

Date: December 2, 2021
To: College Community
From: Dr. Luis G. Pedraja 
Subject: Benefits For Part-Time Faculty & Staff

Quinsigamond Community College is pleased to offer a slate of college-specific benefits for part time faculty and staff. Please contact the Human Resources office for any questions or concerns you may have regarding this information.

Thank you for your dedicated service to our students.

Benefits offered include the following:

1. Inclusion in the College Catalogue:

The part time faculty and professional staff who have forwarded appropriate information to Human Resources are included in the college catalogue.

2. E-mail and Telephone Access:

All college staff are entitled to email and voice mail / telephone access during time of employment. For those who do not have a fixed work station, access to both can be arranged by contacting your supervisor.

3. Tuition Benefits

The benefit of enrolling in Quinsigamond Community College credit or non-credit coursework, at no cost, is available on the following basis:

Adjunct faculty should consult the DCE contract.

Part time staff must have completed a minimum of one full year of service at the College from original hire date with a minimum of 780 hours of work at QCC completed in the past twelve months. The individual must be an active employee in good standing.

This benefit applies to employees only, and is subject to all other provisions, requirements, and limitations as delineated in the QCC full-time employee tuition/fee waiver program. Forms to access this program are available through the Office of Human Resources and on the Q.

4. Paid Holidays

Although hourly part time staff are not eligible for paid vacation days, part time staff will be eligible for paid "holiday hours" after six months of continuous service. The employee will be granted twenty-four "holiday hours" per fiscal year, to be utilized in four hour increments on any of the following legal holidays:

New Year's Day	Martin Luther King Day	President's Day	Patriots' Day
Memorial Day	Juneteenth	Independence Day	Labor Day
Columbus Day	Veterans' Day	Thanksgiving Day	Christmas Day

The employee will receive “holiday hours” compensation only if he/she is regularly scheduled to work on the day upon which the College celebrates the holiday. Should the employee terminate employment with QCC before utilizing the entire allocation of ‘holiday hours”, the benefit would be forfeited.** This provision does not apply to adjunct faculty, and there will be no carryover into the next fiscal year.

5. Paid Snow Day (s)

Part time staff will be eligible for paid snow days after six months of continuous service. On those days when the College is closed due to inclement weather, the employee would only receive his or her normal per diem compensation, and only if the employee was scheduled to work on the day in question.** This provision does not apply to adjunct faculty. Part-time MCCC Unit Professionals should consult the contract for full inclement weather benefit information.

**NOTE: Paid holidays and/or paid snow days will be compensated at a maximum of four (4) hours, or at the actual scheduled number of hours, whichever is less.

6. Paid Sick Days

Part time staff will be eligible to begin earning sick time on their first day of employment, and may begin using earned sick time ninety (90) days after starting employment. Sick time will be accrued at the rate of one (1) hour for every thirty (30) hours worked. Additional information is available in the Office of Human Resources. Part-time MCCC Unit Professionals should consult the contract for calculation information.

7. Massachusetts Deferred Compensation SMART Plan

Part time staff and adjunct faculty who are not members of the state retirement system and are not full-time students at Quinsigamond Community College are required to participate in an appropriate alternative plan as specified by law. All participants must make a mandatory contribution to the state's annuity plan equal to 7.5% of gross pay. These contributions are restricted to investment in The Income Fund and distributions are restricted to a lump sum payment. Additional information and appropriate paperwork is available in the Office of Human Resources.

8. Health Insurance

Part time staff and adjunct faculty who are not current full time QCC staff members are not eligible for Health Insurance through Quinsigamond Community College. Massachusetts has a comprehensive health reform law to ensure that all residents have health care insurance. Additional information is available in the Office of Human Resources.

9. 03 Contract Service Buy Back

If a part time staff or adjunct faculty member becomes a full time employee with the State of Massachusetts and completes ten (10) years of full time service, their part time service will potentially qualify as partial buy back into the full time Massachusetts State Retirement system. Information is available in the Office of Human Resources.

10. Staff Development Funding

There is available staff development funding for professional development activities including, but not limited to conferences, workshops, trainings, and presentations. Part-time adjunct faculty are eligible to apply when DCE seniority is attained. Part-time staff are eligible to apply after two (2) consecutive years of employment. Additional information is available in the Office of Staff Development.