AUTHORIZATION POLICY FOR PERSONNEL TRANSACTIONS

Category: Human Resource Management	**Date Established**: 04/27/1994
Responsible Office: Human Resource Management Office	**Date Last Revised**: 06/29/2023
	Date Posted to Library: 04/01/2016

POLICY SUMMARY

This policy outlines the approval authorizations required for processing personnel transactions within SUNY Buffalo State.

POLICY

Policy Statement

All personnel transactions must be signed/authorized by the final approver (see Attachment).

The SUNY Board of Trustees has vested authority in the chief administrative officer (president) to authorize particular appointments. Where permitted, the president may delegate authority to vice presidents and deans to improve operational efficiency.

Background

SUNY Buffalo State executes personnel transactions which obligate college resources. A sound internal control environment requires that only authorized individuals approve transactions. Internal controls help to ensure that transactions are valid, appropriate, and executed in accordance with SUNY and college policies and contractual agreements.

Applicability

This policy applies to all New York State employees.

Definitions

Approval Authority – Permission to approve transactions for execution. This approval attests to the accuracy, validity, and appropriateness of the transaction within the college's program objectives and budgetary authorizations. Transaction approval may be performed electronically or manually with a handwritten signature.

Internal Control – The integration of the activities, plans, attitudes, policies, and efforts of the people of a department working together to provide reasonable assurance that the department will achieve its mission.

Responsibility

Approver
- Ensure you have the authority to approve the transaction.
- Verify the transaction conforms to SUNY and college policies and contractual agreements.
- Confirm that funds have been allocated.

- Ensure that there is no real or apparent conflict of interest on your part or on the part of any other individual involved in the transaction. If there is, resolve it prior to approving the transaction.

Vice Presidents and Deans
- Responsible for overall operations of their units.
- Delegate approval authority as necessary and appropriate. If a delegate is assigned, maintain a written delegation plan documenting the name and signature of the approver and the scope of delegation.

President

- Delegate approval authority as necessary and appropriate. If a delegate is assigned, maintain a written delegation plan documenting the name and signature of the approver and the scope of delegation.
- Notify or obtain approval from the Chancellor for personnel transactions as required by the SUNY Board of Trustees Policies.

Procedure

See attached document on pages 3 and 4: SUNY Buffalo State Signature Policy chart (September 2022)

RELATED INFORMATION

Documents and Forms:

SUNY Buffalo State Personnel Forms

Related Links:

SUNY Policies of the Board of Trustees

CONTACT INFORMATION

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REVISION HISTORY

Date of change: 06/29/2023
Brief description of edit: Revision to signature policy (attachment)

Date of change: 09/12/2022
Brief description of edit: Revision to signature policy (attachment)

Date of change: 09/11/2019
Brief description of edit: Revision to signature policy (attachment)

Date of change: 03/27/2015
Brief description of edit: Adapted to a standard template.

Date of change: 04/13/2017
Brief description of edit: Update to hyperlink

APPROVAL

Approved prior to 2016

SUNY Buffalo State Signature
Policy
(Revised September 2022)

ACTION / FORMS	SPECIFICS	FINAL APPROVAL*
MANAGEMENT / CONFIDENTIAL		
All	Any M/C personnel transaction (appointments, leaves, separations, salary increases, extra service, recruitment plan, etc.)	President
POSITION MANAGEMENT EMERGING NEEDS CHANGE FORM		
	Faculty Professionals Classified	President
RECRUITMENT PLAN		
	Faculty Professional	Provost / VP
APPOINTMENTS		
Professionals and Faculty (full-time only)	Continuing/Permanent, Promotions, Chair Designations Appendix A 5-year term renewals Concurrent faculty appointments for administrators	President
	New Appointment Renewal of Term Extension of Temporary	Provost / VP
Faculty (part-time only)	New Appointment Renewal of Term Extension of Temporary	Deans
Classified Staff	New Appointment, Extension of Temporary	Provost / VP
Graduate Assistants	New Appointment, Extension of Temporary	Dean or VP
LEAVES		
	Sick Leave, Maternity / Child Care, Sabbatical	Provost / VP
	Administrative / Title F	President
EXTRA SERVICE		
	Extra Service at BSC Extra Service at another State agency (UP-6 or UP-8 required) Dual Employment (part-time professionals)	Provost / VP
	Dual Employment (part-time faculty)	Deans

(continued)

ACTION / FORMS	SPECIFICS	FINAL APPROVAL*
SEPARATIONS		
Non-Renewal/Expiration of Term	Part-Time Faculty	Deans
	Professionals and Full-Time Faculty except when employee is up for Continuing or Permanent appointment	Provost / VP
	Professionals and Full-Time Faculty when employee is up for Continuing or Permanent appointment	President
Resignation, Retirement, Termination	Professionals and Full-Time Faculty Classified Staff	Provost / VP
	Part-Time Faculty Graduate	Deans
MISCELLANEOUS		
	Also Receives of 20% Prior Service Credit Salary increase over 10%	President
	Also Receives less than 20% Salary increase less than 10% Other changes (line number, local title, FTE, pay mode, obligation, etc.)	Provost / VP
	Summer Session appointments	Deans

*Exceptions: The President will approve transactions regarding employment of <u>direct reports</u> to Provost /VP. When a Provost/VP has announced their resignation or retirement, authority for approving personnel actions will revert to the President.