

CTL Seminar Compensation Guidelines

Compensation for participants who complete CTL seminars is determined by eligibility according to the participant's position title at the college. Please see below for guidelines on this process.

<i>Position</i>	<i>Type of Compensation</i>
<u>Adjunct Faculty</u>	Non-Teaching Compensation (NTC) or Professional Development Fund (PD Funds)
<u>Full-Time Faculty</u>	Stipend or Professional Development Fund (PD Funds)
<u>Seminar Leaders</u>	Reassigned Time (RT)
<u>FT HEOs & CLTs</u>	Non-Teaching Compensation (NTC) With Multiple position form or Professional Development Fund (PD Funds)

Please Note: After Fall 2020, General Staff, RF Staff, and ACE Staff are not eligible for Compensation.

Please see the following information for **full details** on each compensation option.



Non-Teaching Compensation (Adjunct Faculty)

The maximum allowable limit for teaching and non-teaching work is based on PSC CUNY's Adjunct Workload Policy. Regular adjunct faculty who have not reached this limit will be paid against timesheets in the amount agreed upon for seminar completion.

Before CTL can process these payments, instructors must provide the following information to Jesse Wolfe:

Last name
First name
EMPLID
Full Address (Street address, City, State, and Zip code)
Phone Number
Email

*Please note that the paperwork that creates these appointments and timesheets cannot be processed without this information.

In addition, please be aware that:

- Adjuncts teaching 135 hours (**9 credit hours**) for the semester at LaGuardia are **NOT** eligible for non-teaching compensation.
- Adjuncts teaching **135 hours at another CUNY school and 90 hours (6 credit hours)** at LaGuardia are **NOT** eligible for non-teaching compensation.
- Eligible adjuncts who are NOT eligible for non-teaching compensation may use a **Professional Development Fund** to support conference attendance or other allowable professional development activities.

If you have any questions or concerns, please contact **Jesse Wolfe** at **ext. 5462** or **ext. 8919**. You can also contact via email at: jwolfe@lagcc.cuny.edu .

Non-Teaching Compensation (FT HEOs & CLTs)

HEOs and CLTs are only eligible for Non-Teaching Compensation **if they do not already have a non-teaching or teaching appointment in the semester the work takes place in**. CUNY policy states that **FT HEOs/CLTs are only allowed 1 teaching OR 1 non-teaching appointment per semester**.

HEOs and CLTs that are eligible for Non-Teaching Compensation will need to complete and submit a multiple position form (that Jesse will help you fill out) to HRfaculty@lagcc.cuny.edu **at least a month before the work begins**.

Once the HR forms are approved, instructors must provide the following information to Jesse Wolfe:

Last name
First name
EMPLID
Full Address (Street address, City, State, and Zip code)
Phone Number
Email

*Please note that if the multiple position form is not submitted on time, HEOs and CLTs will only be eligible for **Professional Development Funds**.

Stipends (Full-time faculty)

Stipends are available only for **Full-Time Faculty**. General Staff, HEOs, ACE Staff, and Adjuncts are **not eligible to receive stipends**. Please be aware that stipends can only be issued for amounts of **\$500 or more**.

Those eligible for stipends will be paid in the amount agreed upon for seminar completion. Before CTL can process stipends, instructors must provide the following information to Jesse Wolfe:

8 Digit EMPLID
7 Digit Reference Number (this can be found on your paystub)
Full-Time Faculty Title
Full Legal Name (This will be used as your signature on the stipend form)

CTL must have this information before Academic Affairs administrators can sign and forms can be submitted to HR and Payroll for processing.

If you have any questions or concerns, please contact **Jesse Wolfe** at **ext.5462 or ext.8919**. You can also contact via email at: jwolfe@lagcc.cuny.edu.

Reassigned Time (Seminar Leaders)

Full-Time Faculty who are Seminar leaders are eligible for Reassigned Time as a compensation option.

- Reassigned time substitutes for teaching workload hours.
- Reassigned time can be issued in halves. **Ex: 0.5 hours, 1.5 hours, etc.**
- Faculty must coordinate with their **department chairperson** to determine when to use the earned Reassigned Time.
- Reassigned Time information is sent to the faculty workload coordinator, **Karen Bria**, who processes this information for workload forms.

If you have any questions or concerns please contact **Jesse Wolfe** at **ext.5462** or **ext.8919**. You can also contact via email at: jwolfe@lagcc.cuny.edu.

CTL PROFESSIONAL DEVELOPMENT FUND
ALLOWABLE EXPENSES, REGISTRATION FEES, & PROCESSES

CONFERENCES AND TRAVEL: CTL Professional Development Funds can be used to support conference attendance or other allowable professional development activities.

1. If you are presenting at a conference, you may be eligible for travel funds from the Academic Affairs tax levy budget. CTL Professional Development Funds can supplement what you receive from Academic Affairs.
 - Please consult the Business Office instructions at: <http://www.laguardia.edu/Business-Office/Accounts-Payable/>. Your department's administrative coordinator will be able help make sure the CUNYFirst Travel Authorization and other processes are completed correctly.
 - **The CTL can reimburse you for remaining conference expenses up to the maximum of your CTL Professional Development Fund.** After you are reimbursed by Academic Affairs, contact CTL Office Manager, Aarkieva Smith (aarkievas@lagcc.cuny.edu; 718/482-5462). Provide her with the receipts, boarding passes, agendas, credit card statement and/or cancelled check.
2. **If you are attending a conference and want to use only your CTL Professional Development Funds to support travel expenses**, Aarkieva Smith can arrange for your reimbursement (aarkievas@lagcc.cuny.edu; 718/482-5462).

NB: You do not need to complete the CUNYFirst Travel Authorization form if you are using only CTL Professional Development Funds.

- Professional Development Funds can also cover **Registration Fees, as well as online courses**.
 - Be sure to keep all receipts, boarding passes, and your credit card statement or cancelled check/s.
 - Once you complete your conference travel, make an appointment with Aarkieva so she can review your receipts, etc., and process the paperwork for your reimbursement. We have seen delays in processing these payments when documents and forms are not filed as required.
3. CTL Professional Development Funds **CANNOT** be used for international travel.

SUPPLIES: CTL Professional Development Funds can also be used to support the purchase of professional supplies such as office and instructional supplies. ***Please note:*** CTL Professional Development Funds cannot be used to purchase computers, laptops, cameras, and other such devices.

- For supplies purchased with your CTL Professional Development Fund, we must use authorized vendors, such as: CDWG.com, Quill.com, Staples.com, BN.com (Barnes and Noble). Use their sites

to search for your items. Please contact Aarkieva Smith (aarkievas@lagcc.cuny.edu; 718/482-5462) if you have questions, or need help finding an authorized vendor.

- Send the specifications and details of what you want to purchase to Aarkieva Smith (aarkievas@lagcc.cuny.edu).
- Aarkieva will send you a confirmation after your request has been processed, and will let you know when it is delivered so you can pick it up.

PLEASE NOTE: Your CTL Professional Development Funds must be used by **The End of the Fiscal Year (6/30/Year).**