

# CONTACT YOUR UNION!

## General Contact Information



Phone: 212-354-1252



Twitter: @PSC\_CUNY



Website: [www.psc-cuny.org](http://www.psc-cuny.org)



Facebook: PSC.CUNY



General Email: [psc@pscmail.org](mailto:psc@pscmail.org)



Instagram: @psc\_cuny

## PSC Adjunct Contact Information

### ADJUNCT GRIEVANCE COUNSELORS BY CAMPUS

- **BC, LaGCC, QC:** Meg Feeley, [mfeeley@pscmail.org](mailto:mfeeley@pscmail.org)
- **BCC/BxEOC, Central Office, CSI, HCC, GCC, KCC, MEC:** Ruben Rangel, [rrangel@pscmail.org](mailto:rrangel@pscmail.org)
- **BMCC/MEOC, HC, JJ, Lehman, NYCT/BEOC, YC/QEOC:** Carol Rial, [crial@pscmail.org](mailto:crial@pscmail.org)
- **Baruch, CUNY, QCC, GC:** Stan Wine, [swine@pscmail.org](mailto:swine@pscmail.org)

**Rosa Squillacote (Hunter)**  
[rosasquillacote@gmail.com](mailto:rosasquillacote@gmail.com)

Vice President of Part-time Personnel  
and  
Chair of Committee for Adjuncts &  
Part-timers

### LIAISONS FOR PART-TIME INSTRUCTIONAL STAFF BY CAMPUS

**Baruch:** Rebecca Smart, [rsmartwwu@gmail.com](mailto:rsmartwwu@gmail.com)  
**BCC:** Allison Gorr, [agorr@hotmail.com](mailto:agorr@hotmail.com)  
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**Graduate Center (SLU, Journalism, Professional Studies, Public Health, ASRC, & Macauley Honors):** Harry Blain, [blainharry@gmail.com](mailto:blainharry@gmail.com)  
**Hunter:** Tim Cusack, [cusacktpcflip@gmail.com](mailto:cusacktpcflip@gmail.com)  
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**Medgar Evers:** Cherisse Mayers, [cmayers@mec.cuny.edu](mailto:cmayers@mec.cuny.edu)  
**NYCCT:** Katie Albany, [kalbany@citytech.cuny.edu](mailto:kalbany@citytech.cuny.edu)  
**QCC:** Linda Hart, [hartfamilyls@aol.com](mailto:hartfamilyls@aol.com)



Professional Staff Congress

## Teaching Adjunct Handbook

YOUR RIGHTS & BENEFITS UNDER THE PSC CONTRACT

61 Broadway, New York

Union office: 15th floor | Union hall: 16th floor

Phone: 212-354-1252 | [psc-cuny.org](http://psc-cuny.org)



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# HELPFUL LINKS & INFORMATION

**PSC Website:** [psc-cuny.org](http://psc-cuny.org)

**PSC Welfare Fund** (Dental, Vision, Prescriptions): [psccunywf.org](http://psccunywf.org)

**Adjunct Salary Schedules:** [psc-cuny.org/content/adjunct-and-hourly-professorial-rates](http://psc-cuny.org/content/adjunct-and-hourly-professorial-rates)

**Part-timer Health Benefits:** [psc-cuny.org/benefits/part-timer-health-benefits](http://psc-cuny.org/benefits/part-timer-health-benefits)

**General Part-Timer Rights & Benefits Information:**  
[psc-cuny.org/benefits/part-timer-rights-benefits](http://psc-cuny.org/benefits/part-timer-rights-benefits)

**Adjunct Professional Development Fund:** [psc-cuny.org/benefits/adjunct-cet-professional-development-fund](http://psc-cuny.org/benefits/adjunct-cet-professional-development-fund)

**CUNY Health & Benefits Office:**  
[cuny.edu/about/administration/offices/hr/benefits/](http://cuny.edu/about/administration/offices/hr/benefits/)

**New York City Health & Benefits Summary:**  
[www1.nyc.gov/assets/olr/downloads/pdf/health/health-full-spд.pdf](http://www1.nyc.gov/assets/olr/downloads/pdf/health/health-full-spд.pdf)

# WAIVERS, GRANTS & DISCOUNTS CONTINUED

## Travel Funds

You may apply for travel funds for professional activities, based on colleges' practices.

