



TO: All Part-time Academic Employees Represented by UUP
Department Chairs, Deans, Program Directors who supervise Part-Time
Academic Employees

FROM: Jodi Papa, Director of Faculty Services

RE: Discretionary Salary Awards (DSA) for Part-Time Academic Employees

DATE: March 3, 2016

UUP PART-TIME ACADEMIC EMPLOYEES

The current Agreement between the State of New York and United University Professions provides a pool of funds for this purpose totaling one percent of the total of salaries on June 30, 2016. The total salaries shall include those employees in service on April 30, 2016 whose employment expires before July 1, 2016.

Each campus will receive an allocation of the 28 percent from the total of the basic annual salaries equivalent to their actual percentage of the part-time population as of the June 30th pool determination. Awards are a lump sum payment not added to basic annual salary as defined in the Agreement *between* United University Professions *and the* State of New York.

To be eligible, incumbents must:

- Be on the payroll on June 30, 2016 (April 30, 2016 for part-time employees whose employment ends prior to July 1, 2016) **and** when the payment is made.

Payment is anticipated for early December but not later than December 31, 2016, as directed by SUNY System Administration.

Process & Distribution:

There is no application process for part-time employees. The pool allocated for part-time UUP employees will be distributed evenly among eligible employees.

Questions regarding the DSA process may be directed to Jodi Papa, Director of Faculty Services: papaj@newpaltz.edu.