WELCOME TO CCNY!

We are thrilled to have you become a part of the CCNY family!

We look forward to a long and successful journey together.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Important Key Words</td>
<td>4</td>
</tr>
<tr>
<td>Teaching Adjunct Workload Limitations</td>
<td>6</td>
</tr>
<tr>
<td>Non-Teaching Adjunct Workload Limitations</td>
<td>7</td>
</tr>
<tr>
<td>Combined Adjunct Workload Limitations</td>
<td>8</td>
</tr>
<tr>
<td>Onboarding</td>
<td>9</td>
</tr>
<tr>
<td>Onboarding – Personnel Action Form (PAF)</td>
<td>10</td>
</tr>
<tr>
<td>Onboarding – Payroll Forms</td>
<td>11</td>
</tr>
<tr>
<td>Onboarding – CUNY New Hire Application Part 1 through 4</td>
<td>12</td>
</tr>
<tr>
<td>Onboarding – CUNY Print &amp; Sign Forms</td>
<td>13</td>
</tr>
<tr>
<td>Onboarding – Form I-9</td>
<td>14</td>
</tr>
<tr>
<td>Email, CUNYfirst (CF) &amp; Blackboard Access</td>
<td>16</td>
</tr>
<tr>
<td>Activate Your Email Account</td>
<td>17</td>
</tr>
<tr>
<td>Claim Your CUNYfirst Account</td>
<td>18</td>
</tr>
<tr>
<td>Payroll</td>
<td>19</td>
</tr>
<tr>
<td>NYS Payroll Online</td>
<td>20</td>
</tr>
<tr>
<td>Payroll – Teaching Adjunct</td>
<td>21</td>
</tr>
<tr>
<td>Payroll – Non-Teaching Adjunct</td>
<td>23</td>
</tr>
<tr>
<td>Non-Teaching Adjunct Timekeeping</td>
<td>24</td>
</tr>
<tr>
<td>Accessing Campus</td>
<td>25</td>
</tr>
<tr>
<td>Obtaining a CCNY ID Card</td>
<td>29</td>
</tr>
<tr>
<td>PSC-CUNY Union</td>
<td>30</td>
</tr>
<tr>
<td>Health Insurance Eligibility Requirements for Teaching Adjuncts</td>
<td>32</td>
</tr>
<tr>
<td>Health Insurance Eligibility Requirements for Non-Teaching Adjuncts</td>
<td>33</td>
</tr>
<tr>
<td>Adjunct Accountabilities</td>
<td>34</td>
</tr>
<tr>
<td>Health Insurance Eligibility FAQs</td>
<td>35</td>
</tr>
<tr>
<td>Health Insurance Enrollment</td>
<td>36</td>
</tr>
<tr>
<td>Answers to Employee Premium Remittance FAQs</td>
<td>37</td>
</tr>
<tr>
<td>Answers to Mid-Year Qualifying Event FAQs</td>
<td>38</td>
</tr>
<tr>
<td>Answers to Open Enrollment/Annual Transfer Period FAQs</td>
<td>39</td>
</tr>
<tr>
<td>PSC-CUNY Welfare Fund</td>
<td>40</td>
</tr>
<tr>
<td>Benefits Notes and Resources</td>
<td>42</td>
</tr>
<tr>
<td>NYC Teachers’ Retirement Plan</td>
<td>44</td>
</tr>
<tr>
<td>Deferred Compensation</td>
<td>45</td>
</tr>
<tr>
<td>Tuition Waiver</td>
<td>46</td>
</tr>
<tr>
<td>Paid Leave</td>
<td>47</td>
</tr>
<tr>
<td>Other Benefits</td>
<td>48</td>
</tr>
<tr>
<td>Mandatory Compliance Trainings &amp; Important CUNY Policies</td>
<td>49</td>
</tr>
<tr>
<td>Annual New Faculty Orientation</td>
<td>50</td>
</tr>
<tr>
<td>Questions</td>
<td>51</td>
</tr>
</tbody>
</table>
IMPORTANT KEY WORDS

• EMPL ID – Your employee ID number that is assigned, in lieu of your social security number, to identify you in CUNYfirst.

• N Number – Your payroll ID number that is assigned, in lieu of your social security number, to identify you in the NYS payroll system, PayServ. Any questions in regards to your N number may be addressed to Payroll Services at payrollservices@ccny.cuny.edu.

