



RAMAPO
COLLEGE
OF NEW JERSEY

SUMMARY OF BENEFITS AND PRIVILEGES

For Part-Time Classified Employees

Additional information is available at
<http://ww2.ramapo.edu/facultystaff/hr/index.aspx>

Part-Time Classified Employees Benefits

Health Benefits

Part-time employees are eligible for health care and prescription coverage once they become eligible to participate in a State-administered pension plan (See **Pension Plan**.) Part-time employees assume the full premium cost of coverage. Premiums are not payroll deducted. Billing is handled by the Division of Pensions and Benefits.

Additional information is available at the following links:

<http://www.state.nj.us/treasury/pensions/epbam/exhibits/factsheets/fact66.pdf>

<http://www.state.nj.us/treasury/pensions/pdf/hb/active-state-chart-shaded.pdf>

http://www.state.nj.us/treasury/pensions/hb_open_enrollment_2011/parttime-state-monthly.pdf

To make any changes to coverage, the open enrollment for the health benefits is each October for a January 1 effective date.

Pension Plan

Part time employees may be eligible for pension enrollment provided they satisfy eligibility criteria in place on date of hire. Eligibility criteria is summarized in the membership tier chart at the following link:

<http://www.state.nj.us/treasury/pensions/pdf/sc0853-pers-tpaf-tier-chart.pdf>

In most cases part-time employees who were hired after November 2, 2008 and do not meet eligibility requirements for membership in the Public Employees' Retirement System will be eligible for enrollment in the Defined Contribution Retirement Program. Additional information is available at the following link:

<http://www.state.nj.us/treasury/pensions/epbam/exhibits/factsheets/fact82.pdf>

Group Life Insurance

Group life Insurance benefits are available to part-time employees who meet eligibility criteria and are enrolled in a pension system. Benefits will be determined by which pension system the employee is enrolled in.

All days below are pro-rated depending on part-time hours worked

Vacation leave

Classified employees earn one (1) day for each full month of service from date of hire to beginning of calendar year, or 12 days from one to five years of service; fifteen days after 5 and up to 12 years of service; 20 days after 12 and up to 20 years of service; and 25 days after 20th year of service. In addition employees can carry over their vacation leave for one year.

Holidays

Employees receive twelve (12) paid holidays each year. These are:

- New Year's Day
- Martin Luther King's Birthday (3rd Monday in January)
- Washington's Birthday (3rd Monday in February)
- Good Friday
- Memorial Day (last Monday in May)
- Independence Day
- Labor Day
- Columbus Day (2nd Monday in October)
- Election Day
- Veterans' Day
- Thanksgiving Day
- Christmas Day

Sick Leave

Classified employees are entitled to one and one-quarter (1¼) days of sick leave for each completed month of employment for a total of fifteen (15) days of sick time each year. There is a lump sum payment (SCOR) of one-half of accumulated sick time up to \$15,000 at retirement.

Personal Leave

Classified employees receive three (3) personal days per year. These personal days must be used by December 31 of each year or they will be lost.

In exchange for the generous leave entitlement benefits described above, the College expects good attendance.

Classification and Compensation

All classified employees are governed by the provision of NJSA 11A and the New Jersey Administrative Code 4A (New Jersey Department of Personnel), and either by the CWA contract or IFPTE contract, depending upon the title (agency shop fees are mandatory.) The College administers state-wide compensation schedules which designate the salary range for each position title. Each state title has assigned to it a salary range consisting of ten (10) steps. Employees are generally hired at the first step but can be hired up to the fourth step in certain cases. Each year, employees go up to the next step on their anniversary date, assuming they have received a satisfactory performance evaluation. The increments between steps amount to around 5% of the first step of the range. There are also negotiated across-the-board increases.

