

**Personnel**

*Board of Trustees Policy*

<b>SUBJECT:</b>  Administrative Staff (Unrepresented)	<b>NUMBER:</b>  2.1
	<b>DATE:</b>  September 15, 2025 Resolution # 25-103
	<b>SUPERSEDES:</b> August 18, 2025, Resolution #25-69 January 23, 2023, Resolution #23-07 March 21, 2022, Resolution # 22-35 January 24, 2022, Resolution #22-12 August 16, 2021, Resolution #21-86

***Purpose***

This policy is directly related to the Personnel Policies of the SUNY Schenectady Board of Trustees, for the Administrative Staff (Unrepresented) as hereto attached.

***Policy***

# PERSONNEL POLICIES

of the

## SUNY SCHENECTADY BOARD OF TRUSTEES

### SECTION 2.1 ADMINISTRATIVE STAFF (UNREPRESENTED)

November 21, 1994

(Amended 12/15/97, 10/19/98, 12/21/98, 4/19/99, 5/17/99, 6/18/01, 6/17/02, 12/15/03, 8/16/04, 9/20/04, 11/20/06, 6/18/07, 6/1/08, 1/26/09, 6/16/09, 8/10/10, 3/21/11, 5/16/11, 4/15/13, 6/17/13, 5/20/14, 10/20/14, 2/12/15, 3/17/15, 12/22/15, 4/18/16, 10/17/16, 11/21/16, 3/20/17, 4/17/17, 6/21/21, 8/16/21, 1/24/22, 3/18/22, 1/23/2023, 08/18/2025)

## SECTION 1.0 CONSTRUCTION

Nothing in these Policies contained shall be construed to restrict the power of the Board of Trustees from time to time to alter, amend, revise or repeal the provisions hereof in whole or in part.

These Policies apply to full-time administrative staff (unrepresented) unless there is specific information noted for part-time employees. For purposes of these Policies, a full-time administrative staff (unrepresented) member works a minimum of thirty (30) hours per week for the College.

## SECTION 2.0 PERSONNEL POLICIES

### a.1 ADMINISTRATIVE STAFF (UNREPRESENTED)

Definition:

Administrative staff unrepresented (“unrepresented staff”) consists of those members of the full-time administration of SUNY Schenectady who participate in the implementation of College policy and management and oversight of personnel, excluding the College President.

#### a.1.1 TYPES OF APPOINTMENT

##### a.1.1.1 Initial Administrative Appointment

An initial administrative appointment is made by the Board of Trustees upon the recommendation of the College President. Unless earlier terminated by the Board of Trustees, an **initial appointment may be for a period of up to one year** commencing on September 1 and continuing through to August 31 of the next following year. A shorter initial appointment may be made at the discretion of the President.

An unrepresented staff member holding an initial administrative appointment will be notified by May 31 of their first continuous service year as to whether they will be granted a regular administrative appointment, effective September 1 of that year.

##### a.1.1.2 Regular Administrative Appointment

A regular administrative appointment may be a **one-year** appointment for a period from September 1 through August 31 made by the Board of Trustees upon the recommendation of the President. A shorter regular appointment may be made in the discretion of the President.

An unrepresented staff member holding a regular administrative appointment will be notified by May 31 of their appointment year as to whether their appointment will be renewed, effective September 1 of that year.

##### a.1.1.3 Career Administrative Appointment

A career administrative appointment shall be a **two-year** appointment that is made by the Board of Trustees upon the recommendation of the President and may be extended annually for one additional year by the Board upon the recommendation of the President.

An unrepresented staff member must have received and served a minimum of five (5) consecutive regular administrative appointments, and received consistently good evaluations

from their supervisor in order to be eligible for a two-year career administrative appointment.

An eligible unrepresented staff member will be notified by May 31 of their fifth full regular administrative appointment year as to whether they will be granted an initial two-year career administrative appointment or whether their regular administrative appointment will be renewed for up to one year, effective September 1 of that year.

Unrepresented staff members who are not reappointed to a career administrative appointment will serve out their current appointment and separate from employment on or before August 31<sup>st</sup> of that year.

#### **a.1.2            APPOINTMENT PROCEDURES**

The President of the College, based on the action of the Board of Trustees, shall issue appropriate notifications regarding appointments and/or renewals or extensions of appointments.

When a person is appointed to an unrepresented staff position from another type of position within the College, the President, with the approval of the Board of Trustees, may grant the newly-appointed unrepresented staff member a regular administrative appointment and credit toward a career appointment. The number of years of such credit, if any, shall be specified at the time the administrative appointment is made.

#### **a.1.3            TERMINATION OF APPOINTMENT AND OTHER DISCIPLINARY ACTION**

##### **a.1.3.1        Resignation**

An unrepresented staff member shall submit a written letter of resignation with at least sixty (60) calendar days' notice to the College President, with copy to their immediate supervisor.

