

**BRONX COMMUNITY COLLEGE – THE CITY UNIVERSITY OF NEW YORK  
SUMMARY OF BENEFITS AND EMPLOYMENT POLICIES  
ADJUNCT STAFF MEMBERS**

Welcome to Bronx Community College!

As an Adjunct employee you are a member of the part time teaching or non-teaching “instructional” staff. The information below has been prepared to answer some of the questions you may have about your employment and benefits.

Health Insurance

The Professional Staff Congress (PSC)/City University of New York (CUNY) Welfare Fund provides Hip Prime and Empire Blue Cross. To be eligible for the health insurance benefit, you must be paid with tax-levy money, not be covered by health insurance through another source and meet the following requirements:

- Teaching adjuncts must teach six or more hours per week (or the equivalent) at any CUNY college (or combination of CUNY Colleges) in the semester of proposed coverage and have taught at any CUNY college in the two semesters immediately preceding the semester of coverage.\*
- Non-Teaching adjuncts must work ten or more hours per week (or the equivalent) at any CUNY college in the semester of proposed coverage and have worked 10 hours at any CUNY college in the two semesters immediately preceding the semester of coverage.\*

*\*Summer sessions are excluded for purposes of determining eligibility.*

If you are teaching less than six hours at one college, and you are working the necessary additional hours at another College, it is your responsibility to inform the PSC/CUNY Welfare Fund and both colleges that you qualify for benefits. If you do not, and a college reports that you are teaching less than six hours, your health coverage will be terminated. You will then receive a COBRA (continuation of health insurance at 102% cost) notice. If you do not bring the additional hours to PSC/CUNY’s attention within the time indicated on the COBRA letter, your coverage WILL BE TERMINATED AND WILL NOT BE REINSTATED FOR THAT SEMESTER.

If you sign up for coverage in the fall semester, you are covered until January 31<sup>st</sup> of the following year. If you sign up in the spring semester, you are covered until August 31<sup>st</sup> of that year.

Whenever a *Qualifying Event* occurs such as a birth, marriage or divorce, you have 30 days from the date of the event to add or drop an individual. Forms are available from the PSC/CUNY Welfare Fund.

Empire and HIP enrollment forms and adjunct certification forms are available in the Human Resources Office.

TransitBenefit

The transit benefit program allows employees to save on transportation expenses through pre-tax payroll deductions. For information and enrollment come to the Human Resources Office or go to [www.cuny.edu/transitbenefit](http://www.cuny.edu/transitbenefit).

Pension Plan

You are eligible to join the New York City Teachers’ Retirement System (TRS), which provides retirement, disability and death benefits. A pre-tax three percent deduction from your salary combines with the City’s contribution to provide a pension. Vesting occurs after the equivalent of five full-time years of service in the plan. Information concerning the plan is available from the Human Resources Office or website [www.trs.nyc.ny.us](http://www.trs.nyc.ny.us).

### Tax-Deferred Annuity Plans

You may participate in a tax-deferred annuity (TDA) program plan with the Halliday Financial Group, Teachers' Retirement System (TRS) or TIAA-CREF. The TDA program allows you to set aside pre-tax dollars, subject to a

Maximum exclusion allowance, for retirement. Information regarding the TRS and the TIAA-CREF plans is available in the Human Resources Office. For information regarding the Halliday Financial Group TDA plan call Mr. James Werner the representative for the College, at 1-800-786-1598.

### Cuny Work/Life Program

A voluntary, free and confidential benefit for employees and their family members. Available 24 hours a day, 7 days a week. For additional information call 1-800-833-8707 or website [www.cuny.edu/worklife](http://www.cuny.edu/worklife).

### Tuition Waivers

An adjunct who has taught one or more courses in the same department at the same college for ten consecutive semesters (not including summer session) and who is appointed to teach a course of not fewer than three contact hours per week in a Fall or Spring semester shall be granted tuition remission for up to one course in that semester. If the course offered is at the graduate level, it shall be available on a space-available basis. An adjunct who has established eligibility for this tuition waiver shall lose eligibility if in any two out of three academic years the adjunct teaches in only one semester of the year at that college.

### Paychecks

Paychecks are distributed every two weeks on Thursdays, in the Bursar's Office, Colston Hall. For information on direct deposit, please contact the Office of Human Resources extension 5119 or pick up a form in the Payroll Office or the Bursar's Office, both located in Colston Hall.

### New York State College Choice Tuition Savings Program

The New York State College Tuition Choice Program provides individuals with the opportunity to save for a child's future college expenses while gaining tax advantages. Participants may deduct up to \$5000 of their contributions from their New York State taxable income. Contributions to the program may be made through payroll deductions or direct payment to the plan.

If you want more information about the program, call the College Savings Program at 1-877-NYSAVES. The Human Resources Office also has informational brochures.

### Adjunct Professional Hour

Effective September 1, 2002 adjuncts assigned to teach six or more contact hours at the same College will be paid 100% of their teaching rate for one additional hour per week in order to engage in professional assignments related to their academic responsibilities, such as office hours and professional development.

### Paid Leaves

You may be excused for 1/15 of the total number of clock hours in the particular semester you teach. For example, if you teach one three hour course you may be excused for three hours during the semester, without loss of pay, for reasons of illness or personal emergency including religious observance, death in the immediate family or similar personal needs. Requests for such leave must be made in advance, when possible and in writing. If it is not possible to make the request in advance, inform the department chair as soon as possible. The reason must be satisfactory to the chairperson. Only the department chair may authorize arrangements among colleagues to cover or reschedule classes and work assignments.

### Workers' Compensation

You are covered by Workers' Compensation for an accident or illness that arose out of employment. Incidents must be reported immediately to your supervisor, Public Safety, and the Human Resources Department.

### Union Dues/Agency Shop Fee

The University and the PSC have agreed "employees covered by this Collective Bargaining Agreement shall be subject to an agency shop fee deduction..."(PSC/CUNY Agreement, Article 4.2).

### ID Cards

All staff members are required to have current Bronx Community College identification cards. Contact the Office of Public Safety ID Room in Colston Hall extension 5458.

### **COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986**

Both citizens and non-citizens must submit documents to verify their identity and employability. All offers of employment are contingent on presentation of the proper documents. Whenever possible, verification should be completed prior to your start date. However, no later than your first day of employment, you must furnish the following to the Office of Human Resources, South Hall, Room106:

1. An I-9 form (available in the Office of Human Resources) with Section 1 completed.
2. Original document(s) proving your:
  - (a) identity
  - (b) eligibility to work in the United States

A complete list of the documents which may be used to fulfill the requirements of the Immigration Reform and Control Act is located on the reverse side of the I-9 form.

**PLEASE NOTE:** The preceding pages summarize selected contract provisions and policies. Complete information is contained in the official booklets and policies of the applicable insurance companies, in the Bylaws of the Board of Trustees of the City University of New York in the PSC/CUNY Agreement and in policy and procedures memoranda. These and other official sources take precedence over statements made above.

We hope the information is helpful. If you have any questions or wish additional information, please contact the Human Resources Department.

### **EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION/ AMERICAN DISABILITY ACT EMPLOYER**