



Benefits for Eligible Part-Time Officers of Administration

Updated for 2009

Primary Guidance to Which This Policy Responds	Responsible University Office
Benefits eligibility as defined effective January 1, 2008	Columbia University HR Benefits Service Center

Who is eligible for Part-Time Officer Benefits?

Part-Time Officers of Administration who meet all of the criteria below:

- **You must be a regular part-time Officer of Administration** (temporary part-time employees are NOT eligible for part-time benefits).
Note that **temporary positions** are those approved for a temporary period of time and thereby have an end date. These positions are typically 12 months in duration.
Regular positions are those without a planned end date; instead these are considered permanent positions at the University.
- Your scheduled work week must be at least 20 hours per week but less than 35 hours per week.
- Your position is a Grade 10 or higher at Morningside, Lamont or Nevis OR Grade 103 or higher at Columbia University Medical Center and Harlem Hospital.

Benefits

An eligible Part-Time Officer of Administration may elect from the following benefit offerings:

- **Medical Plan Options**

- Aetna Choice Point-of-Service II (POS) Plan
- CIGNA Point-of-Service (POS) Plan
- UnitedHealthcare Choice Plus Point-of-Service (POS) Plan

Rates are 50% of the total cost for the medical Plan. *See the Rate Sheet on page 2 of this document.*

- **Group Term Life Insurance Options**

Columbia University provides Basic Term Life Insurance coverage of 1x the annual benefits salary up to \$50,000 at no cost to you. You may elect additional amounts of coverage from one to six times your annual benefits salary up to a maximum of \$1,000,000.

- **Dependent Term Life Insurance**

You may elect term life insurance for your dependents, which provides a benefit to you in the case of death of your spouse, your same-sex domestic partner or dependent children. You pay the full cost of this benefit.

- **Healthcare and Dependent Care Flexible Spending Accounts (FSAs)**

You may contribute to the Healthcare and Dependent Care FSA up the IRS limits for that calendar year.

- **Transit/Parking Reimbursement Program (T/PRP)**

You may contribute to the Transit/Parking Program up the IRS limits for that calendar year.

- **Long-Term Care Insurance Program**

You may elect this benefit by contacting John Hancock directly.

- **Paid Time Off**

For regular part-time Officers of Administration who work 20 or more hours per week, vacation is accrued at the rate of one day per month, up to a maximum of 10 days per fiscal year. A maximum of one year's accrual (up to 10 unused days) can be carried from one fiscal year to the next. When a part-time Officer takes vacation time, the department should charge the Officer's time balance in whole or half-day increments, as appropriate.

MEDICAL PLAN OPTIONS RATE SHEET FOR 2009 FOR REGULAR PART-TIME SALARIED OFFICERS OF ADMINISTRATION

PLAN	Single	Yourself + Spouse/Domestic Partner	Yourself + Child(ren)	Family
Aetna Choice Point-of-Service (POS) II Plan	\$206	\$433	\$392	\$618
CIGNA Point-of-Service (POS) Plan	\$237	\$498	\$451	\$711
UnitedHealthcare Choice Plus Plan	\$273	\$574	\$519	\$819

Please Remember:

You have 31 days to enroll for benefits from the date of hire or eligible status change.

For More Information, Please Contact:

Columbia University HR Benefits Service Center

Phone: (212) 851-7000

Email: hrbenefits@columbia.edu