NEW YORK STATE | Office of Employee Relations

Quality of Work Life
Labor-Management Grants Program
for
NYSCOPBA-represented Employees

Program Guidelines

for

January 1, 2024 through December 31, 2026

05/2025

A. Program Description

The Quality of Work Life/Labor-Management Grant Program (QWL/LMGP) is administered by the New York State/New York State Correctional Officers & Police Benevolent Association (NYSCOPBA) Joint Labor-Management Committee (JLMC), which is established through the negotiated collective bargaining agreement.

The QWL/LMGP provides a special opportunity for labor-management committees to develop new and creative program ideas and identify specific projects that will improve the work life of NYSCOPBA-represented employees. To receive grant funds, active labor-management cooperation must be demonstrated.

Local labor-management committees are encouraged to discuss their applications with a committee representative prior to formal submission. Discussing the application with a representative will ensure that only those ideas most likely to receive the Project Review Committee's (PRC) approval are submitted.

A JLMC staff member is available to work with local labor-management committees and agency personnel on application development and provide assistance in areas such as evaluation methods and budgeting.

Program Guidelines and Application Forms can be found on the following website:

- oer.ny.gov/nys-correctional-officers-and-police-benevolent-association-inc-nyscopba

B. General Application Process

Grant funds are awarded to State agencies/facilities that actively involve a labor-management process in the development, administration, and evaluation of the project. All applications must be submitted to NYSCOPBA for review. The NYSCOPBA representative will review and submit approved applications to JLMC for review.

- Applications will be accepted on a first-come, first-served basis, as determined by the date the application is received by the JLMC on a continual basis so long as program funds are available.
- Applicants may be contacted by NYSCOPBA for clarification of project information, or to request additional information. If the application is incomplete, paperwork will be returned to the local labor-management committee, or project coordinator listed on the application.
- Any applications requesting items totaling more than $5,000 or are outside of the items listed in Section F, will require review and approval by the Project Review Committee.

C. Application Submission

A completed application form must be submitted to Kayla Manning at NYSCOPBA at QWL@nyscopba.org. All submissions must include the following:

- Fully completed application form with all signatures

- Two price quotes from vendors for items under $500 and three price quotes from vendors for items over $500 or sole source justification (See Appendix A for sample quotes)

Please note the following:

- Items requested should be for full retail value since a sale price may not be available at time of purchase.
- Total cost must include shipping costs, as applicable. Total cost should not include sales tax since New York State is tax exempt.

QWL Grant application approval must be received prior to making any purchase of the item(s) in order for reimbursement to be processed. If the application is approved, the JLMC will provide all contacts listed on the application with a copy of the grant approval letter and reimbursement forms needed.

D. Applications Needing Committee Review

All applications requesting items totaling more than $5,000 or are outside of the items listed in Section F, will require review and approval by the Project Review Committee (PRC). Once the application is considered complete, it will be placed on the agenda for the next PRC meeting.

In reviewing applications, the PRC considers a number of factors including:

- Cost effectiveness of the application and documentation of need
- Number of NYSCOPBA-represented employees who will benefit by the project
- Level of labor and management contribution to the overall project
- Degree of innovation
- Number of projects previously approved
- Quality of Work Life/Training and Activity Center Committee insurance subscriber status and previous grant compliance, if applicable

Additionally, the Committee encourages pilot or experimental projects that meet the needs and unique demands of NYSCOPBA members.

Maintenance and minor improvements to QWL/TACs are the responsibility of the facilities or local committees involved. However, major improvements or modifications will be addressed on a case-by-case basis.

Recommendations of the PRC are forwarded to the Executive Committee for approval. A decision letter will be sent by the JLMC staff to the project coordinator, the NYSCOPBA Chief Sector Steward, and the management representative who signed the application. A letter concerning grant funding information will be sent to the finance officer/facility steward. Project coordinators will access grant awards through their agency/facility finance office. Determinations regarding approval or denial are final and are not reviewable; however, an explanation of the denial may be requested.

Following approval, any change to the project as described in the original grant application

requires approval of the NYS/NYSCOPBA JLMC.

E. Reimbursement Process

Once purchases are made on a QWL Grant, reimbursement will occur through a funding expense transfer via General Ledger Journal Entry. In order to receive reimbursement, the agency/facility must submit all of the following items to SSUPrograms@lmc.ny.gov, or via mail to:

NYS/SSU JLMC
Attn: Melissa Bombard
2 Empire State Plaza
7th Floor
Albany, New York 12223

Reimbursement Documents List:

- General Ledger Journal Entry (Form AC 22-S) with Fiscal Officer's signature
- Final Invoice from vendor
- Proof of payment
- Proof of receipt of item(s)
- Any other documentation specified in the grant approval letter

Agencies/facilities that are unable to provide required documentation within 90 days of approval, may have their grant approval withdrawn.

F. Program Item Limitations

The items most frequently requested through the QWL Grant Program are listed below. The JLMC has established *recommended funding and size limits* on these items. Please keep the guidelines and limits in mind when making your equipment requests.

Item	**Recommended Funding Up To**
Coffee Maker	See size chart below
Microwave Oven	See size chart below
Refrigerator	See size chart below
Treadmill	$2,000
Weight Bench	$180
Elliptical	$600
Universal Gym	$2,000
Stationary Bikes	$525
Air Conditioners (QWL/TAC)	$500
Gas Grills (outdoor)	$500

The size of the appliances available under this program is determined by the number of NYSCOPBA-represented employees who will benefit from the purchase of the appliance for a particular location.