## Transit Benefits Program

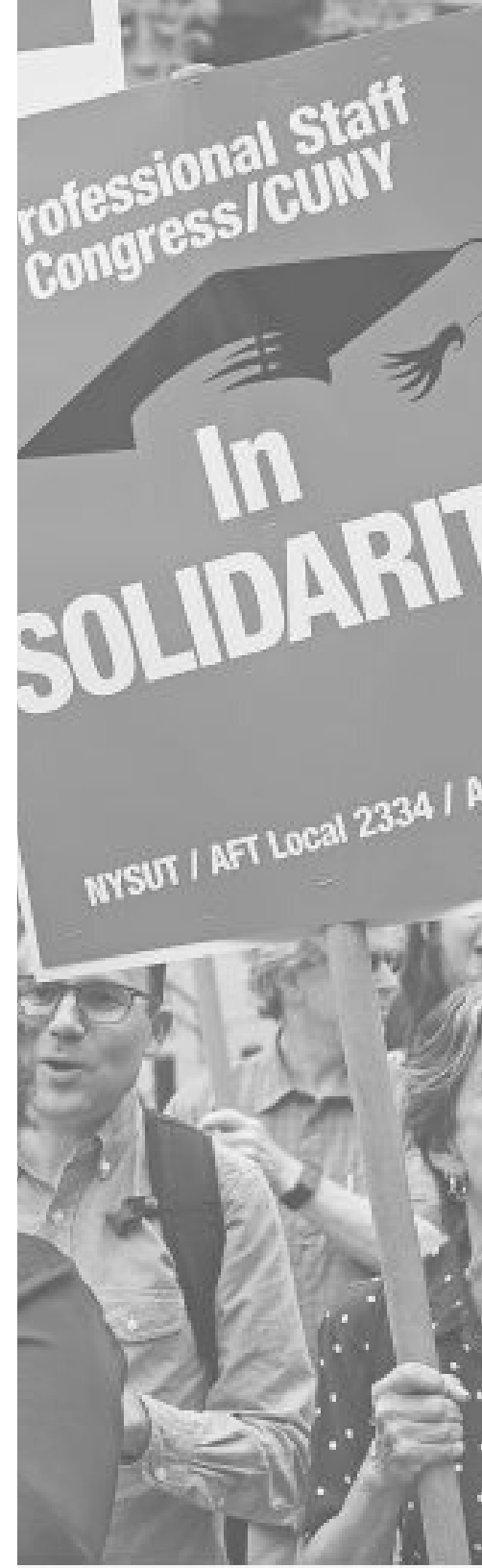
A variety of commuter options are available to all faculty and staff. There is a very small monthly administrative fee. For more information and application forms, visit your campus-based Benefits Office.

## Communication Resources for Adjuncts

On campuses where possible, teaching adjuncts will be provided with a CUNY e-mail address. Check your CUNY email regularly, because the college will use it to communicate with you. Colleges will use their best efforts to provide teaching adjuncts with voicemail, and, where feasible, to include them in department directories. If you are on a temporary, approved leave such as a non-FMLA medical leave, and your college attempts to discontinue your email account, contact the Adjunct Grievance Counselor.

## College-based Benefits

Many campuses provide benefits to faculty, from use of the libraries without late fees; inter-library loans; use of the campus' pool, personal training programs and/or use of gym and locker facilities; discounts at the campus bookstore; computer loans; software necessary for your job, etc. These are not benefits negotiated by the union, but as a rule, those benefits afforded to full-time employees will be held for adjuncts. In addition, some colleges offer discounted parking rates for adjuncts. Check the union's campus Adjunct Liaison or Chapter Chair to get a sense of what's available at your campus or workplace.



