

YOUR RIGHTS, YOUR BENEFITS

First and Foremost: You are entitled to join your union, Professional Staff Congress (PSC), which represents full-time and part-time faculty and professional staff at CUNY. We urge you to exercise this right. PSC is Local 2334 of the American Federation of Teachers (AFT) and affiliated with New York State United Teachers (NYSUT) as well as the American Association of University professors (AAUP).

To join, you must sign an authorization card. As a member, you will be entitled to vote in officer elections and for contract ratification after 4 months and to run for office after you are a member for a year.

There is a supplemental agreement for Continuing Education Teachers at the back of the PSC/CUNY collective bargaining agreement which sets forth pay and benefits for Continuing Education Teachers. *Please note: Teachers in the CLIP & CUNY Start programs have different pay rates and move to F/T titles after one full semester as a CET. See the 2010-2017 PSC/CUNY contract on the PSC website.*

Pay Scale As of 4/20/17, Continuing Education Teachers are entitled to a minimum hourly rate of \$36.64. Program directors may (and often do) hire Continuing Education Teachers at a rate higher than the minimum.

Service Increments Continuing Education 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 are entitled to annual base pay additions of \$1.35 per hour on the second, fourth and sixth anniversary of the initial qualifying appointment provided the Continuing Education Teacher is employed for two continuous years of service. A year of service is defined as 30 weeks of service with 30 hours worked per week, an annual total of 900 hours.

Workers' Compensation All Continuing Education Teachers are covered by Workers' Compensation. Call the local district office at 1-800-877-1373 for more information.

Jury Duty All Continuing Education Teachers must be paid their regular salary for jury duty and give CUNY any pay they receive for serving.

Library Privileges Continuing Education Teachers who are appointed for at least six weeks have library privileges on their campus.

Pensions & Annuities To join the Teachers Retirement System (TRS) pension program, you must have worked at least 30 hours per week for a full semester. If you have worked fewer than 30 hours, you may be able to join the NYCERS pension program. You must be a member of the TRS pension system to join the TRS tax-deferred annuity (TDA). TIAA also has a TDA program that CETs who are not members of a pension system or are members of NYCERS may be able to join. CETs at senior colleges are also eligible for the NY State Tax Deferred Compensation Plan which allows deferral of up to \$18,000 per year. You should consult with your college Benefits Office about eligibility requirements for all these programs.

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 a violation of the stated terms of the contract.

Contact an adjunct counselor at 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.

Health Care If you are appointed to a position that will continue for more than six months and requires you to teach a minimum of 20 hours per week, a choice of health plans is available to you through the New York City Health Benefits Program. If you are eligible for health insurance, you are eligible for benefits through the PSC/CUNY Welfare Fund including prescription drugs, dental and optical coverage. For any questions about health coverage contact your college Human Resources Office.

COBRA If you lose your health insurance because you no longer meet the eligibility criteria, you may maintain benefits under COBRA, the federal law which allows you to pay the cost yourself for up to 18 months. Your former health

plan will inform you of the monthly COBRA premium rate.

Health Care Buyout Waiver If you are eligible for health insurance but choose not to enroll in a plan through your employer, you are entitled to an annual lump-sum payment called a buyout waiver. To apply for this buyout waiver, go to the Human Resources Office on your campus.

Sick Leave Continuing Education 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 are entitled to 14 days of sick leave per year, which can accrue up to a maximum of 28 days. Up to three days of accrued sick leave can be used to care for an ill family member. Eligible employees should check with their program directors to be sure that an accurate record of accrual and use is being maintained.

The entire PSC/CUNY contract is available at www.psc-cuny.org.

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CONTINUING EDUCATION TEACHERS

**Know Your Rights
and Benefits!**

**Pay Scale
Pensions & Annuities
Complaints & Grievances
Health Care
COBRA
Buyout Waiver
Workers' Compensation
Sick Leave
Jury Duty**

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