• NAC – North Academic Center - Located at the center of the campus on 138th street

• HRC – Human Resources Coordinator – Your department’s liaison to HR

• PAF – Personnel Action Form
IMPORTANT KEY WORDS

• Teaching Adjunct – A part-time Instructor in a teaching capacity.

• Non-Teaching Adjunct (NTA) – A part-time employee providing professional support.

• Classroom Contact Hours – The amount of hours an Adjunct teaches per week. This is also typically referred to as “credit hours” or “teaching hours”.
  - Classroom contact hours × 15 weeks = Total Teaching hours to be paid

• Office Hours – In addition to teaching hours, office hours are paid to the Adjunct. The amount of office hours paid to an Adjunct depends on the amount of teaching hours they are assigned.
TEACHING ADJUNCT WORKLOAD LIMITATIONS

• A Teaching Adjunct is allowed to teach up to 9 classroom contact hours per week at their primary CUNY campus. (9 classroom contact hours per week x 15 = 135 total teaching hours for the semester).
  o At up to one additional campus, a Teaching Adjunct is allowed to teach up to one course of not more than 6 classroom contact hours per week. (6 classroom contact hours x 15 = 90 total teaching hours for the semester)

• If you are teaching more than one course at one campus, you may not teach more than one course at another campus in the same semester.
NON-TEACHING ADJUNCT WORKLOAD LIMITATIONS

• Non-Teaching Adjuncts can work a maximum of 700 hours per fiscal year (July 1 – June 30)
  o Spring – 225 Hours Maximum
  o Summer -175 Hours Maximum
  o Fall – 225 Hours Maximum
  o Winter – 75 hours Maximum

• Please note NTA workload limitations may vary if you have an active NTA and or Adjunct appointment within the same semester.
## COMBINED ADJUNCT WORKLOAD LIMITATIONS

<table>
<thead>
<tr>
<th>Total Teaching Hours</th>
<th>Permissible NTA Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you are teaching 135 hours (Maximum)</td>
<td>0 Maximum NTA Hours Allowed</td>
</tr>
<tr>
<td>If you are teaching 120 hours</td>
<td>25 Maximum NTA Hours Allowed</td>
</tr>
<tr>
<td>If you are teaching 105 hours</td>
<td>50 Maximum NTA Hours Allowed</td>
</tr>
<tr>
<td>If you are teaching 90 hours</td>
<td>75 Maximum NTA Hours Allowed</td>
</tr>
<tr>
<td>If you are teaching 75 hours</td>
<td>100 Maximum NTA Hours Allowed</td>
</tr>
<tr>
<td>If you are teaching 60 hours</td>
<td>125 Maximum NTA Hours Allowed</td>
</tr>
<tr>
<td>If you are teaching 45 hours</td>
<td>150 Maximum NTA Hours Allowed</td>
</tr>
<tr>
<td>If you are teaching 30 hours</td>
<td>175 Maximum NTA Hours Allowed</td>
</tr>
<tr>
<td>If you are teaching 15 hours</td>
<td>200 Maximum NTA Hours Allowed</td>
</tr>
<tr>
<td>If you are teaching 0 hours</td>
<td>225 Maximum NTA Hours Allowed</td>
</tr>
</tbody>
</table>
• Upon being hired, your department will provide you with new hire paperwork.

• The new hire packet consists of the following documents:
  ✓ PAF
  ✓ Payroll Forms
  ✓ CUNY Employment Application Part One through Four
  ✓ CUNY Print & Sign Forms
  ✓ Form I-9
ONBOARDING – PERSONNEL ACTION FORM (PAF)

• The PAF informs HR of what action to take.

• This document is typically completed by your department or partially completed by you.

• It includes biographical, pay, and other important information.
ONBOARDING – PAYROLL FORMS

Payroll Forms include the IRS Form W-4, NYS IT-2104, and a Direct Deposit form.

- **W-4** – Federal Tax Withholding Form
- **IT-2104** – NY State Tax Withholding Form
- **Direct Deposit Form** – The form needed to have your paycheck direct deposited into your bank account. This form MUST be submitted along with a copy of a voided check or a Direct Deposit Authorization Form from your bank.

- If you require any assistance with completing a tax withholding form, you must consult a tax professional.
ONBOARDING – CUNY NEW HIRE APPLICATION
PART 1 THROUGH 4

• The CUNY New Hire Application consists of four parts that must be completed and signed.