# YOUR UNION, YOUR RIGHTS!

Exercise your right to join your union, the Professional Staff Congress, which represents CUNY full-time and part-time faculty, continuing education teachers, college laboratory technicians and the Professional Staff.

Each right or benefit is only as powerful as the willingness of our membership to negotiate for and exercise the benefits we've won together. Every right and benefit is guided by our contract, which is negotiated by the elected union leadership, and ratified by the membership at large.

While full-time faculty have grievance counselors at the chapter level, part-time faculty have a dedicated team of grievance counselors at the Central Office who serve teaching and non-teaching adjuncts.

### ADJUNCT GRIEVANCE COUNSELORS BY CAMPUS

- **BC, LaGCC, QC:** Meg Feeley, mfeeley@psccmail.org
- **BCC/BxEOC, Central Office, CSI, HCC, GCC, KCC, MEC:** Ruben Rangel, rrangel@psccmail.org
- **BMCC/MEOC, HC, JJ, Lehman, NYCT/BEOC, YC/QEOC:** Carol Rial, crial@psccmail.org
- **Baruch, CCNY, QCC, GC:** Stan Wine, swine@psccmail.org

### LIAISONS FOR PART-TIME INSTRUCTIONAL STAFF

- Baruch:** Rebecca Smart, rsmartwww@gmail.com
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- Hunter:** Tim Cusack, cusacktpcflipe@gmail.com
- John Jay:** Jeremiah Perez-Torres, pereztorresjeremiah@gmail.com
- LaGCC:** Youngmin Seo, yseo@lagcc.cuny.edu
- Medgar Evers:** Cherisse Mayers, cmayers@mec.cuny.edu
- NYCCT:** Katie Albany, kalbany@citytech.cuny.edu
- QCC:** Linda Hart, hartfamilyls@aol.com

# COMPLAINTS, GRIEVANCES, & WEIGARTEN RIGHTS

## Informal Complaint

An informal complaint by an employee or the PSC of improper, unfair, arbitrary, or discriminatory treatment may, but need not, constitute a grievance.

## Grievances

A grievance is a complaint 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 CUNY Bylaws related to terms and conditions of employment.

Contact an adjunct grievance counselor at the union headquarters to discuss a complaint or grievance. Grievances and complaints must be filed within **30 days**, not counting weekends and legal holidays, from the time you and/or the PSC become aware of a problem and within 30 workdays of a scheduled date of notification of appointment. Contact an adjunct counselor at the PSC office at 212-354-1252.

## Weingarten Rights

Public employees have an important legal benefit. If you are summoned for a meeting at which you reasonably expect a disciplinary measure may be discussed, such as reviewing a negative report; or during an investigation pertaining to College or CUNY policies, or even a less formal conversation, you have the right to be accompanied by a representative of the Union. If you are asked to attend such a meeting, please contact the Adjunct Grievance Counselor assigned to your College; your Chapter Chair, or both. If you are invited to speak with someone in a supervisory capacity, it is your right to ask the nature of the meeting, and to inform the person you are “invoking your Weingarten rights” and that a representative of the Union will contact them to reschedule.

# PENSIONS & ANNUITIES

## Pensions & Annuities

All adjuncts are eligible from their first semester at CUNY to join the NYC Teachers' Retirement System (TRS), which is a defined benefit plan. Unless you are already a member of TRS, membership is a distinct advantage.

Adjuncts are also eligible to join the TRS or the TIAA-CREF Tax-Deferred Annuity programs. You can get application forms from your campus Human Resource Office. The PSC has a brochure that explains the basics of the TRS pension for CUNY adjuncts, and you can call the Adjunct Advocate or a grievance counselor for information or the Retirement Counselor at the PSC/CUNY Welfare Fund (212-354-5230).

Adjuncts are also eligible for the NYS Tax Deferred Compensation 457 Plan, which allows a State employee to defer up to \$16,500 of their annual income. For information, call 800-422-8463.

