



POLICIES AND PROCEDURES HANDBOOK for Adjunct Instructional Staff



**Department of Human Resources
LaGuardia Community College/CUNY**

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INTRODUCTION

The Policies & Procedures Handbook for Adjunct Instructional staff has been prepared to provide you with a guide to Human Resources policies, procedures and practices including but not limited to hiring, pay rates, movement in schedule, promotion, fringe benefits, and termination. It is expected that every Adjunct Instructional staff member (teaching and non-teaching) will make themselves thoroughly familiar with the contents of this document. For additional information, please contact the Human Resources Department.

This handbook is intended to provide guidance to employees in the title of Adjunct. Moreover, it does not create any rights or privileges on the part of any other or substitute any provisions contained in the Agreement between The City University of New York and the Professional Staff Congress/CUNY applicable to the title Adjunct.



GENERAL EMPLOYMENT
APPLICATION INFORMATION

The City University of New York adheres to the provisions of the Immigration and Reform Control Act. Applicants selected for employment must provide proof of identity and the right to employment in the United States.

To apply for a position, applicants must contact the designated college representative in the manner indicated on the job posting before the closing date. The closing date is the date by which all completed applications must be received.

Applicants selected for employment who are receiving a public service pension from New York State or any of its political subdivisions including New York City will need a waiver of state law. CUNY will attempt to obtain the waiver, if appropriate. Such applicants are required by CUNY policy to indicate that they are receiving a New York public service pension.

The City University of New York complies with the provisions of the Americans with Disabilities Act. Reasonable accommodation is available, upon request.

The City University of New York is an Equal Opportunity/Affirmative Action Employer.

Warning:

In accordance with New York Civil Service Law, Article 4, Section 50, applicants found to have intentionally made a false statement of any material fact will be disqualified; if already appointed, such appointment will be revoked.

The City University of New York

Last Updated: 3/31/03

Overview of the College

Fiorello H. LaGuardia is one of 17 undergraduate colleges of the City University of New York. Since admitting its first group of students in 1975, the College has continually supported the principles of open access and equal opportunity for all. Today the College has grown to over 13,000 full time students, and 38,000 continuing education students. Located at a transit hub that links Queens, the most ethnically diverse borough, with the world center of finance, commerce and the arts, the College provides access to higher education and serves New Yorkers of all backgrounds, ages and means.

The College, through an array of academic disciplines, serves students in both associate degree and certificate programs. The College's 31 degree programs, 3 certificate programs, and nationally renowned Internship Program meet the needs of all students, whether they plan to continue study toward the baccalaureate degree at a four-year college or are seeking to immediately embark on a career.

LaGuardia Community College is unique in the sense that the College operates on a different schedule from almost all other CUNY schools. The College has an enhanced semester calendar that contains a 12 week session followed by a mini 6 week session. Complete courses are offered in each session. The 12 week sessions are the Fall I and the Spring I session and the 6 week sessions are the Fall II and Spring II session. Classes run for 60 minute periods over the 12 week session and double to 120 minutes in the 6 week session.

Adjunct Instructional staff are encouraged to get a copy of the academic calendar from their department office. This will provide information on semester start and end dates, intersession, holidays and other important information.

The College is spread over four buildings on Thomson Avenue and Van Dam Street: 'M' or Main Building; 'E' Building; 'C' Building and 'L' Building. The 'L' Building is located on Van Dam Street and the rest of the buildings are on Thomson Avenue.

FREQUENTLY USED NUMBERS

LaGuardia Community College Main Telephone Number: (718) 482-7200

LaGuardia Community College website: www.lagcc.cuny.edu

DEPARTMENT	TELEPHONE NUMBER
ADMISSIONS	482-7206
BUILDING & GROUNDS	482-5580
BUSINESS OFFICE	482-5509
BURSAR	482-7226
ENVIRONMENTAL HEALTH & SAFETY	482-5507
HEALTH CENTER OFFICE	482-5280
HOUSEKEEPING (Spoils, Cleaning issues, Pest Control, Recycling Services)	482-5557
IT HELP DESK	482-6134
MAIL ROOM	482-5564
PAYROLL	482-5518
PRINT SHOP	482-5561
PRESIDENT'S OFFICE	482-5050
REGISTRAR	482-7232
SECURITY	482-5558
STUDENT FINANCIAL SERVICES	482-7218
SUPPORT SERVICES	482-5550
TRAVEL DIRECTIONS MENU	482-8550
EMERGENCIES	482-5555

For all other Departments, check your telephone directory.

