



UNIVERSITY
HUMAN RESOURCES

EMPLOYEE BENEFITS

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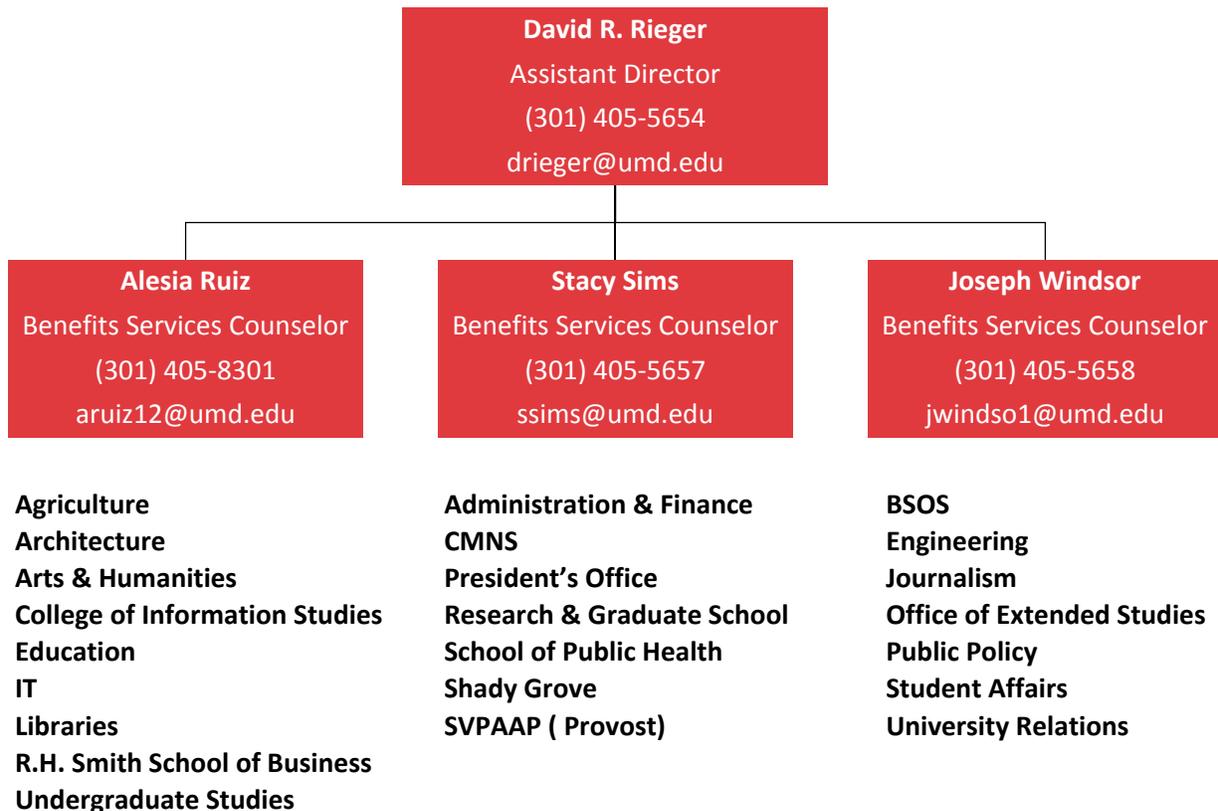
New Employee Overview of Benefits
Regular Exempt Employees & Faculty

www.uhr.umd.edu/benefits

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 UMD, 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 the 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 general questions about health insurance or tuition remission, please contact the Office of Employee Benefits at (301) 405-5654 or visit us online at www.uhr.umd.edu/benefits.



Retirement Programs

Enrollment

You must enroll on your first day of employment.

As a condition of employment at UMD, all faculty and regular exempt staff are required to enroll in either the Optional Retirement Program or the Employee's Reformed Contributory Pension System. The descriptions of the two plans are presented in this section and are listed in full detail on the website at www.uhr.umd.edu/benefits.

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' Reformed Contributory Pension System. Contributions of 7% 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 employment or retire from the University. You will still be required to complete enrollment material for the State Pension Plan if you are defaulted and enrollment material for the ORP if you decide to switch plans.

You may return the completed forms listed below to your departmental benefits coordinator, or submit them to your campus Benefits Services Counselor at 1101 Chesapeake Building, (301) 405-5655. **Forms must be completed and submitted by your first day of employment.** Forms can be found online at www.uhr.umd.edu/forms

Teachers' or Employees' Reformed Contributory Pension System

- 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

- Election Not to Participate in the Employees'/Teachers' System (SRA Form #60)
- ORP Vendor Selection Form
- Copy of your proof of birth (i.e., driver's license, passport, etc.)

Retirement Plans At-a-Glance

You must enroll on your first day of employment.

