



## **ADJUNCT FACULTY**

# **SUMMARY OF BENEFITS**

## RETIREMENT and SAVINGS

| BENEFITS  | WHO PAYS  | ELIGIBILITY   | BENEFITS RECEIVED   |
|---|---|---|---|
| <b>SURS</b>   | The Employee contributes 8% of gross compensation       | Upon employment   | Employee is eligible to receive a retirement benefit after satisfying certain SURS age and length of service requirements. SURS will send the employee information.   |
| <b>MEDICARE</b>   | The Employee  | Upon employment   | Employees hired after 4/86 have 1.45% of gross compensation withheld for Medicare.  |
| <b>403b AND 457 PLANS</b>   | The Employee  | Upon employment   | Contributions are voluntary and made through payroll deductions. Visit the Plan Administrator website <a href="#">VALIC</a> for additional information. New enrollments call (888) 569-7055. Current participants call (800) 448-2542.  |
| <b>SICK/PERSONAL LEAVE</b>  | The College   | Upon employment   | Adjunct teaching faculty are eligible to receive 3 contact hours at full pay per academic term for sick/personal leave for each course taught. In addition, adjunct teaching faculty are eligible to receive 2 contact hours at full pay for sick/personal leave for each course taught in the summer. Part-time counseling and advising non-teaching faculty will receive sick/personal time based on a formula of .040 times their number of scheduled work hours each term.  |
| <b>LONG TERM DISABILITY STATE UNIVERSITIES RETIREMENT SYSTEM (SURS)</b> | Included as part of the 8% contribution to SURS         | The employee is eligible to receive this benefit after satisfying SURS requirements | SURS provides long term disability. See <a href="#">SURS</a> for details.   |
| <b>TUITION WAIVER</b>   | The cost is shared between the Employee and the College | Upon employment   | You must have an assignment that will pay at least \$500 in the term in which you want to enroll in the class, or in the term immediately following. You may enroll in one class for credit per term. Employees pay 1/3 of in-district rates plus all fees. The Registration Calendar can be found online at <a href="http://www.cod.edu/registration">www.cod.edu/registration</a> . The Tuition Waiver for Adjunct Faculty Form (available on <a href="#">insideCOD/Forms Library</a> ) must be completed and approved by Human Resources before registering. |

***Benefits are subject to change***

## MISCELLANEOUS

| BENEFITS                  | WHO PAYS  | ELIGIBILITY     | BENEFITS RECEIVED  |
|---------------------------|---|-----------------|--|
| JURY DUTY                 | The College   | Upon employment | Eligible for up to 2 absences at full pay per academic term for jury duty if jury duty causes the employee to miss assigned work. Employees must notify the Administration at least 1 week prior to the expected jury duty leave. Jury pay is turned into the Cashier's Office.  |
| FREE CHECK CASHING        | The College   | Upon employment | Employees may cash personal checks up to \$50 (at no charge) at the Cashiers Office. Must have employee ID.  |
| DIRECT DEPOSIT            | N/A   | Upon employment | Employee paychecks are directly deposited into the employee's designated account. Complete the direct deposit form and attach a voided check or deposit ticket. Contact the Payroll Department for more information.   |
| LIBRARY                   | The College   | Upon employment | Use of the College Library requires an employee ID.  |
| BOOKSTORE AND GREENHOUSE  | The College   | Upon employment | Employees receive a 10% discount at the campus bookstore and a 10% discount at the greenhouse with an employee ID.   |
| ATHLETIC FACILITIES       | The cost is shared between the Employee and the College | Upon employment | Employees receive discounted membership rates to the Chaparral Fitness Center in the Physical Education Building. Up to \$100 of a faculty member's Professional Development funds may be used for reimbursement of annual fees for employee membership at the Chaparral Fitness Center (currently \$240 dollars). Contact the Fitness Center for information. |
| EMPLOYEE DISCOUNT PROGRAM | The Employee  | Upon employment | A detailed list of discounts available to employees is on <a href="#">insideCOD</a> .  |

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**Contact the Benefits Department with Questions:**

Phone: 630-942-3030

Email: [benefits@cod.edu](mailto:benefits@cod.edu)