Requests to use accruals and/or earned holiday time during the 60 calendar day notice period must be submitted in writing along with the letter of resignation. The immediate supervisor will consider the written request to use accruals and/or earned holiday time and render a decision in writing within three (3) business days. If proper notification of resignation is not provided and/or holiday/vacation time are used during the sixty (60) calendar day notice without management approval, the College will not grant pay out of vacation accruals or floating holidays. However, timely notification of resignation as required by this section may be waived by the President or designee upon receipt of evidence satisfactory to the President or designee that an unrepresented staff member was unable to make such timely notification because of unforeseen and unanticipated circumstances beyond the control of such unrepresented staff member.

Upon notification of resignation, the College may choose to end the unrepresented staff member's employment and pay the unrepresented staff member during their notice period, in the discretion of the College President.

##### **a.1.3.2        Termination for Physical or Mental Incapacity**

Unrepresented staff members may have their employment terminated at any time by the Board of Trustees, after receipt of the recommendation of the President, for a mental or physical incapacity which prevents such unrepresented staff member from adequately performing their duties.

**a.1.3.3      Termination for Cause and Other Disciplinary Action**

Unrepresented staff members may be subjected to disciplinary action, including having their employment terminated during an appointment period for cause for performance or behavioral issues, including, but not limited to, misconduct, insubordination or violation of College policies.

The College President may issue discipline, up to and including unpaid suspensions, in the President's sole discretion.

When the College President has information, or receives a complaint, against an unrepresented staff member which, if proven to be true, might serve as grounds for dismissal for cause, the College President or designee, shall discuss such complaint with the unrepresented staff member concerned and make such further investigation as they deem appropriate. If, after such investigation, the President believes that charges for termination should be brought against the unrepresented staff member, the President or designee shall provide that unrepresented staff member with a written statement specifying the charges.

The unrepresented staff member charged shall have up to twenty (20) calendar days from receipt of such charges to request, in writing, a hearing before a three-member panel. The panel shall consist of two individuals from the College community, and a panel chairperson, who may or may not be an individual from the College community. The panel members and chairperson shall be designated by the President or designee. The members of the hearing committee shall not have been involved with or have originated the complaint or charges. The unrepresented staff member shall have the right to have an attorney or other advisor attend the hearing with them, but that individual shall not personally participate.

If a hearing is not requested, the President may act on the information made available and take such disciplinary actions as appropriate. If a hearing is requested, the panel will issue a report with findings of fact and any recommended penalty. The President may accept, reject or modify the recommended penalty, if any. The employee may request that the decision of the President be reviewed by the Board of Trustees, provided, however, that any penalty may be implemented by the President pending such review. The decision of the Board of Trustees on such matters, including the penalty, shall be final.

**a.1.3.4      Termination for Retrenchment**

The services of any unrepresented staff member may be terminated in the event of financial or program retrenchment. The President shall give due consideration to the question of seniority in making recommendations to the Board of Trustees for their action. There shall be no right of appeal from such action by the Board of Trustees.

**a.1.4      PROFESSIONAL OBLIGATION**

The term professional obligation for unrepresented staff members shall mean the availability of the unrepresented staff member to properly perform the duties and responsibilities of their position description, under the general supervision of the administrator or administrative officer to whom the unrepresented staff member reports.

Unrepresented staff members are expected to report for service and to be present on campus each day the College is open, which is normally Monday through Friday, and to be available at

other times as required for their position.

**a.1.5 SALARY CATEGORIES/MINIMUM FULL-TIME COMPENSATION**

- a. List of Unrepresented Staff Categories: All unrepresented staff positions, except those that are grant supported as identified, shall be assigned to categories with minimum full-time annual compensation. The current list of staff categories and corresponding minimum full-time compensation is listed in Addendum A, which may be updated from time to time at the sole discretion of the College
  
- b. Process for Determining Unrepresented Staff Categories and Compensation Levels:
  - 1. The President shall recommend, and the Board shall establish, salary levels for each category and such levels, which provide the basis for initial salary determination, may be updated periodically on the recommendation of the President and approval of the Board of Trustees.
  - 2. The Board of Trustees reserves the right to create, abolish, or upgrade positions and/or create additional categories where it is deemed to be in the best interest of the College to do so.
  - 3. Annual increases in base salary as may be recommended by the President are subject to approval by the Board of Trustees.
  - 4. The Board of Trustees reserves the right to award additional compensation to any unrepresented staff member on a selective basis.

