New Employee Overview of Benefits
Contingent I, Faculty Hourly and Faculty Non-Regular, Non-Tenured

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 Contingent I, Faculty Hourly and Faculty Non-Regular, Non-Tenured, you are entitled to health benefits offered by the State of Maryland.

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, please contact the appropriate counselor as shown below. If you have any general questions about health insurance or tuition remission, please contact the Office of Employee Benefits at (301) 405-7575, or visit www.uhr.umd.edu/benefits.

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<table>
<thead>
<tr>
<th>AGNR – Agriculture</th>
<th>ARCH - Architecture</th>
<th>BMGT – R. H. Smith</th>
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<tr>
<td>ARHU – Arts &amp; Humanities</td>
<td>DIT</td>
<td>School of Business</td>
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<td>CMNS</td>
<td>EDUC - Education</td>
<td>BSOS – College of</td>
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<td>GRAD</td>
<td>ENGR- Engineering</td>
<td>Behavioral &amp; Social</td>
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<td>PRES</td>
<td>INFO – College of</td>
<td>Sciences</td>
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<td>SPHL – School of Public Health</td>
<td>Information Studies</td>
<td>EXST- Office of Extended Studies</td>
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<td>SVPAAP</td>
<td>LIBR - Libraries</td>
<td>JOUR - Journalism</td>
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<td>USG – Universities at Shady Grove</td>
<td>UGST – Undergraduate Studies</td>
<td>PLCY – School of Public Policy</td>
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<td>VPAF – VP Administration &amp; Finance</td>
<td>VPSA – VP Student Affairs</td>
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<td>VPR - VP Research</td>
<td>VPUR – VP University Relations</td>
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How Do I Initiate My Health Benefits?

Eligibility
Faculty Hourly and Faculty Non-Regular, Non-Tenured employees are not eligible for health benefits enrollment subsidized or unsubsidized.

Contingent I employees are eligible to participate in the Health Benefits Plans. You may choose to enroll in one of the state health insurance plans within sixty (60) days of your employment date or during the next open enrollment period.

Contingent I employees may be eligible to receive a State/University health care subsidy. The criteria for the subsidy is outlined below.

- Contingent I that regularly work less than 30 hours per week or 130 hours per month will pay the full (100%) cost of coverage.

- Contingent I employees that will regularly work 30 hours or more per week or 130 hours or more per month are eligible to receive a 75% subsidy of the total cost of medical and prescription coverage paid by the State/University. You will be responsible for paying the remaining 25% of the total cost of medical and prescription coverage. If you choose to enroll in dental coverage, personal accidental death and dismemberment insurance and/or group term life insurance, you will pay the full (100%) cost of these premiums, plus the 25% cost of medical and prescription coverage.

Payroll deduction is not available for this benefit. You will need to pay the State of Maryland directly, on a monthly basis, for your portion of the cost of the plans that you choose. Once enrolled, you will receive payment coupons to pay the State of Maryland directly by personal check or online. Instructions to pay online will be included with the payment coupons.

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

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

Enrollment
Enrollment for benefits will be completed via the State of Maryland Employees Benefits Portal. You will not be able to enroll until you receive a series of emails from the State that will include your user name (known as a “W” number) and a temporary password. Once you receive this information you will be able to enroll in benefits. Please note that these emails can take up to 30 days from your start date to be sent to you. This process cannot be expedited in any way.

- **Effective Date of Coverage:** Coverage may NOT be backdated to your date of hire. Benefits will be effective on the first of the month following your date of hire. The exception is if your hire date is the 1st day of any month. Then your effective date will be the 1st of the month that you started work.
• **Processing Time:** Normal processing time for online benefits request can take between 30-60 days from your date of hire for your benefits to become active. Various factors including receiving the enrollment information from the state benefits office, the time frame you take to submit your request, and your response to additional information that the state may request after you submit your application.

Regardless of when you enroll within your 60 days of hire, your benefits coverage will still be effective on the first of the month following your date of hire. If it applies, you will be responsible for paying any mandatory retroactive adjustment payments for periods of coverage back to your benefits effective date.

Even though your coverage will become effective the 1st of the month following your hire date you will not receive your benefits cards until the State of Maryland Employee Benefits Division has processed your online request. If you have a medical need during this time you may be required to pay out of pocket for these services by your medical providers. If you pay out of pocket for a service it may be possible to submit claim forms for reimbursement. For more information, please contact the State of Maryland Employees Benefits Division at (410)-767-4775.

• **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):

  o **Spouse:** A copy of a certified marriage certificate from a municipality for spousal coverage.
  o **Dependent Child:** A certified copy of a birth certificate(s) for each dependent child enrolled

***If your dependent documentation not in English, you will need to have these documents translated by someone other than yourself or a family member. Translations must be signed and notarized by the translating party. You will need to submit both your untranslated and translated documents at the time of enrollment.***

**NOTE:** Your online benefits enrollment request cannot be processed by State of Maryland Employee Benefits Division without these required documents for verification.

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

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### 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) 405-7575. Information is also available at https://uhr.umd.edu/benefits/retirement-benefits/supplemental-retirement-plans-sra/.

In addition to the Tax Deferred options listed above, Fidelity Investments, Maryland Supplemental Retirement Plan (administered by Nationwide Retirement Solutions), and TIAA-CREF each offer Roth (post tax) retirement plans. Additional Information about these plans is available at https://uhr.umd.edu/benefits/retirement-benefits/supplemental-retirement-plans-sra/.

NOTE: Contingent L, Faculty Hourly and Faculty Non-Regular, Non-Tenured employees are not eligible to participate in the state pension system or the optional retirement program.

Additional Benefits

- U.S. Saving Bonds
- State Employee Credit Union

All Information about benefits can be found on our website at www.uhr.umd.edu/benefits