



EMPLOYEE ACTION FORM GUIDE

The purpose of the Employee Action Form is to initiate, update, or renew an appointment for an employee, volunteer, or visiting scholar. The form does not accommodate the hiring of Teaching Assistants (TA), Graduate Assistants (GA), or Adjunct Faculty.

Choose the appropriate action you wish to initiate at the top of the form.

APPOINTMENT DETAILS

◆ NEW EMPLOYEE APPOINTMENTS

PROFESSIONAL STAFF AND FACULTY

- For official searches, the Affirmative Action Officer must clear an offer of employment.
- Request a new appointment once the offer has been made by the appropriate department head/Dean and verbally accepted by the successful candidate.
- If the appointment is for a temporary emergency hire without a search, a Request for Waiver of Search form must be approved by the Affirmative Action Officer and attached to this form. The emergency hire may be hired for up to one year on a “temporary” status.
- If the appointment is for a temporary hire, a copy of the individual's resume should be attached to this form along with a duties description and general hours of obligation.
- If the appointment is for an ongoing position as a result of a search, the employee shall be hired as “term” status. Initial appointments are for one year for Professional Staff and up to three years for Faculty.
- For full-time faculty, please indicate “Lecturer ABD” if the faculty member is being hired for a tenure-track position but does not yet have their official transcript including their highest degree or a degree conferral letter from their university's registrar. The appointment letter will be revised upon receipt of the proper proof of highest degree.
- The effective date for new professional hires will be on the first or third Thursday of the month. The effective date for new faculty is 9/1 for fall hires and 1/1 for spring hires. In the event that an alternate hire date is required for safety or student need, please contact your HR partner to determine the appropriate date.
- Appointment letters for professional staff and faculty are prepared by HR. The letter, along with all other required hiring documents, is emailed to the candidate, and a copy is sent to the immediate supervisor.

CLASSIFIED STAFF

- Request a new appointment once your search is concluded and you have made a hiring selection. Upon receipt of the document, the Office of Human Resources, Diversity & Inclusion (“HR”) will offer the position to the successful candidate.
- If your search was for a temporary hire, you may hire a temporary Classified employee for up to six months.
- If your search was for a permanent/ongoing position: An employee shall be hired “contingent permanent” if another employee has return rights to that position. If another employee does not have return rights to the position, the employee may be hired as permanent.
- The effective date for new classified staff is determined by HR and the candidate when the offer of employment is made. HR will notify the department head once the start date is finalized. Whenever possible, the effective date for new hires should be on the first or third Thursday of the month.

MANAGEMENT CONFIDENTIAL

- Management Confidential (MC) appointments do not have an end date. They are “at-will” employees. Management Confidential employees are subject to a background check which is initiated by HR.
- The Office of Human Resources, Diversity & Inclusion, in consultation with the President, prepares the appointment letters for MC employees.
- The appointment letter is mailed to the candidate (copy to the supervisor) along with all other required hiring documents.
- Again, the hire date will be the first or third Thursday of the month unless an exception is granted.

VISITING SCHOLAR/RESEARCHER

The title of Visiting Scholar is a privilege accorded to scholarly researchers temporarily in residence at SUNY New Paltz. Visiting Scholars are not employees and should only be appointed for periods of up to one year at a time. This status is renewable. Visiting Scholars do not receive compensation.

The following must be attached to the request:

- Summary of the proposed project with a timeline and completion date
- Vitae of the Visiting Scholar applicant
- Copy of current passport and valid US visa, if applicable
- Summary of external funding (if relevant)
- Brief memo of support from Chair/Director specifically noting the reason(s) for the proposed affiliation and how the proposed project would be of value to the department, school, and/or college
- Brief memo of support from the Dean

VOLUNTEER

Volunteers are not employees and should only be appointed for periods of up to one year at a time. This status is renewable. Volunteers do not receive compensation.

The following must be attached to the request:

- Justification memo approved by the Dean or Director
- Time period for the role
- Description of duties / supervisor of record / volunteer schedule

Line Number

If you are replacing an employee's line due to resignation, retirement, etc., the line number can be found in your department budget records. If this is a new line, leave this field blank. HR will create or identify a line appropriate for the budget title and salary grade.