**2.1.5.1 LONGEVITY STIPEND**

Effective September 1, 2021 at the discretion of the President and pending budget approval, full-time unrepresented staff may be provided an equity/longevity adjustment based on length of service to the College. If provided, longevity payments will be based on uninterrupted continuous years of service to the College. Upon the completion of the years of uninterrupted continuous full-time service to the College, unrepresented staff shall receive a non-cumulative longevity stipend set forth in the table below. Stipends will be paid in the last payroll of the fiscal year and are not subject to payment or proration due to separation of service:

<b>Years of Service</b>	<b>Annual Longevity Payment</b>
5-9 Years	\$500
10-14 Years	\$750
15-19 Years	\$850
20-24 Years	\$950
425-29 Years	\$1,500
30-34 Years	\$2,000
35-39 Years	\$2,500
40-44 Years	\$3,000
45 or More Years	\$3,500

**a.1.6 TUITION ASSISTANCE**

Each full-time unrepresented staff member, their spouse/domestic partner and dependent children, except for temporary grant supported staff, will be eligible to receive a prorated amount of support for tuition only to enroll in course work at Schenectady County Community College. Full-time unrepresented staff members will be responsible for all other costs associated with courses, including fees.

The total annual amount of tuition support available for all individuals who apply will be Four Thousand (\$4,000) dollars per academic year, to be divided into the following allocation pools: Two Thousand (\$2,000) dollars for each Fall and Spring term. If the full \$2,000 is not utilized in the Spring term, it the funds may be used for the Summer term.

### **Distribution**

- a. The method of distribution will be on a prorata basis by credit hour with non-credit fees (e.g., for workforce development classes) prorated to the tuition rate per credit hour. For each term, individuals must complete the College procedure for registration and payment prior to the first day of classes. A temporary tuition waiver will be provided by the Office of Vice President of Administration upon the individual's request at the payment requirement stage of the registration procedure. Individuals must then submit the completed temporary tuition waiver form to the Office of Human Resources no later than the first day of classes in each term. If all requests do not exceed the available pool of funds for that term, then all requests will be honored. In the event requests exceed the available pool of funds for a particular term, then the individual will be responsible for paying the prorata difference between the temporary tuition waiver and the tuition assistance available from the available pool of funds.
- b. Any balance in the pool of funds at the end of the College Fiscal year will be returned to the general fund, with a new pool to be initiated the following Fiscal year, starting with the fall term.
- c. Any tuition refunds due from registrations initiated by this procedure will return to the credit of the annual pool of tuition assistance.

### **a.1.7 EVALUATION**

The professional activities of an unrepresented staff member will be formally evaluated at least once each year by the immediate supervisor of the unrepresented staff member.

The qualities to be considered in evaluating members of the unrepresented staff shall be those which determine their effectiveness in performing their duties and their general contribution to the purposes of the College. The evaluation shall be based upon an assessment of performance of the responsibilities defined in the position descriptions of the unrepresented staff member evaluated.

The supervisor shall meet and discuss the evaluation with the unrepresented staff member at an annual evaluation conference. At the evaluation conference, the unrepresented staff member shall have the right to bring in any material the unrepresented staff member believes is pertinent to the proper consideration of the nature and scope of the evaluation prior to its submission to Human Resources for placement in the unrepresented staff member's personnel file.

### **a.1.8 PERSONNEL & OTHER EMPLOYEE FILES**

The College shall maintain the following three separate files for each unrepresented staff member:

- a. **Personnel File:** The personnel file shall be maintained by Human Resources and will include information relating to the unrepresented staff member's academic and professional accomplishments submitted by the unrepresented staff member or placed in the file at the unrepresented staff member's request, except for placement folders or references provided by agencies or individuals at the time the unrepresented staff member was being considered for a position at the College. All formal correspondence between the unrepresented staff member and the President shall be placed in this file. The personnel file will also include copies of all formal evaluations of the unrepresented staff member's professional performance at the College shall not be placed in the unrepresented staff member's personnel file until the unrepresented staff member has been given the opportunity to read the contents and attach any comments they may so desire. Each such evaluation shall be initialed by the unrepresented staff member before being placed in their file as evidence of having read such document. This initialing shall not be deemed to constitute approval by the unrepresented staff member of the contents of such evaluation. If the unrepresented staff member refuses to initial any such evaluation after having been given an opportunity to read the same, a statement to that effect shall be affixed to the evaluation. Each unrepresented staff member shall furnish whatever new or updated information is needed to maintain the personnel file on a current basis.
- b. **Benefits File:** The benefits file shall be maintained by Human Resources, in a file that is separate from the personnel file. The benefits file shall include information pertaining to all College benefits and other medical information submitted by the unrepresented staff member.
- c. **Payroll File:** The payroll file shall be maintained by the Office of Administration and shall include all payroll information.

Unrepresented staff members and their representative shall be able to review their files at reasonable times during the business hours of the office that maintains such files. All employee files will be treated in a confidential manner.