• Part 1 – Educational and Professional Background

• Part 2 – Confidential Criminal Background

• Part 3 – Public Service Certifications and Pension/Retirement Benefits

• Part 4 – Additional Licenses and Certifications
ONBOARDING – CUNY PRINT & SIGN FORMS

• The CUNY Print & Sign forms consist of the following:
  • Personal Data Form
  • Emergency Contact Information
  • Statement of Citizenship
  • Emergency Evacuation Assistance
  • Voluntary Self-Identification for Employees
  • Veteran Status
  • Voluntary Self-Identification of Disability
  • Orientation for IT Security
  • Oath Upon Appointment
  • CUNY Policy Checklist
  • Authorization to Release Reference Information
ONBOARDING – FORM I-9

• Form I-9 verifies your identify and your authorization to work.
• Page 1 must be completed by you, the employee.
• Page 2 must be completed by your Department HRC
• Page 3 is the List of Acceptable Documents you may present to your Department HRC to verify your identity and your authorization to work.
YOU’VE COMPLETED AND SUBMITTED ALL OF YOUR ONBOARDING PAPERWORK,

NOW WHAT?
EMAIL, CUNYFIRST (CF) & BLACKBOARD ACCESS

• Once your Onboarding Paperwork is processed, your CUNYfirst and email accounts will be created.

• IT will notify your supervisor of your email address and CUNYfirst EMPL ID, which is required to access your CF and Blackboard accounts.

• Your supervisor will provide you with your email address and CF EMPL ID.
ACTIVATE YOUR EMAIL ACCOUNT

- All official CCNY communications will be sent to your CCNY email account.
- You must activate your email account in order to begin using it.
- To activate your email account, visit https://www.ccny.cuny.edu/it/e-mail, under Faculty/Staff click ‘Activate Account’
- On the following page, select Option A to activate your email account.
- You will then be prompted to enter your personal information and a new password.
- Once completed, your email account will be activated.
CLAIM YOUR CUNYFIRST ACCOUNT

• To begin using CUNYfirst and Blackboard you must first claim your CF account.
• To claim your CF account, go to https://home.cunyfirst.cuny.edu/.
• On the Login page, click ‘New User’
• You will then be prompted to enter your personal information and a new password.
• Once completed, your CUNYfirst account will be activated.
PAYROLL

- Payments are produced by the NYS Office of the State Comptroller.

- We strongly encourage submitting your new hire paperwork early to your department HRC to avoid any delays in your first paycheck.

- Your first paycheck will be mailed to the home address indicated on your PAF and is expected to arrive on or close to the day your paycheck is due.

- For subsequent payments, we strongly encourage you to enroll in Direct Deposit to avoid any paychecks becoming lost in transit. Please note that check replacements may take 6-8 weeks.

- Paystubs are mailed to your home address on or close to the day your direct deposit is due.

- For information on understanding your payroll documents visit https://web.osc.state.ny.us/payroll/files/gettingpaid_2013.pdf.

- For any additional questions regarding your payroll, please contact payrollservices@ccny.cuny.edu.
CUNY employees on New York State payroll can now access New York State Payroll Online (NYSPO), a service offered through NY.gov which allows employees on the New York State payroll to access pay stubs, W-2s and other pay information electronically. Employees must request activation of their NY.gov account via CUNYFirst.

How to submit the request via CUNYFirst to activate the NY.gov account:

- Log into CUNYfirst - After logging in, select the following:
- Human Capital Management from the CUNYfirst homepage menu.
- Click on top center drop down menu and click on Employee Self Service
- Select Other Employee Tasks (1). From the left hand side menu, select New York State Payroll Online.
- Review the content under New York State Payroll Online (NYSPO) – NY.gov Account Activation Request. To submit your request, select the check-box confirming that you’ve read the content and Submit.

After you formally submit your request in CUNYfirst, your NY.gov account is estimated to be activated within 15-20 business days. After your NY.gov account is officially activated, a confirmation message will be sent to your primary business email address in CUNYFirst with additional instructions on how to verify your identity and to access NYSPO. All employees must verify their identities within NY.gov in order for NYSPO to be accessible within their NY.gov accounts.

If you create your NY.gov account outside of CUNYFirst, you will experience issues accessing NYSPO. Additionally, if you have existing NY.gov accounts for previous/other NYS organizations, you will need to request an additional NY.gov account via this process to view your CUNY-pay information.

