

Rowan College at Burlington County

Administrative and Executive Benefit Summary

Disclaimer

This information is provided in summary form. Detailed information regarding each benefit is provided to employees shortly after initial employment during their benefit orientation. Enrollment in all programs is subject to meeting eligibility criteria. Individuals are cautioned against making assumptions or drawing conclusions regarding these benefits without first reviewing the relevant written materials and discussing them with the appropriate Human Resources staff member. The information contained in this document is subject to change without notice. The College assumes no liability or responsibility for errors or omissions regarding the contents of this document.

Health Coverage

The College offers medical plan options administered through the New Jersey State Education Health Benefits Program. Full time employees hired after 07/01/2020 are eligible to enroll in the New Jersey Educators Health Plan.

Effective June 28, 2011, all employees are required to contribute a percentage of the monthly premium based on their annual salary towards the cost of their medical coverage. The payroll deduction is taken pre-tax. For employees hired prior to June 28, 2011, under the provisions of Chapter 78, the contribution is determined as a specified percentage of the health benefits/prescription drug premiums for a salary range, but not less than 1.5% of salary.

The effective date of coverage is two months after the date of employment as a regular employee of the College.

Employees may voluntarily waive medical coverage through the College. Employees are required to provide proof of medical coverage each calendar year in order to be eligible for the waiver stipend. Employees receive a pro-rated (bi-monthly) payment from the College based on the eligibility date of coverage, not to exceed \$1000 annually. Employees whose other creditable coverage is provided by the State Health Benefits Program are not eligible for the waiver stipend.

Dental Insurance

The College offers dental insurance through a private Horizon Blue Cross Blue Shield Dental Plan. The College pays the premiums for all plans and coverage types (single, family, etc.) selected by the employee. Horizon offers several options for dental coverage.

Coverage is effective the first day of the month following two complete months of employment as a regular employee of the College. For example, if an individual with a January 15th hire date completes two full months (February and March) of employment on March 31st, coverage is effective April 1st.

Employees may voluntarily waive dental coverage through the College. Employees are required to provide proof of dental coverage each calendar year in order to be eligible for the waiver stipend. Employees receive a pro-rated (bi-monthly) payment from the College based on effective date of coverage, not to exceed \$150 annually. Employees covered by the State Health Benefits Program are not eligible for the waiver stipend.

Flexible Spending Accounts

The College offers flexible spending accounts which allow employees to set aside pretax dollars through payroll deduction.

Healthcare - used to pay for eligible medical, prescription, and dental expenses that are not covered by your insurance plan.

Dependent Care - used to pay for childcare (for children under 13) or adult dependent care expenses that are necessary to allow you and your spouse, if married, to work, look for work, or attend school full-time.

Transit Care - used to pay for eligible work-related transit commuter expenses. Eligible transit expenses include vouchers, passes, and tokens for buses, trains, rail, subway, ferries, and vanpooling costs.

Vision

The College offers Vision through **VSP** which allow employees to save you money towards Frames and Eye exams. Dependent children are eligible until the end of the year in which they turn age 23.

Annual Open Enrollment

Open Enrollment is held every October, with changes effective the following January 1st. During Open Enrollment, employees may reenroll in State Health Benefits, change insurance carriers or add dependents not previously enrolled.

Changes may be made during the course of a year if a “life event” occurs. Additional information is found at <https://www.state.nj.us/treasury/pensions/documents/factsheets/fact48.pdf>

Retirement Programs

Alternate Benefit Program (ABP)

The ABP is a tax-sheltered, defined contribution retirement program for faculty, instructors and certain professional administrative staff required to possess a college degree or its equivalent participate. Eligibility is based on employee’s position in the College and subject to approval by the Division of Pensions. The ABP provides retirement benefits, life insurance and disability coverage, which, when combined with Social Security and other tax-deferred plans, can provide security in retirement.

Members contribute 5% of base or contractual salary matched by an 8% employer contribution a tax-deferred investment account. This account may be established with any of the State authorized investment carriers.

Life insurance in the amount of 3.5 times the base salary earned by an employee in the twelve months preceding death is available at no cost to the employee. The employer pays the full premium. Upon retirement, the life insurance benefit is reduced to one-half the value of the last twelve months of base salary on which pension contributions were made.

A member is enrolled in an employer-paid long-term disability insurance coverage after one year of participation in the ABP. Benefits approximate 60% of salary and both employee and employer contributions to the retirement program are continued without cost to the employee until the age of seventy (70).

Public Employee Retirement System (PERS)

Almost administrative and executive employees are eligible to participate in the ABP (above). But, if an employee is transferring from a PERS-eligible position, and wishes to remain in PERS, they may choose to do so. There is one-time option to remain in PERS or transfer to ABP due to transfer from another state employer or position reclassification (when applicable.)

<https://www.state.nj.us/treasury/pensions/documents/forms/ea0235.pdf>

Tax Savings Programs

In addition to the mandatory retirement programs, there are several other vehicles available to assist you in building your retirement nest egg. You may choose to enroll in one or all of the following voluntary plans: Voluntary 403(b) or 457 tax-deferred savings program and/or SACT (Supplemental Annuity Collective Trust). Maximum tax-deferred amounts are determined in accordance with Internal Revenue Service Code regulations.

Additional post tax-deferred contributions may be made by an employee as well **without** additional employer contributions.

Disability Insurance

The College offers a short term disability insurance plan with The Standard. The weekly benefit amount is based upon weekly predisability earnings as of the date of disability. Short term disability insurance is College paid. Employees may purchase voluntary supplemental long term disability insurance through payroll deduction.

Employee Assistance Program

The Employee Assistance Program (EAP) is available to all full-time employees and their eligible dependents. The EAP is provided through the Carebridge organization which offers, at no cost to the employee, comprehensive assessment, counseling and referral services for a wide range of personal, family and work related issues.

Tuition Waiver

Employees and their spouses and dependents may attend the College without tuition, general, or laboratory fee charges. Such waiver applies to both credit and credit-free courses although special program costs may be assessed to the employee for certain courses. Employees must provide a copy of their most recent Federal 1040 for dependent waivers.

Tuition Reimbursement

Employees may receive refund of tuition up to a specified maximum for courses approved in advance by the College. Courses must be part of an approved degree program or determined by the College to be relevant to the employee's job.

Sick Leave

8.75 hours per month of completed employment service is accrued. Can be banked with no limit

Personal Leave

Three days per year. Does not carry over, must be used by anniversary date.

Vacation Leave

Year of Service	Accrual Rate Per Month of Completed Service
First Year	1.00 Day
Second Year	1.50 Days
Third Year	1.75 Days
Subsequent Years	1.84 Days

Employees commencing employment on or after May 22, 2010 may only carry forward unused vacation leave for one successive year.

Other Leaves

Very specialized leaves including bereavement leave, jury duty leave, leaves without pay, etc. are also available.

Holidays

Fourteen holidays per fiscal year (July 1 through June 30) are provided by the College. The College is usually closed for most operations from Christmas Eve through New Year's Day as part of these fourteen holidays.