



SUMMARY OF BENEFITS AND PRIVILEGES

For Part-Time Unclassified Employees

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:

<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

(ABP) 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. Current Providers are: • AXA Financial (Equitable); • Prudential; • TIAA; • MassMutual Retirement Services; • VALIC; • MetLife (Brighthouse); and • VOYA Financial Services.

403B - Additional voluntary federal tax-deferred contributions under Internal Revenue Code (IRC), Section 403(b), may also be made based on the actual base salary paid, less the mandatory five percent member contribution. Before having any additional contributions deducted, members should contact the authorized carrier of their ABP account for a calculation on the exact amount available to them for a Section 403(b) contribution. These contributions cannot exceed the actual dollar limits eligible for tax shelter in a given tax year.

<https://www.state.nj.us/treasury/pensions/documents/factsheets/fact38.pdf>

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

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

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 - *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 (3rd Monday in January)
- Presidents' Day (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 - *All days below are pro-rated depending on part-time hours worked*

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

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 your supervisor, the Benefits Office and Security. 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> and <https://www.nj.gov/treasury/riskmgt/workers-comp.shtml>

Discounts

The Civil Service Commission provides information on various companies offering discounts on goods and services. Please see the link 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 1st 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 web page - <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.

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