For additional information and New York State Payroll Online (NYSPO) resources, please visit https://www.cuny.edu/about/administration/offices/hr/university-payroll/new-york-state-payroll-online/#1616595018975-60a02bc-00fb. For inquiries pertaining to NYSPO to, please contact University Payroll Security at University_Payroll_Security_Adm@cuny.edu.
PAYROLL – TEACHING ADJUNCT

• Teaching Adjuncts are paid biweekly as follows:
  - Fall – 8 payments beginning typically early September
  - Winter – 2 payments beginning typically mid January
  - Spring – 8 payments beginning typically early February
  - Summer
    - Summer X – Four payments beginning typically mid June
    - Summer 1 – 2 payments beginning typically mid June
    - Summer 2 – 2 payments beginning typically mid July
    - Summer 3 – 1 payment typically typically late August
Teaching Adjuncts are not paid based on timesheets but instead, receive a fixed amount based on how many total hours are being worked multiplied by their hourly rate.

- **Gross (Pre-tax) Earnings = Total Hours x Hourly Rate**
  - **Total Hours = Total Teaching Hours + Total Office Hours**
    - Total Teaching Hours = Classroom contact hours per week x 15
    - Total Office Hours assigned are based on how many hours you are teaching
      - 1-44 total teaching hours = 2 total office hours
      - 45-89 total teaching hours = 15 total office hours
      - 90-134 total teaching hours = 30 total office hours
      - 135+ total teaching hours = 45 total office hours
  - Example: **60 Total hours** (45 total teaching hours + 15 total office hours) x $91.67 = $5500.20 in Gross Earnings
PAYROLL – NON-TEACHING ADJUNCT

• Non-Teaching Adjuncts (NTA) are paid biweekly through the submission of their new hire paperwork and timesheets.

• In order to receive a payment, new hire paperwork and timesheets must be submitted to HR.

• Once HR reviews and processes your NTA new hire paperwork, timesheet instructions will be sent to your CCNY email address.
  o Adherence to the timesheet instructions and submission deadlines are critical in order to receive payments on the scheduled dates.
  o The pay schedule is included in the timesheet instruction email.
NON-TEACHING ADJUNCT TIMEKEEPING

• In order to submit timesheets, please follow the steps below:
  o Log in to the Central Timekeeping Portal at https://portal.ccny.cuny.edu/depts/hr/timesheet_hr/signin.php with your CCNY staff email login credentials
  o Fill in the following information on your timesheet: Title, Department, Hourly Rate and Supervisor. All of this information can be found in your timesheet instruction email that will be sent to your CCNY email address.
  o Inquiries in regards to your timesheets and your payments may be directed to Timeandleave@ccny.cuny.edu.
ACCESSING CAMPUS
ACCESSING CAMPUS
CUNY MANDATE

• All faculty (full or part-time) must be fully COVID-19 vaccinated as a condition of employment.
• Vaccination exemptions may be considered through the University's Reasonable Accommodation Process.
• For more information, please email HR at humanresources@ccny.cuny.edu.
ACCESSING CAMPUS
COVID-19 VACCINATION VERIFICATION

• Employees are required to upload their COVID-19 vaccination information in CUNYfirst.
• To begin the process, you will need you’re vaccination card and NYS Excelsior Pass information (if applicable)
• To upload your vaccination information log into CUNYfirst and click on the Vaccination Verification link on the CUNYfirst menu.
• Follow the instructions on the Vaccination Verification page to complete the upload
• For more information about the Vaccination Verification process visit
https://cunyithelp.cuny.edu/sp?id=kb_article_view&sys_kb_id=9b2f65cb1b75b85014a8c99f1d4bcb9c
ACCESSING CAMPUS
CLEARED4 CUNY ACCESS PASS

• A Cleared4 CUNY Access Pass is required to access campus buildings. You must present your Access Pass to the Public Safety Officer at the entrance of every building you access on campus.

• You will receive a “Welcome to Cleared4” email from no-reply@cleared4work.com with a personal link. Click this link to register on the Cleared4 platform and to access your pass.

• Once registered, to access your pass at any time navigate to your personal link from the registration email.

• For more information about registering for your Cleared4 CUNY Access Pass visit https://cunyithelp.cuny.edu/sp?id=kb_article_view&sys_kb_id=c35a1b781bb63cd06f9821be6e4bcb33
OBTAINING A CCNY ID CARD

• A CCNY Identification (ID) Card is required in order to access campus buildings.

