



UNIVERSITY *of* MARYLAND
EASTERN SHORE



Office of Human Resources

**New Employee
Benefits Orientation**

Topics to Be Covered

- Eligibility
- Enrollment Procedures
- Open Enrollment
- State Sponsored Benefits
 - Medical Plans – PPO, POS, EPO
 - Choosing A Medical Plan
 - Vision Care
 - Prescription Drug Plan
 - Dental Plans
 - Term Life Insurance
 - Personal Accident and Dismemberment Coverage
 - Flexible Spending Accounts
 - Long Term Care
 - Mental Health/Substance Abuse Plan
- University Sponsored Benefits
 - Group Life Insurance
 - Long Term Disability
 - Tuition Remission

Topics to Be Covered

(continued)

- Pension Options
 - State Pension System
 - Optional Retirement Plan
 - Supplemental Retirement Plans
- AFSCME Union
- Blood Bank
- Savings Bonds
- State Employees Credit Union (SECU)
- Exercise Facilities
- Student Behavioral Concerns
- HR Contact Persons

Eligibility for Coverage Employees

- All exempt and non exempt Regular employees, including Faculty, working at least 50% time are eligible to receive benefits at the full State subsidized rate
 - 9-month Faculty who wish to enroll in health benefits must spread their pay out over 12 months (26 pay periods)
- Contingent II (5 page contract) employees are eligible to enroll on a direct pay basis
- Graduate Assistants are eligible only for medical, prescription drug, and dental coverage.
- All eligible employees must sign up within 60 days of their date of hire

For more information and to access the
State of MD Health Benefits Guide, visit

<http://www.dbm.maryland.gov/>

Select State Employees, then Health Benefits

Eligibility for Coverage

Spouse/Same Sex Domestic Partner/Dependent Child(ren)

- Spouse and unmarried child(ren) through the end of the calendar year in which the child reaches age 25 can be covered
- Same sex domestic partners and the partner's child(ren) are eligible for coverage effective July 1, 2009



Enrollment Procedures

- Employees are responsible for their filing Enrollment Forms* within 60 days of hire date
- When adding dependents must provide copy of marriage certificate and/or birth certificate with form
- Coverage begins when you see deductions come out of paycheck, generally two to three pay periods after Enrollment Form is received in the Employee Benefits Division in Baltimore, MD
- Can take coverage effective date back to original start date by doing a Retroactive Adjustment

*Active Employees Enrollment Form
2008-2009 Guide to Health Benefits

Open Enrollment

- Once enrolled, employees can change coverage, cancel coverage, add/delete dependents, or enroll in a Flexible Spending Account Plan during the annual Open Enrollment Period or at other times if there is a qualifying event.
- The Open Enrollment Periods are, generally, in the month of May.
- Changes made during Open Enrollment become effective on July 1st and are in effect through June 30 of the following year.

State Sponsored Benefits

- Medical Plan, includes Vision Care
- Prescription Drug Coverage
- Dental Plan
- Term Life Insurance
- Group Life Insurance/Long Term Disability
- Personal Accident and Dismemberment
- Flexible Spending Accounts
- Long Term Care
- Mental Health and Substance Abuse

Medical Plans

- PPO Preferred Provider Organization
 - POS Point-of-Service
 - EPO – Exclusive Provider Organization
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- State Pays 80 percent of the premium cost for Regular exempt & non-exempt employees and for faculty
 - Contingent II (five page contract) employees pay full group rate



PPO – Freedom of Choice

- Allows most freedom of choice – Can elect to use network doctor or out of network doctor every time service is required
- No referrals needed for specialists
- More Choice = Higher Premium
- In Network co-pays are \$15 per visit to your Primary Care Physician and \$25 for Specialist
- Out-of-Network services subject to annual deductible of \$250 and reimbursed at 80%
- Plan Options: CareFirst BlueCross Blue Shield and UnitedHealthcare Options

Point of Service Plan – A Middle Ground

- Can elect to use in-network or out-of-network provider for every service
 - Less Choice=Lower Premiums
 - Must choose Primary Care Physician for in-network services
 - Referral required to access specialist's services
 - In Network co-pays for Primary Care Physician is \$15 and \$25 for specialist
 - Out of network services subject to \$250 annual deductible and then reimbursed at 80% co-insurance
 - POS Options: AETNA Choice, CareFirst Blue Cross/Blue Shield Maryland, UnitedHealthcare ChoicePlus
- *At this time, AETNA does not have any medical providers on the Delmarva Peninsula

Exclusive Provider Organization – EPO (formerly HMO)

