



FACT SHEET FOR ADJUNCTS

The information below highlights important information for adjuncts.

For teaching adjuncts, each semester is treated as a contract and is paid out over eight (8) equal paychecks. If for any reason you do not receive a paycheck on the first scheduled date, the next check processed will contain any retroactive pay.

Non-teaching adjuncts and college laboratory technicians (CLTs) are in a positive reporting payroll and must submit timesheets as per the hourly pay schedule.

Paychecks: Paper paychecks are available for pick up on the pay week at the Bursar's Office, L.700.00NB on Wednesdays after 3pm.

To sign up for direct deposit, the forms can be obtained from the John Jay College Website Employee Center under "Changing your personal information".
http://inside.jjay.cuny.edu/emp_current.asp

Professional Hour: Adjunct faculty assigned to teach six (6) or more contact hours will receive an additional hour per week for a total of 15 hours for the semester. This hour is considered an office hour and it is added to your semester contract. It is important to note that the additional hour occurs only once whether you teach three or four courses. The office hour only applies to fall, spring and winter semesters.

Adjunct Workload: Adjunct faculty may teach no more than nine (9) classroom contact hours (equivalent to three (3) courses) a semester at any one CUNY college. In addition, adjunct faculty can teach a maximum of one course which may not exceed six (6) classroom contact hours per week during a semester at any one other CUNY college. During the summer months, the University's policy is to limit teaching adjunct titles to 105 hours, except in departments with four credit courses for which a 120-hour assignment is permitted. The adjunct workload reporting form must be completed every semester and submitted to the payroll department within the first two weeks of classes.

The maximum workload for Non-teaching Adjuncts and College Laboratory Technicians is 225 hours per semester and 175 during the summer months. If you are performing teaching work in combination with non-teaching work, each 45 hour course translates to 75 non-teaching hours and it is paid at 60% of the teaching adjunct rate.

ADJUNCT STEP INCREMENTS:

Adjuncts are entitled to a step increment following the completion of six (6) semesters of teaching at CUNY over a three (3) year period, including summers. Eligibility for increments are reviewed July 1 and become effective in the fall semesters unless a summer session course is taught with a begin date after July 1.

Article 24, section 24.2b of the Collective Bargaining Agreement cites the criteria to be satisfied in order for an adjunct faculty member to receive a step increase. This section states in pertinent part as follows:

“An adjunct in a teaching or non-teaching title who on July 1, shall have served six semesters University-wide over a period of the preceding three years and who has not received a movement in schedule during that period, shall receive a movement within schedule to the next higher dollar amount. For purposes of this paragraph, a semester shall include summer session”.

It is the University’s policy that all three criteria must be satisfied before a step increase is awarded:

1. The adjunct must work an entire three year period prior to the July 1 adjustment date. (For example, for salary steps awarded on July 1, 2015, adjuncts being considered must have worked the three year period Fall 2012/Spring 2013, Fall 2013/Spring 2014 and Fall 2014/Spring 2015. Within this three year period an adjunct who misses a Fall or Spring semester may replace that semester with work performed during Summer 2013 or 2014.)
2. The adjunct must work a total of six semesters commencing with the first Fall semester of the three year period. In the example used above work in Summer 2012 (prior to the beginning of the three year period) and work in the Summer 2015 not completed by July 1st would not count toward the six semester count.
3. The adjunct must not have received a movement within the salary scale during that three year period. Movement within the salary scale resets the clock.

Please note that services paid by the Research Foundation, do not count towards the step increment. It is the Adjunct’s responsibility to notify the John Jay payroll department regarding your CUNY-wide work history to make sure that you are on the right salary step. If you believe that your hourly rate of pay is incorrect, you must notify the payroll department within 30 work days of the first day of the semester to receive a retroactive pay adjustment for the semester.

SALARY PARITY:

Adjuncts are entitled to salary parity. If an adjunct is teaching in another CUNY college at a higher rate within the same contract title and discipline, an official letter from the institution detailing the employment history must be provided for the John Jay College Human Resources Department. Once we have received and verified the official communication the rate will be corrected accordingly.

For more information on CUNY Adjunct Rights and Benefits, please visit:

<http://psc-cuny.org/sites/default/files/CUNYadjunctsRightsAndBenefits.pdf>