**c.1.1            INSURANCE**

**c.1.1.1         Medical, Prescription, Dental and Vision Plans**

Since January 1, 1992, the College has participated in Schenectady County's ("County") employee benefit programs. In addition to Dental and Vision benefits, the County program features Medical and Prescription Drug benefits. The cost of participation in the Medical and Prescription Drug benefits are shared as follows:

- a) The College provides, at its sole expense, coverage to any eligible employee and their family hired and continuously employed by the College prior to January 1, 1992.
- b) Any employee hired by the College between January 1, 1992 and April 30, 2014, who is eligible for, and elects coverage under the County Plan, will pay to the College, via payroll deductions, an amount equal to 10% of the full cost to the College for medical, prescription, and dental coverage. The College will pay an amount equal to 90% of the full cost for said coverage. The College will pay 100% of the full cost for vision coverage (at the individual or family level).

c) Any employee hired by the College on or after May 1, 2014, who is eligible for, and elects coverage under the County Plan, will pay to the College, via payroll deductions, an amount equal to 20% of the full cost to the College for medical, prescription, and dental coverage. The College will pay an amount equal to 80% of the full cost for said coverage. The College will pay 100% of the full cost for vision coverage (at the individual or family level).

An annual opt in/opt out period will be held in conjunction with the health insurance open enrollment. Exceptions will be made for individuals who experience an IRS Section 125 qualifying event.

**c.1.1.2 Current Medical and Prescription Drug Plans**

Annually, eligible employees will be provided with the list of medical and prescription drug plans that are available. A current list of such plans is available in Addendum B, which may be updated from time to time.

**c.1.1.3 Waiver of Coverage**

- a) On an annual basis, an employee who provides proof of adequate insurance outside of SUNY Schenectady to the Human Resources Office and who executes a waiver of their right to health insurance under this Policy shall receive a bonus in the second full pay period of September following the academic year during which insurance coverage was waived. It is the individual unrepresented staff member's responsibility to provide such documentation to Human Resources in order to receive the waiver bonus. The bonus shall be \$2,000 for waiver of individual coverage and \$4,000 for waiver of family coverage. This bonus shall be prorated for the period during which health insurance coverage was actually waived.
- b) This bonus provision is not available when both spouses or domestic partners work at the College and one employee has coverage through the College.

**c.1.2 VACATION LEAVE AND HOLIDAYS**

**Accrual of Vacation Credit (1.75 days/month)**

Unrepresented staff members serving on a full-time basis shall accrue vacation leave at the rate of **one and three quarters days** per calendar month during each month, or major fraction thereof, of their service within the College. Unrepresented staff who are on unpaid leave shall not accrue vacation leave during such unpaid leave.

**Holidays**

In addition, full-time unrepresented staff members shall be entitled to one additional day of vacation leave for each holiday on which the employee was required to work.

- |                        |                        |
|------------------------|------------------------|
| New Year's Day         | Labor Day              |
| Martin Luther King Day | Thanksgiving Day       |
| Memorial Day           | Day after Thanksgiving |
| Juneteenth             | Christmas Day          |
| Independence Day       |                        |

The weekdays between Christmas and New Year's Day.

If a listed holiday falls on a Saturday or Sunday, the previous Friday or the following Monday, respectively, shall be observed as the holiday, provided, however, that if such celebrated Friday or Monday is a scheduled student school day, then such day will be credited as an additional vacation day to the employee who is required to work on such day.

Unrepresented staff who are on unpaid leave shall not be paid for holidays during such unpaid leave.

Unrepresented staff members on active payroll shall also accrue two floating holidays during the calendar year with one accrued on January 1<sup>st</sup> of each year and the other accrued on July 1<sup>st</sup> of each year. Unrepresented staff who are on unpaid leave shall not accrue floating holidays if they are on unpaid leave when it would have been accrued.

### **Use and Accumulation of Vacation Leave Credit**

Vacation leave shall be taken at such times as may be approved by the President or designee. Vacation leave credits pursuant to this title in excess of thirty (30) days shall not be permitted, excluding President's Council members. President's Council members shall be permitted to accumulate in excess of thirty (30) days through August 31<sup>st</sup> of each year, however, President's Council members will not be permitted to transfer an excess of thirty (30) days to a new academic year. The minimum use of vacation leave will be in quarter day increments. The maximum number of vacation accrual payout will be thirty (30) days if the proper notification of resignation or retirement of sixty (60) day calendar day notice is provided per section 2.1.3.1 of this policy. Unrepresented staff members who have their employment terminated for cause shall not be entitled to a payout of their unused vacation accruals or other leave.

## **c.1.3 SICK LEAVE**

### **Accrual and Accumulation of Sick Leave Credits (1.25 days/month)**

All full-time unrepresented staff members in the professional service, other than those on leave without salary, pursuant to these policies shall accrue credits for sick leave at the rate of **one and one quarter days** per calendar month during each month or major fraction thereof of their service within the College provided, up to a maximum of one hundred and eighty (180) days. On the same month of accrual in which the employee exceeds the maximum 180 days the employee has the option of donating the excess sick leave to the unrepresented Sick Leave Bank. The minimum use of sick leave will be in quarter day increments

### **Authorization by Chief Administrative Officer**

The President, or designee, shall permit unrepresented staff members who are unable to perform their duties because of illness to use any and all accumulated sick leave credits as may be available to them by reason of accruals pursuant to the preceding sections of this title.

