

# Your Union Contract At Work!

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## Part Time Employees

*Revised November 2020*

The following provides highlights of UUP-negotiated benefits and other provisions available to part-time employees—Academics and Professionals whose work obligation is less than 100 percent Full Time Equivalent (FTE).

The list below is not exhaustive, but is meant to flag key areas of importance.

### **Union membership:**

[www.uupinfo.org/constitution/constitution.php](http://www.uupinfo.org/constitution/constitution.php)

- 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. [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. [Article VII]

**All of the following Articles referenced are in the 2016-2022 NYS-UUP Agreement at the following link:**  
<http://uupinfo.org/negotiations/pdf/2016-22TA-ratification.pdf>

### **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. Appointment letters are crucial in setting the full professional obligation for part-time employees. Work duties not specified in appointment letters should not be performed without additional compensation. [Contract Article 30.3 (a) and (b)]

- After 4 consecutive semesters, part-time employees who are reappointed will 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](http://www.suny.edu/Board_of_Trustees/PDF/Policies.pdf) Article XI, Title D, Paragraph 2, Section (b). [Contract 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. [Contract Article 32.1 (a)]

### **Compensation:** [Contract Article 20]

- 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. Part-time employees are eligible for Discretionary Salary Increases if on payroll on each DSI eligibility date, but campus administrations determine which UUP bargaining unit members receive DSI.
- Part-Time Academic Faculty Minimums—per 3-credit course or 3-credit course equivalent.
  - In each year of the 2016-2022 contract, part-time academic faculty who are compensated on a per-course basis will receive either the 2 percent across-the-board increase or the applicable minimum specified below, whichever is greater.

*Effective the semester beginning after July 1, 2019:*  
University Centers and Health Sciences Centers—\$3,000  
Comprehensive and Technology Sector Campuses—\$2,500

*Effective the semester beginning after July 1, 2020:*  
University Centers and Health Sciences Centers—\$3,250  
Comprehensive and Technology Sector Campuses—\$2,750

*Effective the semester beginning after July 1, 2021:*  
University Centers and Health Sciences Centers—\$3,500  
Comprehensive and Technology Sector Campuses—\$3,000



Effective the semester beginning after July 1, 2022:  
University Centers and Health Sciences Centers—\$3,750  
Comprehensive and Technology Sector Campuses—\$3,250

### Health Insurance:

- Many part-time employees are eligible for full coverage in the New York State Health Insurance Program (NYSHIP), including prescription drug coverage.
- Part-time **academic employees** who teach six or more credits, contact hours, or credit equivalents in any one semester are eligible. Consult with your UUP chapter office if you have questions about how “contact hours” or “credit equivalents” may be determined.
- Eligibility criteria for part-time professional employees and part-time academic employees whose obligation is primarily other than teaching are as follows:

**Those hired before January 1, 2019**, are eligible if employed at a salary rate which would yield the following total compensation for each year of the contract:  
\$15,312 or more between July 2, 2018, and July 1, 2019;  
\$15,618 or more between July 2, 2019, and July 1, 2020;  
\$15,930 or more between July 2, 2020, and July 1, 2021;  
\$16,249 or more after July 1, 2021.

**Those hired Jan. 1, 2019, or after** are eligible if their professional obligation is at least one-half of a full-time equivalent professional obligation.

- Coverage is provided for 26 weeks (13 pay periods) for each semester. Employees who work two semesters, or 10 months, receive a full year (52 weeks; 26 pay periods) of coverage. [Contract Article 39.9 (d)(6)]
- Employees pay a share of the premium cost that varies based on one’s actual annual compensation. [Contract Article 39.1 (f)(1)]
- 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. [Contract Article 39.9 (d)(7)]
- Part-time employees who have trouble meeting health insurance eligibility requirements should contact their UUP chapter office to ensure that all possibilities for establishing eligibility are explored.