See table below for details.

Size of Breakroom or Lunchroom Equipment Allowed Based on Number of Employees

Number of Employees	Coffeemaker Size	Microwave Quantity and Size	Refrigerator Size
1-4	Household grade with one burner or single-serve, e.g., Keurig	One microwave no larger than 2.0 cubic feet	4.9 cubic feet max
5-10	Household grade with one burner or single-serve, e.g., Keurig	One microwave no larger than 2.0 cubic feet	10.7 cubic feet max
11-20	Commercial grade with up to three burners	One microwave no larger than 2.0 cubic feet	15.7 cubic feet max
21-30	Commercial grade with up to three burners	One microwave no larger than 2.0 cubic feet	18.2 cubic feet max
More than 30	Commercial grade with up to three burners	Up to two microwaves no larger than 2.0 cubic feet	20.5 cubic feet max

G. Purchasing Process for Committee Approved Applications

The Department of Corrections and Community Supervision (DOCCS) has determined that the procurement card may be used for items purchased with this grant. All requisitions for grant purchases that are entered into SFS need ad-hoc approval from Nicholas Hiffa, Chief Budgeting Analyst. Please add Nicholas Hiffa (N02132072) as an Approver, not a Reviewer, to the requisition. If the purchase will be made on the P-Card, then an e-mail needs to be sent to Nicholas.Hiffa@doccs.ny.gov to get approval prior to the purchase being made.

H. Expenses Not Covered

This policy cannot be used to authorize the reimbursement of employees for prior personal expenditures for common use microwave ovens, refrigerators or coffee makers. Additionally, costs and fees not reimbursed by this program include, but are not limited to:

- purchase of coffee, tea, water (including water coolers) food, condiments or other goods, such as plates, cups, napkins, and other paper products
- purchase entertainment items or equipment (for example: televisions, radios, movies, and DVD players)
- make capital improvements (for example: lockers, cabinets, stoves/ranges)

I. Equipment Management

Equipment purchased with grant funds, in full or in part, is the sole property of the NYS/NYSCOPBA JLMC. Equipment purchased with grant funds may not be removed from the property without the express permission of the JLMC.

Facility management and local labor-management committees are responsible for the

security, maintenance, and/or replacement of the equipment with grant funds.

Purchases made with grant funds are subject to compliance with the Office of General Services, the Office of State Comptroller, and the NYS Procurement Council's rules, regulations, and pertinent laws, and the internal control system of each agency.

Requirements may vary depending on the type and amount of the purchase.
Projects may be monitored and audited by staff of the NYS/NYSCOPBA JLMC through on-site visits to verify data, progress, completion of project, and equipment inventory records. Failure to comply with program guidelines will prejudice consideration of subsequent grant applications.

If any item requested will be purchased from a State contractor, include the contract number. If the item can be purchased for a better price on the open market using appropriate bidding procedures, the item does not need to be purchased from the State contract.

It is recommended that, whenever possible, a financial contribution by the local labor-management committee be made to show commitment to the project.

J. Security and Maintenance

NYSCOPBA leaders and agency management representatives are responsible for the security, maintenance, repair, and/or replacement of equipment purchased with grant funds. Manufacturer warranties on purchased equipment should be kept on file for future reference.

K. Questions

General Questions

For additional information about the program or to arrange a meeting to discuss your application, contact Kayla Manning at (518) 427-1551 extension 241 or the information is available at www.nyscopba.org.

Reimbursement-related Questions

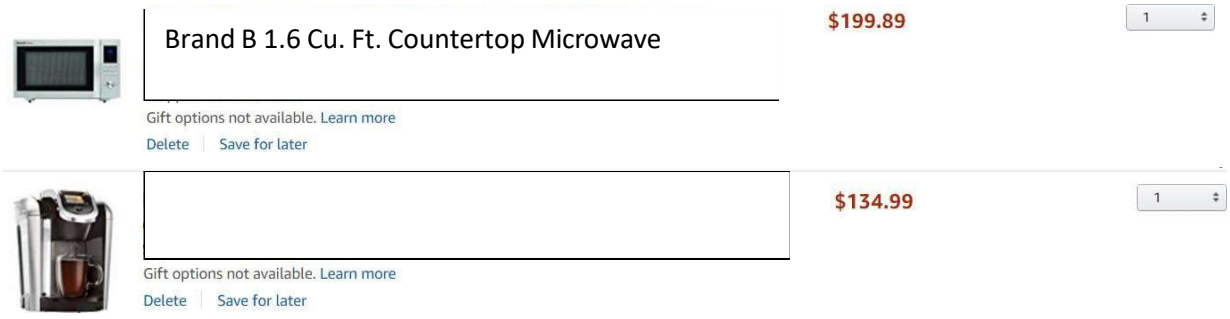
Please send questions about how to complete the General Ledger form to your Agency's finance department. The Office of Employee Relations (OER) cannot assist agencies with completing their General Ledger form. For other reimbursement-related questions that are not answered in the QWL Grant Approval Letter or approval email, contact the OER Administrative team at SSUPrograms@lmc.ny.gov.

Appendix A

Shopping Cart Sample

Vendor A

Vendor B



Based on the two shopping carts above, since the total cost for Vendor A ($134.99 plus $139.00) is less than the total cost for Vendor B ($199.89 plus $134.99), you would apply for the microwave and coffee maker at the prices provided by Vendor A plus any shipping costs.

Reminder: Quotes provided must be from different companies and comparable (same size/cubic feet). Apply for full retail value since the listed sale price may not be available at the time of purchase.