HUMAN RESOURCES DEPARTMENT

Website: www.laguardia.edu/humanresources

Fax#: (718) 609-2039

NAME	EXTENSION
Raymond J. Carozza Director of Human Resources	5080
Nila Sen Training Development	5082
Elizabeth McNally Johnston Associate Director for Benefits & Recruitment	5078
Daniel Aguirre Human Resources Manager	5079
Peggy Williams Administration Coordinator	5081
Andrea Cambridge CUNY Administrative Assistant (Benefits Assistant)	5086
Pat Taras Information Systems Aide (Classified, Time and Leave)	5086
Evelyn Perez Information Systems Aide (HEO's)	5086
Robin Espinoza CUNY Office Assistant (College Assistants)	5075
Maricel Espanola CUNY Office Assistant (College Assistants)	5075
Tessa Lee CUNY Office Assistant (Full Time Faculty)	5075
Ana Rodriguez, College Assistant (Adjuncts)	5075
Purysabel Medrano, College Assistant (Benefits)	5075
Jemma Robain LaCaille Labor and Legal Affairs Designee	5077

ACADEMIC DEPARTMENTS

When dialing from off campus, please dial (718) 482 and the 4-digit extension #.

Peter Katopes, Vice President of Academic Affairs	5401
Kathleen Forestieri, Dept. Chair, Accounting & Managerial Studies	5607
Gerald Meyer, Dept. Chair, CIS	718-349-4040
Hannalyn Wilkens, Dept. Chair, Communication Skills	5626
Doreen Kolomechuk, Dept. Chair, Coop Education	5208
Joan Edmonds, Dept. Chair, Counseling	5267
Sandra Hanson, Dept. Chair, English	5666
Rick Henry, Dept. Coordinator, ESL/AA	5366
Sandra Dickinson, Dept. Chair, Humanities	5695
Jane Devine, Dept. Chair, Library	5421
Kamal Hajallie, Dept. Chair, Math	5722
Ann Feibel, Dept. Chair, Nat & App Science	5745
Lily Shohat, Dept. Chair, Social Science	5797
The English Learning Center (TELC)	5363

BYLAWS OF THE BOARD OF TRUSTEES OF THE CITY UNIVERSITY OF NEW YORK (CUNY)

As per the CUNY Bylaws, Section 11.11, *Person employed in this adjunct series shall be assigned to teach part-time or perform related duties on a part-time basis.*

Members of the part-time instructional staff may be appointed to the following titles: Adjunct Lecturer, Adjunct Assistant Professor, Adjunct Associate Professor and Adjunct Professor. In addition, part-time instructional staff may be appointed as Adjunct College Laboratory Technician (CLT), Adjunct Senior College Laboratory Technician and Non-Teaching Adjuncts (I – V) where they are responsible for performing laboratory and teaching related part-time duties.

In order to be appointed as Adjunct Lecturer, Adjunct Assistant Professor, Adjunct Associate Professor and Adjunct Professor a person must have those qualifications or professional achievement and training comparable to those of full-time faculty members in the corresponding ranks of Lecturer, Assistant Professor, Associate Professor, and Professor. The following minimum academic credentials are required: for appointment as an Adjunct Lecturer, a baccalaureate degree; for appointment as an Adjunct Assistant Professor, a doctorate. Non-Teaching Adjuncts require minimum qualifications identical to the corresponding teaching adjunct. For appointment as an Adjunct CLT, a person must be a high school graduate with a minimum of four (4) years of work or experience in the field.

The Bylaws may be reviewed in the Library or the Human Resources (E-407).

HIRING PROCEDURE

Hiring Procedures

The hiring department must notify the Human Resources Department via email (arodriguez@lagcc.cuny.edu) about a prospective adjunct, or if an adjunct is returning after a year's break in service, prior to sending the applicant to the Human Resources Department. (Please see Appendix II for further information on hiring procedures)

Processing will be done in the Human Resources Department (Room E-407) in accordance with the schedule below:

Monday & Tuesday: 10 a.m. – 12 noon
Wednesday: 11 a.m. – 1 p.m.
Thursday: 2 p.m. – 4 p.m.