### **Request for Health Care Provider Notes or Other Documentation**

Department Heads or the unrepresented staff member's immediate supervisor, with the approval of the Department Head may request a note from the unrepresented staff member's health care provider if an employee is out sick in excess of consecutive three days, or patterns of sick leave absences or other unapproved absences have occurred. Any medical notes received shall be forwarded to Human Resources to be filed in the employee's benefits file. Additionally, Department Heads or immediate supervisors may request other appropriate documentation to verify an employee's unapproved absences. Failure to submit proper proof of illness or other requested

documentation to verify reason(s) for absences when required to do so shall result in the absence being considered time off without pay and may lead to disciplinary action, up to and including termination of employment. Time and attendance abuse that results from unapproved absences or absences that create time off without pay may also lead to disciplinary action, up to and including termination of employment.

### **Use of Sick Leave for Care of Immediate Family Member**

Unrepresented staff members may use up to a **maximum of five (5) days** of accrued sick leave per academic year to care for an immediate family member due to illness. The term "immediate family" shall mean grandparent, parent, spouse/domestic partner, sibling, child, grandchild or corresponding in-laws.

### **Sick Leave Bank**

A Sick Leave Bank is available to full-time unrepresented staff members who are suffering from a prolonged injury or illness. To be eligible to use the Sick Leave Bank, unrepresented staff members must:

- 1) Have been employed at the College for at least six (6) months on a full-time basis,
- 2) Have exhausted their accumulated sick leave, and
- 3) Apply for the Sick Leave Bank, by submitting the applicable form to the Human Resources Office, including completing a medical certification of the nature and duration of the disabling condition.

The Human Resources Office will provide applications for the Sick Leave Bank for review by the Sick Leave Bank Committee, which is appointed annually by the President. After reviewing the application, the Sick Leave Bank Committee will provide the application to the President with the Committee's recommendation on whether or not the application should be approved and if so, for how many days. The President of the College will review the Committee's recommendation and issue a decision regarding the request. The President or designee will provide the applicant a response, in writing, within ten (10) working days of receipt of the written application. If approved, the applicant may be credited up to **20** sick days within any 12 month period.

The President may, at any time that an employee is absent from work using this benefit, request an additional medical certification from the employee's health care provider.

The decision of the President regarding Sick Leave Bank applications will be final and is not reviewable or appealable in any forum, nor subject to processing under Section 2.1.17 of these policies.

### **c.1.3.1 PAYMENT FOR UNUSED SICK LEAVE UPON RETIREMENT**

Upon written notification to the College President by an unrepresented staff member **not later than May 1** that such unrepresented staff member intends to retire, noting the last day of work during the next College's fiscal year (in accordance with the terms of the retirement system of which such unrepresented staff member is a member), the College will pay such unrepresented staff member together with the final payroll distribution upon retirement a sum equal to 50% of such unrepresented staff member's accumulated sick leave credits multiplied by such retiring staff member's daily rate of pay (annual base salary divided by 262 - the Payroll Office will adjust such daily rate of pay as may be required by annual calendar changes).

Timely notification as required by this section shall be waived by the President or designee upon receipt of evidence satisfactory to the President or designee that an unrepresented staff member was unable to make such timely notification because of unforeseen and unanticipated circumstances beyond the control of such unrepresented staff member.

**c.1.4            FAMILY AND MEDICAL LEAVE**

Employees may be eligible for Family and Medical Leave pursuant to College Board Policy 2.4.

**c.1.5            SABBATICAL LEAVE**

On the recommendation of the President, and approval by the Board, full-time unrepresented staff will be eligible to be considered for sabbatical leaves after six (6) years of continuous employment.

A paid sabbatical leave, which may be approved at the sole discretion of the Board of Trustees, upon the advice of the President, must be taken to improve the professional level of the individual which would directly increase their value to the College. Unrepresented staff members will receive three-quarters of their annual salary during the period of sabbatical leave, which shall be between three (3) and six (6) months.

The employee's insurance and retirement benefits were continued by the College during sabbatical leave. Recipients of a sabbatical leave must continue employment at the College at the end of the leave period for not less than six (6) months. If the employee fails to return to employment and provide services for at least six (6) months, the employee shall repay the College for the salary and benefits received during the leave period.

All requests for sabbatical leave shall be submitted to the President, in writing, at least nine (9) months prior to the requested start date of the sabbatical leave. The President shall review the request and determine whether to forward the request for approval by the Board of Trustees.

The Board of Trustees may, in its sole and exclusive judgment, for any reason it deems appropriate, including but not limited to budgetary and fiscal consideration, deny any or all applications for sabbatical leave in any fiscal year which denial shall be final and binding upon all parties and not subject to appeal or grievance.

An unrepresented staff member granted a sabbatical leave by the Board of Trustees will be notified in writing not later than three (3) months prior to their requested start date.

