

Request for Appendix A-28 Promotion and/or Salary Increase (UUP)

(see HARP VI.G.3 - VI.G.7) (Form rev. 2022)

Instructions/Information:

Please fully review and complete all necessary sections of this form. Incomplete forms may impact the consideration of your request. Refer to UUP Contract Appendix A-28 and HARP for additional information regarding this process.

Section 1:

Employee Name: _____ Department: _____

Current Budget Title: _____ Current Local Title: _____

Current SL grade: _____

Current ESP or ALR? Yes No (please attach additional pay information to this request)

This request is for (check both if requesting promotion *with* salary increase):

Request for Promotion (with change in budget title, salary grade level, and salary increase)

Proposed Budget Title _____ SL ____ (effective _____)

Request for Salary Increase (effective _____)

Initiated by (check one):

Employee

Supervisor

In addition to this application form, requestor must attach the following documents to support this request:

Copy of current performance program

Copy of at least the last two performance programs, or as many as you believe may be necessary to demonstrate the change in duties and responsibilities. *It is suggested you highlight the areas of change and include this in your narrative.*

Completed Section 1 and 2 of this form.

Employee Signature: _____

Date submitted: _____ (A. Feb 1-28, B. June 15-July 15)

Employee Name: _____

Section 2: To be completed by requestor:

Please provide a specific and detailed rationale for this request. You may provide this on an attached sheet if necessary.

This summary must include a clear list of specific tasks, duties, or responsibilities that have been added or changed which are being used as the basis for this request, including effective dates of those changes and the information below. If any duties have been removed or decreased since your last performance program, those should be accounted for in your justification as well, with those effective dates.

Proposed Budget Title: _____ Proposed Local Title: _____

Proposed Salary increase: _____

Section 3: Application routing:

Route this form and all supporting documentation as follows (see HARP VI.G.3 - VI.G.7).

Please note, a written response should be provided to the employee at each step confirming whether the application is supported.

Immediate Supervisor: No later than: (A: Feb. 28 or B. July 30)

| | |
|--|-----------------|
| Immediate Supervisor (Print Name) | Date Received: |
| <input type="checkbox"/> Recommend - Written justification attached. | |
| <input type="checkbox"/> Disagree – Include rationale for disagreement with request. Please attach additional statement if necessary: | |
| Signature: | Date forwarded: |
| Please return a copy of this form and all attachments to the employee as proof of review at this level, and forward to the next level as indicated below. Date copy sent to the employee: _____ | |

Dean/Director: No later than: A. Feb 28 or B. August 15

| | |
|--|-----------------|
| Dean/Director (Print Name) | Date Received: |
| <input type="checkbox"/> Recommend – Written justification attached. | |
| <input type="checkbox"/> Disagree – Include rationale for disagreement with request. Please attach additional statement if necessary: | |
| Signature: | Date forwarded: |
| Please return a copy of this form and all attachments to the employee and the employee's supervisor as proof of review at this level, and forward to the next level as indicated below. Date copy sent to the employee et al.: _____ | |

Human Resources: No later than: A. March 15 or B. September 15

| | |
|--|-----------------|
| Director, Human Resources (Print Name) | Date Received: |
| <i>HR Analysis of request is attached for VP/Provost consideration.</i> | |
| Signature: | Date forwarded: |
| Please return a copy of this form and all attachments to the employee, the employee's supervisor, and Director/Dean as proof of analysis at this level, and forward to the next level as indicated below. Date copy sent to the employee et al.: _____ | |

Vice President/Provost: No later than: A. March 30 or B. September 30

| | |
|--|-----------------|
| Vice President/Provost (Print Name) | Date Received: |
| <input type="checkbox"/> Approve in whole – Written recommendation attached. | |
| <input type="checkbox"/> Promotion denied. However, a salary increase is approved. Written recommendation attached. | |
| <input type="checkbox"/> Denied | |
| Signature: | Date forwarded: |
| Please return a copy of this form and all attachments to the employee, the employee's supervisor, the Director of Human Resources, and Director/Dean as proof of review at this level, and forward to the next level as indicated below. Date copy sent to the employee et al.: _____ | |

President: No later than: A. April 12 or B. October 15

| | |
|--|-----------------|
| Signature: | Date forwarded: |
| Please return a copy of this form and all attachments to the employee with a copy to the supervisor, Dean/Director, Director of Human Resources, the appropriate Vice President as proof of review at this level. Date copy sent to the employee et al.: _____ | |

For information regarding the A-28/promotion process, review the following resources:

UUP Contract: UUP Memorandum of Understanding Between The State University of New York and United University Professions, Appendix A-28.