Special arrangements may be made if you are unable to come on the days and/or times listed above. For further information contact the Adjunct Coordinator, Human Resources Department, (718) 482-5075.

Hiring Packet

A sample hiring packet has been included in this handout for your information. (Please refer to Appendix II)

APPOINTMENT

The appropriate Dean or Chairperson assigns teaching and work schedules. Adjunct appointments at LaGuardia are made on a semester by semester basis, subject to satisfactory evaluation, the needs of the department, sufficiency of registration, changes in curriculum and financial ability. In accordance with the CUNY/PSC Agreement Article 10.1(3) – “*Persons in adjunct titles hired on a semester basis shall receive such notice on or before December 1 in the Fall semester or May 1 in the Spring semester. Such notification of appointment shall be subject to sufficiency of registration and changes in curriculum which shall be communicated to the employee as soon as they are known to the appropriate college authorities.*” (See sample letter of appointment in Appendix III)

In accordance with the CUNY/PSC Memorandum of Agreement (Non-Economic) 2000-2002, An adjunct who has served in the same department of the college for not fewer than six (6) consecutive semesters (exclusive Fall II and Spring II [Summer]) during the three (3) year period immediately preceding the appointment, to whom the College intends to offer another appointment, shall be notified on or about May 15 of appointment for both the following Fall I and Spring I semester. Such notification of appointment will be subject to the sufficiency of registration and changes in curriculum in each semester, which shall be communicated to the employee as soon as they are known to the College authorities. Such notification shall also be subject to all other conditions of employment including, but not limited to, the workload provisions of Article 15.2 (See sample Annual letter of appointment in Appendix III)

Adjunct Professional Hours: In accordance with the CUNY/PSC Memorandum of Agreement 2000-2002, Adjunct instructional staff who are teaching six or more contact hours at the same college are eligible to receive an additional hour per week in order to engage in professional assignments related to their academic responsibilities such as office hours, professional development, participation in campus activities, and training. This professional hour will not be counted toward the maximum adjunct teaching hours, as per the workload requirements of the contract.

SEPARATION

Adjuncts who **will not** be appointed for the next semester will receive a notification letter by May 1 for the Fall semester and December 1 for the Spring semester. (See sample letter of Non-Appointment in Appendix III).

WORKLOAD

All adjuncts, teaching and non-teaching, are required to complete the Adjunct Instructional Staff Workload Reporting Form. The Workload Reporting Form is available in the department and must be completed for each semester worked at LaGuardia. (See sample Workload Reporting Form in Appendix III).

In accordance with the CUNY/PSC Agreement Article 15.2 – “*A person appointed to an Adjunct title is not a full-time employee of CUNY. Employment in an adjunct position or a combination of adjunct positions shall not constitute a full-time position. Adjunct Lecturers or Adjuncts in other titles, excluding Graduate Assistants, shall not be assigned a total of more than nine (9) classroom contact hours during a semester in one unit of CUNY. In addition, such adjunct may be employed to teach a maximum of one course of not more than six (6) hours during a semester at another unit of CUNY.*”

1 contact hour = 15 clock hours

6 contact hours = 90 clock hours

9 contact hours = 135 clock hours

During the Spring II (Summer) session, adjunct instructional staff are limited to 105 hours of instruction, except in departments with four credit courses, for which a 120-hour assignment is permitted.

7 contact hours = 105 hours

8 contact hours = 120 hours

Non-Teaching adjunct instructional staff, including those in College Laboratory Series titles is limited to 225 hours per semester and 175 hours during the summer session.

EVALUATIONS

The University's Bylaws and the CUNY/PSC Agreement both require that all members of the instructional staff be evaluated in order to maintain academic and professional standards of excellence. Evaluations serve to encourage and provide direction for the improvement of performance and as a resource in decisions regarding promotion.

