Please note: Non-Unit Sick, Vacation and Personal time policies are under revision. This document will be updated when the policies are finalized.

HANDBOOK FOR NON-UNIT CLASSIFIED STAFF

The Division of Human Resources has compiled the information in this handbook for the benefit of classified staff members on the University of Massachusetts Amherst campus who are not covered by any collective bargaining agreement.

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.

This handbook is intended to serve as a practical guide to the University's personnel policies, practices and fringe benefits. However, since it is only a summary compiled for the convenience of non-unit classified 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 more specific statements contained in the University's 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.

The University of Massachusetts Amherst is an affirmative action/equal opportunity employer.

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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 ten schools and colleges, the University offers bachelor's degrees in 99 areas, master's degrees in 69, and doctoral degrees in 49. There are approximately 23,000 students, made up of 17,000 undergraduates and 6,000 graduates, including part-time, plus more than 270 students at the two-year Stockbridge School of Agriculture.

Located in the historic Pioneer Valley of Western Massachusetts, the 1,400-acre campus provides a rich cultural environment in a rural setting. The University is one of the founding members of the Five College cooperative program, offering reciprocal student access among the University and Amherst, Hampshire, Mount Holyoke, and Smith Colleges.

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 Deputy Chancellor, the Vice Chancellor for Academic Affairs and Provost and the Vice Chancellors of Administration and Finance; Research; Student Affairs; and University Advancement.

MISSION STATEMENT

As the system's flagship campus, Amherst draws students from throughout the Commonwealth, the nation and the world. The vision of the Amherst campus reflects the University's mission in the following ways:

The University of Massachusetts Amherst prides itself on the diversity of its student body, and is committed to the principles of affirmative action, civility, equal opportunity, and the free exchange of ideas.

- It will provide both undergraduate and graduate education for all qualified students in a broad range of areas.
- It will maintain a range of academic offerings and strive for national leadership in many academic areas.
- It will create and disseminate new knowledge with a broad program of distinctive research and professional activities.
- It will support the economic development of the Commonwealth.
- It will provide public service by meeting formal land-grant responsibilities.
- It will develop the human and cultural quality of life for the region through a comprehensive arts program.

This section deals primarily with the information and paperwork required by the Division of Human Resources in order that they may issue you a 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

NEW EMPLOYEE INFORMATION PROGRAM

All new employees must return their payroll and benefit forms to the Human Resources Information Center.

The Division of Human Resources presents a New Employee Information Program at the start of each work week. The program is held at the Robsham Memorial Visitors' Center. Long term parking is available at the meters to the rear of Lot 34. The program facilitator explains how to complete all requisite forms for the University's payroll system and how to get a TB test, a parking sticker and staff ID card, provides information on the various benefit choices available to employees and answers general questions relative to University employment. Upon your hire, your department should contact the Division of Human Resources at 545-4549 to register you for this program.

HUMAN RESOURCES INFORMATION CENTER

The Division of Human Resources staffs a Human Resources Information 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, 8:00 a.m. to 5:00 p.m. The telephone number for the Human Resources Information Center is 545-6110.

TRAINING AND DEVELOPMENT

The Training and Development Unit of the Division of Human Resources 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 Training and Development, you may contact the office at 545-1787. The Training and Development Program Catalog may be accessed online at www.umass.edu/humres.

EMPLOYMENT OFFICE

The responsibility of the Employment Office of the Division of Human Resources is to publicize and monitor employment opportunities at the University of Massachusetts Amherst. This office distributes and posts weekly notices of classified employment opportunities, administers employment skills testing, and maintains a computerized file of employment applications. For further information regarding employment opportunities and procedures, contact the Employment Office, 167 Whitmore Administration Building, at 545-1396. The weekly posting of employment opportunities may be accessed online at www.umass.edu/humres.

PERSONAL INFORMATION

PERSONAL DATA QUESTIONNAIRE

The University's Division of Human Resources uses a computerized Human Resources Management Information System (HRMIS) to establish and maintain payroll and personal (identifying) records for all employees. In order that this record can be established, it is necessary that you provide our office with specific 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 Information Center on the 3rd floor of Whitmore Administration Building, by submitting a written notice indicating what information should be changed and to what it should be changed, or by updating your record online using EPIK at www.umass.edu/humres.

STATEMENT OF DOMESTIC PARTNERSHIP

A domestic partnership is defined as two persons of the same gender who certify that they are involved in a relationship of mutual support, caring, and commitment; that they live together; that neither is married or a member of another domestic partnership; that they are not related by blood in a way that would bar marriage in the Commonwealth of Massachusetts; that both are over the age of 18; and that they are responsible for each other's basic living expenses. A subsequent domestic partnership cannot be registered until six months after a statement of termination of the most recent domestic partnership has been filed.

To qualify for domestic partner benefits, you must file with the Division of Human Resources a "Statement of Domestic Partnership". A form may be obtained from the Human Resources Information Center, 3rd floor Whitmore Administration Building.

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.

Certain information about individuals is defined as Public Information by virtue of these regulations and may be disseminated without restriction. Public Information includes name, position title, job description, salary, office location and telephone number, and dates of employment at the University.

A second group of information, defined as Directory Information, consists of several categories of data which can be restricted from dissemination at your request. Directory Information includes home address and telephone number, date and place of birth, education, Social Security number, marital status, and citizenship. You may request that some or all of this information not be disseminated. To do this, you must file a form with the Division of Human Resources. The form may be obtained at the Human Resources Information Center.

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.

TELEPHONE BOOK

Annually the University's Telecommunications Office publishes a Faculty and Staff telephone directory. Information for the directory is taken from the HRMIS system. Each year you are sent a telephone directory update card indicating the information to be published. If you do not wish to have your home address and home telephone number published, you will need to complete a Directory Information form provided by the Division of Human Resources to restrict dissemination of this information.

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, 331 Whitmore Administration Building, telephone 545-0380.

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 545-0380.

EMPLOYEE IDENTIFICATION NUMBER

The University uses a 9 digit employee identification number (ID#) in its Human Resources Management Information System (HRMIS). Your Social Security number will be used, unless you indicate at the time of your initial hire that you wish to be assigned an arbitrary 9 digit number.

You have the option to use either your Social Security number or an arbitrary 9 digit number, but once you have exercised your option, and an employee ID# has been established for your record in the HRMIS system, it may not be changed.

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 allowing 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.

The Division of Human Resources issues an authorization card which enables you to obtain an employee identification card. To receive your employee identification card (UCard), you must bring your authorization card to the University ID Office, Franklin Dining Commons, telephone 545-0197, in order to have your photograph taken. The University ID Office is open between 9:00 a.m. and 4:00 p.m., Monday through Friday.

SOCIAL SECURITY NUMBER

A Social Security number is required for reporting wage information to the Internal Revenue Service (IRS). IRS regulations also require that the name on your Social Security card match the name on your payroll record. At the time of hire or when you request a name change, you will be asked to provide proof that the name on your Social Security card matches the name you are requesting to be used for payroll purposes. If you do not have a Social Security number or your Social Security card does not have your current name, please contact the Division of Human Resources at 545-6115 for information on how and where to obtain a number or new card. *Please provide that office with your new social security number 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 the State Board of Retirement. This means that you do not earn Social Security credits as a result of your University employment. Please refer to the section on the Commonwealth of Massachusetts Retirement System.

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 545-0383.

ALTERNATIVE RETIREMENT PROGRAM

For further information regarding this plan, please contact The Copeland Companies, Customer Service Center at 1-800-799-MASS.

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 week 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 weekly gross-taxable wages.

PAYROLL INFORMATION

For federal tax information and assistance please contact the Internal Revenue Service at 1-800-829-3676.

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 Information Center.

For state tax information and assistance please contact the Massachusetts Department of Revenue at 617-727-4545.

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 Information Center.

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.

If you are eligible for tax treaty status, you will be required to complete Tax Treaty Exemption form (#8233) each tax year. For this form to be completed by the University's payroll office, you must bring your visa, passport, IAP66 or I20 form to the Division of Human Resources. You must also provide a social security card. Any questions regarding tax treaties may be directed to the Payroll Office at 545-0218.

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. 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)

NOTE... If you leave the University and are rehired at a later date, you will be required to complete another Form I-9 at the time of your rehire.

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 Division of Human Resources at the time of your hire. For a listing of documents which are acceptable under the law, please contact the Division of Human Resources at 545-4549.

FREEDOM FROM TUBERCULOSIS IN A COMMUNICABLE FORM

In accordance with the provisions of Massachusetts General Law, it is a condition of employment that University employees be certified as being free from tuberculosis in a communicable form. You are required to provide the Division of Human Resources with the results of an intradermal tuberculin test or chest x-ray administered within the past 90 days.

The University Health Services will administer the test free of charge. All tuberculin tests are done on an appointment basis. You may make an appointment by contacting University Health Services at 577-5101.

Renewal of this certification may be required if you are exposed to a person with tuberculosis or if you live in a city or town where a high prevalence of tuberculosis exists.

PAYROLL CHECK

The University currently operates on a weekly payroll system. Salary checks for any given work week (Sunday through Saturday) are issued on the Friday following that work week.

AUTOMATIC PAYROLL DEPOSIT

Since most area banks are members of the New England Automated Clearing House (NEACH) Association, you may have your weekly paychecks automatically deposited into either your checking or savings account. For further information contact the Human Resources Information Center. You may also have direct deposit to the UMass/Five College Federal Credit Union.

UMASS/FIVE COLLEGE FEDERAL CREDIT UNION

The UMass/Five College Federal Credit Union is located at Newmarket Center, 6 University Drive, Amherst, telephone 549-7400.

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, and the Clarke School for the Deaf, Kaiser Permanente 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 CREDIT UNION

The Commonwealth of Massachusetts Credit Union is located at 2 Boylston Street, Boston, MA 02116. Membership is open to all state employees. A minimum deposit of $25 is required to establish an account. For more information you may contact the Commonwealth of Massachusetts Credit Union at 617-451-0980.

