

HR ADJUNCT ORIENTATION

Fall 2024
Office of Human Resources

Appointment and Access

- Personnel Action Form (PAF) required for input into CUNYFirst and onto payroll every semester.
- **IMPORTANT:** All actions (appointment, change in hours, absences, substitutions, etc.) require a PAF. Input into CUNYFirst and payroll is dependent on when HR receives the PAF.



Get BMCC ID Card



Claim BMCC email

CUNYfirst

Activate CUNYfirst account
See [step-by-step instructions](#)

Office Hours (Effective Spring 2020)

- Assigned to teach at least three (3) classroom contact hours per semester (at least 45 teaching hours) within the same college. See table on page 5.
- Paid at the teaching hourly rate.
- These hours are to be spent on campus.
 - For entirely or partially online courses, office hours may be conducted online to a corresponding extent.
- The hours are to be spent engaged in or available for student contact.
- The College may direct that up to three (3) office hours per semester—or up to six (6) per semester for those paid for more than 15 office hours—be used for:
 - Required trainings (e.g., Workplace Violence Prevention, Sexual Harassment Prevention, etc.),
 - Professional development,
 - Attendance at college orientation sessions,
 - Meetings with the union pursuant to Section 208.4(b) of the NYS Civil Service Law, which may be conducted individually or in a group, as agreed to with the PSC, or
 - Otherwise directed by the colleges.

Professional Hours (Effective Spring 2020)

- Assigned to teach less than three (3) classroom contact hours per semester (less than 45 teaching hours) within the same college will be paid for two (2) professional hours.
- Paid at the teaching hourly rate.
- These hours are to be used for:
 - Required trainings (*e.g.*, Workplace Violence Prevention, Sexual Harassment Prevention, etc.),
 - Professional development,
 - Attendance at college orientation sessions,
 - Meetings with the union pursuant to Section 208.4(b) of the NYS Civil Service Law, which may be conducted individually or in a group, as agreed to with the PSC, or
 - Otherwise directed by the colleges.

Office/ Professional Hours

| Classroom Hours per Week | Teaching Hours for the semester | Office Hours/ Professional Hours | Semesters |
|---|---------------------------------|---|---------------------------|
| Less than 03 | < 45 | 2 Professional Hours per semester | Fall/Winter/Spring |
| 03 or more but fewer than 06 | 45 - 75 | 1 hour per week/ 15 office hours per semester | Fall/Winter/Spring/Summer |
| 06 or more but fewer than 09 | 90 - 120 | 2 hours per week/ 30 office hours per semester | Fall/Winter/Spring/Summer |
| 09 or more | 135 or more | 3 hours per week/ 45 office hours per semester | Fall/Winter/Spring/Summer |
| Paid office hours will be capped at 45 per semester at any single college | | | |
| If an adjunct teaches at two colleges, paid office hours will be capped at 45 at the first and 30 at the second college | | | |

WORKLOAD LIMITATIONS

Adjuncts are responsible for reporting all CUNY workloads via a workload form (and verbally) to the departments.

FALL/SPRING

Teaching adjuncts

- No more than nine (9) classroom contact hours during a semester in one CUNY college and
- A maximum of one (1) course that is not more than six (6) hours during a semester at a second CUNY college.
- Office hours are not counted towards the adjunct workload limitation.

Non-teaching adjunct

- A maximum of 225 hours per semester at one CUNY college and
- Not more than 150 hours per semester at a second CUNY college.

Clinical nursing adjunct

- Permitted to teach a maximum of twelve (12) contact hours per week at any one CUNY college
- Such persons are not permitted to teaching any additional courses at any other CUNY college during any semester when they are teaching clinical nursing courses of more than nine (9) hours at any one college.

Note: If assigned teaching and non-teaching workloads, a formula is used to determine the maximum amount of non-teaching hours a person can be appointed to.

Observations

- At least once during each academic semester.
- Observed for a full classroom period.
- During any scheduled class in the first 10 weeks of a semester.
- At least 24 hours of prior notice of observation.
- 10 semester of observations required.
- After 10 semesters, teaching observation held at the request of the chairperson or adjunct.

Absences

- Excused (paid) for personal illness, personal emergencies such as death in the immediate family*, or personal needs which cannot be postponed such as religious observance or jury duty.
- Maximum paid time - 1/15th of the total number of classroom hours in a particular session or semester.
- Requests must be made in advance, in writing.
- If advance notice is not possible, then the department chairperson should be informed as soon as possible.
- The reason provided must be satisfactory to the chairperson and Human Resources.