# WAIVERS, GRANTS & DISCOUNTS

## Tuition Waiver

An adjunct who has taught one or more courses at the same college for 10 consecutive semesters (not including summers) and who is appointed to teach a course of three or more contact hours per week in the Fall or Spring semester shall be entitled to tuition reimbursement for up to one course in that semester. (For graduate courses this depends on space availability.) An adjunct will lose eligibility if in any two out of three academic years the adjunct teaches in only one semester of the year at that college. Application forms are available at your college Human Resources Office or on the CUNY HR website.

## Adjunct Professional Development Fund

Teaching Adjuncts, Non-teaching Adjuncts and Continuing Education Teachers are eligible for grants from the PSC-CUNY Adjunct/CLT Professional Development Fund.

Requirements include six or more classroom contact hours in the semester, or an average of 15 non-teaching hours per week for non-teaching adjuncts, or a combination of both. To be eligible, an adjunct must have taught one or more courses for the two most recent consecutive semesters (not including summer session), or 15 non-teaching hours average for the previous two semesters. Applications must be signed by your department or program chair. To be eligible for a grant which is to be used during an intersession or summer session period when not otherwise employed at the college, an adjunct must have been notified of reappointment for the next consecutive semester. The maximum award to an individual is \$3,000, every other academic year. Grants must be approved prior to the activity. Preference will be given to employees who have not previously received professional development grants. Reimbursements for approved expenses are paid based on submission of expense records for approved activities. See [www.psc-cuny.org/benefits/adjunct-cet-professional-development-fund](http://www.psc-cuny.org/benefits/adjunct-cet-professional-development-fund).

# SALARY SCHEDULES

Please note this information can also be found on the PSC website at: [psc.cuny.org/content/adjunct-and-hourly-professorial-rates](https://psc.cuny.org/content/adjunct-and-hourly-professorial-rates)

## INSTRUCTOR (H), LECTURER (H), ADJUNCT LECTURER,

### ADJUNCT LECTURER (DOCTORAL STUDENT)

| 4/20/2017 | 10/1/2018 | 10/31/2019 | 11/15/2020 | 11/15/2021 | 8/25/2022* | 11/1/2022 |
|-----------|-----------|------------|------------|------------|------------|-----------|
| \$71.59   | \$73.02   | \$74.48    | \$75.97    | \$77.49    | \$91.67    | \$91.67   |
| \$74.44   | \$75.93   | \$77.45    | \$79.00    | \$80.58    | \$91.67    | \$91.67   |
| \$77.46   | \$79.01   | \$80.59    | \$82.20    | \$83.85    | \$91.67    | \$91.67   |
| \$80.91   | \$82.53   | \$84.18    | \$85.86    | \$87.58    | \$91.67    | \$91.67   |
| \$89.12   | \$90.90   | \$92.72    | \$94.57    | \$96.47    | \$96.47    | \$98.40   |

\* A single hourly rate of \$91.67 will be in effect starting 8/25/2022 for these titles, except that incumbents earning \$96.47 as of 8/25/2022, as a result of previous CUNY employment teaching in an hourly or adjunct capacity, will continue to receive that rate until 11/1/2022, at which time their hourly rate will increase to \$98.40. (See Article 24.2 (c) and Article 24.3 (a) 1. (v) a))

### ASSISTANT PROFESSOR (H), ADJUNCT ASSISTANT PROFESSOR

| 4/20/2017 | 10/1/2018 | 10/31/2019 | 11/15/2020 | 11/15/2021 | 8/25/2022* | 11/1/2022 |
|-----------|-----------|------------|------------|------------|------------|-----------|
| \$81.20   | \$82.82   | \$84.48    | \$86.17    | \$87.89    | \$100.00   | \$100.00  |
| \$84.44   | \$86.13   | \$87.85    | \$89.61    | \$91.40    | \$100.00   | \$100.00  |
| \$87.83   | \$89.59   | \$91.38    | \$93.21    | \$95.07    | \$100.00   | \$100.00  |
| \$96.38   | \$98.31   | \$100.27   | \$102.28   | \$104.32   | \$104.32   | \$106.41  |