BENEFITS

This section describes the benefits available to you and members of your family, how to enroll in these benefits, and when they become effective.

INSURANCES

HEALTH INSURANCE

As an employee of the Commonwealth of Massachusetts, you are eligible to participate in one of a number of health insurance options. The Commonwealth's Group Insurance Commission is the state agency which administers health insurance. Under guidelines outlined in Massachusetts General Laws, Chapter 32A, the Group Insurance Commission is responsible for negotiating and awarding contracts, setting health insurance premium rates and interpreting the rules and regulations of the legislation.

Employees have a choice of 4 different types of health insurance coverage.

You have a choice of four (4) different types of coverage. Each of the choices requires some level of managed care and all provide emergency coverage if you are outside a specified service area. Please consult the brochure provided by your individual health insurance carrier in order to better understand your responsibilities in different medical circumstances.

A.) **GIC INDEMNITY PLAN** provides you the most flexibility and freedom of choice. The current carrier is UNICARE. 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.

There are two levels of coverage under the INDEMNITY PLAN.

I. Basic

Has a deductible of $75 per individual or $150 per family and reimburses up to 80% of reasonable and customary charges.

II. Basic with Catastrophic Illness Coverage (CIC)

Has the same deductible and reimburses most services at 100% of all reasonable and customary charges.

B.) **GIC INDEMNITY PLUS PLAN** offers the identical benefits of the regular GIC Indemnity Plan with CIC, providing you stay within the specified network of doctors and hospitals. If you choose care out-of-network, the plan will cover 80% of your expenses.

C.) **PREFERRED PROVIDER ORGANIZATION (PPO)** provides a network of providers for routine care, but also allows you the flexibility to seek other medical opinions outside of the network you have chosen. If you use the network of providers you have chosen, you will be required to pay only a specified copayment and most services are covered 100%. If you go outside of the network you have chosen, you will be responsible.

for an annual deductible of $150 per person or $300 per family and most services are covered for 80% reimbursement. The current carrier for the PPO is Tufts Health Plan.

Two special programs *associated with both the Indemnity and PPO health insurance programs* are:

Please consult the handbook provided by the carrier for more specifics as to what services are provided within each different health insurance option.

PHARMACY ACCESS PROGRAM. Prescription drugs are covered for 100% of negotiated price for a 30 day supply after a $5 copayment for generic drugs or $10 copayment for brand name drugs.

UNITED BEHAVIORAL HEALTH PROGRAM is a managed care program for mental health and substance abuse services. There are both network providers and non-network providers. If you remain within the network, most services will be covered 100%.

C.) **HEALTH MAINTENANCE ORGANIZATIONS (HMO)** provide for medical services within a specific network of providers (doctors, pharmacy, specialists). You must choose a primary provider and in order to see another provider you are required to obtain a referral. In order to join a specific HMO, you must live within a particular service area. Most services are covered 100% after making a copayment. A list of the current HMOs open to employees is available at the Human Resources Information Center.

Who is eligible for health insurance coverage under this benefit?

You, your spouse and any dependent children up to the age of 19 who have joined the family by birth, adoption or legal guardianship.

Dependents eligible for health insurance coverage.

Full time students. If your dependent child is a full time student, coverage will continue through the age of 23 or the cessation of full time student status, whichever comes first. You will be required to provide annual certification to the insurance carrier of the student status of your dependent. Please note that the full time student's program of education can not have been interrupted for more than 24 months by full time gainful employment, excluding service in the armed forces.

Disabled adult child. For a disabled adult child, 19 years of age or older, you must apply to the Group Insurance Commission to continue coverage under the health insurance plan in which you are enrolled. Eligibility for continuation of coverage is contingent upon reverification of the adult child's disability status at regular intervals.

Dependent of dependent. If your dependent child has a dependent child, then that child would be eligible for health insurance coverage through your family plan.

Ex-spouse. For separated or divorced spouses health insurance coverage may be continued provided the separation or divorce decree does not state otherwise. Upon your remarriage, you may continue health insurance coverage for your ex-spouse if provided for in the separation or divorce agreement. Ex-spouses who remarry are no longer eligible to continue health insurance coverage no matter what the separation or divorce agreement states. The ex-spouse would be eligible for continuation of coverage under COBRA legislation.

New spouse. If you remarry, your new spouse would be eligible for health insurance coverage under your family plan. A new spouse should be added to your health insurance plan within thirty (30) days from the date of marriage. You will be required to provide the Group Insurance Commission with a copy of your marriage certificate.

Newborn. A newborn dependent should be added to your family health insurance coverage within thirty (30) days from the date of birth. In general, health insurance coverage becomes effective as of the date of birth. You will be required to provide the Group Insurance Commission with a copy of the child's birth certificate.

Adopted child. A newly adopted child should be added to your family health insurance coverage within thirty (30) days from the date of adoption or the date of placement with you for the purpose of adoption. You will be required to provide the Group Insurance Commission with a copy of proper legal documentation.

Domestic Partner. Under current state law, a domestic partner is not eligible for health insurance benefits (see page 8 for definition of domestic partner).

When does health insurance coverage become effective?

New hire. Coverage begins on the first day of the month following sixty (60) calendar days or two (2) calendar months from the date of your appointment into a benefited position, whichever comes first.

Buy back option. If in the interim between your date of appointment and the effective date of your health insurance, you incur unexpected or emergency medical expenses which exceed the amount of full premium costs for the months you are not covered, you may petition the Group Insurance Commission that your health insurance be retroactive to the start date of your employment into a benefited position. You will be responsible for the full premium cost for those months retroactive to your appointment date. All regulations which apply to the health insurance carrier you have chosen would also apply in this circumstance.

An annual health insurance enrollment is held each spring.

Annual open enrollment. Each year in the Spring the Group Insurance Commission sponsors an Annual Open Enrollment period. You may join or change your health insurance by completing the requisite forms. Forms for this purpose are available at the Human Resources Information Center on the 3rd floor of the Whitmore Administration Building. Coverage becomes effective the following July 1st.

Premium cost and deduction schedule. Currently you pay 15% of the premium cost of your health insurance and the Commonwealth pays the additional 85%. Deductions are on a weekly basis and are deducted in the month prior to the month in which the premium is due.

Please note: If you are enrolled in the GIC Indemnity plan which provides for more than basic coverage, then you are paying 100% of the premium cost for Catastrophic Illness Coverage (CIC).

Am I eligible for health insurance benefits if I am employed on a part time basis?

Part time employees.

To participate in the health insurance program, you must be employed in a benefited position at least 50% time. The health insurance benefits are no different from those of a full time employee and the premium amounts are also the same.

BASIC LIFE INSURANCE

BASIC LIFE INSURANCE coverage of $5,000 is provided no matter which level of health insurance coverage you select. It is term life insurance which has an accidental death and dismemberment clause.

Please remember to keep your beneficiary information up-to-date.

You may elect to have only the BASIC LIFE INSURANCE coverage without participating in a health insurance program; however, enrollment in a health insurance program without participating in the BASIC LIFE INSURANCE program is not an option.

Terminal Illness benefit. This benefit provision allows you to elect an advance payment of up to 75% of your life insurance amount if you have been diagnosed with a terminal illness and have a life expectancy of 12 months or less. Please contact the Group Insurance Commission at (617) 727-2310 ext. 801 for further information.

Who is eligible to enroll in the basic life insurance program?

Only you, as the insured employee, may participate in this program. No family member is eligible.

What does it cost to participate in the basic life insurance program?

Note... If you are enrolled in the basic life insurance only plan, the $.81 premium will be deducted the first payroll week of each month.

Currently the monthly premium amount for $5,000 Basic Life insurance coverage is $.81, which is 15% of the full monthly cost. The premium is included in your health insurance premium. Deductions are on a weekly basis and are deducted in the month prior to the month in which the premium is due.

When does my basic life insurance policy become effective?

New hire. Coverage begins on the first day of the month following 60 calendar days or two calendar months from the date of your appointment into a benefited position, whichever comes first.

Annual open enrollment. Each year in the Spring the Group Insurance Commission sponsors an Annual Open Enrollment period. You may join or change your life insurance program by completing the requisite forms. Forms for this purpose are available at the Human Resources Information Center on the 3rd floor of the Whitmore Administration Building. Coverage becomes effective the following July 1st.

OPTIONAL LIFE INSURANCE

You may elect to enroll in the Optional Life Insurance program which allows you to elect life insurance with a value up to eight (8) times your annual salary. The Optional Life

Insurance program is a term life insurance with an accidental death and dismemberment clause.

Tobacco-free benefit. If you have been tobacco-free for the last 12 months, you are eligible to apply for reduced optional insurance premium rates. You must reverify your tobacco-free status on an annual basis if so requested.

Terminal Illness benefit. This benefit provision allows you to elect an advance payment of up to 75% of your life insurance amount if you have been diagnosed with a terminal illness and have a life expectancy of 12 months or less. Please contact the Group Insurance Commission at (617) 727-2310 ext. 801 for further information.

Who is eligible to participate in the optional life insurance program?

Only you, as the insured employee, may participate in this program. No family member is eligible.

What does it cost to participate in the optional life insurance program?

You are required to pay the full monthly cost of your optional life insurance premium. There is no University contribution towards the cost of this premium. The cost per $1,000 of coverage depends upon your age and whether or not you have requested the tobacco-free premium rate.

When does my optional life insurance policy become effective?

New hire. Coverage begins on the first day of the month following sixty (60) calendar days or two calendar months from the date of your appointment into a benefited position, whichever comes first.

After initial hire. You must wait a full calendar year from either your date of hire or the last time you made a change to your optional life insurance before you can request to either enroll in or change the amount of your optional life insurance. Forms to request changes can be obtained at the Human Resources Information Center. You will be required to complete a Medical Evidence of Insurability form along with your enrollment request. The insurer reserves the right to request that you have a physical examination.

