

NON-TEACHING ADJUNCT SALARY SCHEDULES

For 2017-2023 contract period

NON-TEACHING ADJUNCT I AND II# and NON-TEACHING ADJUNCT (DOCTORAL STUDENT) INSTRUCTOR, LECTURER (H)

4/20/2017	10/1/2018	10/31/2019	11/15/2020	11/15/2021	11/1/2022
\$42.95	\$43.81	\$44.69	\$45.58	\$46.49	\$47.42
\$44.66	\$45.55	\$46.46	\$47.39	\$48.34	\$49.31
\$46.48	\$47.41	\$48.36	\$49.32	\$50.31	\$51.32
\$48.56	\$49.53	\$50.52	\$51.53	\$52.56	\$53.61
\$53.44	\$54.51	\$55.60	\$56.71	\$57.85	\$59.00

²Applicable to other titles described in Article 24.7, Assigned Overtime Rates

NON-TEACHING ADJUNCT III#, ASSISTANT PROFESSOR (H)

4/20/2017	10/1/2018	10/31/2019	11/15/2020	11/15/2021	11/1/2022
\$48.72	\$49.69	\$50.69	\$51.70	\$52.74	\$53.79
\$50.68	\$51.69	\$52.73	\$53.78	\$54.86	\$55.95
\$52.71	\$53.76	\$54.84	\$55.94	\$57.05	\$58.20
\$57.83	\$58.99	\$60.17	\$61.37	\$62.60	\$63.85

²Applicable to other titles described in Article 24.7, Assigned Overtime Rates

NON-TEACHING ADJUNCT IV#, ASSOCIATE PROFESSOR (H)

4/20/2017	10/1/2018	10/31/2019	11/15/2020	11/15/2021	11/1/2022
\$52.55	\$53.60	\$54.67	\$55.77	\$56.88	\$58.02
\$54.64	\$55.73	\$56.85	\$57.98	\$59.14	\$60.33
\$56.83	\$57.97	\$59.13	\$60.31	\$61.51	\$62.74
\$58.92	\$60.10	\$61.30	\$62.53	\$63.78	\$65.05
\$64.37	\$65.66	\$66.97	\$68.31	\$69.68	\$71.07

²Applicable to other titles described in Article 24.7, Assigned Overtime Rates

NON-TEACHING ADJUNCT V#, PROFESSOR (H)

4/20/2017	10/1/2018	10/31/2019	11/15/2020	11/15/2021	11/1/2022
\$58.26	\$59.43	\$60.61	\$61.83	\$63.06	\$64.32
\$60.59	\$61.80	\$63.04	\$64.30	\$65.58	\$66.90
\$63.02	\$64.28	\$65.57	\$66.88	\$68.21	\$69.58
\$65.10	\$66.40	\$67.73	\$69.08	\$70.47	\$71.88
\$70.92	\$72.34	\$73.79	\$75.26	\$76.77	\$78.30

²Applicable to other titles described in Article 24.7, Assigned Overtime Rates

This information can also be found on the PSC website:

<https://psc-cuny.org/content/adjunct-and-hourly-professorial-rates>

- If by July 1 you have worked six semesters University-wide over a period of the preceding three years, including summer sessions, you are entitled to a pay increment (moving to the next higher step on the salary schedule). Every six semesters, you will continue to move up a higher pay increment.
- The college has a contractual obligation to notify you of your title and hourly pay rate.
- Every hourly rate was hard-won at the bargaining table in negotiations with CUNY.

YOUR RIGHTS

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- These are your rights to union representation. If you're called into a meeting with management that could lead to disciplinary action, you have the right to union representation.
- You may assert this right before or during any meeting with a management representative, such as a department chairperson, dean, or affirmative action officer. At that point, the management rep must delay and reschedule the meeting until a union rep is available, deny the request and end the meeting, or give you an opportunity to choose to have the meeting with a union rep or end the meeting.

GRIEVANCES & INFORMAL COMPLAINTS

- 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 breach of the contract.
- Contact a PSC representative and/or adjunct grievance counselor within 30 working days of an incident. Grievances relating to appointment/non-reappointment must be filed within 30 working days of your scheduled date of notification.

ABOUT US

The Professional Staff Congress is the union that represents 30,000 faculty and staff at the City University of New York (CUNY) and the CUNY Research Foundation. It is dedicated to advancing the professional lives of its members, enhancing their terms and conditions of employment, and maintaining the strength of the nation's largest, oldest and most visible urban public university.



AFT LOCAL #2334

PROFESSIONAL STAFF CONGRESS

Non-Teaching Adjunct RIGHTS & BENEFITS



CONTACT YOUR UNION!

