

Please note Non-Unit Sick and Personal time policies are under revision. When the policies are finalized this document will be updated

## **HANDBOOK FOR NON-UNIT PROFESSIONAL STAFF**

The Division of Human Resources has compiled the information in this handbook for the benefit of exempt staff members on the University of Massachusetts Amherst campus who are not covered by any collective bargaining agreement. Most of these terms do not apply to non-benefited employees.

This handbook is intended to serve as a practical guide to the University's personnel policies, practices and benefits. However, since it is only a summary compiled for the convenience of non-unit professional staff employees and their supervisors, it is not intended to cover all topics or circumstances. The Division of Human Resources reserves the right to respond to specific situations in whatever manner it believes best suits the needs of the University and the employees involved, consistent with applicable law. Where there are differences between the provisions of this manual and statements contained in the official documents (e.g., insurance policies), the latter statements shall prevail.

Nothing in this handbook is intended to create a contract of employment. The University of Massachusetts does not recognize any contract of employment unless it is presented in writing and signed by an appropriate officer of the University.

While the policies and practices contained in this handbook will not be changed without good reason, the University reserves the right to modify any condition of employment in whatever manner it deems appropriate, based on changes in legal requirements, fiscal conditions, or other relevant circumstances.

The University will not discriminate against applicants or employees for inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees. However, employees who have ready access to compensation information or who are designated to protect or maintain the privacy of applicants' or employees' compensation information should refer requests for or inquiries about compensation information to the appropriate chief human resources officer and should not disclose or discuss such matters directly.

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## **INTRODUCTION**

One of today's leading centers of public higher education in the northeast, the University of Massachusetts Amherst was established in 1863 under the original Morrill Land Grant Act and celebrated its 125th anniversary in 1988. Its campus is the oldest and largest in the Massachusetts Public Higher Education system.

In recent decades the University has achieved a growing reputation for excellence in an increasing number of disciplines for the breadth of its academic offerings and for the expansion of its historic roles in education, research, and public service.

Within its eight schools and colleges, the University offers bachelor's degrees in as many as 87 areas, master's degrees in 73, doctoral degrees in 53, and associate degrees in 6. There are approximately 26,000 students, made up of 20,000 undergraduates and under 6,000 graduates, including part-time, plus more than 200 students at the two-year Stockbridge School of Agriculture.

UMass Amherst, the flagship campus of the University of Massachusetts system, sits on nearly 1,450-acres in the scenic Pioneer Valley of Western Massachusetts, 90 miles from Boston and 175 miles from New York City. The campus provides a rich cultural environment in a rural setting close to major urban centers.

## **History**

Four faculty members and four wooden buildings awaited the first entering class of 56 students at the Massachusetts Agricultural College in 1867. The first graduate degrees were authorized in 1892. "Mass Aggie" became Massachusetts State College in 1931, and the University of Massachusetts in 1947.

The University's second campus was opened in Boston in 1965 and expanded to the Harbor Campus in 1974. A third campus, the University of Massachusetts Medical Center at Worcester, was founded in 1962 and enrolled its first class in 1970. The same year, the President's Office was moved from Amherst to separate offices in Boston and the office of Chancellor was established as the primary administrative position at each campus.

In 1989, the Board of Trustees commissioned a blue-ribbon panel to examine "...the future role of the University of Massachusetts in the Commonwealth, its governance and financing." The Commission on the Future of the University called for the consolidation of all five public university campuses (the three UMass campuses, the University of Lowell, and Southeastern Massachusetts University) into a single university sector with an autonomous governing board. In 1991 Governor William F. Weld signed legislation which created a new five campus University of Massachusetts with a single president and Board of Trustees.

## **Board of Trustees**

The highest governing body of the University of Massachusetts is its Board of Trustees, which meets regularly on the University's several campuses to act on University-wide matters of policy, mission, finance, physical plant, and liaison with the legislature, as well

as acting on such individual matters as granting of tenure, and authorizing the award of honorary degrees. The eighteen members of the Board of Trustees are appointed by the Governor for terms of five years and receive no remuneration. The students of each of the five campuses elect a student trustee and two of these five serve as voting members of the Board on a rotating basis.

## **Office of the President**

In 1969, the Board of Trustees created a separate central administrative Office of the President to oversee the broader aspects of the University of Massachusetts. Representative functional aspects of the Office of the President include development and approval of academic programs, the budget, and the tenure review process. In these and other matters, the President's Office is intermediary between the campus Chancellors and the Board of Trustees.

## **Amherst Campus Administration**

The Amherst Campus of the University is administered by the Chancellor, the Provost and Senior Vice Chancellor for Academic Affairs, the Vice Chancellor for University Relations, the Vice Chancellor for Research and Engagement, the Vice Chancellor for Development and Alumni Relations, the Vice Chancellor for Administration and Finance and the Vice Chancellor for Student Affairs and Campus Life.

## **Mission Statement**

The University's mission is to provide an affordable and accessible education of high quality and to conduct programs of research and public service that advance knowledge and improve the lives of the people of the Commonwealth, the nation, and the world.

## **GENERAL EMPLOYMENT**

This section deals primarily with the information and paperwork required by the Division of Human Resources in order that they may issue you a bi-weekly payroll check. For those of you who have been on campus for a while, this section is intended to refresh your memory as to what information is maintained by the Division of Human Resources and as a gentle reminder that this information should be kept current and up-to-date. Also, it describes the benefits available to you and members of your family, how to enroll in these benefits, and when they become effective.

### **PERSONNEL INFORMATION**

#### **HUMAN RESOURCES EMPLOYEE SERVICE CENTER**

The Division of Human Resources staffs a Human Resources Employee Service Center on the 3rd floor of the Whitmore Administration Building to answer questions pertinent to the conditions of your employment and to provide you with requisite forms to update your benefits. The hours of operation are Monday through Friday, 8:30 a.m. to 5:00 p.m. The telephone number for the Human Resources Employee Service Center is 545-6110.

#### **WORKPLACE LEARNING AND DEVELOPMENT**

Workplace Learning and Development offers a vast array of professional and personal education and training opportunities to all University employees. To request information regarding workshops, seminars and short courses offered by Workplace Learning and Development, you may contact the office at 545-1787.

### **PERSONAL INFORMATION**

**When you are hired**, you are asked to complete a Personal Data Questionnaire. The form requests identifying information such as: correct spelling of your name, your social security number, home address and telephone number, date of birth, education level, etc. In addition, we ask for the name and address of a contact person who can be notified in the event of an emergency. The Personal Data Questionnaire is kept in your official personnel file.

If you wish to make any **changes to the information** you have provided our office, you may do so by either completing a form at the Human Resources Employee Service Center on the 3rd floor of Whitmore Administration Building or by submitting a written notice indicating what information should be changed and to what it should be changed. You may also change certain personal information (e.g. contact information and emergency contact), direct deposit and tax withholding information by logging into the University's HR Direct system from [www.umass.edu/humres](http://www.umass.edu/humres) using your NetID/SPIRE logon ID and password.

#### **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 employees.



## **GENERAL EMPLOYMENT**

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.

Defined as Directory Information, you may restricted this information from dissemination at your request. Directory Information includes home address and telephone number, date of birth and marital status. 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 Employee Service Center.

Our office 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. In the case that you have a court-ordered protection of your personal data please provide a copy of that court order to the Division of Human Resources in order that we implement those restrictions.

## **TELEPHONE DIRECTORY**

Annually the University's Telecommunications Office publishes a Campus Departments and Resources telephone directory (also available on-line as "People Finder" from [www.umass.edu](http://www.umass.edu)). Each year you are sent a telephone directory update inquiry requesting verification of the information to be published. If you do not wish to have your home address and home telephone number published, you will need to mark the appropriate box on the form.

## **PERSONNEL FILES**

Although your department may maintain a personnel file, the official and complete University personnel file for each faculty and staff member is kept by the Division of Human Resources, Whitmore Administration Building.

You may review your personnel file during regular office hours provided reasonable advance notice is received by the Division of Human Resources. Your file may be reviewed only in the presence of a Division of Human Resources supervisory employee. Copies of personnel data may be made for a reasonable fee. The University Fair Information Practices regulations specifically state, however, that letters of reference and statements of evaluation received before July 1, 1976 may not be made available to you.

Arrangements to review your personnel file may be made by contacting the Division of Human Resources at 545-6108.

## **EMPLOYEE IDENTIFICATION NUMBER**

The University will assign an 8 digit employee identification number. This ID number is located on your paycheck or advice statement. Please use this number for all Human Resources inquiries.

## GENERAL EMPLOYMENT

### EMPLOYEE IDENTIFICATION CARD (UCARD)

As an employee of the University, you are eligible to receive an employee photo identification card. You are not required to obtain an employee identification card, but it does allow for certain privileges such as borrowing books from the University Library and allows access to University athletic facilities (e.g., swimming pools, weight rooms). In addition, you have the option of opening a UCard Debit Account that may be used at most campus food and retail operations.

To receive your employee identification card (UCARD), you must bring your driver's license to the UCard Office, Whitmore Administration Building, telephone 545-0197, in order to have your photograph taken. The UCard Office is open between 8:30 a.m. and 5:00 p.m., Monday through Friday.

### SOCIAL SECURITY NUMBER

A Social Security number is required for reporting wage information to the Internal Revenue Service. If you do not have a social security number please contact the Social Security Administration ([www.ssa.gov](http://www.ssa.gov), [www.socialsecurity.gov/ssnumber](http://www.socialsecurity.gov/ssnumber)) in order to apply for a social security number or replacement Social Security card or visit the Human Resources Employee Service Center for information on how and where to obtain one. *Please provide the Human Resources, Employee Service Center with your new Social Security card as soon as you receive it.*

If you do not provide the Division of Human Resources with a social security number, the Payroll Office will calculate both your Federal and State Tax Withholding in accordance with Internal Revenue Service guidelines. Please refer to the sections in this handbook on Federal and State Tax Withholding.

