

## APPLICATION FOR MULTIPLE POSITION FOR NON-TEACHING INSTRUCTIONAL STAFF HIGHER EDUCATION SERIES; COLLEGE LABORATORY TECHNICIAN SERIES; RESEARCH ASSOCIATES AND RESEARCH ASSISTANTS

This form is to be used by full-time Instructional Staff employees in the Higher Education Officer and College Laboratory Technician Series titles and by Research Associates and Research Assistants who seek to engage in teaching and/or non-teaching assignments at the college of full-time employment or in another CUNY college, in addition to their regular, full-time assignment.

A multiple position is an assignment that is different from, and in addition to, 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.

- Questions on whether an additional assignment is different from the regular full-time assignment should be addressed to Human Resources. - In instances where the assignment is a continuation of an employee's regular full-time assignment, please refer to the HEO Compensatory Time Agreement and FLSA overtime regulations, as applicable.

Employment on a multiple position is limited to an average of <u>three classroom contact hours per week for teaching assignments</u> **OR** <u>six hours</u> <u>per week for non-teaching assignments University-wide</u>. Under special circumstances, the President may approve an <u>additional teaching</u> <u>assignment</u> of up to three classroom contact hours.

Employees shall be paid the appropriate contractual non-teaching adjunct rate for non-teaching assignments, the appropriate contractual hourly rate on the CLT, Senior CLT or Chief CLT Adjunct Schedule for work in said titles, or the appropriate teaching adjunct rate for teaching assignments and psychological counseling.

HEO series and CLT series employees and Research Assistants who are FLSA Non-Exempt and who work more than 40 hours due to their multiple position are eligible for overtime compensation (time and one half). The college where the multiple position is located and where the employee is working the hours over 40 is responsible for the payment of overtime.

No multiple position work may be undertaken during an employee's normal working hours. Article 15.4 (d) of the PSC-CUNY contract prohibits a split schedule which is defined as a schedule in which the hours are not consecutive except for meal periods. The HR Director's signature serves as verification and approval that any modification to the start and/or end time(s) of the employee's regular, full-time work schedule has been done in consultation with the employee's supervisor of the full-time position.

Multiple Position Assignment at the college of full-time employment:

Employees must submit this form to the Office of Human Resources at the college of full-time employment <u>prior</u> to commencing the multiple position assignment.

## Multiple Position Assignment at another college of CUNY:

Employees considered for a multiple position assignment at a CUNY college other than at the college of full-time employment must give written notice (this form) to the Director of HR at the college where the multiple position assignment is located. The Office of Human Resources at the college where the multiple position assignment is located will forward this form to the HR Office at the college of full-time employment, prior to the employee commencing the assignment.

Employee's Full-time Position Information (to be completed by e	<u>employee)</u>
Name	Contract Title
College of Full-time Employment	Department
Supervisor's Name	Campus Phone #
Regular Work Schedule (indicate start and end times, e.g., 9 a.m.	- 5 p.m.)
Monday Tuesday Wednesday Th	ursday Friday Saturday Sunday
MULTIPLE POSITION INFORMATION (to be completed by employ	<u>ee)</u>
Teaching	
College where multiple position is located	
Semester/Year Multiple Position G	Contract Title
Course Name or #	Classroom Contact Hours
Work Schedule for multiple position (indicate start and end times, e.g., 5	p.m 7 p.m.)
Monday Tuesday Wednesday Th	nursday Friday Saturday Sunday
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## Non-Teaching

College where multiple position is lo	cated						
Multiple Position Contract Title							
Start Date of Assignment	End Date	e of Assignment					
Hours/Week Total Hou	rs Assigned						
Work Schedule for multiple position (indicat	te start and end times, e.	.g., 5 p.m 7 p.m.)					
Monday Tuesday V	Wednesday	Thursday	Friday	Saturday	Sunday		
ADDITIONAL TEACHING ASSIGNMENT (Up to 3 classroom contact hours only) (This must be approved by the President or his/her designee at the full-time college of employment. HR must have written approval on file).							
College where multiple position is located				Semester/Year	Semester/Year		
Multiple Position Contract Title							
Course Name or #			Classroom C	ontact Hours			
Work Schedule for multiple position (indicat	te start and end times, e	.g., 5 p.m 7 p.m.)					
Monday Tuesday W	/ednesday	Thursday F	riday	Saturday	Sunday		
The proposed multiple position assignme	ent(s) are accurately i	reflected and do not	interfere with my	primary responsib	ilities.		
Employee Signature		Da	ite				
Verifications and Signatures:							
Verifications and Signatures: If the multiple position assignment is a	t a college other tha	n the college of full-	time employmen	ıt:			
-	t a college other tha	n the college of full-	time employmen	<u>ıt:</u>			
If the multiple position assignment is a	by the employee regard	ling the multiple positi			ate.		
If the multiple position assignment is a         Name of HR Director         I affirm that the information provided b	by the employee regard	ling the multiple positi			ate.		
If the multiple position assignment is a         Name of HR Director         I affirm that the information provided b         I affirm that the college will pay any over         Signature	by the employee regard ertime compensation, i	ling the multiple positi if applicable. Date	on appointment at	t the college is accur	ate.		
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