

March 18, 2009

TO: Chief Administrative Officers
FROM: Raymond F. O'Brien *RFO*
SUBJECT: Adjunct Pay Dates – Summer 2009

Summer session pay dates for summer 2009 have been established:

Senior college summer session payroll periods and pay dates are: 6 (6/18/09); 7 (7/2/09); 8 (7/16/09); 9 (7/30/09); 10 (8/13/09).

Community college summer session pay dates are: 6/12/09; 6/26/09; 7/10/09; 7/24/09; and 8/7/09.

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

- Colleges should choose actual adjunct pay dates from the five dates listed above which most closely adhere to the college's summer session schedules. **It is not necessary to use all five payroll dates or to spread the pay due any employee over five pay periods. The college should pay every employee promptly and, whenever possible, distribute the payments over three pay periods.**
- **No employee should be paid before they have started to work. The employee's last paycheck should not be released until the employee has completed all work assignments and attendance has been verified.**
- All adjunct hours from June 1 through the end of the summer session(s) are to be considered 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. Deborah Bell
College Budget Directors
Mr. Neil Matthew
Ms. Minnie Curry
Mr. Mohamed Hafeez
Vice Chancellor Ernesto Malave
Vice Chancellor Gloriana B. Waters
Vice Chancellor Pamela Silverblatt
Mr. Robin Rabii
Mr. Bill Telford
Mr. Barry Kaufman
Mr. Al Gaige
Ms. Sherry Azoulay
Human Resources Directors
Payroll Officers