Am I eligible for life insurance benefits if I am employed on a part time basis?

Part time employees.

Yes, if you are employed in a benefited position at least 50% time, you are eligible for the same benefits as a full time employee.

For information and questions regarding health and life insurance, please contact the Division of Human Resources at 545-6112.

If you change bargaining unit status your Dental Benefits will be affected

DENTAL BENEFITS

As a non-unit classified staff member, you are eligible for dental benefits. The current insurer is Blue Cross and Blue Shield. To activate your dental insurance coverage, you must complete an enrollment card and submit it to the plan administrator.

There are three levels of dental coverage:

Type I	-	Diagnostic and preventive services
Type II	-	Restorative and other basic services
Type III	-	Prosthodontic and major restorative services

Type II and Type III services require a co-payment after an annual deductible has been met.

You must choose between The Dental Blue Plan, which is a traditional indemnity plan, or The Dental Blue PPO Plan, which is a preferred provider organization. An open enrollment period during which you may change your plan option is held annually during the month of January.

Who is eligible for dental coverage?

You, your spouse and any unmarried dependent children under 19 years of age, unless the child is a full time student, under the age of 23. You may be required to verify the full time student status of your dependent child. A domestic partner is not eligible for coverage under this benefit.

Part time employees.

If you are employed on a **part time** benefited basis, dental coverage is available to you and not your family.

When do my dental benefits become effective?

For the telephone number of the plan administrator, please contact the Division of Human Resources at 545-6113.

The effective date of the dental insurance plan is contingent upon the effective date of your appointment. The usual waiting period is two (2) full calendar months. There is no premium cost to the employee for the dental insurance.

NOTE **If at any time you change from non-unit to bargaining unit status, you must complete an enrollment card requisite for the new dental program of which you will become a member.**

VISION BENEFITS

While non-unit classified staff employees have no formal vision benefit plan, you and your dependents may be eligible to receive a discount on eyewear at all Lenscrafters shops. The discount applies to eyeglass frames, plastic and glass lenses, coatings and tints on lenses, non-prescription sunglasses, and accessories.

To receive the discount you must present identification that you are a Commonwealth of Massachusetts employee (e.g., a payroll stub or employee identification card). To find the address of the Lenscrafters nearest you, call 1-800-522-LENS.

In addition, there is a limited Eyewear Discount Program associated with your Blue Cross and Blue Shield dental benefits.

LONG TERM DISABILITY INSURANCE

Long Term Disability Insurance (LTDI) is available to employees under age 70 who are eligible to participate in the Commonwealth of Massachusetts retirement system. The current carrier is The Hartford. This benefit is offered at full premium cost to the employee. Dependents are not eligible for this benefit.

Some Highlights of the The Hartford Long Term Disability Insurance program are:

- The effective date of enrollment into the plan is the 1st of the month following 60 days of continuous active employment.
- The monthly benefit is 50% of gross monthly salary up to a maximum benefit of $10,000 per month.
- There is a guaranteed monthly benefit which will never be less than $100 after the 90 calendar day waiting period has been satisfied.
- The waiting period is 90 calendar days of total disability. You may elect to use only the amount of accumulated sick leave necessary to satisfy the 90-day waiting period.
- The cost of the The Hartford LTDI premium is determined by age as well as salary.

Pre-existing condition. If there is evidence that you have been and/or are being treated for a medical condition which may have contributed to your applying for disability benefits, the insurer may not approve payment of disability benefits.

Benefit offset. If you apply for and are approved to receive disability benefits, the insurer may reduce the amount of your payment by the amount of other disability payments (e.g., workers' compensation, Social Security disability) which you might be receiving.

For specific information, the plan administrator should be consulted. Please contact the Division of Human Resources at 545-6113 for requisite claim forms.

NON-UNIT PROFESSIONAL AND CLASSIFIED STAFF EMPLOYEE SICK LEAVE BANK

The Non-Unit Professional and Classified Staff Employee Sick Leave Bank is intended to be used for short-term disabilities where the employee has a reasonable expectation of returning to work. Enrollment in the Sick Leave Bank is automatic and one day is contributed to the bank on your behalf every July.

How do I apply to draw from the Sick Leave Bank?

You must submit a letter of application along with medical certification to the Sick Leave Bank committee. Such medical certification should be signed by your physician and set forth the nature of your illness or disability along with the anticipated duration of your time away from work. The Sick Leave Bank committee may request additional medical certification at any time during which you are drawing upon the Sick Leave Bank.

If my application is approved, when do I start drawing from the Sick Leave Bank?

Sick Leave Bank benefits begin immediately after you exhaust all of your sick, personal and vacation leave and any compensatory time you have accrued. While you are drawing upon the Sick Leave Bank, any paid leave accruals earned during a month will be credited to you.

A member of my family is ill. Can I draw upon the Sick Leave Bank?

No. The Sick Leave Bank may be used only if you are ill or disabled.

Part time employees.

I am employed on a part time basis, am I a member of the Sick Leave Bank?

Yes. Sick Leave Bank benefits for part time employees (50% time or better) are pro-rated.

For further information on the Sick Leave Bank, contact the Division of Human Resources at 545-6115.

WORKERS' COMPENSATION

Workers' Compensation Injury Reports must be filed with your supervisor immediately.

Chapter 152 of Massachusetts General Laws establishes guidelines for continuation of compensation coverage and payment of medical bills if you are injured on the job and are unable to work. You should contact your supervisor or department head immediately after an accident so that they may file a Notice of Injury Report with the Division of Human Resources. If you are out of work for a period of at least five (5) days, your department will also need to file an Employer's First Report of Injury or Fatality. The Workers' Compensation section of the Commonwealth of Massachusetts' Human Resources Division (HRD) determines the disposition of a claim. You will receive notification as to whether or not your claim has been approved.

May I use my sick leave time while my workers' compensation claim is pending?

You may use your accrued sick leave time. When your claim has been approved and an initial payment check is received by the Division of Human Resources, you will be credited back a percentage of sick leave time used.

NOTE Vacation leave time and personal leave time may be used while your workers' compensation claim is pending, but no percentage of this time will be credited back to you.

What is the rate of compensation for a workers' compensation claim?

Currently the rate of compensation is calculated at 60% of the average of your previous 52 weeks of salary. Compensation is paid weekly and cannot exceed a set maximum which is adjusted every October by the Workers' Compensation Unit of the Commonwealth of Massachusetts' Human Resources Division (HRD).

How do I submit my medical bills for payment?

All physician, hospital, and other medical bills relative to your claim should be submitted to the Division of Human Resources. All bills are promptly forwarded to the Commonwealth of Massachusetts' Human Resources Division (HRD).

May I return to work if I am able to perform some of my job duties but not all?

The University does have a restricted duty policy.

If you feel you are able to return to work you should obtain medical certification from your doctor as to what you can and cannot do (e.g. lift, bend, stretch, repetitive motion, etc.). You should then discuss your situation with your supervisor and work out a schedule for your return to work. A representative from the Division of Human Resources will attend the meeting between you and your supervisor if you so desire.

RETIREMENT PLANNING

COMMONWEALTH OF MASSACHUSETTS RETIREMENT SYSTEM

Commonwealth of Massachusetts public employees including staff members at the University of Massachusetts are not covered under Social Security but instead are covered by a separate Contributory Retirement System set up by Chapter 32 of the Massachusetts General Laws. There are over 100 contributory retirement systems within the Commonwealth, and University employees are under the jurisdiction of the State Retirement Board System.

Membership in the retirement system is mandatory for all benefited employees who work at least half time (50%). Upon being hired into a benefited position, you will be required to complete a State Board of Retirement New Member Enrollment form. You will be asked to provided identifying data (e.g., name, address, Social Security number, and the name and address of a beneficiary(ies).)

How much do I contribute to the retirement system?

Your initial date of enrollment in the retirement system determines the percent of your contribution.

Based on your date of initial enrollment in the retirement system, a percentage of your gross salary is withheld each pay period for retirement purposes.

If you were initially enrolled in the retirement system prior to January 1, 1975 your deduction is 5% of gross salary.

If you were initially enrolled in the retirement system between January 1, 1975 and December 31, 1983 your deduction is 7% of gross salary.

If you were initially enrolled in the retirement system between January 1, 1984 and June 30, 1996 your deduction is 8% of gross salary.

If you were initially enrolled in the retirement system on or after July 1, 1996 your deduction is 9% of gross salary.

If, in addition, you were initially enrolled in the retirement system on or after January 1, 1979 and your annual base salary exceeds $30,000 (or exceeds $576.92 per week or its full time equivalent) you are required to have an additional 2% withheld on that portion of your annual base salary which exceeds $30,000.

Your date of initial enrollment in the retirement system may or may not be your date of hire at the University. If you were previously enrolled in another Massachusetts contributory retirement system and:

1.) you left your money in the system: your initial date of enrollment in the retirement system will be the previous date and your deduction percentage will reflect this.

2.) you withdrew your money from the system: your initial date of enrollment in the retirement system will now be your date of hire at the University and your contribution rate will reflect this.

NOTE Contact the Division of Human Resources at 545-6115 if you are interested in "buying-back" previous service.

What if I am employed on a part time basis?

Part time employees.

The percentage withheld for retirement purposes is based on your date of initial enrollment in the retirement system and is the same as above.

In addition, if your were initially hired on or after January 1, 1979, you may also be affected by the extra 2% retirement deduction. When making retirement calculations, the State Board of Retirement converts salary figures to their full time equivalency (FTE). Whenever the FTE base annual salary exceeds $30,000 or exceeds $576.92 per week, the additional 2% retirement contribution will be deducted.

Creditable Service

Information regarding eligibility for vesting and/or receiving a monthly pension is outlined in the Leaving Employment section of this handbook.

If you are a full time employee, you will earn one year of creditable service for each year completed.

If you are employed on a part time basis, you will earn an amount of creditable service equal to a percentage of the full time service rate. For example, if you are employed on a half time basis you will receive 50% or 6 months of creditable service for each year completed.

