

Last Name _____

First Name _____

Department _____

CUNY Employee ID _____

Please indicate all summer assignments within CUNY only

Attachment 2

**MULTIPLE POSITION POLICY
SUMMER ASSIGNMENTS REPORTING FORM**

The Board of Trustees' *Statement of Policy on Multiple Positions* generally limits a full-time faculty member's assignments 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 assignments and provide an updated form if any changes occur. Please note that there is an additional restriction that compensation for any single month during the summer may not exceed 1/9th of the faculty member's annual salary. The sole exception to the 3/9ths rule is that, under carefully prescribed conditions, a college foundation may provide compensation that will cause the faculty members total compensation from CUNY-related activities to exceed 3/9ths of annual salary.

1. Summer Teaching Assignments

_____ X _____ = _____
hours Hourly Rate

2. Summer Non-Teaching Assignments

_____ X _____ = _____
hours Hourly Rate

3. Summer Chair Assignment (if applicable)

(_____ ÷ 9) X (_____ ÷ 120) = _____
Annual salary # hours worked

4. Summer Grant Salary

**5. Other CUNY Summer Employment
(including compensation from college foundation)**

6. Total Summer Compensation from CUNY (Add 1 through 5)

7. Permissible Summer Compensation from CUNY

_____ X 3/9 = _____
Annual salary

**NOTE: Line 6 must be less than or equal to Line 7
(except for the college foundation exception).**

Signature of Faculty Member Date

Signature of Department Chair Date