Phone: 212-354-1252

psc-cuny.org

UNION CONTACTS FOR NTAs

PSC Organizer for NTAs:

Deirdre Brill, dbrill@psccmail.org

Welfare Fund Pension & Benefits Counselor

Sandra Zaconeta, szaconeta@psccmail.org

PSC Committee for Adjuncts & Part-timers

psc-cuny.org/committee-adjuncts-and-part-timers

Updated: April 2022

HOURS & WORKLOAD

Non-teaching adjuncts are limited to **375** hours per semester for the Fall and Spring semesters. If working at different colleges, you cannot exceed **225** hours at the first college and **150** hours at the second.

For the summer semester, you are limited to **175** hours.

If you work at more than one college or department, it is your responsibility to inform your department chairs/supervisors if you are given assignments in excess of the contractual workload, so your chairs/supervisors can inform the college(s).

SICK LEAVE

During the Fall or Spring semester, NTAs may be excused for personal illness or personal emergencies, including religious observances, 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 that particular semester.

Request for such leave, when possible, must be made in advance in writing. If it is not possible, notify your department chair/supervisor as soon as possible. The reason provided should be satisfactory to them.

ANNUAL EVALUATIONS

At least once each year, you are entitled to an annual evaluation conference with your supervisor. If your annual evaluation is not scheduled by March 1, you must file a request with your supervisor within 10 working days.

Within 10 working days of the conference, you should receive a written memo of the conference, which is placed in your personnel file.

You have a right to submit a written response to the evaluation conference memo and place it in your file.

After four semesters of service, annual evaluations for adjuncts will be at the request of the supervisor or NTA. And if you request one, you cannot have one more than once every four semesters.

PERSONNEL FILES

You have a right to examine your personal personnel file upon request. You have the right to add to the file any information on your academic and professional accomplishments.

APPOINTMENTS & REAPPOINTMENTS

December 1 and May 1 are the notice deadlines.

You must receive written notice of reappointment (which should include your title and hourly rate) or non-reappointment by December 1 in the Fall semester and May 1 in the Spring semester.

If you do not receive a letter by the appropriate date, please notify an adjunct grievance counselor.

Once you have received an appointment, you must be told of changes in the conditions which impact your employment as soon as the college is made aware of them.

HEALTH INSURANCE

Individual health insurance is available to eligible adjuncts with no other source of health insurance in their third semester of working. NTAs must have worked the previous two semesters at 15 or more hours per week, or an equivalent combination of teaching and non-teaching hours (not including Winter or Summer Sessions). To determine eligibility for health insurance only, one non-teaching hour shall be deemed equivalent to 0.4 teaching contact hour.

You retain the health insurance benefit as long as you work 15 non-teaching hours per semester. Summer work does not count.

Family coverage is available at additional cost to you: GHI and HIP have no premiums; other plans are more costly. Contact your college Human Resources/Benefits Office for details and to enroll.

If you lose your health insurance because you work under 15 non-teaching hours, you may maintain benefits under COBRA, the federal law which allows you to pay for coverage yourself at group rates for up to 18 months.

If after one semester you resume working 15 non-teaching hours, your health insurance will be restored. If you are ineligible for two or more semesters you must re-establish eligibility.

PAID FAMILY LEAVE

What is NYS Paid Family Leave (PFL)?

Paid Family Leave, under new State law, is paid, job-protected time off to bond with a new child, care for a family member with a serious health condition, assist one's family if a member is deployed on active military service outside the United States and—in 2022—provide care for family members who have contracted COVID-19.

Eligibility, Time Off and Rate

You are eligible once you have completed 26 weeks of employment. If you are an adjunct or hourly employee working three days per week, you are entitled to 36 days of PFL if you take PFL in one-day increments and to 12 weeks of PFL if the leave is taken in whole weeks. (If you work three days a week, the PFL wage replacement benefit will be based on three days per week.)

Employees on PFL are paid 67% of their average weekly wage, up to a cap of 67% of the statewide average weekly wage (SAWW). The SAWW is calculated annually by New York State; currently it is \$1,594.57. The maximum weekly benefit for 2022 is 67% of this amount, or \$1,068.36.

Department Notification

You are responsible for notifying the college that you intend to apply for PFL benefits. If the request is foreseeable, you must provide the college HR Office with at least 30 days' advance notice. If the event or reason for the leave is not foreseeable, you must notify the college as soon as practicable. All employees should follow their department procedures and keep their department chairs or supervisors informed of their plans for use of PFL.