

# Suggestions for Dealing with Additional Assigned Duties

The College may contemplate adding new duties to your professional obligation. The College has the right to add new duties as long as the contemplated new duties reasonably accrue to your official job title. If you are not certain whether the new duties do align to your job title, consult with UUP.

Where/when the College the wants to assign you new duties, you should be mindful of managing and protecting your workload. Before taking on new duties you should meet with your supervisor to consider and discuss some of the following options:

## 1: PROMOTION

When your supervisor (and/or someone else in the chain of command) broaches the topic of taking on new permanent duties, it may be an opportunity to discuss the possibility of a promotion. Assigning you new duties, depending on the nature of the new duties, may be a sign of the College's appreciation of your ability to take on new challenges.

A lot of factors go into considering whether to ask for a promotion. Your right is to be considered—the College retains the discretion whether to promote an applicant or not.

Promotion is defined (for professionals) on page 30 of *the SUNY Policies of the Board of Trustees*. [SUNY BOT Policies January2022.pdf](#)

Promotion is also defined (for professionals) and outlined on pages 111-113 of *the Agreement* (in Appendix A-28). [uupinfo.org](#)

Notwithstanding the above definition or anything contained in Appendix A-28 to *the Agreement*, “a college president may promote any professional on the campus” (Appendix A-28, MOU on Promotion and Salary Increases, Section V—page 114).

## 2: SALARY INCREASE

When confronted with the possibility of taking on new permanent duties, it may be an opportune time to discuss a salary increase with your supervisor. A salary increase means that an individual's Basic Annual Salary has been increased. A salary increase, unlike a promotion, does not change the individual's SL level or title.

"Salary Increase" is defined (for professionals) and outlined on pages 113-114 of *the Agreement* (in Appendix A-28). [uupinfo.org](http://uupinfo.org)

Although there are some procedures that may be used when seeking a salary increase, "Nothing contained herein shall prevent the University, in its discretion, from granting further upward salary adjustments of individual employees." (per 20.14 of *the Agreement*).

## 3: EXTRA SERVICE

Extra Service is a stipend. It is temporary. If you and your supervisor are contemplating using Extra Service, make the arrangements in writing PRIOR to taking on the additional work (use the UP-8 form).

Extra service is normally used for extra work that is temporary in nature. Work performed by academic and professional staff at their own campus that is different from or in addition to an individual's professional obligations. This work may be performed on the home campus, provided that the additional services do not interfere with the individual's professional responsibilities. This may include service by those holding positions of other than academic rank (i.e., administrators and other professionals) and outside of regularly assigned working hours. Such assignments include but are not limited to teaching, research and public service.

Use the UP-8 form, fill it out with your supervisor, in ADVANCE of taking on the additional temporary work. You should also consult with UUP.

#### **4: ALSO RECEIVES (ALR)**

Is a temporary stipend that covers work that is in addition to, and substantially increases or expands the scope of the employee's normal professional responsibilities, but that may be completed during their regular professional obligation (although additional work hours may be necessary). Written approval must be obtained **prior** to the start of the assignment.

The assignment is usually limited in nature or may be aligned with a responsibility where the additional compensation will end when the assignment and/or funding ends. Taking on additional (typically higher level) assignments for a limited time in the case of employee turnover or leave of absence (for example, the Director of Student Accounts leaves and the Assistant Director is asked to take on some or all of those duties while a search is being performed). Or performing additional assignments that substantially increase or expand the scope of the employee's responsibilities, are often anticipated to be temporary in nature or for a specific project, and will conclude when the assignment and/or funding ends (for example, a faculty member having additional duties in an administrative role during a program review or an employee's scope of responsibility being substantially increased due to a long-term absence of a co-worker with similar responsibilities). The campus must have a documented process for review and approval of the following information which should be included on an ALR specific form or incorporated into an existing Campus form: A detailed explanation of the additional assignment that will be performed, how it is in addition to, and substantially increases or expands the scope of the employee's normal professional responsibilities, and how it will be completed during the normal obligation.

#### **5: COMP TIME**

If the employer wants you to take on a temporary responsibility of a limited nature above your professional obligation (typically evening or weekend) and extra service money is unavailable, ask for compensatory time. Comp time does not have to be an hour for an hour. Consider comp time as equivalent to overtime or time and 1/2 for salaried employees. You can negotiate for the amount of time

you believe you deserve. You and your immediate supervisor should keep track of the amount of time you earn.

“Compensatory Time Off” is defined (for professionals) and outlined on pages 114-115 of *the Agreement* (in Appendix A-29). [uupinfo.org](http://uupinfo.org)

## **6: REMOVE OTHER DUTIES**

If the College is interested in adding new duties, and

--the new duties are meant to be permanent; and

--the College does not want to provide a promotion or salary increase;

...then the classic and best way to handle taking on new duties is to remove some existing duties that are equivalent. This can be a challenging conversation, but also a productive one. It helps the unit define what are the most important duties to keep attending to, and which ones (given limited staffing) need to be dropped for the time being.

Starting the new duties and dropping some old duties should ideally be done at the same time.

## **7: CHANGE THE FREQUENCY OF ATTENDING TO DUTIES**

If the College does not want to remove any duties from your performance program, then another way to ensure that there is no increase in workload is to change the frequency that you are expected to attend to a range of duties.

Perhaps moving to 4 times a year (instead of monthly) for one duty, or moving to monthly from another duty (that used to be weekly).

## **8: IDENTIFY PRIMARY, SECONDARY & TERTIARY**

If the Employer is reluctant to remove duties (which is ideal) in a context where they intend to add new duties...then at the very least the supervisor and

subordinate should meet to identify some duties in the performance program as primary in importance. And other duties can be identified as secondary or tertiary.

**9: NO, NO, NO.**

If your supervisor wants to add new duties and is unwilling to make any other adjustments, consult with UUP. If the College is simply adding duties without making any other adjustments, it may be a unilateral increase in your workload. If so, UUP wants to discuss the situation with you.