Welcome to the Winter 2018 Semester!

I would like to welcome all of you to the Winter 2018 semester. For those of you who have just joined the Grand Rapids Community College team, this is a very exciting and busy time for you. Please be aware that the Human Resources staff is here to support you. The Human Resources Department is located on the 2nd floor of the Cook Administration Building located at 415 East Fulton (DeVos Campus). Feel free to stop by our office or contact me directly at 616-234-3904 or at lcruz@grcc.edu if you need assistance. I wish you a very successful semester! -Lydia Cruz

Payroll Information

Important Dates: The first winter semester paycheck for adjuncts will be 1/26/2018. Last day to submit official transcripts to HR will be on 2/16/2018. Failure to provide official transcripts will result in being paid at the Non-Degree rate for the entire semester.

Winter 2018 classes will be paid over 9 paychecks as follows: If your class is starting on or before January 14th, the first pay date for the winter 2018 semester will be on January 26th, 2018.

Any classes starting after January 14th, 2018 will be paid according to GRCC’s payroll schedule. Payroll schedules can be found at: www.grcc.edu/humanresources/payroll.

All winter 2018 classes will be paid in full no later than the May 18, 2018 paycheck. The last check for classes ending before April 23, 2018 will be determined according to the college’s payroll schedule.

If you have any questions, please contact Becky Bailey at 616-234-4038, or Jennifer Kelly at 616-234-4018.

2017 W-2’s: Will be mailed on January 31st, 2018 to employees who did not give consent to receive them electronically. We strongly encourage you to take advantage of this opportunity for 2018, please follow the instructions found at: http://cms.grcc.edu/payroll-and-benefits/forms/year-end.
Benefits for Adjuncts

Purchasing a Healthcare Plan:
An adjunct faculty member teaching half time or more (7.5 contact hours or 6 contact hours if teaching English Composition) may be eligible to purchase health insurance plans through GRCC. For insurance options and rates please contact Maria Belmares Herrera at 616-234-4052 or Victoria Vicencio at 616-234-4175.

Life Insurance: Any adjunct faculty member teaching 6 contact hours or more, is eligible for a $12,000, employer paid Life Insurance policy. All adjunct faculty should complete the Madison National Life Insurance form as the benefit is available any semester an adjunct meets the contact hour requirement. Please contact Victoria Vicencio at victoriaviccencio@grcc.edu for a copy of the form.

Tuition Waiver: Adjuncts teaching less than half time may take 4 credit hours of GRCC classes per semester for self only. Adjuncts teaching half time or more (7.5 contact hours or 6 contact hours if teaching English Composition) receive the full benefit (Waive 12 credits and fees for employee, spouse and unmarried children, stepchildren and foster children up to age 24) for the semester in which they teach or the next semester if the tuition date falls within the semester in which they teach.

All eligible employees should be using the tuition waiver form for classes at GRCC. We are unable to confirm adjunct class schedules in the PeopleSoft system until several weeks after classes start each semester. Adjuncts who have been offered and accepted classes must attach a copy of their signed FIF to the waiver. If waivers and verification of eligibility are submitted after the tuition due date and payment has already been made, any reimbursements will be given to the student following the normal student refund procedure. Information regarding the student refund procedure can be found at: http://www.grcc.edu/cashier/paymentsrefund.

The tuition waiver form must be completed by the employee for each dependent and for each semester you are requesting the tuition waiver benefit. Please forward completed tuition waiver forms along with current FIF and necessary dependent documentation to the Benefits Manager, Maria Belmares Herrera, 2nd floor Cook Administration Building on DeVos Campus or via e-mail: mherreralmares@grcc.edu. The tuition waiver form can be found at: http://grcc.edu/humanresources/tuition-waiver.

Ford Fieldhouse: Adjunct faculty members and their qualifying dependents are entitled to full use of the Ford Fieldhouse equipment and activities. For more information please visit their website at http://cms.grcc.edu/geraldrfordfieldhouse.

Adjunct Professional Development Funds: GRCC provides opportunity for adjuncts to receive professional development funds. For more information regarding these funds please visit http://www.grcc.edu/sites/default/files/attachments/1314-15520%20Adjunct%20Professional%20Dollars%20poster.pdf.

Sick Day: Part-time/adjunct faculty shall be granted one class period leave with pay for each time per week a class meets. These sick leaves are granted each semester and are not cumulative (Article 9.B.2 of the Faculty Contract).
Employee Assistance Program (EAP): GRCC has contracted with Pine Rest Christian Mental Health Services to provide professional counseling services to full-time, part-time, contingency and adjunct employees, their spouses and children living in their household. EAPs are intended to help employees deal with personal problems that might adversely impact their health and wellbeing. EAPs deal with a variety of issues such as drug and alcohol problems, marital problems, depression, anger management, anxiety and physical illness. All EAP consultations and referrals are confidential and the initial two visits are provided at no cost. You can access EAP services 7 days a week, 24 hours a day. The hotline number is 800-442-0809 or 616-455-6210.

