

To: Deans, Directors, Chairs, Higher Education Officer Series Employees,
College Laboratory Technician Series Titles, Research Associates and
Research Assistants

From: Elizabeth Robinson
Director of Human Resources

Re: Multiple Position Assignments for Employees in Higher Education Officer
Series Titles, College Laboratory Technician Series Titles, Research
Associates and Research Assistants

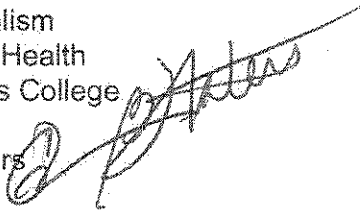
Attached please find a memo from Vice Chancellor Gloriana Waters regarding individuals in the above full time titles working at the same time in any part time capacity within CUNY. Attached is the Baruch form that is used to report the multiple positions.

If you have any questions please email Donna.Katz@baruch.cuny.edu or call 646-660-6590.

VIA E-MAIL

May 4, 2011

TO: The Presidents of the Colleges
The Dean of the CUNY School of Law
The Dean of the School of Professional Studies
The Dean of the School of Journalism
The Dean of the School of Public Health
The Dean of the Macaulay Honors College

FROM: Vice Chancellor Gloriana B. Waters 

SUBJECT: Multiple Position Assignments for Employees in Higher Education Officer
Series Titles, College Laboratory Technician Series Titles, Research
Associates and Research Assistants

Effective immediately, this memorandum supersedes the September 22, 1998 memorandum from Vice Chancellor Brenda Richardson Malone on the same subject. Multiple positions for employees in the Higher Education Officer series, the College Laboratory Technician series, Research Associates and Research Assistants are governed by the following rules:

- A multiple position is an assignment to a different job than the employee's regular full-time assignment. A continuation of the employee's normal work at the employee's college of full-time employment beyond the hours specified in the collective bargaining agreement is not a multiple position. The colleges must be mindful of the rules set forth in the attached settlement agreement between the University and the Professional Staff Congress/CUNY (the "PSC") regarding compensatory time for employees in the Higher Education Officer series.
- The colleges must also remember that under the Fair Labor Standards Act non-exempt employees may be eligible for payment at time and one-half for any hours worked over 40 hours during a week.

- No multiple position work may be assigned during the employee's normal working hours.
- Employees shall receive the appropriate contractual non-teaching adjunct rate for non-teaching assignments and the appropriate contractual teaching adjunct rate for teaching assignments and psychological counseling. Employees shall receive the appropriate contractual hourly rate on the Adjunct College Laboratory Technician schedules for overtime work in said titles.
- Employment on a multiple position for extra compensation is limited to an average of three classroom contact hours per week for teaching assignments or six hours per week for non-teaching assignments University-wide. Under special circumstances, the President may approve an additional teaching assignment of up to three classroom contact hours.
- Employees accepting multiple position employment at a CUNY college other than in the unit of full-time employment must give written notice to the Director of Human Resources of the unit of full-time employment prior to commencing the assignment.

If you have any questions, please call Raymond F. O'Brien at (212) 794-5386 or Patricia A. Stein at (212) 794-5768. Thank you for your cooperation.

c: Chancellor Matthew Goldstein
 Cabinet
 Directors of Human Resources
 Chief Academic Officers
 Chief Administrative Officers
 Labor Designees
 Payroll Officers
 Ms. Deborah Bell

BARUCH COLLEGE
Authorization for Overload Assignment
Non-Faculty Personnel
(For Higher Education Officer Series and College Lab Technician Series)

Payment for overload will not be processed unless Payroll forms are accompanied by this form, completed and signed by the Department Chair, including the Dean if appropriate.
In addition, no commitments are to be made to anyone about overload compensation until approved by the Department Chair, the Dean (if appropriate), and the appropriate Vice President.

Section A.

 Name of Person to Receive Payment Semester payment to be made

 Name of the Department

Section B.

OVERLOAD ASSIGNMENT

Allowable Teaching Hours: 3 hrs. per week

Allowable Non-teaching Hours: 6 hrs. per week

Payment will not be made for the hours above those stated in the Multiple Positions Memorandum.

Description of assignment for overload, Fill in below:

Teaching: _____ () Yes () No
 Course# Credits Contact Hrs. # of hrs. for Payment Jumbo Section

Non-teaching: _____
 Course# Credits Contact Hrs. # of hrs. for Payment

Give justification why this assignment is not part of the work for base salary:

Section C.

Authorizations:

 (Print/Signature) Department Chair Date

 (Print/Signature) School Dean/Assistant Vice President Date

 (Print/Signature) Vice President Date