Budget and Local Title

The budget and local title should be already established for an approved search. If you are hiring an emergency hire under a Request for Waiver of Search and need assistance with an appropriate title, contact your HR partners for guidance.

◆ UPDATING OR RENEWING APPOINTMENTS:

Negotiating Unit

Employees who have accepted positions that will change their negotiating unit are advised to meet with HR and the Benefits team prior to the appointment to discuss the impact on their benefits and employment status.

Budget Title

- **For Professional Staff:** A budget title change is for purposes of a promotion. A promotion request requires a justification memo which will briefly describe the need in the unit, the duties that are being added/changed and how they are of greater scope and complexity. A promotion should not be given retroactively. A new performance program with the new budget and local title along with the updated duties should follow within 30 days of the effective date. Please note changes in budget title are typically not given without a salary increase as they are for purposes of promotions. Please contact your HR partners for guidance to ensure that the change you are seeking is considered a true promotion as defined under the UUP Agreement.
- **For Classified Staff:** A change in budget title is the result of either a promotion or reclassification. Contact your HR partners for guidance as there are defined processes agencies must follow with the NYS Dept. of Civil Service for such changes.

Local Title

- **For both Professional and Classified Staff:** If the local title change is not due to a promotion but is instead meant to better define the position, a new performance program with the new title should follow within 30 days. Contact your HR partners for suggestions and/or guidance.

FTE (Full-Time Equivalent)

Please be aware that a change in FTE could impact the employee's benefits. For Professional Staff and Faculty, service at less than full-time also does not count toward permanent or continuing appointment. Contact your HR partners to understand how an employee's benefits or employment status may be affected as a result of working less than full-time and if such a change is appropriate.

Determine the appropriate FTE by dividing the number of hours obligated for one week by the standard 37.5-hour work week. For example: $18 / 37.5 = .48$ FTE. 1.0 is the appropriate FTE for a full-time employee. A general part-time schedule will be required for accrual purposes.

Salary Increases

For Professional Staff: If the salary increase is a result of a permanent and significant increase in the employee's duties and responsibilities and not their scope and complexity, a justification memo explaining the increase in duties is required. A local title may accompany this type of change to better define the position. A revised performance program should follow within 30 days. Changes in salary should be reviewed with your HR partner to sure the amount is appropriate. If you are requesting a salary change that is retroactive, please note that retroactive salary increases of more than one year are highly scrutinized, must be approved by the Office of the State Comptroller, and will require additional documentation.

For Classified Staff: Salary increases may not be initiated for Classified employees as they are dictated by their Union Agreement.

Obligation

- Academic Year: 9/1-8/31
- Calendar Year: 12 months
- College Year:
 - 10 months with 2 months of recess dates
 - 11 months with 1 month of recess dates

Recess Dates

College Year (10-month) appointments include two months of recess. Recess dates must be at the end of an appointment. Recess dates may be changed for future appointments but require prior consultation with HR.

ALSO RECEIVES PAYMENT

MC and UUP employees are eligible for Also Receives payments where appropriate. An Also Receives payment is given to an employee who has taken on a portion of work that is similar to or higher in level and scope than own duties for a specified period of time in addition to their own obligation. Approval for Also Receives payments must be obtained before the work commences.

Department heads must attach a memo to the Employee Action Form requesting the Also Receives payment which includes the following information:

1. A detailed explanation of the additional assignment that will be performed, how it is in addition to, and substantially different from, the current performance program, and how it will be completed during the normal obligation.

2. Justification and explanation of the Also Receives compensation amount in consultation with the Office of Human Resources, Diversity, and Inclusion. Please contact your HRDI partners for guidance.
3. The anticipated beginning and ending dates of the assignment. If the amount is for additional assignments related to a vacancy, the Also Receives should end when the vacant position is filled.
4. If the request is to continue an Also Receives payment, a memo should provide an explanation for the continuation along with an assertion that the work has been performed in a satisfactory manner.

