New Employee Overview of Benefits
Contingent II Employees

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, College Park. As a Contingent II staff member of UMD, 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 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.
How Do I Initiate my Health Benefits?

Eligibility
Contingent II employees are eligible to participate in the Benefits Plans outlined in their contract. 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 II employees may be eligible to receive a State/University health care subsidy. The criteria for the subsidy is outlined below.

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

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
- Vision
- Mental Health & Substance Abuse
- Personal Accident & Dismemberment

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

**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](http://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/](http://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.

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.

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 Bonds
State Employee Credit Union

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