### THE COMMONWEALTH'S ALTERNATIVE TO SOCIAL SECURITY

Commonwealth of Massachusetts public employees, including staff members at the University of Massachusetts, are **not** covered by Social Security but instead are covered by a separate Contributory Retirement System administered by either the Massachusetts State Board of Retirement (Massachusetts State Employees' Retirement System/SERS, defined benefit/pension system) or the Massachusetts Department of Higher Education (Optional Retirement Program/ORP, defined contribution plan). This means that you do not earn Social Security credits as a result of your University employment.

Your SERS pension or the balance of your ORP account upon leaving Commonwealth service may impact your Social Security retirement income under the federal Windfall Elimination Provision ([www.ssa.gov/pubs/10045.pdf](http://www.ssa.gov/pubs/10045.pdf)) or Government Pension Offset ([www.socialsecurity.gov/pubs/10007.pdf](http://www.socialsecurity.gov/pubs/10007.pdf))

### FICA/MEDICARE DEDUCTION

Federal law mandates that all state government employees hired on or after April 1, 1986 are required to pay the Medicare portion of the Social Security tax. This tax is currently withheld at the rate of 1.45% of your salary. The University matches your contributions to FICA/Medicare. Questions regarding the FICA/Medicare deduction should be referred to the Division of Human Resources at 545-1650.

## ALTERNATIVE RETIREMENT PROGRAM

Congress enacted the Omnibus Budget Reconciliation Act (OBRA) of 1990 which mandated that as of January 1, 1992 all state and local government employees not covered by an existing approved retirement program be enrolled in an acceptable alternative plan adopted by the state legislature.

**If you are not eligible for benefits and you are not a member of the Commonwealth of Massachusetts Retirement System**, you are required to participate in the legislatively approved Alternative Retirement Program. Each pay period a portion of your salary will be withheld and invested in a tax deferred compensation plan established in accordance with the United States Internal Revenue Code. These withholdings will be taken on a pre-tax basis thus reducing the amount of your bi-weekly gross-taxable wages.

## PAYROLL INFORMATION

### FEDERAL TAX WITHHOLDING

For federal tax purposes you should file a Form W4 - Employee's Withholding Allowance Certificate to ensure the proper withholding of taxes by the University. On this form you indicate marital status and a number of withholding allowances. If no form is filed, the University will calculate a withholding in accordance with Internal Revenue Service guidelines (e.g., a U.S. citizen would have withholding calculated as if he/she were single with zero (0) exemptions). This form may be updated or changed at any time by completing a new form, which can be obtained at the Human Resources Employee Service Center or you may change your withholding on-line by logging into the University's HR Direct system from [www.umass.edu/humres](http://www.umass.edu/humres) using your NetID/SPIRE logon ID and password.

### STATE TAX WITHHOLDING

For state tax purposes you should file a Massachusetts Employee's Withholding Exemption Certificate (Form M-4). On this form you indicate a number of withholding allowances. There is only one tax rate regardless of marital status. If no form is filed, the University will calculate a withholding based on an assumption of zero (0) exemptions. This form may be updated or changed at any time by completing a new form, which can be obtained at the Human Resources Employee Service Center or you may change your withholding on-line by logging into the University's HR Direct system from [www.umass.edu/humres](http://www.umass.edu/humres) using your NetID/SPIRE logon ID and password.

### TAX TREATY

If you are from a foreign country and will be at the University for a specified period of time only, you may wish to inquire whether or not there is a tax treaty agreement between your country and the United States. See IRS Publication 519 for more information ([www.irs.gov](http://www.irs.gov))

If you are eligible for tax treaty status, you will be required to complete Tax Treaty Exemption form (#8233) at the beginning of each tax year. For this form to be accepted by the University's payroll office, you must present a Social Security Card, your passport, and I-20 or DS2019. Any questions regarding tax treaties may be directed to the Payroll Office at 545-0287, 545-0391.

## ANNUAL W-2 WAGE AND TAX STATEMENT

Under federal tax regulations the University is required to issue a W-2 Wage and Tax Statement form on an annual basis. This tax summary form is issued in January following the end of each tax year and will be forwarded to your department for distribution. If you will not be in the area when W-2 forms are distributed, please leave a stamped self-addressed envelope with your department. While employed you may reprint past year's W-2s via the University's HR Direct system from [www.umass.edu/humres](http://www.umass.edu/humres) using your NetID/SPIRE logon ID and password. Any questions regarding the W-2 form may be directed to the Payroll Office at 545-3761.

## IMMIGRATION REFORM AND CONTROL ACT OF 1986 (FORM I-9)

The Immigration Reform and Control Act requires the University to control the unlawful employment of persons who are not authorized to be employed in the United States. Compliance with the law requires that you present documents establishing both your identity and employment eligibility. You must do this by completing an Employment Eligibility Verification Form at the Human Resources Employee Service Center at the time of your hire. For a listing of documents which are acceptable under the law, please contact the Human Resources Employee Service Center at 545-4549.

## PAYROLL PAYMENT

The University currently operates on a bi-weekly payroll system. Payments for any given bi-weekly pay period are issued on the Friday following the end of that pay period.

## AUTOMATIC PAYROLL DEPOSIT

Direct payroll deposit is a required condition of employment. You have the choice to have your salary automatically deposited into your checking and/or savings account or the UMass Five College Federal Credit Union. You may change your direct deposit at any time by completing a new form, which can be obtained at the Human Resources Employee Service Center or by updating your direct deposit information on-line by logging into the University's HR Direct system from [www.umass.edu/humres](http://www.umass.edu/humres) using your NetID/SPIRE logon ID and password. For further information contact the Human Resources Employee Service Center or 545-3761.

## UMASS FIVE COLLEGE FEDERAL CREDIT UNION

The UMass Five College Federal Credit Union is located at 200 Westgate Center Dr., Hadley, telephone 413-256-5500, 800-852-5886 and on-line at [www.umassfive.org](http://www.umassfive.org).

The Credit Union is a full service not-for-profit financial institution serving employees on all five University of Massachusetts campuses, the other schools in the Five College community, the Clarke School for the Deaf, and the Hadley Office of the United States Department of the Interior Fish and Wildlife Service.

Credit unions are owned by and operated for their members. A Board of Directors elected by the membership controls the policies of the Credit Union. A payroll deduction/direct deposit plan is available.

**COMMONWEALTH OF MASSACHUSETTS STATE EMPLOYEES' CREDIT UNION**

The Massachusetts State Employees Credit Union is located at 1 Center Plaza, Suite 250, Boston, MA 02108. Membership is open to all state employees. For more information you may contact the Massachusetts State Employees Credit Union at (800) 700-7733 or (617) 723-5555.

## **Health & Welfare**

Note: Health & Welfare benefits may be impacted by leaves of absence. Please reference that section of the manual for further information.

Health Insurance You may choose from a variety of health insurance plans offered by the Massachusetts Group Insurance Commission (GIC). Coverage is effective the first day of the month following 60 days of benefited employment. Detailed information about the plans and corresponding premiums is provided to eligible employees during spring open enrollment in the GIC Benefits Decision Guide ([www.mass.gov/gic](http://www.mass.gov/gic)), in your orientation manual and through the Division of Human Resources.

The GIC offers three types of health insurance coverage with a variety of plans under each. Each plan has its own network of providers.

1. **Indemnity plans** provide you the most flexibility and freedom of choice. Under this plan you are required to meet a specified deductible each calendar year and are responsible for ensuring that claim applications are filed on your behalf. No primary care physician is required under an indemnity plan.
2. **Preferred provider organizations (PPO)** offer a network of providers for routine care and allow the flexibility to seek medical care outside of the network at a lower percentage of coverage. No primary care physician is required under a PPO plan.
3. **Health maintenance organizations (HMO)** provide for medical services only if that care is provided by an in-network provider (doctors, pharmacies, specialists). Exceptions are made in for emergency out-of-network care. Coverage is provided only to members who have designated an in-network primary care physician.

Health insurance coverage is available to you, your spouse and dependent child(ren).

**Children** who are over 19 years of age may be covered under your GIC health insurance plan:

- through 26 years of age. Employees must complete necessary paperwork at the Human Resources Employee Service Center in order to extend coverage for a dependent beyond that dependent's 19<sup>th</sup> birthday.
- if the GIC approves an application to register your child as disabled. On-going recertification of disability is required. Coverage provided to a GIC certified disabled child is available under the family premium.

Dental Insurance You may purchase individual or family dental insurance through the Non-Unit Health and Welfare Trust Fund. The non-unit dental plan covers care provided by both in- and out-of-network providers. Care provided by out-of-network providers is covered at a lower rate. Please reference the contacts listing at the back of this handbook for plan contact information.

Vision Benefits Individuals covered under the non-unit dental plan are eligible for a discount when purchasing eyewear from a network of retail outlets. Additionally the GIC's health insurance plans provide for well-care vision screenings on a predetermined schedule.

Health Care Spending Account (HCSA) You may elect to contribute to a pre-tax HCSA offered through the GIC. The HCSA allows participants to pay for many medical expenses which are not covered by an insurance plan with pre-tax dollars. Additional information is available on-line at [www.mass.gov/gic/hcsa.htm](http://www.mass.gov/gic/hcsa.htm).

Dependent Care Assistance Program (DCAP) You may elect to contribute to a pre-tax DCAP offered through the GIC which allows participants to pay dependent care expenses incurred while working with pre-tax dollars. Typically dependent care expenses for individual over 12 years of age are not qualifying expenses with few exceptions. Additional information is available on-line at [www.mass.gov/gic/dcap.htm](http://www.mass.gov/gic/dcap.htm).

The HCSA & DCAP operate on a calendar year basis with enrollment at the time of initial benefited employment and during the annual open enrollment each autumn thereafter.

It is imperative that you not elect to contribute more to the HCSA or DCAP than you will spend in any calendar year. Funds contributed but not spent by the end of the plan year are sacrificed to the plan.

You may change your calendar-year election mid-year based on a corresponding change in family status that results in a corresponding increase or decrease in eligible dependents.