UUP Handbook on Appointment, Reappointment, and Promotion (“HARP”)
HARP is available at: <http://fa.fredonia.edu/humanresources.policies>.

HARP:

VI.G.3. Promotion Requests (*Agreement, Appendix A-28, I*)

According to Appendix A-28 (I) of the *Agreement*, promotion may be warranted based on “a permanent significant increase or change in the employee’s duties and responsibilities as a consequence of movement from one position to another of greater scope and complexity of function or resulting from a permanent significant increase in the employee’s duties and responsibilities as a consequence of a permanent increase in the scope and complexity of function of the employee’s [current] position” (*Policies, Article XII C.2.a*). At Fredonia, request for promotion as described above, except for Cabinet-approved reorganizations, shall be made at the time of the annual performance program and evaluation by either the supervisor or the employee.

VI.G.4. In-Grade Salary Increase (*Agreement, Appendix A-28, IV*)

According to Appendix A-28 (IV) of the *Agreement*, “an employee who has been assigned a permanent and significant increase in duties and responsibilities as demonstrated by the employee’s performance program may apply for a salary increase provided that the employee first requested a recommendation for such a salary increase from the employee’s immediate supervisor and has been denied at an organizational level below that of the college President.” **Appendix A-28 requests do not include requests for merit or equity adjustments.** At Fredonia, A-28 requests for salary increases shall be made at the time of the annual performance program and evaluation by either the supervisor or the employee.

VI.G.5. Process for Appeals (*Agreement, Appendix A-28, III*)

Requests for A-28 related promotion and/or salary increases shall be made at the time of the annual performance program and evaluation using the Request for Appendix A-28 Promotion and/or Salary Increase form (see Appendix O). Requests may be made for promotion and for in-grade salary increases. An employee may initiate the process by stating the case for the promotion and/or salary in writing to their immediate supervisor for review and recommendation. The employee’s supervisor may initiate the process, or may forward the employee’s request, by stating the case for promotion and/or salary increase in writing to the Dean/Director for review and recommendation. The Dean/Director will review based on the criteria for promotion and salary increases and provide written recommendation to the Director of Human Resources. The Director of Human Resources will review based the criteria for promotion and salary increases in Appendix A-28 Section III Paragraph D and will provide written recommendation to the Dean/Director and appropriate Vice President. The Vice President shall approve or deny the request based on the analysis provided by the Director of Human Resources. If approved, the request would be forwarded to the President for consideration. If denied, the employee may appeal as outlined in HARP VI.G.6. and VI.G.7.

VI.G.7. Process for A-28 Appeals

Consistent with Appendix A-28 of the *Agreement*, if a professional employee's promotion or in-grade salary increase request is denied at any step below the level of the university President, or if no written response is received by the employee at any step below the level of the university President within 45 days, the employee may appeal the denial to the College Review Panel (CRP), in writing, with a copy to Human Resources. The CRP shall, within 60 calendar days of receiving the appeal from the employee, prepare a written summary codifying their position on the employee's request and shall forward same to the College President with a copy to the employee, supervisor, Dean/Director, Director of Human Resources, and the appropriate Vice President.

The President shall, within 90 calendar days of receiving the recommendation from the CRP, prepare a written recommendation on the merits of the petition and reply to the employee with a copy to the supervisor, Dean/Director, Director of Human Resources, the appropriate Vice President, the Vice President of Finance and Administration, and the Chair of the CRP.

If no response is received from the President within 90 calendar days from the date of CRP recommendation, or if the President denies the promotion, the employee may appeal to the University Review Board. Such written appeal may be prepared by the employee and sent to the URB with a copy to the university President and Human Resources.