### Productivity Enhancement Program:

- Part-time employees who work on a calendar-year or college-year appointment and accrue vacation leave, are eligible to exchange a few vacation days each year for a credit toward their NYSHIP health insurance premium. [Contract Appendix A-26]

### UUP Dental & Vision Benefits— UUP Benefit Trust Fund:

- Part-time employees who are eligible for the New York State Health Insurance Program (NYSHIP) also qualify for the UUP Benefit Trust Fund dental and vision benefits, <https://uupinfo.org/benefits/btf.php>. Active employees who are not eligible for NYSHIP are eligible to purchase vision and/or dental coverage from the UUP Member Services Trust. Information is available at <http://uupinfo.org/benefits/forms/MSTVolDentalVisionPremRates.pdf>

### Life Insurance:

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

### Tuition Program for UUP Bargaining Unit Members:

- Part-time employees can take courses free of tuition at SUNY state-operated campuses through the “space available” program. Employees can take one course each semester and special session, e.g., summer, intersession. [Contract Article 49]

### UUP Dependent Scholarship Program:

- Part-time employees are eligible for UUP’s Dependent Scholarship Program to cover college costs for their children who are undergraduates at SUNY state-operated campuses. This is a \$500 scholarship per semester to be used for fees, books, supplies or room and board (this award cannot be used for tuition). A maximum of one scholarship per dependent child will be awarded each semester even if both parents are UUP-represented employees and a total maximum of eight scholarships can be awarded per dependent child.

Applications for employees eligible for the New York State Health Insurance Program (NYSHIP) and for employees NOT eligible for NYSHIP:

<https://uupinfo.org/benefits/btfscholar.php>

### Retiree/Dependent Health Insurance:

- Part-time employees may be eligible for lifetime health insurance after they retire if they:
  - Qualify for retirement in a NYS-administered retirement system such as the Employees’ Retirement System (ERS) or the Teachers’ Retirement System (TRS). Alternatively, if they are not a member of a retirement system or are enrolled in SUNY’s Optional Retirement Program (ORP), they are eligible at age 55.
  - Have at least 10 years (120 months) of health insurance “benefits eligible” SUNY service, or at least 10 years (120 months) of combined benefits eligible service with



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SUNY and with other public employers that participate in the New York State Health Insurance Program (NYSHIP). If they are using combined “benefits eligible” service, at least one year of that service must be with

SUNY or another NYS agency.

— Are enrolled in NYSHIP as an enrollee or a dependent at the time of retirement.

- Eligibility for retiree health benefits is not contingent on “retiring” to collect pension benefits. An employee may take a “constructive retirement” and receive NYSHIP retiree health coverage, without drawing from their state pension, as long as they meet the eligibility requirements listed above.
- 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. [Contract Article 23.8]

### 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 of less than 12 months and more than 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. [Contract Article 23.2]
- All part-time employees accrue sick leave. The amount accrued varies by the amount of work specified in the appointment letter. [Contract Article 23.4]
- Calendar year and college year part-time employees are entitled to contractual holidays. [Contract 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. [Contract Article 23.4 (g)]
- The Leave Donation Program to assist employees who have exhausted sick leave because of illness is available to part-time employees who are eligible to earn leave credits. [Contract Appendix A-45]

### Family Leave:

- Family leave options are available to part-time employees depending on their professional obligation. These are the same options available to full-time members. Part-time employees are encouraged to consult with their UUP chapter office to receive guidance as they pursue leave arrangements through their campus Human Resources Office. Family leave provisions in UUP’s contract with NYS include the following:
  - Use of sick leave accruals for the employee’s own pregnancy-related disability; Up to 30 sick days each contract year for care of sick or disabled relatives (including elders); Up to 15 sick days each contract year for adoption and foster care placement.
  - New York State Paid Family Leave—up to 10 weeks of partially paid leave in 2019 and 2020, rising to 12 weeks in 2021, that can be taken within one year of childbirth, adoption, or foster care placement; to care for a family member with a serious health condition; or to assist family members deployed abroad for military service. Part-time academics teaching two or more courses, and part-time professionals and academics with an obligation other than teaching whose obligation is at least 20 hours per week, are eligible after 26 weeks of employment. Part-time academics teaching less than two courses, and part-time professionals and academics with an obligation other than teaching whose professional obligation is less than 20 hours per week, are eligible after completing 175 workdays of employment.
  - Unpaid leave under the federal Family and Medical Leave Act (used concurrently with use of sick leave accruals for paid time off).
  - Up to seven months of unpaid child-care leave.
  - UUP’s Family Leave Guide provides more detailed information about family leave options: <https://uupinfo.org/reports/reportpdf/FLWLSguide2019.pdf>

