Welcome to CSU East Bay! As a Lecturer or Coach AY, benefits eligibility is based upon your contract(s). Should your appointment fall under **Section B**, please contact Human Resources at (510) 885-3634.

**SECTION**

**A. IF YOUR APPOINTMENT IS:**
- Less than six weighted teaching units (.40 timebase) **AND**
- One Quarter appointment **OR**
- Two Quarter appointment **OR**
- Academic Year (AY) appointment

**B. IF YOUR APPOINTMENT IS:**
- More than six weighted teaching units (.40 timebase) **AND**
- Two Quarter appointment **OR**
- Academic Year (AY) appointment

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**See reverse side for Explanation of Appointment Types and Schedule of Faculty Payments**

**GAIN OR LOSS OF BENEFITS ELIGIBILITY:** During any Quarter, if you have a change in time base, appointment type (duration), **OR** receive an additional appointment in another department with the same duration (i.e., Two Quarter or AY), please contact our office immediately as it may affect your benefits. **NOTE:** Your appointment is **NOT** averaged in order to qualify for benefits.

If you are currently employed as a Lecturer with **another CSU campus**, please contact Human Resources at CSU East Bay for possible benefits eligibility under Section B.

**A. YOU ARE ELIGIBLE FOR THE FOLLOWING BENEFITS:**
- Catastrophic Leave Donation Program *(Requires additional verification)*
- Dependent Care Account/HealthCare Account
- Disability Leave Programs *(Requires additional verification)*
- Family Medical Leave
- Family Medical Leave
- Long-Term Care *(apply April – June)*
- Long-Term Care *(apply April – June)*
- Non-Industrial Disability *(Requires additional verification)*
- Non-Industrial Disability *(Requires additional verification)*
- Retirement
- Retirement
- Workers’ Compensation
- Workers’ Compensation
- **Voluntary Investment Program [403 (b)]**
- **Voluntary Investment Program [403 (b)]**
- **Voluntary Miscellaneous Programs**

**B. YOU ARE ELIGIBLE FOR THE FOLLOWING BENEFITS:**
- Catastrophic Leave Donation Program *(Requires additional verification)*
- Dental benefits
- Dependent Care Account/HealthCare Account
- Disability Leave Programs *(Requires additional verification)*
- Employee’s Assistant Program
- Family Medical Leave *(Requires approval)*
- Fee Waiver Program *(Requires approval)*
- Flex Cash Reimbursement Account
- Health Benefits
- Life Insurance *(employer-paid)*
- Long-Term Care *(apply April – June)*
- Long-Term Disability *(employer-paid)*
- Tax Advantage Premium Plan
- Retirement
- Retirement
- Vision
- **Voluntary Investment Programs [403(b), 457, 401(K)]**
- **Voluntary Investment Programs [403(b), 457, 401(K)]**
- **Voluntary Miscellaneous Programs**
- **Voluntary/Supplemental Insurance**

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Note: * Eligibility for all disability programs except Workers’ Compensation has specific timebase/duration.
**Explanation of Duration of Appointment Types**

**2007-2008 Academic Year**


**One Quarter Appointment** – Quarterly appointments cannot be added together to qualify for benefits. At the end of each quarter, a part-time faculty is separated and paid out for that last remaining checks due for the quarter (a total of 4 checks per quarter).

| Fall Quarter 9/24/07 – 12/18/07 | Winter Quarter 1/7/08 - 3/25/08 | Spring Quarter 4/1/08 – 6/17/08 |

**SCHEDULE OF FACULTY PAYMENTS**

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| **QUARTERLY APPOINTMENT** |      |     |     |     |     |     |     |     |     |     |     |     |     |
| FALL QTR    | X   | X   | X   | X   |     |     |     |     |     |     |     |     |     |
| WINTER QTR* |     |     |     | X   | X   | XX  |     |     |     |     |     |     |     |
| SPRING QTR  |     |     |     |     |     |     |     |     |     |     |     |     | X   |
| SUMMER QTR  |     |     |     |     |     |     |     |     |     | X   | X   | X   | X   |

| **FALL/WINTER – TWO QUARTER APPOINTMENT** |      |     |     |     |     |     |     |     |     |     |     |     |     |
| FALL QTR    | X   | X   | X   | X   |     |     |     |     |     |     |     |     |     |
| WINTER QTR* |     |     |     | X   | X   | XX  |     |     |     |     |     |     |     |

| **WINTER/SPRING – TWO QUARTER APPOINTMENT** |      |     |     |     |     |     |     |     |     |     |     |     |     |
| WINTER QTR  |     |     |     | X   | X   | X   |     |     |     |     |     |     | X   |
| SPRING QTR  |     |     |     |     |     |     |     |     |     |     |     |     | X   |

| **EXTRA QUARTER FOR PAY APPOINTMENT** |      |     |     |     |     |     |     |     |     |     |     |     |     |
| FALL QTR    | X   | X   | X   |     |     |     |     |     |     |     |     |     |     |
| WINTER QTR* |     |     |     | X   | X   | X   |     |     |     |     |     |     |     |
| SPRING QTR  |     |     |     |     |     |     |     |     |     |     |     |     | X   |
| SUMMER QTR  |     |     |     |     |     |     |     |     |     | X   | X   | X   | X   |

To use the chart above you need to identify your appointment and the current academic quarter. An “X” identifies 1/4 of the quarterly salary with the exception of Extra Quarter for Pay, in which case the “X” identifies 1/3 of the quarterly salary.

Faculty appointed for one year will receive the fourth installment for the Winter Quarter in August.* This payment is based on the assigned timebase of the Winter quarter. Faculty appointed for an extra quarter for pay will receive three consecutive payments. Actual paydays will normally be the regular University payday. As a general rule, all faculty appointed for only one quarter will receive their final paycheck on the normal payday for the month in which the quarter ends. Refer to the CSU East Bay Payroll website for a calendar of scheduled paydays, [http://www.aba.csuhayward.edu/Payroll](http://www.aba.csuhayward.edu/Payroll).

If you have not been reappointed for the next quarter, the release of your final payment(s) is subject to completion of duties and clearance sheet procedures. In addition, all payments are dependent on a timely submission of Electronic Faculty Appointment Forms (EFAF’s) Contracts (Lecturers/Teaching Associates/Coaches) and attendance reports from your department.

Questions should be directed to the Payroll Office (510) 885-3651 or on campus extension 5-3651.