

TO: Directors of Human Resources  
Chief Academic Affairs Officers

FROM: Esdras Tulier *ET*

DATE: May 7, 2015

SUBJECT: Multiple Position Policy and Summer Salary

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This serves as guidance concerning summer compensation to full-time faculty members under the Multiple Position Policy (the "Policy"). Academic administrators have an important role in assuring that the compensated summer activities of faculty members are within the parameters of the Policy, and also in providing timely and accurate documentation to campus human resources for review and processing.

Except as noted in #1 below, compensated activities over the summer must be aggregated to ensure that payment does not exceed one-ninth of the person's annual salary in any month (June – August). Moreover, as provided by the Policy:

Compensation for CUNY summer activities from the University and related entities, such as the Research Foundation and the college foundations, shall not exceed a total for all such activities of three-ninths of the faculty member's full-time CUNY salary.

1) Teaching Only Assignments

In response to recent requests by some of the colleges, and in an effort to support robust summer sessions for students, we consulted with the Office of the State Comptroller and obtained their concurrence with the following: **beginning Summer 2015, faculty compensated exclusively for teaching assignments scheduled within a particular month (June, July, August), may exceed the one-ninth (1/9<sup>th</sup>) limit, but may not exceed the three-ninths (3/9<sup>th</sup>) limit for the entire summer.** A faculty member teaching a course over the summer is compensated at the applicable hourly rate times the number of hours. Please note in your submission to Payroll SOS, that the faculty member's **only** compensated activity is teaching.

2) Non-Teaching Assignments

A faculty member performing non-teaching work for the college is compensated for the hours worked supported by timesheets that reflect actual hours worked.

*Example:*

Professor at the 7-year salary step with a summer non-teaching assignment

3/9ths of annual salary (\$116,364) = \$ 38,788

Maximum Non-Teaching Adjunct Hourly Rate= \$ 64.83

Assignment Hours = 7 hours x 5 days x12 weeks = 420 hours

Maximum compensation for the summer = \$ 27,228

3) Summer Salaries for Department Chairpersons

In accordance with the collective bargaining agreement, department chairpersons are paid 1/9th of annual salary for every 120 hours of work as a chair during the summer. If the chair is assigned 120 hours in a particular month, the individual is presumed to devote 100% of effort to work as chair and is therefore not eligible for other assignment during that month. The compensation of summer chairs is limited to chairs or to surrogate chairs designated to cover the chair's duties when the chair is unavailable to perform chair duties.

- Summer chair compensation is not available to faculty serving as program coordinators or as other departmental administrators; such work is paid at the non-teaching adjunct hourly rate times the number of hours worked, upon submission of timesheets that reflect actual hours worked.

4) Grant Funded Activity

The faculty member drawing 3/9<sup>ths</sup> of annual salary from his/her grant is expected to devote 100% of time to the grant related activity and will not be eligible for any other assignment during the summer.

5) Tax-Levy Research Activity

The revised multiple position policy now allows for newly hired faculty members to receive up to 3/9<sup>ths</sup> of their annual salary from tax-levy funds for research activity for the first 3 summers; *i.e.*, a faculty member appointed in Fall 2014 will be eligible to receive tax levy funds for research during the summers of 2015, 2016 and 2017.

Work performed during the summer is to be paid during the summer and academic departments are urged to submit PAFs and timesheets in a timely manner to the appropriate office(s) on their campus.

Foundation Support

The Policy provides that a college foundation may pay faculty for research or additional work during the summer, in an amount that will cause the 3/9ths limitation to be exceeded under three conditions: (a) when such payment is consistent with the applicable college foundation's rules; (b) when the circumstances of such payment have been rigorously documented and justified; and (c) when such payment is approved by the Chancellor or the appropriate President. If the faculty member is also working on a grant administered by the Research Foundation, the faculty member must consult with the Research Foundation to ensure that the additional compensation does not violate the terms of the grant.

Thank you for your cooperation in implementing the Policy on your campus. Please contact me if you have any questions.

C: Interim Executive Vice Chancellor Julia Wrigley  
Vice Chancellor Gloriana B. Waters  
Chief Administrative Officers  
Labor Designees  
Payroll SOS