Please note:

1. If an assignment for which an Also Receives is being paid is determined to be an ongoing and permanent part of the employee's responsibilities, the Also Receives should be discontinued and the employee should be given an appropriate base salary increase.
2. Employees will receive official notification of the amount of the Also Receives from the Office of Human Resources, Diversity & Inclusion.
3. Compensation for Also Receives payments cannot exceed 20% of base annual salary in any academic year 9/1–8/31 (for 10-month employees) or calendar year 7/1–6/30 (for 12-month employees).
4. Retroactive payments are highly scrutinized by the Office of the State Comptroller (OSC) which will require additional justification for approval consideration. Requests for Also Receives must be made in advance of the work being performed.

PEFORMANCE MANAGEMENT

CLASSIFIED STAFF

Performance Program

The immediate supervisor of a new Classified employee shall consult with such new employee concerning a performance program and the system of evaluation within the first month of the initial appointment. The performance program shall be established within 15 working days from the date of consultation.

As circumstances warrant, the immediate supervisor and the Classified employee shall meet to review the appropriateness of elements of the performance program.

Probation Evaluation

Your HR partners will provide you with a probationary schedule for your new Classified employee. These are periodic reviews to evaluate the employee's suitability for the position before they become permanent. If you need guidance regarding an employee on probation, please reach out to your HR partners.

Request to Fail Probation

If you have determined with your HR partner that your employee will not pass probation, use this field to request to fail probation. Your HR partners will be in contact with you and the employee to schedule a time to terminate the employee or return them back to their original position.

Annual Performance Evaluation

All employees are to be evaluated annually and as changing conditions warrant, without regard to employment status, except where the employee is serving his or her final year of University service. Please note that employees can only be evaluated based upon the prior year of performance. A multiple year evaluation will not be accepted.

PROFESSIONAL STAFF

Performance Program

The immediate supervisor of a new Professional employee shall consult with such new employee concerning a performance program and the system of evaluation within the first month of the initial appointment. The performance program shall be established within 15 working days from the date of consultation.

As circumstances warrant, the immediate supervisor and the Professional employee shall meet to review the appropriateness of elements of the performance program.

Annual Performance Evaluation

All employees are to be evaluated annually and as changing conditions warrant, without regard to employment status, except where the employee is serving his or her final year of University service. Please note that employees can only be evaluated based upon the prior year of performance. A multiple year evaluation will not be accepted.

Request for Permanent Appointment

Your HR partners will provide you with a schedule outlining the steps and ultimate date of permanent appointment for your professional staff member. Please reach out to HR for guidance before making a request for permanent appointment.

Request for Non-Renewal

If you have determined with your HR partners that the Professional staff or Faculty member will be non-renewed, use this field to request a non-renewal notice. Your HR partners will advise you of the next steps in this process, the proper notice required according to the Agreement, and the anticipated end of service date as a result. Contact your HR partners to be sure of proper notice requirements and associated deadlines.

LEAVES

- Additional Sick Leave with Pay: Attach approval letter
- Administrative Leave: HR internal use only
- Child Care Leave: HR internal use only
- FMLA: HR internal use only
- Leave without Pay: Attach approval letter
- Military Leave: HR internal use only
- Sabbatical: Attach a copy of the award letter received from the Office of the Provost
- Sick Leave: HR internal use only
- Sick Leave @ Half Pay (Classified only): HR internal use only
- Suspension: HR internal use only
- Title F Leave: Attach award letter received from the Office of the Provost or appropriate vice president
- Unauthorized Leave: HR internal use only
- Workers' Compensation: HR internal use only

SEPARATIONS

Resignations

Attach an original signed resignation letter from the employee which includes an effective date (date which follows the last day worked).

Retirement

Attach an original signed resignation letter "for purposes of retirement" from the employee which includes an effective date (date which follows the last day worked).

Termination

HR internal use only or may be used after consultation with HR.

Failed Probation

HR internal use only or may be used after consultation with HR.

*** Attachments**

If documentation is required, please attach it to the form with paper clips rather than staples.