

COMPENSATION AND BENEFITS

This chapter contains the following sections:

- [Annual Salary Review](#)
- [Promotion](#)
- [Reclassification](#)
- [Benefits Summary](#)
 - [Health and Dental Care Coverage](#)
 - [Dental Assistance Plan](#)
 - [Enhanced Dental Plan](#)
 - [Flexible Spending Accounts](#)
 - [Employee Assistance Program](#)
 - [Life Insurance](#)
 - [Dependent Group Life Insurance](#)
 - [Personal Accident Insurance](#)
 - [Group Universal Life Insurance](#)
 - [Worker's Compensation](#)
 - [Long-Term Disability Insurance](#)
- [Retirement Benefits](#)
 - [Tax-Deferred Annuity Program](#)
 - [Retiree Health/Life Benefits](#)
- [Educational Assistance](#)
 - [Dependent Tuition Assistance Program](#)
 - [Graduate Schools' Tuition Program](#)

New York Medical College's policy for non-faculty and non-union represented employees is designed to provide compensation that demonstrates internal equity and external salary competitiveness. To achieve this goal, the Job Evaluation Program is designed to provide a system for determining the relative value of positions within the College by grouping together positions of similar levels of knowledge, problem solving, and accountability.

All non-faculty and non-union represented positions have job descriptions that outline the nature and purpose of the position, assigned duties, tasks, and responsibilities. Your supervisor will discuss the job description with you and give you a copy to help you understand your job and help you and your supervisor set goals.

ANNUAL SALARY REVIEW

Employees who are non-faculty and non-union represented are reviewed annually for an increase based on job performance and Board of Trustees approved salary increase budgets. Thereafter, the College adheres to a standard salary increase date of January 1 or July 1. The College is under no obligation to provide salary increases, and it is at the sole discretion of the College that increases are granted.

Union represented employees' compensation and increases thereto are as specified in the collective-bargaining agreement between the College and the applicable union involved.

PROMOTION

Promotion is the result of a change in job responsibilities, which enables an employee to move to a higher salary grade. This may occur within the same department or in another department in the College. The amount of the increase varies depending on the level of the new position and departmental budget. The amount of the approved increase will be discussed with you prior to your acceptance of the promotion.

RECLASSIFICATION

Reclassification occurs when there is a change in a position based on expansion or reduction of assigned responsibilities which results in a change to the salary grade. If your duties and responsibilities change substantially, your new position description will be reviewed and reclassified by the Job Evaluation Committee. After evaluation, the Committee will send the determination to the department, including any changes in salary grade.

BENEFITS SUMMARY

The College provides a comprehensive benefits package to help protect the security and well-being of employees and their dependents. It is the intention of New York Medical College to continue such plans, but the College reserves the right at any time and in its sole discretion to modify or discontinue them, should it become desirable or necessary. The fringe benefits of all employees represented by 1199 are provided through the various funds in accordance with the applicable collective-bargaining agreement.

The following is a brief review of our benefits program. Summary plan descriptions and/or brochures on all the plans are available on request from the Human Resources Office. Plan documents are also available for review in that office. While every attempt has been made to insure the accuracy of the following summaries, the official documents of the plans will prevail in the event of a discrepancy.

HEALTH AND DENTAL CARE COVERAGE

Health and dental care is available to all regular full-time and part-time employees (who are scheduled to work at least 17.5 hours per week), and their dependents. There is an employee contribution required for this coverage, which is deducted from your paycheck on a pretax basis. Employee contribution levels are reviewed each year and are subject to change.

You are eligible to participate the first of the month coinciding with, or next following, your date of employment. Please refer to your Summary Plan Description for additional information on health plan coverage.

DENTAL ASSISTANCE PLAN

The Plan pays benefits on a **fixed fee schedule** for preventive, restorative, prosthodontics, endodontics, and/or orthodontic treatments. The annual deductible, excluding preventive coverage, is \$25 per person per calendar year, with a maximum family deductible of \$75. The maximum claim payment is \$1,000 per person per year. Orthodontics for dependent children age 19 or less and who are covered by the Plan has a maximum Lifetime Benefit of \$1,000. Participation in the plan is optional, and there is no cost to Regular Full-Time employees for this benefit.

ENHANCED DENTAL PLAN

The Plan offers the following reimbursements for usual and customary charges:

100%	Preventive Coverage
80%	Restorative
50%	Prosthodontics (crowns/bridges, etc.)
50%	Endodontics (root canals, etc.)

The orthodontic lifetime maximum is \$1,500 for dependent children under the age of 19. The annual deductible for services other than preventive is \$25 per person per calendar year, with a maximum family deductible of \$75. The maximum claim payment is \$1,500 per person per year.

FLEXIBLE SPENDING ACCOUNTS

All regular full-time, non-union represented employees are eligible to participate. Enrollment is annually in December for a plan year that follows the calendar year, or at time of hire.

