

TO: Part-time Instructional Faculty & Part-time Coaches

FROM: Marlene Cordero, University Human Resources Administrator

DATE: August 6, 2018

SUBJECT: Available Benefits

A variety of benefits are available to you as a part-time member of our faculty. They include health insurance, retirement plans and tax-sheltered annuity programs, among others. Additional information on these benefits can be found on the Office of Human Resources website for adjunct faculty at

<http://www.southernct.edu/faculty-staff/hr/part-timefacultypage.html>

HEALTH INSURANCE

- Health insurance benefits are available at group rates from Anthem Blue Cross and UnitedHealthCare (Oxford) Health Plans. Dental insurance is available from CIGNA. Plan information and enrollment forms are available in the Office of Human Resources, Wintergreen Building. Please keep in mind that **during the summer months** you will be required to enroll in COBRA if you wish to continue your health insurance. When your return for the Fall semester, you will need to re-enroll to continue participation in a health insurance plan. Also, if you have a break in service of one or more semesters, you will need to re-enroll in you wish to continue participation in a health insurance plan. If you would like to enroll please contact Francesca Poole at Poolef1@southernct.edu or by phone at 203-392-5059. **Also, please see the information regarding health insurance for part-time faculty members teaching at multiple agencies within the State of Connecticut, University or College systems on the Part-time Faculty Information page** <http://www.southernct.edu/faculty-staff/hr/part-timefacultypage.html>.

RETIREMENT

- You are entitled to participate in a retirement plan through the University. The plans available, depending on individual situations are: State Employees Retirement System (Tier IV), Hybrid Retirement Plan, Teacher's Retirement System (TRS) or the Alternate Retirement Plan. Information on the different retirement plans can be found at <http://southernct.edu/faculty-staff/hr/RevisedRetPlnCmpChrtHEd.pdf>
- The State Retirement Division requires that you complete a "Designation of Retirement System-Tier-Plan-Beneficiary" form (CO-931h) and "Designation of Retirement Plan Beneficiary" form (CO-999) to indicate which plan you wish to participate in. All elections must be made by your first day of employment or you will automatically default into participation in the retirement plan specified below. The completed form must be submitted to the Office of Human Resources.

- If you are currently enrolled in a retirement plan at another State agency or State university, you must enroll in the same retirement plan. Please indicate on the CO-931h form which agency and retirement plan you are currently enrolled in. Unless you have had a break in service of one or more semesters, there is no need to complete the CO-931h form again.
- If you do not wish to participate in a retirement plan, please complete the CO-931h form and indicate that you wish to **“WAIVE”** your participation in a retirement plan. Please note that once you **“WAIVE”** the retirement plan, you are **not eligible** to enroll in a plan at a later date unless you are appointed to a **full-time position**. Failure to either elect a retirement or **“WAIVE”** the retirement plan **by first day of employment** will automatically default you into the State Employees Retirement System Tier IV plan **permanently**.
- State Employees Retirement System (SERS) or Alternate Retirement Plan (ARP) retirees who are re-employed in part-time faculty positions are not eligible to rejoin SERS or ARP nor are they eligible to **“WAIVE”** retirement system membership pursuant to the special provision for part-time members in the collective bargaining agreement between the Connecticut State Universities and the American Association of University Professors. Such employees must complete a CO-931h form, and indicate their status as **“INELIGIBLE”** as a Re-employed Retiree.
- A retired Teachers Retirement System (TRS) member’s continued employment in a teaching position is subject to the statutory provisions of the Teachers Retirement System, specifically, CGS, Section 10-183v. Such members are not eligible for membership in SERS or ARP nor are they eligible to **“WAIVE”** retirement system membership pursuant to the special provision for part-time members in the collective bargaining agreement between the Connecticut State Universities and the American Association of University professors. Such employees must also complete a CO-931h form, and indicate their status as **“INELIGIBLE”** as a Re-employed TRS Retiree.

TAX SHELTER ANNUITY (TSA)

- You may also participate in a Supplemental Retirement Savings program via payroll deduction referred to as a Tax Sheltered Annuity (TSA). Information regarding the Deferred compensation 457, 403(b) and Roth 403(b) plans can be found by clicking on the below link.
http://www3.prudential.com/email/retirement/IMFPWeb/hosted_websites/ts/ctdcp/your-plan.html

DIRECT DEPOSIT

- The University offers (and encourages) the opportunity to have your paycheck deposited directly into your bank or credit union. The Direct Deposit Enrollment form is included in this packet. Please be aware that a **voided check** must be attached to the Direct Deposit Enrollment form.

If you have any questions pertaining to the above benefits, please do not hesitate to contact the Office of Human Resources at (203) 392-5567.

