



## Benefits for Eligible Part-Time Officers of Administration

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.

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### MEDICAL PLAN OPTIONS RATE SHEET FOR 2008 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	\$165	\$346	\$313	\$494
CIGNA Point-of-Service (POS) Plan	\$234	\$492	\$445	\$702
UnitedHealthcare Choice Plus Plan	\$250	\$526	\$476	\$752

#### **Please Remember:**

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

A reminder email will be sent to all benefits-eligible part-time Officers to enroll, within 31 days from the date they were entered into the Online Benefits Enrollment System.

#### **For More Information, Please Contact:**

Columbia University HR Benefits Service Center

**Phone:** (212) 851-7000

**Email:** [hrbenefits@columbia.edu](mailto:hrbenefits@columbia.edu)