

STOCKTON UNIVERSITY



PROCEDURE

Enrollment in Benefit Plans

Procedure Administrator: Director of Human Resources

Authority:

Effective Date: November 11, 1974; February 3, 1975; May 30, 2009; September 22, 2010

Index Cross-References: Policy VI-14: Health Benefit Plans

Procedure File Number: 6113

Approved By: Dr. Herman J. Saatkamp, Jr., President

I. PURPOSE:

To provide the information related to and procedure for enrolling in various employee benefit plans.

II. PROCEDURE:

A. On or prior to-the first day of employment, a new employee will complete the necessary enrollment forms to join the various benefit plans.

1. Health Benefits enrollment form.

2. Pension enrollment form.

a. The Public Employees' (PERS) Retirement System a defined benefit pension fund.

b. The Alternate Benefit Program (ABP) a tax sheltered, defined contribution retirement for higher education faculty and certain administrators.

B. The new employee will also receive web links and other literature which describe the plans in detail.

1. New Jersey State Health Benefits Program.

The Public Retirement in New Jersey or Alternate Benefit Program (ABP-six state approved vendors).
<http://www.state.nj.us/treasury/pensions/>

2. Group Life Insurance Plan and coverage for those employees enrolled in the ABP Program.

C. Specific questions and related problems should be directed to Human Resources Office.

D. Disability Income Plan

1. The State of New Jersey does not provide Disability Insurance as part of its regular benefits package. Thus, an individual who is unable to work because of illness, maternity, injury, or other disability will be compensated only to the point covered by sick leave, vacation, and personal days. Beyond this point, the individual cannot be paid. The Alternate Benefits Program provides long term disability coverage for faculty and certain staff members after one continuous year of service. The plan pays benefits after six consecutive months of total disability.

Approval History:

	Date
President	09/22/10