#### Health & Welfare - Changes in Family Status

- Separation/divorce: a spouse from whom you are separated or divorced may continue to be covered under your GIC health insurance plan as required by the separation agreement or divorce decree. Former spouses who remarry are ineligible to continue health insurance coverage but may elect to continue coverage for a period of time under COBRA.
- Marriage: you may add your spouse to a health and/or dental insurance plan effective the first day of the month of marriage by completing the necessary forms and submitting a marriage certificate at the Human Resources Employee Service Center within 30 days of marriage. You may add your spouse to a health insurance plan effective the first day of any future month after you are married.
- Birth, adoption or placement of a child in foster care: you may add a child to a health and/or dental insurance plans effective the day of birth/adoption/placement in foster care completing the necessary forms and submitting a birth certificate or legal documentation of adoption/foster care at the Human Resources Employee Service Center within 30 days of the birth/adoption/placement.

You may also enroll in up-to four times (4x) your annual salary in Optional Life Insurance through the MA Group Insurance Commission by completing the necessary forms and submitting a birth certificate or legal documentation of adoption/foster care at the Human Resources Employee Service Center within 30 days of birth/adoption/placement of a child in foster care.

**Income Security**

Group Insurance Commission Long-Term Disability Insurance (GIC LTD): You may purchase long-term disability insurance coverage through the GIC by enrolling upon initial entry into a benefited position or applying for LTD coverage at any time thereafter. Applications to establish LTD coverage are reviewed based on medical evidence of insurability information and may be denied on that basis. Open enrollment is not regularly offered for GIC LTD coverage.

The GIC LTD plan provides 55% (increase from 50% effective July 1, 2011) income replacement of base salary (up to a maximum of \$10,000/month) in the event you become unable to work. Benefits paid are income-tax free. There is a 90-day waiting period before benefits begin. Premiums are deducted from your pay once a month on a post-tax basis. Premiums, determined by age and salary, are disclosed to you each spring in the GIC Benefits Decision Guide and are available on-line at [www.mass.gov/gic](http://www.mass.gov/gic).

Please note: if you are a member of the Optional Retirement Program (ORP, below) payments made to you by the ORP LTD plan will offset payments due to you under the GIC LTD plan.

Optional Retirement Program (ORP) Long-Term Disability Insurance: if you are a member of the ORP, you are provided long-term disability insurance through the ORP. LTD benefits paid are subject to income tax. The ORP LTD plan provides 60% replacement of base salary up to a maximum of \$10,000/month. Information about the ORP LTD plan is available from the Massachusetts Department of Higher Education ([www.mass.edu/foremployees/orp/orp.asp](http://www.mass.edu/foremployees/orp/orp.asp))

Non-Unit Sick Leave Bank (NU SLB): The NU SLB can provide salary replacement to you if:

- you are out of work due to your own non-work related injury or illness and
- there is a reasonable medical expectation of you returning to the position you held at the time your approved medical leave began and
- you have exhausted all of your sick, personal, campus specified days, vacation, and any compensatory time you have accrued.

The Sick Leave Bank is not intended as a substitute for Long-Term Disability Insurance protection. You are automatically enrolled as a member in the NU SLB upon employment in a benefited non-unit position.

You may apply to draw paid leave from the Bank by:

- establishing an approved leave from your position (please reference the University's medical leave application process in the Leaves of Absence section of this manual.) Your supervisor will respond to your completed request for leave in writing approving, denying or requesting more information about your leave. If approved and, your leave is not intermittent, your supervisor will submit a corresponding Personnel Action Form at the Human Resources Employee Service Center in order to change your employment status to "leave".
- submitting the following to the NU SLB c/o Human Resources, 3<sup>rd</sup> floor, Whitmore Administration Building:
  1. a written request indicating:
    - what has disabled you from performing the essential functions of your position,
    - the dates you expect to be out of work due to the illness/injury, and



- the date you intend to return to work.
- 2. a Certification of Health Care Provider form completed by your physician which clearly indicates:
  - your medical diagnosis and prognosis,
  - how the illness/injury prohibits you from performing the essential functions of your position,
  - your medical course of treatment,
  - the date you are medically expected to be able to return to work and perform the essential functions of your position, and/or
  - the date you can return to work with accommodations and the accommodations requested (if any).

Human Resources personnel will convene a meeting of the NU SLB Committee as soon as practicable upon receipt of a complete NU SLB request. You and your supervisor will be notified of the Committee's decision in writing.

With an approved SLB request you may begin drawing paid leave from the Bank. Vacation and sick time that you would have accrued while drawing from the Bank will be restored to you upon your return to the position from which you became disabled.

### **Retirement Security**

You do not contribute to Social Security, nor earn service toward Social Security income, based on your earnings from the Commonwealth of Massachusetts. If you were initially hired by the Commonwealth after April 1, 1986, you do contribute the 1.45% Medicare tax, establishing service toward future Medicare eligibility.

In lieu of Social Security you contribute 9% of your base salary up to \$30,000 full-time equivalent (FTE) and 11% of your base salary above \$30,000 FTE into a mandatory retirement program. Most University employees are members of the State Employees' Retirement System (SERS). Individuals holding a faculty or certain high level administrative position may elect membership in the Optional Retirement Program (ORP) rather than becoming a member of SERS.

If you hold a position covered by both SERS and ORP, you must choose to participate in one of the two programs within 90 days of hire. Your decision is irrevocable. If you wish to use the up-to-90 days to evaluate the plans, you must enroll in SERS during this evaluation period.

- State Employee's Retirement System (SERS) is a defined benefit or pension plan. SERS pensions are calculated based on your age at the time you begin drawing the pension, your FTE years of creditable service contributing to the pension system and the average of your highest three consecutive years of base salary. Additional information is provided in the new employee orientation manual, is available on-line at <http://www.mass.gov/treasury/srb.htm> and from the Human Resources Employee Service Center.

## ***BENEFITS***

Participants vest after contributing to SERS for 10 full-time equivalent years. Vested members may elect to receive a pension as early as age 55 with 10 FTE years of service or at any age with 20 FTE years of service.

- Optional Retirement Program (ORP) is a defined contribution plan available to incumbents of very specific positions in lieu of SERS. Election to participate in the ORP must be made within ninety (90) calendar days of eligibility and is irrevocable. The Commonwealth contributes 4.3% of base salary to the member's ORP account in addition to purchasing long-term disability and life insurance for members. ORP members may choose from four (4) vendors with whom the ORP funds are invested (currently TIAA/CREF, VALIC, Fidelity and Lincoln) and manage the investment of retirement funds with the chosen vendor. Additional information is provided to individuals in ORP-eligible positions in the new employee orientation manual. Additional information is available on-line at [www.mass.edu/foremployees/orp/orp.asp](http://www.mass.edu/foremployees/orp/orp.asp) and from the Human Resources Employee Service Center.

If you have 10 FTE years of creditable service in either SERS or the ORP, you are eligible for GIC retiree health insurance coverage. The current retiree contribution is 20% of premium. ORP members must meet adequacy of income requirements at retirement to receive GIC health insurance benefits.

### Voluntary Pre-tax Retirement Accounts

You may invest University earnings in one or more pre-tax retirement accounts in addition to participation in SERS or ORP:

- 403(b) plan ([www.massachusetts.edu/treasurer/403b.html](http://www.massachusetts.edu/treasurer/403b.html)) The University's supplemental retirement plan, frequently referred to as a Tax-Deferred Annuity (TDA) plan or a Tax Sheltered Annuity (TSA) plan, is a defined contribution retirement plan that operates under Section 403(b) of the Internal Revenue Code.

Participant's contributions are made through pre-tax payroll deduction and are sent to the member's provider, (selected from the University's approved providers). Participants work with their provider to determine the appropriate personal investment strategy. No contribution is made by the University.

- 457 (Smart Plan, [www.mass.gov/smartplan](http://www.mass.gov/smartplan)) The Commonwealth's TDA/TSA is a defined contribution retirement plan that operates under Section 457 of the Internal Revenue Code. Participant's contributions are made through pre-tax payroll deduction and are sent to a provider selected by the Commonwealth. Participants work with the provider to determine the appropriate personal investment strategy. No contribution is made by the University.

### **Survivor Security**

You may purchase term life insurance through the GIC by enrolling upon initial entry into a benefited position or applying for coverage at any time thereafter. Applications to establish and/or increase life insurance coverage are reviewed based on medical evidence of insurability information and may be denied on that basis. Open enrollment is not regularly offered for GIC life insurance coverage.

Basic Life Insurance \$5,000 of life insurance is required if you are enrolled in a GIC health insurance plan but may be carried separately. You contribute your share of the premium for this coverage based on your date of hire as determined by the Group Insurance Commission.

Optional Life Insurance is available as a flat rate in increments up to \$1,000 less than your annual salary *or* as an increment (1-8 times) of base annual salary. Incremental (“automatic increase”) life insurance (and corresponding premiums) increases as base annual salary increases. Optional life insurance premiums are based on amount of coverage, your age and if you are a smoker/ non-smoker. Rates are available in the GIC Benefits Decision Guide each spring during open enrollment period and on-line at [www.mass.gov/gic](http://www.mass.gov/gic).

The GIC term life insurance plans provide Accidental Death & Dismembership (AD&D) benefits.

Optional Retirement Program (ORP) Life Insurance Members of the ORP (please reference the Retirement Security section of this manual) are provided life insurance through that retirement system. Coverage is a multiple of annual base salary that changes based on your age. You are taxed on the premium (“imputed income”) for coverage above \$50,000 although you will pay no premium for the coverage. Information about the ORP life insurance plan and imputed income is available from the Massachusetts Department of Higher Education ([www.mass.edu/foremployees/orp/orp.asp](http://www.mass.edu/foremployees/orp/orp.asp))

Both the GIC and ORP life insurance coverages provide accelerated death benefits. This means you may be eligible to draw a portion of your life insurance as income while you are alive if you have been diagnosed with a terminal illness and meet other plan criteria. If you have purchased life insurance through the Group Insurance Commission and/or you are a member of the Optional Retirement Program, and you draw the accelerated death benefits, after your death your beneficiary(ies) will receive payment of your remaining life insurance coverage.

**Note:** please see Leaving Employment section for the impact on benefits in the event of your death while employed at the University.

### **Paid Time Off**

Vacation Time You accrue paid vacation at the full-time equivalent (FTE) rate of twenty (20) days per year. Vacation is accrued each pay period based on the number of hours paid within that payperiod. One additional day of vacation is accrued per year after completion of 5, 10, and 20 years of service, respectively.

