

**NYS
& CSEA
Partnership**
for Education and Training



QUALITY OF WORK LIFE GRANTS PROGRAM

2007-2011 Applicant Guidelines



Gary Johnson, Director
NYS Governor's Office of
Employee Relations



David A. Paterson
Governor
New York State

CSEA

Danny Donahue, President
CSEA, Local 1000
AFSCME, AFL-CIO





Gary Johnson
Director
NYS Governor's Office of
Employee Relations

Danny Donohue
President
CSEA, Inc.

These guidelines explain to CSEA and management representatives of New York State agencies and facilities how to participate in the *Quality of Work Life Grants Program*.

We recognize that employee well-being and satisfaction is a vital part of the state's ability to deliver high quality services to the public. We also recognize that many workplace needs and concerns can most effectively be addressed through the leadership and cooperation of labor and management working together.

The *Quality of Work Life Grants Program* is intended to help provide resources for joint initiatives to improve employee satisfaction and service delivery. Through your leadership, successful grant initiatives can help build trust and strengthen a willingness to work together on a day-to-day basis.

The *Quality of Work Life Grants Program* offers exciting opportunities. We urge you to become familiar with the program and, above all, to take part. We look forward to the results of your joint efforts.

**NYS
& CSEA
Partnership
for Education and Training**

TABLE OF CONTENTS

Background

3

Quality of Work Life Grant Categories

3

- Break/Lunch Room Improvement
- Employee Recognition
- Wellness and Health Education
- Working Conditions
- Special Projects

Funding Limits

4

General Guidelines

5

Submission and Review of Applications

6

Partnership Field Associate Contact Information

6

Payment of Quality of Work Life Grant Funds

7

Grant Purchasing Guidelines

8

QWL Grant Application Form

The *Quality of Work Life (QWL) Grants Program* was established by New York State and CSEA through the collective bargaining agreements for the purpose of improving the working conditions and quality of life for CSEA-represented New York State employees. This program pro-

vides funding for proposals jointly developed by agency/facility labor-management committees. To receive grant funds, labor-management committees must demonstrate active cooperation in addressing worksite issues. Since the program's inception in 1986, thousands of grant propos-

als have been funded. Among them are proposals for the purchase of equipment for break/lunch rooms, employee recognition programs, health and wellness projects, and improvement of working conditions.

QWL GRANT CATEGORIES

Break/Lunch Room Improvement

In some state facilities, dining halls or restaurants are located too far away to be convenient for employees with limited time for lunch and breaks. Some facilities lack sufficient break or lunch areas where employees can eat lunch or take brief rests. The purpose of this grant category is to help improve these areas.

Grant funds are available to purchase furniture and equipment such as tables, chairs, toaster ovens, microwave ovens, refrigerators, and coffeemakers. Generally, funds are not available to purchase equipment for worksites with five or fewer employees unless reasonable justification is provided. Funding requests will be considered to replace equipment purchased with grant funds four or more years ago. See page 8 for break/lunch room purchasing guidelines. **Grant funds are not available to purchase lockers, carpet, upholstered furniture, televisions, VCRs/DVDs, radios, food service utensils, stoves/ranges, smoke ventilators, and cabinets.**

Employee Recognition

Employee Recognition programs are an important way for labor-management committees to acknowledge and reward individual and team efforts that enhance labor-management cooperation, quality of services, and employee morale. Recognition reinforces individual and group motivation to achieve and take responsibility, and contributes to work improvements, which leads to a more positive work atmosphere.

Agency or facility labor-management committees may apply for grants to develop recognition programs or complement existing ones. Employee Recognition programs can be based on length of service (minimum of 10 years) or sustained or exceptional one-time performance or achievement. Recognition can focus on efforts that have improved labor-management cooperation, safety and health, quality of work life, or service delivery. Funds may be used to purchase plaques, certificates, pins, shirts, hats, clocks, dinner fees for awardees, and to cover a meal for one outside

guest speaker, one CSEA representative, and one management representative per event.

Funds are to be used exclusively for CSEA-represented honorees. See page 8 for employee recognition criteria. **Funds cannot be used to purchase alcohol, gift certificates, savings bonds, or to make cash or cash equivalent awards. Funds are not available to support events in which the entire workforce is recognized (e.g., employee picnics).**



QWL GRANT CATEGORIES

Wellness and Health Education

Wellness and Health Education programs teach life-enhancing techniques, help reduce the effects of stress, and promote lifestyles that contribute to good health. These programs may lead to fewer illnesses, less absenteeism in the workplace, and lower healthcare costs. Additionally, Wellness and Health Education programs can have a positive effect on job performance, productivity, and morale.

