


By E-Mail

MEMORANDUM

Date: February 15, 2017

To: College Presidents and Deans of CUNY-wide and Professional Schools  
Chief Administrative Officers  
Human Resources Directors

From: Esdras Tulier, Deputy to the Vice Chancellor 

Subject: Approval process for Non-Tax Levy Salary Supplements

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This memo outlines the procedures for requesting review and approval from the Chancellor of non-tax levy salary supplements to faculty and staff. These procedures are effective immediately.

Section 12.2 of the Bylaws, as adopted by the Board of Trustees on November 28, 2011, provides:

*Whenever any compensation, in addition to the regular annual salary, is authorized to be paid to a member of any college, university, or board staff from enterprises in any way connected with the college or university, such compensation shall not be paid or accepted unless reported to and specifically authorized by the chancellor, except for compensation being paid to the chancellor, which must be specifically authorized by the board.*

"Compensation...in addition to the regular annual salary" is defined as monies from non-tax levy sources that supplement a tax-levy salary for the same work for which the tax-levy salary is earned. This additional compensation may originate from sources such as the CUNY Research Foundation, the College Foundation, Auxiliary Enterprises, and named chairs and named professorships, to cite just some examples. This does not include additional income from multiple appointments, summer salary for working as a department chair, approved salaries above base, and summer salary awarded to PIs from grants.

The college must seek approval of a non-tax levy salary supplement prior to an offer of such supplement being made to an employee or a potential employee.

The college's submission must include:

- A written justification including effective date(s), and the source of the non-tax-levy salary supplement, addressed to Vice Chancellor Gloriana Waters, copy to Esdras Tulier.
- Any other information or document relevant in the review of the request.

Should the Chancellor approve the payment, the college will receive a signed approval memo that must be maintained in the appropriate files for future reference.

Thank you for your cooperation.

c: Cabinet  
College Legal Counsels