

Everybody Asks Raymond

About the New Non-Teaching Instructional Staff Timesheet and Summer Faculty Salaries



This summer, the University will begin implementing a new timesheet for Higher Education Officers, College Laboratory Technicians and other non-teaching instructional staff.

Q. How and when is the new timesheet being implemented?

A. The timesheet is not really new; it has been in use at the Central Office for some time. It is now being phased in University-wide. In July, Lehman College, New York City College of Technology, and Kingsborough Community College will begin using the timesheets. Some additional colleges will implement in September and the remaining colleges will implement at a later date.

Q. Are any time and leave rules being changed?

A. No. What is being changed is the way these employees record their time.

Q. Why is the University implementing the timesheet University-wide?

A. The City University of New York is migrating to an integrated human resources management structure with centralized payroll and benefits. In the future, the University will install a time and leave system that will interface with CUNYfirst and payroll and provide for the electronic recording of time, approval of leave requests, and maintenance of leave balances. Instituting this uniform timesheet for employees in the Higher Education Officer series, College Laboratory Technician series and Research Assistants and Research Associates is a step in this process.

Every summer I get questions regarding the proper mechanisms for paying full-time teaching faculty additional compensation during the summer annual leave period. Here are some answers.

Q. What is the summer annual leave period for full-time teaching faculty?

A. Article 14.1 of the PSC/CUNY collective bargaining agreement defines the annual leave period for teaching faculty. It states, in relevant part: “[T]he period of annual leave for full-time teaching members of the faculty shall be from the day subsequent to the spring commencement of each college until the third day, excluding Saturday and Sunday, preceding the thirtieth of August that follows such commencement, or an equivalent consecutive period.” For summer 2013, the beginning of the annual leave period is dictated by the date of each college’s spring commencement; the last day of the annual leave period is Monday, August 26, 2013. The University uses June 1 for the purpose of calculating teaching faculty summer compensation.

Q. Is there a limit to the amount of additional compensation a teaching faculty member may earn over the summer from CUNY sources?

A. The Board of Trustees’ Statement of Policy on Multiple Positions limits a teaching faculty member’s additional compensation from all CUNY sources during the annual leave period to an amount equal to no more than 3/9ths of the faculty member’s annual salary. There is a small exception for money provided from the college foundation for special projects that may cause the faculty member to exceed the 3/9ths limitation. The salary used in this calculation includes the stipend a distinguished professor receives, as well as any salary above base.

Q. May a college simply decide to compensate a teaching faculty member at 3/9ths (or some other fraction) of salary for work performed during the annual leave period?

A. No. Three-ninths of salary represents the limit on compensation, not the method of compensation. There are a variety of payment methods for the different kinds of work that a teaching faculty member performs during the annual leave period.

- If the faculty member is teaching, he/she is paid for that service at the appropriate hourly teaching rate for the teaching hours associated with the course or courses being taught.
- If the faculty member is serving in a non-teaching capacity (e.g., doing curriculum development), he/she is paid at the appropriate non-teaching hourly rate for hours worked, as documented on a timesheet.
- If the faculty member is the Department Chair performing Chair duties during the annual leave period, there is a contractual formula (Section 24.4 (b)) that equates hours worked to a fraction of annual salary (i.e., 120 hours (100% effort) equals 1/9th of annual salary).
- If the faculty member is being paid to work on his/her grant during the annual leave period, there is a formula for compensating that faculty member from the grant (i.e., 100% effort on a grant during a summer month equals 1/9th of annual salary).

The total of all activities over the summer cannot exceed 3/9ths of the faculty member's annual salary. The total of all activities within a single summer month may not exceed 1/9th of the faculty member's annual salary (although, in rare circumstances with OHRM approval, a faculty member may exceed the one-ninth limitation if the faculty member is engaged only in teaching or non-teaching activities paid at an hourly rate during the month).

Q. What mechanisms are in place to ensure compliance with these limitations?

A. The Office of Human Resources Management has provided the Colleges with a calculator that will assist the faculty member and the College's Office of Human Resources in determining whether the faculty member's proposed summer activities are in compliance with these limitations. This calculator must be used before summer activities are approved.