### Bereavement Leave:

- For the death or illness of an immediate family member, up to 30 days of accrued sick leave may be used for paid time off. [Contract Article 23.4 (f)(4)]

### 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. [Contract Article 46; <https://goer.ny.gov/dependent-care-advantage-account>]

### **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. [Contract Article 39.13; <https://goer.ny.gov/health-care-spending-account>]

### **NYS-Ride:**

- 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. Through NYS-Ride, employees may purchase public transportation fare media (such as bus, subway, ferry, train, and vanpool passes and fare cards) of up to \$265 per month (in 2019) on a pre-tax basis. To find out if you are eligible for the program, go to <https://goer.ny.gov/nys-ride> or call 1-866-428-7781. [Contract Appendix A-44]

### **Adoption Advantage Account:**

- Pre-tax payroll deductions contributed to the Adoption Advantage Account can help pay for a qualified adoption. Employees can save on federal and state taxes (where applicable) by having money withheld from their paychecks pre-tax. [Contract Appendix A-52; <https://goer.ny.gov/adoption-advantage-account>]

### **Labor/Management Meetings:**

- Monthly Labor/Management Meetings for matters of interest pertaining exclusively to part-time employees are required at the campus. [Contract Article 8.4b)]

### **UUP Grant Programs:**

- Part-time employees are eligible to apply for Joint Labor-Management Grants established in UUP's contract with the state. These include professional development grants, most notably the Individual Development Awards program, which requires that a minimum of 15 percent of each campus's IDA money be awarded to part-time employees. <http://uupinfo.org/reports/reportpdf/JLMCoverViewWebFlier.pdf>

### **Intellectual Property Protection:**

- Courses and course materials produced by part-time employees are protected by the same intellectual property protections full time employees have. Contact your UUP chapter office if you have concerns or need further information.



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UUP Intellectual Property Fact Sheets:

<https://uupinfo.org/reports/reportpdf/IntellectualProperty.pdf>

<https://uupinfo.org/reports/reportpdf/IntellectualPropertyBulletin.pdf>

<https://uupinfo.org/reports/reportpdf/IntellectualPropertyPiracy2019.pdf>

### **Retirement/Pension:**

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

The following information is available on SUNY's website at <https://www.suny.edu/retirement/>

“Part-time employees and those with provisional or temporary appointments **have the option to join a Retirement System** at any time. No Retirement System membership will be established, nor any service credit or contributions reported, however, until the appropriate Retirement System election and membership applications have been received and processed.

“Your selection of a Retirement System is an important decision, so please review your options very carefully.

“Once your election is made, you will generally not be allowed to change Retirement Systems, unless you have a change in your employment title making you eligible for a different Retirement System for the first time and you opt to change to that System within 30 days of your eligible appointment.

“It is important to note that **membership in a Retirement System** may *not* otherwise be *changed* or *withdrawn* during your current or any subsequent employment with any SUNY or community college campus.”

### **Retirement Plan Options:**

- Eligibility for enrollment in a retirement system depends on a variety of factors, including bargaining unit, position classification, and full- or part-time employment.

[NYS Employees' Retirement System](#) (ERS)—all employees are eligible

[Police & Fire Retirement System](#) (PFRS)—University Police titles are eligible

[NYS Teachers' Retirement System](#) (TRS)—academic titles are eligible

[SUNY Optional Retirement Program](#) (ORP)—unclassified (UUP, M/C) titles are eligible