

**MEMORANDUM**

**DATE:** May 16, 2024

**TO:** Binghamton University Staff and Supervisors of Staff Represented by UUP

**FROM:** Executive Vice President and Provost Hall, Vice President Navarro, Vice President Rose, Vice President Sammakia, Vice President Koch, Associate Vice President, and BU Foundation Executive Director Doyle, Director of Athletics Marshall, Vice President Jones, Vice President Delviscio

**RE:** 2024 Presidential Discretionary Increase for UUP-represented Staff

Please note that this memo is normally sent around October to initiate the UUP discretionary process. The process will formally be rolled out later in the year, but we are sending the memo now to inform UUP staff and UUP staff who are supervisors of record that the criteria to be eligible for a UUP discretionary award has changed. Individual annual compliance training completion along with performance program and evaluations for direct reports is now a minimum requirement for eligibility. This notification will allow for ample time for employees to meet this criterion, which is required by law and collective bargaining agreement.

This memo describes the process Binghamton University will use to distribute the 2024 .5%

**Minimum Criteria**

To be eligible professional staff must have completed their required annual compliance training and be current with employee performance programs and evaluations of their direct reports. For the first-year rollout, establishing or updating a performance program on file for an employee whose evaluation is scheduled to take place after the discretionary process is complete, will be considered to be in compliance. Supervisors who have questions regarding the completion of performance programs and/or evaluations should contact Sara Declemente-Hammoud in HR for assistance.

**Additional Considerations**

The University seeks to acknowledge professional staff who have made outstanding contributions to their respective units and the institution as a whole. Individuals who remain actively engaged with their careers and with the University, increasing their skills and competencies, improving processes and services, and helping others perform well are those we need to recognize.

Outstanding contributions among professional staff come in many forms:

- Exceptional performance in o initiative, creativity, dependability, problem-solving, and communications with others
- Innovations and improvements i
- Demonstrable contributions to advanci
- Initiative in advancing the interests of the University
- Balanced leadership and teamwork in working with others within and across units

**Procedure**

Supervisors will develop recommendations for discretionary increases. Since Binghamton University comprises many different units that participate in the review, how it is conducted will differ across these units. Recommendations for a discretionary increase forwarded by a supervisor to a vice presi