YORK College

CUNY The City University of New York

Multiple Position Assignment Request – HEO and CLT series Employees

This form is to be used by Higher Education Officer (HEO) and College Laboratory Technician (CLT) series employees when requesting permission to engage in an hourly teaching or non-teaching assignment in addition to the employee's regular full-time assignment. Approval must be granted prior to commencing any multiple position assignment. Please return the completed form to the Office of Human Resources in AC 2H01

SECTION I: TO BE COMPLETED BY THE EMPLOYEE

Last Name: _____ First Name: _____

Title: Select Title Department: _____

Schedule in full-time position: (indicate schedule worked each day, ex. 9:00 am – 5:00 pm)

Sunday _____ Monday _____ Tuesday _____ Wednesday _____ Thursday _____

Friday _____ Saturday _____

Signature of Employee: _____ Date: _____

SECTION II: TO BE COMPLETED BY DEPARTMENT REQUESTING THE ADDITIONAL ASSIGNMENT

Type of Assignment: Teaching _____ Non-Teaching _____ **Semester:** fall _____ spring _____ summer _____

Schedule in the part-time position: (indicate schedule worked each day, ex. 6:00 pm – 9:00 pm)

Sunday _____ Monday _____ Tuesday _____ Wednesday _____ Thursday _____

Friday _____ Saturday _____

Requested by: _____ (Area Head / Supervisor) Date: _____

SECTION III: TO BE COMPLETED BY THE EMPLOYEE'S F/T SUPERVISOR & THE PROVOST/AREA VP

_____ Approved _____ Denied _____ Approved Denied _____

_____ _____ _____ _____

Employee's F/T Supervisor Date Provost/Area Vice President Date

Should a conflict occur, it is understood that as a member of HEO/CLT title series', my obligations to my full-time position at York College are primary and take precedence over any multiple position assignment. Multiple position assignments are subject to the University's Multiple Position guidelines, which state:

- No multiple position work may be assigned during the employee's normal working hours.
- No employee shall receive a multiple position rate greater than 60% of the adjunct teaching rate, except for teaching assignments and psychological counseling.
- Employment on a multiple position for extra compensation will be limited to not more than an average of three hours per week for teaching assignments and six hours per week for non-teaching assignments. The President, under special circumstances may request an additional three hour teaching assignment.
- Multiple position employment in a CUNY college other than the unit of full-time employment will require the written permission of the President or his designee from the unit of full-time employment.

Please initial to indicate that you have read and understand the policy on multiple position assignments. Failure to adhere to the policy may lead to disciplinary action. **I have read and understand the multiple position policy**. _____