

Multiple Positions – CUNY’s Policy



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Policies

- Multiple Position Policy for Full-time Faculty
- Adjunct Workload
- Multiple Position Policy for Executive Compensation Plan (ECP) Staff
- Multiple Position Policy for HEO and CLT Series Employees
- Dual Employment Policy for Classified Staff Employees

Full-Time Faculty

- Employment, consultative, or other work done outside the University
- Overload teaching within the University
- Overload non-teaching assignments within the University during the academic year
- Summer activities
- **Restriction** - Employment of faculty on approved leaves



Multiple Positions Outside of the University

- Must have **prior** approval from the department P & B, the chairperson and the president.
- The multiple position form
- Proposed work or employment
- Commitments to the primary assignment
- Time spent on outside work/employment

Multiple Positions Within the University

Teaching Assignment

- Full-time non-tenure track and tenured faculty are eligible for consideration for an overload assignment when such assignment is determined to be in the best interest of the college and to serve a specific academic need.

Eligible titles:

- Full-time non-tenure track faculty, including Instructors and Lecturers; and tenured faculty.
- Faculty with reassigned time for research or administrative duties during the academic year.
- Faculty who have been appointed to participate in a doctoral program and who have had their workload adjusted to allow for such participation.



Multiple Positions Within the University

Overload assignment:

- Up to a maximum of eight (8) total classroom contact hours over the fall and spring semester.
- Up to an additional six (6) classroom contact hours during the academic year in courses that are offered during the winter session; exclusively on Saturdays or Sundays or as part of on- line degree programs.



Multiple Positions Within the University

Non-Teaching Assignments

- These assignments are limited to 150 hours per semester at the non-teaching hourly rate or a total of 300 hours for the entire academic year, *i.e.*, beginning of Fall semester until the day after spring commencement.
- Total extra involvement has to be a proportional combination of teaching and non-teaching assignment
- **Restrictions: Multiple Extra Involvement**
Not to exceed 300 hours of non-teaching adjunct work or 14 classroom contact hours teach or a proportional combination of both activities



Multiple Positions Within the University

Summer Assignment

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 (3/9ths)** of the faculty member's full-time annual salary:

- Teaching a summer session in any one of the CUNY colleges,
- Performing administrative duties such as service as department chairperson,
- Conducting research paid for by using funds originating from the Research Foundation
- During the first 3 summers of employment – Research funded by **tax-levy funds**



Multiple Positions Within the University

Summer Assignment

Total compensation during the summer may exceed three-ninths (3/9ths) of his/her annual salary under the following conditions:

- Such payment is consistent with rules and regulations applicable to the college foundation,
- The circumstances surrounding such payment has been rigorously documented and justified, and
- Such payment is approved by the Chancellor and the appropriate President



Restrictions on Multiple Positions For Faculty On Leaves

- Faculty on leaves of absence are expected to devote their time and energy to the purposes for which the leave is granted.
- As a general rule, employment within or outside the University during leaves of absence are prohibited, unless such involvement is integral to the purpose for which the leave is granted. Such employment requires approval of the president.
- Faculty on Fellowship and Scholar Incentive Award Leaves may engage in work during the period of annual summer leave.
- Faculty on Travia Leave may be employed outside the University with prior notice to the president, but only if they have given an irrevocable commitment to retire.



Adjunct

Adjunct Workload: Teaching Adjunct

Semester (Fall and Spring)

- Not more than nine (9) **classroom contact hours** per semester at one unit of CUNY and one additional course of not more than **six (6) classroom contact hours** at another unit of CUNY.