Employees hired prior to July 1, 1997 may accrue a maximum of sixty-four (64) FTE days of vacation. If you were hired prior to July 1, 1997, your maximum vacation accrual is sixty-four (64) days. If you were hired July 1, 1997 or after, your maximum vacation accrual is twice your annual accrual rate.

Regular, benefited **part time** non-unit professional staff members are granted vacation leave in the same proportion that their part time service relates to full time service.

For additional information concerning vacation leave benefits, contact the Time & Labor Section of the Division of Human Resources at 545-6119.

Personal Time Five (5) days of paid personal time is granted to you each January and for your use within the calendar year. Employees eligible for campus specified days must use those days within the time frames outlined by the Amherst campus. Please refer to the UMass Amherst Human Resources website for detailed information regarding when CSD may be used.

**BENEFITS**

A pro-rated amount of paid personal time is granted for use during your first calendar year of employment based on the following schedule. Campus specified days are granted to employees hired into a non-unit exempt position prior to July 1, 2017.

<u>Hired</u>	<u>Personal time granted (days)</u>
January 1 - March 31	5
April 1 – June 30	3
July 1 - September 30	2
October 1 - December 31	0

Personal leave and campus specified days remaining at the end of the calendar year are forfeited. Unused personal time and campus specified days are not paid upon departure from University employment.

Benefited **part-time** non-unit professional staff members are granted a pro-rated amount of paid personal leave and campus specified days.

Request(s) for vacation and/or personal time and/or campus specified days must be submitted to your supervisor or designee and is/are subject to approval.

Sick Leave You accrue paid sick leave at the full-time equivalent (FTE) rate of twelve (12) days per year. Sick leave is accrued each payperiod based on the number of hours paid within that payperiod.

If you were hired prior to July 1, 1997, sick leave is cumulative and has no maximum accrual amount. If you were hired on or after July 1, 1997, your maximum sick leave accrual is 120 days.

Benefited **part time** non-unit professional staff members are granted a pro-rated amount of sick leave.

When practicable sick leave shall be granted when:

- you are unable to perform the essential functions of your job with or without accommodations due to a personal illness or injury;
- your spouse, child or parent (or that of your spouse), or a person living in the immediate household, is seriously ill and requires care;
- through exposure to contagious disease, your presence at work would jeopardize the health of others; or
- you have an appointment with a health care professional.

Notification of absences under this policy must be reported to your supervisor (or designee) as early as possible, and at the very latest, at the beginning of the work day.

Holidays observed by the University of Massachusetts Amherst are:

New Year's Day	Independence Day
Martin Luther King Day	Bunker Hill Day*
Presidents Day	Labor Day
Evacuation Day*	Columbus Day
Patriots Day	Veterans Day
Memorial Day	Thanksgiving Day
	Christmas Day

When a holiday falls on a Saturday, it is observed on that day. When a holiday falls on a Sunday, it is observed on the following Monday. On floating (\*) holidays the campus is open and functioning. If you are asked to work on either of these days or if you are full-time and a holiday occurs on a day that is not one of your regular workdays, you will receive compensatory time which must be taken within 180 days.

If you fail to work the scheduled day before and/or after the holiday, you may not receive your holiday pay. The schedule of holidays and the University's observation of holidays is available on the Division of Human Resources website ([www.umass.edu/humres](http://www.umass.edu/humres))

### **Leaves of Absence**

Medical, Family and Parental Leaves (MFP) You may apply for a medical, family and/or parental leave from your department. An MFP leave may be granted for any situation which would qualify under the federal Family Medical Leave Act (FMLA) whether or not you are FMLA eligible.

*All absences greater than 5 days due to the same illness or injury must be approved by your department through the following application process in order not to be considered unauthorized leave from your position.*

You may qualify for MFP leave if:

- you are unable to perform the essential functions of your job with or without accommodations due to a personal illness or injury;
- your spouse, child or parent (or that of your spouse), or a person living in your immediate household, is seriously ill and requires care;
- you are becoming a parent (through birth of a child, adoption or placement of a child into foster care);
- a “qualifying exigency” arises out of the fact that your spouse, child, or parent is on active duty in the U.S. Armed Forces, or has been notified of an impending call to active duty status, in support of a contingency operation.

Requesting a Medical, Family or Parental Leave The process to request a medical, family, parental or personal leave is as follows:

- Submit a written, signed, and dated request for leave to your supervisor outlining:
  - (1) The nature of your leave:
    - (a) Medical leave: the medical condition that prohibits you from performing your job (or, if requesting leave to care for another person suffering from a serious health condition, the condition which results in your family member requiring care)
    - (b) Parental leave: you indicate parental leave as the purpose for your leave,
    - (c) Non-medical personal leave: the reason for requesting the leave.
  - (2) the dates you anticipate being absent from work and the date you intend to return to the position from which you are on leave,
  - (3) what paid leave accruals, if any, you would like to use if your leave is approved (e.g., sick leave, unpaid leave, etc. as allowable under the corresponding policies), and
  - (4) if requesting an intermittent leave, the work schedule you propose.
- Submit appropriate documentation
  - (1) Medical leave: a Certification of Health Care Provider (CHCP) form completed by your health care practitioner (HCP) or the HCP who is treating the seriously ill family member (parent, child, sibling, etc.)
  - (2) Parental leave: written medical proof of pregnancy (or that of the individual pregnant with your child) and expected date of delivery *or* legal proof of the

adoption/placement of a child in foster care and the effective date of that adoption/placement.

(3) non-medical personal leave: no documentation is required.

- When requesting an extension of leave – the steps above are replicated. Where practicable, the request must be received by your supervisor two weeks prior to the expiration of the currently approved leave.
- During leave you must remain in contact with your supervisor about your medical progress (if applicable) and/or changes in the leave situation and intention to return to your University position.
- Return from leave: if your leave results from your own serious health condition, you must provide your supervisor with a written medical document releasing you to return to work and perform the essential functions of the job *and* any accommodations requested *prior* to returning to work.

All absences for situations which qualify under the federal FMLA (information available on-line at [www.dol.gov/dol/topic/benefits-leave/fmla.htm](http://www.dol.gov/dol/topic/benefits-leave/fmla.htm) and at the Human Resources Employee Service Center) are counted toward your period of FMLA protections, if you are eligible. This includes both paid and unpaid qualifying absences.

Note: If you are a new parent and wish to add a child(ren) to a University-related insurance plan, you must complete the necessary paperwork at the Human Resources Employee Service Center and provide proof of the child(ren)'s birth/adoption within thirty (30) days of the date of birth/adoption.

If you are on an approved, paid leave the standard payroll deductions continue to occur if your bi-weekly pay is great enough to accommodate your deductions. This includes contributions toward insurance and retirement.

If you are on an approved, unpaid leave due to your own illness/injury, you will be off payroll for two or more full pay periods and you are covered under a GIC health insurance plan through your University employment:

- ♦ you may complete a Request for Continuation of Part-Cost health insurance premium form with Human Resources (“Form 11”, available on-line at [www.mass.gov/gic](http://www.mass.gov/gic) and in Human Resources). If the GIC has not approved a “Form 11”, you will be billed for 100% of the health insurance premium in order to maintain coverage.
- ♦ The GIC will invoice you at home for premiums due while you are on unpaid leave. If you do not remit payment to the GIC in a timely fashion, your coverage(s) will cease and you may not be eligible for reinstatement.
- ♦ You will not earn creditable service toward retirement while on unpaid leave.
- ♦ While you are on unpaid leave, you do not accrue sick and vacation benefits. If you are on leave at the beginning of the calendar year, personal time is granted upon your return.

**Military Leave** If you are a member of a reserve component of the Armed Forces of the United States and you are called for duty other than your annual tour of duty, you shall be granted a leave of absence without pay for military service upon submitting a copy of your orders to your department head or supervisor.

If you tender your resignation or otherwise terminate your employment with the University for the purpose of serving in the Armed Forces of the United States and for some reason you are unable to render this service, then you shall be deemed as having been on a military leave of absence without pay and not as having tendered your resignation to the University. This designation is applicable only for 2 years from the date that service in the armed forces was terminated.

**Military Reserve Leave** If you belong to a reserve component of the Armed Services, you are entitled to reserve leave with pay, for the purpose of training, not to exceed seventeen (17) working days per annual tour of duty.

Military leave with pay is also available if you belong to the National Guard and are temporarily called to duty in the event of a natural disaster or civil disturbance.

*Please contact the Human Resources Employee Service Center to discuss your options regarding health and other insurance & pre-tax benefits.*

**Allowed Time Paid** allowed time may be granted for the purpose of attending hearings before the Department of Industrial Accidents and having medical examinations as required by the State Board of Retirement. Any request approved under this policy shall be accompanied by a written notice from the agency involved.

**Bereavement Leave** Paid bereavement leave is granted, for a maximum of four consecutive working days, in the event of a death in your immediate family: spouse, domestic partner, child, parent, brother, sister, grandparent, grandchild, spouse or domestic partner's parent or person living in your immediate household.

Paid leave is granted for a maximum of two consecutive working days in the event of the death of your son-in-law, daughter-in-law, or your spouse or your domestic partner's brother, sister, grandparent or grandchild.

In the event that the internment or memorial service for any of the above-named individuals is to occur at a time beyond the bereavement leave granted, you may request to defer 1 of the days to the later date. This request must be received at the time initial funeral arrangements are being made.

**Blood Donation Leave** You may be granted a leave not exceeding 2 hours in order to donate blood.

**Civic Duty Leave** If you are summoned as a witness in court on behalf of the Commonwealth, or any town, city or county of the Commonwealth or on behalf of the federal government, you shall be granted court leave with pay upon filing of the appropriate notice of service with your department head or supervisor and to the Division of Human Resources.



This section shall not apply if you are employed by any town, city or county of the Commonwealth or employed by the federal government or any private employer and you are summoned on a matter arising from that employment. Court leave will not affect your employment rights.

If you are chosen to serve jury duty, you will receive full pay for the duration of court leave contingent upon remitting to the Attendance Section of the Division of Human Resources the compensation received from the court (excluding expenses).

