




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](http://www.the4cs.org) • email: [info@the4s.org](mailto: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's collective bargaining agreement.

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](http://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?

**T**he Congress of Connecticut Community Colleges (4Cs) is the union which represents approximately 1,200 full-time employees and 3,300 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 or work on multiple campuses.

## Union Membership is Important!

Member rights are set forth in the 4Cs Constitution available on our web site at [www.the4cs.org](http://www.the4cs.org). You also have the right to be a non-member of the 4Cs.

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.

Membership costs only 1% of your salary but it pays to have a voice at the workplace.



# We're Stronger Together

Join together for a stronger voice at our colleges

**Membership Authorization:** **Yes, I want to join with my fellow employees and become a member of the Congress of Connecticut Community Colleges SEIU Local 1973 ("The 4Cs").** I hereby request and voluntarily accept membership in The 4Cs and I agree to abide by its Constitution and Bylaws and by the Service Employees International Union Constitution and Bylaws. I authorize The 4Cs to act as my exclusive representative in collective bargaining over wages, benefits, and other terms and conditions of employment with my employer.

**SIGNATURE**

**DATE**

**Dues Deduction/Checkoff Authorization:** I recognize the need for a strong union and believe everyone represented by our union should pay their fair share to support our union's activities. I hereby request and voluntarily authorize my employer to deduct from my earnings and to pay over to The 4Cs an amount equal to the regular monthly dues uniformly applicable to members of The 4Cs. This authorization shall remain in effect and shall be irrevocable unless I revoke it by sending written notice via U.S. mail to both the employer and The 4Cs during the period not less than thirty (30) days and not more than forty-five (45) days before the annual anniversary date of this agreement or the date of termination of the applicable contract between the employer and The 4Cs, whichever occurs sooner. This authorization shall be automatically renewed as an irrevocable check-off from year to year unless I revoke it in writing during the window period, even if I have resigned my membership in The 4Cs.

**SIGNATURE**

**DATE**

Contributions or gifts to The 4Cs are not tax deductible as charitable contributions. However, they may be tax deductible as ordinary and necessary business expenses.

**FIRST NAME**

**LAST NAME**

**COLLEGE**

**HOME ADDRESS**

**CITY**

**STATE/ZIP**

**PREFERRED EMAIL ADDRESS**

**HOME PHONE #**

**MOBILE\*# (FOR TEXT ALERTS)**

- JOB CLASSIFICATION:**
- Full-time Faculty
  - Full-time Professional Staff (CCP)
  - Part-time Faculty (Adjunct)
  - Full-time Educational Assistant (EA)
  - Part-time Educational Assistant (EA)

\* By providing my mobile phone number, I understand the Service Employees International Union, its local unions, and affiliates may use automated calling technologies and/or text message me on my cellular phone on a periodic basis. SEIU will never charge for text message alerts. Carrier message and data rates may apply to such alerts. Text STOP to 787753 to stop receiving messages. Text HELP to 787753 for more information.

For office use only

Date received: \_\_\_\_\_

Date entered: \_\_\_\_\_

Organizer/Member Leader: \_\_\_\_\_

Please return this form to the 4Cs by mail: 907 Wethersfield Ave., Hartford, CT 06114, fax to 860.296.6219, or email to [info@the4cs.org](mailto:info@the4cs.org)

## 2017 Contract Highlights

Members approved contract language changes in 2017. Some of the improvements for part-timers include:

- **Job Security:** 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 primary college, on a seniority basis, subject to course availability. The 2017 4Cs Collective Bargaining Agreement contains a significant change in the Part-time Lecturers' (PTL) Pool: **adjunct faculty are no longer required to register.** To be eligible, adjuncts must have taught at least 18 credits (previously 24 credits) since 1992 within the community college system at one college with at least one satisfactory evaluation. Members remain in the pool unless they have refused, declined, or otherwise not responded to requests to teach for 3 consecutive semesters without good cause.
- **Course Cancellation:** If a class is scheduled to be taught by a PT member is cancelled and assigned to a FT member within 7 days prior to the start of the semester, the PT member shall receive \$300.
- **Weather Closures:** When classes are cancelled or college is closed, employees do not have to report to work and shall not suffer any loss of pay.

## A Summary of Your Rights and Benefits

**P**art-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 at the community colleges or the value can be applied towards the tuition at the Connecticut State Universities (CCSU, ECSU, SCSU, WCSU). The waiver must be used during a semester when the member is working unless the course assigned is cancelled after the waiver is granted.

