SUMMARY OF BENEFITS AND PRIVILEGES

For Part-Time Unclassified Employees

Additional information is available at http://www2.ramapo.edu/facultystaff/hr/index.aspx
Part-Time Unclassified 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

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

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 your 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.

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

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 thirteen (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)
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 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 your supervisor, the Benefits Office and Security. 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 group # 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.