Grants are available to support a wide variety of programs such as stress management, nutrition, health and fitness, and heart disease prevention and control. For Wellness and Health Education programs, employees must make at least a 10% contribution towards the program cost. Local

labor-management committees should take this into consideration when developing their applications. **Funds are not available to purchase exercise equipment, health club memberships, or weight reduction classes.**

Grants are also available to cover the initial costs of training and certification for first aid/CPR. Funding is not intended to provide ongoing recertification courses. Employees are **not required** to make a 10% contribution for this training.

Working Conditions

This grant category helps labor-management committees address issues related to internal or external environmental working conditions of CSEA-represented employees. Proposals for

equipment purchased with grant funds should be aimed at improving physical working conditions at worksites. Some examples of equipment that may be approved for purchase include heaters, fans, ice makers, and air conditioners. Funds are not available to purchase central air conditioning or make capital improvements to a work site.

Special Projects

The Partnership is willing to consider requests that are of a unique and innovative nature. Labor and management representatives are strongly encouraged to discuss their grant proposal with their respective Partnership field associate before submitting a formal application in this category.

FUNDING LIMITS

State agency and facility worksites are eligible to receive a QWL grant up to \$3,000 per grant category each fiscal year.

If approved, grant applications requesting more than \$1,000 will

be funded at the 90% level. A 10% financial contribution by the agency/facility (in addition to any in-kind contributions the applicant may provide to implement the grant project) is required. *CSEA policy does not permit the*

use of rebated funds for the 10 percent financial contribution. Grant applications approved for less than \$1,000 will be funded at the 100% level.



The following guidelines apply to all categories offered through the QWL Grants Program:

- Grant applications must be co-signed by the CSEA local president **and** a management representative. The management representative must be a human resources manager, facility director, or equivalent.
- Labor and management representatives are strongly encouraged to discuss their grant proposal with their respective Partnership field associate (see page 6) **before** submitting a formal application.
- Grant funds are for the exclusive benefit of CSEA-represented New York State employees.
- Equipment purchased with grant funds is the property of the Partnership and will be labeled as such. The Partnership will provide inventory tags and an inventory report form. Inventory tags should be placed prominently on the equipment to promote the cooperative efforts of local labor-management. Completed inventory report forms must be returned to the Partnership before additional grant requests will be considered.
- Any changes to the project, as described in the approved grant application, must be made in writing to the Partnership prior to the purchase. In most cases, a new application will be required. Changes will be reviewed by the Partnership and a response will be generated either approving or disapproving the change.

No purchases can be made prior to the receipt of written approval.

- Local CSEA and management representatives are responsible for the security, maintenance, repair, and/or replacement of equipment purchased with grant funds. Some local labor-management committees have established a “sunshine” fund to prepare for this eventuality. Warranties on purchased equipment should be carefully read and kept on file for future reference.
- Grant funds are subject to New York State Procurement Law, Guidelines, and Procedures; the provisions of the State Finance Law; the State Comptroller’s Rules and Regulations governing purchases and the expenditure of State funds; and the internal control system of each agency.
- Use the grant application form, located in the back of this booklet, to apply for all grants. The form can be reproduced for future use. The form is also available on the Partnership’s website at www.nyscseapartnership.org. **Proposals must follow the application format and all items must be completed or the application will be returned.**
- Local labor-management committees are encouraged to publicize grant projects in their agency, facility, and/or CSEA local newsletters.
- Projects may be reviewed by

Partnership staff through on-site visits to verify data, progress, project completion, and equipment inventory.

- Failure to comply with program guidelines (project evaluations, equipment inventory reports, etc.) may affect consideration of any future grant applications.
- Grants are considered seed money to assist state agencies/facilities with start-up projects. The grants program is not designed to be a source of funding for ongoing projects.