- Managed care plan similar to HMO
- Covers services by in-network providers, except in case of an emergency
- Must choose a Primary Care Physician and this doctor must authorize all care
- National network available – there are no benefits for out-of-network services; you pay full charge, except for emergency
- May need referrals to visit a specialist
- \$15 co-payment for visit to PCP, \$25 co-pay for visit to Specialist
- EPO vendors: Aetna Select, CareFirst BlueCross BlueShield, and UnitedHealthcare Select

Choosing a Medical Plan

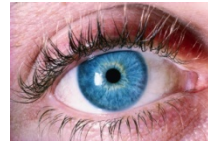
- Ask Co-Workers about their plan
- Call your doctor's office and ask them which plan(s) they participate with and plan under which they are currently accepting patients
- Visit the plans' websites, select the find a doctor option to find out what doctors are accepting new patients



Vision Care

- Available to all individuals and their dependents enrolled in a medical plan through the State of Maryland

- Covers an annual eye exam



- Pays partial cost for contact lenses or glasses every twelve months

- Contact your medical plan for instructions on accessing coverage

Prescription Drug Plan

- Plan Administered by Catalyst
- Card is good at all major pharmacies nationwide
- Co-payments based upon formularies
- Co-payments are normally either \$5, \$15, or \$25 dependent upon the drug being purchased
- You can use mail order to fill out a 90 days maintenance prescription drug, co-payment not to exceed \$20

Dental Plans

- Two plans offered: United Concordia DHMO and United Concordia PPO
- State Pays 50% of premium costs
- No claim forms, no deductible
- No charge for preventative and diagnostic
- Other charges reimbursed on fee schedule basis
- Must select Primary Care Dentist for DHMO



Term Life Insurance

State Plan

- Coverage provided by MetLife
- First \$50,000 is guaranteed coverage for employee Can sign up for as much as \$300,000 in \$10,000 increments with medical underwriting
- Spouse and dependent children can purchase 50 percent of employee's coverage
 - \$25,000 is guaranteed coverage for spouse and dependent children
- Rates are age based

University Plan

- Coverage provided by Unum
- First \$50,000 is guaranteed issue if you enroll within 60 days
- Maximum amount is 6x salary up to \$750,000
- Spouse eligible for benefits equal to lesser of 100 percent of employee amount or up to \$150,000
- Children can be covered for \$10,000
- Coverage is portable

Personal Accident and Dismemberment Coverage

- Provides benefits if individual is killed or dismembered in an accident
- Accident can be either on or off the job
- Benefits options are \$100,000, \$200,000, or \$300,000
- Can purchase coverage for family members
- Premiums are inexpensive



Flexible Spending Accounts

- Two Types of Accounts: ***Health Care Account and Dependent Care Account***
- Health Care Account pays for medical services not paid for by your medical coverage
- Dependent Care Account pays plan for day care service for any child under the age of 13 or care of an incapacitated adult who lives with you

Flexible Spending Accounts

Health Care

- Employee contributes money out of their bi-weekly salary on a pre-tax basis
- Can contribute up to \$3,000 annually
- Must re-enroll each year
- **Use it or Lose it rule**
- Plan carefully!

Dependent Care

- Employee can contribute up to \$5,000 annually from their pay on a pre-tax basis
- Must re-enroll each year
- **Use it or lose it rule**



Long Term Care

- Provides benefits for an individual who needs assistance with daily activities
- Services can be provided in either the home or a facility
- Coverage provided by Prudential
- Can choose level of coverage to fit your need or budget
- Can cover spouses, in-laws, parents, and grandparents under plan as well
- Coverage is portable

Mental Health/Substance Abuse Plan

- Available to all individuals and their dependents who carry medical coverage through the State of Maryland
- No additional premium required
- For individuals enrolled in PPO or a POS plan, the coverage is administered by APS Healthcare, Inc.
- HMO plans administer their own mental health/substance abuse programs

University Sponsored Benefits

- Group Term Life Insurance - Unum
- Long Term Disability - Unum
- Tuition Remission
- Exercise Facilities



Long Term Disability

- Pays 60 percent of monthly earnings up to \$8,000 maximum
- Employee has choice of 90 or 365 days of disability as the length of time before eligible to receive the benefit payments
- Rates are age based
- Greater chance of becoming disabled while employed than of dying
- Coverage provided by Unum
- Sick Leave is considered short-term disability coverage

Tuition Remission – Employee

- Eligible immediately for graduate or undergraduate courses (employees must be hired within 5 days from the start of the semester)*
- Can go to any institution participating in University System of Maryland Program
- Can take up to 8 credits per semester/term (Fall, Winter, Spring, and Summer), pro-rated to the employee's Full Time Equivalent (FTE)
- Undergraduate tuition remission is not taxable.
- Tuition remission for graduate courses in excess of \$5,250 annually is taxable.

