

# Rowan College at Burlington County

## Supportive Staff Benefit Summary

### Disclaimer

This information is provided in summary form. Detailed information regarding each benefit is provided to employees shortly after initial employment during their benefit orientation. Enrollment in all programs is subject to meeting eligibility criteria. Individuals are cautioned against making assumptions or drawing conclusions regarding these benefits without first reviewing the relevant written materials and discussing them with the appropriate Human Resources staff member. The information contained in this document is subject to change without notice. The College assumes no liability or responsibility for errors or omissions regarding the contents of this document.

### Health Coverage

The College offers medical plan options administered through the New Jersey State Education Health Benefits Program. Full time employees are eligible to enroll in a Preferred Provider Organization (PPO), Health Maintenance Organization (HMO) plan, or high deductible plan.

Effective July 1, 2013 all employees are required to contribute a percentage of the monthly premium based on their annual salary towards the cost of their medical coverage. The contribution is determined as a specified percentage of the health benefits/prescription drug premiums for a salary range, but not less than 1.5% of salary. The payroll deduction is taken pre-tax.

The effective date of coverage is sixty days after the date of employment as a regular employee of the College.

Employees may voluntarily waive medical coverage through the College. Employees are required to provide proof of medical coverage each calendar year in order to be eligible for the waiver stipend. Employees receive a pro-rated (bi-monthly) payment from the College based on the eligibility date of coverage, not to exceed \$1000 annually. Employees covered by the State Health Benefits Program are not eligible for the waiver stipend.

### Dental Insurance

The College offers dental insurance through Horizon Blue Cross Blue Shield Dental Plan. The College pays the premiums for all plans and coverage types (single, family, etc.) selected by the employee. Horizon offers several options for dental coverage.

Coverage is effective the first day of the month following two complete months of employment as a regular employee of the College. For example, if an individual with a January 15<sup>th</sup> hire date completes two full months (February and March) of employment on March 31<sup>st</sup>, coverage is effective April 1<sup>st</sup>.

Employees may voluntarily waive dental coverage through the College. Employees are required to provide proof of dental coverage each calendar year in order to be eligible for the waiver stipend. Employees receive a pro-rated (bi-monthly) payment from the College based on effective date of coverage, not to exceed \$150 annually. Employees covered by the State Health Benefits Program are not eligible for the waiver stipend.

### Flexible Spending Accounts

The College offers flexible spending accounts which allow employees to set aside pretax dollars through payroll deduction.

**Healthcare** - used to pay for eligible medical, prescription, and dental expenses that are not covered by your insurance plan.

**Dependent Care** - used to pay for childcare (for children under 13) or adult dependent care expenses that are necessary to allow you and your spouse, if married, to work, look for work, or attend school full-time.

## **Retirement Programs**

### **Public Employees' Retirement System (PERS)**

PERS is a defined benefit program with retirement benefits based upon years of service in the program and the average salary of the highest three to five years of the base salary depending on membership tier. Effective 7/1/2016 the mandatory contribution rate in PERS is 7.2% of base salary.

Life insurance in the amount of three times the base salary earned by an employee in the twelve months preceding death is provided. For the first year of enrollment in PERS, the employee is required to participate in both the contributory and non-contributory portions of the life insurance program. After one year, the employee has the option of waiving the contributory portion and decreasing the benefit to 1.5 times the base salary. If exercised, this option is irrevocable. The carrier is The Prudential Insurance Company.

PERS also provides for disability retirement for members who meet stipulated requirements. Effective May 2010, accidental and ordinary disability retirement through PERS was eliminated for Tier 4 and 5 members.

### **Tax Savings Programs**

In addition to the mandatory retirement programs, there are several other vehicles available to assist you in building your retirement nest egg. You may choose to enroll in one or all of the following voluntary plans: Voluntary 403(b) or 457 tax-deferred savings program and/or SACT (Supplemental Annuity Collective Trust). Maximum tax-deferred amounts are determined in accordance with Internal Revenue Service Code regulations.

Additional post tax-deferred contributions may be made by an employee as well **without** additional employer contributions.

### **Employee Assistance Program**

The Employee Assistance Program (EAP) is available to all full-time employees and their eligible dependents. The EAP is provided through the Carebridge Organization which offers, at no cost to the employee, comprehensive assessment, counseling and referral services for a wide range of personal, family and work related issues.

### **Tuition Waiver**

Employees, their spouses and civil union partners, and dependent children may attend the College without tuition, general, or laboratory fee charges. Such waiver applies to both credit and credit-free courses although special program costs may be assessed to the employee for certain courses. Employees must provide a copy of their most recent Federal 1040 for dependent waivers.

### **Tuition Reimbursement**

Employees may receive refund of tuition up to a specified maximum for courses approved in advance by the College. Courses must be part of an approved degree program or determined by the College to be relevant to the employee's job.

### **Sick Leave**

One day per month of completed employment service is accrued. Can be banked with no limit.

### **Personal Leave**

Three days per year. Does not carry over, must use by anniversary date. Cannot be used during 60 day working probationary period.

## Vacation Leave

Year of Service	Accrual Rate Per Month of Completed Service
1 month - 3 years	1.00 Days
4 years - 5 years	1.33 Days
6 years - 10 years	1.50 Days
11 years - 14 years	1.74 Days
Subsequent years	1.83 Days

Employees commencing employment on or after May 22, 2010 may only carry forward unused vacation leave for one successive year.

## Sick Pool

Upon the expiration of the probationary period, one quarter (0.25) day per month per eligible employee is credited to a cumulative sick leave pool. When pool accumulation reaches the contractual limit, the quarter (0.25) day sick leave shall be credited to the individual employees until contractual balance is reached, then the one quarter (0.25) day per month credit to the sick pool resumes. Withdrawal from the sick pool is available after two years of employment.

## Other Leaves

Very specialized leaves including bereavement leave, jury duty leave, leaves without pay, etc. are also available.

## Holidays

Fourteen holidays per fiscal year (July 1 through June 30) are provided by the College. The College is usually closed for most operations from Christmas Eve through New Year's Day as part of these fourteen holidays.