By E-Mail

March 1, 2016

TO: Chief Administrative Officers
FROM: Judy Opperman
SUBJECT: Adjunct Pay Dates – Summer 2016

In accordance with the Academic Calendar, Summer Sessions 2016 begin on Tuesday, May 31st, 2016 and end on Tuesday, August 19th.

Senior college summer session payroll dates are:

Pay Date
6/23/16
7/7/2016
7/21/2016
8/4/2016

Community college summer session payroll dates are:

Pay Date
6/17/16
7/1/16
7/15/16
7/29/16

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

• All adjunct hours from the beginning of the Summer Session on May 31st through the end of the summer session(s) on August 19th are to be considered summer session.¹

• 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

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.
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.
- Colleges must ensure due diligence for completion of work assignments and attendance by adjuncts during the 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. Ethelyn Clark
    Ms. Shakira Smith
    Ms. Kenyanta White
    Ms. Deborah Bell
    Mr. Esdras Tulier
    Mr. Jeffrey Ratliff
    Mr. Neil Matthew
    Ms. Minnie Curry
    Mr. Mohamed Hafeez
    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
    Directors of Human Resources
    Labor Designees