



Office of Employee Benefits
1101 Chesapeake Building
College Park, MD 20742
(301) 405-5654

New Hire Overview of Benefits Contingent II Employees

Introduction

On behalf of the Office of Employee Benefits, we wish to welcome you and hope you enjoy your employment with the University of Maryland at College Park. As a Contingent II staff member of UMCP, you may be entitled to many benefits offered by the State of Maryland. Benefits eligibility is detailed in your employment agreement.

Please read this packet carefully and take note of any time restrictions regarding enrollment for benefits. If you wish to meet with your Benefits Services Counselor on health insurance or supplemental retirement selection, or any other benefits matter, please contact the appropriate counselor as listed below. If you have any general questions about health insurance or tuition remission, please contact the Office of Employee Benefits at 301-405-5654.

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AGNR
Arts and Humanities
Business School
CLIS
Libraries
Life Sciences
OIT
Shady Grove Campus

Administrative Affairs
Architecture
CMPS
HLHP
President's Office
Research and Grad Sch.
SVPAAP
Undergrad Studies

BSOS
Education
Engineering
Journalism
Office of Prof. Studies
Public Affairs
Student Affairs
University Relations

How Do I Initiate my Health Benefits?

Health and Life Insurance

Please review the following information to determine if you are interested in enrolling in any of the plans. Additional information, as well as the State Employees Guide to Health Benefits is available under "Employee Benefits" at www.uhr.umd.edu

The State Employees Guide to Health Benefits gives a general description of each of the following:

- Medical
- Prescription
- Dental
- Vision
- Term Life Insurance
- Personal Accidental Death
- Mental Health

Other Benefits offered through the University:

- UNUM Group Term Life Insurance
- UNUM Group Long Term Disability Plan
- Prudential Long Term Care

If you are interested in enrolling in any plans, please submit the following completed forms to your departmental benefits representative within **60 days** of your date of employment:

- **The State of Maryland Department of Budget and Management COBRA/LAWP/Contingent/Part Time Enrollment Worksheet.** This is the enrollment form.
- **Dependent Verification**-The State of Maryland requires proof of a spouse or dependent's eligibility in order for them to receive coverage. A certified copy of a marriage certificate from a municipality for spousal coverage, or a certified copy of a birth certificate, plus a Tax Affidavit for Dependent Children for each dependent, is required.

NOTE: Your enrollment form cannot be submitted to the State of Maryland without these required documents for verification.

If enrollment is not completed within the first 60 days of your date of hire, you will be unable to enroll until either:

- There is a change in personal/family status; **or**
- You enroll during the next scheduled Open Enrollment period.

After the 60-Day Enrollment Period is over:

- You may enroll in UNUM Group Term Life Insurance and Long Term Disability at any time, but you must complete the statement of health form in order to be considered for coverage.

Supplemental Retirement Annuity (SRA)

All employees are eligible to participate. UMCP has three SRA vendors you may choose from, including Fidelity Investments, the Maryland Supplemental Retirement Plan, and TIAA CREF. Fidelity and TIAA-CREF offer 403(b) and 457(b) plans. The Maryland Supplemental Retirement Plan offers 403(b), 457(b), and 401(k) plans. Contributions by employees are tax deferred. For enrollment materials or additional information, see your departmental benefits coordinator or contact your designated Benefits Services Counselor with the Office of Employee Benefits at 301-405-5654.

NOTE: Contingent employees are not eligible to participate in the state pension system or the optional retirement program.

Tuition Remission

Contingent II employees are entitled to tuition remission at the College Park campus and University College only, **as long as it is included in your contract**, beginning with the date you are hired and provided that you are hired before the tenth day of the start of classes. More information is available at www.uhr.umd.edu under "Employee Benefits".

Additional Benefits

U.S. Saving Bond Purchase
State Employee Credit Union

All benefits information is available at www.uhr.umd.edu