



UNION and CONTRACT

GUIDE

4Cs ADJUNCT and PART TIMERS

Congress of Connecticut
Community Colleges, SEIU Local 1973



907 Wethersfield Avenue, Hartford CT 06114
www.the4cs.org • email: info@the4s.org
Phone: 860.296.5172





Welcome!

To all part-time professionals at a Connecticut Community College, welcome to the 4Cs, the Congress of Connecticut Community Colleges. Since 1973, the 4Cs has represented full-time professionals in the system. Since 1984, the 4Cs has represented part-timers and negotiated union contracts that have made significant improvements in the wages and rights of part-timers in our system.

While significant gains have been made, much remains to be done. Through the collective bargaining process and other union activities, we have the tools to expand and improve the salaries and working conditions of part-timers. To accomplish this, we need your active involvement.

This pamphlet offers an overview of the union and how it works, as well as a summary of your rights under the union contract.

In addition to contract negotiations, the 4Cs has a long tradition of political action, professional development, and cultural and social activities. To find out more about the union chapter on your campus, about union activities for part-timers, or about statewide union campaigns, call the 4Cs office at 860.296.5172 or visit our web site at www.the4cs.org. You can also find us on Facebook - Congress of Connecticut Community Colleges, SEIU L1973 and on Twitter @SEIU1973.

What is the 4Cs?

The Congress of Connecticut Community Colleges (4Cs) is the union which represents approximately 1,400 full-time employees and 3,600 part-time employees at the state's 12 community colleges. Members are faculty, as well as administrators, counselors, and librarians (known as CCPs or Community College Professionals) or Educational Assistants (EAs). We negotiate and administer our Collective Bargaining Agreement with the Connecticut State Colleges and Universities (CSCU) Board of Regents for Higher Education and the State of Connecticut, your co-employers. Each campus has a union chapter to serve and unite members on that campus.

All professional staff members, full-time and part-time, are encouraged to join the 4Cs by signing a membership application form. You need only sign a membership form once, even if you don't work every semester.

Union Membership is Important!

Membership in the Congress of Connecticut Community Colleges (4Cs) is important because it gives you a voice in decisions that affect your job and other union affairs such as officer elections and contract ratification. It also enables the 4Cs to communicate with you through our publications and e-mail alerts about contract news and other relevant issues. By participating fully in the affairs of the union, you will become a supporter of improving the rights and benefits for all union members. Together we all become stronger.

Member rights are set forth in the 4Cs Constitution available on our web site at www.the4cs.org. You also have the right to be a non-member of the 4Cs. If you do not join, the 4Cs will fairly represent you and you will be required to pay a fair share payment to cover the costs of collective bargaining. As a non-member you are a "Fee Payer" and the amount you pay as a "fair share" payment is the same as member dues. The 4Cs website provides specific information concerning possible reductions of the fair share payment for the costs of union activities unrelated to collective bargaining.

Please complete this form and return it today!

4Cs MEMBERSHIP APPLICATION FORM

I wish to become a member of the Congress of Connecticut Community Colleges (4Cs). Effective immediately, I request and authorize the 4Cs to have deducted from my earnings each payroll period an amount sufficient to provide for regular payment of dues as certified by the Union. This amount shall be paid to the 4Cs and represents the payment of my union dues. This dues payment may be terminated by providing 30 days' written notice in advance to the 4Cs with a copy of such notice to the business office at my college.

Name _____ College _____

Street _____

Town _____ State _____ Zip _____

Home Ph _____ Work Ph _____ Cell Ph _____

Email (work) _____

Email (home) _____

Job Classification: (pick one)

- Full-time Faculty
- Full-time Professional Staff (CCP)
- Part-time Faculty (Adjunct)
- Part-time Professional Staff (EA)

signature

Mail to: The 4Cs, 907 Wethersfield Ave., 2nd fl., Hartford, CT 06114

Scan & Email to: info@the4cs.org

Fax to: 860.296.6219

Community College Part-Time Lecturers Pool

The 4Cs is charged with maintaining the Part-time Lecturers' Pool (PTL) list. Part-timers must register with the 4Cs to be included.

