

**Summary of Benefits Upon Change in Status**  
**from Full-time to Part-time\***

<b>Health Care Plans</b>	Your change to part-time will not affect your eligibility. Please refer to the Health Care Plans Premium Rate Sheet ( <a href="#">Premium Rate Sheet</a> ) to confirm the cost-sharing arrangement for your part-time salary band.
<b>Dental Plans</b>	Your change to part-time will not affect your eligibility.
<b>Flexible Spending Accounts (FSAs)</b>	<p>Your change to part-time will not affect your eligibility.</p> <p><b>Health Care FSA</b> Change to part-time does not allow for change in FSA annual election amount.</p> <p><b>Dependent Care FSA</b> If change to part-time results in a decrease to day care expenses, you will be allowed to decrease your FSA annual election amount accordingly but not below the amount of payroll contributions already deducted for the calendar year.</p>
<b>Health Savings Accounts (HSAs)</b>	Your change to part-time will not affect your eligibility.
<b>University-Paid Basic Term Life Insurance</b>	As a part-time faculty/staff member, your University-paid Basic Term Life Insurance is one-half your salary, with a minimum of \$7,500 and a maximum of \$25,000.
<b>Group Universal Life (GUL) Insurance</b>  <b>Optional Accidental Death &amp; Dismemberment (AD&amp;D)</b>  <b>Dependent Group Term Life Insurance</b>	<p>Any Group Universal Life (GUL) insurance salary multiple you have elected will continue based upon your current salary.</p> <p>Any Optional Accidental Death &amp; Dismemberment (AD&amp;D) and/or Dependent Group Term Life insurance you have elected will continue based upon your current salary.</p>
<b>Short-Term Disability</b>	<p><b>Nonexempt job classifications (excluding those in PAS job classifications paid hourly) –</b></p> <ul style="list-style-type: none"> <li>▪ Whose primary appointment is in divisions 10, 20, 21, 22, 23, 24, 30, or 70, your change to part-time will not affect your eligibility for sick days.</li> <li>▪ Your change to part-time will not affect your eligibility for Short-Term Disability; however the amount of salary continuation may change.</li> </ul> <p><b>Faculty and Professional, Administrative, and Supervisory (PAS) in salary grades 50 and above job classifications (including PAS paid on an hourly basis) - your change to part-time will not affect your eligibility.</b></p>

<p><b>Paid Time Off Plan</b> for nonexempt job classifications (excluding those in PAS job classifications paid hourly) whose primary appointment is in division 40, 50, 60, 90, 91 or 92</p>	<p>Your change to part-time will not affect your eligibility.</p>
<p><b>Long-Term Disability</b></p>	<p>Your change to part-time will not affect your eligibility for participation; however as a part-time faculty/staff member, you will be responsible for the full cost of the Long-Term Disability Plan Coverage.</p>
<p><b>Retirement Program</b></p>	<p>If you are currently eligible for the University's Direct Contribution to the Retirement Program, it will continue to be based on your new annual salary.</p> <p>If you are participating in Voluntary Contributions to the Retirement Program, your contributions via payroll deductions will continue based on your current salary deferral election unless you make a change. You may change your Voluntary Contributions any time during the year online at <a href="http://www.tiaa.org/rochester">www.tiaa.org/rochester</a> or via telephone at <b>800-410-6497</b>, Monday to Friday, 8 a.m. to 10 p.m. (ET).</p>
<p><b>Vacation</b></p>	<p>For staff, your change to part-time will not affect your eligibility. (One day means 1/5 of standard weekly work hours.)</p>
<p><b>Tuition Benefits for Self</b></p>	<p>After completion of 2 years of service (If you have not yet met the service requirement, your current service hours will be calculated and your service time will be factored accordingly), the employee <u>tuition waiver</u> benefit is based on the current salary of regular part-time faculty/staff member at the beginning of each relevant period (semester/mini-semester) for <b>one</b> credit-bearing course taken at the University of Rochester that is related to the employee's job at the University or part of a degree plan that would prepare an employee for a future job within the University.</p> <p>Regular Part-Time Faculty/Staff Earning &lt; \$71,000 ➤ <b>95%</b> Tuition Waiver</p> <p>Regular Part-Time Faculty/Staff Earning \$71,000-\$151,400 ➤ <b>90%</b> Tuition Waiver</p> <p>Regular Part-Time Faculty/Staff Earning &gt; \$151,400 ➤ <b>80%</b> Tuition Waiver</p> <p><i>The annual index for the salary bands are based on changes in the national average wages as reported by the Bureau of Labor Statistics.</i></p> <p><i>For University of Rochester credit-bearing courses that do not meet the criteria outlined above: The amount of tuition waiver benefit will be set at <b>70%</b>.</i></p> <p>In no instance is a part-time faculty/staff member eligible for tuition waiver of more than 1 credit-bearing courses per semester/mini-semester.</p> <p>Your change to part-time will make you ineligible to receive employee <u>tuition reimbursement</u> benefits.</p>

<b>Tuition Benefits for Dependent Children</b>	After completion of 6 years of service (if you have not yet met the service requirement, your current service hours will be calculated and your service time will be factored accordingly), the University of Rochester will provide a tuition waiver equal to 25% of the stated full undergraduate tuition cost at the applicable UR school or college for up to four years of undergraduate study, not to exceed a total of 8 semesters (including summer semesters). Tuition Benefits will be prorated for part-time study.
<b>University Home Ownership Incentive Program</b>	Your change to part-time does not affect your eligibility.
<b>YOUR Benefits Extras</b> <ul style="list-style-type: none"> <li>• VSP Vision Care</li> <li>• MetLife Legal Plan</li> <li>• Allstate Identity Protection</li> <li>• Group Auto &amp; Home Insurance</li> </ul>	Your change to part-time does not affect your eligibility.
<b>Business Travel Insurance</b>	Your change to part-time does not affect your eligibility.
<b>Wellness Program (Well-U)</b>	Your change to part-time does not affect your eligibility.
<b>Child Care Subsidy</b>	Your change to part-time does not affect your eligibility.

**\*A letter will be sent to your home upon your status change.**

**NOTE:** Employees can retire at a part-time status and receive full-time contribution if they cumulatively meet the full-time equivalent service requirement.

**Full-Time:** for nonexempt job classifications (excluding those in PAS job classifications paid hourly): a regular weekly work schedule of at least 35 hours; for all professional, administrative, and supervisory (PAS) job classifications (including PAS paid on an hourly basis): a weekly work schedule of 40 hours or more; for faculty: a normal full teaching and research load as defined for the faculty by the college or school concerned.

**Part-Time:** a regular weekly or monthly schedule which is less than that required for full-time status but generally not less than 17.5 hours per week in the case of those in nonexempt and/or professional, administrative, and supervisory (PAS) job classifications. For faculty, it indicates that the individual carries at least half the normal (full) teaching and research load as defined for faculty by the college or school concerned.

The University reserves the right to modify, amend, or terminate the plans at any time, including actions that may affect coverage, cost-sharing, or covered benefits, as well as benefits that are provided to current and future retirees.