

VI. The Faculty Member as Employee

A. Personnel Information

1. New Employee Information Program

For information, please contact the Division of Human Resources at 545-0360.

2. Human Resources Information Center

For information, please contact the Division of Human Resources at 545-0360.

3. Personal Data Questionnaire

For information, please contact the Division of Human Resources at 545-0360.

4. University Fair Information Practices Regulations

The Board of Trustees has adopted a set of regulations called the "University Fair Information Practices Regulations" which complements the Commonwealth of Massachusetts' Fair Information Practices Act. The purpose is to regulate the collection, maintenance and dissemination of personal data, with the objective of protecting the confidentiality and rights of University faculty and staff members. Certain information about individuals is defined as public information by virtue of these regulations and may be disseminated without restriction. Public information includes name, position title, job description, salary, office location and telephone number, and dates of employment at the University. A second group of information, defined as directory information, consists of several categories of data which can be restricted from dissemination at your request. Directory Information includes home address and telephone number, date and place of birth, education, social security number, marital status, and citizenship. You may request that some or all of this information not be disseminated. To do this, you must file a form with the Division of Human Resources. The form may be obtained at the Human Resources Information Center. The Division of Human Resources will honor your directive unless dissemination of this information is required by statute, regulation, or legitimate University purpose. In the case of a court order or subpoena which mandates access to personal data, the Division of Human Resources will make every reasonable effort to notify you in advance of compliance.

5. Personnel Files

For information, please contact the Division of Human Resources at 545-0360.

6. Employee Identification Number

For information, please contact the Division of Human Resources at 545-0360.

7. Employee Identification Card

For information, please contact the Division of Human Resources at 545-0360.

8. Social Security Number

For information, please contact the Division of Human Resources at 545-0360.

9. The Commonwealth's Alternative to Social Security

For information, please contact the Division of Human Resources at 545-0360.

10. FICA/Medicare Deduction

For information, please contact the Division of Human Resources at 545-0360.

11. Alternative Retirement Program

For information, please contact the Division of Human Resources at 545-0360.

B. Payroll Information

1. Academic Year Appointment Basis

For information, please contact the Division of Human Resources at 545-0360.

2. Federal Tax Withholding

For information, please contact the Division of Human Resources at 545-0360.

3. State Tax Withholding

For information, please contact the Division of Human Resources at 545-0360.

4. Tax Treaty

For information, please contact the Division of Human Resources at 545-0360.

5. Annual W-2 Wage and Tax Statement

For information, please contact the Division of Human Resources at 545-0360.

6. Employment Eligibility Verification Form (I-9)

For information, please contact the Division of Human Resources at 545-0360.

7. Payroll Check

For information, please contact the Division of Human Resources at 545-0360.

8. Automatic Payroll Deposit

For information, please contact the Division of Human Resources at 545-0360.

C. Insurances

1. Health Insurance

For information, please contact the Division of Human Resources at 545-0360.

2. Basic Life Insurance

For information, please contact the Division of Human Resources at 545-0360.

3. Optional Life Insurance

For information, please contact the Division of Human Resources at 545-0360.

4. Dental Benefits

For information, please contact the Division of Human Resources at 545-0360.

5. Vision benefits

For information, please contact the Division of Human Resources at 545-0360.

6. Long Term Disability Insurance

For information, please contact the Division of Human Resources at 545-0360.

7. Faculty/Librarian Sick Leave Bank

For information, please contact the Division of Human Resources at 545-0360.

8. Workers' Compensation

For information, please contact the Division of Human Resources at 545-0360.

9. Personal Lines of Insurance

For information, please contact the Division of Human Resources at 545-0360.

D. Leaves of Absence

1. Paid Leaves

a. Sick Leave

For information, please contact the Division of Human Resources at 545-0360.

b. Vacation Leave

For information, please contact the Division of Human Resources at 545-0360.

c. Paid Personal Leave

For information, please contact the Division of Human Resources at 545-0360.

d. Holidays

For information, please contact the Division of Human Resources at 545-0360.

e. Sabbatical Leave

For information, please contact the Division of Human Resources at 545-0360.

f. Bereavement Leave

For information, please contact the Division of Human Resources at 545-0360.

g. Civic Duty Leave

For information, please contact the Division of Human Resources at 545-0360.

h. Military Reserve Leave

For information, please contact the Division of Human Resources at 545-0360.

2. Unpaid Leaves

For information, please contact the Division of Human Resources at 545-0360.

a. Family and Medical Leave Act

For information, please contact the Division of Human Resources at 545-0360.

b. Military Leave

For information, please contact the Division of Human Resources at 545-0360.

c. Personal Leave

For information, please contact the Division of Human Resources at 545-0360.

E. Retirement

1. Retirement Planning

a. Commonwealth of Massachusetts Retirement System

For information, please contact the Division of Human Resources at 545-0360.

b. Optional Retirement Program (An alternative to the Commonwealth of Massachusetts Retirement Program)

For information, please contact the Division of Human Resources at 545-0360.

2. Fund(s) in which contributions will be invested.

For information, please contact the Division of Human Resources at 545-0360.

3. Voluntary Termination

a. Retirement Benefits

For information, please contact the Division of Human Resources at 545-0360.

b. Health Insurance Benefits

For information, please contact the Division of Human Resources at 545-0360.

c. Dental Benefits

For information, please contact the Division of Human Resources at 545-0360.

d. Paid Leave Accruals

For information, please contact the Division of Human Resources at 545-0360.

e. Tuition Benefits

For information, please contact the Division of Human Resources at 545-0360.

f. Unemployment Compensation

For information, please contact the Division of Human Resources at 545-0360.

4. Involuntary Termination Through no Fault of Your Own

a. Retirement Benefits

For information, please contact the Division of Human Resources at 545-0360.

b. Health Insurance Benefits

For information, please contact the Division of Human Resources at 545-0360.

c. Dental Benefits

For information, please contact the Division of Human Resources at 545-0360.

d. Paid Leave Accruals

For information, please contact the Division of Human Resources at 545-0360.

e. Tuition Benefits

For information, please contact the Division of Human Resources at 545-0360.

f. Unemployment Compensation

For information, please contact the Division of Human Resources at 545-0360.

5. Emeritus Status

Emeritus Status is available only to those faculty who have permanently retired from the University. Normally, it is granted only to those with ten or more years of service to the University and who have attained the rank of Professor. Emeritus status is awarded by the Chancellor upon recommendation by the Provost.

F. Miscellaneous Benefits

1. Tuition Waiver Policy

For information, please contact the Division of Human Resources at 545-0360.

2. Tuition Remission Policy

For information, please contact the Division of Human Resources at 545-0360.

3. Dependent Care Assistance Program

For information, please contact the Division of Human Resources at 545-0360.