

**Travel Funds** You may apply for travel funds for professional activities, based on a college’s practices.

**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 within 30 calendar days of the first day of the semester to receive a retroactive pay adjustment for the semester. Keep a copy of this notification letter. It is a good idea to periodically check your pay rate 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, contact your college Human Resources office and/or your adjunct grievance counselor if the College fails to follow through.

**Adjunct CLT Hourly Rates**  
(effective 11/1/2022)

	Adjunct CLT	Adjunct Senior CLT	Adjunct Chief CLT
Step 1	\$31.22	\$38.50	\$44.73
Step 2	32.44	\$40.05	\$46.51
Step 3	33.76	\$41.60	\$48.38
Step 4	38.22	\$44.97	\$54.01
Step 5	45.11	\$51.06	\$61.77

**COBRA** If you lose your health insurance because your assignment is changed to less than 15 hours per week, you may maintain benefits under COBRA, the federal law which allows you to pay for

coverage at group rates for up to 18 months. If after one semester you resume working 15 hours, your health insurance will be restored. If you are ineligible for two or more semesters you must re-establish eligibility.

**Unemployment Insurance.** All adjunct CLTs who are non-reappointed or have had their hours reduced to where they earn less than \$504 per week may apply for unemployment insurance. Adjunct CLTs should receive the college’s record of employment letter and the notification to employees for separation or hours reduction letter within five days of non-reappointment or reduction in hours. These documents should be used with your application. If you do not receive the documents, check with your college HR. See: [psc-cuny.org/benefits/resources-laid-adjuncts](https://psc-cuny.org/benefits/resources-laid-adjuncts).

**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 the 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 in NY State, 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 NY State 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 representative 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.

**The full PSC-CUNY contract** is available online. See: [psc-cuny.org/cuny-contract](https://psc-cuny.org/cuny-contract). Familiarize yourself with the contract, which contains, right, benefits and salary schedules.



# CUNY ADJUNCT CLT RIGHTS AND BENEFITS



**The Professional Staff Congress/CUNY**  
**25 Broadway, 15<sup>th</sup> Floor,**  
**New York, NY 10004**  
**Telephone: 212-354-1252**  
**<http://www.psc-cuny.org>**  
**Jeanette D. Batiz,**  
**CLT Chapter Chair**  
**[psccunyclt@gmail.com](mailto:psccunyclt@gmail.com)**

**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 online at [psc-cuny.org/join-psc](https://psc-cuny.org/join-psc).**

**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 are highly skilled professionals and work alongside faculty, staff and students, equipping our colleagues with tools, skills and resources to be successful in classrooms, labs, studio, theaters, greenhouses, sports complexes, offices and centers. CLTs support educational and research endeavors in the physical and biological sciences, the graphic and performing arts, computer science and electronic media, and elsewhere. We are the workforce behind CUNY’s science and technology programs, doing essential and invaluable work at CUNY.

**The CLT Chapter** represents all CLTs working across the university in over 150 CUNY departments, in full-time and adjunct titles.

**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 15 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. 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 workdays 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, among other documents, such as certificates received in a professional development courses.

**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 certain professional achievements, such as certificates or awards from academic organizations. 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.

**Paid Family Leave** New York State provides a Paid Family Leave (PFL) program that includes part-time workers. PFL offers paid, job-protected time off to bond with a new child, care for a family member with a serious health condition (including COVID-19), or assist one's family if a member is deployed on active military service outside the US. A small deduction is taken from all paychecks to cover the program.

**Eligibility, Time Off and Rate:** If you work 20 hours or more a week, you are eligible once you have completed 26 weeks of employment. If you work fewer than 20 hours per week, you are eligible after 175 days of employment. PFL provides 12 weeks of leave. For example, if you are an adjunct 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; for 2024, the SAWW is \$1,718.15. The maximum weekly benefit is 67% of this amount, or \$1,151.16.

**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 Human Resources 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 you can. All employees should follow their department procedures and keep their department chairs informed of their plans for use of PFL. See: [psc-cuny.org/paidfamilyleave](https://psc-cuny.org/paidfamilyleave).

**COVID-19 Sick Leave** NY State law authorizes paid sick leave for precautionary order or quarantine due to COVID-19. This benefit is not available for employees who are physically able to work remotely. Leave is up to 10 working days of paid sick leave at the employee's regular rate of pay and can be used a maximum of three times from October 1, 2021. Adjunct CLTs should be paid for the number of hours they would have normally been scheduled to work. A positive COVID-19 test is required for a second or third period of isolation/quarantine. Employees are not required to use their existing sick leave for COVID-19 sick leave.

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

**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 15 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 and optical) are provided to adjunct CLTs who are eligible for health insurance. You must enroll in this coverage via a separate application form from when you enroll in health insurance. For information, visit [www.pscunywf.org](https://www.pscunywf.org).

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

**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. To join the pension program, you can get application forms from your campus Human Resources Office (HR) or the TRS website and submit them to HR. If you begin work at other CUNY campuses, you must inform each campus HR of your TRS enrollment and request deductions be made. You should check your pay statements regularly to make sure deductions are occurring. 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 1-800-422-8463.

**Transit Benefits Program** A variety of commuter options are available to all faculty and staff for a monthly administrative fee. For more information, visit [edenredbenefits.com](https://edenredbenefits.com).

**HEO-CLT Professional Development Fund** Adjunct CLTs must be working an average of 10 or more 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. You must also have worked an average of 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: [psc-cuny.org/benefits/heo-clt-professional-development-fund](https://psc-cuny.org/benefits/heo-clt-professional-development-fund).