



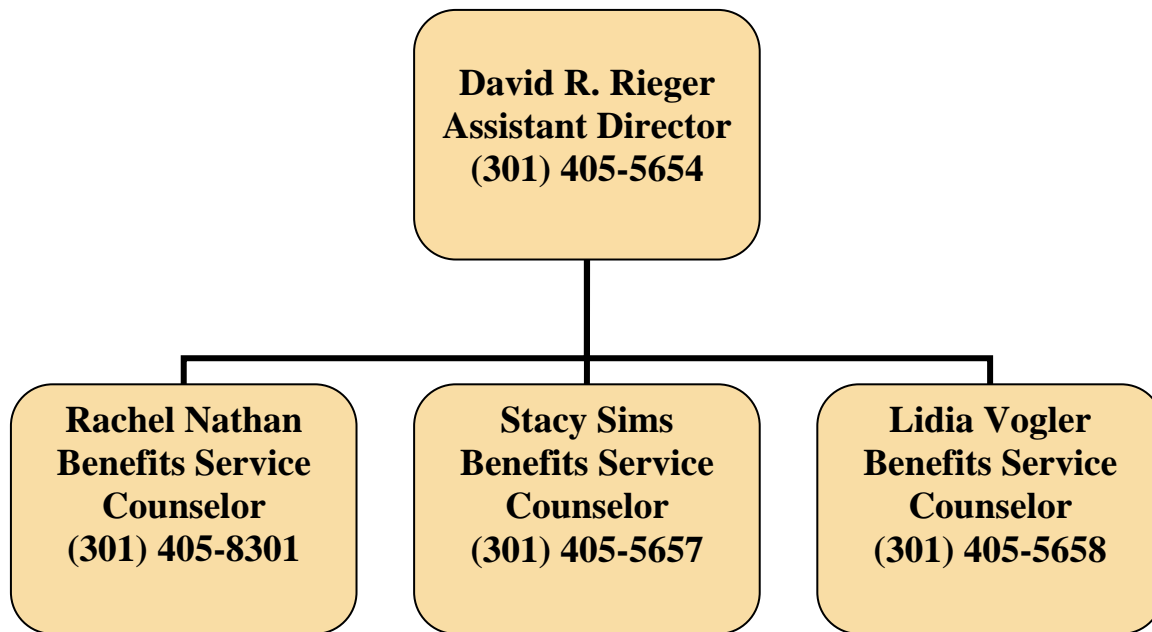
Office of Employee Benefits
1101 Chesapeake Building
College Park, MD 20742
(301) 405-5654

New Hire Overview of Benefits Regular Exempt Employees and Faculty

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 faculty or regular, exempt staff member of UMCP, you are entitled to many benefits offered by the State of Maryland. This packet provides a detailed outline of what you need to do to become active on payroll by selecting a retirement plan, enrolling in health benefits and taking advantage of the tuition remission benefits.

Please read this packet carefully and take note of any time restrictions associated with benefits enrollment. If you wish to meet with your Benefits Services Counselor on health insurance or retirement selection, or any other 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.



Arts and Humanities
College of Information Studies
College of Life Science
Libraries
Office of Extended Studies
Office of Information Tech
Shady Grove
R.H. Smith School of Business

Administrative Affairs
Architecture
CMPS
President's Office
Research & Grad School
School of Public Health
Undergraduate Studies

Agriculture
BSOS
Education
Engineering
Journalism
Public Affairs
Student Affairs
SVPAAP
University Relations

What do I do first?

Retirement Programs

As a condition of employment at UMCP, all faculty and regular exempt staff are required to enroll in either the Optional Retirement Program or the Teachers' or Employees' Alternate Contributory Pension System. The descriptions of the two plans are presented below. You may return the completed forms to your departmental benefits coordinator, or submit them to your campus Benefits Services Counselor at 1101 Chesapeake Building, (301) 405-5655.

IMPORTANT NOTE: You must enroll in a retirement plan by your first day of employment. If you fail to enroll by your first day, you will automatically default into either the Teachers' or Employees' Alternate Contributory Pension System. Contributions of 5% will be deducted biweekly from your pay on a pre-tax basis. If you are defaulted and want to switch to the Optional Retirement Program (ORP), you will have one year from your date of hire to do so. Any contributions that are made to the pension system cannot be refunded until you terminate or retire from the University. You will still be required to complete enrollment material for the state pension if you are defaulted and enrollment material for the ORP if you decide to switch plans.