Professional Improvement Leave (PIL) You may apply for a PIL of either 5½ months at full salary or 11 months at half salary. PILs are granted as a privilege and are not a right of employment and must meet each of the following criteria:

- ♦ The leave must clearly result in specific benefit to the University.
- ♦ A specific proposal has been submitted outlining the expected benefits of such a leave for both you and the University.
- ♦ You have completed six years of full-time professional service.
- ♦ You return to your duties at the University for at least one full year of service upon the expiration of your leave.

PILs for part-time staff members who have been employed by the University for fewer than 6 years may, under the policy, be considered.

Professional Meeting & Conference Leave The University recognizes the benefits of attending professional meetings or conferences directly related to your responsibilities, of participating at such meetings as a presenter, of serving as an officer in professional organizations and of receiving professional awards. Subject to the approval of your supervisor, you may be allowed a paid leave to participate in such activities.

If you are required to hold a license, registration, or certification as a condition of employment, you shall be allowed to attend professional meetings or conferences in order to secure the license, registration or certification. Such paid leave shall not exceed 5 days in a 12 month period.

Voluntary Services Leave (VSL) Full-time employees who have been employed by the University for 6 or more months may apply for up to one full workday per month of paid VSL in order to volunteer in a Massachusetts public school or school district during normal work hours. VSL guidelines and forms are available from the Division of Human Resources. VSL applications must be reviewed for approval by the employee's supervisor.

Voting Leave If your work schedule precludes you from voting in local and national elections, you may request a leave, not to exceed two hours, for the sole purpose of voting in an election.

### **Workers' Compensation**

If you are injured or become ill as a result of duties you perform in your job at the University, you may be eligible for income replacement and medical coverage under the University's workers' compensation plan (as outlined in MGL Chapter 152). You must contact your supervisor or department head *immediately* after an accident (or as soon as medically practicable) in order to file a Notice of Injury

***BENEFITS***

Report with the Division of Human Resources. If you are out of work for more than 5 calendar days due to a work-related illness or injury, you may be eligible for partial salary replacement.

Workers' compensation claims must be filed through the University's Division of Human Resources Department. The Commonwealth of Massachusetts Workers' Compensation section (the University's workers' compensation insurance provider) determines the disposition of claims.

More information about workers compensation benefits and the corresponding forms is available from your department, the University's Division of Human Resources and [www.eservices.hrd.state.ma.us/faq.html](http://www.eservices.hrd.state.ma.us/faq.html)

## Miscellaneous University Benefits

Tuition Benefits Tuition benefits fall into two categories:

- ♦ Tuition Waiver (established by the University's Board of Trustees)
- ♦ Tuition Remission (established under the Commonwealth Higher Education Coordinating Council - HECC)

You must complete a tuition waiver/remission form at the Human Resources Employee Service Center for each covered individual taking a course, for each institution at which a course is taken and for each semester in which a course is taken. Tuition waiver/remission forms may be completed up to 120 days prior to the applicable semester.

In accordance with IRS regulations, the value of the tuition waiver/remission is taxable (tuition plus fees) for individuals taking classes through the Graduate School and those who hold an undergraduate degree. If your dependent is taking advantage of a taxable tuition waiver, that benefit becomes taxable income *to you*.

Additional information about tuition waiver/remission benefits is available on-line at [www.massachusetts.edu/hr/tuition.html](http://www.massachusetts.edu/hr/tuition.html) and at the Human Resources Employee Service Center.

Tuition Waiver benefits are available to you, your spouse and your dependents up to 25 years of age and apply to regularly scheduled (non-Continuing Education) undergraduate and graduate programs offered at the Amherst, Boston, Dartmouth and Lowell campuses. Dependent children over 25 years of age may be covered by the waiver only as approved by the President of the University system. The tuition waiver policy is not applicable for enrollment at the University's Medical School and is pro-rated for part-time employees.

You must be employed on the first day of the academic semester to be eligible for tuition waiver benefits during that semester. If you are taking classes during your normal working hours, you must arrange to make up an equal amount of work time unless release time is approved by your supervisor or department head on the tuition waiver form. No more than 4 credits per semester may be approved on a work release basis.

The waiver applies to tuition only; all fees, books and other course materials are your responsibility. The University Bursar's Office may waive fees for courses taken by eligible employees.

Part-time benefited employees may enroll in up to 7 credits per semester under the tuition waiver. All other aspects of the Waiver policy apply including taxability of benefits and pro-ration of the fees waived by the Bursar's Office for courses taken by eligible employees.

Tuition Remission benefits are available to you, your spouse and your dependents up to 25 years of age and applies to any state-supported course or program at the undergraduate or graduate level at any Commonwealth public community college, state college, or university (excluding the M.D. Program at the University of Massachusetts Medical School). Full tuition remission applies.

In addition the policy applies to any non-state-supported course or program offered through Continuing Education, including community service courses or programs at any community college, state college, or university. Half (50%) tuition remission applies.

To be eligible you must be in a benefited position and have completed at least six (6) months of employment as of the first day of class for the course being taken.

Part-time, benefited employees are eligible for half (50%) tuition waiver for all credits per semester in any state-supported course or program and quarter (25%) tuition waiver for any non-state-supported course or program offered through Continuing Education.

529 College Savings Plan / UFUND

([personal.fidelity.com/planning/college/content/landing\\_ma.shtml.cvsr](http://personal.fidelity.com/planning/college/content/landing_ma.shtml.cvsr)) University employees planning for college expenses may participate in the Commonwealth of Massachusetts college savings plan established under IRS regulation Section 529. Participants contribute post-tax dollars via payroll direct deposit into a 529 savings account established for a person of their choosing. Interest accrued on 529 funds remains tax-free if spent on qualified expenses. Savings can be used for tuition, books, etc. at most accredited two and four-year colleges and universities, vocational-technical schools nationwide and some foreign institutions.

Athletic Facilities ([www.umass.edu/campusrec/facilities](http://www.umass.edu/campusrec/facilities)) University students, faculty and staff are able to use a number of the University's athletic facilities (e.g., swimming pools, racquet-ball courts, weight rooms) during specified hours. To use the facilities you must pay an athletic fee on a per semester basis at the Intramural Office in Boyden Building. Limited use of facilities extends to an employee's spouse and/or guest.

Auto & Home Insurances Benefited University employees are eligible to purchase automobile and homeowner's (or renter's) insurance at discounted rates. Premiums are payroll deducted throughout the year without additional interest fees or carrying charges. For further information regarding personal lines of insurance, please contact a Metropolitan Insurance representative at 545-9465, 800-854-6011 or [www.metlife.com](http://www.metlife.com).

Child Care: Center for Early Education & Care (CEEC) The CEEC provides full-day and flexible-schedule child care services for children fifteen (15) months through five (5) years of age. CEEC provides a model educational program based on developmentally appropriate practices and is state licensed and nationally accredited.

The CEEC classrooms are open Monday-Friday, 8:15 am – 5:30 pm with a variety of drop-off and pick-up options. The CEEC full-day classrooms operate year-round and the flexible-schedule classrooms are open during the academic year. The program follows the University holiday and emergency closing schedule. CEEC is located on Clubhouse Drive, between the football stadium and the softball field, on the southwest side of campus.

For more information and an application for enrollment call CEEC at 545-1566.

## ***BENEFITS***

Corporate Travel Card The University has an agreement to provide VISA Corporate Travel Cards to employees who travel as a regular part of their jobs. Employees should be aware that they are personally liable for all expenses charged to their card and that timely submittal of travel expense reports is essential to recouping travel expenses. The University will only reimburse employees or their corporate travel cards for approved travel and business expenses. Advance purchases on the Corporate Travel Card may be submitted for immediate reimbursement. For more information go to [www.umass.edu/procurement/travel](http://www.umass.edu/procurement/travel) or call Procurement at 545-6231.

Credit Unions Employees of the University are eligible for membership in both the Five College Credit Union and the Massachusetts State Employees' Credit Union:

- ♦ The UMass Five College Credit Union ([www.umassfive.org](http://www.umassfive.org), 413-256-5500, 800-852-5886) is a full service not-for-profit financial institution with multiple local outlets serving employees on all five University of Massachusetts campuses and other schools in the Five College community.
- ♦ Massachusetts State Employees' Credit Union ([www.mastatecu.org](http://www.mastatecu.org), 617-723-5555, 800-700-7733) is a full-service not-for-profit institution providing financial services to employees of the Commonwealth.

Disability Services The University of Massachusetts is strongly committed to providing accessibility and advocacy to students and employees with a documented visual, hearing, mobility or medical disability. A partial listing of services available from the Office of Disability Services includes: sign language/oral interpreters, adaptive computer equipment, awareness workshops, counseling and/or personal assistance. The Office of Disability Services is located in room 161, Whitmore Administration Building and you may contact them at [www.umass.edu/disability](http://www.umass.edu/disability), 545-0892.

Faculty Staff Assistance Program (FSAP) is a free, confidential service for employees of UMass Amherst, Amherst College, Five Colleges, Inc., and the UMass Five College Federal Credit Union offering information, consultation and referrals for issues related to personal, family and work-related problems. Information available at [www.umass.edu/uhs/services/fsap](http://www.umass.edu/uhs/services/fsap), 545-0350.

Legal Insurance is available for purchase by benefited employees through the Met/Hyatt Legal Program. Membership is required for a full 12-month period and coverage is limited to specific providers and types of legal assistance. Information is mailed to employees' homes each spring during open enrollment with coverage effective July 1. Information is available on-line at [www.hyattlegal.com](http://www.hyattlegal.com) – select “thinking of enrolling” and use the password “metlaw”.

Library(ies) ([www.library.umass.edu](http://www.library.umass.edu), 545-0150) The University employee identification card (UCARD) may be used as a library card at any of the University's library facilities. Staff members may borrow books on a semester loan basis.

Mullins Center University employees may receive discounts for some events at the William D. Mullins Center. For ticket information please contact the Mullins Center at 545-0505.