Tuition Waiver

Employees interested in taking any courses at Ramapo College of New Jersey are eligible for tuition waiver. Application forms and procedures for receiving the waiver can be obtained from the Department of Human Resources web page. Employees have to pay student and registration fees. No more than 12 credits per fiscal year (July through June) will be waived.

Training Programs

A calendar of workshops and seminars is published each semester and offers employees the opportunity to participate in a number of training programs. These programs concentrate on improving technical and communication skills and working on wellness and learning more about health and benefit opportunities available to all employees.

Workers' Compensation

Both income protection and medical benefits are provided for job-related illnesses or injuries. All work-related injuries or illnesses must be reported immediately to the supervisor and the Department of Human Resources. On-the- Job Accident procedures are summarized at the following link:

<http://ww2.ramapo.edu/test/facultystaff/hr/policies.aspx?id=7542#a>

New Jersey Manufacturers Insurance Companies

Employees are eligible to be considered for New Jersey Manufacturers auto insurance. A clear driving record (0) points is required for thirty-six (36) months. Contact New Jersey Manufacturers at 1-800-232-6600 for application and eligibility information. Please provide ID # 86547 when applying for a quote.

Services and Facilities

Recreational

The College maintains a variety of recreational facilities. Employees may use outdoor facilities such as tennis courts and track. Membership is required for use of the facilities of the Bill Bradley Sports and Recreation Center, including the indoor pool, fitness center, rock climbing wall, and basketball court. All are available when not in use by athletic teams or for intramurals and during posted hours. Employees are eligible to join intramural programs. A valid Ramapo College I.D. card must be shown for admittance to athletics facilities.

Dining Services

The Atrium is located on the first floor of the Scott Student Center. The Atrium is open featuring the Sky Ranch Grill, Pete's Arena Pizza, Subconnections sandwiches, convenience "grab and go" items and much more.

Curtain Call Café is located on the first floor of the Berrie Center for the Arts. It serves muffins, Danish, pre-made sandwiches and salads, and a selection of specialty coffees and beverages.

Two "self serve" and "all you can eat" style restaurants cater primarily to resident students with meal plans but are available for employee use:

The Marketplace at Birch Tree Inn

Is located on the first floor of the Scott Student Center. A "food court" atmosphere, It includes the popular Community Grill and So much more!

Pavilion Dining

Is located near Oak and Maple Halls and features cook to order grill and daily specials. Come try the Chef's Bar located in the dining room,

featuring daily specials.

Campus Store

The Campus Store provides an assortment of general reading materials, office supplies, collegiate clothing, and snacks. Full-time employees are entitled to a staff discount on many items with presentation of a valid Ramapo College I.D. card. The Campus Store is located on the second floor of the Robert A. Scott Student Center and is normally open Monday through Saturday at posted times.

Library

The facilities of the George T. Potter Library are available to all employees. A valid Ramapo College I.D. card must be presented in order to withdraw books or complete other transactions. The schedule of hours may be obtained by calling the Library or checking the web page.

College Events

Events and Programs

As a member of the College Community, employees have the benefit of special rates for activities and events sponsored by the College when such rates are offered. Employees are also invited to attend special events which are open to the College community and the public at no charge. Approval from supervisors is necessary to attend events and programs which take place during regular working hours.

Angelica and Russ Berrie Center for the Performing and Visual Arts

The Angelica and Russ Berrie Center for Performing and Visual Arts is our exciting new facility with a dual purpose: to serve students as a cutting edge learning facility and the community as a performance and exhibit space. It includes theaters, art galleries, classrooms and studios. For a schedule of events, please check the web page [Berrie Center](#).

Public Safety

Lost and Found

The Security Office, located on the first floor of C Wing, is the office that processes all property lost or found on campus. Lost articles should be reported there.

Public Safety

The Public Safety Office (located in C Wing, first floor) is open 24 hours a day every day of the year. Staff are trained in first aid and have direct access to local emergency care personnel, fire and police. In the event of an emergency, dial extension 6666. For regular business, dial extension 7432.

