

# SALARIES AND BENEFITS

Benefits listing: [www.buffalostate.edu/offices/hr/benefits.asp](http://www.buffalostate.edu/offices/hr/benefits.asp)

Glossary of HRM terms: [www.buffalostate.edu/offices/hr/manual/glossary.asp](http://www.buffalostate.edu/offices/hr/manual/glossary.asp)

The following is an abbreviated listing of benefits available to full-time employees. The Human Resource Management Office Web sites listed above provide detailed listings of benefits, updates, helpful links, and name and address change forms.

## AGREEMENT BETWEEN THE STATE OF NEW YORK AND UNITED UNIVERSITY PROFESSIONS

UUP Web site: [www.uupinfo.org](http://www.uupinfo.org)

Buffalo State UUP Chapter Web site: [www.buffalostate.edu/orgs/uup](http://www.buffalostate.edu/orgs/uup)

United University Professions (UUP) is the bargaining unit that represents nearly 30,000 faculty and professional staff on 29 SUNY campuses. UUP is affiliated with the New York State United Teachers and the American Federation of Teachers, AFL-CIO. This handbook refers frequently to the *Agreement Between the State of New York and United University Professions (Agreement)*, which is available in full-text version on the UUP Web site listed above.

## COMPENSATION

### Direct Compensation/Payroll Cycle

Payroll Office, Cleveland Hall 408, 878-4124  
[www.buffalostate.edu/offices/hr/payroll.asp](http://www.buffalostate.edu/offices/hr/payroll.asp)

Minimum salary rates and effective dates, as well as across-the-board salary increases, are established for academic and professional ranks and positions through contract negotiations between the State of New York and United University Professions. Detailed salary information is included in the *Agreement*.

The payroll cycle for all New York State employees is on a two-week lag basis. Each salary check represents payment for the previous two-week period. Therefore, a new employee usually receives the first full paycheck approximately four weeks after the effective date of employment. When employees leave state service, their final salary check shall be issued at the end of the payroll period and is paid at the employee's then-current salary rate. Pay periods begin on a Thursday and end two weeks later on a Wednesday. Salary checks can be directly deposited into multiple accounts at banks or other financial institutions or are distributed from the Payroll Office.

Access the above Web site for forms, detailed information, immigration and naturalization forms, links, and payroll deduction options. Direct further questions to the Payroll Office.

## **Extra Service Compensation and Dual Employment**

[www.buffalostate.edu/offices/hr/manual/extra.asp](http://www.buffalostate.edu/offices/hr/manual/extra.asp)

SUNY policy defines extra service for academic and professional staff as work by a state employee at another SUNY unit other than that to which he or she is regularly assigned, or service over and above full-time services rendered to Buffalo State. If such service is provided to a state agency other than SUNY, the service is termed dual employment. Such service may involve but is not limited to teaching, research, and public service.

Compensation for faculty may not exceed 20 percent of the annual salary per academic year. Employees are required to request permission to receive extra service compensation prior to accepting the assignment. Depending on the type of service (to another SUNY agency, to Buffalo State, or to a state agency other than SUNY), specific personnel forms must be submitted through the department chair. Final approval for extra service compensation is by the president. Guidelines for activities that are considered “extra service” are included in *Directory of Policy Statements (DOPS)*.

Link to the Extra Service Payroll Voucher at [www.buffalostate.edu/offices/hr/payroll.asp](http://www.buffalostate.edu/offices/hr/payroll.asp).

## **Summer Session Compensation**

**Ten-month academic staff.** Each faculty member is eligible to teach three to four sections total (normal semester load) and no more than two sections in the same session. The current compensation rate ranges from \$2,300 to \$2,800 per three-credit course depending upon class enrollment, undergraduate or graduate course, and faculty status (part-time, full-time, or emeriti). Summer session teaching compensation and professional obligations are detailed in the normal summer session contract.