\* A single hourly rate of \$100.00 will be in effect starting 8/25/2022 for these titles, except that incumbents earning \$104.32 as of 8/25/2022, as a result of previous CUNY employment teaching in an hourly or adjunct capacity, will continue to receive that rate until 11/1/2022, at which time their hourly rate will increase to \$106.41. (See Article 24.2 (c) and Article 24.3 (a) 1. (v) a))

### ASSOCIATE PROFESSOR (H), ADJUNCT ASSOCIATE PROFESSOR

| 4/20/2017 | 10/1/2018 | 10/31/2019 | 11/15/2020 | 11/15/2021 | 8/25/2022* | 11/1/2022 |
|-----------|-----------|------------|------------|------------|------------|-----------|
| \$87.54   | \$89.29   | \$91.08    | \$92.90    | \$94.76    | \$108.33   | \$108.33  |
| \$91.05   | \$92.87   | \$94.73    | \$96.62    | \$98.56    | \$108.33   | \$108.33  |
| \$94.72   | \$96.61   | \$98.55    | \$100.52   | \$102.53   | \$108.33   | \$108.33  |
| \$98.21   | \$100.17  | \$102.18   | \$104.22   | \$106.31   | \$108.33   | \$108.33  |
| \$107.28  | \$109.43  | \$111.61   | \$113.85   | \$116.12   | \$116.12   | \$118.45  |

\* A single hourly rate of \$108.33 will be in effect starting 8/25/2022 for these titles, except that incumbents earning \$116.12 as of 8/25/2022, as a result of previous CUNY employment teaching in an hourly or adjunct capacity, will continue to receive that rate until 11/1/2022, at which time their hourly rate will increase to \$118.45. (See Article 24.2 (c) and Article 24.3 (a) 1. (v) a))

### PROFESSOR (H), ADJUNCT PROFESSOR

| 4/20/2017 | 10/1/2018 | 10/31/2019 | 11/15/2020 | 11/15/2021 | 8/25/2022* | 11/1/2022 |
|-----------|-----------|------------|------------|------------|------------|-----------|
| \$97.11   | \$99.05   | \$101.03   | \$103.05   | \$105.11   | \$112.50   | \$112.50  |
| \$100.97  | \$102.99  | \$105.05   | \$107.15   | \$109.29   | \$112.50   | \$112.50  |
| \$105.03  | \$107.13  | \$109.27   | \$111.46   | \$113.69   | \$113.69   | \$115.96  |
| \$108.51  | \$110.68  | \$112.89   | \$115.15   | \$117.45   | \$117.45   | \$119.80  |
| \$118.19  | \$120.55  | \$122.96   | \$125.42   | \$127.93   | \$127.93   | \$130.49  |

\* A single hourly rate of \$112.50 will be in effect starting 8/25/2022 for these titles, except that incumbents earning \$113.69, \$117.45 and \$127.93 as of 8/25/2022, as a result of previous CUNY employment teaching in an hourly or adjunct capacity, will continue to receive those rates until 11/1/2022, at which time their hourly rates will increase to \$115.96, \$119.80 and \$130.49 respectively. (See Article 24.2 (c) and Article 24.3 (a) 1. (v) a))

# WORKLOAD

Teaching Adjuncts may teach nine contact hours at one college regardless of the number of courses, and one additional course, not to exceed six hours, at a second college. In the case of a shorter semester (such as quarters), the total contact hours per academic period cannot exceed 135 hrs.

During the summer months, the University's policy is to limit teaching adjuncts to 105 hours, except in departments with four-credit courses for which a 120-hour assignment is permitted.