• To obtain a CCNY ID card, request an ID Card Request Form from your supervisor or HRC.

• The completed ID Card Request Form should then be submitted to the CCNY ID Office located on the first floor of the NAC room 1/205, where you will take an ID photo and receive your ID card.

• For more information about obtaining a CCNY ID Card visit https://www.ccny.cuny.edu/safety/id-office.
PROFESSIONAL STAFF CONGRESS (PSC) MEMBERSHIP

• The Professional Staff Congress is the union that represents faculty and staff at the City University of New York (CUNY) and the CUNY Research Foundation.

• PSC membership is open to Adjuncts

• You can join the PSC now by completing an online membership application now at https://powerforms.docusign.net/ad3e6959-8980-4c90-a8bd-e16c5924f11c?env=na2&acct=f229b947-7861-4c4a-9f17-4670af9d98b2&accountId=f229b947-7861-4c4a-9f17-4670af9d98b2.

• If you would prefer to have a membership application mailed to you, please complete call the PSC membership department at 212-354-1252.

• The PSC/CUNY contract is available for review at https://psc-cuny.org/cuny-contract
Benefits

Eligibility, Enrollment & More…
HEALTH INSURANCE ELIGIBILITY REQUIREMENTS FOR TEACHING ADJUNCTS

The following criteria must be met in order for an Adjunct to be eligible for health insurance:

- Completed adjunct instruction at CUNY in the two consecutive semesters immediately preceding the semester in which the Adjunct is applying.

- Must work and maintain at least 6 teaching hours per week in the semester that the Adjunct is applying for coverage and thereafter.

Adjuncts must maintain the minimum number of hours required for the full semester to ensure the continuation of health insurance coverage.
HEALTH INSURANCE ELIGIBILITY REQUIREMENTS FOR NON-TEACHING ADJUNCTS

The following criteria must be met in order for a Non-Teaching Adjunct (NTA) to be eligible for health insurance:

- Completed the two consecutive semesters immediately preceding the semester in which the NTA is applying with at least 15 non-teaching hours per week (225 hours per semester).
- Non-Teaching Adjuncts must work at least 15 non-teaching hours per week in the semester that he/she is applying.

*Non-Teaching Adjuncts must maintain the minimum number of hours required for the full semester to ensure the continuation of health insurance coverage.*
ADJUNCT ACCOUNTABILITIES

- Adjuncts must submit completed applications/forms to the College Benefits Officer no later than 30 days from the first day of classes. Adjuncts who miss this 30 day deadline will have another opportunity to apply for health insurance coverage during the Open Enrollment/Annual Transfer Period. Open Enrollment/Annual Transfer Period applicants will have an effective date of January 1 of the following year.

- Adjuncts who are employed at more than one college must obtain the signatures of the College Benefits Officers from each campus on the Adjunct Health Insurance Certification Form. Adjuncts who require certification of hours from more than 2 campuses should complete an additional Adjunct Health Insurance Certification Form for the third and fourth campus Benefits Officers.

- Adjuncts must notify the University Benefits Office and the College Benefits Officer in a timely manner if they no longer meet eligibility requirements for health coverage. The University Benefits Office can be reached by calling the Adjunct Health Insurance Hotline at (646) 664-3401.
Adjuncts who are covered by or eligible for coverage via any other health insurance plan by virtue of employment of self or spouse through government entitlement are automatically ineligible for Adjunct Health Insurance.

If in any semester an Adjunct teaches/works fewer than the minimum number of required hours for more than 1/15 of the semester, they will lose eligibility and the insurance coverage will be terminated.

Adjuncts who lose health insurance coverage as a result of loss in hours will be eligible to re-enroll in Adjunct Health Insurance the following semester if they meet the minimum hour requirement.

An adjunct must reestablish eligibility if there is a semester in each of two out of three academic years that they have not been employed as an Adjunct by CUNY.
HEALTH INSURANCE ENROLLMENT PROCEDURE

- Adjunct Health Insurance Application and supporting documents are found at:  
  [Adjunct Health Insurance Information and Procedures](#)
- Once completed, applications and supporting documents should be submitted via the [HR Secure Transfer File Email Portal](#)
- Once the application is submitted, please inform Benefits Coordinator, Kristina Seecharran at [kseecharran@ccny.cuny.edu](mailto:kseecharran@ccny.cuny.edu)
- Health Insurance, Dental and Prescription member ID cards will be mailed directly from the carrier to the address listed on the ERB.
ANSWERS TO
EMPLOYEE PREMIUM REMITTANCE  FAQS

- Adjuncts who selected a health insurance plan with a premium should expect their first deduction to cover 2 months’ premiums shortly after enrollment completion.

