

Quick Things to Know as a Part-Time Lecturer:

Welcome to QVCC!! To ensure you have a wonderful teaching experience here, below are a few things to know as an adjunct lecturer.

1. New employees will be given a new hire packet. It is important to fill out all forms and return to either Jerry Blazek or Cathy Kegler immediately. Should you have any questions, please call QVCC at 860-774-1160 and ask for ext. 340 to speak with Jerry or ext. 429 to speak with Cathy.
2. If you taught in the previous semester, you don't have to change your W4's unless you've had a status change. If so, please email Cathy Kegler at ckegler@qvcc.commnet.edu to get new forms.
3. If you taught in the previous semester and elected to have direct deposit, your check will continue to go check directly to your bank account on file. Please be aware to notify us of any change in your bank account information to ensure that your check is properly posted.
4. Anyone who works for another state agency, are doing overloads, or are teaching more than one course here at QVCC, will be considered to have **Dual Employment**. This requires you to complete a Dual Employment form, obtain appropriate signatures and return to Jerry Blazek, director of Human Resources. Jerry's office is located within the Business Offices on the 2nd floor.
5. Part time lecturers are normally paid eight bi-weekly payments. Attached, you will find the current year's pay period schedule including check arrival and pay dates. Your options for receiving your check are as follows:
 - A. A. Mailed to your home
 - B. Available for pickup in the Business Office on Thursday pay dates prior to 4:30 pm or the next day before 1pm.

Please be aware that if you request to pick up your check and fail to do so, your check will be mailed from that point on. If you need to have someone other than yourself pick up your check, prior written notification needs to be submitted to Cathy Kegler. Also, during the Thanksgiving and Christmas Holidays, all checks will be mailed.

6. For those lecturers who are interested in the Health Insurance Program, please contact Jerry Blazek at ext. 340 or Cathy Kegler at ext. 429. Health insurance is offered at 100% of the cost and billed to you once per month. Please see the attached list of current rates.
7. For those lecturers who are currently active in the Health Insurance Program, your participation will not change.