



Eugenio María de Hostos Community College  
Of The City University of New York  
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## **SUMMARY OF BENEFITS AND EMPLOYMENT POLICIES ADJUNCT STAFF**

*Welcome to Hostos Community College*

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

### **HEALTH INSURANCE**

Adjunct Health Insurance Certification Form  
Empire Blue Cross Enrollment/Change Form  
HIP Enrollment Form

The Professional Staff Congress (PSC) City University of New York (CUNY) Welfare Fund provides the Empire HMO or the HIP Prime HMO plan. 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. Summer sessions are excluded for the purposes of determining eligibility.
- 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 the 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 (which should be filled out and verified by the Human Resources Office) are available in the Human Resources Office.

### **OPTICAL PLAN**

General Vision has a discounted eyeglass plan for adjuncts and their family members. To register for your benefits call 1800-884-3332.

Identify yourself as a PSC/CUNY Welfare Fund Optical Program for Part Time Instructional Staff Vision Pass member, provide the account number of 4009.

## **NEW YORK STATE HEALTH INSURANCE PROGRAM (NYSHIP)**

Doctoral Student Employee Health Plan

If you are eligible for this program you can not join the adjunct health insurance from the PSC-CUNY welfare fund.

You are eligible to participate in the program if you are a matriculated doctoral student in a CUNY graduate program and simultaneously employed in one of the following Professional Staff Congress (PSC) represented titles:

- Graduate Assistant A, B, and C
- Adjunct Instructor
- Adjunct Lecturer
- Adjunct College Laboratory Technician
- Non-teaching Adjunct I, II

## **LONG TERM CARE PLAN**

The PSC/CUNY Welfare Fund plan can be purchased through the John Hancock Insurance Company. This plan is available for adjuncts in their third consecutive semester, teaching six or more credit hours and non teaching adjuncts working 17 ½ hours or more per week. Premiums are based on each individual's age upon enrollment and the benefit option chosen.

Information on these voluntary contributory plans is available at

<http://psccuny.jhancock.com>

user name:psccuny

password : mybenefit

## **PENSION PLAN**

You are eligible to join the New York City Teachers' Retirement System (TRS), which provides retirement, disability and death benefits. A three percent deduction from your salary combines with the City's contribution to provide a pension. Vesting occurs after the equivalent of five fulltime years of service in the plan. Information concerning the plan is available from the Human Resources Office.

## **TAX DEFERRED ANNUITIES (TDA)/ SUPPLEMENTAL RETIREMENT ANNUITIES (SRA)**

Members of the adjunct staff you may participate in a tax deferred annuity program known as a 403(b) plan. This plan allows participants to defer a percentage of salary before taxes through a salary reduction agreement.

TIAA-CREF and TRS offer Tax Deferred Annuity Programs for members enrolled in their retirement plans. The Human Resources has information on the TIAA-CREF TDA. For enrollment information on the TRS TDA call 1-888-8NYCTRS. You may participate in a TDA program by the Professional Staff Congress through HRC Financial Planners. Appointments can be made with Dr. Sandy Siff at 1-800-786-1598.

**Employees may enroll in one tax deferred annuity program only.**

## **NEW YORK STATE DEFERRED COMPENSATION PROGRAM - 457 PLAN**

Employees may participate in the tax deferred 457 program in addition to participating in a regular tax deferred annuity. For enrollment information please contact:

Bina Kumar

Account Executive

1-800-422-8463 ext. 44329

<http://www.nysdcp.com>

## **TRANSITBENEFIT TRANSPORTATION SPENDING ACCOUNT (TSA) PROGRAM**

The transit benefit program allows employees to save on transportation expenses through pre-tax payroll deductions. For information and enrollment go to the CUNY website.

## **TUITION WAIVERS**

As a teaching Adjunct Faculty member you are eligible for a tuition waiver for undergraduate and graduate courses at any College of the City University of New York, provided that you have worked ten (10) consecutive semesters not including summer sessions in the same College and are appointed to teach a course of not fewer than three contact hours per week. The waiver is limited to one undergraduate or one graduate course per semester; summer session is not included. Tuition waiver forms are available in the Office of Human Resources.

## **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 the toll free number 1-877-NYSAVES. The Human Resources Office also has informational brochures.

## **JURY DUTY**

You are entitled to receive your regular salary provided that your jury duty service is during your normal work hours and you remit to the Human Resources Office proof of jury duty attendance. You should notify your department chair or director of the jury duty summons. If the jury service does not conflict with your assignment, you will be expected to work as scheduled.

## **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 personal illness or personal emergencies including religious observance, death in the immediate family or similar personal needs which cannot be postponed for a period of 1/15 of the total number of clock hours in the particular session or semester. Request for such leave, where possible, must be made in advance, in writing. If it is not possible to make such a request in advance, the department chairperson or supervisor should be informed as soon as possible. The reason provided must be satisfactory to the chairperson or supervisor.

- **Non-Teaching Adjuncts and Adjunct College Laboratory Technicians:** You may be excused for 1/15 of the total number of clock hours in the particular semester you teach. For example, for teaching 225 hours a semester you will be excused for 15 hours.
- **Teaching Adjuncts:** 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.

## **TRAVEL**

You may apply for a stipend from the limited travel funds available to faculty members for attendance at professional meetings and conferences. You should apply as early as possible in the academic year to your department chair who forwards requests to the school dean. Current information concerning the permissible per diem expenditure for food and lodging is available from the Dean's Office. You may also obtain the per diem expenditure information from the web site of the Department of the State Comptroller at <http://www.osc.state.ny.us/agencies/>. Limitations are placed on the total amount that may be authorized for any given trip.

## **WORKERS' COMPENSATION**

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

## **US SAVINGS BONDS**

Bonds are available for purchase through payroll deductions. The phone number is 1-800-426-9314. Human Resources and Payroll has handouts for the program in the reception area.

## **PAYCHECKS**

Paychecks are distributed every two weeks on Thursdays from the Bursar's Office. You can make arrangements for direct deposit banking by picking up a form in Human Resources or the paycheck can be sent to your home address by signing a form in the Bursar's Office.

## **UNION DUES/ AGENCY SHOP FEE**

PSC-CUNY website: <http://psc-cuny.org>

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). This fee is indicated by code number 468 on your salary check stub under "other deductions" and is equal to the amount deducted from union members for union dues.

## **ID CARDS**

All staff members are required to have current Hostos identification cards. An ID card authorization form will be given to you upon completion of your new hire paperwork in Human Resources.

## **CUNY WORK/LIFE PROGRAM**

To help employees and their families balance their personal and professional responsibilities, the University is offering free, confidential assistance through the new CUNY Work/Life Program administered by Corporate Counseling Associates (CCA), Inc. This very important benefit is available to all University employees and their dependents. The CUNY Work/Life program provides a wide range of information and support. It offers traditional personal counseling for stress, family problems or substance abuse. Experienced and professional counselors are available at (800) 833-8707, 24 hours a day, 7 days a week.

<http://www.cuny.edu/worklife>

## **CUNY E-MALL**

[www.cuny.edu](http://www.cuny.edu)

This valuable resource lists various discounts offered to Hostos Community College employees such as wireless phone service, technology discounts, Broadway shows and retailer discounts. You will need to log in and go to the CUNY e-mall.

## **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 Human Resources Room B-215:

1. An I-9 form (available in the Human Resources Office) 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 Union Contracts 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 Human Resources.

**AN EQUAL OPPORTUNITY/ AFFIRMATIVE ACTION/  
AMERICAN DISABILITY ACT EMPLOYER**