Pre-tax Deduction

Retirement deductions are treated as tax deferred for federal income tax purposes. This means that you do not pay federal tax on your contributions until they are either distributed to you as a retirement allowance or as a return of accumulated contributions upon termination.

Under Massachusetts tax regulations the first $2,000 of your annual retirement (plus FICA Medicare) contributions are withheld on a pre-tax basis. Once your combined FICA and retirement contributions reach $2,000, your retirement contributions will be added to salary used for state tax calculations for the remainder of the tax year. The pre-tax withholding will begin with the new tax year.

BENEFITS

TAX DEFERRED ANNUITY (TDA) PLAN

For details concerning the Tax Deferred Annuity Plan, contact the Financial Services Office at 587-2050.

The University's tax deferred annuity (TDA) plan operates under Section 403B of the Internal Revenue Code and provides an opportunity to supplement retirement savings. Contributions to the plan are made through payroll reduction which reduces the salary upon which federal tax calculations are based. The University has researched and approved five companies that offer a wide variety of investment funds in which you may invest your TDA contributions. You would be responsible for taxes on your investments at the time you take a distribution from this annuity.

TAX DEFERRED COMPENSATION PLAN

For details concerning the Tax Deferred Compensation Plan, contact The Copeland Companies Customer Service Center at 1-800-799-MASS.

As an alternative to the tax deferred annuity (TDA) plan, you may participate in a state sponsored Deferred Compensation Plan, which offers an opportunity to make tax-sheltered deposits into mutual funds, a money market fund, an income fund, or a life insurance policy. These investment options offer you the opportunity to invest in one product or to diversify your portfolio by spreading your investments over several different options. State tax as well as federal tax is currently deferred on this portion of compensation. Tax is assessed as income is received from this Deferred Compensation Plan.

PAID LEAVE ACCRUALS

Please note: Non-Unit Sick, Vacation and Personal time policies are under revision. This document will be updated when the policies are finalized.

VACATION LEAVE

For non-unit classified staff members, vacation leave is awarded based on creditable months of service. A creditable month of service begins with the Sunday following the last Saturday of the previous calendar month and ends with the last Saturday of the current calendar month. You will receive:

5/6 day of vacation leave per month (10 days per year) if you have less than 54 months of creditable service;

1 1/4 days of vacation leave per month (15 days per year) if you have at least 54 months but less than 114 months of creditable service;

1 2/3 days of vacation leave per month (20 days per year) if you have at least 114 months but less than 234 months of creditable service;

2 1/12 days of vacation leave per month (25 days per year) if you have 234 months or more of creditable service.

Beginning with the first full payroll month of employment, vacation leave is credited on the last Saturday of each calendar month. You will not be awarded vacation leave or accrue a month of creditable service for any month during which you were absent without pay for a cumulative total of more than 2 days.

Vacation leave is awarded in an hours and minutes format and has a maximum accrual amount. If you were employed in a benefited position prior to July 1, 1997, you may accrue a maximum of 64 days of vacation leave. If you were employed in a benefited position on or after July 1, 1997, you may accrue a maximum of 'two times your annual allowance' of vacation leave. Any unused vacation leave in excess of your maximum will be forfeited.

	Employed in a Benefited Position Prior to 7/1/97	Employed in a Benefited Position On or After 7/1/97
Basic Annual Vacation Allowance	Up to 54 months (4½ years) of service - 5/6 day per month (10 days per year) 54 months but less than 114 months (4½ - 9½ years) of service - 1¼ days per month (15 days per year) 114 months but less than 234 months (9½ - 19½ years) - 1 2/3 days per month (20 days per year) 234 months or more (19½ years or more) - 2 1/12 days per month (25 days per year)	
Vacation Maximum Accrual	64 days	Two times annual allowance.
Rollover of Excess Vacation	Days earned beyond the maximum (64 days) are forfeited.	Days earned beyond the maximum (two times annual allowance) are forfeited.

Part time employees.

Regular **part time** non-unit classified staff members (i.e., those employed on at least a one-half time basis) 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 Attendance Section of the Division of Human Resources, telephone 545-0458.

PAID PERSONAL LEAVE

On the first payroll day of the payroll month of July, non-unit classified staff are credited with five (5) paid personal leave days which must be taken during the following 12 months. If you have any personal leave days remaining on the last payroll day of the payroll month of June, this time will be forfeited.

Non-unit classified staff members <u>in their first year of employment</u> are credited with paid personal leave days according to date of hire:

DATE OF HIRE / PERSONAL LEAVE DAYS CREDITED

First day of the payroll month of July to September 30	5
October 1 to December 31	3
January 1 to March 31	1
April 1 to the last payroll day of the payroll month of June	0

Part time employees. Regular **part time** non-unit classified staff members (i.e., those employed on at least a one-half time basis) are granted paid personal leave in the same proportion that their part time service relates to full time service.

SICK LEAVE

Non-unit classified staff members accrue sick leave days at the rate of one day per month or 12 days per year. You will not receive a sick leave accrual if you are on a leave without pay status for more than one day during an accrual month. If you were employed in a benefited position prior to July 1, 1997, sick leave is cumulative and has no maximum accrual amount. If you were employed in a benefited position on or after July 1, 1997, you may accrue a maximum of 120 days of sick leave.

Part time employees. Regular **part time** non-unit classified staff members (i.e., those employed on at least a one-half time basis) are granted sick leave in the same proportion that their part time service relates to full time service.

Sick leave shall be granted under the following conditions:

- when you cannot perform your duties because you are incapacitated by personal illness or injury;
- when your spouse, domestic partner, child or parent of either you, your spouse or domestic partner, or a person living in your immediate household, is seriously ill (see Family Sick Leave below);
- when 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 should be reported to your supervisor (or designee) as early as possible, and in any event, at the beginning of the work day.

FAMILY SICK LEAVE

You may use your personal sick leave when your spouse, domestic partner, child or parent of either you, your spouse or domestic partner, or other person living in your immediate household is ill.

HOLIDAYS

Full time non-unit classified staff members receive 13 paid holidays each year.

Holidays observed by the University of Massachusetts Amherst are:

New Year's Day
Martin Luther King Day
Presidents Day
Evacuation Day *
Patriots Day
Memorial Day
Bunker Hill Day *
Independence Day
Labor Day
Columbus Day
Veterans 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 starred * holidays (Evacuation Day and Bunker Hill Day), 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.

TUITION BENEFITS

TUITION WAIVER POLICY

The tuition waiver policy passed by the University of Massachusetts Board of Trustees applies to regularly scheduled (non-Continuing Education) undergraduate and graduate programs offered at the Amherst, Boston, Dartmouth and Lowell campuses. **The tuition waiver policy is not applicable for enrollment at the University's Medical School.**

EFFECTIVE DATE: You must be employed at the start of the academic semester (i.e., as of the first day of classes) to be eligible to take advantage of this benefit.

Who is eligible for this benefit?

A full time benefited non-unit classified staff member is eligible for a full tuition waiver for all credits per semester. Signatory approval of your supervisor or department head is required if you are requesting release time or if you are enrolled in a course through the

Graduate School. If you take a class during normal working hours, you must arrange to make up an equal amount of work time except in the case where there is a direct and immediate relationship between the course and your work. You are eligible to take up to four (4) credits per semester on a work release basis. If you are enrolled in a course through the Graduate School your tuition waiver (tuition cost plus fees) is a taxable benefit and subject to withholding for both Federal and State tax.

Tuition forms must be completed at the start of each semester.

You need to complete the requisite form each semester and it may be completed up to 120 days prior to the start of each semester. The waiver applies to tuition only; all fees, books and other course materials are your responsibility.

DEPENDENTS. If you are a full time employee (i.e., working 100% time and on a minimum 43 week contract), your spouse, your dependent children, your domestic partner, and/or the dependent children of your domestic partner shall be eligible for a full tuition waiver for all credits per semester. Dependent children up through the age of 25 are covered under tuition benefits. If a dependent child is older than 25 years of age, you must request a waiver of this requirement from the President of the University system. If your spouse, domestic partner or dependent child is enrolled in courses through the Graduate School the tuition waiver is a taxable benefit and subject to both Federal and State tax.

You need to complete the requisite form each semester and it may be completed up to 120 days prior to the start of each semester. The waiver applies to tuition only; all fees, books and other course materials are your responsibility.

If you are a PART TIME EMPLOYEE, please refer to the Tuition Remission Policy for dependent coverage.

PART TIME EMPLOYEES. Under the Tuition Waiver policy, part time benefited employees may enroll in up to seven (7) credits per semester on a tuition waived basis. The waiver applies to tuition only; all fees, books and other course materials are your responsibility. If you are employed less than 50% time, you are not eligible for this benefit.

TUITION REMISSION POLICY

Tuition forms must be completed at the start of each semester.

The Tuition Remission Policy passed by the Higher Education Coordinating Council (HECC) applies to any state-supported course or program at the undergraduate or graduate level at any Community College, State College, or University (excluding the M.D. Program at the University of Massachusetts Medical School). Full tuition remission shall apply.

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 shall apply.

EFFECTIVE DATE: You must have completed at least six (6) months of employment as of the first day of class for the course in which you are enrolling.

Who is eligible for this benefit?

As a full time benefited non-unit classified staff member, you are eligible for a full tuition waiver for all credits per semester in any state-supported course or program and half (50%) tuition waiver for any non-state-supported course or program offered through Continuing Education.

Signatory approval of your supervisor or department head is required if you are requesting release time or if you are enrolled in a course through the Graduate School at the college or university. If you take a class during normal working hours, you must arrange to make up an equal amount of work time. If you are enrolled in a course through a Graduate School your tuition waiver is a taxable benefit and subject to both Federal and State tax.

You need to complete the requisite form each semester and it may be completed up to 120 days prior to the start of each semester. The waiver applies to tuition only; all fees, books and other course materials are your responsibility.

