

DREW

Department of Human Resources

Summary of Benefits for Part-Time Monthly Paid Staff Who work a minimum of 910 hours per year

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

RETIREMENT PLAN

Eligibility: Two years of service at Drew; waived with service at an eligible institution of higher education. Participation is **mandatory** for faculty and staff who work 1,000 or more hours per year

Carrier: TIAA-CREF (www.tiaa-cref.org)

Plan Type: 403(b) Defined Contribution Retirement Annuity

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

Eligibility: All Drew Faculty and Staff

Carrier: TIAA-CREF (www.tiaa-cref.org)

Plan Type: Group Supplemental Retirement Annuity

Contribution: Fully paid by employee

HOLIDAYS Holidays as per the University calendar for days that employee would normally have been scheduled to work are paid. Floating holidays are accrued and prorate accordingly to part-time status

VACATION

Eligibility: Must be scheduled to work at least 910 hours per year. Vacation accrual is pro-rated according to part-time status

Employees accrue but cannot use vacation time until the 90-day probationary period is completed. Vacation accruals increase with length of service. See HR for details.

SICK LEAVE

Eligibility: Employees accrue but cannot use sick time until the 90-day probationary period has been completed

Plan Type: Unspecified time is available

WORKER'S COMPENSATION INSURANCE

Eligibility: All Drew Faculty and Staff

Carrier: The Travelers

Contribution: Fully paid by Drew

TEMPORARY DISABILITY INSURANCE

Eligibility: All Drew Faculty and Staff

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

ACORN ACADEMY (CHILDCARE CENTER)

Eligibility: Subject to space availability

Plan Type: On-site day care for children aged six weeks to six years

TUITION REMISSION (For Employees)

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 8 credits per academic year for classes in the College of Liberal Arts; 6 credits per academic year for the masters programs in the Graduate and Theological Schools. Not applicable to PhD coursework. Not applicable to spouse/domestic partner

TUITION ASSISTANCE FOR DEPENDENT CHILDREN WHO ATTEND DREW

Eligibility: Employees with a minimum of one year of full-time service (or two years of part-time service)

Plan Type: Dependent children, *full-time undergraduate* program only, limited to eight semesters; 100% of tuition only

TUITION ASSISTANCE FOR DEPENDENT CHILDREN WHO ATTEND OTHER INSTITUTIONS

Eligibility: Employees with a minimum of five years of full-time service or ten years of part-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

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

OTHER BENEFITS

Direct Deposit, Free membership at the Athletic Center, Free on-site parking.

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.