After a request for sabbatical is approved, the President, in their sole discretion, may require that an unrepresented staff member postpone or reschedule their sabbatical leave if it may impair the function of the College or department.

**c.1.6            LEAVE FOR JURY DUTY**

An unrepresented staff member selected for jury duty will be granted leave with full pay when attendance as a juror is required by the court, provided, however, such unrepresented staff member shall transmit to the College the fee or fees paid to them by reason of such service. The unrepresented staff member must to notify their supervisor of the jury summons within 24 hours of notice and shall provide evidence of jury duty days/hours on their timesheet for that same pay period.

**c.1.7            VOTING LEAVE**

All unrepresented staff members who are registered voters can take up to two hours of paid leave (“Voting Leave”) to vote in an upcoming election, if they do not have at least four (4) consecutive hours to vote, either before or after their ordinary hours. If you need to take Voting Leave, you must notify your supervisor between two and ten working days prior to the election. If you need more than two hours of work time to vote, you may use additional paid or unpaid leave.

**c.1.8                    PROFESSIONAL LEAVE WITHOUT SALARY**

The Board of Trustees may grant leaves of absence, without salary, for a period of up to one (1) year for the purpose of permitting an unrepresented staff member to commence, continue to complete advance study, serve as an exchange teacher, serve with a professional organization, or to perform research in their area of professional competence, when, in the opinion of the Board of Trustees, such leave would be in the best interest of the unrepresented staff member and the College, and when such absence would not unduly affect normal College operations or the academic program. The Board of Trustees may extend such leaves for additional periods of up to one (1) year each. Administrative Staff members granted such leave shall continue to be eligible for participation in retirement programs to the extent permitted by law. While on such leave, an employee will not be able to remain enrolled in the College’s medical, dental or vision insurance plans. An employee will have the opportunity to continue their medical and dental coverage via COBRA for the period of time that they are on leave. Upon return from such leave, an employee will once again be able to participate in the College’s medical, dental and vision insurance plans, with the same cost-share that was in place between the College and the employee immediately prior to the employee’s period of leave.

**c.1.9                    DISABILITY LEAVE – WORKERS’S COMPENSATION**

An unrepresented staff member may be eligible for leave pursuant to workers’ compensation. While taking such leave, an unrepresented staff member may be eligible to use accrued sick leave to be paid the difference between workers’ compensation and their regular rate of pay. The time during which the unrepresented staff member is so paid shall be deducted from their accumulated sick leave time.

**c.1.10                  PERSONAL ABSENCES**

**c.1.10.1                Personal Leave**

Unrepresented staff receive four (4) days of personal leave during each academic year, with one (1) day permitted for each quarter. Before taking personal leave, unrepresented staff members are required to make arrangements to have their duties performed in their absence and has so notified their immediate supervisor. Personal leave may also be used for emergency situations provided employees notify their immediate supervisor of the need for such leave.. Personal days will be prorated based on the date of hire. If hired after the start of the academic year, personal days will be prorated as designated by quarter: September – November (4 days); December – February (3 days); March – May (2 days); and June – August (1 day). The minimum use of personal leave will be in quarter day increments. Unrepresented staff members are not paid for any unused, accrued personal leave when they separate from employment with the College.

**c.1.10.2                Bereavement Leave**

The President, upon the recommendation of the unrepresented staff member's immediate supervisor, shall permit unrepresented staff members to take bereavement leave without loss of salary up to a maximum of three (3) days for the funeral of the unrepresented staff member's immediate family. The term immediate family shall mean grandparent, parent, spouse/domestic partner, sibling, child, grandchild, or corresponding in-laws.

**c.1.10.3 Paid Leave for Cancer Screening**

Any full-time employee shall be entitled to take leave with pay for a sufficient period of time, not to exceed four hours each calendar year, to undertake a screening for breast and prostate cancer.

**c.1.11 PROCEDURE FOR RESOLVING INTERNAL DIFFERENCES THAT CANNOT BE RESOLVED BY INFORMAL DISCUSSION**

A complaint is an informal claim by an unrepresented staff member of unfair, arbitrary, or discriminatory treatment.

Procedure for Handling Complaints

Any unrepresented staff member covered by these procedures may present and discuss their complaint, either with their immediate supervisor or with the person designated by the President to hear complaints. The initial discussion of the complaint should be informal and it is expected that most differences will be settled at this level.

When the complaint cannot be resolved on an informal basis, the complainant and/or immediate supervisor may file a complaint with the President of the College or designee, who, within ten (10) working days will respond to the complaint with a resolution of the matter.

An unrepresented staff member who objects to the President's resolution of the complaint may request, in writing, a meeting with the President to review the nature of the complaint, or may request that the decision of the President be reviewed by the Board of Trustees. The decision of the Board of Trustees on the matter shall be final.

