



Human Resources

Borough of Manhattan Community College
The City University of New York
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New Teaching Adjuncts Claiming CUNY Service Credit

Adjuncts commencing employment at the college are placed at the entry rate of pay within rank (i.e. adj. lecturer or adj. assistant professor, etc. by the Office of Human Resources. The Office of Human Resources will only process a higher rate in two instances: (1) verified prior service in the specific title at another CUNY campus justifies a higher rate based on eligibility for a service increment in accordance with Article 24.2 of the PSC/CUNY Collective Bargaining Agreement; or (2) the Office of Human Resources has received a written authorization from the Vice President of Academic Affairs to pay the adjunct at a higher rate or higher rank. This latter process is initiated by a recommendation made by the department chairperson in writing to the Vice President of Academic Affairs.

It is the adjunct's responsibility to provide the Office of Human Resources with written verification from the Personnel Office of the other CUNY College as to the rate of pay, rank and employment history. The college's obligation to pay a higher rate becomes effective on the day the college receives written verification of prior service that demonstrates a higher rate of pay is justified.

Request to Adjust Hourly Adjunct Rate

Attached is my prior service record at * _____

My current hourly rate is \$ _____

I believe my rate should be \$ _____

Note: It is your responsibility to provide the Office of Human Resources with written verification of your employment history from the Personnel Office of the other CUNY College(s).

Print Name

Signature

Department

Date

***You must list and provide employment history for all CUNY colleges for which prior service is being claimed.**