The PTL Pool is for experienced Adjunct Faculty. The PTL Pool guarantees qualified part-timers will be offered at least one course in their discipline, at their college, on a seniority basis, subject to course availability. To be eligible, adjuncts must have taught at least 24 credits since 1992 within the community college system, and at least 18 of those 24 credits must be at one college.

To apply for the pool, complete and mail this form to the 4Cs, 907 Wethersfield Ave., Hartford, CT 06114. It is also available online at www.the4cs.org in the "Part-Timers" section.

Please provide the following contact information:

Name _____

Street Address _____

City _____

State _____ Zip _____

Home Ph _____ Work Ph _____ Cell _____

E-mail _____

Date you met the 24 credit threshold, starting from 1992
(semester/year): _____/_____

College(s) where you have taught 18 credits or more: _____

Disciplines Taught: _____

A Summary of Your Rights and Benefits

Part-timers voted in 1984 to join the 4Cs, the union which already represented full-time teaching faculty and professional staff at the state's community colleges. Since that time, we have worked together to improve the salaries, benefits, and professional standing of adjuncts and part-timers.

Below is a list of our accomplishments so far. With your support and active participation, our progress will continue!

- **Salary Increases:** Salaries for part-time faculty have more than quadrupled since collective bargaining began. Since 1984, salaries for part-time professional staff have increased at a rate equal to the wage package negotiated for full-timers.
- **Health Insurance:** Part-timers scheduled to work at least 17.5 hours per week receive the same health insurance coverage as full-time employees. Those who work less than 17.5 hours may buy health insurance at the group rate.
- **Protection Against Discrimination:** There is contractual protection for part-timers against discrimination based on race, religion, physical and mental disability, criminal record, national origin, sex, sexual orientation, age, marital status, and political affiliation. There also is protection for union activity and protection against sexual harassment.
- **Tuition Waiver:** Adjuncts in the PTL Pool (beginning with the first semester they are eligible to receive a class) and EAs employed for more than 90 working days and in their third semester may seek a tuition waiver on a space available basis for a credit course at their college. The waiver may be used by the employee, a spouse, or a dependent. The waiver must be used during a semester when the member is working unless the course assigned is cancelled after the tuition waiver is granted.

- **Professional Development Funds:** Part-timers are eligible for reimbursement for workshops, classes, and other professional development opportunities. There is a separate fund on each campus set aside for part-time employees.
- **Pension Benefits:** Part-timers are eligible for pension benefits and should choose the plan best suited to their circumstances. An overview of the options is included in the section on retirement on page 6.
- **Academic Freedom:** Part-timers have a contractual entitlement to this right, including full freedom in the classroom and in research.
- **Grievance Rights:** Part-timers have access to the grievance procedure up to and including arbitration for enforcement of contractual rights.
- **Job Security:** There is a Part-time Lecturer Pool for part-timers who have taught 24 credits or more (at least 18 credits at one college) in the community college system. Part-timers who meet this experience threshold are required to be offered a course in their discipline if one is available. Part-timers are required to register for the pool (see the 4Cs website or page 5).
- **Interview for Full Time Positions:** At least three qualified internal candidates, including part-timers, are guaranteed an interview when full-time job openings occur.
- **Sick Leave and Personal Days for EAs:** Beginning with their third semester, part-time EAs employed for more than 90 working days receive sick leave on a pro-rated basis and two pro-rated days off per semester for personal leave
There is no sick leave or personal time for adjuncts. Adjuncts should consider how to arrange for class coverage in the event of an unplanned absence.

Pension Options for Part-Timers

All community college employees, both full and part-time, are in a pension program. Three options are available: the State Employees Retirement System (SERS), the Alternate Retirement Plan (ARP), and the Hybrid Plan. A fourth option, available only to those already enrolled in it, is the Teachers Retirement System (TRS).