Tuition Remission – Dependents

- Once the employee has completed 2 full years of employment at the University, his/her spouse/dependent(s) are eligible for tuition remission for the first undergraduate degree only
- Must attend Institution where employee works to receive 100% remission
 - if attend another USM institution and UMES does not have that program, remission is at 50%;
 - if attend another USM institution and UMES does have that program, tuition remission is not allowed.
- Must meet entry requirements
- Eligible for full tuition remission each semester, pro-rated to the employee's FTE
- The full amount of the remission is taxable

Applying for Tuition Remission

- Employees should *promptly* complete and sign the form which can be found at [UMES Forms Library](#)
- The form must be approved and signed by the employee's supervisor.
- Once the supervisor has approved and signed the form, it should go to the Office of the Vice President for Administrative Affairs. Accounting information is added and the form is automatically forwarded to the Office of Human Resources for review and processing.
- Approved forms are forwarded to UMES Student Accounts department for courses at UMES or forwarded to the institution where courses are being taken.

Pension Options

- Non-exempt Employees
 - must sign up for the State Retirement and Pension System (SRPS)
 - Should sign up as soon as possible
 - Exempt Employees/Faculty
 - Have choice of retirement plans*
 - Can elect to join either State Retirement and Pension System (SRPS)
OR
 - Enroll in an Optional Retirement Plan (ORP)
- *You must make a retirement election by the end of your first day of employment or you will be enrolled by default into the State Employees/Teachers Pension system. You will have up to one year from the date of this appointment to change your enrollment in the State Employees/Teachers Pension system to the Optional Retirement Program. Failure to enroll in the ORP on or before one year from the date of the commencement of this appointment will forever foreclose your eligibility to participate in the ORP.**

SRPS

State Retirement Agency

- Mandatory enrollment for Non-Exempt employees and optional for Exempt employees and faculty
- Defined Benefit Plan – Retirement Allowance is based upon a formula such that the longer you work and the higher your salary, the better your retirement allowance will be
 - 5% mandatory employee pre-tax contribution:
- Vested in 5 years
- Normal retirement age is 62 with 5+ years of service OR Any age with 30 years of service
- Offers disability retirement provision
- Death benefit equals one year's salary in event of employee's death while actively employed
- Provides fully subsidized health insurance to retiree and his/her dependents once individual has reached 16 years of service

ORPs

Optional Retirement Plan

- Employer contributes 7.25% of the employee's salary into ORP
- Money vests immediately
- Employee selects one ORP vendor and how the money is invested
 - ORP vendors include Fidelity and TIAA-CREF
- Pension is based on how investments perform
- Health insurance is fully subsidized upon retirement for the employee, provided (s)he has at least 16 years of service
 - for spouse/dependents to be eligible for health benefits subsidy once the employee has retired, the employee must have at least 25 years of service
- Periodic ORP Performance Reports are posted to the UMES HR website

Supplemental Retirement Annuities - SRAs

- Available to everyone having FICA taxes taken from their paycheck
- Allows employees to contribute up to an annual limit on a pre-tax basis (2007 limit is \$15,500 for employees under age 50 and \$20,500 or employees age 50 and over.)
 - Can open a 403(b) or 401(k) plan in addition to a 457(b) plan and same maximums apply to each account
- Can deposit as little as \$5 per pay period
- Can open account at any time and can change amount being contributed as often as you like
- Non-exempt employees are eligible for up to \$600 matching funds
- SRA vendors include Fidelity, MSRP-Nationwide and TIAA-CREF

Why should I open a SRA?

- Experts say that you need to replace 70-80% of salary at retirement in order to maintain standard of living
- Social Security will replace about 25%
- The ORP annuity amount will depend on investment strategies
- Additional income must come from personal savings
- SRAs are an easy way to save through payroll deduction
- The SRA deductions are on a pre-tax basis so you are saving on taxes and saving for retirement



AFSCME

“Uniting for a strong voice and a stronger UMES”



What is AFSCME?

AFSCME (American Federation of State, County, and Municipal Employees) is the union for staff at UMES. AFSCME negotiates contracts with UMES management to improve working conditions for UMES staff.

Who is covered by AFSCME contracts at UMES?

- Exempt staff
- Non-exempt staff
- Sworn Police Officers
- Exceptions: supervisory, managerial staff, confidential employees, and contractual staff
- “Contract” = Memorandum of Understanding = “MOU”

How do I get a copy of the MOU?

- See www.umes.edu/hr
- MOU for Sworn Police Officers has not yet been negotiated.
- HR provides printed copies upon request.
- The AFSCME office in Salisbury has copies.



AFSCME (continued)

“Uniting for a strong voice and a stronger UMES”



Why should I consider joining?

