


**BY E-MAIL**

March 14, 2014

TO: Chief Administrative Officers

FROM: Raymond F. O'Brien 

RE: Fall 2014 and Spring 2015 Teaching Adjunct Instructional Staff Payroll Dates

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Attachment I contains the teaching adjunct instructional staff paydates for the fall 2014 and spring 2015 semesters for all colleges except Kingsborough Community College, LaGuardia Community College, and the Guttman 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.

One of the complaints that we have heard over the years is that there has been inadequate communication with adjunct faculty members regarding their pay. Providing notice to the adjuncts of the scheduled paydates will help to improve that communication. If there will be a delay in payment, the affected adjunct faculty member should be notified of the delay and told when he/she may expect payment.

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. It is considered a best practice to designate one staff member to be responsible for monitoring the adjunct appointment process before and during the beginning of a semester. This staff member should have access to every step of the process to determine if and where there is a delay and to take action to remedy the delay.

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. In addition, the college should notify adjunct faculty members who will not be paid in a timely manner through no fault of their own of the availability of an emergency check.

Your cooperation is greatly appreciated.

Thank you.

#### Attachments

c: Ms. Shakira Smith  
Ms. Evelyn Rosario  
Mr. Leslie Williams  
Ms. Deborah Bell  
Mr. Neil Matthew  
Ms. Minnie Curry  
Mr. Mohamed Hafeez  
Ms. Cindy Kopacz  
Mr. Brian Moulton  
Mr. Robin Rabii  
Ms. Denise Shoddy  
Vice Chancellor Matt Sapienza  
Vice Chancellor Gloriana B. Waters  
Vice Chancellor Pamela Silverblatt  
Ms. Sahana Gupta  
Mr. Bill Telford  
Ms. Miriam Katowitz  
Chief Academic Officers  
College Budget Directors  
College Payroll Officers  
Directors of Human Resources  
Labor Designees

**TEACHING ADJUNCT INSTRUCTIONAL STAFF PAYDATES  
FALL 2014 AND SPRING 2015**

**Fall 2014**

**Senior Colleges**

During the fall semester, teaching adjuncts shall be paid on eight (8) successive adjunct pay dates. The first pay date will be September 18, 2014 (payroll # 12) and the final pay date will be December 24, 2014 (payroll # 19).

***Note: Payroll # 17 falls on Wednesday, November 26th as Thursday, November 27<sup>th</sup> is Thanksgiving. Payroll # 19 falls on Wednesday, December 24<sup>th</sup> as Thursday, December 25<sup>th</sup> is Christmas.***

**Community Colleges<sup>1</sup>**

During the fall semester, teaching adjuncts shall be paid on eight (8) successive adjunct pay dates. The first pay date will be September 12, 2014, and the final pay date will be December 19, 2014.

**Spring 2015**

**Senior Colleges**

During the spring semester, adjuncts shall be paid on eight (8) successive adjunct pay dates. The first pay date will be February 19, 2015 (payroll # 23) and the final pay date will be May 28, 2015 (payroll # 4).

**Community Colleges<sup>2</sup>**

During the spring semester, adjuncts will be paid on eight (8) successive adjunct pay dates. The first pay date will be February 13, 2015, and the final pay date will be May 22, 2015.

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<sup>1</sup> This schedule does not apply to Kingsborough Community College, LaGuardia Community College, and the Guttman Community College, which operate on a different academic calendar.

<sup>2</sup> This schedule does not apply to Kingsborough Community College, LaGuardia Community College, and the Guttman 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 pay date 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, including arranging for an emergency check under certain circumstances.

While practices for processing the teaching adjunct payroll may vary by college, set forth below are guidelines to facilitate the process of prompt payment of teaching adjuncts.

### Guidelines

The following best practices will ensure that prompt payment occurs to the extent possible:

1. The Office of Human Resources Management forwards the list of pay dates for teaching adjuncts to the colleges' Business Managers, Labor Designees, Payroll Officers, and Directors of Human Resources. It is considered best practice to designate one staff member to be responsible for monitoring the adjunct appointment process before and during the beginning of a semester. The staff member should have access to every step of the process to determine if and where there is a delay and to take action to remedy the delay.

*(Note: If an individual at the college other than the Business Manager, Labor Designee, Payroll Officer, and Directors of Human Resource is responsible for processing adjunct payroll information, the Labor Designee should make sure that the responsible individual has received the list of pay dates for adjuncts along with a copy of these guidelines.)*

2. Upon receiving the list of pay dates, either one or any of the responsible persons should send a copy of the list to the Office of Academic Affairs/Provost's Office and all Department Chairpersons with a memo providing detailed reminders and instructions on the process of managing adjunct hires and appointments and reappointments at the college. ***Special note should be made to reach out to Chairpersons' designees during the months of June, July and August (Summer Chairs).***
3. Specific attention must be directed to newly hired teaching adjuncts. Academic Departments should work with the Office of Human Resources to ensure that hiring documents are submitted in a timely manner. New hires should be informed of the pay dates and the importance of timely submission of hiring documents in the Office of Human Resources.
4. Department Chairpersons should:
  - 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. Distribute the list of pay dates to the teaching adjuncts in their respective departments;
  - c. Post the list of pay dates for teaching adjuncts where department notices are usually posted; and

- d. 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.
5. The responsible individual at each campus should continuously monitor and review
  - (a) information received from the Department Chairpersons to determine that all processes and documents are complete and submitted as necessary;
  - (b) follow-up with the Department Chairpersons if information has not been received; and
  - (c) forward information to the Payroll Office (or, if the responsible individual is the Payroll Officer, then process the information in a timely manner).
6. The responsible individual shall inform the Labor Designee of any undue delay by Department Chairpersons in submitting the requested information; the Labor Designee shall advise the appropriate Dean/Provost.
7. 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 or the college should notify adjunct faculty members who will not be paid in a timely manner through no fault of their own of the availability of an emergency check.

***The most frequent complaint is that there is inadequate communication with adjunct faculty members regarding their pay. If there is a delay in payment, the affected adjunct faculty member should be notified of the delay and told when he/she may expect payment, including the availability of an emergency check under certain circumstances.***
8. Questions regarding these guidelines may be referred to the Office of Human Resources Management, attention Sahana Gupta at (646) 664 3257.

