BY E-MAIL

May 2, 2011

TO: Business Managers
    Labor Designees
    Directors of Human Resources
    Payroll Officers

FROM: Raymond F. O'Brien

RE: Fall 2011 and Spring 2012 Teaching Adjunct Instructional Staff Payroll Dates

Attachment I contains the teaching adjunct instructional staff paydates for the fall 2011 and spring 2012 semesters for all colleges except Kingsborough Community College and LaGuardia Community College.

Please notify the appropriate personnel at your college of these dates. In particular, please send Attachment I of this memorandum to the Department Chairs, with instructions to:

1. distribute the list of paydates to the teaching adjuncts in their respective departments; and

2. post the list of paydates for teaching adjuncts where department notices are usually posted.

Attachment II contains 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 eight 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 eight installments and the adjunct is to receive the first and second installments in the second pay period.
Your cooperation is greatly appreciated.

Thank you.

Attachments

c: Ms. Sherry Azoulay
   Ms. Deborah Bell
   College Budget Directors
   Mr. Neil Matthew
   Ms. Minnie Curry
   Mr. Mohamed Hafeez
   Ms. Cindy Kopacz
   Vice Chancellor Marc Shaw
   Associate Vice Chancellor Matthew Sapienza
   Mr. Brian Moulton
   Vice Chancellor Gloriana B. Waters
   Vice Chancellor Pamela Silverblatt
   Mr. Robin Rabii
   Ms. Denise Shoddy
   Mr. Bill Telford
   Mr. Barry Kaufman
TEACHING ADJUNCT INSTRUCTIONAL STAFF PAYDATES
FALL 2011 AND SPRING 2012

Fall 2011

Senior Colleges

During the fall semester, teaching adjuncts shall be paid on eight (8) successive adjunct paydates. The first paydate will be September 22, 2011 (payroll #12), and the final paydate will be December 29, 2011 (payroll #19).

Community Colleges¹

During the fall semester, teaching adjuncts shall be paid on eight (8) successive adjunct paydates. The first paydate will be September 16, 2011, and the final paydate will be December 23, 2011. Please notify the appropriate personnel at your college of these dates.

Spring 2012

Senior Colleges

During the spring semester, adjuncts shall be paid on eight (8) successive adjunct paydates. The first paydate will be February 9, 2012 (payroll #22), and the final paydate will be May 17, 2012 (payroll #3).

Community Colleges²

During the spring semester, adjuncts will be paid on eight (8) successive adjunct paydates. The first paydate will be February 17, 2012, and the final paydate will be May 25, 2012.

¹ This schedule does not apply to Kingsborough Community College and LaGuardia Community College, which operate on a different academic calendar.
² This schedule does not apply to Kingsborough Community College and LaGuardia Community College, which operate on a different academic calendar.
GUIDELINES FOR PROCESSING TEACHING ADJUNCT PAYROLLS

Introduction

The colleges are responsible for adopting procedures with the goal of paying teaching adjuncts beginning with the first scheduled paydate to the extent feasible and to arrange for the payment of all amounts past due in the event an adjunct is not paid on a scheduled date. While practices for processing the teaching adjunct payroll may vary by college, set forth below are guidelines to facilitate the process.

Guidelines

1. The Office of Human Resources Management will forward the list of paydates for teaching adjuncts to the colleges’ Business Managers, Labor Designees, Payroll Officers, and Directors of Human Resources. (Note: If an individual at the college other than the Business Manager, Labor Designee, Payroll Officer or Personnel Officer is responsible for processing adjunct payroll information, the Labor Designee should make sure that the responsible individual has received the list of paydates for adjuncts along with a copy of these guidelines.)

2. Upon receiving the list of paydates, the Business Manager, Labor Designee, Payroll Officer, Personnel Officer or other individual to whom responsibility for processing teaching adjunct payroll information has been assigned should send a copy of the list to all Department Chairpersons with a memo instructing them to:

   a. submit a Personnel Action Form (PAF) or its equivalent with appropriate payroll information for each teaching adjunct in their respective departments by a date no later than a date determined by the college to permit timely delivery of the information to the Payroll Office;

   b. provide the names of all teaching adjuncts for whom payroll information has not been obtained and/or any course sections to which teaching adjuncts have not yet been assigned;

   c. distribute the list of paydates to the teaching adjuncts in their respective departments; and

   d. post the list of paydates for teaching adjuncts where department notices are usually posted.

3. The responsible individual should also: (a) review the information received from the Department Chairperson to determine that it is complete; (b) follow up with the Department Chairpersons from whom information has not been received; and (c) timely
forward the information to the Payroll Office (or, if the responsible individual is the Payroll Officer, timely process the information.).

4. The responsible individual shall inform the Labor Designee of any undue delay by a Department Chairperson in submitting the requested information; the Labor Designee shall advise the appropriate Dean.

5. Teaching adjuncts are scheduled to be paid in eight equal installments. In the event a teaching adjunct does not receive one or more installments on a scheduled date or dates, the responsible individual should process an adjustment for the next pay date for the entire amount of back pay due.

6. Questions regarding these guidelines may be referred to the Office of Human Resources Management, attention Ms. Patricia Stein at (212) 794-5768.