

BARUCH COLLEGE- THE CITY UNIVERSITY OF NEW YORK
SUMMARY OF BENEFITS AND EMPLOYMENT POLICIES
ADJUNCT STAFF MEMBERS

Human Resources Department

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Many of the forms that will be referred to will be available on our website or in Human Resources

Welcome to Baruch 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 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 31st of the following year. If you sign up in the spring semester, you are covered until August 31st of that year.

Whenever a *Qualifying Event* occurs such as a birth, marriage or divorce, you have 30 days from the date of

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 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 45 credits 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.

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). 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. Union dues for union members are indicated by code number 467 on your paycheck.

ID CARDS

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

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 Human Resources Office 135 East 22nd Street Room 200:

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 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.

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