Ombuds Office ([www.umass.edu/ombuds](http://www.umass.edu/ombuds), 545-0867) helps to ensure that students, faculty, and staff receive fair and equitable treatment within the University system. The Ombuds Office provides a focus for information on procedures and regulations affecting students, faculty and staff; gathers information not easily accessible; refers students, faculty, and staff members to persons able to resolve problems; and assists in the use of appeal procedures. Where necessary, the ombudsperson can facilitate communication between students, faculty, and University staff with the responsibility and authority to resolve specific problems.

Parking Office provides safe, orderly, and fair parking for employees, students, and visitors to the University campus, striving to make parking on campus as convenient as possible, while promoting safe movement of vehicles, providing for pedestrian safety, and assuring free and continuous access to buildings and walkways for pedestrians and emergency vehicles. Information is available on-line at <http://parking.umass.edu>, 545-0065.

Transit Services provides a fare-free bus system to Five College students, faculty and staff serving the University campus, the town of Amherst and many surrounding communities. During the academic year, daytime service operates every 15 minutes around campus and every 10 minutes to North and South Amherst and Sunderland. Transit Service also links the Five College campuses. Schedule information can be obtained on-line at [www.umass.edu/transit](http://www.umass.edu/transit), 545-0056.

U.S. Savings Bonds You may purchase U.S. Treasury bonds via payroll deduction by establishing account via the U.S. Treasury's TreasuryDirect system ([https://www.treasurydirect.gov/indiv/indiv\\_open.htm](https://www.treasurydirect.gov/indiv/indiv_open.htm)) and using the account information provided to establish a direct deposit into that account via the University's HR Direct system ([www.umass.edu/humres](http://www.umass.edu/humres), logon to HR Direct using your NetID/SPIRE login ID and password).

UCard is your official UMass Amherst campus picture identification card. This card operates as your UMass library card, is used for building access by many departments (including the W.E.B. DuBois Library during early morning hours), and may be set up to operate as a pre-paid debit card for purchase of many items on-campus. Contact the UCard office with questions and/or to set up a debit account (168 Whitmore Administration Building, [www.umass.edu/ucard](http://www.umass.edu/ucard), 545-0197).

UMass Amherst Community Campaign (formerly COMECC) The Commonwealth of Massachusetts authorizes only one on-the-job-fund-raising campaign for state employees. The Community Campaign enables you to contribute via payroll deduction or personal check, to a large number of local, national and/or international agencies. The Community Campaign is held each autumn. For further information please contact [www.umass.edu/umacc](http://www.umass.edu/umacc), 577-1101.

University Club and Restaurant ([www.umassclub.com](http://www.umassclub.com), 545-2551) The University Club and Restaurant is housed in two colonial era farm houses, which are among the oldest structures in Amherst. The Club consists of several dining rooms open for lunch, dinner and provides catering services.

Workplace Learning & Development ([www.umass.edu/wld](http://www.umass.edu/wld), 545-1787) supports employee and organizational growth, development, and empowerment by providing innovative, high-quality workplace training programs, resources, and services. Employees are eligible to attend a variety of workshops (some at no charge, others for a fee).

Additional Benefits:

University employees are also eligible for a series of additional benefits based on membership in the University community:

- ♦ Discounted season tickets for UMass Athletics events ([www.umass.edu/campusrec](http://www.umass.edu/campusrec), 545-0810)
- ♦ Discounted tickets to certain Fine Arts Center series ([www.umass.edu/fac/centerwide/tickets](http://www.umass.edu/fac/centerwide/tickets), 545-2511)
- ♦ Accounts through the University Office of Information Technology (OIT, [www.oit.umass.edu/accounts/services.html](http://www.oit.umass.edu/accounts/services.html)) including access to the internet, e-mail, SPARK learning management system, space for a personal website, access to University blogs and more.
- ♦ Discounted purchasing under certain University contracts ([www.umass.edu/procurement/commcont.html](http://www.umass.edu/procurement/commcont.html), [www.mhec.net](http://www.mhec.net))

**Equal Opportunity**

The University of Massachusetts Amherst prohibits discrimination on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, veteran status, or sexual orientation; in any aspect of the access to, admission, or treatment of students in its programs and activities, or in employment and application for employment. Furthermore, University policy includes prohibitions of harassment of students and employees, i.e., racial harassment, sexual harassment, and retaliation for filing complaints of discrimination.

**Grievance Procedure**

This procedure applies to all grievable issues which involve working conditions, conditions of employment, work assignments outside of the official job description, disciplinary actions, relationships within a department, and the interpretation and application to individuals of general personnel policies and procedures insofar as they concern equity of treatment, are capricious or arbitrary, have no basis in fact or are not covered by another campus grievance procedure. The actual terms of personnel policies and employee benefit plans are not matters covered by this procedure.

Grievances may be raised under this procedure by non-unit professional staff, including individuals holding joint faculty appointments in which the staff title is primary. Academic deans, Vice Chancellors, the Chancellor, and those personally reporting directly to the Chancellor are excluded under this procedure.

The grievance procedure outlines three (3) levels of hearing, each being more formal than the preceding level. At all levels, the grievance should be submitted in writing.

- Level I - Informal Step. Resolution is sought between the grievant and the immediate supervisor.
- Level II - Vice Chancellor. The appropriate Vice Chancellor or designee shall arrange to meet with the grievant and try to come to resolution.
- Level III - Ad Hoc Grievance Committee/Chancellor. An Ad Hoc Committee will be convened by a Standing Committee when a grievance proceeds to this level. The Ad Hoc Committee will formally review the grievance and report to the Chancellor. The Chancellor or designee will review the grievance and render a decision. The decision of the Chancellor or designee shall be final.

Failure of a grievant to comply with any of the provisions of this grievance procedure shall be deemed to be a waiver of the right to seek resolution of the grievance under the terms of this procedure.

For further information regarding the grievance procedure, please contact the Division of Human Resources at 545-6108.



### **Merit Awards**

Merit awards are made in accordance with University-wide guidelines which are established each year in which funds for merit are available. Normally, you must have been on the University payroll for a specific period of time, have had performance observed, and have an up-to-date performance evaluation on file in order to be eligible to receive a merit award.

### **Forty-Three Week Work Year**

Non-unit professional staff members may propose a change from a fifty-two (52) week work year to a forty-three (43) week work year. If approved, your salary will be reduced by 15% (calculated as your salary divided by 1.15); your new salary will be payable over the 52-week year.

This option involves a proration of paid leave benefits but does not affect other benefits such as health insurance, life insurance, retirement, and disability income insurance. Usually, a 43-week work year is granted for a one year period with subsequent extensions by mutual agreement between the staff member and the department head. The period(s) of non-responsibility are also a topic for discussion and mutual agreement between the staff member and the department head. For a copy of the policy governing 43-week work contracts or for further information, please contact the Division of Human Resources at 545-6108.

### **Additional Compensation Policy**

The University of Massachusetts' Additional Compensation Policy allows eligible employees to be paid for additional professional services provided to the University, the citizens of the Commonwealth and/or the nation and which are not part of an employee's primary job. This policy is one way in which the University recognizes our employees' significant levels of education and valuable professional experience.

Compensation is subject to the following:

- Services performed must be "professional" in nature
- All services shall be in addition to and exclusive of the regularly assigned duties and responsibilities normally performed by the staff member.
- If the services are to be performed within normally scheduled working hours, the staff member must use Personal, Vacation time or leave without pay subject to approval.
- Total compensation for such additional services may not exceed 12% of the staff member's current base annual salary in a given calendar year.
- Request for Additional Compensation should be approved by Human Resources in advance of any services performed.

This policy applies to all professional staff in the employ of the University, regardless of length of contract, source of funding, or classification. Requests for participation in and payment of additional compensation are subject to the prior written approval of the campus official(s) responsible for determining appropriateness and eligibility. The request for your additional compensation should in no way bring you into conflict with Chapter 268A of the Massachusetts General Laws, or the interests of the University of Massachusetts or of the Commonwealth of Massachusetts.

### **Annual Performance Review**

An Annual Performance Review is conducted for all non-unit professional staff members and, if called for, more frequent review sessions may be requested by either you or your supervisor. The immediate supervisor will arrange to set aside a sufficient amount of time for discussion. If you request, a minimum of one (1) hour will be set aside. This will be done after the completion of Section IV, Evaluation Comments of the Immediate Supervisor, and prior to completion of Section V, Goals and Objectives for the Next Work Year, of the APR form. Both your supervisor and your intermediate supervisor may participate in the performance review process. Notification of an upcoming performance review and the setting of dates relevant to the completion of the form shall occur a minimum of ten (10) working days prior to the discussion session.

If you have questions regarding the Annual Performance Review policy, please contact the Division of Human Resources at 545-6108.

### **Professional Staff Salary Administration Program**

Salaries of non-unit professional staff employed at the University are, with exceptions, determined in accordance with the provisions of the Professional Staff Salary Administration Program. The objectives of the program are to attract, retain, motivate and reward the highest caliber of personnel commensurate with our needs, goals and financial resources.

Position descriptions are prepared detailing the duties, responsibilities, skills, knowledge and necessary experience associated with each position. In turn each position is evaluated relative to specific elements, and the extent to which each element is present in the position.

Procedures are in place for employees to appeal their current position level and/or salary. There are various mechanisms whereby an employee can receive a salary increase (i.e. promotional increase, equity increase, cost of living increase and merit increase); all are fully outlined in the Professional Staff Salary Administration Handbook.

Formalized salary ranges are published for each position level and these ranges may be adjusted from time to time to ensure that our ranges are competitive with the averages for similar positions at our peer institutions, or the appropriate labor market.

The following section illustrates the different ways your employment terminates and its impact on your benefits. These include voluntary/involuntary termination, retirement and death.

If your mailing address changes between the date you leave employment and the following February, please provide that information to the University's Division of Human Resources in writing so we may insure timely and accurate delivery of your W-2 tax form.

### **Voluntary**

All non-unit professionals shall serve at the pleasure of the Board of Trustees, acting by and through the President and/or the Chancellor. As such, employment may be terminated by either party at any time. Should you choose to resign, the University requests some advance notice as a courtesy. Depending on your position, a notice period of two weeks or more is usual and customary.

If you fail to report to work when scheduled and provide notice of your absence for an extended period of time (e.g. one week), the University will consider this as resignation. The same applies if you do not report to work after the expiration of an approved leave of absence.