Maryland State Teachers' or Employees' Alternate Contributory Pension System

(EAPS or TAPS)

- Members of the EPS or TPS contribute 5% of their annual salary, on a pre-tax basis.
- Defined Benefit Plan, retirement is based upon a formula as follows:
Average Final Compensation x .018 x Years of Service
- Vesting in 5 years.
- Normal Retirement age is 62 with 5 years of service or any age with 30 years of service.
- Offers disability retirement provision.
- Death benefit equal to 1 year of salary, plus contributions and interest in event of death while actively employed.
- Provides fully subsidized health insurance to retiree and their dependents once individual has reached 16 years of creditable service

Complete and return the following forms to your departmental benefits coordinator by your first day of employment.

- **Application for Membership (SRA Form #001)**
- **Designation of Beneficiaries (SRA Form #4)**
- **Copy of your proof of birth (i.e., driver's license, passport, etc.)**

Optional Retirement Program (ORP)

Choice between two vendors: Fidelity Investments and TIAA-CREF

You must enroll on your first day of employment.

- University contributes 7.25% of your salary into the plan. Contributions begin as soon as administratively possible.
- You do not contribute to your ORP. It is an “employer only” contributory plan.
- Vesting is immediate and this type of plan is portable.
- Defined contribution plan. Benefits are based upon how investments perform.
- Health benefits may be subsidized upon retirement, but differently than with the Teachers’ or Employees’ Alternate Contributory Pension System. Employees must have **sixteen years** of service credit to receive fully subsidized health benefits and **twenty-five** years of service credit for spouse and dependents to receive fully subsidized health benefits. Service credit is based on actual time worked. For part time employees, service credit is prorated to reflect the actual percentage of time worked.
- Participants in an ORP may not change to the EAPS or TAPS, but may change between ORP vendors.

Supplemental Retirement Annuity (SRA)

All employees are eligible to participate. UMCP has three SRA vendors you may choose from, including Fidelity Investments, Maryland Supplemental Retirement Plan (administered by Nationwide Retirement Solutions), and TIAA CREF. 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 Employee Benefits at 301-405-5654.

How Do I Initiate my Health Benefits?

Regular status faculty and staff with a position that is 50% FTE or greater is eligible for health benefits. Please review the following information to determine if you are interested in enrolling in any of these plans.

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

The State Employees Guide to Health Benefits is available at www.uhr.umd.edu under “Employee Benefits” for your reference.

Other Benefits offered through the University

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

ENROLLMENT INFORMATION

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

The State of Maryland-Active and Satellite Employees Enrollment Worksheet- This is the enrollment form.

Dependent Verification -The State of Maryland requires proof of a spouse or dependent's eligibility in order to receive coverage. A copy of a certified marriage certificate from a municipality for spousal coverage and a certified copy of a birth certificate, plus a Tax Affidavit for Dependent Children for each dependent is required to receive coverage.

NOTE: Your enrollment form cannot be submitted to the State of Maryland without these required documents for verification. Your health insurance is effective as soon as you see a deduction from your pay.

- **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 Maryland State Benefits Open Enrollment Period
- **After the 60 Day enrollment period is over:**
 - You may enroll in UNUM Group Life Insurance and Long Term Disability but you must complete a statement of health in order to be considered for coverage.

Tuition Remission

All active regular employees with a 50% or greater full time equivalency (FTE) are entitled to tuition remission, prorated to their percentage of FTE, for undergraduate and graduate courses beginning the date they are hired, provided that they are hired before the tenth day of the start of classes. Your spouse and dependents are also available for remission at the College Park campus for the first undergraduate degree, after you have been employed for two consecutive years from the date you are hired. The chart below lists eligibility for employees and their spouse/dependents by semester. More information regarding tuition remission is available at www.uhr.umd.edu.

	Fall	Spring	Summer	Winter
Employees *prorated	Maximum of 8 credits	Maximum of 8 credits	Maximum of 8 total credits for both sessions	Maximum of 4 credits
Spouse/Dependents **prorated	Unlimited	Unlimited	Maximum of 8 credits total for both sessions	Maximum of 4 credits

* prorated to the employees FTE; FTE must be 50% or more

**prorated to the employees FTE; FTE must be 50% or more; only permitted for the first undergrad degree

Additional Benefits

U.S. Saving Bonds
State Employee Credit Union

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