Summer

- Limited to **105 hours** instruction
- **Except** for 4 credit courses **120 – hour** assignment permitted

- Generally, a semester is 15 weeks long
- Limitation is **135** contact hours at the first unit and **90** at the second unit



Waivers of Adjunct Workloads

- Section 15.2 of the PSC/CUNY Agreement recognizes circumstances may compel colleges to request a waiver of these limitations.
- Colleges have five (5) blanket waivers/semester to use at their discretion
- Otherwise, Office of the Labor Designee must submit a request to CUNY Office of Labor Relations (OLR) for approval.
- During the regular semester the waiver request **is not** subject to union agreement. The summer is dependent only on CUNY OLR approval



Adjunct Workload: Non-Teaching Adjunct

Semester (Fall and Spring)

- Limited to 225 hours per semester

Summer

- Limited to 175 hours

Mixed Teaching and Non-Teaching Assignments

- Subtracting the actual teaching hours from the maximum teaching assignment (135 contact hours) yields the remaining permissible teaching hours during the semester
- Permissible non-teaching hours = Remaining permissible teaching hours/.60



Example

Adjunct has assignment for 90 hours of instruction for the semester.
How many hours of non-teaching assignment is allowed?

Maximum Teaching Hours	135
- <u>Actual Teaching Hours</u>	<u>90</u>
• Unused Possible Teaching Hours	45

Non-teaching assignment allowed = 45/.6 (75 hours)



Executive Compensation Plan Employees

The primary obligation of staff in ECP positions is to provide service to The City University of New York.

- All members are expected to be available to fulfill their professional obligations at all times.
- The work week for ECP employees consists of no fewer than 35 hours, as assigned by the Chancellor or President (or his/her designee).



Within CUNY:

- Normally shall not receive extra compensation for teaching or non-teaching work performed.
- An **exception** approved by the Vice Chancellor for Human Resources Management can permit receipt of additional compensation for teaching or any other work performed outside of normally assigned hours.

Outside CUNY:

- With approval from the President or the Chancellor, shall be permitted to engage in outside consultation and professional activities up to a maximum of two (2) work days per month, for a total of 24 work days per year.
- Work days on which such consultation activities occur **shall** be charged to annual leave.



Non-Teaching Instructional Staff

Who are eligible?

Higher Education Officer Series employees; College Laboratory Technician Series employees; and Research Associates and Research Assistants

What is a multiple position?

A multiple position is an assignment to a different job from the employee's primary, regular full-time assignment.

*Continuation of the employee's normal work at the college of full-time employment beyond the hours specified on the collective bargaining agreement is **not** a multiple position. The rules for HEO Overtime and Compensatory Time are pertinent to work done in the primary assignment.*



What is a normal work schedule?

- Work schedule for HEOs – 35 hour work-week, as assigned.
- Work schedule for CLTs – 35 hours to be scheduled in not more than 5 days in any week.

What are the restrictions?

- A multiple position cannot be assigned during the employee's normal work hours.
- Limited to an average of **three (3) classroom contact hours per week for teaching assignments or six (6) hours per week for non-teaching assignments** University-wide
- Additional teaching assignments require the President's approval and may only be for an additional teaching assignment of up to three (3) classroom hours.
- Must give written notice to the Director of Human Resources of the unit of full-time employment prior to commencing the assignment.



Classified Staff

What is considered External Employment?

- The active holding of one or more positions with a different employer simultaneously with a position in The City University of New York.
- An employee working in a position while on annual or terminal leave from another employer is **not** externally employment.
- An employee holding two or more CUNY positions at one or more CUNY colleges is **not** externally employed.

Who is affected?

- All full-time classified civil service employees (including Classified Managerial).



Q & A



Human Resources Department, LAGCC

References

- CUNY's Revised *Statement of Policy on Multiple Positions* – d/d 06/30/2014
- Vice Chancellor for Human Resources Memorandum d/d 05/27/2008, Summer Employment Limitations for Full-Time Faculty
- Vice Chancellor for Labor Relations Memorandum d/d 08/29/2008, Adjunct Instructional Staff Workload and Waiver of Section 15.2
- Terms and Conditions of Employment for Staff in the Executive Compensation Plan – d/d February 28, 2012, Page 4-5
- Vice Chancellor for Human Resources Memorandum d/d 04/04/2011, Multiple Position Assignment for Employees in Higher Education Officer Series Titles, College Laboratory Technician Series Titles, Research Associates and Assistants
- Personnel Policy Bulletin No. :3-90 d/d 03/01/90 – Approval of Appointments: External Employment.