Helpful Resources

Faculty Contract: If you have a contract related question, please contact Christine Coon, HR Generalist for Faculty, or a Faculty Association Officer. You may go to http://facultyatgrcc.com to view a listing of our Faculty Association Officers, Representatives, and Negotiators.

Faculty Absence Line: Please contact the Faculty Absence Line at 616-234-3909 to report an absence.

Center for Teaching Excellence: The Center for Teaching Excellence has excellent training opportunities available for adjunct faculty. For more details and schedules, please visit their website at http://www.grcc.edu/centerforteachingexcellence.

Library Services: The Library & Learning Commons provides you a full-range of services and collections, including: Information Literacy instruction for your students reservable computer library space, free RaiderLoan interlibrary loan & document delivery, subject guides, and a librarian liaison assigned to serve you. Please contact Nan Schichtel at 616-234-3082 with questions.

Personal Contact Information: Your personal information summary can be found when you log into the online center. Click on "GRCC Employee" and you'll see the option to click on "personal information summary". If you need to update your address and emergency contact information, please contact Angie Ramirez at aramirez@grcc.edu.

Retiring/Resigning: If you are thinking about retiring or resigning from GRCC, please contact Lydia Cruz at 616-234-3904 or at lcruz@grcc.edu.

Inclement Weather

Winter weather may soon impact college operations. Please visit the GRCC Emergency Closing Procedures webpage at http://www.grcc.edu/campuspolice/resources/grccemergencyclosingprocedures and familiarize yourself with how the decision is made to delay or close, the types of messages you will receive and the action you should take in each circumstance.

Contingent Positions

If you are considering picking up some extra hours in a contingent role, please be aware that employees may not work more than a combination of 28 hours per week (56 hours biweekly) between their adjunct position and any additional contingency work. Included in this newsletter is a chart that will help you determine how many hours an employee with multiple positions (Adjunct and Contingency) may work in each position. If you have any questions, please contact Angie Ramirez, Coordinator of Contingency Employees at 234-3905.

<table>
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<tr>
<th># of Adjunct Hours Worked Per Week</th>
<th>x 2.25 (Contact hour multiplier)</th>
<th># of Allowable Contingency Hours Per Week</th>
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Americans with Disabilities Act (ADA)

We are committed to providing appropriate accommodations for students and staff with disabilities in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as well as state law.

ADA Coordinator: If you have any questions about this process or any ADA concern, please contact: Kimberly DeVries, Director of Equal Opportunity Compliance and Title IX Coordinator: Kimberlydevries1@grcc.edu

616-234-2120

Title IX

Title IX of the Education Amendments of 1972 requires that all entities in receipt of any federal funds or financial assistance must prohibit sex discrimination in their education programs and activities. Sexual harassment, sexual assault, domestic violence, dating violence and stalking are all forms of prohibited sex discrimination. The Title IX Coordinator, Kimberly DeVries, is the individual responsible for ensuring compliance with the law in this area.

Title IX requirements apply to all aspects of education programs and activities at GRCC, including student admissions, financial assistance, access to academic offerings, and athletics. The law also applies to all aspects of GRCC’s employment process, including hiring, tenure, compensation, and training.

GRCC is obligated to:

- Provide assurances that all education programs and activities are in compliance with Title IX.
- Designate a Title IX Coordinator to oversee compliance efforts.
- Establish procedures to resolve student and employee Title IX complaints.
- Provide notification to students and employees that sex discrimination is prohibited within its programs.
- Ensure that all administrators, managers, deans, and program directors, familiarize themselves with, and implement Title IX provisions.

Notice of Nondiscrimination

Grand Rapids Community College creates an inclusive learning and working environment that recognizes the value and dignity of each person. It is the policy and practice of GRCC to provide equal educational and employment opportunities regardless of age, race, color, religion, marital status, sex/gender, pregnancy, sexual orientation, gender identity, gender expression, height, weight, national origin, disability, political affiliation, familial status, veteran status or genetics in all programs, activities, services, employment and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. GRCC is committed to reviewing all aspects of GRCC programs, activities, services and employment, including recruitment, selection, retention and promotion to identify and eliminate barriers in order to prevent discrimination on the basis of the listed protected characteristics. The college will not tolerate any form of retaliation against any person for bringing charges of discrimination or participating in an investigation. Further information may be obtained from the EEO Office or the Office of General Counsel, 143 Bostwick Ave NE, Grand Rapids, MI 49503-3295.