and the need to get out to vote for the legislators that are NYSUT endorsed.

Barbara Maertz informed our members about the new "Officer for Retirees" position on the Executive Board of each chapter that will be up for election next year. This person serves on the chapter level as a liaison between the retirees or those who are planning retirement and the local president. At Farmingdale, that person would have a vote on the exec Board, but not necessarily be a delegate. This officer would become familiar with the legislative issues for retirees, arrange for a pre-retirement seminar for active members and bring issues pertaining to retirees to the attention of the President and the exec board. Nominations will be taken in January and voted on in the spring for a two-year term. The Officer could be either a retiree or an active member.

Barbara also announced that she will no longer serve as the Long Island Regional Coordinator after having served for ten years. Only retirees can serve in that position and nominations will take place in January for a three-year term. The Regional Coordinator represents the four LI campuses, Old Westbury, Farmingdale, Stony Brook West and HSC. The person is on the COARM committee and votes on all matters affecting the retired members of UUP. This person needs to go to the Delegate Assemblies, held three times a year and to an occasional retreat to do the business of the retirees. The coordinator arranges the fall and spring meetings of the retirees on Long Island.

Finally, the Chair of the COARM committee will also be elected next year for a three-year term. That person will be a member of the UUP Executive Board(non-voting) and attend the Delegate Assemblies. This involves eight or more meetings a year in Albany or other upstate locations as well as running the COARM meetings, the Active Retiree and liaisons with the benefits and budget groups. Only retirees are eligible for this position.





FARMINGDALE CHAPTER

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VP Academics
Solomon Ayo
VP Professionals
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Treasurer
Debbie Nilsen
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Affirmative Action
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EOC
Diane Yorg
Grievance: Academic
Lou Scala
Grievance: Professional
Solomon Ayo
Health & Safety
Theresa Dember-Neal
Labor/Management
Mike Smiles
Library Concerns
Megan Margino
Membership
Sandra Hustedt
**New Members &
Mentors Coordinator**
Dolores Ciaccio
Newsletter
Yolanda Segarra
Outreach
Darleyne Mayers
Retiree Concerns
Barbara Maertz
Webmaster
Harry Espallat

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Academic
Amit Bandyopadhyay
Doug Cody
Henry Ellis
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Anjana Mebane-Cruz
Margaret Porciello
Robert Reganse
Fayez Samuel
Lou Scala
Mike Smiles
Professional
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Darleyne Mayers
Solomon Ayo
Yolanda Segarra



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Affirmative Action
Comm of VPs for Professionals
Amit Bandyopadhyay
Contingent Employment
Douglas S. Cody
Contingent Employment
Susan Conforti
Finance
Harry Espallat
Technology Issues

Sandy Hustedt
Membership Committee
Vicki K. Janik
Comm of Chapter Presidents
Contingent Employment
Grievance
Women's Rights and Concerns *
Barbara T. Maertz
Active Retired Membership
Finance
Task Force on Retirees
Outreach

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Affirmative Action *
Deborah-Ann R. Nilsen
Membership
Robert Reganse
Task Force on Retirees
Louis Scala
Grievance
Mike Smiles
Comm of VPs for Academics

* Committee Chair

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 Vicki Janik at Vicki.janik@farmingdale.edu. *The opinions expressed in this newsletter are those of the contributors and not necessarily those of UUPF.*