

THE COLLEGE OF NEW JERSEY BENEFITS OVERVIEW

PART TIME EMPLOYEES

The Office of Human Resources

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The College of New Jersey Mission Statement

The College of New Jersey, founded in 1855 as the New Jersey State Normal School, is primarily an undergraduate and residential college with targeted graduate programs. TCNJ's exceptional students, teacher-scholars, staff, alumni, and board members constitute a diverse community of learners, dedicated to free inquiry and open exchange, to excellence in teaching, creativity, scholarship, and citizenship, and to the transformative power of education in a highly competitive institution. The College prepares students to excel in their chosen fields and to create, preserve and transmit knowledge, arts and wisdom. Proud of its public service mandate to educate leaders of New Jersey and the nation, the College will be a national exemplar in the education of those who seek to sustain and advance the communities in which they live.

The College of New Jersey Benefits Philosophy

Employing innovative “best practices”, emerging technologies, operating from a focused customer centric orientation; The Office of Human Resources at The College of New Jersey ensures effective, efficient, productive and timely, processes and service supporting the College’s mission and core beliefs of preparing students to excel in their chosen fields and to create, preserve and transmit knowledge, arts and wisdom.

Proud of our public service mandate to educate leaders of New Jersey and the nation, the College will be a national exemplar in the education of those who seek to sustain and advance the communities in which they live. Our exceptional students, teacher-scholars, staff, alumni, and board members constitute a diverse community of learners, dedicated to free inquiry and open exchange, to excellence in teaching, creativity, scholarship, and citizenship, and the transformative power of education in a highly competitive institution.

The College understands that in order to fulfill its mission, it requires a highly qualified and diverse faculty and staff. The College believes that each employee is a valuable asset. Therefore, the College maintains a comprehensive and competitive benefits program for its employees and their dependents in order to attract and retain motivated individuals who will carry out its mission.

The College of New Jersey provides a benefits program that:

- Recognizes that benefits are an important component of total compensation
- Helps the College compete successfully for human resources
- Provides a safety net of basic benefits protection against the financial impact of catastrophic life events
- Provides individual choice and flexibility in managing health and welfare benefits, and recognizes the diverse needs of the employee population



- Has the fiscal advantage of being part of the State of New Jersey Health Benefits Program, complies with state and federal regulations and is administered efficiently and effectively
- Is communicated effectively to provide employees with a full understanding of the value, rights and responsibilities of the benefits program

The College of New Jersey is proud to offer a comprehensive benefits package to eligible employees.

Employees at The College of New Jersey enjoy the following benefits:

Health Insurance

- Medical Insurance Coverage
- Prescription Drug Coverage

Paid Time Off

- Paid Sick Leave
- Paid Vacation Leave
- Paid Holidays

Financial Benefits

- Workers Compensation Insurance
- Family Leave Insurance
- Temporary Disability Insurance
- Long Term Disability Insurance
- Life Insurance

Payroll and Tax Benefits

- Direct Deposit
- Credit Unions
- Flexible Spending Accounts
- Pretax Medical/Dental Payroll Deductions
- After tax Medical/Dental Payroll Deductions
- Transportation/Commuter Tax

Retirement Planning Benefits

- Deferred Compensation Plan
- Additional Contributions Tax-Sheltered (ACTS) Program
- Voluntary Tax-Deferred Annuity
- Supplemental Annuity Collective Trust

Employee Discounts

- Discounts on Computer Purchases
- Discounts on Phones Services
- Auto Insurance Discounts
- Recreation/Aquatic Center Memberships
- Library Privileges
- Dining Facilities
- Bookstore
- Free Parking
- Smoke Free Buildings

Medical Insurance Benefits

Eligibility

Full time employees are eligible to enroll in health insurance plans following a two month waiting period.

Part time employees who work fewer than 30 hours per week may participate in the medical plan.

TCNJ offers several medical plan options, administered by the College and the state of New Jersey. The Division of Pensions and Benefits website provides detailed information, here:
<http://www.state.nj.us/treasury/pensions/hb-info-active.shtml>

Cost

Part time employees pay 100% of the cost of the medical and prescription drug plan.

NJ Well

NJWELL is a wellness program offered to employees and their medical insurance covered spouses or partners. The NJ Well serves to cultivate healthy lifestyle choices for active employees to lower health risk factors, improve well-being, and ensure that New Jersey's employees are healthy and productive for years to come.