PART TIME EMPLOYEES. Under the Tuition Remission policy, 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.

You need to complete the requisite form on a semester basis and it can be completed up to 120 days prior to the start of each semester. The waiver applies to tuition only; all fees, books and other course materials are your responsibility.

DEPENDENTS. Whether you are a full time or part time benefited non-unit employee, your spouse and/or dependent children up through the age of 25 shall be eligible for tuition remission. The percent of tuition remission is in accordance with your eligibility status (please see above).

You need to complete the requisite form each semester and it may be completed up to 120 days prior to the start of each semester. The waiver applies to tuition only; all fees, books and other course materials are your responsibility. If your spouse or dependent child is enrolled in courses through a Graduate School the tuition remission is a taxable benefit and subject to both Federal and State tax.

MISCELLANEOUS BENEFITS

CAMPUS PARKING SYSTEM

The University's Amherst campus parking system operates surface permit parking, metered parking, and garage parking. (Parking regulations are enforced Monday through Friday from 7:00 a.m. to 5:00 p.m.) Some parking areas require a permit at all times. These include any posted reserve space, lots 21, 29, 47, 50, and 54, Lincoln Apartments, University Apartments, and North Village. Unless otherwise specified, posted tow zones are enforced by ticketing and towing 24 hours a day.

Unless you park at a meter or in the parking garage, you must register your vehicle with Parking Services. A parking permit will be issued for a specific vehicle and valid in a specific location. For more information on parking regulations, please contact Parking Services at 545-0065 or at www-parking.admin.umass.edu.

TRANSIT SERVICES

Transit Services operates a fare-free bus system 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 by calling 545-5806.

DEPENDENT CARE ASSISTANCE PROGRAM

For further information regarding the DCAP program, please contact the plan administrator at 1-800-462-0037.

The Dependent Care Assistance Program (DCAP) is a tax benefit intended to reduce your child or elder care costs by allowing you to pay up to $5,000 of dependent care expenses with pre-tax income.

To be eligible to participate in this program you must have either a dependent child(ren) under the age of 13, or a spouse or dependent (could be a child older than 13 or an elderly family member) who is incapable of self care and who resides with you at least eight (8) hours a day. Also the dependent care must enable you or you and your spouse to be employed.

How does DCAP work?

You determine an amount to be deducted from your gross salary each week. This money is set aside in a DCAP account and you submit dependent care receipts for reimbursement from this account. Reimbursement checks are issued by the Plan Administrator on a bi-weekly schedule.

NOTE Federal law requires that if you deposit before-tax dollars to a reimbursement account and you do not use all of the monies in your account during the plan year, any remaining balance will be forfeited in accordance with current plan provisions and tax laws.

EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) is a resource for all faculty and staff. The program provides confidential consultation, evaluation, assessment, referral, and follow-up services for a wide variety of personal and health problems which may affect an individual's life at work. Issues include marital or family concerns, stress or emotional crisis, alcohol or drug abuse, relationship problems, grief and loss, and financial or legal problems.

The EAP is located at the University Health Center, and its services are free to all faculty and staff. All contacts with the EAP are confidential and will not be disclosed without written permission. For more information or to make an appointment, call the EAP at 545-0350.

UNITED STATES SAVINGS BONDS

A payroll deduction plan is available for purchasing United States Savings Bonds. Further information may be obtained from the Division of Human Resources.

OMBUDS OFFICE

The Ombuds Office's role is 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.

The ombudsperson considers all sides of a question in an impartial and objective way in order to resolve problems and concerns raised by any member of the University community. Where necessary, the ombudsperson can facilitate communication between students, faculty, and University staff with the responsibility and authority to resolve specific problems. The ombudsperson can help break through in "red tape" situations, and help directly where no other appropriate University officer, unit, or procedure is available.

The name of a faculty member, staff person, or student requesting help cannot be used in the investigation of a case without permission. The records, contacts, and communications with the office are also confidential.

The Ombuds Office is located in the Campus Center. You may contact that office at 545-0867.

COMMONWEALTH OF MASSACHUSETTS EMPLOYEE CAMPAIGN (COMEC)

The Commonwealth of Massachusetts authorizes only one on-the-job-fund-raising campaign for state employees. COMEC enables you to contribute via payroll deduction or personal check, to a large number of local, national and/or international agencies. The COMEC campaign is held during the Fall of each year. For further information please contact the Office of University Advancement at 545-4203.

USE OF LIBRARY FACILITIES

Your employee identification card (UCARD) may be used as a library card at any of the University's library facilities. As a staff member you may borrow books on a semester loan basis. For additional information please contact the Circulation Office in the W.E.B. DuBois Library at 545-2622.

FACULTY CLUB

The Faculty Club is housed in two colonial houses, which are among the oldest structures in Amherst. The Club consists of several dining rooms open for lunch as well as late afternoon. Reservations may be made by calling 545-2551. Credit cards are not accepted.

USE OF ATHLETIC FACILITIES

As an employee you 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. In addition your spouse or your domestic partner is eligible to use some of the athletic facilities by paying a fee on a per semester basis. For further information please contact the Intramural Office at 545-0022.

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.

PERSONAL LINES OF INSURANCE (AUTOMOBILE/HOMEOWNER'S)

As a University employee, you are eligible to participate in a program which will enable you to purchase automobile and homeowner’s (or renter’s) insurance at discounted rates. You are able to enjoy the benefit of having your annual premium spread throughout the year and the convenience of your premium being payroll deducted on a weekly basis. There are no additional interest fees or carrying charges.

For further information regarding personal lines of insurance please contact a Metropolitan Insurance representative at 545-9465.

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 231, Whitmore Administration Building and you may contact them at 545-0892.

NON-UNIT STATUS

Designated managerial, confidential or supervisory employees are excluded from membership in collective bargaining units.

WORKING HOURS

Your workday is called a “tour of duty”. The tour of duty for a full time employee is either 7½ or 8 hours. Rest periods of 15 minutes are given to full time employees in each one half tour of duty.

JOB DESCRIPTION/FORM 30

Every classified position at the University of Massachusetts Amherst is defined by a job description or Form 30. The Form 30 describes the general nature of the duties of the position for which you were hired. Although it does not cover every phase of your work, a job description acquaints you with the general level and tenor of the tasks for which you will be responsible.

PROBATIONARY PERIOD

If you are employed on a permanent basis, you must serve a probationary period of six months. During this period, while being given an adequate opportunity to adjust to your job and new surroundings, your performance will be continually evaluated.

Your appointment can be terminated at any time during your probationary period in the event your work is not satisfactory. Unless you are advised to the contrary, before the end of the probationary period, you may assume that at the end of six months your probationary period has been completed.

ANNUAL PERFORMANCE EVALUATION

A performance evaluation of a non-unit classified employee is made annually by the supervisor within 60 days prior to the anniversary date of initial hire with the exception of a probationary employee who is evaluated at the completion of the first 3 months of probationary service and within one month prior to the completion of the probationary period. Such evaluation is made on the basis of the following criteria:

- quality and quantity of work;
- work habits;
- work attitudes;
- working relationships with others;
- supervisory ability (if employee supervises others).

For further information regarding the Annual Performance Evaluation policy, please contact the Division of Human Resources at 545-0380.

CLASSIFIED EMPLOYMENT OPPORTUNITIES SHEET

The Classified Employment Opportunities Sheet (commonly referred to as the "Yellow Sheet") is a printed announcement of classified position vacancies, promotions, and appointments affecting the Amherst campus. It is published weekly by the Employment Office of the Division of Human Resources.

Each vacant position is listed by requisition number, position title, grade, shift (if the hours are something other than first shift), earliest appointment date, application closing date, and department. All active applications on file, and meeting position criteria, are referred to the appointing department in accordance with established guidelines.

The "Yellow Sheet" is distributed to all Amherst campus schools and departments, and the Division of Human Resources requests that it be posted and readily accessible to all staff members.

EMPLOYEE APPLICATION FOR CLASSIFIED JOB VACANCY

The Employee Application for Classified Job Vacancy is commonly referred to as the "On-Campus" Application. This form is intended to provide the Amherst campus employee with a means for making known his/her interest in being considered for a classified position vacancy. It allows you to apply for a specific vacancy or for a type of position in anticipation of a vacancy.

An Employee Application for Classified Job Vacancy form may be obtained in the Employment Office, 167 Whitmore Administration Building. The application is initiated by you and it should be submitted directly to the Employment Office. In addition, you should complete an Applicant Skills Inventory form and an Equal Opportunity/Affirmative Action Information Request form at the time of application. An application remains active for a six month period (which begins on the Thursday following the last Wednesday in June or December and ends with the last Wednesday in either June or December.) At the end of the application period, all applications on file are removed. A new application must be filed for consideration during each application period.

The last page of the employee application form is used to apply for additional titles and/or requisition numbers. If a requisition number is specified, your application will be considered for that vacancy only. For consideration in the event of any vacancy in a given job title or classification, the requisition number should be omitted and only the position title used. Your application must be on file by the application closing date.

During the period your application is on file, the Employment Office sends a "profile sheet" containing data from your application to a requesting department, as appropriate, when vacancies occur in the type of position for which you have applied. Application materials are referred following the Application Closing Date of listed vacant positions.

Any questions regarding this procedure should be referred to the Employment Office at 545-1396.

PAID LEAVES OF ABSENCE

BEREAVEMENT LEAVE

Paid 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 one of the days to the later date. This request must be received at the time initial funeral arrangements are being made.

CIVIC DUTY LEAVE

Non-unit classified staff members 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, shall be granted court leave with pay upon filing of the appropriate notice of service with their department head or supervisor and to the Division of Human Resources. This section shall not apply, if you are also in the employ of any town, city or county of the Commonwealth or in the employ of the federal government or any private employer and you are summoned on a matter arising from that employment. Court leave will affect no employment rights.

