

Statement of Benefits for Part-Time Adjunct Faculty

(Includes Part-Time Adjunct Faculty belonging to the PA Federation of Teachers Faculty Bargaining Unit)

Effective 07/2025

- **Retirement Benefits** (TIAA-CREF) Employees may voluntarily contribute to the College's Tax Deferred Annuity (TDA) retirement plan on a pre-tax or after-tax basis. There is no contribution by the College.
- Voluntary Insurance (Mutual of Omaha) Employees may voluntarily obtain various supplemental insurances plans offered by an outside vendor. The full cost of any insurance selected is paid 100% by the employee.
- **Emergency Leave** Leave is available for up to one (1) hour of emergency leave per hour of seat time per class, per semester.
- **Bereavement Leave** Five (5) consecutive College days for immediate family; Three (3) consecutive College days for near relatives; One (1) College Day for other relatives.
- Jury Duty Leave Jury Duty service will be paid by the College upon approval from the President with the submission of a jury duty summons and verification of attendance.
- **Family and Medical Leave** The College will comply with the Family and Medical Leave Act (FMLA) which grants up to 12 workweeks of unpaid, job-protected leave (or 26 weeks of military caregiver leave) during a 12-month period to eligible employees.
- Military Leave under USERRA The College will comply with the regulations of the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994 and any applicable laws in Pennsylvania as they relate to military/uniformed service.
- **Tuition Waiver** Adjunct faculty may attend for-credit classes at the College with a full tuition waiver for up to three (3) credits per semester. A fifteen percent (15%) tuition discount will apply to any remaining courses that exceed the three-credit limit per semester. Spouses and dependent children (IRS rules) of adjunct faculty will receive a fifteen percent (15%) tuition discount for any for-credit courses taken at the College. The tuition discount is not applicable to dual enrollment courses.

Other Employee Perks

- Employee Appreciate Events
 - Employee Picnic
 - Employee Recognition
 - o Holiday Party
 - o Ice Cream Socials



- Exempt from College's Dress Code Policy
 - Encouraged to wear business casual attire that is presentable, clean, & without holes.
- Employees are eligible to receive discounts & perks from various providers such as Dell, Microsoft, Southern New Hampshire University, etc.
- Pennsylvania Highlands Community College is a **qualified employer** and participates in the **Public Service Loan Forgiveness** (PSLF) program. For more information on PSLF, visit www.StudentAid.gov/publicservice.