Adjunct Faculty

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Required Documents

- Employee Application
- Official Transcripts
- Completed I-9 Form
- Criminal background checks are done on all new employees
- After 18 months of inactivity, records drop off the system. If return after that point, employment is considered new.
- Contract (CIF, Special Screen Assignment Form or Personnel Action Form (PAF)

Contract changes for pay on hourly jobs

- All hourly job are paid by department submitting a Personnel Action Form (PAF) (no longer use the Special Screen Assignment Form)
- This applies to all jobs that are paid via time card.

Employee Earning History Screen

(to be updated)
https://www.oc.ctc.edu/earnhist/

Compensation

- Part-time academic employees with a master’s degree or higher, a five year vocational certificate or a bachelor’s degree and a professional license issued by the WA State Board for Professional Licensing shall be placed at Step 2 of the part-time faculty salary schedule.
- Part-time academic employees not meeting those qualifications will be placed at Step 1.

Quarterly Salary Faculty Rate
Pro-rated to % of load
Step 1: $9,039
Step 2: $9,357
Professional Hourly Rate: $29.18
Step 2: $9,357
Professional Hourly Rate: $30.21
Adjunct faculty who approach a full time load, may be eligible to be paid at the full-time salary rate (VP of Instruction approval required).

Use of Sick Leave
- Maximum hours earned per month is 8 hours
- Leave accrual is pro-rated at the percentage of teaching load
- A leave audit is sent out at the end of each calendar year (for employee review, signature, and to be returned to HRS).
- Leave balances can be checked on check stub and Earn/history screen online.
- A sick leave form should be completed, signed by Dean and sent to the Human Resource Office for each sick-related absence.

What happens to the leave if employee leaves/resigns from the College?
- Accrued leave can be transferred to another State entity if requested upon transfer.
- It will be paid at ¼ its value if this is a retirement separation.
- If employee leaves the college without checking out (formal letter or resignation/retirement), leave will be forfeited.
- If employee returns to the college or another State entity within 3 years, lost leave balances may be recovered if requested with proof of loss.

Establishing and maintaining benefits
- Initially by having two (2) consecutive quarters of workload at or above 50%.
- After establishing eligibility, employee will maintain benefits while teaching 50%.
- Once load drops below 50%, benefits will end the last day of the last month in which the contract ends.
- If the workload remains below 50% for longer than 18 months, the employee must re-establish eligibility (2 consecutive quarters at 50%).
AVERAGING: Is established by maintained an average workload of 50% or more during each of the preceding two (2) academic years. When an employee “averages”, the employee is eligible for benefits in the fiscal year whether or not the employee maintains a load of 50%.

MULTIPLE COLLEGES: Work a combined total of 50 % or more at multiple colleges. Employees must inform all colleges of employment at other colleges to be considered for benefits.

SUMMER Eligibility: Work 50% or more each quarter the preceding fall, winter and spring quarters qualifies for summer.

Once eligibility for coverage has been established and employee notified, employee is given an option to select coverage or waive coverage.

Employees eligible for coverage may not waive dental coverage, basic life insurance ($25,000 for employee only) or Long Term Disability (90 day waiting period). All three of these benefits are at no cost to the employee.

If employee does not make a selection and return the forms sent directly to them within 31 days, their coverage will be defaulted to Uniform Medical and Uniform Dental.

Open enrollment, re-enrollment

How do you change Coverage?

Changes can be made outside of open enrollment for the following reasons:

- qualifying events such as
- new enrollees,
- loss of other coverage,
- marriage,
- birth or adoption of a child.

Other changes or additions for medical/dental coverage can only be made during Open enrollment.

Open enrollment is November each year.

Changes to life insurance can be made any time with approval from the Healthcare Authority (HCA).

COBRA

This is a continuation of coverage which provides an extension of your PEBB medical and/or dental coverage when it ends.

There are four options:

- COBRA is temporary coverage when you terminate employment or no longer eligible for coverage.
- Extension (for dependents who lose eligibility).
- Leave-without Pay (LWOP) coverage is temporary continuation of medical, dental and life
- Retiree coverage

Employees who become eligible for coverage will be sent a COBRA packet from the Healthcare Authority. The employee will have the option to sign up for coverage through this plan for the continuation of benefits. There is an 18 month limit for this coverage.

Retirement

Basic TIAA/CREF Plan (mandatory)

- Once employees become eligible, they will pay into this plan as long as active.
- The College will match these contributions.

Supplemental Retirement Annuity (SRA)

- All employees are eligible.
- This volunteer plan can be a pre-tax deduction or before tax Roth.
- May change or rescind this agreement at anytime.
The college does not match contributions for this deduction.

Employee’s Responsibility

- Change of address
- Send in changes for dependent students or illegible students
- Send a retirement or resignation letter
- Update insurance forms/beneficiary information
- Notify us when working at multiple colleges
- Mail in COBRA Forms.

Contact Numbers:
Olympic College Human Resource Services   Email: hrs@oc.ctc.edu   1 360-475-7300

Healthcare Authority   www.pebb.hca.wa.gov   1-800-200-1004
TIAA CREF   www.tiaa.cref.org   1-800-842-2776
Washington State Employees Credit Union   www.wsecu.org   1-800-562-0999
Car/House Insurance   Liberty Mutual   1-800-826-9183
Flexible Spending Acct   Prepaid Medical Expense   asi@asiflex.com   Pre-tax deduction   1-800-659-3035
Washington State Employee’s Credit Union   www.wsecu.org   1-800-562-0999
Long-Term Care Insurance   http://pebbltc.jhancock.com   1-800-399-7271

SEE HRS WEBSITE FOR ADDITIONAL FORMS AND INFORMATION