Non-unit classified staff members chosen to serve **jury duty** will receive full pay for the duration of court leave, by remitting to the Attendance Section of the Division of Human Resources the compensation received from the court (excluding expenses).

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.

BLOOD DONATION LEAVE

A leave, not to exceed two hours, may be granted for the purpose of donating blood.

MILITARY RESERVE LEAVE

Non-unit classified staff members who belong to a reserve component of the Armed Services are entitled to reserve leave with pay, for the purpose of training, not to exceed 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.

ALLOWED TIME

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.

VOLUNTARY SERVICE TO PUBLIC SCHOOLS

As a full time non-unit classified staff member, you are eligible to participate in a program which allows you to volunteer your services in a local public school system. To participate in this program, you must have been employed by the University for at least six months, have received acceptable performance evaluations and have **prior** approval from your supervisor. The time allotted for participation in this program cannot exceed one full work day per month <u>including</u> travel time to and from the school.

For additional information and the requisite application forms for this program, please contact the Division of Human Resources at 545-6115.

UNPAID LEAVES OF ABSENCE

The types of leaves outlined briefly in this section are, generally, granted on a **without-pay** basis. Leave without pay affects the continuity of fringe benefits (e.g., health and life insurance, retirement, paid leave accruals). You should contact the Division of Human Resources PRIOR to the start of an approved leave of absence without pay to determine benefit options.

MATERNITY AND ADOPTIVE LEAVE

If I take an unpaid maternity/adoptive leave, how are my benefits affected?

Under state statute, if you are female and have been employed for at least three (3) consecutive months and you work on either a full-time or part-time basis, you may be granted a leave of absence without pay for a period not to exceed eight (8) weeks for the purpose of giving birth or adopting a child. Your request for this leave must be made at least two (2) weeks prior to your anticipated date of departure. If you have accrued sick leave or vacation leave credits, you may elect to use such credits in accordance with established policy. Except under certain layoff conditions, you will be eligible for reinstatement to the same or similar position upon your return from maternity/adoptive leave.

Health and Life Insurance. These benefits continue for the eight-week period you are on a maternity/adoptive leave. You will receive monthly premium bills from the Group Insurance Commission and the premium amount shall remain the same as though you had not been placed on a leave of absence.

Dental Benefits. Benefits end on the last day of the month in which you began your leave of absence. Dental benefits will be reinstated upon your return to work. If you are interested in extending your benefits under COBRA legislation, you must forward a written request for a COBRA application to the plan administrator. Please contact the Division of Human Resources at 545-6113 for the name and address of the plan administrator.

Paid Leave Accruals. Accruals will not be affected but will be credited to your account upon your return from maternity/adoptive leave.

Retirement. You will receive no credit for the period of time you are on a leave of absence without pay.

Long Term Disability Insurance. These benefits will stop while you are on an eight week maternity/adoptive leave. If it becomes necessary to file for disability benefits while you are on leave, you will be required to pay all premium amounts due retroactive to your last credited payment. Please contact the Division of Human Resources at 545-6113 for further information relative to this benefit.

Tuition Benefits. Benefits shall not be affected by an eight-week maternity/adoptive leave.

Dependent Care Assistance Program. DCAP is affected by your change in status (from working to not working). You may need to recalculate your deduction amount.

If you request an extension of your maternity/adoptive leave or you plan to return to work on a part-time basis, you must have the approval of your supervisor and/or department head. In both instances your benefits are further affected by your request. Contact the Division of Human Resources at 545-6115 for information regarding the effect on your benefits.

FAMILY/PARENTAL LEAVE

If I take an unpaid family/parental leave, how are my benefits affected?

Upon written application to your supervisor you may be granted a family/parental leave of absence without pay for a period not exceeding ten (10) weeks. Of this ten weeks, no more than ten (10) days may be taken in not less than one day increments. The written application must include a statement of the reasons for a leave request, must be presented at least two (2) weeks prior to your anticipated date of departure and include your intention to return to work.

LEAVES OF ABSENCE

The purpose of a family/parental leave of absence is limited to the need to care for, or to make arrangements for the care of your spouse, domestic partner, parent, grandparent, grandchild, person living in the same household, child, whether or not the child is your natural, adopted, foster, stepchild or child under legal guardianship.

If you have accrued sick leave or vacation leave credits, you may elect to use such credits in accordance with established policy. Except under certain layoff conditions, you will be eligible for reinstatement to the same or similar position upon your return from family/parental leave.

Health and Life Insurance. If the reason you requested this leave was for the care of your child, as defined above, and the child is under three (3) years of age, these benefits continue for the ten (10) week period you are on family/parental leave. You will receive monthly premium bills from the Group Insurance Commission and the premium amount shall remain the same as though you had not been placed on a leave of absence.

If the reason you requested this leave is for someone other than a young child, then you will be responsible for the full premium cost of your health and life insurance. The Group Insurance Commission will send you a bill for each monthly premium due.

Dental Benefits. Benefits end on the last day of the month in which you began your leave of absence. Dental benefits will be reinstated upon your return to work. If you are interested in extending your benefits under COBRA legislation, you must forward a written request for a COBRA application to the plan administrator. Please contact the Division of Human Resources at 545-6113 for the name and address of the plan administrator.

Paid Leave Accruals. Your monthly awards are dependent on the number of days you work in a particular month. You will receive no sick leave award if you are off payroll for more than one day in a month. If you are off payroll for 2 or more days in a month, you will not receive a vacation award for the month. In addition, the month will not be credited towards your vacation/longevity status.

Retirement. You will receive no credit for the period of time you are on a leave of absence without pay.

Long Term Disability Insurance. These benefits will stop while you are on a ten (10) week family/parental leave. If it becomes necessary to file for disability benefits while you are on leave, you will be required to pay all premium amounts due retroactive to your last credited payment. Please contact the Division of Human Resources at 545-6113 for further information relative to this benefit.

Tuition Benefits. Shall not be affected by a ten (10) week family/parental leave.

Dependent Care Assistance Program. DCAP is affected by your change in status (from working to not working). You may need to recalculate your deduction amount.

FAMILY AND MEDICAL LEAVE ACT

How are my benefits affected if I take a leave of absence under the Family and Medical Leave Act (FMLA)?

Under the federally mandated Family and Medical Leave Act (FMLA) you may be eligible to take a twelve (12) week leave of absence without pay for the purpose of: the birth of a child, caring for your child after birth, or placement for adoption or foster care; caring for your spouse, son or daughter, or parent who has a serious health condition; or for a serious health condition that makes you unable to perform your job.

To be eligible for coverage under this legislation, you must have worked for the University for at least one year and worked a minimum of 1,250 hours over the previous twelve (12) months.

Your request for this leave must be made in writing and thirty (30) days before your date of departure if the leave is foreseeable. If the leave is for a serious medical condition of a family member, your department will require medical certification on a form provided by the Division of Human Resources to support your request for a leave of absence under this act. If you have accrued sick leave or vacation leave credits, you may elect to use such credits in accordance with established policy. Except under certain layoff conditions, you will be eligible for reinstatement to the same or similar position upon your return from FMLA leave.

It should be noted that FMLA does not supersede any provision of state law or University policy that provides greater family or medical leave benefits than the rights established under the federal law. However, leave entitlements under state law or University policy and FMLA run concurrently where both cover the same type of leave.

Health and Life Insurance. You will be eligible to continue these benefits for the twelve (12) week period you are on FMLA leave. You will receive monthly premium bills from the Group Insurance Commission and the premium amount shall remain the same as though you had not been placed on a leave of absence.

Dental Benefits. Benefits end on the last day of the month in which you began your leave of absence. Dental benefits will be reinstated upon your return to work. If you are interested in extending your benefits under COBRA legislation, you must forward a written request for a COBRA application to the plan administrator. Please contact the Division of Human Resources at 545-6113 for the name and address of the plan administrator.

Retirement. You will receive no credit for the period of time you are on a leave of absence without pay.

Long Term Disability Insurance. These benefits will stop while you are on a twelve (12) week FMLA leave. If it becomes necessary to file for disability benefits while you are on leave, you will be required to pay all premium amounts due retroactive to your last credited payment. Please contact the Division of Human Resources at 545-6113 for further information relative to this benefit.

Paid Leave Accruals. Your monthly awards are dependent on the number of days you work in a particular month. You will receive no sick leave award if you are off payroll for more than one day in a month. If you are off payroll for 2 or more days in a month, you will not receive a vacation award for the month. In addition, the month will not be credited towards your vacation/longevity status.

Tuition Benefits. Tuition benefits shall not be affected by a twelve (12) week FMLA leave.

Dependent Care Assistance Program. DCAP is affected by your change in status (from working to not working). You may need to recalculate your deduction amount.

MILITARY LEAVE

How are my benefits affected if I take a leave of absence for military service?

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 two (2) years from the date that service in the armed forces was terminated.

Health and Life Insurance. If you are called to active military service, you may drop your insurance coverage for the duration of the leave and, upon your return to active employment, you may restore your insurance coverage on the same terms as would be in effect as if the leave had never occurred. The effective date of your insurance would be the date of your return to active employment. You also have the option of continuing either your family health insurance coverage or your life insurance coverage while on military leave as long as the premiums are paid.

Dental Benefits. Benefits end on the last day of the month in which you began your leave of absence. Dental benefits will be reinstated upon your return to work. If you are interested in extending your benefits under COBRA legislation, you must forward a written request for a COBRA application to the plan administrator. Please contact the Division of Human Resources at 545-6113 for the name and address of the plan administrator.

Paid Leave Accruals. Upon reinstatement to the University, after your discharge from military service, you may be credited with vacation leave equal to twelve (12) month's accrual as of the date you return. You will receive no credit for sick leave. You will receive five (5) days of personal leave which will need to be used prior to the last payroll day of the payroll month of June.

Retirement Benefits. You can receive credit for your period of actual military service, up to a maximum of four (4) years, if you were honorably discharged under the following circumstances:

- if you were called to serve in a war or other international conflict as defined by the federal government;

- if you served in the armed forces while the Selective Service Act of 1948 was in effect;

- if you are re-employed in the public sector within two years of your discharge.

