

ROCHESTER INSTITUTE OF TECHNOLOGY

Summary of Benefits for Adjunct Faculty

RIT is strongly committed to its employees and their personal welfare. Since adjunct faculty represent a very important segment of the Institute community, we have designed an adjunct benefits package. Adjunct employees are encouraged to familiarize themselves with this information.

Please note that RIT may make changes in the employee benefits package and any such changes automatically will apply to you and your employment relationship at RIT.

Tuition Waiver

RIT's tuition waiver benefit is an integral part of the University's overall benefits package and adjunct faculty are eligible to participate in this very valuable benefit. Please note that tuition waiver benefits are available **only during the quarters in which you teach**. You must complete the Tuition Waiver Form each quarter you will use the benefit. You can find the form on the HR website at <http://finweb.rit.edu/humanresources/forms/tuitionwaiver.pdf> or obtain the form from the Human Resources Department.

Adjunct Faculty are immediately eligible for a 25 percent tuition waiver for undergraduate and most graduate level credit-bearing courses as well as classes you take through RIT's Academic Support Center (ASC) and English Language Center (ELC), up to 11¾ credit hours per quarter, in quarters in which you teach. There are a few exceptions where the tuition waiver does not apply, such as the Executive MBA program. If you have questions about whether a particular course is eligible for tuition waiver, please contact the Human Resources Department. The waiver percentage for which you are eligible is based on the number of quarters you have taught as well as your hire date. The following charts show the details.

Family Members – RIT also provides tuition waiver benefits for eligible family members, up to 18 credit hours per quarter, in quarters in which you teach. Eligible family members include your spouse or domestic partner, and your or your spouse's or domestic partner's natural or adopted children up to the age of 30. If a child has matriculated before the age of 30, he/she would be eligible to complete the degree program started, even past the age of 30. Please note that if your spouse or child is eligible for tuition assistance from other sources, including TAP or another employer, he/she must apply for that benefit (similar to how coordination of medical insurance works). TAP or other external financial assistance will be applied to reduce the total tuition bill before the tuition waiver is applied. The availability, type and amount of tuition waiver is based on your date of hire and how many quarters you have taught. The following charts show the details.

HIRE DATE ON OR AFTER 1/1/2006

	<u>Immediate</u>	<u>3 Qtrs</u>	<u>9 Qtrs</u>	<u>15 Qtrs</u>
<u>Adjunct</u>				
Day	25%	25%	37.5%	50%
Eve	25%	25%	37.5%	50%
ASC/ELC	25%	25%	37.5%	50%
<u>Family Member</u> ⁽¹⁾				
Day	0%	0%	0%	50%
Eve	0%	0%	0%	50%
ASC/ELC	N/A	N/A	N/A	N/A

(1) waiver provided only for students matriculated in an undergraduate program. The maximum benefit is 50% of the set amount under the Tuition Exchange Scholarship benefit as defined annually by The Tuition Exchange, Inc. for that academic year. A student may take up to 12 undergraduate credit hours per lifetime if not matriculated in an undergraduate program.

HIRE DATE ON OR AFTER 7/1/93 AND BEFORE 1/1/2006

	<u>Immediate</u>	<u>3 Qtrs</u>	<u>9 Qtrs</u>	<u>15 Qtrs</u>
<u>Adjunct</u>				
Day	25%	25%	37.5%	50%
Eve	25%	25%	37.5%	50%
ASC/ELC	25%	25%	37.5%	50%

Family Member ⁽²⁾

Day	N/A	25%	37.5%	50%
Eve	N/A	25%	37.5%	50%
ASC/ELC	N/A	N/A	N/A	N/A

(2) waiver for undergraduate and most graduate courses (see note in Adjunct Faculty about graduate exclusions)

HIRE DATE PRIOR TO 7/1/93

	<u>Immediate</u>	<u>3 Qtrs</u>	<u>9 Qtrs</u>	<u>15 Qtrs</u>
<u>Adjunct</u>				
Day	25%	25%	37.5%	50%
Eve	100%	100%	100%	100%
ASC/ELC	100%	100%	100%	100%

Family Member ⁽³⁾

Day	N/A	25%	37.5%	50%
Eve	N/A	50%	50%	50%
ASC/ELC	N/A	N/A	N/A	N/A

(3) waiver for undergraduate and most graduate courses (see note in Adjunct Faculty about graduate exclusions)

Taxes on Tuition Waivers

Tuition benefits may be taxable. Generally, all waivers for graduate courses that your eligible family members take are taxable. In addition, if the student is matriculated in a graduate program and takes an undergraduate course as a requirement of the graduate program, the undergraduate course would be taxable as well.