### **Involuntary**

In the event your employment is terminated due to no fault of your own (e.g. reduction in force), you may be entitled to notice. Subject to the availability of funds, any non-unit professional who is terminated shall be entitled to notification calculated on the basis of one calendar month's notice for each complete year of service at the University or its predecessor institutions of higher education to a maximum of twelve months' notice. One month's notice may be provided for non-unit professional employees who have served more than three months but less than two years subject to the availability of funds. These provisions of notice do not apply to those non-unit professionals who are appointed to term contracts at the discretion of the President or Chancellor (with the approval of the President). Such terms are not to exceed three years.

If your employment is terminated due to reasons such as performance, misconduct or other causes, you will not be entitled to notice or payment.

### **Unemployment Compensation**

The University is subject to the provisions of the Massachusetts Employment Security Laws (unemployment compensation). If you leave the University you may apply for unemployment compensation from the Massachusetts Division of Unemployment Assistance (DUA). Information about how to apply for unemployment benefits will be mailed to your home address and is available on-line at [www.mass.gov/dua](http://www.mass.gov/dua).

**Impact of Leaving University Employment on Benefits**

Please refer to the “Retirement” section of this handbook for information about the impact of retirement on University benefits.

Paid Leave

Vacation The balance of your unused vacation time will be paid in one lump sum, typically 1-1<sup>1</sup>/<sub>2</sub> months after you leave employment (if you were hired after July 1, 1997 this payment is limited to two times your annual vacation accrual). Federal and state income taxes are withheld from the payment, which is made in the form of a check (not direct deposit). The check is sent to your department and, from there, mailed to your home address on file.

Sick time There is no compensation for any sick leave balance remaining at the time of termination except for those who leave because of retirement. The balance of your unused sick leave will remain on record for 3 years after you leave University employment. If you return to work at the University or you begin working at another state agency within that 3 year period, you may request that this time be credited to you.

If you retire from the State Employees’ Retirement System or the Optional Retirement Program within three years of leaving University service and with 10+ FTE years of creditable service, you will receive payment of 20% of your unused sick leave accrual after providing University Division of Human Resources with written documentation of such retirement from the corresponding state agency.

Personal time and campus specified days are not paid out upon departure from University employment.

Non-salary payments made to you after your departure from University employment will be made in the form of a payroll check (not direct deposit). Payment will be mailed to your home address on file. Federal and state taxes will be withheld from the payment based on IRS and Massachusetts Department of Revenue regulations.

Health Insurance Your health insurance through the MA Group Insurance Commission (GIC) typically continues one (1) month beyond the month in which you leave employment.

If you are not drawing a pension from the Massachusetts State Employees’ Retirement System (SERS) or establishing retiree coverage through the Optional Retirement Program (ORP), the GIC will mail a notice to your home offering extension of coverage under COBRA at the cost of 102% of the premium; this extension is limited to 18 months of coverage.

If your University employment is involuntarily terminated for reasons other than moral turpitude, you may be eligible for 36 weeks of health insurance continuance at 100% of the premium and continuation for the balance of 18 months at the COBRA rate.

If you are vested in retiree health insurance, i.e. you have not contributed to SERS or the ORP for 10+ full-time equivalent years, you are eligible for continued coverage at 100% of premium and the 18 month limit does not apply. The GIC COBRA premiums and enrollment form are available online at [www.mass.gov/gic](http://www.mass.gov/gic)

## ***LEAVING EMPLOYMENT***

Life Insurance If you resign or are terminated from state employment, or become ineligible for life insurance due to a reduction in hours, you may apply for life insurance portability coverage or convert to a non-group policy with the carrier. Please contact GIC's life insurance carrier for information about your options.

Health Care Spending Account (HCSA) When you depart University employment for any reason, your HCSA contributions end and you may not incur eligible expenses after the date your employment ends.

If you have not incurred eligible expenses equal to or greater than your contributions upon termination, you may continue your HCSA under COBRA by making your monthly contributions with post-tax dollars. Continuation of your HCSA under COBRA extends the period during which you may incur expenses through the end of the month in which you discontinue contributions or the end of the plan year, whichever occurs first.

More information about the HCSA and its continuation is available on-line at [www.mass.gov/gic](http://www.mass.gov/gic)

Dependent Care Assistance Program (DCAP) Your DCAP contributions will end when you depart University employment for any reason. You may continue to submit expenses to the GIC's DCAP vendor for reimbursement up to the amount you have contributed.

Dental Insurance Your dental insurance *typically* continues one (1) month beyond the month in which you leave employment. The non-unit dental plan administrator will mail a notice to your home offering extension of coverage for up to 18 months under COBRA at the cost of 102% of the premium.

Tuition Waiver/Remission If your dependent(s) are taking advantage of the University's tuition waiver/remission benefit, this benefit will continue through the end of the semester in which you leave employment.

### Retirement Accounts (if not applying to retire):

- ♦ State Employees' Retirement System (SERS) If you are not retiring from the University, you have three choices regarding your contributions to the State Employees' Retirement System:
  1. Leave your contributions in SERS with the intent of working for the Commonwealth in the future or, if you have established 10+ full-time equivalent years of service in SERS, drawing your pension at a later date. In this way your service with the system will automatically count as service toward your future vesting and/or pension,
  2. Roll your funds into another pre-tax retirement account that is compatible with a 401a (e.g., a pre-tax Individual Retirement Account), or
  3. Withdraw your funds. If you choose to withdraw your funds, 20% of your account balance will be withheld toward your corresponding federal tax liability. If you withdraw your funds prior to reaching retirement age, the IRS *may* levy a 10% penalty when you file taxes.

## LEAVING EMPLOYMENT

If you choose option 2 or 3:

- Withdrawing your retirement funds from SERS eliminates the corresponding creditable service you have established toward your pension.
  - If you return to benefited service with the Commonwealth, you may request to "buy back" the service cashed out toward a future pension.
  - You will need to return a completed Request for Return of Accumulated Deductions form (available on-line at the ([www.mass.gov/treasury](http://www.mass.gov/treasury)) – State Board of Retirement website) to the University's Division of Human Resources. This form may be completed at any time after leaving employment.
- ♦ Optional Retirement Program (ORP) The ORP vendor with whom you have invested your funds is best able to assist you with questions about withdrawing your ORP funds. Please contact your vendor directly with questions in that regard. Vendor contact information is available on-line at [www.mass.edu/foremployees/orp/orp.asp](http://www.mass.edu/foremployees/orp/orp.asp)

### Retirement

Retirement is one of the ways you may leave employment at the University. You may do so if you are vested in one of the mandatory retirement systems (the State Employees' Retirement System or Optional Retirement Program).

#### State Employees' Retirement System (SERS)

You are vested in SERS upon establishing 10 full-time equivalent (FTE) years of creditable service contributing to the system. Vesting entitles you to draw a pension from SERS (and retiree health insurance from the Group Insurance Commission) as early as your 55<sup>th</sup> birthday. Generally you may draw a SERS pension:

- At/after 55 years of age with 10+ FTE years of creditable service, or
- At any age with 20+ FTE years of creditable service

If you are vested and terminate employment but do not draw your pension, you may choose a refund of your retirement contributions or you may leave these same contributions in the system and apply to draw your pension at a later time.

#### Monthly Retirement Benefit

A formula is used to calculate your monthly retirement benefit. The three components of the formula are:

- 1.) your age at the time of retirement;
- 2.) your total number of years and months of creditable service;
- 3.) the average of your highest three consecutive years of base salary.

If you intend to apply to draw your SERS pension upon leaving University employment, you may complete your retirement application with a representative of the University's Division of Human Resources or directly with the Massachusetts State Board of Retirement ([www.mass.gov/treasury](http://www.mass.gov/treasury)). In order to draw a pension, you must file a retirement application

## ***LEAVING EMPLOYMENT***

with the Massachusetts State Board of Retirement within 120 days prior to your intended retirement date. In your application you will select one of the following options:

**Option A** provides the greatest or largest retirement allowance possible in monthly payments. All allowance payments stop upon your death and no benefits will be provided to your survivor(s).

**Option B** provides you a lifetime allowance in the amount of four to seven percent less than Option A. This option provides a lump sum payment of any remaining deposits and interest at the time of your death. The longer you live, the less will be paid to your beneficiary. On average, you would have to live between 12-15 years following retirement to completely deplete these funds.

**Option C** is known as the Joint and Last Survivor Allowance. Allowance payments under this option are typically less than you would receive under either Option A or B. Under Option C, upon your death, your designated beneficiary will be paid an allowance equal to two thirds of your allowance for the remainder of his or her lifetime. A domestic partner is not an eligible beneficiary under current state law. Should your beneficiary pre-decease you, your pension would "pop-up" to the Option A amount.

You may file an application to retire with the Massachusetts State Board of Retirement or through the University Human Resources Department.

### Optional Retirement Program (ORP)

You may draw funds from your ORP account in a number of ways (systematic lump-sum withdrawal/s, annuity, joint life annuity, etc.) The ORP vendor with whom you have invested your funds is best able to assist you with the withdrawal methods available from your specific account and, if you have contributed to the ORP for 10+ full-time equivalent years, to evaluate the adequacy of your ORP income for retiree health insurance through the Massachusetts Group Insurance Commission (GIC). Please contact your vendor directly with questions in that regard. Vendor contact information is available on-line at ([www.mass.edu/foremployees/orp/orp.asp](http://www.mass.edu/foremployees/orp/orp.asp))

### Social Security Windfall Elimination Provision and Government Pension Offset

Benefits received under the State Employees Retirement System (and the balance of your Optional Retirement Program account upon leaving Commonwealth employment) can offset Social Security benefits in a variety of circumstances. Please contact the nearest Social Security office for detailed information. The necessary calculations and administration of these complex rules and regulations are handled by the Social Security office. The amount of your retirement income from the Commonwealth of Massachusetts is not affected by the above. ([www.ssa.gov](http://www.ssa.gov))

### Impact of Retirement on Benefits

#### Paid Leave

Vacation Time The balance of your unused vacation time will be paid in one lump sum, typically 1-1½ months after you leave employment (if you were hired after July 1, 1997 this payment is limited to two times your annual vacation accrual). Federal

## ***LEAVING EMPLOYMENT***

and state income taxes are withheld from the payment, which is made in the form of a check (not direct deposit). The check is sent to your department and, from there, mailed to your home address on file.

