

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 *Gloriana Waters*  
Vice Chancellor Pamela Silverblatt *Pamela Silverblatt*

SUBJECT: Payroll Practice Changes

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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