By E-Mail

February 24, 2015

TO: Chief Administrative Officers

FROM: Esdras Tulier

SUBJECT: Adjunct Pay Dates – Summer 2015

As per the Academic Calendar, Summer Sessions 2015 begin on Thursday, May 28th and end on Friday, August 21st. (Independence Day holiday is on Saturday, July 4, 2015 (observed on Friday, July 3, 2015). Summer session pay dates for Summer 2015 have been established.

Senior college summer session payroll periods and pay dates are:

<table>
<thead>
<tr>
<th>Payroll #</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>6/24/15</td>
</tr>
<tr>
<td>7</td>
<td>7/8/15</td>
</tr>
<tr>
<td>8</td>
<td>7/22/15</td>
</tr>
<tr>
<td>9</td>
<td>8/5/15</td>
</tr>
</tbody>
</table>

Community college summer session payroll dates are:

<table>
<thead>
<tr>
<th>Pay Date</th>
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</thead>
<tbody>
<tr>
<td>6/19/15</td>
</tr>
<tr>
<td>7/2/15</td>
</tr>
<tr>
<td>7/17/15</td>
</tr>
<tr>
<td>7/31/15</td>
</tr>
</tbody>
</table>

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 four dates listed above which most closely adhere to the college’s summer session schedules. It is not necessary to use all four payroll dates or to spread the pay due any employee over four pay periods. The college should pay every employee promptly and, whenever possible, distribute the payments over at least three pay periods.

- Please advise academic department chairs to notify adjuncts of applicable pay dates.
• 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 the beginning of the Summer Session on May 28th through the end of the summer session(s) on August 21st are to be considered summer session.¹

• 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. Ethelyn Clark
   Ms. Shakira Smith
   Ms. Evelyn Rosario
   Mr. Leslie Williams
   Ms. Deborah Bell
   Mr. Neil Matthew
   Ms. Minnie Curry
   Mr. Mohamed Hafeez
   Ms. Cindy Kopacz
   Mr. Brian Moulton
   Mr. Robin Rabii
   Ms. Denise Shoddy
   Vice Chancellor Matt Sapienza
   Vice Chancellor Gloriana B. Waters
   Vice Chancellor Pamela Silverblatt
   Ms. Sahana Gupta
   Mr. Bill Telford
   Ms. Miriam Katowitz
   Chief Academic Officers
   College Budget Directors
   College Payroll Officers
   Directors of Human Resources
   Labor Designees

¹ Adjuncts who are eligible for a movement in the salary schedule on July 1 should receive the appropriate rate increase as per schedule, even if the date falls within a particular summer session.