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OFFICE OF THE PROVOST

Office of the Vice Chancellor for
Human Resources Management
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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.

- The five colleges that calculated adjunct pay in a different way during the last week of the semester than they did during the other weeks of the semester will conform the pay calculations in the last week to those of the previous weeks.
- The limitations on adjunct hours worked by University Readers of ACT exams and Borough Chief Readers of ACT exams have been liberalized.
- Effective October 20, 2009, the salary range for the title Research Associate will be from \$44,849 to \$116,364. There will be no salary adjustments solely as a result of this realignment.

We hope that you find these changes beneficial to your colleges. If you have any questions, please call Raymond F. O'Brien at 212.794.5386.

Thank you.

Attachment

cc: Chancellor Matthew Goldstein
Chancellor's Cabinet
Chief Academic Officers
Chief Administrative Officers
Directors of Human Resources
Labor Designees
Payroll Officers

July 16, 2009

Barbara Bowen
President
Professional Staff Congress/CUNY
61 Broadway – Suite 1500
New York, NY 10006

Dear Dr. Bowen:

This letter will confirm the parties' agreement regarding various outstanding issues as enumerated below:

1. Notwithstanding any other agreement between the parties, effective August 26, 2009, newly-hired full-time teaching members of the faculty will begin their appointment and be paid their full-time salary beginning on the day after the end of the full-time teaching faculty annual leave period as calculated under Article 14.1 of the PSC/CUNY collective bargaining agreement. The parties recognize that this change in payroll practice has no effect on the faculty member's period for achieving tenure.
2. Effective August 26, 2009, a full-time teaching member of the faculty whose appointment begins at the start of the spring semester shall be on annual leave during July and August, during which period he/she shall be paid at 50% of his/her salary rate. This paragraph 2 does not apply to substitute instructional staff.
3. Effective August 26, 2009, a full-time teaching member of the faculty who is on an unpaid leave of absence for one semester of the academic year shall be on annual leave during July and August, during which period he/she shall be paid at 50% of his/her salary rate.
4. Effective August 26, 2009, a full-time teaching member of the faculty who resigns as of the end of the fall semester and a full-time substitute teaching member of the faculty who will not be employed full-time by The City University of New York in the spring semester will be on annual leave for one month immediately following the end of the fall semester, rather than during the following month of August.
5. Effective with the Fall 2009 semester, to calculate the compensation of a teaching adjunct instructional staff member assigned to teach an entire course during a fall or spring semester, each college will use the same contact-hour multiplier for the last (*i.e.*, exam) week of the semester as it uses for the other weeks of instruction during the semester.