## **Discretionary Salary Adjustments**

Discretionary salary adjustments serve to reward and encourage excellence in teaching, scholarly or creative activity, and in college or community service; to redress base salary inequities; and to respond to evidence of market value clearly beyond that reflected in current base salaries. The policy on discretionary adjustments and procedures for recommending discretionary adjustments are found in *DOPS*. The timetable for actions is published annually in the *Bulletin*.

## **CREDIT UNION**

Main Office: 388 Englewood Avenue, Buffalo, 837-2007

Satellite Office at Buffalo State: HA 105

[www.buffalostate.edu/orgs/morton](http://www.buffalostate.edu/orgs/morton)

The Morton R. Lane State University Federal Credit Union offers savings and loans through payroll deduction as well as additional financial services. Access the above Web site for satellite office locations and hours.

## **DISABILITY INSURANCE**

### **Long-Term Disability Insurance**

Disability insurance coverage is provided through the Standard Insurance Company after one year of employment. At no cost to the employee, this plan provides an income benefit equal to 60 percent of salary, and an annuity premium benefit to add to the retirement fund while the employee is disabled.

### **Short-Term Disability Benefits**

See “Sick Leave” under “Leaves of Absence.”

## **FLEX SPENDING ACCOUNT (NEW YORK STATE EMPLOYEES)**

1-800-358-7202

[www.flexspend.state.ny.us](http://www.flexspend.state.ny.us)

### **Dependent Care Advantage Account**

[www.flexspend.state.ny.us/2008/hcsa.asp](http://www.flexspend.state.ny.us/2008/hcsa.asp)

New York State employees may set aside pre-tax salary to pay for dependent care expenses (child care, elder care, etc.). Access the above Web site for open enrollment periods (usually November), new employee enrollment deadlines, qualifying event information, minimum/maximum employee contribution allowances, potential employer contribution amounts, etc.

### **Health Care Spending Account**

[www.flexspend.state.ny.us/2008/hcsa.asp](http://www.flexspend.state.ny.us/2008/hcsa.asp)

New York State employees may set aside pre-tax salary to pay for health-related expenses for enrollees and their dependents that are not reimbursed by health insurance (e.g., co-payments for prescriptions, office visits, and laboratory expenses) as well as dental, vision, and hearing costs that exceed insurance amounts or are medically necessary services and expenses that are not covered by insurance. Access the above Web site for enrollment deadlines, new employee enrollment deadlines, qualifying event information, and minimum/maximum employee contribution allowances.

## **HEALTH INSURANCE OPTIONS**

[www.buffalostate.edu/offices/hr/benefits.asp#Health](http://www.buffalostate.edu/offices/hr/benefits.asp#Health)

Health insurance is available to full-time faculty and faculty in UUP-represented positions who teach at least two courses per semester. Coverage becomes effective on the 43rd day after beginning professional obligation if the employee enrolls in a plan during the first 42 days of employment. Employees contribute 10 percent of the total cost of individual coverage and 25 percent of the additional cost to cover family members. Employees may elect to have health insurance premiums deducted on a pre-tax basis; this option places restrictions on making changes in health insurance coverage during the calendar year without a qualifying event. Access the Human Resource Management Web site above for insurance plans and rates.

## **LONG-TERM CARE INSURANCE PLAN (NEW YORK PUBLIC EMPLOYEE)**

[www.nyperl.net](http://www.nyperl.net)

Information is available on the above Web site on an employee-pay-all group long-term care insurance option.

## **OPTIONAL INSURANCE**

[www.buffalostate.edu/offices/hr/benefit\\_uup\\_mass.asp](http://www.buffalostate.edu/offices/hr/benefit_uup_mass.asp)

Information on optional insurance programs (automobile, homeowners, and excess liability) is available on the Web site listed above. Premiums are paid through payroll deduction.

## **PAID LEAVE FOR PROSTATE AND BREAST CANCER SCREENING**

[www.buffalostate.edu/offices/hr/cancer.asp](http://www.buffalostate.edu/offices/hr/cancer.asp)

Employees may take up to four hours of paid leave annually for prostate cancer or breast cancer screening. Access the above Web site for details.

