May 29, 2008

TO: The Business Managers
    The Labor Designees
    The Personnel Officers
    The Payroll Officers

FROM: Raymond F. O’Brien

RE: Fall 2008 and Spring 2009 Adjunct Instructional Staff Payroll Dates

The following paydates have been established for the 2008 – 2009 academic year:

**Fall 2008**

**SENIOR COLLEGES**

During the fall semester, adjuncts shall be paid on nine (9) successive adjunct paydates. The first paydate will be September 11, 2008 (payroll #12) and the final paydate will be December 31, 2008 (payroll #20).

**COMMUNITY COLLEGES**

During the fall semester, adjuncts shall be paid on nine (9) successive adjunct paydates. The first paydate will be September 5, 2008 and the final paydate will be December 26, 2008.

**Spring 2008**

**SENIOR COLLEGES**

During the spring semester, adjuncts shall be paid on nine (9) successive adjunct paydates. The first paydate will be January 29, 2009 (payroll #22) and the final paydate will be May 21, 2009 (payroll #4).

**COMMUNITY COLLEGES**

During the spring semester, adjuncts will be paid on nine (9) successive adjunct paydates. The first paydate will be February 6, 2009 and the final paydate will be May 29, 2009.
Please notify the appropriate personnel at your college of these dates. It is imperative that the colleges adhere to the payroll dates noted above.

Attached are guidelines developed by a committee convened to recommend “best practices” for ensuring, to the extent possible, that a teaching adjunct who commences service at the beginning of the semester is paid effective the first pay period listed for the semester. The college may adopt these procedures or may develop its own, but every effort should be made to ensure that adjunct faculty are paid promptly. The “contract pay” for a teaching adjunct who commences service at the beginning of the semester should be calculated over the nine pay periods. If, despite the college’s best efforts, such a teaching adjunct is not placed on payroll effective the first pay period, the “contract pay” is still to be divided into nine installments and the adjunct is to receive the first and second installments in the second pay period.

Your cooperation is greatly appreciated.

Thank you.

Attachment

cc: Ms. Deborah Bell
    College Budget Directors
    Mr. Neil Matthew
    Ms. Minnie Curry
    Mr. Mohamed Hafeez
    Vice Chancellor Ernesto Malavé
    Vice Chancellor Gloriana B. Waters
    Vice Chancellor Pamela Silverblatt
    Mr. Robin Rabii
    Mr. Al Gaige
    Mr. Bill Telford
    Mr. Barry Kaufman
    Ms. Carol Alpy