Annual Evaluations

Adjunct teaching and non-teaching instructional staff will be subject to performance evaluations for the first four semesters of their employment (excluding Fall II and Spring II). In accordance with the CUNY/PSC Agreement Article 18.3(c), "*After four (4) semesters of service annual evaluation for adjunct personnel shall be held at the request of the chairperson or the adjunct, provided, however, that if such evaluations are conducted at the request of the adjunct, such evaluations may not be conducted more than once every four semesters.*"

Teaching Observations

The observation process begins with notification from your department chairperson of the date, time and name of the person who will be observing you in the classroom. A classroom observation report form is completed by the observer following a discussion regarding course content and teaching methodology. (See sample Peer observation Report in Appendix III). A post observation conference is also completed in order to summarize the discussion between the two parties, to generally assess the level of the faculty's ability, and to include specific suggestions for improvement of instruction. Observations are required in each of the first ten (10) semesters of service.

In accordance with Article 18.2(e) of the CUNY/PSC Agreement, "*after ten (10) semesters of service teaching observations for adjunct personnel shall be held at the request of the chairperson or the adjunct.*" After 10 semesters of evaluations, adjunct teaching faculty members are evaluated once a year. (Chairperson or adjunct may request additional evaluations if deemed necessary)

Student Evaluations (SIRS)

The student evaluation form approved for use in departments within the academic division is called the "Student Instructional Report," also known as the SIR form. Adjunct teaching faculty are evaluated by students in every class taught. After ten (10) semesters evaluations will only be conducted once a year or at the request of the chairperson or the adjunct. (See sample SIR form in Appendix III).

COMPENSATION

Pay Rates

The adjunct salary schedule in accordance with the CUNY/PSC Agreement is to be found in Appendix IV. Non-teaching adjuncts are also paid in accordance with the terms of CUNY/PSC collective bargaining agreement. All new adjuncts (teaching and non-teaching) begin at the first step of their title. A higher rate may be given based on submission of work history and higher rate at another CUNY school.

Increments

At LaGuardia Community College, to qualify for a movement within schedule, an adjunct must have served at least 6 semesters over the preceding three-year period, excluding the Fall II semester. In accordance with Article 24.2 of the CUNY/PSC Agreement, *“an adjunct who on July 1, shall have served six semesters over a period of the preceding three years and who has not received a movement within schedule during that period shall receive a movement within schedule to the next higher dollar amount.”* These increments are determined by the Human Resources Department in July of each calendar year and forwarded to the Office of Academic Affairs or the Division of Adult and Continuing Education. Increments are effective the following Fall I semester in most cases.

Promotion Procedures

Consistent with University and College policy, all faculty are expected to have demonstrated a willingness and ability to perform effectively in the higher rank. There must be documented evidence of excellence in the primary function, which is usually teaching; and sustained commitment to the college, and the ability to work constructively and harmoniously with faculty, staff and students.

Candidates for promotion to Adjunct Assistant Professor shall have an earned doctorate (or equivalent in those departments which have CUNY approved equivalencies).

The following are the minimum requirements for promotion to Adjunct Associate Professor:

- (1) Teaching or other appropriate adjunct appointment at LaGuardia for at least ten semesters (not necessarily consecutive) and no less than five years in the rank of Adjunct Assistant Professor.
- (2) Documented excellent performance in classroom instruction or primary function.
- (3) Continued professional growth and development, and/or research and writing and/or some outstanding contribution to one's field.

Promotion to Adjunct Assistant Professor, Adjunct Associate Professor, and Adjunct Professor will be considered by the division/department P&B committee. Candidates for promotion to the rank of Adjunct Associate Professor or Adjunct Professor will also be reviewed by a sub-committee of the Collegewide P&B Committee. The subcommittee will make recommendations to the full Committee.

Faculty interested in being considered for promotion **and who meet the above criteria** should make their interest known **in writing** to their department chairperson by March 31 to be eligible for promotion the following September 1. An original transcript of the highest degree must be submitted to the Human Resources Department. Departmental/ Divisional P&B must approve a promotion and forward information /minutes to the Human Resources Department. Upon approval by the Collegewide P&B Committee, the promotion will become effective the following Fall semester.