Adjuncts may combine teaching and nonteaching workloads. If you teach for more than one college or department, it is your responsibility to inform your department chairs if you are given assignments in excess of the contractual workload, so your chairs can inform the college(s). In the event the college desires that you teach additional hours during the Spring or Fall semester, the college must request a waiver from the University. By agreement, the colleges may permit a limited number of adjuncts to teach above the contractual workload cap CUNY-wide. During summer sessions, overloads are also granted at the discretion of the college and the University.

## Winter Session

The Union and the University have an agreement that allows adjuncts to be assigned up to eight classroom contact hours during the winter session, and these hours are not counted toward the adjunct's workload in either the Fall or Spring semester. LaGuardia CC and Kingsborough CC allow teaching adjuncts to be assigned up to nine classroom contact hours during the Fall II/Winter Session at either college, and one course of not more than six hours at the other college. The agreement also allows adjuncts to teach up to one course in the Intersession Basic Skills Immersion Program in excess of workload limitations.

## Office Hours

Adjuncts assigned to teach a three, four or five contact-hour course are contractually entitled to (and responsible for holding) one office hour per course, to a maximum of three office hours at the first college, and two at the second college. Six credit courses carry two office hours. This amounts to an additional maximum of 75 hours of office hours per semester. These hours will not count toward the maximum an adjunct is allowed to teach under the contract, and are applicable to all teaching adjunct titles, in all semesters, including winter and summer. Full-time faculty teaching overloads as adjuncts are entitled to (and responsible for holding) these office hours. Up to three of the 15 office hours per semester may be assigned by the college for training and professional development.

## Professional Hours

Adjuncts teaching one or more but fewer than three classroom contact hours total in a single college are paid for two (2) professional hours per semester to be used for required trainings (e.g., Workplace Violence Prevention, Sexual Harassment Prevention, You Have a Right to Know); for professional development; for attendance at college orientation sessions; for meetings with the union pursuant to Section 208.4 (b) of the NYS Civil Service Law, which may be conducted individually or in a group, as agreed to with the PSC; or as otherwise directed by the colleges.

Departments may formalize office hours, such as location and timing, consistent with the manner in which full-time faculty hold office hours. These hours are intended to be made available for meeting with students.

# OBSERVATIONS & EVALUATIONS

## Observations

Observations should be conducted during the first 10 weeks of a semester for your first 10 semesters at a college. The observation period must be for a full class period, except if the observation is required for the Comprehensive Review for the multi-year appointment, in which case it must be for an academic 'hour' or a full class meeting, whichever is less.

You must have at least 24 hours' notice before an observation by a member of your department. The observer will submit a written observation report to the chair within one week.

The chairperson should schedule a post-observation conference (including the employee and the observer) within two weeks of receipt of the written observation report. If the observation or the post-observation conference is not held within these times, you must file a request with the chairperson within 10 working days or lose your rights to have one held. Requests for a third party at the post-observation conference may be made to the chairperson.

You should receive a written report of the observation and the post-observation conference for your signature before it is placed in your file. Your signature indicates only that you have seen the report. You may place a response to your evaluation in your file. If you refuse to initial any document after having been given an opportunity to read it, a statement to that effect may be affixed to the document. After 10 semesters of required observations, you may be observed at the request of your chairperson or yourself.

## Annual Evaluations

At least once each year, teaching and non-teaching adjuncts are entitled to an annual evaluation conference. If your annual evaluation is not scheduled by March 1, you must file a request with the chairperson within 10 working days or lose your right to have one conducted. Within 10 days of the conference, you should receive a written memo about the conference, which is also placed in your personal personnel file. You have a right to submit a written response to the evaluation conference memo and place it in the file. After four semesters of service, annual evaluations for adjuncts shall be at the request of the chairperson or the adjunct. If requested by the adjunct, annual evaluations may not be conducted more than once every four semesters.

## Personnel Files

You have the right to examine and initial your personal personnel file as well as to add any information on your academic and professional accomplishments.

