



**RAMAPO  
COLLEGE**  
OF NEW JERSEY

**SUMMARY OF BENEFITS AND PRIVILEGES**

**For Part-Time Classified Employees**

## **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:

<https://www.state.nj.us/treasury/pensions/documents/factsheets/fact66.pdf>

<https://www.state.nj.us/treasury/pensions/documents/hb/oe2020/ha0895.pdf>

To make changes to coverage or plan, 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:

<https://www.state.nj.us/treasury/pensions/documents/hb/oe2020/ha0895.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:

[Defined Contribution Retirement Program \(DCRP\) if Ineligible for PERS or TPAF Enrollment](#)

### **The Additional Contributions Tax-Sheltered program (ACTS)**

#### **Overview**

The ACTS Program is a voluntary investment program that provides retirement income separate from, and in addition to, your basic pension plan. To be eligible, you must be an employee of a county or State college or university, the Commission on Higher Education, the Department of Education, or the Office of Student Assistance. You choose from six carriers who offer a selection of investment choices to meet your needs and goals of retirement planning.

See our fact sheet, Additional Contributions Tax-Sheltered (ACTS) Program -

<https://www.state.nj.us/treasury/pensions/documents/factsheets/fact34.pdf> for details on ACTS eligibility, contribution limits, and plan restrictions.

## **The New Jersey State Employees Deferred Compensation Plan**

The NJSEDCP, also called Deferred Comp, is a voluntary investment program that provides retirement income separate from, and in addition to, your basic pension plan. You can shelter a part of your wages from federal income taxes while saving for retirement.

To enroll, you must work for the State of New Jersey or an eligible agency, authority, or commission of State government. If you work for a county, township, or municipality and are not paid directly by the State or one of its agencies, you are **not** eligible for the NJSEDCP.

The NJSEDCP is handled by Prudential. You can go to Prudential's NJSEDCP website - <http://www.prudential.com/njseDCP> or you can call them at [1-866-NJSEDCP](tel:1-866-NJSEDCP).

See our Fact Sheet, Deferred Compensation — NJSEDCP , - <https://www.state.nj.us/treasury/pensions/documents/factsheets/fact32.pdf> for full details about this plan.

## **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.

## **Vacation leave - \*All days below are pro-rated depending on part-time hours worked\***

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 20<sup>th</sup> year of service. In addition employees can carry over their vacation leave for one year.

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

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

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

## **Sick Leave - \*All days below are pro-rated depending on part-time hours worked\***

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

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**

Ramapo College of New Jersey values and recognizes that learning, development and performance (LDP) programs improve individual and organizational effectiveness and help the College achieve its overall institutional goals. The Department of Human Resources provides faculty and staff a variety of opportunities for development. Please visit the LDP web page - <https://www.ramapo.edu/hr/learning-and-development/> for a full description of learning opportunities and other development opportunities at the College.

**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 links: <https://www.ramapo.edu/hr/files/2020/01/On-the-Job-Accidents-Responsibilities-v2020.pdf>  
<https://www.nj.gov/treasury/riskmgmt/workers-comp.shtml>

## **Discounts**

The Civil Service Commission provides information on various companies offering discounts on goods and services. Please see the links for more information:

<https://www.state.nj.us/csc/employees/programs/discount/>

## **Services and Facilities**

### **Recreational**

The College maintains a variety of recreational facilities. Employees may use outdoor facilities such as tennis courts and track. The Bill Bradley Sports and Recreation Center, offers an 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** - The Atrium is an ideal hub for the campus community, keeping commuter and resident students in mind the Atrium has ample lounging areas and is designed to increase speed of service for students on the go.

**Curtain Call Café** - The Curtain call café is a cozy coffee house in the Berrie Center serving Starbucks coffee beverages, pastries and items from our “Simply To Go” line such as sandwiches, salads, parfaits and more!

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. The Birch Tree Inn offers an all you care to eat dining program complete with signature brands and menu selections that include just about every item you can imagine. Features a wide variety of fresh food designed to satisfy everyone's appetite with food choices to rival your favorite restaurants.
- **The Pavilion** – Is located near Mackin & Bischoff Halls and features cook to order grill and daily specials.

**Dunkin Donuts** is available in the 1<sup>st</sup> floor of Adler Center.

### **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 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 Berrie Center - <https://www.ramapo.edu/berriecenter/>

## **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.

P:Employ/Benefits/ClassPT

1/20/2020