Employee Assistance Program (EAP)

Princeton HealthCare System is the Employee Assistance Program (EAP) provider for The College of New Jersey. Princeton HealthCare System provides counseling for life challenges that may affect your job performance, health, or personal well-being. The services are free and strictly confidential and are available to each employee and their adult household members. To access services, call the EAP directly at 1 (800)

527-0035. Your call and all appointments are made directly with the EAP, and do not go through The College of New Jersey.

Employees may contact the EAP for the following:

- Struggles with or concern for a family member struggling with an addiction
- Depression or anxiety
- Marital tension
- Stress from work or family
- Requests for a legal or financial consultation

The EAP made available at no cost to you as a benefit of working at The College of New Jersey. You are entitled to up to three (3) counseling sessions for each life challenge. Adult household members are also eligible for EAP services. After three counseling sessions, you will be referred to an appropriate counselor that is covered under your insurance plan.

Also available at no cost are a 30-minute legal and/or financial consultation with an attorney or financial professional, respectively. Employees may obtain consultations for any legal issue, with the exception of those involving employer-related and tax-related issues.

Appointments are available in Princeton and throughout New Jersey and Eastern Pennsylvania. The EAP will work with you to provide barrier-free access to services that are convenient to either your home or work location.

Voluntary Retirement Plan

Deferred Compensation

The New Jersey State Employees Deferred Compensation Plan (NJSEDCP) provides eligible employees an opportunity to shelter a portion of wages from federal income taxes, while saving for retirement to supplement Social Security and pension benefits. Under the Plan, federal income tax is not due on deferred amounts or accumulated earnings until the participant receives a distribution (payment) from the account.

Additional Contributions Tax-Sheltered (ACTS) Program

The Additional Contributions Tax-Sheltered (ACTS) Program allows eligible employees to obtain supplemental tax- deferred annuities from a variety of carriers through a salary reduction agreement. Participants may direct voluntary contributions among six authorized investment carriers.

Paid Time off Benefits

Sick Leave

Employees are eligible for 15 sick days per year, accrued at the rate of 1.25 days per month. Sick leave is prorated the first year of employment.

Part-time employees earn sick time at a rate proportional to their work schedule.

Sick leave may be used for illness, or for medical appointments when such appointments cannot be scheduled after working hours. Sick leave may also be used to attend to members of the immediate family who are ill, or in instances of death in the employee's immediate family.

Vacation Leave

1. Non-unit employees accrue vacation time at the rate of 2.08 days per month, equivalent to 25 days per calendar year. Vacation time is prorated the first year of employment.
2. AFT employees accrue vacation time at the rate of 1.83 days per month, equivalent to 22 days per calendar year. Vacation time is prorated the first year of employment.
3. Grant employees accrue vacation time at the rate of 1.83 day per month, equivalent to 22 days per year. Vacation time is prorated the first year of employment.

Part-time employees earn vacation time at a rate proportional to their work schedule as indicated in the employee's employment contract.

Annual Holidays

Employees are eligible for 14 holidays each calendar year. The college is closed seven of the 14 days. The remaining seven days are considered "energy days". Employees who work all seven energy days earn 10.5 days of Energy Savings Program leave time (1.5 energy leave days earned for each energy holiday worked). Employees may enjoy a half day of energy leave to use as desired. Energy leave days shall be applied to summer closures and five will be applied to the winter closure.

Energy Holidays

- Martin Luther King, Jr. Birthday
- Lincoln's Birthday
- President's Day
- Good Friday
- Columbus Day
- Election Day
- Veteran's Day



Other Benefits

Worker's Compensation Insurance

Employees who incur work related injuries or illnesses are eligible to receive medical treatment through the New Jersey Worker's Compensation Program. Under this program, the employee's initial medical treatment is scheduled by TCNJ and is coordinated by Horizon Casualty Services, a managed care service contracted by the State of New Jersey.

Direct Deposit

Employees may arrange for direct deposit of their pay into a specified bank account by accessing *Your Employee Self-Service (YESS)* at hr.tcnj.edu and completing the direct deposit page. As a convenience, employees enrolled in direct deposit may view and print their deposit statements. For questions regarding enrollment in direct deposit please contact the Payroll Office at (609) 771-2087.

Credit Unions

All regular employees are eligible for Credit Union membership.

Transportation/Commuter Tax Save

The New Jersey State Employees Commuter Tax Savings Program enables eligible employees to set aside before-tax dollars to pay for mass transit and commuter parking expenses, thereby avoiding federal taxes and saving money.