- AFSCME grows in power as its membership grows.
- ALL staff in the collective bargaining units are covered by the MOUs, but ONLY members of AFSCME are able to participate in negotiating the MOUs, run for office, attend union meetings, serve on committees, etc.
- AFSCME members enjoy extra benefits, e.g., scholarships, discounts, portable insurance, etc.

When are the UMES AFSCME meetings?

- Members of AFSCME Local 1833 (UMES) meet the 2nd Thursday of each month (except July) at 6 pm, usually at AFSCME's Salisbury office: 106 W. Circle Ave., Suite 102 (just behind the Wicomico Library), phone: 443-944-0056. Some meetings throughout the year are held on campus. See AFSCME bulletin boards on campus for updates and details.

AFSCME (continued)

“Uniting for a strong voice and a stronger UMES”



How can I find out more?

- Check the AFSCME bulletin boards at UMES
 - J.T. Williams, outside HR
 - Henson Center, hallway behind ballroom
 - Student Services Center (SSC) 1st flr by ATM, 2nd flr outside Oasis Dining Room
 - Physical Plant, rear time clock
 - Library break room

- Call Jack Hughes with AFSCME in Salisbury: 443-944-0056

Contact an AFSCME officer at UMES

- President: Joe Hartman
 - Vice President: Mattie Wells
 - Secretary: Golinda Snead Johnson
 - Treasurer: Daphne Chatham
 - Trustees: Clinton Beckett
Lewis Jones
-
- See www.afscme.org (international home page).

AFSCME (continued)

“Uniting for a strong voice and a stronger UMES”



“UMES and its agents will not discipline, discharge, lay off, or otherwise discriminate against you for supporting AFSCME or for engaging in union activity or other protected concerted activity.

“UMES and its agents will not engage in surveillance of employees’ protected concerted and union activities.”

(Excerpted from a Consent Order of the State Higher Education Labor Relations Board, 2004).

This portion of the presentation was prepared for

AFSCME Local 1833 by Kat Harting, 6/15/07

Revised by Daphne Chatham 2/17/09

Blood Bank

What are the benefits of being a Member of the Blood Bank?

- Unlimited blood replacement anywhere in the U.S.
- Covers the cost of blood that you are charged when you use it, that is usually NOT covered by health insurance. If you are not a member you are responsible for the cost of blood when you use it or must replace it.
- If you are covered by the State of MD Health Insurance, your plan does provide full blood replacement coverage. Although you may be covered for blood replacement fees through your health insurance, that does not insure blood will be available when you need it.

You do NOT need to give blood to be a Member!

As a member of the Blood Bank, every 18-24 months you are asked to do one of the following:

- Give 1 pint of blood yourself
- Have someone else give for you
- Pay to replace 1 pint of blood (\$30)

[Delmarva Blood Bank](#)



Become a Member of the Blood Bank of Delmarva.

Savings Bonds

*“You Don’t Have to Risk Everything
Just to Get What You Want”*

Payroll deduction is available for
I bonds and Series EE Bonds

U.S. Savings Bonds

State Employees Credit Union (SECU)

“Better Banking, Better Service”

Membership is extended to employees,
family, and household members.

SECU

Exercise Facilities

- UMES is pleased to offer a Health and Wellness Program which includes free access for employees to the Tawes Fitness Center
 - Michael Hall, Fitness Trainer Specialist, x8443

For more information, including hours of operation and exercise class schedule, visit:

<http://www.umes.edu/WellnessCenter/>

[Student Behavioral Concerns]

- Should you become concerned about a student's excessive, inappropriate behavior, UMES has referral systems in place. Counseling services are available through the Counseling Center; that referral form is circulated every semester through campus wide email from the Office of Public Relations. The form can be obtained by calling the Counseling Center at x6449.
- Further, in terms of excessively disruptive behavior or other persistent behavioral concerns, contact any member of the UMES Behavioral Assessment Team if time permits. In case of any emergency, call 911 and then contact Campus Police at x3311. Additional information about the Behavioral Assessment Team and emergency responses can be found at www.umes.edu/Emergency or by calling Campus Police at x6590 for non-emergencies.
- Should serious concerns arise about another faculty/staff member, confer with your supervisor if the person is in your department. Otherwise, consult with any member of the UMES Behavioral Assessment Team.

Office of Human Resources

Contact Persons

- Mary Ames
 - Employment Manager, 410-651-6401, mvames@umes.edu
- Betty Fosque
 - Benefits Coordinator, 410-651-6403, bafosque@umes.edu
- Gertrude Hairston
 - Payroll Manager, 410-651-6404, gjhairston@umes.edu
- Leslie Tilghman
 - Payroll Assistant, 410-651-7650, lntilghman@umes.edu
- Patricia Mapp
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 - Assistant Director, 410-651-7848 lcjohnson@umes.edu
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