## Promotions

Adjuncts are eligible for promotions on the same basis as a full-time faculty member: teaching, scholarship and service to the college. However, those adjuncts hired as an adjunct lecturer should be aware that they are not seeking a 'promotion' if and when they complete a doctorate, because a lecturer is not a promotable title.

A discussion with your chair can be helpful in discussing the possibility of applying for a new position as an Adjunct Assistant Professor, which is then promotable to Adjunct Associate Professor and Adjunct Professor.

# PSC-CUNY WELFARE FUND

The PSC-CUNY Welfare Fund administers prescription drug benefit and other benefits determined by the Fund Trustees, including vision, dental and hearing benefits.

## **PSC-CUNY Welfare Fund Contact Information Fund Office at 212-354-5230**

Dental  
Ana Rodriguez  
212-354-5230 ext. 1316  
arodriguez@pscunywf.org

Survivor Coverage, COBRA Benefits  
Toni Ann Carestia  
212-354-5230 ext. 1323  
tcarestia@pscunywf.org

Prescription Drugs  
Jennifer Melfi  
212-354-5230 ext. 1329  
jmelfi@pscunywf.org

Catastrophe Major Medical, Long Term Care  
Patrick Smith  
212-354-5230 ext. 1318  
patrick.smith@pscunywf.org

Hearing  
Ana Rodriguez  
212-354-5230 ext. 1316  
arodriguez@pscunywf.org

Retirement Benefits Counselor  
Sandra Zaconeta  
212-354-5230 ext. 1317  
szaconeta@pscunywf.org

Vision  
Ana Rodriguez  
212-354-5230 ext. 1316  
arodriguez@pscunywf.org

# HEALTH INSURANCE

Qualifying adjuncts will be offered the same health care insurance options for individual coverage offered to full-time CUNY employees through the NYC Office of Labor Relations Employee Health Benefits Program. Both part-time and full-time new hires are required to accept HIP Premium HMO for the first 365-day period of eligibility.

Adjunct Health Insurance is individual-only, and family coverage is available for additional payment. Two of the options for individual-only coverage on the City program – HIP-HMO and GHI-CBP/Blue Cross – require no premium payment. Family coverage, and other options offered on the City plan require premium costs. There are no payroll deductions for health benefits coverage. Premium remittance for those who elect a family "buy-up" and/or a more expensive insurance option and/or a rider will be collected monthly via electronic withdrawals from your designated bank account. Please refer to the rate sheet on the CUNY website.

Adjuncts are not eligible for City Health Benefits if they are eligible to receive other primary health care insurance provided by or through another source. Adjuncts must certify each semester that they are not eligible to receive other primary health care insurance provided by or through another source.

All part-time members should note the importance of promptly advising the CUNY Health and Benefits Office of a) multiple positions (e.g. working at different colleges or as a teaching and non-teaching adjunct) b) address, phone or email address change – especially a change in college email addresses c) change of status, including assignments and eligibility to health insurance, marital or birth changes if carrying a family rider; retirement, etc. For further information, see the July 30, 2014 Side Letter on the contract web page.

## Yearly coverage

Adjuncts who receive health insurance for the Fall semester only will receive coverage for the period from the first day of the Fall semester through the following February 28 (February 29 in a leap year). The first day of the Fall semester is the day after the end of the teaching faculty annual leave period as calculated pursuant to Article 14.1 of the PSC-CUNY Collective Bargaining Agreement.

Adjuncts who receive health insurance for the Spring semester only will receive coverage for the period from the first day of the Spring semester through the following July 31. Adjuncts who receive health insurance coverage during both the Fall and Spring semesters of a given academic year will continue to receive coverage through the end of the annual leave period as defined in Article 14.1 of the PSC-CUNY contract.

## Workers' Compensation

Workers' Compensation: If you are injured in the course of your employment, you are eligible to apply for workers' compensation. Be aware that there are benefits that include immediate medical care, and there is a replacement for lost wages which can take many months, and even years, to be paid. Call the district office at 1-800-877-1373.