The program you choose will depend on your own unique circumstances. Both the SERS and TRS plans are defined-benefit plans. These guarantee a specific payout according to formulas based on years of service and income.

The Alternate Retirement Plan (ARP) is an income-earning investment plan. It has the advantage of immediate vesting, but the employee does not access the employer's contribution to the fund until retirement.

The Hybrid Plan allows the employee, upon leaving state service, to either accept the defined benefit amount or to receive a return of his/her contribution to the Plan plus a 5% employer match, and 4% interest .

You must make your choice in the first 60 days of employment.

If you do not choose, you will automatically be placed in SERS. To enroll contact your college business or HR office. For more information and plan summaries, visit the State Comptroller's web site: www.osc.ct.gov.

The key features of each plan are listed on the next page.

Retirement Options: Key Features

State Employees Retirement System (SERS)

There are various Tiers, depending on your date of hire

- Defined-benefit plan— benefits are based on a formula factoring in years of service and earnings
- All employees are eligible
- If hired after 1984-1997, there is no employee contribution
- If hired after July 1, 1997, 2% employee contribution (pre-tax basis)

Alternate Retirement Plan (ARP)

- Income-earning investment plan— benefits based on contributions and income earned by the chosen funds
- All employees are eligible
- Immediate vesting, but you do not access the full funds until retirement
- 5% employee contribution (pre-tax basis); 8% employer contribution
- All income earned by the plan is tax-deferred. All withdrawals are taxable.

Hybrid Plan

- A defined-benefit plan with a “cash out” option: A choice upon retirement to take the defined benefit amount or to “cash out”, that is receive a lump sum return of the employee’s contribution plus a 5% employer match and 4% interest
- All employees are eligible
- 5% employee contribution (pre-tax basis)

Teachers Retirement System (TRS)

- Defined-benefit plan— benefits are based on years of service and earnings
- Must already be a TRS member to have your earnings in the community college system credited

4Cs Part-Timers Rates of Pay Under Contract

2013-14

Adjunct

- Level I less than 18 credit hours \$1402/credit
- Level II more than 18 credit hours \$1509/credit

Part-Time EA (less than 20 hours)

- Associates \$22.62/hour
- Bachelors \$26.19/hour
- Masters \$31.37/hour
- Masters + 4 \$38.80/hour

Part-Time Nursing

- Clinical Educational Assistants \$70.30/hour
- PTL with Clinical Component \$10,386/course

2014-15

2015-16

\$1472

\$1546

\$1584

\$1663

\$23.75

\$24.94

\$27.50

\$28.88

\$32.94

\$34.59

\$40.74

\$42.78

\$73.82

\$77.51

\$10,905

\$11,450

How Does the Union Operate?

Executive Board: The Executive Board acts for the union in all matters between meetings of the Delegate Assembly. The Executive Board is comprised of the elected and appointed State Officers.

Delegate Assembly: The Delegate Assembly is the governing body of the Congress. Its powers include establishing union positions, policies, and actions, as well as setting the budget and maintaining financial oversight of union expenditures. The Delegate Assembly meets at least 4 times a year. Delegates are elected from the college chapters of the union. Each chapter is entitled to elect up to five delegates. Meetings are open to all members.

Committees: Standing committees meet regularly and include representatives from each campus: Diversity and Inclusion, Finance, Membership, Part-Time, and Political Action.

Union Staff: Union staff are hired by the President with the approval of the Executive Board and Delegate Assembly. Currently they are:

Dave Bosco	Staff Organizer (Gateway, Housatonic, Naugatuck Valley, Northwestern, Norwalk, Quinebaug Valley)
Bob Reutenauer	Staff Organizer (Asnuntuck, Capital, Manchester, Middlesex, Three Rivers, Tunxis)
Ellen Benson	Communications Director
Kimberly Small	Office Manager

All staff can be reached at the union office: 860.296.5172.

