Multiple Position Policy for Non–Teaching Instructional Staff

One May 4, 2011, CUNY issued the following rules on multiple position assignments for employees in the Higher Education Officer Series titles, the College Laboratory Series titles, Research Associates and Research Assistants went into effect.

- A multiple position is an assignment to a different job than the employee’s regular full-time assignment. A continuation of the employee’s normal work at the employee’s college of full-time employment beyond the hours specified in the collective bargaining agreement is not a multiple position. The colleges must be mindful of the rules set forth in the settlement agreement between the University and the Professional Staff Congress/CUNY (the “PSC”) regarding compensatory time for employees in the Higher Education Officer series.

- The colleges must also remember that under the Fair Labor Standards Act non-exempt employees may be eligible for payment at time and one-half for any hours worked over 40 hours during a week.

- No multiple position work may be assigned during the employee’s normal working hours.

- Employees shall receive the appropriate contractual non-teaching adjunct rate for non-teaching assignments and the appropriate contractual teaching adjunct rate for teaching assignments and psychological counseling. Employees shall receive the appropriate contractual hourly rate on the Adjunct College Laboratory Technician schedules for overtime work in said titles.

- Employment on multiple positions for extra compensation is limited to an average of three classroom contact hours per week for teaching assignments or six hours per week for non-teaching assignments University-wide. Under special circumstances, the President may approve an additional teaching assignment of up to three classroom contact hours.

- Employees accepting multiple position employment at a CUNY college other than in the unit of full-time employment must give written notice to the Director of Human Resources of the unit of full-time employment prior to commencing the assignment.