New Employee Overview of Benefits
Regular Non-Exempt 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 at College Park. As a regular non-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 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 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

As a condition of employment at UMD, all regular non-exempt staff are required to enroll in the Employee’s Reformed Contributory Pension System (EPS). A description of the plan is presented in this section and is listed in full detail on the website at [www.uhr.umd.edu/benefits](http://www.uhr.umd.edu/benefits). You must enroll on your first day or employment.

Employees’ Reformed Contributory Pension System At-a-Glance

<table>
<thead>
<tr>
<th>Maryland State Employees’ Reformed Contributory Pension System (EPS)</th>
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<tr>
<td>Defined Benefit Plan, retirement is based upon a formula as follows:</td>
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<td>Average Final Compensation x .015 x Years of Service</td>
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<td>EPS is available to eligible Staff</td>
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<td>TPS is available to eligible Faculty</td>
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<tr>
<td>Members of the EPS or TPS contribute 7% of their annual salary, on a pre-tax basis.</td>
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<td>Vesting in 10 years. If you leave the University, your plan may be transferrable to certain plans within the State of Maryland.</td>
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<td><strong>Normal:</strong> At least 90 years of combined age and years of eligibility service. For example:</td>
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<td>• Age 57 with 33 years of service,</td>
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<td>• Age 60 with 30 years of service or</td>
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<td>• Age 63 with 27 years of service</td>
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<td>Active members with at least 10 years of eligibility service become eligible for normal service retirement at age 65.</td>
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<td><strong>Early:</strong> Age 60 with at least 15 years of eligibility service.</td>
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<td>Offers disability retirement provision.</td>
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<td>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.</td>
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<tr>
<td>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 1/25th of the State subsidy for each year of creditable service up to 25 years for themselves and eligible dependents.</td>
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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) 405-5654. 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
- 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:

• **Effective Date of Coverage:** Effective Date of Coverage: 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. Coverage may **NOT** be back dated to your date of hire.

• **Processing Time:** Once your application is received and is in good order your application will be sent to the State of Maryland Employee Benefits Division for processing. Normal processing time for these applications can take 30-45 days.

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 application. 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.

• **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/](http://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):
  
  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.

**NOTE:** Your enrollment form cannot be submitted to the State of Maryland 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.

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.

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<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
<th>Winter</th>
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<tbody>
<tr>
<td>Employees, prorated*</td>
<td>Maximum of 8 credits</td>
<td>Maximum of 8 credits</td>
<td>Maximum of 8 credits total for both sessions</td>
<td>Maximum of 4 credits</td>
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<tr>
<td>Spouse/Dependents, prorated**</td>
<td>Unlimited</td>
<td>Unlimited</td>
<td>Maximum of 8 credits total for both session</td>
<td>Maximum of 4 credits</td>
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</table>

*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.