



**Office of
Employee Relations**



Quality of Work Life Grants Pilot Program

For PBANYS-represented Employees Pursuant to Article 25

2023 - 2026 State/PBANYS Agreement

Program Guidelines

for

April 1, 2024 through December 31, 2025

A. Program Description

The New York State (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/breakroom 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 2023-26 State/PBANYS collective bargaining agreement.

B. Funding and Oversight

As stated above, funding for the QWL Program is provided through Article 25 of the 2023-2026 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 Joint Labor/Management Committee (JLMC).

C. Program Limitations

The size of the appliances available for Kitchen/Breakroom 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 Breakroom or Lunchroom 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	Household grade with one burner or single serve, e.g., Keurig	One microwave no larger than 2.0 cubic feet	10.7 cubic feet max
11-20	Commercial grade with up to three burners	One microwave no larger than 2.0 cubic feet	15.7 cubic feet max
21-30	Commercial grade with up to three burners	One microwave no larger than 2.0 cubic feet	18.2 cubic feet max
More than 30	Commercial grade with up to three burners	Up to two microwaves no larger than 2.0 cubic feet	20.5 cubic feet max

The maximum funding available for kitchen/breakroom improvements, per calendar year, to any work location under this QWL Program is \$1,250. If the total amount requested exceeds the maximum, PBANYS will either submit a written approval of the overage along with the application to OER, or work with the requesting entity to reduce the request below the maximum.

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 work-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) requested 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 pbaadmin@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 applicants, including 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 CNA_Admin@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).

Important considerations prior to purchasing approved items include:

- 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.
- Employees should not purchase any items with their own personal funds or with a union credit card. Purchases must be made through the State agency.
- The Account Code is the account coding that was used to make the purchase. This code should be 56030 Acquisition – Appliances because this purchase is for equipment.
- Only up to the Maximum Approved Amount of each item will be reimbursed. Overages should not be calculated into the total amount spent on the General Ledger form.
- Additional questions about how to complete the AC 22-S General Ledger Journal Entry Form should be directed to your agency's finance department.

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 pbaadmin@pbanys.org.

Reimbursement Related Questions

Please send questions about how to complete the General Ledger form to your Agency's finance department. OER cannot assist agencies with completing their General Ledger form. For other reimbursement-related questions that are not answered in the QWL Grant Approval Letter or approval email, contact the OER Administrative team at CNA_Admin@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](#)

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Brand B Model K425 Coffee Maker

\$134.99

1

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

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For example, 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). Therefore, 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.