*Defined as spouse, domestic partner, parent, step-parent, father-in-law, mother-in-law, child, stepchild, sibling, grandparent or grandchild.

Substitutions

- Paid at teaching hourly rate.
- Must be employed by the college.
- No private substitution arrangements with persons not employed by the college.

Reappointment

- Reappointment on a semester basis until requirements for a yearly appointment are met.
- Subject to sufficiency of registration, changes in curriculum and fiscal ability.
- No presumption of employment beyond the period indicated.

CUNY-PSC Agreement 2017-2023

[CUNY-PSC Agreement 2017 - 2023](#)

- Adjunct reappointment – Article 10.1(a)3
- Absence policy – Article 14.8
- Workload limitation – Article 15.2(a)
- Office hours – Article 15.2(b)
- Peer observations – Article 18
- Waiver of tuition fees – Article 29.3
- Health insurance coverage – Appendix J

Understanding Your Pay

Adjunct pay is calculated by multiplying the total hours of the assigned schedule at the teaching hourly rate and dividing over the # of paychecks for the period.

$$\begin{array}{ccc} \text{Bi-weekly pay} & & \text{Teaching hourly rate x total semester hours} \\ \text{(before deductions)} & = & \underline{\hspace{10em}} \\ & & \text{X equal payments} \end{array}$$

To determine total semester hours, multiply contact hours x 15 weeks and add applicable office/professional hours.

Understanding Your Pay (Semester 8/28/24 – 12/21/24)

The Fall 2024 semester goes from 8/28/24 – 12/21/24 and has 8 pay periods.

Example:

Adjunct Lecturer (\$91.67/hour) appointed to 6 hours per week

6 hours x 15 weeks = 90 teaching hours + 30 office hours = 120 total hours

120 hours x \$91.67 = \$11000.40 / 8 payments = \$1375.05 (bi-weekly prior to deductions)

Adjunct Pay Dates

There are 8 pay dates in the Fall 2024 semester:

FRIDAY, SEPTEMBER 13, 2024

FRIDAY, SEPTEMBER 27, 2024

FRIDAY, OCTOBER 11, 2024

FRIDAY, OCTOBER 25, 2024

FRIDAY, NOVEMBER 8, 2024

FRIDAY, NOVEMBER 22, 2024

FRIDAY, DECEMBER 6, 2024


FRIDAY, DECEMBER 20, 2024*

* The last paycheck covers up to the last day of the semester.

- Refer to the [BMCC HR website](#) for the paycheck distribution schedule.
- To sign up for direct deposit, complete the [Direct Deposit form](#) submit it to the Human Resources Office S717 or contact officeofhumanresources@bmcc.cuny.edu for instructions to submit it electronically.

E-Pay Stubs and W-2

- Access electronic paystubs and W-2 in NYCAPS Employee Self-Service (ESS).
- See [NYCAPS ESS Account Information](#) for login instructions.
- YouTube link <https://youtu.be/LSI-TMeP9B0>.
- The user ID is a 7-digit number from payroll system (not CUNY EMPLID#).
 - See Reference# on paper paystub or;
 - Contact the Adjunct Specialist for your payroll ID number.
- If you have any technical issues, please contact CUNY via email at University Payroll Security Adm@cuny.edu.



The graphic features the City of New York seal on the left, the word "EStubs" in large, stylized blue letters in the center, and a stack of paper paystubs on the right. Below the graphic is a form with the following fields:

| Pay Period | Pay Date | Check Num | Payroll # | Work Unit | Distribution # | Pension # |
|-------------------------------|----------|-----------|--------------|-----------|----------------------|--------------------|
| Employee Name | | | Employee Num | JSN | Federal MS Exempt | State MS Exempt |
| Electronic Fund Transfer Info | | | | | | |

Contacts

Vivian Ong

HR Specialist – Adjunct Matters

212-220-8300 ext. 6363

vong@bmcc.cuny.edu

Gulen Zubizarreta

Executive Director of Human
Resources

212-220-8300 ext. 8304

gzubizarreta@bmcc.cuny.edu

Daniella Donald

Benefits Manager

212-220-8300 ext. 8318

ddonald@bmcc.cuny.edu

For information on Adjunct benefits and eligibility requirements, please visit:

www2.cuny.edu/about/administration/offices/hr/benefits

If you have any questions, please contact the Benefits Manager.