

UNION and CONTRACT

GUIDE

4C'S ADJUNCT and PART TIMERS

Congress of Connecticut
Community Colleges, SEIU Local 1973
907 Wethersfield Avenue, Hartford CT 06114
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Welcome!

To all part-time professionals at a Connecticut Community College, welcome to the 4C's, the Congress of Connecticut Community Colleges. Since 1973, the 4C's has represented full-time professionals in the system. Since 1984, the 4C's 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. If you have any questions or would like to know how you can participate in the union, please call our office at (860) 296-5172. You can also contact us by e-mail at info@the4cs.org.

For more information and up-to-date news check our web site: www.the4cs.org. There is a link on the home page to the Part-Timers section.

What is the 4C's?

The Congress of Connecticut Community Colleges (4C's) is the union which represents approximately 1,300 full-time employees and 2,500 part-time employees at the state's 12 community colleges. Members are faculty, as well as administrators, counselors, and librarians (known as ACLs) or Educational Assistants (EAs). We negotiate and administer our Collective Bargaining Agreement with the Connecticut State Colleges and Universities (ConnSCU) Board of Regents for Higher Education and the State of Connecticut, your co-employers.

Each campus has a union chapter which functions to unite members around a wide variety of economic and professional issues. All 4C's members have the right to participate fully in the business of the union, both on the chapter and state levels, including contract ratification and voting in union elections. These rights are set forth in the 4C's Constitution, available from your chapter officers and the 4C's website.

All professional staff members, full-time and part-time, are encouraged to join the 4C's by signing a membership form. You need only sign a membership form once, even if you don't work every semester. The service fee you now pay will be converted to union dues; the cost to you is exactly the same.

Joining the union is important. It gives you a voice in union affairs. It enables us to put you on our mailing list and send you regular union publications as well as alerts with breaking news. The 4C's is charged with maintaining the Part-time Lecturers' Pool list. Part-timers must register with the 4C's to be included.

In addition to contract negotiations, the 4C's 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 4C's office at (860) 296-5172 or visit our web site at www.the4cs.org.

A Summary of Your Rights and Benefits

Part-timers voted in 1984 to join the 4C's, 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 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.

- **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 may register for the pool at the 4C's website (or see page 15).
- **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 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

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



4C's Part-Timers Rates of Pay Under Contract

2010-2013

Adjunct

- Level 1 less than 18 credit hours \$1335
- Level 11 more than 18 credit hours \$1437

Part-Time EA (less than 20 hours)

- Associates \$21.54
- Bachelors \$24.94
- Masters \$29.88
- Masters + 4 \$36.95

Part-Time Nursing

- Clinical Educational Assistants \$66.95
- PTL with Clinical Component \$9,891



| <u>2013-14</u> | <u>2014-15</u> | <u>2015-16</u> |
|-----------------|----------------|----------------|
| \$1402/credit | \$1472 | \$1546 |
| \$1509/credit | \$1584 | \$1663 |
| \$22.62/hour | \$23.75 | \$24.94 |
| \$26.19/hour | \$27.50 | \$28.88 |
| \$31.37/hour | \$32.94 | \$34.59 |
| \$38.80/hour | \$40.74 | \$42.78 |
| \$70.30/hour | \$73.82 | \$77.51 |
| \$10,386/course | \$10,905 | \$11,450 |

How Does the Union Operate?

Executive Board: The Executive Board is empowered to act for the union in all matters between meetings of the Delegate Assembly. The Executive Board is comprised of the elected and appointed State Officers and the Chairs of the Standing Committees.

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 one delegate per 25 dues-paying members, plus two additional delegates to represent part-timers. Meetings are open to all members.

Committees: Seven standing committees meet regularly and include representatives from each campus: Part-Time, Political Action, Organizing, Legislative Action, Equal Opportunity, Professional Affairs, and Finance. Two other committees, Grievance and Constitution & By-Laws, meet as needed.

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) |
| Mary Van Buren | Communications |
| Kit Collette | Administration |

All staff can be reached at the union office: (860) 296-5172.

Executive Board

| | |
|-------------------------------------|--|
| President..... | Steve Cohen (Norwalk) |
| Secretary..... | Steve Krevisky (Middlesex) |
| Vice President | Lorraine Li (Gateway) (from Teaching Faculty) |
| Vice President | Maureen Chalmers (Northwestern) (from ACLs) |
| Vice President | Robyn Brooks (Tunxis) (from Part-timers) |
| Professional Affairs Officer | Cindy Meo (Naugatuck Valley) |
| Organizational Affairs Officer..... | Bryan Bonina (Tunxis) |
| Diversity Officer | William Foster (Naugatuck Valley) |
| Comptroller | Tony Scott (Norwalk) |
| Presidential Aide | Deloris Curtis (Housatonic) |
| Legislative Director | Bob Fernandez (Quinebaug Valley) |
| Grievance Officer | Tom Jackson (Norwalk) |

The Chairs of the Standing Committees also serve on the Executive Board.

At the 4C's website: 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 4C's 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.

To find out who the Chapter Officers are on your campus, go to the 4C's website: www.the4cs.org. Click on the yellow "Your Campus" tab, then find your campus.

Frequently Asked Questions

Does it cost additional money to join the 4C's?

No. All bargaining unit employees (full and part-time) pay 1% of their community college earnings to the 4C's. 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 4C's 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 4C's?

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 4C's 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 14). The newsletter, "Congress Chronicles" is mailed to all members three times a year. Periodically, e-mail newsletters and updates are also sent out. Make sure the union has your correct e-mail address. Meeting notices and bulletins 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?

Union Membership Doesn't Cost. It Pays!

You can be part of the union's ongoing campaign to improve the rights of part-timers by filling out the form below and joining the 4C's.

When you look at your paycheck, you may think you are already paying union dues. In fact, unless you have signed a union membership form you are actually paying the service fee. Joining the union will not cost you additional money, since the service fee is equal to union dues.

We encourage all part-timers to join the union for three important reasons. First, only 4C's members have a voice in union affairs, such as officer elections and contract ratification. Second, we can keep you informed of recent contract news and other information through our newsletter and other publications. And finally, you demonstrate support for the 4C's efforts to win new salary and benefit improvements.

Please complete this form and return it today!

Congress of Connecticut Community Colleges MEMBERSHIP FORM

I wish to be a member of the Congress of Connecticut Community Colleges. Effective immediately, I hereby request and authorize you to deduct from my earnings each payroll period a sufficient amount to provide for regular payment of the current rate of Congress dues as certified by the union. This dues payment may be terminated by providing 30 days' written notice in advance to the Congress with copy of such notice to the business office at my college.

Name: _____ College: _____

Street _____

Town _____ State _____ Zip _____

Phone (home): _____ Phone (work): _____ Phone (mobile): _____

Email (work) _____

Email (home) _____

Job Classification: (pick one)

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

Community College Part-Time Lecturers Pool

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 4C's, 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 Phone _____

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: _____



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