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**M E M O R A N D U M**

TO: Directors of Human Resources and College Labor Designees C: Ethelyn Clark, Shakira Smith, Kenyanta White, Jeffrey Ratliff FROM: Judy Opperman

DATE: March 1, 2016

SUBJECT: Summer Chairs – 2016

As the summer approaches, I would like to take this opportunity to remind you of the procedures in connection with the payment of summer salaries to department chairs and to ask you to complete the attached form that will facilitate processing with both the City and State payrolls.

Article 24.4 b of the PSC/CUNY collective bargaining agreement provides the contractual rules for paying summer salaries to department chairs. When this provision was negotiated the intent was to provide a higher level of compensation to department chairs for their work over the summer in their department chair capacity. A very limited extension of the provision was made for individuals serving as department chairs due to the chairs' unavailability. Such surrogate chairs must be vested with all of the authority of the chair to act on the department's behalf over the summer.

**Please remember that this provision only applies to department chairs and to individuals who have been designated through existing college procedures to serve as department chairs during the summer when the chair is unavailable.**

Graduate School Executive Officers are considered to be department chairs for this purpose. Issues have arisen in the past when payments were rejected because some individuals for whom the college submitted payment were not department chairs, nor their official designees. The provision does not apply to instructional staff serving in such administrative capacities as coordinators or program directors.

The attached forms (one for community colleges, one for senior colleges and one for the Graduate Center) will enable you to verify that the requested payments conform to the terms of the collective bargaining agreement and will serve to expedite approval of the payments.

Please complete the appropriate form and return it to University\_Payroll\_Operations@cuny.edu no later than May 19, 2016 to allow for payment to be included in the first June paycheck.

Thank you for your cooperation. If you have any questions please direct inquiries to

University\_Payroll\_Operations@cuny.edu.

Encl.:

2016 Summer Chair Worksheet – Community Colleges

2016 Summer Chair Worksheet – Senior Colleges

2016 – Summer Chair Worksheet – Graduate Center