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OFFICE OF THE PROVOST

Office of the Vice Chancellor for
Human Resources Management
535 East 80th Street
New York, NY 10075
Tel: 212-794-5353
Fax: 212-794-5667

July 28, 2009

TO: The Presidents of the Colleges
The Dean of The CUNY Law School
The Dean of the Sophie Davis School of Biomedical Education
The Dean of the School of Journalism
The Dean of the Macaulay Honors College
The Dean of the School of Professional Studies

FROM: Vice Chancellor Gloriana B. Waters
Vice Chancellor Pamela Silverblatt

SUBJECT: Payroll Practice Changes

We are very pleased to announce a successful negotiation with the PSC that has resulted in beneficial changes to University payroll practices. A copy of the agreement is attached. The University initiated discussions with the PSC on these matters primarily to enhance the working conditions of our faculty. They will also serve to streamline payroll practices and to reduce administrative errors. Please note the following changes:

- Newly-hired full-time faculty will begin their appointments and receive their annual salaries effective with the date upon which incumbent teaching faculty members are expected to be available for assignment (*i.e.*, the day after the preceding annual leave period for full-time teaching faculty ends). Previously, newly-hired full-time faculty members were not paid their annual salaries until September 1. If their scheduled classes met before September 1, they were paid for those sessions on an adjunct basis. Tenure will continue to be conferred effective September 1.
- Newly-hired full-time faculty members whose appointments commence at the beginning of the spring semester will be retained on payroll for the months of July and August at 50% of salary, thereby maintaining their eligibility for health insurance. Previously, they were removed from payroll during the month of August and had to pay the health insurance premium themselves via COBRA. This change does not apply to substitute faculty.
- Similarly, full-time faculty members who take an unpaid leave of absence during one semester of the academic year will remain on payroll during the months of July and August at 50% of their bi-weekly salary rate, thereby retaining health insurance coverage for both months. Previously, they were removed from payroll for one month.
- Full-time faculty members who resign after the fall semester and substitutes who work the full fall semester but who are not continued in a full-time capacity in the spring semester will remain on payroll during February for annual leave. Previously, they were restored to payroll for the following August to pay the annual leave they earned in the fall semester. This change should reduce payroll errors.