Maryland State Teachers' or Employees' Reformed Contributory Pension System (EPS or TPS)	Optional Retirement Program (ORP)
Defined Benefit Plan, retirement is based upon a formula as follows: <u>Average Final Compensation</u> x .015 x Years of Service	Defined contribution plan. Benefits are based upon how investments perform.
EPS is available to eligible Staff TPS is available to eligible Faculty	Choice between two vendors: Fidelity Investments and TIAA-CREF
Members of the EPS or TPS contribute 7% of their annual salary, on a pre-tax basis.	Members do not contribute to their ORP. It is an "employer only" contributory plan, in which the University contributes 7.25% of your salary into the plan. Contributions begin as soon as administratively possible.
Vesting in 10 years. If you leave the University, your plan may be transferrable to certain plans within the State of Maryland.	Vesting is 100% immediately. The ORP is portable and may be transferable to other types of retirement accounts.
<p><i>Normal:</i> At least 90 years of combined age and years of eligibility service. For example:</p> <ul style="list-style-type: none"> • Age 57 with 33 years of service, • Age 60 with 30 years of service or • Age 63 with 27 years of service <p>Active members with at least 10 years of eligibility service become eligible for normal service retirement at age 65.</p> <p><i>Early:</i> Age 60 with at least 15 years of eligibility service.</p>	Benefits may begin upon separation from employment. A federal penalty tax may apply.
Offers disability retirement provision.	Participants in an ORP may not change to the EPS or TPS, but may change between ORP vendors.
If a member dies after accruing at least one year of eligibility service, or dies in the course of duty, the beneficiary(ies) receives a one-time payment of the member's annual salary plus the member's accumulated contributions and interest.	Death benefits are based on the value of your account.
Provides fully subsidized health insurance to retiree and their dependents once individual has reached twenty-five (25) years of creditable service. Retiree's with 10 or more years of creditable service may receive 1/25 th of the State subsidy for each year of creditable service up to 25 years for themselves and eligible dependents.	Provides fully subsidized health insurance to retiree and their dependents once individual has reached twenty-five (25) years of service credit. Retiree's with 10 or more years of service may receive 1/25 th of the State subsidy for themselves for each year of service credit up to 25 years. No dependent subsidy if retiree has less than 25 years of service credit. Service credit is based on actual time worked. For part time employees, service credit is prorated to reflect the actual percentage of time worked.

Supplemental Retirement Annuity (SRA)

All employees are eligible to participate in an SRA. UMD has three SRA vendors you may choose from: Fidelity Investments, Maryland Supplemental Retirement Plan (administered by Nationwide Retirement Solutions), and TIAA-CREF. Fidelity and TIAA-CREF offer both 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 the Office of Employee Benefits at (301) 405-5654. Information is also available at www.uhr.umd.edu/benefits.

In addition to the Tax Deferred options listed above, the Maryland Supplemental Retirement Plan (administered by Nationwide Retirement Solutions) offers two Roth Savings Options, the Roth 401(k) and the Roth 457(b). Information about these two plans can also be found on the www.uhr.umd.edu/benefits website.

If you enroll in the SRA and participate in the Pension System, the State may match up to a specific dollar amount per fiscal year to your account for eligible employees. The availability of a match is determined each year by legislation.

How Do I Initiate my Health Benefits?

Eligibility

Regular status employees with a 50% or greater FTE are eligible for health benefits. Health Benefits are administered through the State of Maryland. Please review the following information to determine if you are interested in enrolling in any of the plans offered. The State Employee Guide to Health Benefits is available at www.uhr.umd.edu/benefits

Benefits Available

The **State Employee Guide to Health Benefits** gives a general description of each of the following benefits available to you through the State of Maryland:

- Medical
- Prescription
- Dental
- Term Life Insurance
- Long-Term Care
- Vision
- Mental Health & Substance Abuse
- Personal Accident & Dismemberment

Other Benefits offered through the University:

- UNUM Group Term Life Insurance
- UNUM Group Long Term Disability (LTD) Plan

Enrollment

If you are interested in enrolling in any **Plans offered through the State of Maryland**, please submit the following completed forms to your departmental benefits coordinator within **60 days** of your date of hire:

- **Enrollment Form** – Complete the State of Maryland-Active and Satellite Employees Enrollment Worksheet. This enrollment form can be found at www.uhr.umd.edu/forms/
- **Dependent Verification** - The State of Maryland requires proof of your spouse or dependent's eligibility in order to receive coverage. Please see the State Employee Guide to Health Benefits for specific instructions about dependent documentation. In general, here are the documents needed to enroll spouse, or dependent child(ren):
 - **Spouse:** A copy of a certified marriage certificate from a municipality for spousal coverage and a Tax Affidavit
 - **Dependent Child:** A certified copy of a birth certificate(s) and a Tax Affidavit for each dependent child enrolled.
- **Long-Term Care insurance** – this coverage can be applied for directly through the LTC vendor, more information is available in the Health Benefits Guide. Failure to apply within the 60-days of your date of hire will be subject to medical history underwriting.

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. It may be possible to make your effective date of coverage 'Retroactive' to your first day of employment, for details please see the health benefits guide for more information and contact employee benefits at (301) 405-5654 with questions.

If enrollment is not completed within the first 60 days of your date of employment, 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

University Benefits

The University offers a Long-Term Disability (LTD) and Life Insurance Plan through UNUM. If you are interested in these benefits, visit the 'Benefits Offered' webpage to view specific plan highlights at www.uhr.umd.edu/benefits

If you are interested in enrolling in UNUM's plans, please complete the UNUM Life & LTD enrollment form and applicable Beneficiary Form and submit it to your benefits coordinator within **60 days** of your date of hire. The UNUM enrollment form can be found at www.uhr.umd.edu/forms/

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 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. Spouse and dependents are also available for remission at the College Park campus, for the first undergraduate degree, after the employee has been employed for two consecutive years from the date they 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/benefits.

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

Information on all benefits is available at www.uhr.umd.edu/benefits.