Because of a federal law that provides to employees (**not** family members) \$5,250 per calendar year in graduate educational assistance on a **tax-free basis**, RIT also has an educational assistance program.

Since there is no dollar limit for the tax-waiver for job-related courses, employees should use the job-related rule, when applicable, to enjoy the maximum favorable tax treatment. Therefore, employees receiving taxable tuition waivers will need to complete a form for each course indicating the following:

- the course is job-related, or
- the course is not job-related and they are requesting a tax-waiver under the educational assistance program.

The IRS defines a job-related course as that needed to **maintain or improve** the employee's current job skills. A course is not job-related if it serves to meet the minimum requirements of a job. Additionally, the job-related determination is based on the course, not the degree program. If applicable, the *Job-Related Verification Form* should be completed and sent to the Human Resources Department no later than the last date to Drop/Add courses. If HR does not receive a *Job-Related*

Verification Form from you, you will not be able to register for future quarters and you will not be eligible for future tuition waivers until you submit a *Job-Related Verification Form*.

Tax Amount – If the benefit is taxable, you will receive a bill from the Controller's Office for the tax amount due. The tax amount includes federal, FICA, and state taxes, and is approximately 40% (can vary based on changes in the tax tables). Your W-2 income will be increased by the amount of the waiver and your taxes paid in for the period (i.e., withheld from your pay) will be increased accordingly. For example, if your eligible family member receives \$1,000 in tuition waiver for a graduate course, you would pay to RIT approximately \$400 in taxes (which RIT forwards to the government on your behalf) and your W-2 taxable income would be increased by \$1,000.

Retirement Program

RIT believes it is important to provide all employees, including adjunct faculty, with an opportunity to save for retirement. The retirement program at RIT assists you in planning for a financially secure retirement future by providing an opportunity for capital and investment accumulation.

Adjunct faculty are eligible to participate in the **Voluntary Retirement Plan** the first of the month following date of hire. Employees choose investments offered through Teachers Insurance Annuity Association and College Retirement Equities Fund (TIAA-CREF) and Fidelity Investments. You choose the investments for your contributions and you are immediately 100 percent vested.

Please note that the Internal Revenue Service (IRS) limits the amount an individual can contribute to all retirement plans (including contributions you may make at another employer). Contact the Human Resources Department for assistance in determining your annual maximum contribution amount.

Statutory Benefits

Beginning with the first day of employment, employees are enrolled and protected by Social Security, short-term disability, Workers' Compensation, and Unemployment Insurance. Premiums for these insurances are fully paid by RIT.

Other Benefits

As a member of the RIT community, adjunct faculty are also eligible for certain other privileges and benefits designed to enhance your RIT experience. Adjuncts may utilize the Student Life Center and other recreational facilities during the quarters they are currently teaching. Adjuncts who are not currently teaching, may purchase a membership at a reasonable rate at the Student Life Center Main Office during normal business hours.

We also encourage you to make use of the many services of the Wallace Library. In addition to books, magazines, newspapers, and pamphlets, the library has microfilm, microfiche, motion pictures, audio and video cassettes, slide/tape sets, and filmstrips. An on-line computer catalog aids in the search for materials. A current identification card is required before materials may be checked out.

There are a variety of discounts available to employees. Employees are entitled to a 10 percent discount on most items in the RIT Bookstore (Campus Connections) upon presentation of their RIT ID card. You can also use your RIT ID card as a debit card by making deposits to your debit card account. With this account, you will receive a 10 percent discount in all Food Service facilities when you pay with your ID card. You may add to your account as needed or choose the convenience of direct deposit through payroll deduction. Debit card deposit authorization forms are available at the Bursar's Office of the Food Service Administrative Office.

RIT provides parking for employees at no charge. A parking sticker application must be filed with Campus Safety within one week of hire.

The RIT Credit Union offers checking and savings accounts, certificates, and loans to RIT employees.