

# **Employment Committee**

The Employment Committee studies potential employee displacement problems due to programmatic changes or reductions, curtailments, relocations, reallocation of resources, consolidations and technological changes. The Committee makes recommendations for the solution of these problems and provides funds for accessing resources, training and retraining for retrenched or high-risk employees for continued employment. Funds are made available for:

## **Retraining Fellowship Program**

Assists employees who are retrenched, or who have been notified of retrenchment, or are perceived to be at high risk of retrenchment, or whose retraining would accommodate shifting program needs to pursue an organized course of study in order to attain other employment opportunities or to maintain their current employment.

### **Objective**

The Retraining Fellowship Program provides financial support to employees who have been terminated due to retrenchment, who are under notification of retrenchment or perceived to be at high risk of retrenchment, or whose retraining would accommodate shifting program needs. Funding is provided to employees to pursue an organized course of study in order to attain other employment opportunities or to maintain their current employment. If course work is pursued at an accredited institution other than a SUNY institution, the maximum amount reimbursed for tuition is at the SUNY rate in effect at the time.

### **Eligibility**

Employees who are retrenched or under notification of retrenchment.

Employees who are perceived to be at high risk of retrenchment.

Employees whose retraining would accommodate shifting program needs.

Preference is given to:

- Employees who are retrenched or under notification of retrenchment
- Employees with permanent or continuing appointments over employees with term appointments.
- Full-time employees over part-time employees.
- Employees pursuing a course of study at a SUNY institution over employees pursuing a course of study at other accredited institutions. Employees attending an accredited institution other than SUNY may be approved only when sufficient written justification is provided.
- Employees with attainable and feasible retraining goals.

For employees whose retraining would accommodate shifting program needs, preference is also given to employees who make a one-year commitment to stay at the campus upon completion of their retraining.

### **Application Deadlines**

A completed Application, with attachments, may be submitted at any time, but at least 45 days prior to the commencement of the project or activity. The decision to fund an application is at the discretion of the Employment Committee.

## **Application Process**

### **General Program Information**

The General Program Information section provides information pertaining to the disbursement of New York State/United University Professions Joint Labor-Management Committees' funds, including application follow-up, acknowledgement of committee funds, expenditure limitations, reimbursement of expenditures and contacts.

1. Read the Application Instructions.
2. Fill out, print and sign the Application and attach supporting documents listed below
3. Have the Application signed by the campus president or designee and the UUP chapter president.
4. Send the Application with required attachments listed below to the NYS/UUP JLMC staff.

### **Required Attachments**

- A copy of a retrenchment notice, or statement of reasons provided by the campus for the perceived high risk of retrenchment, or other documents supporting the application.
- An official letter of acceptance or pending acceptance into an organized course of study at an accredited institution. If applying to other than a degree program, documentation of enrollment and a copy of the brochure describing the program and the provider.
- A description of an organized course of study by semester, including the division, department, or program; a list of courses and credits; type of degree, certification, or specialized training to be completed; and the name of an accredited institution and address. A justification must be provided for selecting an accredited institution other than SUNY.
- A detailed timeline with dates for completing each phase of the proposed course of study.

For employees who are under notification of retrenchment, or are perceived to be at high risk of retrenchment, a proposed plan that includes a description of the desired position after retraining, including linkage with recognizable job opportunities.

For employees whose retraining would accommodate shifting program needs:

- A letter from the campus president or designee describing the programmatic changes, when they occurred, and how this training will accommodate shifting program needs.

- If requesting a leave to complete course work, a letter from the campus president or designee endorsing the leave.
- A letter from the campus president or designee indicating the campus's financial contribution of a minimum of 40% of the total project or activity expenses including salary for a replacement for the duration of the leave. Joint Labor-Management Committees' funds that have been awarded to the campus for other programs should not be considered as part of the campus's contribution.
- A brief curriculum vitae.

Additional information may be requested by the Employment Committee.

### **Program Evaluation**

A Program Evaluation must be submitted within 30 days of completing the course of study. The Committee may postpone taking action on subsequent applications submitted by the award recipient until the Program Evaluation is received.