TO: Vice Presidents of Finance and Administration  
Human Resource Directors  
FROM: Dona Roy, Interim Deputy to the Vice Chancellor  
SUBJECT: Adjunct Pay Dates – Summer 2019  
DATE: April 10, 2019  

In accordance with the Academic Calendar, Summer Sessions 2019 begin on Wednesday, May 29, 2019 and end on Tues, August 20, 2019. This excludes Guttman, Kingsborough and LaGuardia Community Colleges.

**Summer Session Payroll Dates:**

<table>
<thead>
<tr>
<th>Senior Colleges</th>
<th>Community Colleges</th>
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<tbody>
<tr>
<td>Pay Dates</td>
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<tr>
<td>6/20/19</td>
<td>6/14/19</td>
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<td>7/3/19</td>
<td>6/28/19</td>
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<td>7/18/19</td>
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<td>8/1/19</td>
<td>7/26/19</td>
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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 29th through the end of the summer session(s) on August 20th are to be considered summer session. 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.

- 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.
• 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: Senior Vice Chancellor Matt Sapienza
   Vice Chancellor Pamela Silverblatt
   Interim Vice Chancellor Margaret Egan
   Chief Academic Officers
   College Budget Directors
   Labor Designees
   Brian Moulton
   Robin Rabii

Denise Shoddy
Evelyn Rosario
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