



## The City University of New York Multiple Position Summer Assignments Reporting Form

Please read the Statement of Policy on Multiple Positions (with particular attention to Sections V and VII), which generally limits a full-time faculty member's assignments to a maximum of three-ninths (3/9ths) of his/her annual salary during the Summer. Note also that compensation for any single month during the summer may not exceed one-ninth (1/9th) of the faculty member's annual salary. A Summer Assignments Calculator is available to ensure accurate calculation. The sole exception to the "three-ninths" rule is that, under carefully prescribed conditions, a college foundation may provide compensation that will cause the faculty member's total compensation from CUNY-related activities to exceed three-ninths of the annual salary. Additional documentation is required for this exception.

### Personnel Information

NAME: \_\_\_\_\_  
 CUNYfirst (EMPL) ID: \_\_\_\_\_  
 RANK/TITLE: \_\_\_\_\_  
 DEPARTMENT/PROGRAM: \_\_\_\_\_  
 COLLEGE: \_\_\_\_\_

### Permissible Summer Compensation from CUNY

Annual Salary: \_\_\_\_\_  
 June 1/9: \_\_\_\_\_  
 July 1/9: \_\_\_\_\_  
 August 1/9: \_\_\_\_\_  
 Annual Salary x 3/9: \_\_\_\_\_

SUMMER I - 4 WEEKS		05/30/24 - 06/26/24
COURSE	SECTION	TEACHING HOURS WORKLOAD x 15
TEACHING HOURS TOTAL		
OFFICE HOURS, SEE CHART		

SUMMER I - 7 WEEKS		05/30/24 - 07/18/24
COURSE	SECTION	TEACHING HOURS WORKLOAD x 15
TEACHING HOURS TOTAL		
OFFICE HOURS, SEE CHART		

SUMMER I - 5 WEEKS		05/30/24-07/05/24
COURSE	SECTION	TEACHING HOURS WORKLOAD x 15
TEACHING HOURS TOTAL		
OFFICE HOURS, SEE CHART		

SUMMER II - 5 WEEKS		07/09/24-08/12/24
COURSE	SECTION	TEACHING HOURS WORKLOAD x 15
TEACHING HOURS TOTAL		
OFFICE HOURS, SEE CHART		

OFFICE HOURS		Using the guide below, enter the correct number of Office Hours for the <i>session</i> .		
		45.00 - 89.75	90.00 - 134.75	135.00 +
		15.00	30.00	45.00



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**Hourly Teaching Rate:**

**Hourly Non-Teaching Rate:**

Personnel Information

NAME: \_\_\_\_\_ CUNYfirst (EMPL) ID: \_\_\_\_\_

RANK/TITLE: \_\_\_\_\_ CITY TECH EMAIL: \_\_\_\_\_

DEPARTMENT/PROGRAM: \_\_\_\_\_ CITY TECH PHONE: \_\_\_\_\_

*Please note, faculty are paid for the entirety of their summer teaching, but the calculations, as they apply to the contract regulations, begin on the day after the commencement ceremony. The Summer Multiple Position Form calculates your compensation using those dates that fall after commencement, as full-time faculty are considered to be on contract until graduation. Therefore, you will see a reduction in your June hours on this form, but it **will not effect your payroll**.*

JUNE			
	Number of Hours	Hourly Rate	Total
Teaching Assignments			
Office Hour(s)			
Non-Teaching Assignments			
Chair Assignment <small>(Annual Salary/9)*(# of hours/120)</small>			
Research Foundation Grant Salary			
Research Tax Levy Salary			
Total Summer Compensation from CUNY			
Additional Compensation from Summer Employment, including compensation from College Foundations			

JULY			
	Number of Hours	Hourly Rate	Total
Teaching Assignments			
Office Hour(s)			
Non-Teaching Assignments			
Chair Assignment <small>(Annual Salary/9)*(# of hours/120)</small>			
Research Foundation Grant Salary			
Research Tax Levy Salary			
Total Summer Compensation from CUNY			
Additional Compensation from Summer Employment, including compensation from College Foundations			

AUGUST			
	Number of Hours	Hourly Rate	Total
Teaching Assignments			
Office Hour(s)			
Non-Teaching Assignments			
Chair Assignment <small>(Annual Salary/9)*(# of hours/120)</small>			
Research Foundation Grant Salary			
Research Tax Levy Salary			
Total Summer Compensation from CUNY			
Additional Compensation from Summer Employment, including compensation from College Foundations			

\_\_\_\_\_  
Signature of Faculty Member

\_\_\_\_\_  
Signature of Chairperson/Supervisor

PLEASE SUBMIT YOUR COMPLETED FORM TO THE OFFICE OF THE DEAN FOR REVIEW AND PROCESSING



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DESCRIPTION OF ASSIGNMENT(S):

# 6 ~~10~~ EASY STEPS TO...

## View Your Annual and Hourly Salary Information

1. Log-in to CUNYfirst
2. Select "Employee Self Service"
3. Select "Payroll"
4. Select "Compensation History"
5. Using the "Job" drop-down menu, select the correct title. *The system may default to the necessary title.*
6. The top line of the results is the current salary or rate.

# 15 EASY STEPS TO...

## Create a Digital Signature in Adobe

FOR USE WITH PDF FORMS

1. Open the document for signature, using the available Adobe software.

*If you do not have any Adobe software installed on your computer, please use the following address to install Adobe Reader DC: <http://get.adobe.com/reader/>*

2. Select the signature box, highlighted by a small red flag in its upper left corner

3. In the new window, select "A new digital signature I want to create now"

4. Select "Next"

5. Select "New PKCS#12 digital ID file"

6. Select "Next"

7. Enter the appropriate information:

- a. Name – Your name
- b. Organizational Unit – Department/Program Name

- c. Organization Name: New York City College of Technology

- d. Email Address: You must use your CityTech email address

8. Select "Next"

9. Create and confirm a password

10. Select "Finish"

11. Enter your password in the new window

12. Select "Sign"

13. Enter the file name in the new window

14. Select "Save"

15. Your signature is now available for all future forms

**MULTIPLE POSITION POLICY  
SUMMER ASSIGNMENT REPORTING FORM**

The Board of Trustees' *Statement of Policy on Multiple Positions* limit a full-time faculty member's assignment during the annual leave period in the summer to a maximum of three-ninths of the faculty member's annual salary. In order to ensure compliance with this limitation, the faculty member must complete this form and submit it to his/her Department Chair before beginning any summer assignment and provide an updated form if any changes occur.

**1. Summer Teaching Assignments**

$$\frac{\text{_____}}{\text{(# of hours)}} \times \frac{\text{_____}}{\text{(hourly rate)}} = \text{_____}$$

**2. Summer Non-Teaching Assignments**

$$\frac{\text{_____}}{\text{(# of hours)}} \times \frac{\text{_____}}{\text{(hourly rate)}} = \text{_____}$$

**3. Summer Chair Assignments**

$$\frac{\text{_____}}{\text{(annual salary)}} \div 9 \times \frac{\text{_____}}{\text{(# hours worked)}} = \text{_____}$$

**4. Summer Grant Salary**

\_\_\_\_\_

**5. Other CUNY Summer Employment**

\_\_\_\_\_

**6. Total Summer Compensation from CUNY**

(Add lines 1 through 5)

\_\_\_\_\_

**7. Permissible Summer Compensation**

$$\frac{\text{_____}}{\text{(annual salary)}} \times 3/9 = \text{_____}$$

**Note: Line 6 must be less than line 7**

Signature of Faculty Member

Signature of Department Head

Print Name

Print Name

Retirement plan:

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