

**APPLICATION FOR MULTIPLE POSITION FOR NON-TEACHING INSTRUCTIONAL STAFF
HIGHER EDUCATION SERIES; COLLEGE LABORATORY TECHNICIAN SERIES;
RESEARCH ASSOCIATES AND RESEARCH ASSISTANTS**

This form is to be used by full-time Instructional Staff employees in the Higher Education Officer and College Laboratory Technician Series titles and by Research Associates and Research Assistants who seek to engage in teaching and/or non-teaching assignments at the college of full-time employment or in another CUNY college, in addition to their regular, full-time assignment.

- A multiple position is an assignment that is different from, and in addition to, the employee's regular full-time assignment.
- A continuation of the employee's normal work at the employee's college of full-time employment beyond the hours specified in the collective bargaining agreement is **not** a multiple position.
 - Questions on whether an additional assignment is different from the regular full-time assignment should be addressed to Human Resources.
 - In instances where the assignment is a continuation of an employee's regular full-time assignment, please refer to the HEO Compensatory Time Agreement and FLSA overtime regulations, as applicable.

Employment on a multiple position is limited to an average of three classroom contact hours per week for teaching assignments OR six hours per week for non-teaching assignments University-wide. Under special circumstances, the President may approve an additional teaching assignment of up to three classroom contact hours.

Employees shall be paid the appropriate contractual non-teaching adjunct rate for non-teaching assignments, the appropriate contractual hourly rate on the CLT, Senior CLT or Chief CLT Adjunct Schedule for work in said titles, or the appropriate teaching adjunct rate for teaching assignments and psychological counseling.

HEO series and CLT series employees and Research Assistants who are FLSA Non-Exempt and who work more than 40 hours due to their multiple position are eligible for overtime compensation (time and one half). The college where the multiple position is located and where the employee is working the hours over 40 is responsible for the payment of overtime.

No multiple position work may be undertaken during an employee's normal working hours. Article 15.4 (d) of the PSC-CUNY contract prohibits a split schedule which is defined as a schedule in which the hours are not consecutive except for meal periods. The HR Director's signature serves as verification and approval that any modification to the start and/or end time(s) of the employee's regular, full-time work schedule has been done in consultation with the employee's supervisor of the full-time position.

Multiple Position Assignment at the college of full-time employment:

Employees must submit this form to the Office of Human Resources at the college of full-time employment prior to commencing the multiple position assignment.

Multiple Position Assignment at another college of CUNY:

Employees considered for a multiple position assignment at a CUNY college other than at the college of full-time employment must give written notice (this form) to the Director of HR at the college where the multiple position assignment is located. The Office of Human Resources at the college where the multiple position assignment is located will forward this form to the HR Office at the college of full-time employment, prior to the employee commencing the assignment.

Employee's Full-time Position Information (to be completed by employee)

Name Contract Title

College of Full-time Employment

Supervisor's Name Campus Phone #

Regular Work Schedule (indicate start and end times, e.g., 9 a.m. - 5 p.m.)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

MULTIPLE POSITION INFORMATION (to be completed by employee)

Teaching

College where multiple position is located

Semester/Year Multiple Position Contract Title

Course Name or # Classroom Contact Hours

Work Schedule for multiple position (indicate start and end times, e.g., 5 p.m. - 7 p.m.)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Non-Teaching

College where multiple position is located

Multiple Position Contract Title

Start Date of Assignment End Date of Assignment

Hours/Week Total Hours Assigned

Work Schedule for multiple position (indicate start and end times, e.g., 5 p.m. - 7 p.m.)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

ADDITIONAL TEACHING ASSIGNMENT (Up to 3 classroom contact hours only).

(This must be approved by the President or his/her designee at the full-time college of employment. HR must have written approval on file).

College where multiple position is located Semester/Year

Multiple Position Contract Title

Course Name or # Classroom Contact Hours

Work Schedule for multiple position (indicate start and end times, e.g., 5 p.m. - 7 p.m.)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

The proposed multiple position assignment(s) are accurately reflected and do not interfere with my primary responsibilities.

Date _____

Verifications and Signatures:

If the multiple position assignment is at a college other than the college of full-time employment:

Name of HR Director

- I affirm that the information provided by the employee regarding the multiple position appointment at the college is accurate.
- I affirm that the college will pay any overtime compensation, if applicable.

Date _____

This form must be forwarded to the HR Office at the College of Full-time Employment prior to the employee commencing the assignment.

Human Resources Director (College of Full-time Employment):

- The duties of the multiple position non-teaching assignment at the college of full-time employment are different from the employee's regular full-time assignment and are not a continuation of the employee's normal work beyond the regular work schedule. The job description for the NTA assignment has been reviewed and is attached.
- The employee's FLSA status and proposed Non-Teaching assignment hours have been reviewed to determine eligibility for FLSA Overtime, if any.
- Presidential approval for the additional teaching assignment is on file.
- The multiple position assignment(s) do not interfere with the regular work schedule of the employee, **OR**
- Regular work schedule has been modified with the approval of the employee's supervisor of the full-time position. The modified schedule for the duration of the multiple position assignment is given below:

Work Schedule during the duration of the multiple position assignment (indicate start and end times, e.g., 8 a.m. - 4 p.m.)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Name

Signature _____

Date _____