


By E-Mail

MEMORANDUM

TO: Presidents  
Chief Academic Officers  
Vice Presidents of Administration  
Labor Designees  
Directors of Human Resources

FROM: Esdras Tulier 

DATE: February 23, 2015

SUBJECT: Multiple Position Policy – Summer Tax Levy Research Payments

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This memorandum serves to operationalize the new provision in the Multiple Position Policy concerning use of tax levy funds for research during the summer.

At the June 2014 Board meeting, the Multiple Position Policy, Section 2.d – Within the University – Summer Activities, was revised to include the following statement:

*Compensation for CUNY summer activities from the University and related entities, such as the Research Foundation and the college foundations, shall not exceed a total for all such activities of three-ninths of the faculty members' full-time CUNY salary. This includes, but is not limited to, teaching in a summer session in The City University of New York, performing administrative duties (such as service as a department chairperson), and conducting research paid for using funds originating from the CUNY Research Foundation. **During the first three summers of a faculty member's employment at The City University, the President of a College or a Vice Chancellor, as appropriate, may authorize payment to a faculty member to conduct his/her research during the summer from tax-levy funds, subject to the same total three-ninths limitation for all summer activities noted above.***

The impetus for this provision is to augment the University's ability to recruit and retain faculty with promising research capabilities, particularly, though not exclusively, in the STEM disciplines.

This memo is to outline the process for these payments.

Conditions Governing Summer Tax Levy Research Payments

- Job offer letters for the new hires may include the availability of tax-levy research funds up to three-ninths of the CUNY full-time annual salary, during the summer in the first three years of employment. (Summer is the period of annual leave, per Article 14 of the PSC-CUNY collective bargaining agreement.... "the period of annual leave for full-time teaching members of the faculty shall be from the date 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.")

- If tax-levy research funds are offered, new hires should be notified that tax-levy payments will be subject to applicable taxes and deductions, including 1.05% PSC Union dues.
- Tax levy payments will be pensionable.
- Faculty designated to receive tax-levy summer research compensation must provide the President or Vice Chancellor, every summer in which the compensation is provided, a description of the research that will be conducted during the summer, prior to commencement of the research.  
*Attachment 1: "Summer Tax-Levy Research Project" Form*
- A report must be provided at the end of the each summer, regarding the progress that was made on the research during the summer.
- It is anticipated that the newly hired faculty receiving tax levy research funds will devote 100% of the effort to the activity. However, should they engage in additional activities during the first three summers such as teaching assignments, non-teaching assignments or serve as Department Chair, they must submit the Summer Assignments Reporting Form (*Attachment 2*) that details his /her proposed summer activities in advance of participating in them to ensure that the three-ninths maximum is not exceeded.

#### Payment Mechanisms

- The mechanisms for payment remain the same as those for summer non-tax levy research funds from the CUNY Research Foundation:
  - i. Colleges must use the new earns code for Summer Research Pay Tax Levy  
State earnings code – CGT / City event code - 2251
  - ii. The "*Summer Tax-Levy Research Project*" form must be submitted to University Payroll, along with the PAF
  - iii. Colleges should use the MPP Summer Calculator (*Attachment 3*) to ensure that the monies do not exceed the three-ninths maximum
  - iv. Payments will be processed in the same way as the Summer Research Pay Non-Tax Levy, *i.e.*, payment will be on a bi-weekly basis

#### Special Considerations Regarding Summer Tax-Levy Research Payments to Librarians

Special consideration must be given to harmonize the new provision with the contractual working conditions of librarians. It is possible for a librarian, with appropriate supervisory permission, to schedule annual leave during the summer months and also to receive one of the Library Reassignment Leaves during the summer months. In such a case, a librarian could be eligible for a pro-rata amount of tax-levy research support compensation during a block of annual leave scheduled in the summer and/or a Library Reassignment Leave, if approved, provided that a President or a Vice Chancellor, in his/her discretion, were to authorize the funding. Payment mechanisms are the same in this instance.

Thank you for your cooperation. If you have any questions, please call me at 646-664-3291.

c: Vice Chancellor Gloriana B. Waters  
Executive Vice Chancellor and University Provost Julia Wrigley  
Vice Chancellor Gillian Small