



UMASS PRESIDENT'S OFFICE NON-UNIT CLASSIFIED STAFF BENEFITS

Holidays: 11 paid per year: New Year's Day, MLK, President's Day, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day

Vacation Days:

10 days per year for up to 4 ½ years; 15 days per year for 4 ½ to 9 ½ years;
20 days per year for 9 ½ to 10 ½ years; 25 days per year for 19 ½ years and over;
Maximum accrual of two times annual allowance.

Sick Days: 12 days per year - maximum accrual of 120 days (960 hours) 3.69 hours each pay period

Personal Days: 5 days awarded in January for use during the following year. Pro-rated according to hire:

5 days: Jan. – Mar. 31;
3 days: Apr. 1 – Jun. 30;
1 day: July 1 – Sept. 30;
0 day Sept. 30 – Dec. 31

Direct deposit into checking, savings account, or credit union

State Retirement Program: Employee contributes 9% plus additional 2% on amounts over \$30,000. Employee contributions may be withdrawn upon leaving state service but some interest is paid only if service exceeds 5 years. Full interest is paid only if service exceeds 10 years.

Health Insurance: Choice of GIC Indemnity Plans or HMOs; monthly deduction is pre-taxed; 75% University paid; 25% employee paid.

NOTE: Coverage begins on the first day of the month following 60 calendar days of employment. Open enrollment every April – effective July 1st.

\$5,000 **Basic Life Insurance** \$1.58/month

Optional Life Insurance: Up to 8 times salary, employee paid. **NOTE: Late enrollees must provide proof of good health.**

Long Term Disability Insurance:

Optional, employee paid.

NOTE: Late enrollees must provide proof of good health.

Dental Insurance: Optional. If not elected at time of hire, must wait until open enrollment period in December.

Coverage begins on the first day of the month following 60 calendar days of employment.

\$22.80/month for individual coverage;

\$45.60/month for family coverage.

Tax Sheltered Annuities 403(b): Fully paid by the employee, except as authorized by the Trustees – state and federal tax deferred up to \$18,500

State Employees Deferred Compensation Plan 457(b): Fully paid by the employee - state and federal tax deferred up to \$18,500

Tuition Benefits: For tuition reimbursement details and required forms, please visit:

<https://www.umassp.edu/employee-center/tuition-waiver-remission>.

Dependent Care Assistance Program (DCAP): Pre-tax deduction up to \$5,000 for child care or other dependent care expenses. If not elected at time of hire, must wait until open enrollment (April) or if a "change in status" occurs. (\$2.50/month pre-tax administrative fee)

Health Care Spending Account (HCSA): Pre-tax deduction from \$250 up to \$2,650 for non-covered health-related expenses. If not elected at time of hire, must wait until open enrollment (April) or if a "change in status" occurs. (\$2.50/month pre-tax administrative fee)

Additional Benefits/Perks:

- Sick Leave Bank (Short-term plan – no cost)
- MetLaw Legal Plan (\$18.25/month)
- Auto/Homeowners/Renters Insurance – Group discount
- 529 College Savings Program
- Special Employee Discounts

HR website:

www.umassp.edu/hr

Policies and Guidelines:

<https://www.umassp.edu/hr/related-policies-procedures>

HR Handbook:

<https://www.umassp.edu/hr/employee-handbook>