SUBMISSION AND REVIEW OF APPLICATIONS

1. Prospective applicants are strongly encouraged to discuss their grant proposal with their respective Partnership field associate (see below) **before** submitting a formal application. Additionally, applicants should make sure their agency/facility fiscal officer or CSEA local treasurer has reviewed the grant application and is aware of the purchasing guidelines established for the QWL Grants Program as explained on page 8.
2. Complete and forward applications to the appropriate field associate at the address provided below. The field associate will acknowledge the receipt of the application. The applicant may be contacted to clarify and verify submitted information or to provide additional information, if required.
3. Once the application is considered complete by the field associate, it will be forwarded to the QWL Grants Review Committee for decision.
4. When reviewing applications, the Committee will consider a number of factors including:
 - reasonableness of the proposal's cost
 - documentation of need
 - number of CSEA-represented New York State employees the proposed grant will benefit
 - level of labor and management contribution to the overall proposal
5. Once a decision is made by the QWL Grants Review Committee, a letter will be sent to the CSEA local president and management signatories. A copy of the letter will also be sent to the agency/facility fiscal officer or CSEA local treasurer.



PARTNERSHIP FIELD ASSOCIATE CONTACT INFORMATION

For more information or assistance with the QWL Grants Program, contact the Partnership field associate for your CSEA Region:

CSEA Long Island Region 1 and CSEA Metropolitan Region 2:

Zoranda Wilson
PO Box 220271
Rosedale, NY 11422
Phone and Fax Number: (718) 712-5776
wilsonz@nyscseapartnership.org

CSEA Southern Region 3 and CSEA Capital Region 4:

Timothy Gerard
289 Cole Hill Road
East Berne, NY 12059
Phone and Fax Number: (518) 872-1106
gerardt@nyscseapartnership.org

CSEA Central Region 5 and CSEA Western Region 6:

Mark Houck
119 Falls View Drive
Montour Falls, NY 14865
Phone and Fax Number: (607) 535-7382
houckm@nyscseapartnership.org

PAYMENT OF QUALITY OF WORK LIFE GRANT FUNDS

If the grant application is approved, a letter will be sent to the CSEA local president and management signatories on the application. The authorized agency/facility fiscal officer will also receive a copy of the approval letter along with a **Journal Transfer/Revenue Transfer (AC 22)** form and instructions for completing it. Agencies/facilities are required to first make purchases with funds from their own operating budgets and then submit the Journal Transfer/Revenue Transfer form for reimbursement. Applicants are encouraged to work closely with their

purchasing office throughout the grant application process and to accurately identify the responsible agency/facility fiscal officer on their application form.

In extenuating circumstances, CSEA locals may request permission to make purchases from their local treasuries and request reimbursement via a **State of New York Quick Pay Voucher (AC 3031)**. Locals are strongly encouraged to discuss this reimbursement method with their respective Partnership field associate before incurring any financial liability.

Once all items are purchased by the agency/facility, the completed Journal Transfer/Revenue Transfer form must be submitted to the Partnership with proof of payment. Information about payment process will be provided to the authorized agency/facility fiscal officer if the grant is approved. If the CSEA local made the purchases, a completed Quick Pay Voucher must be submitted to the Partnership with proof of payment. Information about the payment process will be provided to the CSEA local treasurer.



GRANT PURCHASING GUIDELINES

All purchases must be completed within 90 days from the date of the approval letter OR before the end of the New York State fiscal year in which the grant was awarded, whichever comes first, or the grant will be withdrawn.

Break/Lunch Room Equipment

Coffeemakers, microwave ovens, refrigerators (number of employees vs. size of equipment)

No. of Employees	Coffeemakers	Microwave Ovens	Refrigerators
1-10	Household 1 burner	1.4 cubic feet maximum	Up to 4.9 cubic feet maximum
11-20	Commercial 1-3 burners	1.4 cubic feet maximum	Up to 15.7 cubic feet maximum
21-30	Commercial 1-3 burners	1.4 cubic feet maximum	Up to 18.2 cubic feet maximum
30+	Commercial 1-3 burners	1.4 cubic feet maximum	Up to 20.5 cubic feet maximum

** For worksites with more than 30 employees, two 1.4 cubic foot microwave ovens will be considered if adequate justification is provided.*

Employee Recognition

Meals	
Breakfast:	\$5 maximum per person
Lunch:	\$10 maximum per person
Dinner:	\$25 maximum per person

Non-Monetary Awards (Maximum amount per person for purchase of item)

Years of Service:		Achievement:	
10 Years:	\$35	Employee of the Month:	\$15
15 Years:	\$40	Employee of the Year:	\$30
20 Years:	\$45	Other:	\$25
25 Years:	\$50		
30 Years:	\$60		
35+ Years:	\$75		



QUALITY OF WORK LIFE GRANTS APPLICATION FORM

(Please type or print.)