- **Professional Development Funds:** Part-timers are eligible for reimbursement for workshops, classes, and other professional development opportunities.
- **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 pages 8-9.
- **Academic Freedom:** Adjunct faculty members 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 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. The pool is now automatic; you are no longer required to register.
- **Interview for Full Time Positions:** At least three qualified internal candidates, including part-timers, are guaranteed an interview when full-time job openings are posted.
- **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](http://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 between 1984-1997, there is no employee contribution
- If hired after July 1, 1997, 2% employee contribution (pre-tax basis).
- Employee contributions for all Tiers will increase 1.5% on 7/1/17 and an additional 0.5% beginning 7/1/19

### 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
- State contribution 7.25%, employee 5% (can add .75%) starting 7/1/2017. State contribution 7%, employee 6% starting 7/1/2019
- All income earned by 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). Employee contributions increase 1.5% on 7/1/17 and an additional 0.5% beginning 7/1/19

### Teachers Retirement System (TRS)

- Defined-benefit plan (benefits 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

2017-18

### Adjunct

- Level I less than 18 credit hours \$1546
- Level II more than 18 credit hours \$1663

### Part-Time EA (less than 20 hours)

- Associates \$24.94/hour
- Bachelors \$28.88/hour
- Masters \$34.59/hour
- Masters + 4 \$42.78/hour

### Part-Time Nursing

- Clinical Educational Assistants \$77.51/hour
- PTL with Clinical Component \$11,450/course

\* A pro-rated payment in lieu of a wage increase for eligible employees. Contact the 4Cs for more information.

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<u>2018-19*</u>	<u>2019-20</u>	<u>2020-21</u>
\$1546	\$1631	\$1721
\$1663	\$1754	\$1851
\$24.94	\$26.31	\$27.76
\$28.88	\$30.47	\$32.14
\$34.59	\$36.49	\$38.50
\$42.78	\$45.13	\$47.62
\$77.51	\$81.77	\$86.27
\$11,450	\$12,080	\$12,744

## How Does the 4Cs 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 4Cs 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, Norwalk Naugatuck Valley, Northwestern, 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.

## 4Cs Executive Board

- President..... Bryan Bonina (Tunxis)
- Secretary.....Steve Krevisky (Middlesex)
- Vice President .....Lorraine Li (Gateway)  
(from Teaching Faculty)
- Vice President .....Maureen Chalmers (Northwestern)  
(from CCPs)
- Vice President .....Merja Lehtinen (Asnuntuck)  
(from Part-timers)
- Vice President .....Ramon Esponda (Gateway)  
(from Part-timers)
- Diversity Officer .....William Foster (Naugatuck Valley)
- Membership Officer .....Trent Wright (Middlesex)
- Treasurer .....Tony Scott (Norwalk)
- Grievance Officer .....Tom Jackson (Norwalk)

At the 4Cs web site, [www.the4cs.org](http://www.the4cs.org), there are e-mail links and phone numbers for all leaders and staff. Go to the “Committees, Colleges & Affiliates” 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?*

Dues are 1% of salary for all members of the 4Cs (full and part-time).

### *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.

### *Can I serve on Union Committees?*

Yes. All 4Cs members are invited to join union committees and to serve as delegates. For information on committees, contact your Chapter Officer or Union Staff.

### *Do union meetings occur at my school?*

Chapter meetings are held on each campus several times each semester. All chapter meetings are posted on the 4Cs website, [the4cs.org](http://the4cs.org), or you can contact your Chapter Chair.

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

To receive union communications, sign and return the 4Cs Membership Application Form (page 4). 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 bulletins are often distributed through campus mail or e-mail. However, there are some issues the 4Cs does not communicate on the college servers, so *please share a personal email!*

### ***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](http://www.the4cs.org); under "Membership" click on "Union Plus Benefits." Also, see the back page of this guide.

### ***How do I contact the 4Cs?***

Phone: 860.296.5172

Toll Free: 1.800.822.2363

Fax: 860.296.6219

E-mail: [info@the4cs.org](mailto:info@the4cs.org)

## **Checklist of What You Need to Know at your College**

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



## Additional Savings and Discounts for Union Members

The Union Plus and SEIU Member Benefits 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](http://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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