Eligible employees may enroll by contacting Transit Center directly. Once an employee has enrolled, the enrollment remains in force for all subsequent months until the employee makes a change to the deduction amount, or elects to end participation.

Education Benefits

Tuition Reimbursement Program

The Tuition Reimbursement Program continues the College's tradition of encouraging and supporting the educational development of its employees. Employees enrolled in a terminal degree or certification program directly related to their work duties at an accredited college or university other than TCNJ may be eligible for tuition reimbursement. Courses unrelated to your area of employment are not eligible for reimbursement, unless they are a requirement of the terminal degree, or the certification program is related to your employment function.

Tuition Waiver Program

The College's Tuition Waiver Program provides waivers for employees who enroll in courses at The College of New Jersey. The waiting period for participation in the tuition waiver program is six months

of full time employment. Waivers shall apply to tuition and student fees only. Employees pursuing an undergraduate degree must matriculate prior to completing 30 credits. Employees seeking graduate degrees must matriculate prior to completing ten graduate credits.

Dependent Tuition Waiver Program

The Dependent Tuition Waiver Program (DTWP) is available to dependent children of full and part time AFT, CWA, Confidential Employees, and non-unit staff at The College of New Jersey after three years of employment. The DTWP provides full or partial tuition remission to eligible children during their matriculated undergraduate enrollment at The College of New Jersey.

AFT Spouse/Civil Union Tuition Waiver Program

The Spouse and Civil Union Tuition Waiver Program is intended to support the College's mission of attracting, recruiting and retaining qualified employees by providing an additional incentive. The program provides partial (40%) tuition remission to the eligible spouse or civil union partner of AFT represented full and part time employees during their matriculated undergraduate enrollment at The College of New Jersey. For more information on the Tuition Waiver and Tuition Reimbursement Programs, visit the Office of Human Resources' website.

NJBEST 529 College Savings Program

NJBEST is a 529 College Savings Plan created by the State of New Jersey. Participants can use NJBEST assets to pay for qualified expenses at any accredited post-secondary school in the United States and many institutions outside the U.S, but students who pursue their higher education in New Jersey can receive an extra benefit for their freshman year-a tax-free scholarship. Employees saving for college for their families may contribute to the program through a payroll deduction.

The Pennsylvania 529 College Savings Program

Sponsored by the Commonwealth of Pennsylvania and administered by the Treasury Department, the Pennsylvania 529 College Savings Program offers a range of resources specifically designed to help families save for college. There are two 529 college savings plans - Pennsylvania 529 Guaranteed Savings Plan (GSP), which is tied to the rate of college tuition inflation, and the Pennsylvania 529 Investment Plan. Employees may contribute to the program through an automatic payroll deduction.

Employee Discounts

Employees enjoy discounts on a variety of goods and services. In most cases, employees will be asked to provide their employee ID number or ID card to qualify.

Dining Services

Employees may purchase meal plans for various dining services. For more information about dining services you may go to this website: <https://tcnj.sodexomyway.com/>

Rental Housing

The Trenton State College Corporation (TSCC) offers rental housing to eligible full-time faculty members. Single-family homes and apartments are available within the housing program. For questions about rental housing click here: <http://www.tcnj.edu/~reslife/assignments/housing-uc.html#off>

Fitness Center at Campus Town

The Fitness Center at Campus Town is one of TCNJ's exercise facilities available to students, staff, faculty, and alumni of the College and offers a wide range of classes including step, kickboxing, self-defense, yoga, and basic aerobic workouts. These classes are taught by certified fitness instructors and are offered to students, faculty, staff, and alumni. Automatic payroll deduction is available for full-time faculty and staff.

Aquatic Center

The College of New Jersey Aquatic Center opened in 1987 as one of the finest indoor aquatic facilities in the northeast. Measuring 126 feet by 67 feet, the pool is divided by a moveable bulkhead separating the diving well from the main pool. The diving well measures 67 feet by 48 feet and has 2 one-meter and 2 three-meter diving boards as well as 3 lap lanes. The main pool has 8 lap lanes that are 25 yards long. The membership forms and list of rates may be found on the Athletic & Recreation website at <http://www.tcnjathletics.com/>.

This summary is an overview of the benefits available to TCNJ employees. All benefit plans are administered according to legal plan documents and insurance contracts. If any information presented in this summary conflicts with a legal document, the legal document will govern. This summary is not a contract for employment nor is it intended to imply or create an employment relationship.