



<http://blogs.adams.edu/cfic/>

August 6th, 2015

SUBJECT: Timely payment of Adjunct Contracts

Dear Colleagues,

One of the primary concerns expressed by the members of the Contingent Faculty and Instructors Council (CFIC) has been receiving our paychecks in a timely manner. As two of your elected officers, Danny Ledonne and I met with Alicia Harmon, Administrative Assistant in Human Resources, on Wednesday, August 5th to discuss the process Adams State uses for creating our contracts in an effort to identify possible problems. The meeting was quite an eye-opener for us.

The actual process is much more complex than imagined. Once the offer for a course (or courses) is agreed upon, all of the employment paperwork has to be submitted to Human Resources (which includes your Required paperwork W-4 form, I-9 form, a PERA form, a copy of your driver's license and a copy of your Social Security card (this applies to those who are teaching for the first time; HR keeps copies of your employment paperwork on file).

Once this paperwork has been submitted, a Personnel Contract Recommendation (PCR) Form is completed and submitted. This form has to be signed by the Department Chair, the Senior Administrative Officer, the Budget Director, the Affirmative Action Officer, and Human Resources.

The process usually takes about two weeks to be completed and Human Resources has developed a process for tracking the forms internally - but not between other offices. Unfortunately, if any of the information is incomplete or inaccurate, the whole process may be held up.

Once the form is processed, a contract is generated. The contract goes to the President's Office for her signature, is returned to HR, and then mailed out to us.

In order to receive our first paychecks on time, the signed contract has to be returned to HR by the 15th of the month. In other words, since we should receive our first paycheck of the fall semester at the end of September, our contracts have to be returned by September 15.

Danny and I are scheduling a meeting with the Budget Office as our next step. In the meantime, if you have not received a copy of your contract by the first day of class, please let us know. You should also contact HR and your department chair and/or departmental administration assistant to locate the current status of your contract.

Thank you!  
Phil Ray Jack  
Chair, Contingent Faculty and Instructors Council