Sick Time If you retire from the State Employees' Retirement System or the Optional Retirement Program within three years of leaving University service and with 10+ FTE years of creditable service, you will receive payment of 20% of your unused sick leave accrual after providing University Division of Human Resources with written documentation of such retirement from the corresponding state agency.

Personal Time and campus specified days are not paid out upon departure from University employment.

Non-salary payments made to you after your departure from University employment will be made in the form of a payroll check (not direct deposit). Payment will be mailed to your home address on file. Federal and state taxes will be withheld from the payment based on IRS and Massachusetts Department of Revenue regulations.

Moving If your mailing address changes between the date you leave employment and the following February, please provide that information to the University's Division of Human Resources in writing so we may insure timely and accurate delivery of your W-2 tax form.

Health Insurance If you are drawing a pension from SERS or retiring under the ORP with adequate income, Massachusetts General Law allows you to purchase GIC health insurance by paying a portion of the full health insurance plan premium. If you are retired and eligible for Medicare, the GIC health insurance plan you are eligible for is a Medicare supplemental plan.

Life Insurance Unless you pro-actively terminate coverage, your basic and optional GIC life insurances continue when you retire. At retirement the optional life insurance rates increase substantially. You may maintain, reduce or cancel your optional life coverage when you retire (or effective the first day of any future month).

Health Care Spending Account (HCSA) When you depart University employment for any reason, your HCSA contributions end and you may not incur eligible expenses after the date your employment ends.

If you have not incurred eligible expenses equal to or greater than your contributions upon termination, you may continue your HCSA under COBRA by making your monthly contributions with post-tax dollars. Continuation of your HCSA under COBRA extends the period during which you may incur expenses through the end of the month in which you discontinue contributions or the end of the plan year, whichever occurs first.

More information about the HCSA and its continuation is available on-line at [www.mass.gov/gic](http://www.mass.gov/gic)

Dependent Care Assistance Program (DCAP) When you depart University employment for any reason your DCAP contributions will end. You may continue to submit expenses to the GIC's DCAP vendor for reimbursement up to the amount you have contributed.



## ***LEAVING EMPLOYMENT***

**Dental Insurance** Your dental insurance *typically* continues one (1) month beyond the month in which you leave employment. The non-unit dental plan administrator will mail a notice to your home offering extension of coverage for up to 18 months under COBRA at the cost of 102% of the premium.

When retiring from SERS, or from the ORP with adequate income, you may also opt to enroll in the GIC's retiree dental plan: [www.mass.gov/gic](http://www.mass.gov/gic)

**Tuition Waiver/Remission** The tuition waiver continues for the balance of your dependent's uninterrupted, full-time course of study if your dependent is enrolled in a full-time course of study when you retire from SERS or the ORP (with 10+ FTE years of service). The tuition waiver will continue for you, yourself, if you are retired from SERS or ORP. Retired employees of the Commonwealth are not eligible for tuition remission.

## **Death**

In the event of your death (prior to retirement) your survivor should contact the Division of Human Resources to initiate the claims process.

### Retirement Account(s)

- ♦ Under the State Employees' Retirement System (SERS) your beneficiary(ies) will receive a lump sum refund of your contributions to SERS plus interest after the Massachusetts State Board of Retirement receives a certified death certificate.

If you were vested in SERS (had established ten or more full-time equivalent (FTE) years of creditable service) and your sole beneficiary is your spouse, parent, child, sibling or unmarried former spouse, that beneficiary may elect to receive a pension for the remainder of his or her life. That pension will be calculated as your Option C pension would have been calculated on the day you passed away. For more information about the Option C calculation please reference the Massachusetts State Employees' Retirement System handbook in your orientation manual or on-line at ([www.mass.gov/treasury](http://www.mass.gov/treasury)).

If you were not vested in SERS but had established at least two FTE years of creditable service, your spouse of more than one year may receive a pension of \$250 per month for life provided that he/she does not remarry.

Additional benefits may be paid if you leave behind dependent unmarried children under 18 years of age or a dependent child under 22 years of age who is a full-time student.

- ♦ Under the Optional Retirement Program (ORP) the beneficiary(ies) you designated with your ORP vendor will take ownership of the balance of your ORP account(s). A certified certificate of death must be provided to each vendor.

### Health Insurance Benefits

Your surviving spouse may continue health insurance through the GIC at the survivor's group premium contribution. This coverage is also extended to eligible dependents.

### Dental Insurance

Your surviving spouse and dependent(s) may continue dental insurance coverage for up to 36 months under COBRA by paying 102% of the premium.

### Paid Leave Accruals

The beneficiary(ies) you have designated for your mandatory state retirement plan will receive payment for:

- ♦ The remaining salary due you at the time of your death
- ♦ any vacation leave balance remaining on record at the time of your death up the maximum accrual rate defined in the non-unit policy.
- ♦ 20% of any unused sick leave balance if you were eligible to retire on the date of your death.

**Tuition Benefits**

If you had completed five or more full-time equivalent years of service to the University, upon your death your surviving spouse and/or dependent children (under 26 years of age) are eligible to enter and complete one full program of study or degree program (either undergraduate or graduate) under the University's tuition waiver program. Enrollment in a program of study must be continuous for the tuition waiver benefit to remain effective.

**ON-CAMPUS OFFICES PROVIDING SUPPLEMENTARY INFORMATION  
REGARDING POLICIES AFFECTING CONDITIONS OF EMPLOYMENT**

<u>POLICY</u>	<u>RESPONSIBLE OFFICE</u>	<u>TELEPHONE NUMBER</u>
Affirmative Action	Equal Opportunity and Diversity Office	545-3464
Alcoholic Beverage Policy	Contact the Division of Human Resources for copy of policy	545-1478
Annual Performance Review	Division of Human Resources	545-6108
Conflict of Interest	Legal Counsel Chancellor's Office	545-2204
Drug Free Schools and Communities Act	Employee & Labor Relations Division of Human Resources	545-2736
Fair Information Practices Act	Division of Human Resources	545-6110
FICA/Medicare	Payroll Office Division of Human Resources	545-6106
Grievance Procedure	Division of Human Resources	545-6108
Immigration Reform and Control Act	Division of Human Resources	545-4549
Inclement Weather Policy	Emergency Closing Office of Vice Chancellor Administration & Finance	545-1581
Massachusetts Right to Know Law	Environmental Health and Safety	545-2682
Promotion and Lateral Transfer Policy	Division of Human Resources	545-6108
Restricted Duty	Division of Human Resources	545-6114

***ADDITIONAL INFORMATION***

<u>POLICY</u>	<u>RESPONSIBLE OFFICE</u>	<u>TELEPHONE NUMBER</u>
Sexual Harassment	Equal Opportunity and Diversity Office	545-3464
Smoke Free Policy	Environmental Health and Safety	545-2682
Travel Reimbursement	Controller's Office	545-1405

**TELEPHONE LISTING OF ON-CAMPUS OFFICES  
MENTIONED IN THIS HANDBOOK**

Alternative Retirement (OBRA)	545-6113
Athletic Ticket Office	545-0810
Automatic Payroll Deposits	545-3761
Bursar's Office	545-2368
Campus Recreation	545-2693, 545-0022
Center for Early Education (Child Care)	545-1566
Corporate Travel Cards	545-6231
Dental Benefits	545-6115
Disability Services	545-0892
Employment Verifications	545-6110
Equal Opportunity and Diversity Office	545-3464
Faculty and Staff Assistance Program	545-0350
Fine Arts Center Box Office	545-2511
Health Insurance	545-6115
Health Services - University Health Center	577-5000
Human Resources Employee Service Center	545-6110
I-9 Verification	545-4549
Library Circulation and Reserves	545-2622, 545-2623
Life Insurance	545-6115
Long Term Disability Insurance	545-6115
Mullins Center Box Office	545-0505
Ombuds Office	545-0867
Parking Office	545-0065
Payroll Office	545-6119
Professional Performance Evaluations	545-6108
Police Department - University of Massachusetts Amherst	
Non-emergency	545-2121
EMERGENCY ONLY	911

**ADDITIONAL INFORMATION**

Retirement Questions	545-6113
Retirement Withdrawal Notice	545-6113
Review of Personnel File	545-6108
Sick Leave Banks	545-6108
Tax Sheltered Annuities	774-455-7575
Tax Treaties	545-0287, 545-0391
Time and Labor	545-6119
Transit Services	
On-Campus Bus Schedule Information	545-0056
Treasurer's Office	774-455-7575
Tuition Waivers	545-6110
UCARD Office	545-0197
UMass Amherst Community Campaign (formerly COMECC)	577-1101
University Club and Restaurant	545-2551
University Store	545-2619
Workers' Compensation	545-6114
Workplace Learning and Development	545-1787
W-2 Forms	545-3761

**TELEPHONE LISTING OF OFF-CAMPUS AGENCIES  
MENTIONED IN THIS HANDBOOK**

Alternative Retirement (OBRA) Great West	888-457-1900
Dental Administrator Contact the Division of Human Resources for the name, address and telephone number of the Dental Plan Administrator	545-6115
Dependent Care Assistance Program (DCAP, effective July 2011)	888-401-3539
Group Insurance Commission Information Unit	617-727-2310
Health Care Spending Account (HCSA, effective July 2011)	888-401-3539
Internal Revenue Service	800-829-1040

**ADDITIONAL INFORMATION**

Massachusetts State Employees' Credit Union	800-700-7733 617-723-5555
Metropolitan Insurance Company	800-854-6011
PERA - Workers' Compensation	617-727-3437
State Board of Retirement	800-392-6014 617-367-7770 413-730-6135
UMass Five College Federal Credit Union	800-852-5886 413-256-5500
U.S. Treasury (TreasuryDirect for Savings Bonds <a href="https://www.treasurydirect.gov/indiv/indiv_open.htm">https://www.treasurydirect.gov/indiv/indiv_open.htm</a> )	