As criteria for adjunct promotion differ from those for full-time faculty promotion, an adjunct faculty member subsequently appointed to the full-time faculty will not necessarily be appointed at the same rank that he or she held as an adjunct. As the criteria for adjunct appointment and promotion are specific to LaGuardia Community College, adjuncts teaching at the College who are also serving as adjuncts at other colleges, including colleges within The City University of New York, will not necessarily be appointed to the same rank at LaGuardia as they hold at the other college or colleges where they teach.

PAYROLL

Adjunct faculty are paid several times during the semester on specific pay dates. At the end of each payroll period, faculty are required to complete a time sheet **for each section taught**, have it signed by your department chairperson or designated supervisor, and present it to the Payroll Department. Time sheets are available in your department. Faculty will be asked by Payroll Office staff to show a valid ID card prior to releasing their paycheck. (See sample timesheet in Appendix IV)

In addition, for the first paycheck, each individual has to state that this is their first time and show a valid LaGuardia Community College school ID, in order to receive their reference number. Please also be advised that the Office of Payroll Administration replaced Social Security Numbers with Reference Numbers on your paychecks and pay stubs. The Reference Number is located in the same box as your Social Security Number was. Please commit this number to memory or paper, as it will be required for identification purposes in obtaining your paycheck or pay stub.

Paychecks are distributed from the Payroll Office (E-402) as follows: Monday thru Friday 9:00 a.m. to 4:45 p.m. In addition, adjunct faculty may pick up their paychecks on Wednesdays and Thursdays from 5 p.m. – 7 p.m. from the Bursar's Office window, located in the basement of the Main Building. There are no late distribution hours on holidays and intersession.

Direct Deposit

An adjunct is eligible for direct deposit of paychecks after receipt of their first paycheck. Forms are available in the Payroll Office, Room E-402. After completion, they should be returned to the Payroll Office for processing. (See sample Direct Deposit form, Appendix IV)

BENEFITS

Agency Shop Fee

Adjuncts are subject to Agency Shop Fee. In accordance with CUNY/PSC Agreement Article 4.2, *“The University and the PSC agree that employees covered by this Collective Bargaining Agreement shall be subject to an agency shop fee deduction to the extent permitted by Article Fourteen of the Civil Service Law in accordance with procedures agreed on by the parties.”*

Fees

PSC Bi-weekly dues equals to 1% of total gross earnings.

Health Insurance

In accordance with article 26.5 of the CUNY/ PSC Agreement basic individual health care insurance coverage is available to those non-teaching adjuncts who are working ten or more hours at the same college for two consecutive semesters and to those teaching adjuncts who are teaching six or more hours (or the equivalent) in the semester of proposed coverage and who have taught at any CUNY College in the two semesters immediately preceding the semester of coverage...” (Not including Summer Session and Intersession) and who are not covered by other primary health care insurance provided by or through another source. Adjuncts who establish eligibility, as provided in this paragraph, shall be eligible to receive benefits in the third consecutive semester.

Teaching and non-teaching hours can be combined to secure health coverage and the only combination accepted in this situation is: **4 hours teaching + 7 hours non-teaching.**

The health benefit continues as long as the adjunct works the required number of hours during Fall I and Spring I. Coverage will be reinstated as soon as the adjunct works the required number of hours, provided the adjunct has not had two semesters with no employment within CUNY during a three-year period.

Health coverage for adjuncts will be provided through Blue Cross/Blue Shield Direct Connection, HMO (NY Resident), EPO (CT or NJ resident).

The PSC/CUNY Welfare Fund will bear the cost for individual coverage for the basic Empire Blue Cross/Blue Shield/Direct Connection HMO/EPO, including prescription drugs. Details on the cost for family coverage can be requested from the PSC/CUNY Welfare Fund (212) 354-5230.

Coverage **will not** begin until you have been notified in writing by the Welfare Fund. If you are currently purchasing insurance privately or are named on another policy, do not cease coverage until you have received official notification of coverage from the Welfare Fund. Complete the application and, if necessary, enclose a check in the appropriate amount which represents the first quarter payment and accumulation of supporting dependants (i.e. marriage license, birth certificate, etc.). You will be billed by the Welfare Fund for the remaining quarters.

If you have any questions regarding eligibility, please contact Elizabeth McNally Johnston in the Human Resources Office at (718) 482-5078. For information on coverage and benefits, contact the PSC/CUNY Welfare Fund (212) 354-5230.

