



New Teaching Adjuncts Claiming CUNY Services Credit

Adjuncts commencing employment at the college are placed at the entry rate of pay within rank (i.e., adj. lecturer or adj. assistant professor, etc.) by the Office of Human Resources. The Office of Human Resources will only process a higher rate in two instances:

1. Verified prior service in the specific title at another CUNY campus justifies a higher rate based on eligibility for a service increment in accordance with Article 24.2 (b) of the PSC/CUNY Collective Bargaining Agreement; or
2. The Office of Human Resources has received written authorization from the Vice President of Academic Affairs to pay the Adjunct at a higher rate or higher rank. This latter process is initiated by a recommendation made by the department chairperson in writing to the Vice President of Academic Affairs.

It is the **Adjunct's responsibility** to provide the Office of Human Resources with written verification of their employment history from the other CUNY College(s) Office of Human Resources. If you believe you are entitled to an hourly rate higher than your current rate, complete the enclosed Request to Adjust Hourly Adjunct Rate form and return it to the HR Specialist for Adjunct matters in Room S717.

The college's obligation to pay a higher rate becomes effective the day the college receives written verification of prior service that demonstrates entitlement to a higher rate. Pursuant to Article 24.2 (b) (2) of the PSC/CUNY Agreement, if the Adjunct notifies the college's Office of Human Resources within 30 days of the first day of the semester, any adjustment in the hourly rate of pay will be made retroactive to the first day of the semester.

Request to Adjust Hourly Adjunct Rate

PSC/CUNY Agreement Article 24.2(b) states 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 within schedule during that period shall receive a movement within schedule to the next higher dollar amount.

Complete and submit this form to the HR Specialist for Adjuncts, in room S717, ONLY if you have prior service at another CUNY and you believe you are entitled to a higher rate.

Note: It is your responsibility to provide the Office of Human Resources with written verification of you employment history from the other CUNY College(s) Office of Human Resources when you claim the CUNYfirst data we provide you is inaccurate. However, if you notify HR in writing within 30 days of the first day of the semester that you are entitled to a higher salary rate, any adjustment in the hourly rate of pay will be made retroactive to the first day of the semester.

My current hourly rate is \$ _____

I believe my rate should be \$ _____

Print Name

Signature

Department

Date

***You must list and provide employment history for all CUNY colleges for which prior service is being claimed.**