



MEMORANDUM

Date:

From:

To: Research Foundation the City University of New York (RFCUNY) – HR Department

RE: DUAL EMPLOYMENT – RFCUNY APPOINTMENT APPROVAL

CUNY Employee’s Name: \_\_\_\_\_

RFCUNY Job Title/Position: \_\_\_\_\_ Project#: \_\_\_\_\_

Start Date: \_\_\_\_\_ Appointment End Date: \_\_\_\_\_

Employee’s current CUNY work schedule (i.e., 9-5)

Table with 7 columns: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday

Employee’s work campus location: \_\_\_\_\_

I, Principal Investigator/Project Director, certify that the above employee Research Foundation assignment will not be performed during the hours for which Queensborough Community College compensates the employee and that the duties for the RFCUNY position are separate from (check one):

\*Full-Time CUNY Non-Faculty (HEOs, CLTs, Research Associate, Research Assistant)

\*Full-Time CUNY Faculty

\*\*Adjunct CUNY Faculty

CUNY Office Assistant

College Assistant

Other Classified Title: \_\_\_\_\_

List the three most essential tasks/duties/functions of this job: (attach additional document)

- 1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Principal Investigator/Project Administrator Signature

Date

QCC Employee’s Supervisor/Chairperson Signature

Date

Martha Aspromatis, Interim Director of Human Resources and Labor Relations Signature

Date

\*As a general rule, full-time faculty and non-faculty members are expected to carry a broad array of university-related activities without any extra compensation during the academic year.

\*\*An Adjunct may be employed by the RF provided the Adjunct is not being paid by the RF(via payroll) to teach a credit-bearing course.