

Personnel

Board of Trustees Policy

SUBJECT: Temporary Appointments, Grant-Supported Staff Positions & Temporary Assignment of Duties	NUMBER: <p style="text-align: center;">2.2</p>
	DATE: <p style="text-align: center;">March 20, 2023 Resolution # 23-45</p>
	SUPERSEDES: <p style="text-align: center;">April 16, 1993 Amendment: April 21, 1997 Resolution # 97-31 Amendment: December 19, 2005 Resolution # 05-123</p>

Purpose

This policy of the Board of Trustees defines the SUNY Schenectady County Community College (the “College”) roles of Temporary Appointments, Grant-Supported positions and Temporary Assignments.

Policy

Temporary Appointment

A temporary appointment is a full-time appointment to a professional staff position to serve the temporary needs of the College for a fixed term of not less than three (3) months and not more than twelve (12) months. Such an appointment shall be made by the Board of Trustees upon the recommendation of the President.

If the temporary appointment is to a position comparable to one covered by an existing collective bargaining agreement (“CBA”), the appointment will be consistent with the respective CBA, excluding provisions referencing time periods.

If the temporary appointment is not to a position comparable to one covered by a CBA, then the appointment will be consistent with those provided pursuant to the Board policy for Administrative Staff (Unrepresented), excluding those provisions referencing both time periods outside the specific term of the temporary appointment and tuition assistance, and other exclusions in the applicable Board resolution.

The appointing resolution of the Board of Trustees will establish the term of employment, set the salary of the position for the period of employment, and shall impose any additional conditions of employment as may be required at the time of appointment.

All compensation and benefits of a temporary full-time appointment shall cease on the expiration or termination of such appointment.

The College may issue a subsequent temporary appointment if the President recommends such appointment based on the continued need for the position. In the event the temporary appointee receives a consecutive appointment (temporary or regular), with such consecutive appointment to commence within three months or less from the prior appointment, the President may, in the President's sole discretion: (1) agree to provide the appointee health insurance coverage participation during such interim period between appointments, and (2) permit the appointee to carry forward a maximum of ten accrued sick leave days and five accrued vacation leave days.

Grant-Supported Staff Positions

A grant-supported full-time appointment is an appointment to a professional staff position created to perform grant-related activities as provided by the terms of such grant. Such an appointment shall be made by the Board of Trustees upon the recommendation of the President.

If the grant-supported appointment is to a position comparable to one covered by an existing CBA, then the benefits provided together with conditions of employment will be consistent with the respective CBA, excluding those provisions referencing time periods outside the specific term of the grant-supported appointment.

If the grant-supported appointment is not comparable to a position covered by a CBA then the benefits provided together with conditions of employment will be consistent with those provided pursuant to the Board Policy for Administrative Staff (Unrepresented), excluding those provisions referencing both time periods outside the specific term of the grant-supported appointment and tuition assistance, and other exclusions in the applicable Board resolution.

The appointing resolution of the Board of Trustees will establish the term of employment, set the salary of the position for the period of employment, and shall impose any additional conditions of employment as may be required at the time of

appointment.

The College may renew an appointment dependent upon the recommendation of the President if there is: (1) continuation of grant fund support, and (2) continued need for the position. In the event the grant-supported appointee who is not covered by a CBA receives a consecutive appointment to the same grant supported position, the President may permit the appointee to carry forward up to a maximum of 90 days of accrued sick leave and up to a maximum of 10 vacation days, or more if the grant-supported appointee is a member of President's Council. If the grant-supported appointee is covered by a CBA, then the appointee's accruals shall be consistent with such CBA.

Staff - Temporary Assignment of Duties

An individual currently serving in a full-time professional staff position may, with the consent of such staff member, be assigned additional or out of title duties and responsibilities on a temporary basis. Such an assignment shall be made for a specific term of not more than twelve (12) months. A temporary assignment may be:

- 1) a full-time assignment of the duties and responsibilities of another professional staff position;
- 2) a part-time assignment of the duties and responsibilities of another professional staff position subject to partial release of duties from such staff member's full-time duties and responsibilities;
- 3) an assignment of a portion of the duties and responsibilities in addition to the full-time duties and responsibilities of such staff member.

A staff member accepting a temporary assignment shall continue to receive the base salary, benefits, and conditions of employment of the position to which such staff member was appointed. Additional conditions of employment and/or a temporary stipend during the assignment period shall be recommended by the President and determined by the Board of Trustees.

Faculty special assignments are handled as provided in the Agreement between the County of Schenectady the SUNY Schenectady County Community College and the Union of Faculty and Professionals ("UFP CBA").