**ADDENDUM A  
STAFF LEVELS AND  
MINIMUM FULL-TIME COMPENSATION**

**CATEGORY I: \$85,000**

Vice President for Academic Affairs and Student Affairs/ Provost  
Vice President of Academic Affairs  
Vice President of Administration  
Vice President of Development and External Affairs  
Vice President for Strategic Initiatives and Planning  
Vice President of Student Affairs  
Vice President of Workforce and Community Education  
In-house General Counsel

**CATEGORY II: \$65,000 - \$75,000**

Assistant Vice President of Academic Affairs  
Assistant Vice President of Administration  
Assistant Vice President of Student Affairs  
Associate Vice President of Business Development  
Chief Diversity Officer  
Chief Information Officer  
Chief of Staff  
Dean of Academic Affairs  
Dean of Business and Law  
Dean of Enrollment Management and Student Success  
Dean of Liberal Arts  
Dean of Math, Science, Technology, and Health  
Dean of Student Affairs  
Dean of the School of Hotel, Tourism and Culinary Arts  
Dean of the School of Music  
Dean of Student Affairs  
Executive Director of Development  
Executive Director for Human Resources  
Executive Director of Schenectady College and Career Outreach Center\*  
Executive Director for Workforce Development  
Human Resources and Diversity Manager  
Recruitment and Affirmative Action Manager

**CATEGORY III: \$55,000**

Assistant Dean for Academic Affairs  
Assistant Dean for Academic Services  
Assistant Dean of Financial Aid and Student Success  
Assistant Dean for Assessment and Institutional Effectiveness  
Assistant Dean for Planning, Accountability and Advancement  
Assistant Dean for Strategic Initiatives and Planning  
Associate Executive Director of Schenectady College and Career Outreach Center\*  
Controller  
CSTEP Program Director\*  
Director of Apprenticeship and Healthcare  
Director of Business Operations  
Director of Campus Safety  
Director of Events and Community Engagement  
Director of Facilities

Director of Institutional Research  
Director of Liberty Partnerships\*  
Director of Marketing and Public Relations  
Director of TRIO\*  
Early College High School Student Success Manager\*  
Project Director\*  
Project Director for HPOG\*  
Student Success Manager\*

**CATEGORY IV: \$45,000**

Administrative Assistant to the President/Board of Trustees  
Annual Giving Officer  
Assistant to the President/Board of Trustees  
Assistant to HPOG\*  
Assistant Director of Liberty Partnership Program \*  
Bursar  
Confidential Secretary  
Coordinator of  
Campus Events  
Coordinator of Development\*  
Coordinator of Evening/Alternative Instruction  
Coordinator for Financial Services  
Coordinator of Institutional Research  
Coordinator of Workforce Development Grant  
Coordinator\*  
Human Resources Specialist  
Manager of Administrative  
Computing Program Coordinator for  
HPOG\* Recruitment Specialist  
Research Analyst  
Senior Budget Analyst  
Stewardship Officer\*  
Student Success Coach\*

\*Grant supported position salaries are contingent upon funding. The hiring salary of a grant supported position may be less than the specified salary category.

**ADDENDUM B  
CURRENT MEDICAL AND PRESCRIPTION DRUG PLANS**

As of January 1, 2021, the benefits listed below are available to College employees, retirees, and their eligible dependents. Availability of the various plan options are based on employment status (active employees, non-Medicare eligible retirees/spouses and Medicare eligible retirees/spouses) and population/bargaining unit.

For the Medicare Advantage Prescription Drug Plans, eligibility for a specific plan is also contingent on the Medicare-eligible retiree’s primary residence. For example, the MVP USA Care PPO Plan is for those whose primary residence is outside of New York State.

**MEDICAL PLANS**

<b>Plans</b>	<b>Available to</b>
Empire Preferred Provider Organization (PPO) <ul style="list-style-type: none"> <li>• \$20 Office Visit Copay/\$100 Emergency Room Copay</li> <li>• \$20 Office Visit Copay/\$100 Emergency Room Copay/\$30 Urgent Care Copay</li> </ul>	active employees, non-Medicare-eligible retirees, and their eligible dependents
MVP Point of Service (POS) <ul style="list-style-type: none"> <li>• \$20 Office Visit Copay/\$100 Emergency Room Copay</li> <li>• \$20 Office Visit Copay/\$100 Emergency Room Copay/\$30 Urgent Care Copay</li> </ul>	active employees, non-Medicare eligible retirees, and their eligible dependents

**MEDICAL/DRUG PLANS**

<b>Plans</b>	<b>Available to</b>
MVP Medicare Advantage Prescription Drug (MAPD) <ul style="list-style-type: none"> <li>• Gold Anywhere</li> <li>• Gold Anywhere Custom PPO</li> <li>• USA Care PPO</li> </ul>	Medicare-eligible retirees and spouses

**PRESCRIPTION DRUG PLANS (“Rx Carveouts”)**

<b>Plans</b>	<b>Available to</b>
Schenectady Meds, including CanaRx International Mail Order	active employees, non-Medicare-eligible retirees, and their eligible dependents

**MVP Medicare Advantage Prescription Drug Plans (MAPDs)**

The Medicare Prescription Drug, Improvement, and Modernization Act, also called the Medicare Modernization Act (MMA), was enacted in 2003. Its’ passage produced the largest overhaul of Medicare in the public health program’s 38-year history.