Please complete all four pages of this application form. If you have questions about any of the information requested, please call the appropriate field associate in your CSEA Region (see page 6). Forward completed applications to the field associate. **Incomplete applications will be returned.**

Grant Category (please check one):

- Break/Lunch Room Improvement
- Employee Recognition
- Wellness and Health Education
- Working Conditions
- Special Projects

Applicant Agency Name: _____

Applicant Facility Name: _____

Address: _____

CSEA Region: _____ CSEA Local #: _____

Please provide the total number of CSEA-represented New York State employees, by individual bargaining unit, who will benefit directly from this grant project:

ASU _____ ISU _____ OSU _____ DMNA _____

Briefly describe the employee and organizational needs to be addressed by this grant proposal including how you expect this project will benefit both your CSEA-represented NYS employees and your agency/facility (use additional page if necessary):

Briefly indicate how your needs were assessed. Please cite examples (use additional page if necessary):

(This form may be duplicated.)

QUALITY OF WORK LIFE GRANTS APPLICATION FORM

Sample of "For Equipment Purchases Only" chart

Equipment Item to be Purchased	Size	Cost	Location of Equipment at Worksite	No. of CSEA-represented employees who will access the equipment
microwave	1.4 cu. ft.	\$92	Chautauqua Hall break room	11
microwave	1.4 cu. ft.	\$92	Maytum Hall break room	22
microwave	1.4 cu. ft.	\$92	McEwen Hall break room	26
refrigerator	15.7 cu. ft.	\$340	Chautauqua Hall break room	1
refrigerator	18.2 cu. ft.	\$389	Maytum Hall break room	22
refrigerator	20.5 cu. ft.	\$478	McEwen Hall break room	26
Total cost of items:		\$1,483		
10% agency/facility contribution (if over \$1,000):		\$148		
Total grant request:		\$1,335		

Budget:

Please present an itemized budget that details the costs associated with this grant proposal. You must be specific. Refer to page 4 for funding limits. Please include any shipping/handling or delivery costs, if applicable.

When requesting break/lunch room equipment, your request must reflect State contract prices or less. The contracts are formulated for a specific period of time and identify pricing available to the State for specific goods and services. Please visit the Office of General Services' website at www.ogs.state.ny.us/purchase/SearchBrowse.asp for contract information or contact your agency/facility fiscal officer. In addition, requests for break/lunch room equipment and employee recognition programs must meet the criteria outlined on pages 3 and 8.

This page is intentionally left blank.
It does not need to be copied or submitted.

This page is intentionally left blank.
It does not need to be copied or submitted.

QUALITY OF WORK LIFE GRANTS APPLICATION FORM

If approved, please indicate whether your agency/facility or CSEA local will be making the purchases for your grant:

Agency/Facility

CSEA Local

Authorized agency/facility fiscal officer or CSEA local treasurer responsible for making the purchase(s) and/or processing the documentation for reimbursement relative to this grant:

Name: _____

Title: _____

Work Address: _____

Phone Number: (____) _____ Fax Number: (____) _____

Email Address: _____

NOTE: Before you submit the grant application, please make sure your agency/facility fiscal officer or CSEA local treasurer has reviewed your grant application, is aware of the purchasing guidelines established for the QWL Grants Program as provided on page 8, and has the authority to process the voucher for payment.

CSEA Local President:

Name (please print): Mr./Ms.

Management Representative:

Name (please print): Mr./Ms.

Title: _____

Preferred Address:

Work Address:

Phone: (____) _____

Phone: (____) _____

Fax: (____) _____

Fax: (____) _____

Email: _____

Email: _____

We certify that all information contained in this application is accurate and complete to the best of our knowledge. We have jointly collaborated in the assessment and development of this request and will continue to be involved in all aspects of the application.

Signature: _____

Signature: _____

Date: _____

Date: _____

This page is intentionally left blank.
It does not need to be copied or submitted.



Visit: www.nyscseapartnership.org

The New York State & CSEA Partnership for Education and Training does not discriminate on the basis of race, color, national origin, gender, religion, age, disability, or sexual orientation in employment, admission, or access to its programs or activities. Reasonable accommodation will be provided on request.

April 2008



Corporate Plaza East – Suite 502
240 Washington Avenue Extension
Albany, New York 12203
1-800-253-4332
www.nyscseapartnership.org

*Printed by NYS Department of Taxation & Finance
CSEA-represented employees.*

*In an effort to reduce the costs of printing and
mailing, please notify the Partnership if you wish to
be deleted from our mailing list or if your address
has changed.*