



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 | | 05/28/21 - 06/28/21 |
|-------------------------|---------|---------------------------------|
| COURSE | SECTION | TEACHING HOURS WORKLOAD x 15 |
| | | |
| | | |
| | | |
| | | |
| TEACHING HOURS TOTAL | | |
| OFFICE HOURS, SEE CHART | | |

| SUMMER I - 7 WEEKS | | 05/28/21 - 07/19/21 |
|-------------------------|---------|---------------------------------|
| COURSE | SECTION | TEACHING HOURS WORKLOAD x 15 |
| | | |
| | | |
| | | |
| | | |
| TEACHING HOURS TOTAL | | |
| OFFICE HOURS, SEE CHART | | |

| SUMMER I - 5 WEEKS | | 05/28/21 - 07/01/21 |
|-------------------------|---------|---------------------------------|
| COURSE | SECTION | TEACHING HOURS WORKLOAD x 15 |
| | | |
| | | |
| | | |
| | | |
| TEACHING HOURS TOTAL | | |
| OFFICE HOURS, SEE CHART | | |

| SUMMER II - 5 WEEKS | | 07/06/21 - 08/09/21 |
|-------------------------|---------|---------------------------------|
| 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 - 86.25 | 90.00 - 131.25 | 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: _____

| 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 "Human Capital Management"
3. Select "Self-Service"
4. Select "Payroll and Compensation"
5. Select "Compensation History"
6. Select the appropriate title(s) to view your annual and/or hourly salary.

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 Date

Print Name

Signature of Department Head Date

Print Name

Retirement plan: ___ TIAA-CREF ___ TRS ___ ERS ___ BOERS