Brooklyn College
The City University of New York

*Human Resource Services*
*Office of the Executive Director*
2900 Bedford Ave. • Brooklyn, NY 11210
TEL 718-951-5137 • FAX 718-951-5370
www.brooklyn.cuny.edu

To: Faculty and Staff

From: Renita W. Simmons

Date: June 29, 2016

Subject: Change from Overload Appointment Authorization for HEO and CLT Series Titles to Application for Multiple Position for Non-Teaching Instructional Staff

This notice is to advise you of a change in the Overload Appointment Authorization Form which will now be known as the Application for Multiple Position for Non-Teaching Instructional Staff.

Effective immediately, all employees with HEO and CLT Series titles, Research Associates and Assistants must submit the Multiple Position Application to the Office of Human Resource Services at the College of full-time employment prior to commencing the multiple position assignment. Human Resource Services will be responsible to review all Non-Teaching Instructional Staff applications to insure compliance with the policy. The University policy governing Multiple Position Requests can be found both on the HR and on the Faculty & Administration website. The Executive HR Director's signature, as the President's designee, is a certification that the activity reported on the application for multiple position has been reviewed and found to be in compliance with the policy.

While there are a number of ways in which a proposed Application for Multiple Position can violate that policy, the most common reasons for denying a request are (a) that the proposed activity is part of the employee's regular responsibilities; (b) that the appointment is for too many hours; and (c) that the activity would give the employee a "split schedule," in which the activity is both preceded and followed by hours in which the employee engages in his or her primary employment.

While some Multiple Position requests can be complicated, most requests are processed with little or no difficulty. Many multiple position requests are delayed because the paperwork has not been filled out correctly. As you prepare the Application for Multiple Position form, please pay careful attention to the following points:

1. The Application for Multiple Position requests must be submitted at least two (2) weeks in advance of the start date of the activity. Requests submitted after the fact will, as a general rule, be denied.

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2. The job description must be submitted and approved by HR for the Non-Teaching Adjunct (NTA) assignment.
3. If the employee's work schedule has been modified to accommodate the activity, this must be indicated on the form, and a letter of justification must be sent to HR. It is necessary to explain why the contemplated change in schedule will not interfere with the employee's regular job assignment.
4. It must be clear that the employee will not be working a "split schedule." That is, the overload activity cannot occur in the middle of the employee's regular work activity
5. Employment on a multiple position is limited to an average of three classroom contact hours per week for teaching assignments OR six hours per week for non-teaching assignments University-wide. These guidelines also apply to NTA positions that receive payment through non-tax levy funds.
6. Before submitting the Application for Multiple Position form, please ensure the following:

    a. all fields have been filled in
    b. it contains all requisite signatures
    c. it has been dated

If you have any questions about how to complete this form, please contact Sherri Hospedales or Debra Quashie in Human Resources at (718) 951-5161. Questions regarding non-tax levy funded positions should be directed to Jackie Galang in Accounts Payable at (718) 951-5421.

cc: Matthew Moore, Associate Provost
Debra Quashie
Alan Gilbert, AVP
Jackie Galang