- Adjunct Health Insurance Premiums are collected on the 1st business day of the month prior to the month of coverage via automatic debit from the checking or savings account provided on the Adjunct Recurring Payment Election Form. Exceptions to this timing will be made.

- Because health insurance premiums are due one month in advance, new applicants should expect their checking or savings account to be debited for the cost of 2 months’ premiums, which will cover the first and second months.

- In the event that the University Benefits Office is unable to collect a premium after two attempts, the coverage for the Adjunct and all dependents will be terminated effective the first of the month.

- Any fees incurred due to insufficient funds will be billed to the Adjunct by the University Benefits Office in addition to the premium payment.

- Refunds for terminated health insurance coverage will be distributed via ACH transaction to the account it was debited from. NOTE: Premiums will only be refunded for the first FULL month of non-coverage.
Mid-Year Qualifying Events include: birth of a child, death of a covered dependent, marriage, divorce, adoption, or loss of health insurance coverage from another source.

Adjuncts who need to add or drop dependents due to a mid-year qualifying event will need to complete a new Health Benefits Application (ERB) and submit to the College Benefits Officer within 30 days of the event date.

Adjuncts who miss this 30 day deadline will have another opportunity to make changes to their health insurance coverage during the Open Enrollment/Annual Transfer Period.

Supporting documentation for a qualifying event is required and a Recurring Payment Election Form (if applicable) must be submitted with the new ERB.
ANSWERS TO OPEN ENROLLMENT/ANNUAL TRANSFER PERIOD FAQS

- The Open Enrollment/Annual Transfer Period is in the fall each year.
- Open Enrollment/Annual Transfer Period applicants will have an effective date of January 1 of the following year.
- Employees changing coverage will need to submit a new health insurance enrollment package: [Adjunct Health Insurance Information and Procedures](#)
- Once completed, applications and supporting documents should be submitted via the [HR Secure Transfer File Email Portal](#)
- Once the application is submitted, please inform Benefits Coordinator Kristina Seecharran at kseecharran@ccny.cuny.edu
- Employees who elect a health insurance plan with a premium during Open Enrollment should expect to see their first deduction (January premium) on the first business day of December.
The PSC-CUNY Welfare Fund exists solely for the benefit of its participants and eligible dependents. The mission of the Fund is to provide the highest level of supplemental health benefits in the most cost-effective fashion. The scope and features of the supplemental benefits are to be designed to coordinate with the employer's basic health insurance package. Benefits shall apply necessary factors to encourage appropriate utilization and to enhance the overall health status of covered members. The Fund endeavors to maintain financial viability of the benefit package and communication with members that assures provision of benefits and assistance in a professional and courteous manner.
PSC-CUNY WELFARE FUND FAQS

- Welfare Fund Supplemental Benefits are only available to Adjuncts enrolled in the CUNY Adjunct Health Insurance plan.

- Applicants will be notified by the PSC-CUNY Welfare Fund, and/or the carrier, of acceptance. If the family premium option is selected, a check covering the first 3 months is required.

- Welfare Fund Supplemental Benefits coverage under the Adjunct Plan is individual-only. You may elect to purchase family coverage. Family premiums must be paid on a quarterly basis.

- More FAQs are available at: PSC-CUNY FAQs
Continued Coverage - After attaining initial eligibility-by meeting the continuity requirement and the current hour requirement-coverage continues until a semester where either insufficient hours are worked or other coverage becomes available. Coverage is continued through summer months for persons who received adjunct health insurance in the spring semester, unless the spring semester was the first semester of coverage. For those whose spring semester was their first semester in the program, coverage terminates the last day of July. Continued coverage is available through purchase provisions under COBRA.

Break in Continuous Eligibility - Even though coverage may be lost for a semester because current hours are too low, the continuity requirement will be met until there is a semester in each of two out of three consecutive academic years wherein a previously eligible individual is not employed as an adjunct by CUNY. Then a break occurs and the initial eligibility (the continuity requirement) must be re-established in order to be covered for benefits.

