

CONTINUING EDUCATION TEACHERS IN THE CUNY LANGUAGE IMMERSION PROGRAM (CLIP)

First and Foremost You are entitled to join your union, the Professional Staff Congress, which represents full-time and part-time faculty and staff at CUNY. We urge you to exercise this right. To join you must sign an authorization card. If you are not a member, an agency fee of 1% is deducted from your paycheck. Union dues are the same amount. Union members are entitled to vote in officer elections and on contract ratification. You must be a member for four months before qualifying to vote.

Contractual Classification All CLIP teachers are classified as Continuing Education Teachers and are covered by the Continuing Education section of the PSC/CUNY contract. The union contract is available to you. It includes a supplemental agreement on Continuing Education Teachers (including CLIP Teachers). Call the union at 212-354-1252 for your copy. It is also available on the union's website: www.psc-cuny.org

Pay Scale As of March 19, 2010, the minimum hourly rate for CLIP teachers is \$37.75.

COMPLAINTS & GRIEVANCES

A complaint is an informal claim by an employee or the PSC of improper, unfair, arbitrary or discriminatory treatment. A complaint may, but need not, constitute a grievance, and is processed through an informal procedure. A grievance is an allegation by an employee or the PSC that there has been: 1) a breach, misinterpretation, or improper application of the contract; 2) an arbitrary or discriminatory application of or a failure to follow the Board Bylaws related to terms and conditions of employment

Contact your campus grievance officer or the union headquarters at 212-354-1252 to initiate a complaint or grievance. **Grievances and complaints must be filed within 30 days**, not counting weekends and legal holidays, from the time you become aware of a problem.

Basic Health & Retirement Benefits from your Employer

- **Individual or family health insurance through the City of New York**
- **A buyout waiver of up to \$1,000 per year for teachers who do not enroll in an insurance plan because they have other health insurance**
- **Chemotherapy and injectable medications through the City of New York's PICA program**
- **A pension through the Teachers' Retirement System of New York City**
- **Up to 28 days of sick leave**
- **Workers' compensation**
- **Pay for days on jury duty**

You must fill out forms in your campus Human Resources office in order to be enrolled in the pension system, a health insurance plan, and the various benefits provided by the PSC/CUNY Welfare Fund (see below). You must also fill out forms to receive the buyout waiver if you qualify for it. It is very important for all new teachers to take care of these forms as soon as possible.

Health Insurance Benefits CLIP Teachers have a choice of several health insurance plans that are provided through The New York City Health Benefits Program. Your campus HR office has a booklet that explains the costs and benefits of each plan so that you can choose the plan that best suits your needs. Two of the options have no associated premium payments.

You may change your plan once a year. The paperwork to change your plan must be completed in the fall open enrollment period and the change goes into effect the following January.

Health Insurance Buyout Waiver If you choose not to enroll in a health insurance plan through The City of New York because you have private health insurance, you are entitled to an annual lump-sum payment called a buyout waiver. You will still be eligible for benefits through the Welfare Fund if you decline the City of New York's health insurance.

Pension CLIP teachers who are not presently a member or retiree of any other New York City pension system may join the New York City Teachers' Retirement System (TRS). Although CLIP teachers are not required to join the pension system, it is strongly recommended that all teachers join as soon as they are on payroll. The PSC provides free pension counseling. For more information, call the PSC at 212-354-1252.

Sick Leave CLIP Teachers appointed to a position that will continue for a period of more than six months and requires them to teach a minimum of 20 hours per week will be entitled to 14 days of sick leave per year, which can accrue up to a maximum of 28 days. One sick day is earned for each 64 hours of paid work. Three days per year of accrued sick leave may be used to care for a family member who is ill.

Workers' Compensation CLIP Teachers are covered by Workers' Compensation.

Jury Duty You must be paid your regular salary for jury duty and give CUNY any pay for jury duty that you receive.

Supplemental Health Benefits from the PSC-CUNY Welfare Fund

Prescription drug coverage is provided through the PSC/CUNY Welfare Fund, except for chemotherapy and injectable medications, which are covered through the City of New York's PICA program.

The PSC/CUNY Welfare Fund also provides **dental, optical, 1st year life insurance, long-term disability, death and hearing aid** coverage. In addition, members may elect to purchase a) a higher level of disability protection, b) additional life insurance coverage, c) catastrophic medical coverage and/or d) long-term care insurance.

CLIP teachers who meet health insurance eligibility requirements through the New York City Health Benefits Plan are entitled to the same Welfare Fund benefits as active full-time CUNY professional staff members.

You can get more information about these benefits on the Welfare Fund website at www.pscunywf.org.

Optional / Elective Benefits

Optional [self-pay] benefits include:

- Tax-deferred annuities and supplemental retirement accounts
- Transit savings accounts
- Medical savings accounts

These benefits are all optional. To enroll, you must get applications from your campus Human Resources office.

Tax-deferred annuities and supplemental retirement accounts are similar to IRAs. You voluntarily contribute a percentage of your pay on a pre-tax basis to an account that accumulates until you begin to withdraw it after you reach retirement age. You have a choice of an account with TRS, HRC or TIAA-CREF.

Transit savings accounts enable you to pay for Metrocards with pre-tax money. They are highly recommended for anyone who uses public transportation in New York City on a regular basis.

Flexible savings accounts enable you to pay for medical expenses not covered by your health insurance with pre-tax money.

Certain elective benefits are available by overlapping groups. For example, long-term care insurance is offered not only by the PSC-CUNY Welfare Fund, but also by both the City of New York and NY State United Teachers. Both the Welfare Fund and NYSUT have a catastrophic medical insurance package. Typically the Welfare Fund package attempts to best address the immediate concerns of PSC members. Information on other programs is available through the NYSUT website or through the NY City Employee Health Benefits Program website.

For more information about these benefits, contact your campus Human Resources office.

IMPORTANT ADDITIONAL PAY/BENEFITS INFORMATION

Teachers hired only as summer replacements are not eligible for health insurance, paid sick leave, longevity increases or pensions through the Teachers' Retirement System.

Teachers who do not teach during the summer term are not eligible for health insurance coverage during July and August. They may maintain health benefits under COBRA, the federal law which allows employees to pay for health insurance themselves for 18 months. When teachers return to work in the fall term, they must go to the campus human resources office and fill out a form to reinstate their health coverage. This is necessary even if the teacher did not use COBRA in the summer.

CLIP teachers who change sites only for the summer are not eligible for health insurance during the summer term if they are not teaching at their home campus.

CLIP teachers who change sites permanently If you change permanently from one CLIP site to another, your pay rate and your accumulated sick days should travel with you. However, this does not happen automatically. You must get a form from the director of the first campus where you worked stating your hourly rate, years of service, and accumulated sick days. This form should be given to the director at your new campus. CLIP teachers who change sites must also fill out new forms for health insurance and Welfare Fund benefits, and must give their TRS pension number to the Human Resources office at their new campus.

Leaves for Special Purposes Section 13.5 of the CUNY Board of Trustees bylaws states that "special leaves for personal emergencies of not more than ten working days may be granted with pay by the president at his/her discretion." This provision may be used for bereavement leave.

Professional Development Grants CLIP teachers who have taught in the program for at least one year are eligible for professional development grants from the PSC. There is more information available at <http://www.psc-cuny.org/AdjunctContinuingEdDev.htm>.