Tax Deferred Annuity (TDA)

Adjuncts can participate in a Tax Deferred Annuity Program available through the following plans: TIAA/CREF, HRC and TRS (must be QPP member.)

Retirement Benefits

Adjuncts are eligible to join the Teachers' Retirement System (TRS) and to purchase a tax-deferred annuity from TRS, TIAA-CREF or the HRC from the first day of employment.

The Teachers Retirement System plan includes a pension, death benefits, and a disability pension, which is funded by the employee and employer.

Here's how TRS works

After enrolling, 3% of your gross salary will be deducted from all your CUNY paychecks by automatic payroll deduction. You'll earn 5% interest. After contributing for ten calendar years or ten credited years, whichever comes first, you no longer have to make contributions. The university will continue to make contributions on your behalf.

How TRS calculates your service

A year of credited service is equated as 360 teaching hours or 600 non-teaching hours. A three-hour course over a fifteen-week semester will earn you 45 hours; a six-hour course is 90 hours.

Vesting

After accumulating five years of credited service you will be vested. This means you will be eligible when you reach the age of 62 to receive a pension based on your years of service, whether or not you earn further credit in TRS. If you want to buy back prior service, you may do so two calendar years after your initial enrollment, at 3% of your earnings during that service, plus 5% interest compounded annually. For example, if you are 62, have two calendar years of TRS membership and buy back five credited years, you can start collecting your pension. Although you may continue to work after you start collecting your pension, deductions and contributions will cease.

Calculating how much you'll get after retirement

To calculate your retirement benefits, you must know your Final Average Salary (FAS), which is the average salary of your highest three consecutive years of credited service. An annualized year is defined as 360 times the wages earned in a year, divided by the hours of credited service in a year. For instance, if you earned \$10,000 in a year and were credited with 180 hours, the formula would look like this: $\$10,000 \times 360 = 3,600,000 \div 180 = \text{FAS of } \$20,000$.

The retirement allowance for those who have less than 20 credited years of service is 1.67% if your Final Average Salary times your years of service. Someone who has 10 credited years of service and a FAS of \$15,000 will get \$2500 a year.

The retirement allowance for those who have over 20 credited years of service is 2% times the Final Average Salary times years of service. Those with over 30 years of service add an additional 1.5% times the FAS times the years of service after 30.

Taxes

For NY State residents, these pension payments are exempt state and city taxes.

Disability Benefits

Disability benefits are available to a member of TRS who has 10 or more years of service credit (3600 hours.) Benefit schedules and formulas are spelled out in the laws relating to Tier IV.

Death Benefit

The TRS death benefit is one twelfth of the last year's earned salary times the number of years of credited service to a maximum of three credited years. It is payable to the beneficiary you designate.

Tax-deferred annuities

You may purchase a tax-deferred annuity from TRS, TIAA-CREF or the HRC. For more information and applications for these plans contact your campus the Human Resources Department, or the Director of Pension Benefits at the PSC, Ms. Clarissa Weiss at (212) 354-1252, or email at cweiss@pscmail.org. TRS also has information available at www.TRS.NYC.US or 1-888-8-NYC-TRS. These systems are subject to changes.

Sick Leave

In accordance with the CUNY/PSC Agreement Article 14.8, "*Adjunct classroom teachers and teachers on multiple position assignments employed for a course 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 should be informed as soon as possible. The reason provided must be satisfactory to the chairperson.*"

Workers' Compensation

Adjuncts are covered by Worker's Compensation. If you are injured in the performance of your adjunct duties, you must report to the Department of Human Resources, Room E407, in order to complete the required forms. The Worker's Compensation Division of the Law Department of the City of New York will notify you if your injury is covered. Additional Worker's Compensation information may be obtained from the Department of Human Resources.

Jury Duty

Members of the bargaining unit who are required to serve on a jury are entitled to be paid their regular salary during such absences provided that they give to the university any

compensation they receive for jury duty and provide written documentation from the Court to support their absence.