Through a Flexible Spending Account, you can defer a portion of your salary to pay for certain benefit-related expenses with before-tax dollars. Your salary is reduced before federal income tax, New York State income tax, and Social Security (FICA) withholdings are computed.

The following choices may be made under the plan:

- A reimbursement account may be established to cover health and dental expenses not reimbursed through your medical or dental plans for you, your spouse, and/or your dependents.
- A reimbursement account may be established to cover work-related dependent daycare expenses.

It is very important to note that under the law allowing Flexible Spending Accounts, once an election is made in December, you may not change your election until the following December unless you experience a "lifestyle" change. Events considered by the IRS to be lifestyle changes include:

- marriage or divorce,
- birth or adoption of a child,
- loss of eligibility or death of a dependent,
- change in spouse's employment affecting medical or dental coverage.

EMPLOYEE ASSISTANCE PROGRAM

This is a voluntary or referral prepaid and confidential program that provides problem identification, counseling and referral services for employees and their families. Counselors are experienced in providing support, understanding and guidance for a broad range of needs, including: stress, alcohol, or drug dependencies, conflict resolution, family or parenting issues, marital or relationship issues, adjusting to change, self-improvement, child and elder care, pre and postnatal concerns, grief, work/life balance.

There are three ways to access the program: Self-referral; supervisor/manager recommendation or supervisor/manager referral. For more information on the counseling process, visit www.MagellanHealth.com or call Magellan EAP for Confidential Professional Consultation 1-800-523-5668. Speak with a consultant and receive information and pre-screened, qualified referrals to providers for six free provider visits and to also find out about resources in your area.

LIFE INSURANCE

New York Medical College provides basic life insurance for all regular fulltime non-union represented employees at no cost to the employee. The amount is equal to your annual base salary rounded to the next highest \$1,000, to a maximum of \$ 300,000. This insurance may be converted to an individual policy upon termination.

Contributory life insurance equal to approximately one, two, three, or four times annual salary may be purchased to a maximum of \$ 1,000,000 combined non-contributory and contributory insurance.

Accidental Death and Dismemberment coverage is provided equal to annual base pay.

Please refer to your Summary Plan Description for additional information.

DEPENDENT GROUP LIFE INSURANCE

The following levels of insurance are available on a contributory basis:

- \$ 5,000 spouse/\$4,000 each child
- \$10,000 spouse/\$4,000 each child
- \$15,000 spouse/\$4,000 each child
- \$25,000 spouse/\$4,000 each child
- or
- \$ 5,000 spouse only
- \$10,000 spouse only
- \$15,000 spouse only

\$25,000 spouse only
or
\$ 4,000 children only

Please refer to your Summary Plan Description for additional information.

PERSONAL ACCIDENT INSURANCE

This insurance provides coverage in the event of your or a covered dependent's death, disability, or dismemberment due to an accident. You may elect an amount of coverage from one times to five times your base annual salary, to a maximum of \$500,000 on a fully contributory basis. Please refer to your Summary Plan Description for additional information.

WORKERS' COMPENSATION

In order to claim benefits under Workers' Compensation, the law requires that a detailed report of the work-related illness or injury be filed as soon as possible by the employer and **no later than 10 days** after its occurrence. It is, therefore, important to follow these procedures in the event of work-related injury or illness:

1. Report to Health Services for treatment. Health Services will report a work-related injury or illness to Human Resources and to Security/Safety. If emergency treatment is required, you should go to the emergency room at the nearest hospital.
2. Report the injury or illness to your supervisor immediately.
3. If charges are incurred from a private physician for further treatment of this work-related injury or illness, please forward the bills to the Risk Management Planning Group.
4. If the injury or illness requires you to lose work time, such time must be reported on the department's time sheet as "W."
5. When the employee returns to work after losing time due to an accident or illness, the supervisor should report the date of return as soon as possible to the Human Resources Department.

The employee will be paid in accordance with the College's Short Term Disability plan. Accrued vacation may be used to supplement the benefit. The College will continue to provide benefits for an employee who is receiving Workers' Compensation.

Employees represented by 1199 should refer to the applicable collective bargaining agreement.

LONG TERM DISABILITY INSURANCE

This insurance is for a non-work related disability that exceeds six months in duration. Basic non-contributory coverage provides 60% of salary up to a salary of \$40,000. Contributory coverage, based upon salary, is available at 60% of salary for salaries

between \$40,000 and \$200,000. Both basic and contributory coverage allow for an offset from Social Security. For other income benefits, refer to the LTD plan booklet.

The College continues to provide health, dental, and life insurance benefits for employees on long term disability. TDA contributions will be made based on your years of service and last annual salary when disability benefits begin. Retirement benefits commence for an employee who has attained the "Maximum Duration of Benefits". Please refer to your Summary Plan Description for additional details.

