

ADJUNCT FACULTY NEWSLETTER

WINTER 2024 SEMESTER!

I would like to welcome you all to the Winter 2024 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 in the Administration Building located at 415 East Fulton (DeVos Campus). My office is located on the first floor. If you need assistance, feel free to contact me directly at 616 234 3905 or aramirez@grcc.edu. I wish you a very successful semester!

Angie Ramirez

PAYROLL INFORMATION

Pay Dates for Winter 2024 Semester:

Winter 2024 classes will be paid over a maximum of 8 pay checks. The first pay date will be on February 2, 2024 for classes starting on or before January 21, 2024. Any classes starting on or after January 22, 2024 will pay according to the college's payroll schedule.

All winter 2024 classes will be paid in full no later than May 10, 2024. The last check for classes ending before April 15, 2024 will be determined according to the college's payroll schedule

[Payroll Schedules](#) can be found online. If you have any questions, please contact the Payroll Department by email at hrpayroll@grcc.edu or by phone at 616-234-4018, or 616-234-4038.

W2: W2s will be mailed out on January 31, 2024 to employees who did not give consent to receive them electronically. We strongly encourage you to take advantage of this opportunity for 2025. [Instructions](#) on how to view/print your electronic W-2 can be found online.

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.

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. You can access the [Madison National Life Insurance form](#) to enroll or update your beneficiaries download the form on our website; Madison National Life Form. Please submit the completed form to hrbenefits@grcc.edu.

REPORT YOUR ABSENCE

Report your absence electronically by logging into your [Online Center](#). Navigate to the faculty Self Service screen and select the Submit Absence tile.

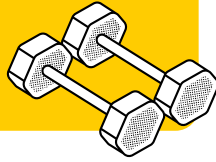
TRANSCRIPTS

If you are a new adjunct this semester or have recently earned a new degree, request your official transcripts to be sent to Angie Ramirez from the institution no later than February 16, 2024.



FORD FIELDHOUSE

An adjunct faculty member and their spouse/domestic partner are entitled to full use of the Ford Fieldhouse equipment and activities. For more information, please visit their website at [Ford Fieldhouse](#).



PAID TIME OFF

Part-time adjunct faculty shall be granted paid time off equal to the number of contact hours assigned for the semester (e.g., 12 contact hours will equal 12 clock hours of paid time off). This PTO is granted each semester and is not cumulative. (Article 9.H.1 of the [Faculty Contract](#)).

TUITION WAIVER BENEFIT

Adjunct faculty and part time non classroom faculty are eligible for [tuition waiver benefit](#). Please see the Faculty Association Contract for details on pages 41-42.

[Tuition waiver instructions and form](#) can be found at our Benefits webpage. The HR contact person for this is Maria Belmares Herrera our Benefits Manager at 234-4052.

ESSENTIAL PHONE NUMBERS & EMAIL ADDRESS

GRCC Police

616-234-4010 (General Line)
616-234-4911 (Emergency Line)
Police@grcc.edu

Payroll

Hrpayroll@grcc.edu
616-234-4018
616-234-4038

Human Resources

616-234-3972
HR@grcc.edu

Teaching, Learning and Distance Education (TLDE)

616-234-2278
TLDE@grcc.edu

Benefits

HRbenefits@grcc.edu

Library & Learning Commons

616-234-3872
Library@grcc.edu

GRCC Information Line

616-234-4000

GRCCePrint

616-234-3960
GrccEprint@grcc.edu

IT Help

616-234-4357
Itsupport@grcc.edu

HELPFUL RESOURCES

Faculty Contract: If you have a contract related question, please contact Danielle Flaumenhaft, HR Generalist for faculty at danielleflaumenhaft@grcc.edu, or a Faculty Association Officer.

Adjunct Professional Development Funds: GRCC provides the opportunity for adjuncts to receive professional development funds. For more information regarding these funds, please visit Adjunct Professional Development Funds webpage.

Teaching, Learning and Distance Education (TLDE): Please visit grcc.edu/faculty_staff/center_teaching_excellence for the current listing of all Winter 2024 Professional Development opportunities being offered by TLDE!

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 Raider Loan, interlibrary loan, & document delivery, subject guides, and a librarian liaison assigned to serve you. Please call 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 details." You are able to update your address and emergency contact information in the Online Center. If you have any troubles updating this information, please contact Nicole Dekker at nicoledekker2@grcc.edu.

Retiring/Resigning: If you are thinking about retiring from GRCC, please visit our Ready to Retire Guide page for more information. If you'd like to resign, please contact Angie Ramirez at aramirez@grcc.edu.

GRCC Campus Closing Procedures: The decision to delay or close campus is based on several factors. Some instances in which the college may close include winter weather conditions or power outages, in addition to any other unexpected instances that prevent normal business operations.

RAVE: Emergency notifications are sent via RAVE alerts. Please ensure your contact information/preferences are up to date and learn more about this service by visiting the Emergency Notification Service webpage.

EMPLOYEE INJURY PROCEDURES

Please review the [employee injury procedures](#) posted on the GRCC website.

Procedures are to be followed in the case of an accident, injury, or illness to any employee (not employees through temporary services) that occurs while in the performance of duties for Grand Rapids Community College.

It is imperative that you report all work related injuries, regardless of severity, even if medical treatment is not necessary.



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, as well as 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 substance problems, marital or family conflict, depression, anger management, anxiety and other emotional problems. All EAP consultations and referrals are confidential and the initial three 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.

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 admission 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 Office of General Counsel located at Bostwick Office Suite 143 Bostwick Ave NE, Grand Rapids, MI 49503 3295. Phone: 616 234 4953

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. For more information, please visit the American with Disabilities Act webpage.

CONTINGENCY POSITIONS

Please be aware that employees may not work more than a total of 28 hours per week (56 hours biweekly) between their adjunct position and any additional contingency work. Below 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 at aramirez@gbcc.edu.

# of Adjunct Hours Worked Per Week	x 2.25 (Contact hour multiplier)	# of Allowable Contingency Hours Per Week
1	2.25	25.75
2	4.5	23.5
3	6.75	21.25
4	9	19
5	11.25	16.75
6	13.5	14.5
7	15.75	12.25
8	18	10
9	20.25	7.75
10	22.5	5.5
11	24.75	3.25
12	27	1

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.

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 an individual 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.