

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
 - Holiday Party
 - 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.