RETIREMENT BENEFITS

TAX-DEFERRED ANNUITY PLAN

New York Medical College makes a contribution on behalf of all eligible faculty and non-union represented staff working 20 or more hours per week. You are eligible to participate in the plan if you are a regular full or part-time employee. This contribution is retroactive to the date of eligibility in the Plan. The College contribution is age and service related on earnings as per federal guidelines.

For an employee under age 40 or with less than five years of service the College contributes:

6.3% on salary up to Social Security Wage Base (SSWB)
12.0% on salary over the SSWB

For an employee over age 40 and with five+ years of service the College contributes:

6.5% on salary up to SSWB
12.2% on salary over the SSWB

For an employee over age 55 and with 15+ years of service the College contributes:

10.0% up to SSWB
15.0% over SSWB

All employees eligible to participate in the Plan are 20% vested after completing two years and 50% vested after completing three years of College service. After four years of service, employees are 100% vested.

Although you are not required to make contributions to the Plan you are encouraged to do so for two reasons:

1. Your contribution would supplement the College contribution, thereby building your retirement savings.
2. In addition, your contributions are made on a pretax basis, lowering your taxable income for that calendar year. The money is tax deferred until you withdraw it at retirement.

Employee contributions are subject to the individual annual maximum deferral as defined by the IRS. Together, there is an overall limit annually for both employee and College contributions as per federal guidelines.

There is no minimum salary reduction. Any employee may participate in this voluntary portion of the Plan. Employees may change their contribution amounts twice a year.

Under the Tax-Deferred Annuity program, you have three TDA carriers from which to choose for your contributions:

1. Mutual of America,
2. TIAA-CREF, and
3. The Vanguard Group.

Each investment company has choices of funds to satisfy both aggressive and conservative investors. Please refer to your Summary Plan Description and company prospectuses for further information.

RETIREE MEDICAL/DENTAL/LIFE INSURANCE BENEFITS

By definition, effective July 1, 1994 and for the purposes of this handbook, a retiree is an individual who has worked for New York Medical College as a regular full-time member of the faculty or non-union represented staff for 10 years and is age 60 or older upon retirement.

Life Insurance: The College maintains a non-contributory life insurance policy for all retirees equal to 10% of the last annual salary to a maximum of \$10,000 and a minimum of \$3,000. Any contributory life insurance coverage ends at retirement.

Medical Benefits: Retirees aged 60-64 are offered the same program as active employees since they are not eligible for Medicare. Retirees age 65 and older must elect Medicare as primary and the College's plan is secondary.

Dental Benefits: Coverage in the Enhanced Dental Plan may be continued for the retiree's lifetime. Coverage in the Dental Assistance Plan (or the Enhanced Dental Plan, if applicable) may be elected for an 18-month period under the COBRA program for which the retiree will be responsible for payments at the group premium amount.

Retirees are required to make the following contributions toward their medical and dental coverage:

- 90% for each participant hired prior to June 30, 2004
- 100% for each participant, on or after July 1, 2004

*For employees hired on or after July 1, 1994, the retiree medical and dental benefits are fully contributory.

Dental Benefit: Dental coverage may be elected for an 18-month period under the COBRA program for which the retiree is responsible for payments at the group premium amount.

EDUCATIONAL ASSISTANCE

DEPENDENT TUITION ASSISTANCE PROGRAM

This plan provides a tuition benefit for eligible children of full-time, nonunion represented employees who are enrolled in a degree-granting undergraduate program at an accredited college or university. The benefits are tax-free.

Tuition support is \$1,000 per child per semester with a per annum maximum payment of \$2,000 per child. The maximum amount payable toward the attainment of the undergraduate degree is \$8,000. However, in no instance will the level of tuition support exceed the actual cost of tuition.

A dependent child, both of whose parents are full-time New York Medical College members, is entitled under this policy to tuition support emanating from each parent. All tuition payments are made directly to the school in the name of the dependent.

GRADUATE SCHOOLS' TUITION PROGRAM

All New York Medical College employees are encouraged to further their education and professional credentials by pursuing a master's or doctoral program offered by the Graduate Schools of Basic Medical Sciences and the School of Public Health.

All regular full-time and part-time employees are eligible to apply after being employed one year from their latest employment date. (There is no credit for prior broken service.) Regular full-time College employees also include those employed full-time by College faculty practice plans to perform duties for the College but does not include residents or fellows. Tuition for the full-time employee is remitted 100% for up to six credits per semester and 12 credits per year.

A spouse and/or dependent children of a College employee is eligible for 100% Graduate School Tuition Remission for a maximum of twelve credits a semester or thirty credits per academic year. The definition of a dependent child follows IRS guidelines: the taxpayer's child is under age 19 or a student under age 24.

The Office of the Dean of the applicable Graduate School receives and administers enrollment requests, and the Associate Vice President of Human Resources is responsible for verification of eligibility.

In the case of regular part-time employees, entitlement to the foregoing benefits is on a pro-rata basis as determined each year by the combined average of the number of hours worked in the previous year and scheduled in the current year.