

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:

Employment Coaching and Placement Program

Assists employees who are retrenched or who are perceived to be at high risk of retrenchment with resume preparation, testing, coaching and placement fees, and travel costs.

Program Guidelines

Objective

The Employment Coaching and Placement Program provides financial support for employment coaching, placement fees, and related expenses to employees whose employment has been terminated due to retrenchment, or who have been notified of retrenchment, or who are perceived to be at high risk of retrenchment. A maximum of \$3,500 may be awarded for a one-year period, depending on the employee's plan and availability of funds.

Eligibility

Employees whose employment has been terminated due to retrenchment.

Employees who have been notified of retrenchment.

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

The criteria for awarding funds, based on SUNY's employment status, has been prioritized as follows:

- Retrenched employees and employees notified of retrenchment over perceived high-risk employees.
- Employees with permanent or continuing appointments over employees with term appointments.
- Full-time employees over part-time employees.

Submission of a full career coaching and employment plan, including recognizable employment opportunities. If specialized coaching is on a short-term basis, it must lead to development of skills that would enhance employability.

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, equipment policy, and contacts.

1. Read the Application Instructions.
2. Fill out, print and sign the Application.
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

- Copy of retrenchment notice, or statement of reasons provided by the campus for perceived high risk of retrenchment.
- A full career coaching and employment plan described under Eligibility, documenting professional services, placement agencies, credentials of coaches or other evidence of professional competence. Either an official letter or a copy of the brochure from the coaching and placement agency or generally recognized professional entity with credentials from each person providing the coaching and placement services should be provided.
- 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. NYS/UUP Joint Labor-Management Committees' funds that have been awarded to the campus should not be included as a part of the campus's contribution.
- Provide expenditures to be incurred, including but not limited to the following:
 - Standard employment coaching and placement agency fees in the employee's geographic area.
 - Transportation expenses between home and the coaching agency's office or job interview.
 - Evaluation and testing instruments commonly used for career coaching.
 - Employment related books, expendable supplies, and software.
 - Professional resume preparation and reasonable mailing expenses associated with job a search.

Additional information may be requested by the Employment Committee.

Program Evaluation

A Program Evaluation must be submitted within 30 days of completing the project or activity. If the funded project or activity was completed at the time of the award, the evaluation must be completed within 30 days of the award notification. The Committee may postpone taking action on subsequent applications submitted by the award recipient until the Program Evaluation is received.