Tuition Waivers

In order to apply for a tuition waiver, an adjunct must submit the Tuition Waiver Request form and a bursar's receipt indicating course and schedule. To be eligible for a tuition waiver, an adjunct must have taught at least 10 consecutive semesters in the same department excluding Fall II and Spring II. The Human Resources department reviews request to determine eligibility. The Tuition Waiver Request form is available on the website. (See sample form in Appendix III)

Articles 29.3 of the CUNY/PSC Agreement states, *“An adjunct who has taught one or more courses in the same department at the same college for ten consecutive semesters (not including summer session) and who is appointed to teach a course of not fewer than three contact hours per week in a Fall or Spring semester shall be granted tuition remission for up to one course in that semester. If the course offered is at the graduate level, it shall be available on a space-available basis. An adjunct who has established eligibility for this tuition waiver shall lose eligibility if in any two out of three academic years the adjunct teaches in only one semester of the year at that college.”*

Tuition waivers will be granted once the Human Resources Department receives proof that the adjunct will be teaching in the semester that the waiver is being requested for.

GENERAL PROCEDURES

Campus Public Safety

The Administrative Office of Campus Public Safety is located in the E-Building, Room 100, and the telephone number is 718-482-5558. Campus Public Safety Fire Safety Office is located in the C-Building, Room 100 and is open 24 hours a day, 7 days a week.

Special telephone numbers reserved for emergencies, non-emergencies, and the medical unit are:

Public Safety Emergency	482-5555
Building Operations (Maintenance and repair issues, Heating, Ventilation, Air Conditioning)	482-5580
House Keeping (Spoils, Cleaning issues, Pest control, Recycling services)	482-5557
College Operator Assistance	“0”
Telephone Repairs	482-8555
Voice Mail Problems	482-5505
Medical Aid/ Help Office	482-5280

Each floor in the E, M, L and C Buildings is equipped with one or more emergency phones.

Periodically, the Security Office conducts seminars on Crime Prevention, Bias Crime and Fire Safety workshops. At these seminars and workshops helpful information is provided to you on how to protect yourself and your property, on and off campus. The Campus Public Safety Office also provides you with helpful pamphlets:

On the Campus	Personal Safety
Office Areas	Rape Alert
In your Car – Auto Theft	Property Theft Alert

You can find these pamphlets throughout the college (main entrance of all LaGuardia Buildings and Bulletin Boards). If you wish to obtain more information, you may contact the Campus Public Safety Office.

HELPFUL HINTS

- Keep all offices and laboratories locked when not in use.
- Label keys with codes, not their rooms or location numbers.
- Keep your pocketbooks locked up.
- Do not hang up your jackets or coats with valuables in the pockets.
- Check all offices and laboratory areas to ensure that no one is hiding when you are leaving for the day.
- Report all suspicious persons and unsecured areas to Security immediately.
- Do not take shortcuts through dark streets or neighborhood parks, playgrounds, etc.
- When walking to your car, have your keys ready in your hand.
- If you feel a car is following you while walking, run in the opposite direction. The car will have to turn around in order to continue following you.
- **MOST IMPORTANT – Stay alert!!! Make mental notes of your surroundings and don't take foolish chances!!!**

Fire Drills

It is extremely important that you treat all drills as a real emergency. It is also important that you familiarize yourself with the location of the nearest exit from your room. Fire drills are conducted periodically.

Each floor is assigned a Fire Warden, who instructs you on the proper procedures to follow during a real fire or emergency situation. Campus Safety and Security needs the assistance of faculty and staff to volunteer as fire wardens and searchers.

Emergency Closings

If weather conditions or other emergencies (e.g. major public transportation problems, utility or power disruption, campus disturbance, health emergency, or damage to facilities, etc.) arise that causes the school to be closed, you may contact the LaGuardia main number for an updated recording for day-to-day information. Notifications are also broadcast on the following radio stations:

<u>STATIONS</u>	<u>AM</u>	<u>FM</u>
WADO	1280	
WBLS		107.5
WCBS	880	101.1
WFAS	1230	104
WINS	1010	
WLIB	1190	

Buildings & Grounds and Security Staff members are required to report to work, since they are considered emergency employees. Their attendance is essential during emergency situations. Those employees who do not report to work will have deductions made from either their salary or leave balance.

If only a portion of the campus is closed, all employees should report to work and they will be assigned to perform their duties in facilities and offices that are open at the college. Your department head/chairperson will inform you beforehand as to where to report if such an incident occurs.