Long Term Disability Insurance. These benefits will stop while you are on military leave. If it becomes necessary to file for disability benefits while you are on leave, you will be required to pay all premium amounts due retroactive to your last credited payment. Please contact the Division of Human Resources at 545-6113 for further information relative to this benefit.

Tuition Benefits. Benefits shall not be affected while you are on a military leave of absence.

Dependent Care Assistance Program. DCAP is affected by your change in status (from working to not working). You may need to recalculate your deduction amount.

PERSONAL LEAVE

Upon submitting a timely written request, a personal leave of absence without pay may be granted by your department.

If I take an unpaid personal leave of absence, how are my benefits affected?

Health and Life Insurance. You will be responsible for the full premium cost of these benefits. The Group Insurance Commission will send you a bill for each premium month due.

Seasonal Layoff does not qualify for the part cost health insurance premium payment option. You will be billed monthly for the full cost of your health insurance.

Dental Benefits. Benefits end on the last day of the month in which you began your leave of absence. Dental benefits will be reinstated upon your return to work. If you are interested in extending benefits under COBRA legislation, you must forward a written request for a COBRA application to the plan administrator. Please contact the Division of Human Resources at 545-6113 for the name and address of the plan administrator.

Paid Leave Accruals. Your monthly awards are dependent on the number of days you work in a particular month. You will receive no sick leave award if you are off payroll for more than one day in a month. If you are off payroll for more than 2 days in a month, you will not receive a vacation award for the month. In addition, the month will not be credited towards your vacation/longevity status.

Retirement. You will receive no credit for the period of time you are on a personal leave of absence without pay.

Long Term Disability Insurance. This benefit will stop while you are on personal leave. If it becomes necessary to file for disability benefits while you are on leave, you will be required to pay all premium amounts due retroactive to your last credited payment. Please contact the Division of Human Resources at 545-6113 for further information relative to this benefit.

Tuition Waiver Benefits. Tuition waiver benefits shall not be affected by your personal leave of absence.

Tuition Remission Benefits. You are eligible to continue this benefit for a maximum of one year from the start of your personal leave of absence.

Dependent Care Assistance Program. DCAP is affected by your change in status (from working to not working). You may need to recalculate your deduction amount.

SMALL NECESSITIES LEAVE

The Small Necessities Leave Act permits an employee leave for the following purposes:

- To participate in school activities directly related to the educational advancement of your son or daughter, such as a parent-teacher conference or interviewing for a new school.
- To accompany your son or daughter to routine medical or dental appointments, such as check-ups or vaccinations.
- To accompany an elderly relative to routine medical or dental appointments or appointments for other professional services relating to the elder's care, such as interviewing at nursing or group homes.

Leave benefits available under the Small Necessities Leave Act are legislated as an authorized leave without pay. You may use accrued vacation, sick, personal or compensatory time in accordance with non-unit policies. The 24 hours of available leave time are in addition to the 12 weeks of leave provided for by the FMLA. Small Necessities Leave may be taken incrementally.

VOLUNTARY TERMINATION

RETIREMENT BENEFITS

What happens to my benefits if I terminate my employment with the University?

If you were hired at the University prior to January 1, 1984 and you terminate prior to attaining age 55, you will be refunded all of your contributions plus accrued interest **upon written request** if a minimum of twenty (20) years of service has not been reached.

If you were hired on or after January 1, 1984 and have less than five (5) years of service you will receive a refund of your contributions only.

If you were hired on or after January 1, 1984 and have between five and ten years of service you will receive a refund of your contributions and half of the interest credited to your account.

And, if you were hired on or after January 1, 1984 and have ten (10) or more years of service and are not yet age 55, you will receive a refund of your contributions plus all of the interest credited to your account. At age 55 with ten (10) full years of creditable service you are entitled to receive a monthly pension from the Commonwealth of Massachusetts.

How do I receive a refund of my retirement contributions?

You must complete Form B, which is the lower portion, of the State Board of Retirement Withdrawal Notice and submit the form to the Division of Human Resources. The Division of Human Resources will process your form within one week from the date of your last paycheck or the receipt of your form, whichever is later, and will forward your form directly to the State Board of Retirement.

Federal legislation requires the State Board of Retirement to either withhold, for tax purposes, a percentage of the taxable portion of your contributions and interest or transfer your taxable funds to another qualified retirement savings plan, such as an Individual Retirement Account (IRA).

If I have ten years of service in the retirement system, do I have to leave my money in the retirement system?

Vesting.

Upon attaining ten (10) full years of creditable service in the retirement system prior to age 55, you are considered to be vested in the system. Vesting is the term commonly used to signify the maintenance of the right to a retirement allowance at a later date. If you terminate your employment prior to age 55 and have ten (10) full years of creditable service in the retirement system, you have the choice of a refund of your retirement contributions or you may leave these same contributions in the system and receive a state pension at age 55 or later.

LEAVING EMPLOYMENT

HEALTH INSURANCE BENEFITS

Because the health insurance premium is deducted a month prior to the premium month due, upon termination your health insurance will extend for an additional calendar month. If you do not have your four (4) weekly deductions for the full month's premium, you will receive a bill from the Group Insurance Commission for any remaining balance due. After that, you will be offered the opportunity to continue your coverage for an additional 18 months under COBRA legislation. It will be your responsibility to pay 100% of the premium cost (this includes both the employer and employee share of the health insurance premium) plus a 2% administrative charge. The Group Insurance Commission will bill you directly.

DENTAL BENEFITS

Your dental benefits end upon termination. You will be offered the opportunity to continue your coverage for an additional 18 months under COBRA legislation. It will be your responsibility to pay 100% of the premium cost plus a 2% administrative cost. You will be billed directly. To request a COBRA application please contact the Division of Human Resources at 545-6113 for the name and address of the plan administrator.

PAID LEAVE ACCRUALS

You are entitled to receive payment for any **vacation leave** balance remaining on record at the time of your termination provided that such vacation leave had accrued and had not been used and, further, no monetary or other allowance had already been made.

Any **sick leave** balance will remain on record for three (3) years. If you either return to work at the University or you begin working at another state agency, you should request that this time be credited back to you. There is no compensation for sick leave balance remaining at the time of termination.

You will receive no compensation for any **personal leave** balance remaining at the time of your termination.

TUITION BENEFITS

If you terminate your employment after the start of an academic semester, then you and/or your dependents are eligible to complete that semester only utilizing your tuition waiver.

UNEMPLOYMENT COMPENSATION

The University is subject to the provisions of the Massachusetts Employment Security Laws (unemployment compensation).

If you leave the University and apply for unemployment compensation at a Division of Employment and Training (DET) Office, you should instruct DET to use the employer identification number 78-418400 and mail the "Request for Separation and Wage Information" to the Division of Human Resources, Whitmore Administration Building. Adherence to this procedure will enable the Division of Human Resources to complete and return the form promptly to DET, which, in turn, will determine your eligibility for unemployment benefits.

INVOLUNTARY TERMINATION THROUGH NO FAULT OF YOUR OWN

RETIREMENT BENEFITS

What happens to my benefits if my employment with the University is terminated through no fault of my own?

If you were hired at the University prior to January 1, 1984 and you terminate prior to attaining age 55, you will be refunded all of your contributions plus accrued interest upon written request if a minimum of twenty (20) years of service has not been reached.

If you were hired on or after January 1, 1984 and you were involuntarily terminated from service, you will receive a refund of your contributions plus all of the interest credited to your account. If you are involuntarily terminated at age 55 or older and you have ten (10) full years of creditable service, you are entitled to receive a monthly pension from the Commonwealth of Massachusetts.

How do I receive a refund of my retirement contributions?

You must complete Form B, which is the lower portion, of the State Board of Retirement Withdrawal Notice and submit the form to the Division of Human Resources. The Division of Human Resources will process your form within one week from the date of your last paycheck or the receipt of your form, whichever is later, and will forward your form directly to the State Board of Retirement.

Federal legislation requires the State Board of Retirement to either withhold, for tax purposes, a percentage of the taxable portion of your contributions and interest or transfer your taxable funds to another qualified retirement savings plan, such as an Individual Retirement Account (IRA).

If I have ten years of service in the retirement system, do I have to leave my money in the retirement system?

Vesting.

Upon attaining ten (10) full years of creditable service in the retirement system prior to age 55, you are considered to be vested in the system. Vesting is the term commonly used to signify the maintenance of the right to a retirement allowance at a later date. If you terminate your employment prior to age 55 and have ten (10) full years of creditable service in the retirement system, you have the choice of a refund of your retirement contributions or you may leave these same contributions in the system and receive a state pension at age 55 or later.

Section 10 Retirement Benefits. You may be eligible for retirement benefits under the provisions of Section 10 of Chapter 32 of the Massachusetts General Laws if your position is eliminated or abolished, or you are laid off or terminated, and you have more than twenty (20) years of service and are under age 55. Contact the Division of Human Resources at 545-6115 to discuss your rights under this section of the law.

HEALTH INSURANCE BENEFITS

Because the health insurance premium is deducted a month prior to the premium month due, upon termination your health insurance will extend for an additional calendar month. After that, you will be offered the opportunity to continue your coverage for an additional 18 months under COBRA legislation. It will be your responsibility to pay 100% of the premium cost (this includes the employer and employee share of the health insurance premium) plus a 2% administrative charge. The Group Insurance Commission will bill you directly.

DENTAL BENEFITS

Your dental benefits end upon termination. You will be offered the opportunity to continue your coverage for an additional 18 months under COBRA legislation. It will be your responsibility to pay 100% of the premium cost plus a 2% administrative cost. You will be billed directly. To request a COBRA application please contact the Division of Human Resources at 545-6113 for the name and address of the plan administrator.

