



**Office of
Employee Relations**



Quality of Work Life Grants Pilot Program

For PBANYS-represented Employees

Pursuant to Article 25

2019 - 2023 State/PBANYS Agreement

Program Guidelines

For

December 1, 2022 through December 31, 2023

A. Program Description

The State/PBANYS Quality of Work Life (QWL) Grants Pilot Program (hereafter QWL Program) is designed to give local union leaders and management representatives the opportunity to work together to help improve Kitchen/Break Room areas or obtain/upgrade exercise equipment by supporting the purchase of related items 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 Office of Employee Relations (OER) using funds appropriated pursuant to Article 25 of the 2019-23 State/PBANYS collective bargaining agreement.

B. Funding and Oversight

As stated above, funding for the QWL Program is provided through Article 25 of the 2019-23 State/PBANYS collective bargaining agreement. Any disputes arising from this program shall be subject to final and binding review and determination by the Joint State/PBANYS Labor/Management Committee (JLMC).

C. Program Limitations

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

Size of Kitchen/Break 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		20.5 cubic feet max	
		Up to two microwaves no larger than 2.0 cubic feet	

The maximum funding available for Kitchen/Break Room improvements, per calendar year, to any work location under this QWL Program is \$1,000.

With respect to exercise/fitness equipment, the QWL Program will not typically support more than \$2,500 in reimbursement per calendar year for any single work location. The JLMC can consider and authorize requests in excess of this amount where the labor/management team requesting the grant makes a compelling case that the normal spending limit will not meet employee needs. Typical items purchased under this program include treadmills, weight benches, elliptical machines, Stationary bikes, and universal gym machines.

The JLMC will also consider grant requests for other items that improve the quality of working life at any given work location. Such items include, but are not limited to, air conditioning/purifier units or gas grills. Typically grant funding for such items would not exceed \$500/year for any single work location but the JLMC will consider requests in excess of that amount based on demonstrated need.

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 items a completed application form must be submitted by the PBANYS Association Director to QWL@pbanys.org.

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 PBANYS Association Director 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 pbanys.org/qwl. PBANYS will review the completed application and, if it meets program guidelines, forward the application packet to OER for review and processing.

If OER also approves, OER 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 Ashlee.Matteo@oer.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

All approved purchases and required documentation must be completed and submitted to OER within 90 days from the date of the approval letter. If the required documents are not received within 90 days from the purchase date, the grant may be 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)
- repair of equipment
- exercise clothing

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 PBANYS delegates 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 PBANYS Association Director prior to removal of the equipment causing the safety concern.

G. Security and Maintenance

PBANYS delegates and management representatives are jointly 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, please contact QWL@pbanys.org.

Reimbursement Questions

For any questions about the reimbursement process contact: Ashlee Matteo at 518-473-7233 or Ashlee.Matteo@oer.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](#)

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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.