



**Governor's Office of  
Employee Relations**



## **Quality of Work Life Grants Pilot Program**

For PEF-represented Employees

Pursuant to Article 14

2016-2019 PS&T Unit Agreement

### **Program Guidelines**

for

January 1, 2018 through December 31, 2019

## A. Program Description

The Quality of Work Life (QWL) Grants Pilot Program (hereafter QWL Program) is designed to give PEF leaders and management representatives the opportunity to work together to help improve break/lunch areas by supporting the purchase of certain kitchen appliances at agencies or facilities that do not have equipment that is in good working order or otherwise sufficient to meet employee needs.

The QWL Program is a reimbursement program. After a grant is approved, items must be purchased by the agency/facility using agency/facility funds. When the approved items have been purchased, and all required documentation has been submitted, the agency/facility will be reimbursed by the Governor's Office of Employee Relations (GOER) using funds appropriated pursuant to Article 14 of the 2016-19 State/PEF collective bargaining agreement.

## B. Funding and Oversight

As stated above, funding for the QWL Program is provided through Article 14 of the 2016-19 State/PEF collective bargaining agreement. Article 14 establishes a Professional Development and Quality of Working Life Coordinating Committee (PDQWLCC) to undertake professional development and/or quality or working life initiatives. The PDQWLCC has adopted these program guidelines and monitors the administration of this program. Any disputes arising from this program shall be subject to final and binding review and determination by the PDQWLCC.

## C. Program Limitations

The size of the appliances available under this program is determined by the number of PEF-represented employees who will benefit from the purchase of the appliance for a particular location. See table below for details.

| Size of Break/Lunch Room Equipment Allowed Based on Number of Employees |   |  |                     |
|---|---|--|---------------------|
| Number of Employees   | Coffeemaker Size  | Microwave Quantity and Size                        | Refrigerator Size   |
| 1-4   | Household grade with one burner or single-serve, e.g., Keurig | One microwave no larger than 2.0 cubic feet        | 4.9 cubic feet max  |
| 5-10  |   |  | 10.7 cubic feet max |
| 11-20   | Commercial grade with up to three burners                     |  | 15.7 cubic feet max |
| 21-30   |   |  | 18.2 cubic feet max |
| More than 30  |   | Up to two microwaves no larger than 2.0 cubic feet | 20.5 cubic feet max |

The maximum funding available, per calendar year, to any PEF Division under this QWL Program is \$1,000. The Division must be in good standing with PEF for the application to be approved.

#### **D. Application and Reimbursement**

As stated in Section A, grant approval must be received PRIOR to purchase of the item(s) in question in order for reimbursement to be processed.

To request approval for the purchase of covered appliances a completed application form must be submitted by the PEF Council Leader to Jessica Carpenter, PEF Organizing Secretary, at [JCarpenter@pef.org](mailto:JCarpenter@pef.org) or fax to (518)785-1814.

A complete application includes:

- Fully completed application form.
- Two price quotes from vendors for items under \$500 and three price quotes from vendors for items over \$500 or sole source justification. See Appendix A for sample quotes.
- Apply for full retail value since a sale price may not be available at time of purchase.
- Total cost must include shipping costs, as applicable. Totals cost should not include sales tax since New York State is tax exempt.
- Signature by BOTH the PEF Council Leader and a management representative (agency or facility HR Director or designee)

All applications must be complete before they will be reviewed. The application form is available at [www.pef.org](http://www.pef.org).

GOER will provide the agency/facility fiscal officer identified in the application packet a copy of the grant approval letter and a General Ledger Journal Entry (Form AC 22-S).

Reimbursement will occur through a funding expense transfer via General Ledger Journal Entry. In order to receive reimbursement, the agency/facility must submit all of the following items to Jillisa Morehouse at [jillisa.morehouse@goer.ny.gov](mailto:jillisa.morehouse@goer.ny.gov).

- General Ledger Journal Entry (Form AC 22-S) with Fiscal Officer's signature
- Final Invoice from vendor
- Proof of payment
- Proof of receipt of item(s)
- Any other documentation specified in the grant approval letter

Agencies/facilities that are unable to provide required documentation may have their grant approval withdrawn.

## **E. Expenses Not Covered**

This policy cannot be used to authorize the reimbursement of employees for prior personal expenditures for common use microwave ovens, refrigerators or coffee makers. Additionally, costs and fees not reimbursed by this program include, but are not limited to:

- purchase of coffee, tea, water (including water coolers) food, condiments or other goods, such as plates, cups, napkins, and other paper products
- purchase entertainment items or equipment (for example: televisions, radios, movies, and DVD players)
- make capital improvements (for example: lockers, cabinets, stoves/ranges)

## **F. Equipment Management**

An inventory tag showing the grant number and grant approval date shall be affixed to all appliances for which the cost of purchase is reimbursed under this program. In keeping with the labor/management nature of this program, it is expected that local managers and local PEF representatives will collaborate to ensure that any equipment funded under this program is kept clean and in good working order. Local managers retain discretion to remove any equipment that is deemed to present a safety hazard (e.g., fire hazard). Where managers make such a determination, they should notify local PEF Division leadership prior to removal of the equipment causing the safety concern.

## **G. Security and Maintenance**

PEF leaders and management representatives are responsible for the security, maintenance, repair, and/or replacement of equipment purchased with grant funds. Manufacturer warranties on purchased equipment should be kept on file for future reference.

## **H. Questions**

### **General Questions**

For additional information about the program or to arrange a meeting to discuss your proposal, contact your local field representative. If you need your field representative's contact information please call (518)785-1900 extension 425 or the information is available at [www.pef.org](http://www.pef.org).

### **Reimbursement Questions**

For any questions about the reimbursement process contact: Jillisa Morehouse at 518-473-8375 or [jillisa.morehouse@goer.ny.gov](mailto:jillisa.morehouse@goer.ny.gov).

## Appendix A

### Shopping Cart Sample

#### Vendor A



Brand A 1.6 Cu. Ft. Countertop Microwave

Qty 1 ▼

Was \$134.99 Save \$19.39

**\$115.60**

SHIPPING | PICKUP



Brand A Model K425 Coffee Maker

Qty 1 ▼

Was \$139.00 Save \$9.01

**\$129.99**

2-DAY SHIPPING | PICKUP

#### Vendor B



Brand B 1.6 Cu. Ft. Countertop Microwave

**\$199.89**

1 ±

Gift options not available. [Learn more](#)

[Delete](#) | [Save for later](#)



Brand B Model K425 Coffee Maker

**\$134.99**

1 ±

Gift options not available. [Learn more](#)

[Delete](#) | [Save for later](#)

Based on the two shopping carts above, since the total cost for Vendor A (\$134.99 plus \$139.00) is less than the total cost for Vendor B (\$199.89 plus \$134.99), you would apply for the microwave and coffee maker at the prices provided by Vendor A plus any shipping costs.

Reminder: Quotes provided must be from different companies and comparable (same size/cubic feet). Apply for full retail value since the listed sale price may not be available at the time of purchase.