

By E-Mail

March 1, 2016

TO: Chief Administrative Officers

FROM: Judy Opperman

SUBJECT: Adjunct Pay Dates – Summer 2016

In accordance with the Academic Calendar, Summer Sessions 2016 begin on Tuesday, May 31st, 2016 and end on Tuesday, August 19th.

Senior college summer session payroll dates are:

Pay Date

6/23/16
7/7/2016
7/21/2016
8/4/2016

Community college summer session payroll dates are:

Pay Date

6/17/16
7/1/16
7/15/16
7/29/16

The following rules shall apply to the payment of teaching and non-teaching adjuncts working in one or more summer session periods:

- All adjunct hours from the beginning of the Summer Session on May 31st through the end of the summer session(s) on August 19th are to be considered summer session.¹
- Colleges should choose actual adjunct pay dates from the four dates listed above which most closely adhere to the college's summer session schedules. **It is not necessary to use all four**

¹ Adjuncts who are eligible for a movement in the salary schedule on July 1 should receive the appropriate rate increase as per schedule, even if the date falls within a particular summer session.

payroll dates or to spread the pay due any employee over four pay periods. The college should pay every employee promptly and, whenever possible, distribute the payments over at least three pay periods.

- Please advise academic department chairs to notify adjuncts of applicable pay dates.
- No employee should be paid before they have started to work.
- Colleges must ensure due diligence for completion of work assignments and attendance by adjuncts during the summer session.
- Teaching and non-teaching adjuncts may be paid in increments of one-half hour.

Please notify the appropriate personnel at your college of these dates. Your cooperation is greatly appreciated.

c: Ms. Ethelyn Clark
Ms. Shakira Smith
Ms. Kenyanta White
Ms. Deborah Bell
Mr. Esdras Tulier
Mr. Jeffrey Ratliff
Mr. Neil Matthew
Ms. Minnie Curry
Mr. Mohamed Hafeez
Mr. Brian Moulton
Mr. Robin Rabii
Ms. Denise Shoddy
Vice Chancellor Matt Sapienza
Vice Chancellor Gloriana B. Waters
Vice Chancellor Pamela Silverblatt
Ms. Sahana Gupta
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Chief Academic Officers
College Budget Directors
Directors of Human Resources
Labor Designees