

May 4, 2016

BY E-MAIL

TO: Chief Administrative Officers

FROM: Esdras Tulier *3*

SUBJECT: Multiple Position Assignments for Employees in Higher Education Officer Series Titles,
College Laboratory Technician Series Titles, Research Associates and Research Assistants

This serves to remind you of the Policy pertaining to multiple position assignments for employees in HEO series titles, CLT series titles, Research Associates and Research Assistants. The Policy limits secondary assignments for employees in these titles. This memo is prompted by the outcome of a recent review of multiple position assignments to employees in these titles (excluding the CLT series). The review revealed many multiple position assignments: that are in the same department or office as the employee's full-time appointment; that appear to be over the maximum hours allowed by the Policy; and that may not be in compliance with other applicable rules and regulations.

Human Resources Directors have been provided with the data for their own campus and urged to review the work assignments in the document. Also, in order to facilitate management of multiple position assignments, a Non-Teaching Instructional Staff Multiple Position Form (that is being used by one of the campuses) has been adapted for use across the CUNY campuses. We encourage the campuses to use this form in order to track and monitor multiple position assignments at the employee's home campus and elsewhere in CUNY. We believe that use of the form will foster compliance with the Policy, contractual requirements, and the Fair Labor Standards Act.

Should you have any questions, please call me at 646-664-3291.

Attachments: Multiple Position Policy and NTIS MPP Form

C: Vice Chancellor Gloriana B. Waters
Vice Chancellor Pamela Silverblatt
Chief Academic Affairs Officers
Human Resources Directors
HR Advisory Services