

## 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>
Adjunct Faculty	Non-Teaching Compensation (NTC) or Professional Development Fund (PDFunds)
Full-Time Faculty	Stipend or Professional Development Fund (PDFunds)
Seminar Leaders	Reassigned Time (RT)

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

### 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 Jesse via email at: [jwolfe@lagcc.cuny.edu](mailto:jwolfe@lagcc.cuny.edu).

## 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:

- **EMPLID**
- **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.

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## 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.

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## 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 CUNY First 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](mailto: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](mailto:aarkievas@lagcc.cuny.edu); 718/482-5462).

NB: You do not need to complete the CUNY First 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](mailto: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](mailto: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).**