## Other

The New York State United Teachers occasionally makes available self-pay group insurance products such as Catastrophic Health Insurance; Disability Insurance; Long-Term Care Insurance.

# APPOINTMENTS

## Semester reappointment

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 the union.

Class assignments, however, depend on the budget, the curriculum, and sufficiency of registration. Once you have received an appointment, you must be told of changes in the conditions which impact your employment as soon as the college knows of them. Once you have begun teaching a course you must be paid in full if it is cancelled. (Notify the union promptly.)

## 3-year appointments

The three-year appointment for long-serving teaching adjuncts began as a pilot in Fall 2017 and has been renewed for an additional five years, through 2027. It offers the first measure of job security for teaching adjuncts under our contract: in a three-year period, the department agrees to offer the adjunct a minimum of six credits per semester over the course of the appointment, which may not be withdrawn due to registration or departmental needs. The PSC takes the required comprehensive review process seriously and will look carefully at any case in which an adjunct is not recommended for a subsequent three-year appointment.

## 1-year with guidance

Adjuncts who are eligible for the three-year appointment but are not recommended for appointment by their departments may be offered a one-year appointment "with guidance" and retain their eligibility for the three-year appointment in the following Fall semester. If, for any reason, an adjunct is not recommended for a one year with guidance appointment, they may not be re-hired by that department in the following semester. Departments may not recommend a One Year with Guidance in a subsequent 3YA (i.e., after the first 3YA).

Adjuncts who are eligible for a three-year appointment may not opt to be on a one-year appointment. Adjuncts on a three-year appointment may decline only one course in the three-year period and retain the three-year appointment. If a department is unable to fulfill the minimum six credit assignment, the chair is asked to consider a non-teaching appointment in order to ensure that an adjunct earning health insurance remains covered and must otherwise "make up" the credits in a future semester, including through the use of non-teaching adjunct hours.

# APPOINTMENTS, CONTINUED

## Substitute Lecturer (Professorial) Appointments

While technically a full-time appointment, many adjuncts are offered temporary, contingent, semester-long appointments which are on a salaried basis and carry a workload three-credits above the full-time lecturer workload. Placement on the step scale for full-time lecturers is negotiable by the individual adjunct, usually with the Department Chair or Provost. If an adjunct appointment immediately precedes and follows a substitute appointment, substitute appointments will count as adjunct service for purposes of health care, tuition waivers, and eligibility for movement to a higher salary step\* and for three-year appointments.

Adjuncts do not have to reestablish eligibility for one-year appointments when returning from a substitute appointment.

\*For purposes other than those specified above, the time worked as a substitute does not count as part of continuous service as an adjunct.

# TYPES OF LEAVE

## Sick Leave

During the Fall or Spring semester, adjuncts, non-teaching adjuncts, and adjunct College Laboratory Technicians 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. Request for such leave, when 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. Adjuncts are not responsible for finding or compensating their own substitutes.

Adjuncts on a one-semester or one-year appointment receive 1/15 of the total clock hours in paid leave, which must be used in the current semester. Adjuncts on a three-year appointment are entitled to 12 hours per academic year, which can be accrued up to 36 hours. Neither leave can be "cashed out" upon leaving CUNY, nor may they be donated to a leave bank.

## Jury Duty

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

# TYPES OF LEAVE, CONTINUED

## Non-FMLA (Family Medical Leave Act) Leave

As part-time workers adjuncts are not eligible for the Federal Family and Medical Leave Act, which provides unpaid leave to many workers throughout the country. Although unpaid, CUNY does provide for a medical leave, subject to approval by your College Human Resources Office, which can afford some benefits in terms of return to work. An application can be found on CUNY's Benefits page; a "return to work" form is required.

## Paid Family Leave

New York State offers a Paid Family Leave program which includes part-time workers. A small deduction is taken from your paycheck to cover the program. If you must take a leave in order to care for your newborn or a sick close relative, the program affords some pay. NYS PFL does *not* provide disability payments.

### **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.