## **RETIREMENT AND TAX-DEFERRED PLANS**

[www.buffalostate.edu/offices/hr/benefits.asp#retirement](http://www.buffalostate.edu/offices/hr/benefits.asp#retirement)

Pre-retirement Planning Guide: [www.goer.state.ny.us/train/onlinelearning/pr/intro.html](http://www.goer.state.ny.us/train/onlinelearning/pr/intro.html)

Within 30 days of appointment, full-time employees must choose a retirement plan. This is the only opportunity to make a selection. In each of the plans, the employee is required to contribute three percent of salary, which is deducted from biweekly paychecks on a pre-tax basis. Participation in a retirement plan is optional for part-time employees, unless they already are active members of New York State Teachers' or New York State Employees' Retirement System, in which case the college must report their service.

### **Optional Retirement Program**

[www.buffalostate.edu/offices/hr/benefits.asp#loans](http://www.buffalostate.edu/offices/hr/benefits.asp#loans)

(link on "Optional Retirement Programs")

The Optional Retirement Program is a portable, defined contribution plan with a specified vesting period. Access the above Web sit for details.

### **New York State Teachers' Retirement System**

[www.nystrs.org](http://www.nystrs.org)

The New York State Teachers' Retirement System is a defined benefit plan that provides a pension based on years of public service in New York State and final average salary. An employee must accrue five years of full-time service credit to be eligible for a pension at age 62. A year of service credit accrues for each academic year.

### **New York State Employees' Retirement System**

[www.osc.state.ny.us/retire](http://www.osc.state.ny.us/retire)

The New York State Employees' Retirement System is similar to the NYS Teacher's Retirement System, but is more appropriate for employees who have a 12-month obligation.

## **Tax Deferred Programs**

Employees may opt to defer salary through payroll deduction in 403 (b) plans through TIAA-CREF (Supplemental and Tax Deferred Retirement Annuity Programs) and 415 plans through various other companies. Also available is the New York State Deferred Compensation Program.\* Contact the Payroll Office for additional information.

\*Employees who choose to participate in a tax deferred annuity program and the NYS Deferred Compensation Program are subject to IRS limits on tax deferral.

## **TRANSPORTATION—NYS-RIDE**

1-866-428-7781

[www.nysride.com](http://www.nysride.com)

NYS-Ride is a transportation benefit that allows New York State employees to save money on eligible public transportation expenses by paying for those costs on a pre-tax basis through biweekly payroll deduction. Employees choose exactly which public transportation fare media (train, subway, bus and vanpool passes, fare cards, etc.) they need to commute to work. WageWorks will purchase the fare media from transit authorities and mail the passes, fare cards, or commuter cards to their homes. Employees determine how much to put on their cards each month and any unused balances on the cards carry forward for future use. Access the above Web site for more information and enrollment details.

## **TUITION WAIVERS**

[www.buffalostate.edu/offices/hr/benefits.asp#tuition](http://www.buffalostate.edu/offices/hr/benefits.asp#tuition)

Tuition for courses offered by SUNY campuses may be waived for college employees under two available programs. Employee Tuition Waivers provide up to 50 percent of tuition cost, for a maximum of two courses per semester. The UUP Space Available Waiver provides full tuition for one course per semester provided space is available.

## **U. S. SAVINGS BONDS**

[www.treasurydirect.gov/indiv/products/products.htm](http://www.treasurydirect.gov/indiv/products/products.htm)

Variable rate U.S. Savings Bonds may be purchased through payroll deduction. To enroll or make changes to bond deductions, contact National Bond and Trust Company (NBT) at 1-800-426-9314.

## **UUP BENEFITS**

[www.uupinfo.org](http://www.uupinfo.org)

Dental insurance and a vision care plan are provided by the United University Professions Benefits Fund. There is no cost to the employee for individual or family coverage; however, enrollment forms must be submitted to obtain coverage.