Persons who lose coverage or eligibility (for this and certain other reasons) may qualify for COBRA coverage and should contact the Fund Office or the COBRA section of this website for further information: PSC-CUNY Welfare Fund - Eligibility
Adjuncts who need to update/change personal information must contact the Adjunct Health Insurance Hotline at (646) 664-3401 or email UniversityBenefitsAdjuncts@CUNY.edu. Please copy Kristina Seecharran on emails: kseecharran@ccny.cuny.edu

- Summary of Adjunct Staff Benefits
- PSC-CUNY Welfare Fund Benefits
- Health Plan Summaries
NYC TEACHERS’ RETIREMENT PLAN

• Adjuncts are eligible for membership in the NYC Teachers’ Retirement System (TRS)

• Interested Adjuncts can join TRS by completing an enrollment application on TRS’ website at https://trsnyc.org/ASPENMemberPro/Account/Index#/spa/htxQPPMemberRegistrationMaintenance/0.

• Enrollment applications must be submitted to TRS within 30 days of the initial appointment date in order to avoid a deficit.

• For more information about TRS visit https://www.trsnyc.org/memberportal/About-Us/benefitsOverview and/or contact Benefits at benefits@ccny.cuny.edu.
Adjuncts may participate in a tax-deferred annuity (TDA) plan through TIAA or the Teachers’ Retirement System of the City of New York (TRS) (if you are a TRS member). The TDA plans allows you to set aside pre-tax dollars in a supplemental retirement account subject to the annual maximum IRS limit.

• For information and to enroll in the TIAA TDA plan visit https://www.tiaa.org/public/land/cunysystem

• For information and to enroll in the TRS TDA plan visit https://www.trsnyc.org/memberportal/Forms/formsForInServiceMembers

• The NYS Deferred Compensation 457(b) Plan is a voluntary, supplemental retirement savings plan offered by New York State. For more information, please visit the NYSDCP 457(b) website at https://www.nysdcp.com/iApp/tcm/nysdcp/about/index.jsp.

• Adjuncts may enroll in either plan at anytime during their employment at CCNY

• Please contact Benefits at benefits@ccny.cuny.edu with any questions.
CUNY EMPLOYEE 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 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.

- For more information about the CUNY Employee Tuition Waiver Benefit visit https://www.cuny.edu/about/administration/offices/hr/benefits/tuition-waiver/#1612456495851-9e5802e8-3e8d or contact Human Resources at Adjunctservices@ccny.cuny.edu.
PAID LEAVE

• Adjuncts 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.

• Non-Teaching Adjuncts may be excused for 1/15 of the total number of clock hours in the particular semester you teach. For example, for teaching 225 hours a semester you will be excused for 15 hours.

• Teaching Adjuncts may be excused for 1/15 of the total number of clock hours in the particular semester you teach. For example, if you teach one three-hour course you may be excused for three hours during the semester, without loss of pay.
OTHER BENEFITS

For more information about the benefits below please contact Benefits at benefits@ccny.cuny.edu or (212) 650-7796.

- NYS Paid Family Leave
- Emergency Paid Sick Leave
- CCA@YourService CUNY Work/Life Program
- EdenRed – Transit Benefit
- CUNY e-Mall
- COVID-19 Testing & Vaccination Leave
MANDATORY COMPLIANCE TRAININGS & IMPORTANT CUNY POLICIES

• New employees are required to complete the Employee Sexual and Interpersonal Violence prevention and Response Course (ESPARC) and the Workplace Violence Awareness and Prevention Training within 60 days of their start date.

• To access the trainings, please sign into CUNY Blackboard and navigate to My Organizations to view and complete both the ESPARC and WVP trainings.


• Please review CUNY’s Policy on Violence Prevention visit http://policy.cuny.edu/general-policy/article-vi/#policy_6.09

• Please review other important CUNY policies are at https://www.cuny.edu/about/administration/offices/hr/policies-and-procedures/#hr_policies
ANNUAL NEW FACULTY ORIENTATION

A New Faculty Orientation hosted by the Provost’s Office is held every Fall semester.

Keep an eye out for an email from the Provost’s Office for further information.
ANY QUESTIONS?

If you have any questions or concerns, please contact humanresources@ccny.cuny.edu, your department’s Human Resources Coordinator, or your Department Chair.