

*Raj Singh
AVP for Administration*

*524 West 59th Street-
Suite 713 – Annex Building
New York City, NY 10019
T. 212.237.8512
F. 212.237.8939
rsingh@jjay.cuny.edu*


MEMORANDUM

TO: Provost
Vice Presidents
Associate Provosts
Directors
Managers

FROM: Raj Singh
AVP for Administration

DATE: August 2, 2017

RE: Revised Procedures – Non Teaching Adjunct Employment



In an effort to ensure that John Jay College is in full compliance with The University's guidelines regarding the employment of non-teaching adjuncts, the Office of Human Resources is implementing with immediate effect a revised protocol to ensure compliance.

In the event you wish to employ a non-teaching adjunct, you are required to satisfy the following requirements:

1. Obtain written approval from the Division Vice President and the AVP for Administration prior to the effective date of employment.
2. Employment will be approved for no more than three (3) months. If for operational needs an extension is required, a request for extension must be approved in writing by the Division Vice President and AVP for Administration.
3. All assignments during the period of non-teaching adjunct must be completed after normal working hours for current employees and the assignment must be significantly different from the current employee's normal duties.

Attached is the form that must be completed by all non-teaching adjuncts to ensure compliance with the guidelines and payment for work done by the NTA.

If you have any questions, please feel free to contact me at (212) 237-8512.

cc: President
Human Resources Staff

Attachment-NTA Timesheet Form

John Jay College of Criminal Justice

Time Sheet for Hourly Employees

Non -Teaching Adjuncts

Eligibility to be employed as a Non-Teaching Adjunct

1. Approval from Division Vice President and AVP for Administration for duration not to exceed 3 months. Request for extension may be considered based on operational needs.
2. Assignments must be completed after normal work hours and duties assigned must be significantly different from employee's normal work.

Employee's Name: _____ Line # _____

Last Four Social Security #: _____ Department: _____

Date (MO/D/YR)	Assignment Duration			Assignment Status	
	Time Start	Time End	Hours Worked	Completed/Not Completed	Details of Assignment
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
TOTAL					

Approval

Employee's Signature

Date

Payroll Department

By: _____

Date: _____

Supervisor Signature

Date

VP Signature

Date