SUMMARY OF BENEFITS AND PRIVILEGES

For Full-Time Unclassified Employees

Additional information is available at http://ww2.ramapo.edu/facultystaff/hr/index.aspx
Full-Time Unclassified Staff  
Benefits Upon Employment

Benefits Eligibility
The College, as a State employer, provides health, dental and prescription benefits to all full-time employees and their eligible dependents. Coverage begins two months from date of hire. 10 month faculty hired September 1 are covered immediately.

Eligible dependents include spouse, same-sex domestic partner as defined by the Domestic Partnership Act, civil union partners, and unmarried children until the end of the year in which they attain age 26. Coverage will cease automatically December 31 following the attainment of age 26 for dependent children. Coverage can be continued on an individual basis through COBRA for up to 3 years. Certain overage children may be eligible for coverage until age 31. The child must be: under age 30; unmarried; have no dependents; be a resident of New Jersey or full time student; and not covered by another plan. Additional information is available at the following link:

http://www.state.nj.us/treasury/pensions/epbam/exhibits/factsheets/fact74.pdf

A child who, because of mental retardation or physical handicap, is incapable of self-support upon attaining age 26 may be continued under the plan while remaining incapacitated and unmarried, subject to the employee's coverage continuing in effect. **Proof of incapacity must be received by the Division of Pensions and Benefits within 60 days prior to the date coverage would otherwise terminate.**

Health and Rx Coverage
Comprehensive health and prescription coverage is offered under the State Health Benefits Program. Plans offered include a PPO, HMOs and several low cost plans. Employees pay a percentage of premiums, based on level of coverage and annual salary or 1.5% of base salary, whichever is greater. The low cost plans that are offered have higher deductibles and copays which in turn reduce employee payroll deductions. All plans should be reviewed carefully and compared with spousal/partner coverage if available prior to making an enrollment decision. Once enrolled changes will not be permitted with the exception of the annual open enrollment period and due to qualifying family events such as marriage, divorce, birth and death. Additional information on health plans that are offered is available from the Benefits Office or at the following link:

http://www.state.nj.us/treasury/pensions/health-benefits.shtml

Dental Coverage
Full time employees have a choice between two types of dental plans, a DPO or indemnity type plan. DPOS are companies that contract with a network of providers for dental services. There are several DPOS offered. If you select DPO coverage you must use providers who participate with the DPO you enroll in.
The indemnity plan allows you to choose any licensed dentist for your dental care. There is an annual deductible and you will be reimbursed a percentage of reasonable and customary charges for services that are covered under the plan.

Once enrolled, you and your eligible dependents must remain in the dental plan you elect for a minimum of 12 months before you change plans or drop coverage. In the event you wish to change dental plans, you will not be permitted to do so until the Open Enrollment period following the 12 month period. A payroll deduction is required. All plans should be reviewed carefully and compared with spousal/partner coverage if available prior to making an enrollment decision. Once enrolled changes will not be permitted with the exception of open enrollment periods and due to qualifying family events such as marriage, divorce, birth and death. Additional information on dental plans that are offered is available from the Benefits Office or at the following link:

http://www.state.nj.us/treasury/pensions/epbam/exhibits/factsheets/fact37.pdf

Vision Care Program
This plan covers all full-time employees and their eligible dependents after two months of employment, for partial reimbursement towards eye exams and lenses (single, bifocal or contact). There is no reimbursement toward frames. Benefits are paid in accordance with the bargaining unit agreement. Please refer to your bargaining unit agreement for specific reimbursement rates. An itemized receipt indicating the cost of the exam along with the cost and type of lenses should be submitted to the Benefits Office of the Department of Human Resources for reimbursement. There is no salary deduction for coverage.

Pension Plan
Permanent unclassified employees are eligible to join the Alternate Benefit Program (ABP). This is a defined contribution plan. The employer contribution is 8% and the mandatory employee contribution is 5%. The employee is vested in the ABP at the beginning of the second year of employment or vested immediately if there is an existing qualified retirement account from the previous State employer. There are six (6) investment carriers: AIG-VALIC, CitiStreet, Equitable, The Hartford, ING Life Insurance & Annuity Company, TIAA/CREF.

Group Life Insurance
ABP provides insurance for members at 3½ times the participant’s annual base salary over the last 12 months of creditable service, the premium for which is paid by the State, effective the day of enrollment in the Alternate Benefit Program.

Vacation leave
Unclassified employees other than those serving in faculty titles earn one and a half (1.5) days (1.83 days for managers) for each full month of service from date of hire to beginning of the year and then receive a total of 22 days per year after the first year. Vacation leave for unclassified employees in managerial positions is based on the fiscal year and for all other unclassified employees on the calendar year. Employees may 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**

Unclassified employees are entitled to one and one-quarter (1¼) days of sick leave for each completed month of employment for a total of twelve and one-half (12½) days annually for ten-month employees and a total of fifteen (15) days annually for twelve-month employees. There is a lump sum payment (SCOR) of one-half of accumulated sick time up to $15,000 at retirement for non-faculty employees.

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

**Classification and Compensation**

All unclassified AFT employees (faculty, professional staff and librarians) are governed by the provisions of the AFT contract, the NJSA 18A, and Ramapo College Board of Trustees Policy. 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 twelve (12) steps. Once employed, movement from one salary to the next or higher salary step for bargaining unit employees is dependent upon satisfactory performance and salary program provisions of respective collective bargaining agreements. This upward movement generally happens on the employee’s anniversary date which is approximately one year after the date of hire.

Unclassified Non-AFT employees (managers) are not in a bargaining unit and are governed by the provisions of NJSA 18A and Ramapo College Board of Trustee Policy. There is a performance-based compensation plan for managerial employees at Ramapo College. The anniversary date of managerial employees is July 1. The compensation schedule provides for a minimum and maximum salary for each salary range. The amount of an annual increase is based on performance and availability of funds. There are no automatic annual increases for managers.
**Tuition Waiver**
Employees interested in taking any courses on their own time 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 24 credits per fiscal year (July through June) will be waived.

**Tuition Reimbursement**
Employees enrolled in a terminal degree program at any accredited institution related to their areas of teaching or work, or enrolled for graduate study necessary to increase such expertise in their area of teaching or work, may receive tuition reimbursement at a rate of $150 per credit or the actual tuition, whichever is less, not exceed twelve (12) credits per year or a total of forty-five (45) credits during employment at any State college/university.

**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](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 group # 86547 when calling 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 Public Safety 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.

P:Emp/Benefits/UnclassFT

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