PAID LEAVE ACCRUALS

You are entitled to receive payment for any **vacation leave** balance remaining on record at the time of your termination provided that such vacation leave had accrued and had not been used and, further, no monetary or other allowance had already been made.

Any **sick leave** balance will remain on record for three (3) years. If you either return to work at the University or you begin working at another state agency, you should request that this time be credited back to you. There is no compensation for sick leave at the time of termination.

You will receive no compensation for any **personal leave** balance remaining at the time of your termination.

TUITION BENEFITS

If you terminate your employment after the start of an academic semester, then you and/or your dependents are eligible to complete that semester only utilizing your tuition waiver.

UNEMPLOYMENT COMPENSATION

The University is subject to the provisions of the Massachusetts Employment Security Laws (unemployment compensation).

If you leave the University and apply for unemployment compensation at a Division of Employment and Training (DET) Office, you should instruct DET to use the employer identification number 78-418400 and mail the "Request for Separation and Wage Information" to the Division of Human Resources, Whitmore Administration Building. Adherence to this procedure will enable the Division of Human Resources to complete and return the form promptly to DET, which, in turn, will determine your eligibility for unemployment benefits.

RETIREMENT

RETIREMENT BENEFITS

What will I receive if I work long enough to retire from the Commonwealth of Massachusetts?

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.

You have three options in deciding how you would like your retirement benefits paid out to you.

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 survivors.

Option B provides you a lifetime allowance which is normally four to seven percent less than Option A. This option provides a lump sum payment of any remaining deposits and interest at 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 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. An eligible beneficiary may be your spouse, parent, child, brother, sister or unmarried ex-spouse. 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.

Social Security Offset. Benefits received under the State Retirement Plan can possibly offset Social Security benefits in a variety of circumstances. If you have worked elsewhere and have contributed to Social Security, you should 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 pension from the Commonwealth of Massachusetts is not affected by the above.

HEALTH INSURANCE BENEFITS

You may continue your health insurance coverage on a retired basis by paying a reduced premium cost. The health insurance premium will be deducted from your retirement pension check.

If under Social Security you are eligible for Medicare coverage, you will be required to enroll in Medicare and one of the Group Insurance Commission's supplemental Medicare plans. The full premium cost for your health insurance will be shared by both the Commonwealth of Massachusetts, Medicare and you. You will be reimbursed annually by the Group Insurance Commission for the cost of your Medicare Part B premium.

LIFE INSURANCE BENEFITS

The **$5,000 Basic Life Insurance** policy continues in effect. You may continue your **optional life insurance** but the monthly premium amount will increase according to your age.

DENTAL BENEFITS

You are eligible for continued dental benefit coverage under COBRA legislation which requires you to pay the full premium cost. You are entitled to thirty-six (36) months of additional coverage if you are age 65 or older and entitled to Social Security benefits at the time of your retirement. If you are not eligible for Social Security benefits on the date of your retirement, you are entitled to receive continued dental benefit coverage for eighteen (18) months.

To request a COBRA application, please contact the Division of Human Resources at 545-6113 for the name and address of the dental plan administrator.

PAID LEAVE ACCRUALS

You are entitled to receive payment for any **vacation leave** balance remaining on record at the time of your retirement provided that such vacation leave had accrued and had not been used and, further, no monetary or other allowance had already been made.

You will receive no compensation for any **personal leave** balance remaining at the time of your retirement.

You are entitled to receive compensation for 20% of the value of any unused **sick leave** balance remaining on record at the time of your retirement.

TUITION BENEFITS

You, your spouse, your domestic partner, your dependent children and/or the dependent children of your domestic partner are eligible to enter and complete one full program of study or degree program (either undergraduate or graduate) and utilize your tuition waiver benefits. Enrollment in a program of study must be continuous for the tuition benefit to remain effective.

Tuition remission benefits for a program of study at a school other than the University are applicable only if your spouse or dependent child is enrolled at the time of your retirement.

SURVIVOR BENEFITS

RETIREMENT BENEFITS

What if I die as an active employee?

Under the retirement system, benefits are available in case of death, with provisions to provide for your surviving spouse and dependent children.

There are three possible death benefit choices available to a surviving spouse.

1.) A lump sum refund of all contributions and interest credited to your retirement account.

2.) A $250 per month benefit for life provided that he/she does not remarry. This benefit is applicable if you had at least two years of creditable service in the retirement system and left a spouse to whom you had been married for not less than one year.

3.) A monthly allowance figured as though you had retired on the date of death, had attained at least age 55, and had chosen to provide for your spouse by electing the Option C retirement plan. Your spouse is entitled to two thirds of the Option C amount for life.

Under choice 2. or 3., extra benefits are available for dependent unmarried children under 18 years of age. Your spouse receives an additional $120 per month for the first child under 18 years of age and $90 per month for each additional child under 18 years of age. This benefit may be extended to age 22 if the dependent child is a full-time student.

HEALTH INSURANCE BENEFITS

Your surviving spouse will have the option of continuing in the health insurance plan at a group premium rate. Depending on the option chosen by your surviving spouse under the retirement program, he/she will either have the health insurance deducted from his/her monthly survivor's check, or he/she will receive a monthly bill from the Group Insurance Commission.

DENTAL BENEFITS

Under COBRA legislation, your surviving spouse and dependents will have the option of continuing in the dental insurance program for up to thirty-six (36) months. They will be responsible for the full premium cost of the insurance plus a 2% administrative cost and payments would be made directly to the Dental Plan Administrator. The Division of Human Resources at 545-6113 will provide the name, address and telephone number of the Dental Plan Administrator.

PAID LEAVE ACCRUALS

Your beneficiary is entitled to receive payment for any **vacation leave** balance remaining on record at the time of your death provided that such vacation leave had accrued and had not been used and, further, no monetary or other allowance had already been made.

Your beneficiary will receive no compensation for any **personal leave** balance remaining at the time of your death.

Your beneficiary will receive payment for 20% of any unused **sick leave** balance if you were eligible to retire on the date of your death.

TUITION BENEFITS

If you have completed the equivalent of five (5) full years of employment and you die, your surviving spouse, domestic partner, dependent children and/or dependent children of your domestic partner are eligible to enter and complete one full program of study or degree program (either undergraduate or graduate) and utilize your tuition waiver benefits. Enrollment in a program of study must be continuous for the tuition benefit to remain effective.

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

POLICY	RESPONSIBLE OFFICE	TELEPHONE NUMBER
Affirmative Action	Equal Opportunity and Diversity Office	545-3464
Alcoholic Beverage Policy	Contact the Division of Human Resources for copy of policy	545-6115
Annual Performance Review	Division of Human Resources	545-0380
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	545-0383
Grievance Procedure	Division of Human Resources	545-0380
Immigration Reform and Control Act	Division of Human Resources	545-4549
Inclement Weather Policy	Office of Vice Chancellor Administration and Finance	545-1581
	Emergency Closing	545-3630
Massachusetts Right to Know Law	Environmental Health and Safety	545-2682
Promotion and Lateral Transfer Policy	Division of Human Resources	545-0380
Restricted Duty	Division of Human Resources	545-6114
Sexual Harassment	Equal Opportunity and Diversity Office	545-3464
Smoke Free Policy	Environmental Health and Safety	545-2682

TELEPHONE LISTING OF ON-CAMPUS OFFICES MENTIONED IN HANDBOOK

Affirmative Action....................545-3464
Alternative Retirement (OBRA)....................545-3315
Athletic Ticket Office....................545-0810
Automobile Insurance....................545-9465

Bursar's Office....................545-2368

Child Care....................545-6907
COMEC....................545-4203

Dental Benefits....................545-6113
Direct Payroll Check Deposits....................545-4549
Disability Services....................545-0892

Employee Assistance Program....................545-0350
Employment Office....................545-1396
Employment Verifications....................545-6111

Fine Arts Center Box Office....................545-2511

Health Insurance....................545-6112
Human Resources Information Center....................545-0862

ID Office....................545-0197
I-9 Verification....................545-4549
Intramurals, Recreation & Free Play....................545-2693

Library, Circulation Office....................545-2622
Life Insurance....................545-6112
Long Term Disability Insurance....................545-6113

Mullins Center Box Office....................545-0505

Ombuds Office....................545-0867

Parking Services....................545-0065
Payroll Office....................545-6123
Public Safety:
    Non-emergency....................545-2121
    EMERGENCY ONLY....................545-3111 or 911

Retirement Questions........545-6115
Retirement Withdrawal Notice........545-6115
Review of Personnel File........545-0380

Savings Bonds........545-6113
Sick Leave Bank........545-6115

Tax Sheltered Annuities........587-2055
Tax Treaties........545-0218
TB Tests........577-5101
Time and Attendance........545-0458
Training and Development........545-1787
Transit Services
    Schedule Information........586-5806
Treasurer's Office........587-2050
Tuition Waivers........545-6110

University Health Center........577-5000
University Store........545-4396

Workers' Compensation........545-6114
W-2 Forms........545-3761

TELEPHONE LISTING OF OFF-CAMPUS AGENCIES MENTIONED IN HANDBOOK

Alternative Retirement (OBRA)	1-800-799-6277
Copeland Companies	
Tax Deferred Compensation	1-800-799-MASS
Customer Service	(1-800-799-6277)
Dental Administrator	
Contact the Division of Human Resources for the name, address and telephone number of the Dental Plan Administrator	545-6113
Dependent Care Assistance (DCAP)	1-800-462-0037
Flynn Insurance Company	1-617-242-1200
Group Insurance Commission Information Unit	1-617-727-2310 Ext. 801
Internal Revenue Service	1-800-829-1040
Massachusetts Department of Revenue	1-617-727-4545
Massachusetts State Employees Credit Union	1-800-700-7733
Metropolitan Personal Line(s) Insurance	545-9465
PERA - Workers' Compensation	1-617-727-3437
State Board of Retirement	1-800-392-6014
	1-617-367-7770
UMass/Five College Federal Credit Union	1-413-549-7400