Executive Board

- President..... Bryan Bonina (Tunxis)
- Secretary.....Steve Krevisky (Middlesex)
- Vice PresidentLorraine Li (Gateway)
(from Teaching Faculty)
- Vice PresidentMaureen Chalmers (Northwestern)
(from CCPs)
- Vice PresidentRobyn Brooks (Tunxis)
(from Part-timers)
- Vice PresidentRamon Esponda (Gateway)
(from Part-timers)
- Diversity OfficerWilliam Foster (Naugatuck Valley)
- Membership OfficerJonathan Morris (Manchester)
- TreasurerTony Scott (Norwalk)
- Presidential AideSteve Cohen (Norwalk)
- Grievance OfficerTom Jackson (Norwalk)

At the 4Cs web site, www.the4cs.org, there are e-mail links and phone numbers for all leaders and staff. Go to the "Our Union" section.

Chapter Officers

The 4Cs Chapter Officers on your campus are a good resource if you have questions about your rights or benefits, about the union, or about any workplace issues. Many chapters have a Part-Time Officer who seeks to inform part-timers about the union, but you can go to any of the local leaders for help and information.

Frequently Asked Questions

Does it cost additional money to join the 4Cs?

No. All bargaining unit employees (full and part-time) pay 1% of their community college earnings to the 4Cs. All receive the negotiated raises and benefits and are entitled to union representation. It does not cost additional money to join the union. When you sign the 4Cs membership form, the 1% you are required to pay for “service fees” is converted to dues.

How Many Courses Can I Teach? How Many Hours Can I Work?

You can teach up to 8 credits per semester or work less than 20 hours a week and be considered a part-time employee. If the college wants you to teach more courses or work 20 hours or more, you are considered part of the “principal bargaining unit” and covered by the same contract that covers full-time members.

How do I contact the 4Cs?

Phone: 860.296.5172 or 800.822.2363; Fax: 860.296.6219;
E-mail: info@the4cs.org

Can I serve on Union Committees?

Yes. All 4Cs members are invited to join union committees and to serve as delegates. There are two delegate slots per campus for part-timers’ representatives. For information on committees, contact your Chapter Officer.

Do union meetings occur at my school?

Chapter meetings are held on each campus several times each semester. Contact your Chapter Chair to find out the schedule.

Is there a union newsletter? How do I get it?

To receive union communications, sign and return the Membership Form (page 4). The newsletter, “Congress Chronicles” is mailed to all members home addresses. E-mail newsletters and updates are also sent out (sign up on our web site homepage). Make sure the union has your correct e-mail address. Meeting notices and bulle-

tins are often distributed through campus mail or e-mail.

If I have a problem that requires union assistance, what should I do?

Start by contacting your Chapter Officer. Often problems can be resolved quickly and easily on campus. You also may contact the union office and ask for the staff organizer for your campus.

Beyond the Contract, are there other benefits for union members?

Union members have access to the Union Plus programs that offer a wide range of high quality benefits, discounts, and special offers. Look at all the benefits available by going to www.the4cs.org; under "Contracts and Benefits" click on "Member Benefits."

Checklist of Things to Find Out About at your College

- How do I get an employee ID Card?
- Do part-timers get a discount at the campus book store?
- Are there parking privileges for part-timers?
- What are the library privileges for part-timers?
- Do I have access to a computer, copier, other equipment on campus?
- Where do I get campus mail?
- Is additional information available on my college's website?



Additional Savings and Discounts for Union Members

The Union Plus programs offer members a wide range of high quality benefits. 4Cs members and their families can receive money-saving rates, discounts, and special offers.

To see all the benefits available to you, visit www.the4cs.org; under "Contracts and Benefits," scroll to "Member Benefits."

Benefit highlights:

- Save on wireless devices and services available through AT&T.
- Discounts and upgrades on rental cars, vans, and trucks, plus great deals on family vacations.
- Save on theme parks, sporting events, theater, movies, restaurants, and more.
- Secure a Union Plus Mortgage with special cost savings and protections.
- Plus many more financial, health, consumer, legal, entertainment, and educational savings and services.



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