

**You Benefit From Working at Sullivan County Community College**  
**Part-time Professional Employees/Adjuncts**

All part-time Professional employees working a minimum regular schedule of fifteen (15) hours per week are entitled to the following benefits:

**Retirement Plans**

**College Plans**

All part-time employees have the option to join a retirement system within 20 days of hire. Professional employees may choose between the NYS Employee's Retirement System (ERS), or NYS Teacher's Retirement System (TRS). If you are already a member of any of these systems, please provide documentation indicating the effective date of your enrollment and tier.

**Supplemental Retirement Annuity (SRA)**

Employees may elect to contribute to the Supplemental Retirement Annuity (SRA) through the SUNY Retirement at Work platform at any time during their employment. In accordance with 403b plan requirements, deductions are exempt from State and Federal withholding tax and there is a maximum contribution level.

**New York State Deferred Compensation Plan**

Employees may elect to contribute to the Deferred Compensation Plan through New York State at any time during their employment. In accordance with 457(b) plan requirements, deductions are exempt from State and Federal withholding tax and there is a maximum contribution level.

**Social Security**

The College matches each employee's FICA withholding in accordance with Federal law.

**Insurances**

**Colonial and AFLAC Optional Insurance**

Optional short-term disability, cancer, accident and life insurance are available to purchase through Colonial Supplemental Insurance and AFLAC. These optional insurance plans are paid in full by the employee through direct bill to the employee. The short-term disability insurance is deducted post-tax; the other insurance programs are available to be deducted pre-tax. The cost of each plan varies according to the level of benefits elected by the employee. Enrollment and dis-enrollment occurs once per year during the College's open enrollment period.

## **Savings Plans**

### **Capital Communications Credit Union**

### **US Alliance Credit Union**

Employees may establish an account through the credit union at any time during their employment. The credit union offers a variety of general banking and other financial services.

## **Paid Time Off**

### **Holidays**

Part-time Professional staff scheduled to work on a day designated by the College as an observed holiday will receive pay for their regular schedule of hours on that day.

Part-time Professional staff who are offered hours to work, outside of their regular schedule, on a day designated by the College as an observed holiday will receive their regular hourly rate for all hours worked on that day.

### **Personal time**

Six (6) hours per semester to be used with supervisory approval to attend to any personal matters. This time does not carry over from semester to semester, nor is it applied during the winter and summer intercessions and has no monetary value if not used or if employment terminates for any reason.

## **Tuition Waiver for Adjuncts & Part-time Staff (SCCC)**

SUNY Sullivan may waive tuition for one three-credit course per semester for adjunct faculty and part-time staff, not to exceed six credits per academic year. SUNY Sullivan may waive tuition for 30 credits of tuition per year for adjunct faculty that have taught ten or more courses and part-time staff with five or more years of continuous employment at the College.

The benefit is for courses offered by the College internally on a space available basis. F.S.A. fees, College fees, and any out-of-pocket costs incurred by the College shall not be waived. If the adjunct faculty or part-time staff chooses not to use the course credits, these credits may be delegated to a dependent child, spouse or domestic partner who is not an employee of the College. A dependent child is defined as children under age 26 (biological, legally adopted, as well as stepchildren) who are dependent upon the employee for support, included on the employee's income tax return, or have their principal residence with the employee. A domestic partner is defined as a partner involved in a lifetime, committed relationship and who has been and continues to be financially interdependent with the employee. To prove domestic partnership, the employee must provide proof of residency and financial interdependence over at least the prior 12 months. Any dependent receiving this benefit must meet all College admissions and academic requirements. Employees whose dependents are receiving this benefit are responsible for reporting any changes in dependent status.

Adjunct faculty or part-time staff seeking a tuition waiver to take a course or course(s) here at SUNY Sullivan must complete a Staff Tuition Waiver Request at the point of registering for the course. Supervisory approval may be required. The Tuition Waiver procedure will be in accordance with current state approved practices regarding tuition waivers.

Adjunct faculty or part-time staff taking course work at the College shall not be excused from their work responsibilities, except when requested by their supervisors for professional development purposes.