

Adjunct Pay Scale An adjunct CLT who on July 1 has worked six semesters University-wide over a period of the preceding three years, including summer sessions, is entitled to a pay increment (a movement to the next higher step on their salary schedule). It is your responsibility to notify the Human Resources Office at each college where you work regarding your CUNY-wide work history to make sure that you receive credit for your employment university-wide. The college has the contractual obligation to notify you of your title and hourly rate of pay in your appointment letter. If you believe that your hourly rate of pay is incorrect, you must notify your college's Human Resources Office in writing (Keep a copy!) within 30 calendar days of the first day of the semester to receive a retroactive pay adjustment for the semester. It is a good idea to periodically check your records for accuracy.

Pay Schedules & Advances Every semester, your department should receive (and inform you of) the pay dates for adjunct CLTs. The first paycheck of the semester is usually not issued until several weeks after the start of the semester. If your check is not ready for you on the first (or second) scheduled pay date, you may receive an advance of up to 60% of your pay. Contact your college Human Resources Office.

The entire 2007-10 PSC/CUNY contract is available at www.psc-cuny.org. So is the Memorandum of Agreement for 10/20/10 – 11/30/17, which includes the negotiated updates to contract language.

Adjunct CLT Hourly Rates
(effective 4/20/17)

Adjunct Chief CLT

Step 1	\$40.51
Step 2	42.13
Step 3	43.82
Step 4	48.92
Step 5	55.95

Adjunct Senior CLT

Step 1	\$34.87
Step 2	36.27
Step 3	37.68
Step 4	40.73
Step 5	46.25

Adjunct CLT

Step 1	\$28.28
Step 2	29.38
Step 3	30.58
Step 4	34.62
Step 5	40.86

Adjunct CLTs working at CUNY between April 20, 2012 and January 2017 were entitled to retroactive pay under the 2010-17 MOA. If you believe you were eligible for retroactive pay and did not receive it, contact PSC.

Revised 08/17

Complaints & Grievances A complaint is an informal claim by an employee or the PSC of improper, unfair, arbitrary, or discriminatory treatment. A complaint may, but need not, constitute a grievance and is processed through an informal procedure.

A grievance is an allegation by an employee or the PSC that there has been: 1) a breach, misinterpretation, or improper application of the Contract; 2) an arbitrary or discriminatory application of or a failure to follow the Board 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, excluding Saturday, Sunday and legal holidays, after the PSC or the employee on whose behalf the grievance is filed became aware of the action complained of. Grievances relating to appointment / reappointment must be filed within 30 days, excluding Saturday, Sundays and legal holidays, of the individual's scheduled date of notification as specified by Article 10 of the Contract. Contact an adjunct grievance counselor at the PSC office at 212-354-1252.

“Weingarten” Right to Union Representation
If you're called into to a meeting with management that could lead to discipline, termination, or other potential disciplinary action, you have the right to have union representation. You may assert this right before or during any meeting with a management representative, such as a department chairperson, dean or affirmative action officer. At that point, the management representative must delay and reschedule the meeting until a union rep is available, deny the request and end the meeting, or give you an opportunity to choose to have the meeting without a union representative or end the meeting.

CUNY ADJUNCT CLT RIGHTS AND BENEFITS



The Professional Staff Congress/CUNY
61 Broadway, 15th Floor, New York, NY 10006
Telephone: 212-354-1252
www.psc-cuny.org
Albert Sherman, CLT Chapter Chair
asherma@citytech.cuny.edu

Exercise your right to join your union, the Professional Staff Congress, which represents full-time and part-time faculty and professional staff at CUNY. Submit a membership authorization card or sign up online at www.psc-cuny.org.

College Laboratory Technicians (CLTs) are the backbone of CUNY's science and technology programs. Without us, the University's growing prominence in scientific fields would not be possible, nor would CUNY be able to prepare students for twenty-first century careers in scientific and technical specialties. CLTs support educational and research endeavors in the physical and biological sciences, the graphic and performing arts, computer science and electronic media, to name a few. We are the workforce behind CUNY's science and technology.

