Department of Human Resources
Summary of Benefits
for Full-Time Bi-Weekly Paid (non-exempt) Staff

(Full-time=35 hours per week for nine (9) or more months per year)

MEDICAL PLAN
Eligibility: First of the month following 30 days of continuous employment
Carrier: Cigna (www.mycigna.com)
Plan Types: Core Open Access Plus, Base Open Access Plus and Enhanced Open Access Plus
Contribution: See attached rate sheet

DENTAL PLAN
Eligibility: First of the month following 30 days of continuous employment
Carrier: Delta Dental (www.deltadentalnj.com)
Plan Types: Delta Preferred Option Base Plan, Preferred Option Buy-Up Plan, Delta Premier
Contribution: See attached rate sheet

RETIREMENT PLAN
Eligibility: Two years of service at Drew; waived with service at an eligible institution of higher education
Participation is mandatory
Carrier: TIAA-CREF (www.tiaa-cref.org/drewuniversity)
Contribution: Drew contributes 8% of base salary; employee contributes 1% of the first $17,500 of base salary and 5% of amounts above that

SUPPLEMENTAL RETIREMENT PLAN
Carrier: TIAA-CREF (www.tiaa-cref.org/drewuniversity)
Contribution: Fully paid by employee

LIFE INSURANCE
Carrier: The Hartford Insurance Company
Plan Type: Term life insurance at two times base salary, maximum of $250,000; includes Accidental Death and Dismemberment (AD&D)
Contribution: The cost is shared equally by Drew and the employee – Employee cost is $0.095 per $1000 in coverage

HOLIDAYS
10 designated and five (5) floating Holidays per year (Note: Labor Day is not a Drew holiday)

VACATION
Eligibility: Employees accrue but cannot use vacation time until the 90-day probationary period is completed
Plan Type: 0 – 5 years service=10 days; 5 – 10 years service=15 days; 10 plus years service=20 days
(all time is pro-rated for employees working less than 12 months)

SICK LEAVE
Eligibility: Employees accrue but cannot use sick time until the 90-day probationary period is completed
Plan Type: Employees earn .83 days per month or 10 days per year (pro-rated for employees working less than 12 months)

PERSONAL ACCIDENT INSURANCE
Carrier: CHUBB
Contribution: Fully paid by employee

VISION CARE
Carrier: Spectera
Contribution: Fully paid by employee

FLEXIBLE SPENDING ACCOUNTS (FSA)
Plan Types: Health Care Reimbursement Account has a $2,550 maximum deduction
Dependent Care Reimbursement Account has a $5,000 maximum deduction

WORKER'S COMPENSATION INSURANCE
Carrier: The Travelers
Contribution: Fully paid by Drew
TEMPORARY DISABILITY INSURANCE
Carrier: The Hartford Insurance Company
Contribution: Fully paid by Drew

NJ FAMILY LEAVE INSURANCE
Provider: State of New Jersey
Contribution: Employees pay .1% earnings up to a wage ceiling of $31,500 in 2015

LONG-TERM DISABILITY INSURANCE
Eligibility: After one full year of employment
Participation is mandatory - benefit provides 60% of monthly earnings, maximum $8000.00 per month
Carrier: The Hartford Insurance Company
Contribution: The cost is shared equally by Drew and the employee - Employee cost is $.145 per $100 in coverage

ACORN ACADEMY (CHILDCARE CENTER)
Eligibility: Subject to space availability
Carrier: Drew University
Plan Type: On-site day care for children aged six weeks to six years

TUITION REMISSION
Eligibility: Employees with six (6) months of service and who are accepted into the desired program are eligible for a waiver of tuition of up to 16 credits per academic year for classes in the College of Liberal Arts; 12 credits per academic year for the masters programs in the Graduate and Theological Schools; and a 50% discount on the cost per credit of the Doctor of Letters program. Spouses and domestic partners of full-time employees are eligible to receive one-half of the employee's tuition benefit when the employee has completed three years of continuous full-time service. After the employee has completed five continuous years of full-time service at Drew, the tuition waiver for spouses is the same as that available to employees

TUITION ASSISTANCE AT DREW FOR CHILDREN
Eligibility: Employees with a minimum of one year of full-time service
Plan Type: Dependent children, undergraduate degree at Drew, limited to eight semesters; 100% of tuition only

TUITION FOR CHILDREN AT OTHER INSTITUTIONS
Eligibility: Employees with a minimum of five years of full-time service
Plan Type: Dependent children, grant-in-aid for an undergraduate degree at another accredited institution of higher education; limited to eight semesters - benefit is 42% of the other institution’s tuition up to a maximum of 42% of Drew’s tuition

TUITION EXCHANGE PROGRAM
Eligibility: Employees with a minimum of five years of full-time service
Plan Type: Dependent children, limited to eight semesters, undergraduate degree only

NOTE: All years of service required for tuition benefits must be consecutive and must be up to and including the year for which benefits are being sought.

EMPLOYEE ASSISTANCE PROGRAM
Provider: CONCERN
Plan Type: Maximum of 10 confidential, short-term counseling and referral services
Contribution: Free to all faculty and staff and their families

UNEMPLOYMENT INSURANCE
Provider: State of NJ
Contribution: Drew pays the employer portion; employees pay .425% earnings up to a wage ceiling of $31,500 in 2015

OTHER BENEFITS
Direct Deposit, free on-site parking, and free use of Simon Forum Athletic Center

This Summary of Benefits will be updated as needed. The policies, procedures, benefits and services described in this summary may be changed, modified, superseded, or terminated, as necessary, in the University’s discretion. Although efforts will be made to provide advance notice of any changes, employees should consult with Human Resources, after reviewing the Summary or its on-line version, to ensure they have the most current and up to date information.

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