Initially after the passage of the MMA, the available plans did not include prescription drug benefits. That was rectified in 2006 when Medicare Part D (drug) plans were introduced.

These plans are subsidized by the US government and provide comprehensive benefits at a monthly cost that is substantially lower than “commercial” medical/drug plans.

As noted in **2.1.9.2** above, there are currently three plans available to Medicare-eligible retirees and their Medicare-eligible spouses. Current eligibility rules are as follows:

- Employees retiring before age 65 remain in the commercial plan (Empire PPO or MVP POS Medical and Schenectady Meds Prescription Drug) until they become Medicare-eligible. At that point, they are then moved into the applicable MAPD plan.
- Employees retiring on/after their 65<sup>th</sup> birthday are enrolled in the applicable MAPD plan.
- Similarly, eligible spouses who are under age 65 when the employee retires remain in the commercial plan (Empire PPO or MVP POS Medical and Schenectady Meds Prescription Drug) until they become Medicare-eligible. At that point, they are enrolled in, they are then moved into the applicable MAPD plan.
- Finally, eligible spouses who are age 65+ when the employee retires are enrolled in the applicable MAPD plan.

### **Schenectady Meds**

Introduced in 2004, the Schenectady Meds program includes the following:

- Domestic retail and mail order services
- CanaRx International Mail Order services

These are the plan designs currently in place:

### **Schenectady Meds I**

- **Plan A -- \$5 Generic Drug Copay/\$15 Brand Drug Copay**
- **Plan B -- \$5 Generic Drug Copay/\$20 Brand Drug Copay**

All employees enrolled in a Schenectady Meds 1 plan are provided prescriptions as follows.

**ACUTE Medications** (short-term use; typically up to a 30-day supply)

Fill both **generic and brand** medications at a local participating retail pharmacy for copays of \$5 for generics and \$15 for brands (Plan A), or \$5 for generics and \$20 for brands (Plan B).

**MAINTENANCE Medications** (longer-term use for more chronic conditions; typically up to a 90-day supply).

Option A:

Fill **brand** medications through the Schenectady County International Mail Order Program (Cana Rx Services, Inc.); there is no copay.

Option B:

Fill both generic and brand maintenance medications through the Schenectady Meds Domestic Mail Order Program ProAct. This program will provide up to a 90- day supply for co-pays of \$10 for generics and \$30 for brands(Plan A), or \$10 for generics and \$40 for brands (Plan B).

Option C:

If the maintenance drug is available through Option A or Option B, and the participant chooses to have the prescription filled at a local retail pharmacy, the co-pay will be \$60 (Plan A and Plan B) for a 30 day supply.

In implementation of this prescription drug program, there is a one-time waiver of higher co-pays for each recipient.

## Schenectady Meds II

### **\$5 Generic Copay/\$20 Preferred Brand Copay/\$40 Non-Preferred Brand Copay**

**NOTE:** The determination of preferred and non-preferred brand name drugs is managed by ProAct and reviewed on an annual basis.

All employees enrolled in the Schenectady Med II program shall be provided prescriptions as follows:

#### **ACUTE Medications** (short-term use; typically up to a 30-day supply)

Fill both **generic and brand** medications at a local participating retail pharmacy for copays of \$5 for generics, \$20 for preferred brands and \$40 for non-preferred brands.

**MAINTENANCE Medications** (longer-term use for more chronic conditions; typically up to a 90-day supply).

Option A:

Fill brand medications through the Schenectady County International Mail Order Program (Cana Rx Services, Inc.); there is no co-pay.

Option B:

Fill both **generic and brand** maintenance medications through the Schenectady Meds

Domestic Mail Order Program (ProAct). This program will provide up to a 90-day supply for co-pays of \$10 for generics, \$40 for preferred brands that are **not available** through CanaRx, \$60 for preferred brands that **are available** through CanaRx and \$80 for non-preferred brands.

Option C:

If the maintenance drug is available through Option A or Option B, and the participant chooses to have the prescription filled at a local retail pharmacy, the co-pay will be \$60 for a 30-daysupply.

In implementation of this prescription drug program, there is a one-time waiver of higher copays for each recipient.

Effective January 1, 2022, the “Schenectady Meds I Prescription Cost containment Program” was eliminated for all employees. Any employee or retiree enrolled in Schenectady Meds I on January 1, 2022 was transferred to Schenectady Meds II.

Schenectady Meds II is the only prescription option available to both new and existing employees and retirees as of January 1, 2022.