The CLT Chapter represents all CLTs across CUNY campuses. Join our listserv for discussions of any and all topics of importance to CLTs. To subscribe to the PSC-CLT@yahoo.groups.com listserv, send an email to Amy Jeu at ajeu@hunter.cuny.edu specifying the email address that you want to use for the discussion list, your full name, department and college. Write "subscribe to psc-clt" in the subject,

Workload Under the Contract, adjunct CLTs are limited to 225 hours per semester university-wide. CUNY policy provides for a maximum of 175 hours during summer months.

If you work 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.

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, are contingent on the budget, curriculum changes, 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 is made aware of them.

Substitute Appointments If an adjunct appointment immediately precedes and follows a substitute appointment, substitute appointments will count as adjunct service for health care, tuition waivers, and eligibility for movement to a higher salary step and for multi-year appointments. For purposes other than those specified above, the time worked as a substitute does not count as part of continuous service as an adjunct.

Annual Evaluations At least once each year, adjunct CLTs 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 file a complaint or grievance regarding the failure to conduct the annual evaluation. Within 10 work 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 your personal personnel 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 your personal personnel file upon request. You have the right to add to the file any information on your academic and professional accomplishments.

Promotion Apply to your chair for promotion on the same basis as a full-timer. Receiving a doctorate is often recognized as grounds for promotion, as are professional achievements. Promotions are made at the discretion of your department Personnel and Budget Committee and the President of the college.

Sick Leave During the Fall or Spring semester, adjunct CLTs may be excused for personal illness or personal emergencies, including religious observances, death in the immediate family, or similar personal needs which cannot be postponed, for a period of 1/15 of the total number of clock hours in a particular session or semester. 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.

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

HEO-CLT Professional Development Fund Adjunct CLTs must be assigned at least 10 hours per week in the semester in which the application is submitted to be eligible to apply for a professional development grant of up to \$3,000. They must also have worked 10 or more hours per week for four consecutive

semesters (not including summer sessions) immediately preceding the semester in which application is made. Applications are screened by a committee of HEOs and CLTs appointed by the PSC. The decisions of the committee are final. 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/heo-clt-professional-development-fund

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

Health Care & Workers' Compensation Individual health insurance is available to eligible adjunct CLTs. To be eligible, adjunct CLTs must be in their third consecutive semester of working 15 hours or more per week. You must also have no other source of health insurance. You retain this benefit as long as you work fifteen hours per week. Summer work does not count. Family coverage is available at additional cost to you. GHI and HIP have no premiums; other plans are more costly. Contact your college Human Resources / Benefits Office for details and to enroll.

Welfare Fund Supplemental Benefits (Rx drugs, dental & optical) are provided to adjunct CLTs who are eligible for health insurance. You must enroll in this coverage via a separate application form when you enroll in health insurance. For information, visit www.psc-cuny.org/welfare-fund

You are also covered by Workers' Compensation for on-the-job injuries. Call the district office at 1-800-877-1373.

COBRA If you lose your health insurance because your assignment is changed to less than fifteen hours per week, you may maintain benefits under COBRA, the federal law which allows you to pay for coverage yourself at group rates for up to 18 months. If after one semester you resume working fifteen hours, your

health insurance will be restored. If you are ineligible for two or more semesters you must re-establish eligibility.

Pensions & Annuities All adjunct CLTs are eligible to join the NYC Teachers' Retirement System (TRS) and Tax-Deferred Annuity programs from their first semester working at CUNY. You can get application forms from your campus Human Resource Office or the TRS website. The PSC has a brochure that explains the basics of the TRS pension for CUNY adjunct CLTs, and you can always call the Coordinator of Pension and Welfare Benefits at the PSC at 212-354-1252. 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.

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 www.cuny.edu/transitbenefit

