

SUMMARY OF EMPLOYEE BENEFITS – Adjunct Faculty

HACC recognizes that excellence in the performance of the college requires excellence in the performance of its people. HACC offers competitive pay and benefits programs designed to attract and retain people who share this commitment to excellence.

For its adjunct faculty, those who are appointed on a semester basis and who teach less than 24 credit hours or fewer during the academic year. Counselors and librarians that are appointed to work less than 1,000 hours during a calendar year also fall into this category. HACC makes every effort to provide benefit choices at an affordable cost for both the employee and the college. HACC pays the entire cost for some benefits, others require employee contributions and some are paid entirely by the employee.

PAID TIME OFF - HACC provides paid personal leave to adjunct faculty based on the number of credit hours being taught each semester.

- For those teaching 1 credit course per semester, 1 personal day per semester (including summer) is provided.
- For those teaching 2 or more credit courses per semester, 2 personal days per semester (including summer) is provided.
- Counselors and librarians are eligible for 1 personal day per semester (including summer).

EDUCATIONAL ASSISTANCE - HACC provides assistance to adjunct faculty and eligible dependents through the Educational Assistance program. This provides tuition assistance for courses taken at HACC.

- After 2 semesters of service, adjunct is eligible for 1 HACC credit course or 1 job-related non-credit course for each semester taught during the academic year. After one year of service, may apply for any one HACC course per semester.
- After a minimum of 95 hours of non-credit instruction, an instructor who teaches any HACC non-credit course may submit a request for a tuition waiver to enroll in one HACC course
- After 10 semesters of service, spouse and dependents eligible for 1 HACC credit course per semester for each eligible applicant.

RETIREMENT – The 403b plan through TIAA-CREF is a supplemental retirement account, into which an eligible employee can defer additional income. Once the 403b account has been maximized, a supplemental 457b can also be contributed to up to the annual IRS allowed maximum deferral.

Please note: the college does not provide matching contributions to the supplemental retirement accounts.



EMPLOYEE ASSISTANCE PROGRAM -

HACC provides an Employee Assistance Program (EAP) for its employees and family members.

The EAP provides confidential, psychological counseling, work-life balance, and educational wellness programs. Adjunct faculty employees and their household members are eligible to use the EAP.

CREDIT UNION MEMBERSHIP -

employment at HACC enables membership in either the Member's 1st or PSECU Federal Credit Unions.

EMPLOYEE DISCOUNT PROGRAM -

HACC makes available to its employees the Youdecide.com employee discount program. Youdecide.com provides a "one-stop shopping" location for HACC employees to access discounts on a wide variety of products and services.

The information contained in this document is intended to be informational only. It is not intended to provide full details of each benefit program, only a high level summary. It is also not intended to replace the employee handbook or plan documents nor to be construed as a guarantee of continued employment nor does it constitute the terms of an employment contract. Employment with the Harrisburg Area Community College is on an at-will-basis. This means the employment relationship may be terminated at any time by either the employee or the college for any reason not expressly prohibited by law. The college may, at any time, amend, modify, suspend, or terminate any benefit program. The college may also reduce the company's contribution, or increase the employee's contribution, toward the cost of any benefit programs.

