

## GENERAL MULTIPLE POSITION POLICY QUESTIONS

### 1. How to report/calculate work in and out of CUNY?

See MP Policy for permissible hours within CUNY and permissible hours external to CUNY.

Fall semester (includes Winter Intersession)

Spring semester

Summer annual leave period = 3/9ths rule

Use Form to document assignments

### 2. How to report/calculate teaching and non-teaching?

See MP Policy for

- 1) number of classroom contact hours permitted for the semester
- 2) additional contact hours permitted for online, weekend and intersession classes
- 3) number of non-teaching assignment hours per semester
- 4) how to calculate a combination of teaching and non-teaching hours

### 3. What is 3/9<sup>th</sup> of annual salary?

Use the calculator to determine 1/9<sup>th</sup> and 3/9ths of annual salary.

### 4. How to quantify intermittent/off-clock work?

External work is quantified as an average of 7 hours per week.

Intermittent work should be calculated accordingly, *e.g.*, 15 minutes at 7 p.m. on Mondays and Fridays = 30 minutes per week (permissible within the 7 hours per week)

### 5. When and how often must an MP form be submitted?

- Once every semester, preferably at the beginning of the semester.
- Submitted to the Labor Designee or person designated to coordinate and maintain compliance with the Multiple Position Policy
- Also, if the assignment changes, a form should be submitted so that when the college report is submitted in June by the President to the BOT, the information is accurate.

### 6. How is workload and multiple position hours calculated?

- MP workload is calculated for the semester, and the total for the academic year only.
- It is separate and distinct from contractual workload.
- Should it be necessary to review the MP workload of the Fall semester at the beginning of the Spring semester, the designated person at Hunter will be able to provide the necessary information.

### 7. Full-time here and part-time elsewhere in CUNY (or vice-versa):

- A Hunter College full-time faculty member will submit the MP form to the designated person at Hunter College.
- Use the MP form, which has distinct sections for reporting all part-time work, whether it is at Hunter College or at another CUNY institution.
- S/he should not submit any form (including the Adjunct Workload Reporting Form) to any other institution where they may have a part-time position.

### 8. How to report?

- A drop-down menu provides names of all CUNY institutions
- The form provides space for entering classroom contact hours or non-teaching hours.

### 9. Who asks permission of whom?

- The faculty member must be informed of the process for submission and approval at Hunter.

**10. Which form is completed at which institution?**

The MP form is completed and submitted at Hunter by all full-time faculty.

No other form is required by a full-time faculty member who has a part-time assignment elsewhere in CUNY.

The other campus should not ask for an Adjunct Workload Form – that form is for Adjuncts only.

**11. The MP form is completed by the full-time faculty member at the institution. Which maximums govern which work?**

- The MP Policy provides clear guidelines on  
Within CUNY:
  - 1) the number of classroom contact hours permitted within CUNY
  - 2) number of non-teaching assignment hours permitted within CUNY
  - 3) how to calculate a combination of both at CUNY.

- **External to CUNY:**  
**Only one permitted rule.**

Hunter College ensures compliance with the MP Policy for their full-time faculty.

**12. At times, when a faculty member or other institution requests to teach a course elsewhere how often should the request be made (once a year, every semester)?**

- The MP form is to be submitted at the beginning of each semester.
- If the faculty member is requested to teach a course or take on a non-teaching assignment in the middle of the semester, the form should be revised and submitted for approval, prior to engaging in the assignment.

**13. How is Summer Compensation from Research Foundation and College Foundation calculated?**

Use Summer Compensation Calculator for managing payments from Research Foundation. Monies received are tax levy.

College Foundation monies are non-tax levy. Compensation from the College Foundation may be paid per the guidelines of the College Foundation. It may be in addition to the 3/9ths of compensation – see rules for such payment.

**14. Can offer letters include summer compensation for new faculty?**

Faculty members whose offer letters include compensation of 1/9<sup>th</sup> or 2/9ths of annual salary.

New hires - Tax levy research monies are available

For others - payment has to be made based on the non-teaching hourly rate with submission of timesheets – and the college should check on the feasibility of hours worked.

**15. Can a multiple position assignment be split for Non-Teaching Instructional Staff?**

Yes. Use the appropriate calculation. Reminder that the President has to approve of the additional 3 classroom contact hours.

**16. Are there any exceptions when a multiple position can be assigned in the middle of the regularly scheduled workday?**

The PSC contract states that split schedules do not meet the definition of a reasonable schedule. Any adjustments must be in consultation with the supervisor and Human Resources and documented on the MP form.

**17. Does the Multiple Position Policy apply to substitute HEOs and substitute faculty members?**

Yes, substitutes are full-time instructional staff members.

## SCENARIOS

### **External Work:**

A tenured faculty member in the Theater and Dance Department owns a theater company and has always entered “8 hours” in the “Hours per week” box in section B.2. In addition, this semester, he adds in Section B 2: Little League Coach on Wednesday and Friday evenings.

This past semester, students have complained about not receiving email responses from the faculty member in a timely fashion. Sometimes it is 2-3 weeks before they get a response. The chair has informed the faculty member in an email, inquiring about the situation.

The faculty member responds that the theater company is growing and is consuming more and more time. In addition, because he is now coaching his son’s team, he is away from the theater company twice a week and has to make up time for the administrative work that he has missed.

### **Comments:**

### **Multiple Position Teaching/Non-Teaching:**

A Lecturer is teaching 6 classroom contact hours as a Multiple Position at Hunter College. She is also teaching an on-line course of 6 classroom contact hours at John Jay College. The department chair would like to engage her in a curriculum development project for an estimated 100 hours.

### **Comments:**

### **Reassigned Time and Multiple Position:**

In Spring 2018, an untenured Assistant Professor has 4 hours of reassigned research time, a multiple position teaching assignment of 3 classroom contact hours and 100 hours of non-teaching hours to work on a faculty development project.

### **Comments:**

### **Summer Compensation:**

A professor calculated the 3/9ths compensation from his teaching and non-teaching assignments for the summer sometime in the middle of the spring semester. In May, CUNY OAA nominated the professor to participate in a grant-funded activity during the summer. The compensation for this activity would go over the 1/9<sup>th</sup> limitation for the month and the 3/9ths limitation for the summer.

### **Comments:**

### **Summer Chair:**

A Chairperson has informed the Provost that he will be on vacation for the month of July. The college has undertaken the appropriate process to designate a Chair for the month of July. The Chairperson submits a request for compensation for 1/9<sup>th</sup> of annual salary for July from RF grant funds, noting 100% of effort for the month of July.

### **Comments:**

## **MULTIPLE POSITION FOR NON-TEACHING INSTRUCTIONAL STAFF**

Trudy Elion is a Full-Time CLT in the Department of Physics and Astronomy Lab, working from 9 am to 5 pm. Every Thursday, she works extended hours – from 5 – 9 pm. The college’s Department of Computer Science asked her to work in their Lab too and asked her to work from 8 – 9 am, work during her lunch-time, work from 6:30 pm – 9 pm and a full day on Saturday. She asks the supervisor in the Dept. of Computer Science to adjust her Thursday schedule, as she works overtime in the Dept. of Physics and Astronomy, and also the Monday schedule as she is teaching 3 classroom contact hours at BMCC in the Physics Department on Monday evenings.

### **Comments:**