

Fact Sheet for Part-Time Employees

Revised July, 2013

Union membership:

- Part-time employees are members of the collective bargaining unit represented by UUP. Employees who join UUP by signing a membership card are full UUP members. They receive a full vote in all union chapter elections and contract ratifications. They may hold any office in UUP and have all the same rights as full-time employees. www.uupinfo.org/constitution/constitution.php (Article III)
- The UUP constitution requires that every UUP Chapter have an elected Officer for Contingents. The Officer for Contingents represents part-time and full-time UUP members who are not eligible for “tenure” (i.e., continuing appointment for academics, permanent appointment for professionals). www.uupinfo.org/constitution/constitution.php (Article VII)

Appointments:

- Part-time employees receive appointment letters informing them of their compensation, the duties they are required to perform, and the type and duration of their appointments. In addition, part-time employee appointment letters identify benefits for which they are eligible (e.g., health, leave, and other specified benefits). www.uupinfo.org/negotiations/agreement.pdf (Article 30.4 a and b)
- After 4 consecutive semesters, part-time employees should receive a “term” appointment. A “term” appointment entitles employees to a job for the period of time specified in their appointment letters. SUNY Policies of the Board of Trustees www.suny.edu/Board_of_Trustees/PDF/Policies.pdf Article XI, Title D, Paragraph 2, Section (b); www.uupinfo.org/negotiations/agreement.pdf (Article 30.1)

If they are not to be rehired when their “term” expires, they are entitled to at least 45 calendar days of notice prior to expiration of their current term appointment.

www.uupinfo.org/negotiations/agreement.pdf (Article 32.1)

Compensation:

- Part-time employees will be entitled to all across-the-board salary increases negotiated by UUP and to any other salary increases specified as applicable to part-time employees in Article 20 of the UUP contract.

Leaves:

- Vacation leave is accrued by part-time employees who work on a calendar year (12-month professional obligation) or a college year (professional obligation that is less than 12 months and is not an “academic year” obligation). Academic year employees do not accrue vacation leave. The amount of vacation leave accrued by those with calendar year or college year obligations varies by the amount of work specified in the appointment letter. www.uupinfo.org/negotiations/agreement.pdf (Article 23.2)
- All part-time employees accrue sick leave. The amount accrued varies by the amount of work specified in the appointment letter. www.uupinfo.org/negotiations/agreement.pdf (Article 23.4)
- Calendar year and college year part-time employees are entitled to contractual holidays. www.uupinfo.org/negotiations/agreement.pdf (Article 23.5)

- Additional Sick Leave: The campus president has the authority to extend sick leave beyond the amount accrued at full pay, partial pay, or without pay.

www.uupinfo.org/negotiations/agreement.pdf (Article 23.4g)

- The Sick Leave Donation Program is available for part-time employees.

www.uupinfo.org/negotiations/agreement.pdf (Appendix A-45)

Health Insurance:

Part-time employees are eligible for full coverage in the New York State Health Insurance Program (NYSHIP), including prescription drug coverage, if they are

- Part-time **academic employees** who teach two or more courses in any one semester
- Part-time **academic employees** with professional obligations that are primarily other than teaching classes who are employed at a salary rate which would yield a total compensation of \$13,870 or more (increased to \$14,147 on 7/1/14 and to \$14,430 on 7/1/15).
- Part-time **professional employees** who are employed at a salary rate which would yield a total compensation of \$13,870 or more (increased to \$14,147 on 7/1/14 and to \$14,430 on 7/1/15).

Coverage is provided for 26 weeks (13 pay periods) for each semester. If they work two semesters, or 10 months, they receive a full year (52 weeks; 26 pay periods) of coverage.

www.uupinfo.org/negotiations/agreement.pdf (Article 39.9, d, 2, 3, 4, 5, and 6)

- Employees pay a share of the premium cost that varies based on one's annual salary.
www.uupinfo.org/negotiations/agreement.pdf (Article 39.1, d)
- Part-time employees who do not qualify for the health insurance program are permitted to participate on a full premium cost basis at the group rate.
www.uupinfo.org/negotiations/agreement.pdf (Article 39.9, d, 7)
- The NYS/UUP Joint Committee on Health Benefits reviews benefit eligibility problems for part-time employees. www.uupinfo.org/negotiations/agreement.pdf (Article 41, i, 13)

UUP Benefit Trust Fund:

- Part-time employees who are eligible for New York State Health Insurance Program also qualify for the UUP Benefit Trust Fund. This includes dental and vision benefits.

www.uupinfo.org/negotiations/agreement.pdf (Article 40.4)

Life Insurance:

- All individuals represented by UUP, including part-time employees, receive \$6,000 in life insurance coverage from UUP.

Retiree/Dependent Health Insurance: (UUP Contract, Article 39.10)

- Part-time employees may be eligible for lifetime health insurance after they retire if they
 - Are age 55 or older
 - Have 10 years (120 months) of health insurance eligibility in any state agency, not just SUNY.
 - Are enrolled in the New York State Health Insurance Program (NYSHIP) at the time of retirement.

Part-time employees are advised to consult with their campus Health Benefits Administrator (typically located in the Human Resources Department) to determine their eligibility and the cost of their health insurance option in retirement.

Disability Insurance:

- All employees who are eligible for health insurance coverage are covered by the SUNY disability insurance program after one year of service. www.uupinfo.org/negotiations/agreement.pdf (Article 23.8)

Pre-Tax Savings Programs:***Dependent Care Advantage Account***

- Part-time employees may elect to participate in the Dependent Care Advantage Account, a pre-tax savings plan for expenses related to childcare, elder care, or disabled dependent care. Participants are eligible for an employer contribution ranging from \$300-\$800, depending on annual salary. www.uupinfo.org/negotiations/agreement.pdf (Article 46); www.flexspend.ny.gov

Health Care Spending Account:

- Part-time employees who are eligible for health insurance may elect to have a pre-tax medical spending account to pay for unreimbursed medical, dental and optical expenses, as well as other expenses permitted by the IRS. www.uupinfo.org/negotiations/agreement.pdf (Article 39.13) www.flexspend.ny.gov

Pre Tax Transportation Program:

- Part time employees may participate in NYS-Ride which allows NYS employees to pay for eligible work related public transportation expenses on a pre-tax basis. NYS-Ride purchases public transportation fare media (such as bus, subway, ferry, train, and vanpool passes and fare cards) from transit authorities. Pre-tax purchases for eligible commuting expenses save money because no federal, state, or city income, social security, or Medicare taxes are withheld from the amount you set aside, up to the pre-tax maximum of \$125 per month allowed by the IRS. To find out if you are eligible for the program, go to www.nysride.com or call 1-866-428-7781. www.uupinfo.org/negotiations/agreement.pdf (Appendix A-44)

Labor/Management Meetings:

- Monthly Labor/Management Meetings for matters of interest pertaining exclusively to part-time employees are required at the campus. www.uupinfo.org/negotiations/agreement.pdf (Article 8.4b)

Retirement/Pension:

Part-time employees are advised to consult with their campus Health Benefits Administrator (typically located in the Human Resources Department) to determine their eligibility for participation in the New York State Teachers' Retirement System, New York State Employees' Retirement System, or NYS Optional Retirement Program.