



OFFICE OF HUMAN RESOURCES (OHR)  
1650 Bedford Avenue, Brooklyn, NY 11225  
(718) 270-6910 (PHONE)  
(718) 270-6909 (FAX)

## **Part-Time Assignment**

Name:

Date:

The College is pleased to offer you a part-time temporary appointment as a College Assistant during Fiscal Year **2022 - 2023**:

• Department/Office:

Supervisor:

• Schedule: As assigned by Supervisor

Hours Per Week:

• Hourly Rate:

Work Hours Allocated:

Total Leave Accrual:

Total Hours Allocated:

• Full Time CUNY Student: Yes ☐ No ☐

**You will not be paid for work performed before this agreement has been received in Human Resources.** The other terms and conditions of employment are those consistent with the applicable rules and Bylaws of the Board of Trustees of The City University of New York and the provisions of the applicable collectively negotiated bargaining agreement in effect within the University at the time of your appointment. **This offer is subject to financial ability and the approval of the Board of Trustees of The City University of New York.** There is no presumption of employment beyond the period indicated. The parties agree that this agreement shall supersede any prior agreements between the parties and that the terms of this agreement may not be amended, supplemented, or modified in any manner, except by a letter of appointment issued by the Director of Human Resources of Medgar Evers College and signed by the parties.

ACCEPTED AND AGREED:

FOR THE COLLEGE:

\_\_\_\_\_  
Signature of College Assistant      Date

\_\_\_\_\_  
HR Designee      Date

**\*Only Official when the Office of Human Resources completes and signs assignment.**

---

### **FOR BUDGET OFFICE AND HUMAN RESOURCES DEPARTMENT USE ONLY**

• Maximum Allowable Work Hours:

Maximum Allowable Work Hours/Pay Period:

• Expected First Work Day:

Expected First Pay Day:

• Last Workday:

Last Pay Day:

• Projected Sick Leave Accrual:

Unused accrued sick leave carries over to your next appointment. **It is not paid out at the end of the contract period.**

• Projected Annual Leave Accrual:

Accrued annual leave **must** be used on or before the last workday.

• Maximum Amount Payable, Including Accrued Annual Leave: