ADJUNCT FACULTY POLICIES

Policy Id:  
HR.0007 – Adjunct Faculty Policies

Contact:  
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Tax Exemption:
Anyone wanting to claim FICA or Tax Exemption must file new exemption certificates at the beginning of the year. If you do not renew your status; it will revert back to full withholding by March 1st of each year. If you have any questions or concerns regarding your tax withholdings, please contact Toni Mason-Clarke, Payroll Specialist at (212)-621-3788.

Adjunct Salary Increments:
Adjuncts are entitled to an increment in their salary rate provided that:

(a) The adjunct has worked six (6) consecutive semesters at anyone of the CUNY Senior Colleges in a Tax-Levy Payroll Position (this does not include work paid for by the Research Foundation) and;

(b) You have not reached the top of the scale in your title.

If your 6 semesters were done exclusively at John Jay College, you will automatically receive your increment in the Fall Semester immediately following the completion of your sixth semester. If you have any questions or concerns, please contact Toni Mason-Clarke at (212)-621-3788.

Non-Resident Aliens:
All non-resident alien employees must renew their paperwork every semester with Jasmine Liz-Mora, Associate Director of Employee Engagement at (212) 621-3768.

Adjunct Health Coverage:
You may apply for health insurance coverage by obtaining the required application from the John Jay HR Office (619 West 54th Street-Suite 704, N.Y., N.Y. 10019). If you have any questions regarding this coverage please contact Christina Lee at (212) 237-8504.

Benefit Information:

Health Insurance:
The Professional Staff Congress (PSC) Welfare Fund provides health insurance coverage through Empire HMO or HIP HMO plan. To be eligible for the health insurance benefit, you may not be covered by health insurance through another source, and you must meet the following requirements:
• Teaching Adjuncts must teach six or more hours per week at any CUNY College (or combination of CUNY Colleges) in the semester of coverage, and have taught for the previous two semesters proceeding the semester of coverage.

• Non-teaching adjuncts must work ten or more hours per week at any CUNY college in the semester of proposed coverage and have worked ten hours at any CUNY college in the two semesters preceding the semester of coverage. Summer sessions are excluded for eligibility purposes.

Individual coverage is provided at no cost. Costs for dependent coverage are paid for in full by the employee.

**Pension Plans:**
As an adjunct, you may join the NYC Teacher's Pension plan. Joining the plan is optional. A 3% deduction is taken on a bi-weekly basis from your paycheck. A provision to "buy-back" past service is also available. Applications and additional information are available in the Office of Human Resources.

**Taxed Deferred Annuity Plans:**
Adjuncts may participate in tax deferred annuity plans to reduce gross taxable income. TIAA, HRC, and TRS have supplemental accounts available. For further information call Christina Lee at (212) 237-8504.

**Tuition Waiver:**
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 if not fewer than three contact hours per week in a Fall or Spring semester, should be granted tuition remission for up to one course in that semester. To apply for a tuition waiver, please contact Christina Lee at (212) 237-8504.

**Union:**
The bargaining unit for the Adjuncts is the Professional Staff Congress (PSC). Members have a dues deduction of 1% bi-weekly. Adjuncts may also join the PSC Federal Credit Union, which offers a full range of banking services including loans. For more information call (212) 354-1252.