

The HR BUZZ

Medical/Prescription Drug Contribution Changes & New Co-Payments, and Changes to the PERS & TPAF Pension Rates

Non-Aligned Employees

The State of New Jersey implemented significant changes to the State Health Benefits Program and certain pension plan contributions. These changes include a provision that employees enrolled in the State Health Benefits Plan must contribute 1.5% of their annual base salary for medical and prescription drug benefits. Beginning July 1, 2007, employees participating in the Public Employees Retirement System (PERS) and the Teachers Pension and Annuity Fund (TPAF) will be required to contribute 5.5% of their annual base salary to the system; members enrolled in the Alternate Benefits Plans (TIAA/CREF, ING Aetna, MetLife, Equitable, Hartford and VALIC), and the Police and Firemen's Retirement System (PFRS), are not affected by the pension rate increase.

A summary of the more significant changes to the Health Benefits Plan follows:

- Effective July 1, 2007, the health (Traditional Plan, NJ Plus and HMOs) and prescription drug payroll deductions for non-aligned employees will be 1.5% of your annual base salary. The contribution amount will change any time there is a change in your base annual salary. The contribution is the same regardless of the medical plan or level of coverage that is selected. You will be permitted to waive your medical and prescription coverage to avoid the 1.5% contribution if you have other health care coverage. You may also add eligible dependents who lost coverage through August 31, 2007. However, you cannot change medical plans until the October 2007 Open Enrollment Period, with coverage effective January 1, 2008.
- For NJ Plus and all HMOs (Aetna, AmeriHealth, CIGNA, HealthNet and Oxford), the co-payment for primary care doctor visits and visits to a specialist will be \$15.00. The co-payment for a visit to an emergency room will be \$50.00. The emergency room co-payment is waived if you are admitted to the hospital.

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CALENDAR: Upcoming Events & Holidays

Monthly

- July Summer Hours—Monday—Thursday, 8:30 a.m.—5:00 p.m.
- July McNair Summer Research Institute Program
- July Connections Miniversity—Orientation 2007
- August Summer Hours—Monday—Thursday, 8:30 a.m.—5:00 p.m.
- August Connections Miniversity—Orientation 2007

JULY						
Su	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	\$	14
15	16	17	18	19	20	21
22	23	24	25	26	\$	28
29	30	31				

Daily

- July 4 Independence Day—University Closed
- August 17 Last Friday off for Summer Hours
- August 20 Regular five—day work week resumes

Independence Day

Note: TIAA—CREF will be present on campus on the following dates. Kelly Lin will be the presenter and facilitator. All sessions will be held in GITC 3100.

AUGUST						
Su	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	\$	11
12	13	14	15	16	17	18
19	20	21	22	23	\$	25
26	27	28	29	30	31	

- Wednesday, July 25
- Wednesday, August 8
- Wednesday, August 22

Medical/Prescription Drug Contribution Changes and New Co-Payments, and Changes to the PERS & TPAF Pension Rates (continued from page 1)

- = HOLIDAYS
- \$ = PAYDAYS

- The co-payment for a 30-day supply of retail drugs will remain \$3.00 for generic drugs and \$10.00 for brand-name prescription drugs without generic equivalents. A new third tier will include a \$25.00 co-payment for brand-name drugs where a generic equivalent is available for a 30-day supply purchased at a retail pharmacy.
- The mail-order prescription drug co-payments, for up to a 90-day supply, will remain at \$5.00 for generic drugs and \$15.00 for brand-name drugs without generic equivalents. The third-tier mail-order co-payment will be \$40.00 for brand-name drugs where a generic equivalent is available.

Medical and Prescription Drug Contribution Changes and New Co-Payments

Frequently Asked Questions (FAQs)



Q. Are employees who are only enrolled for prescription drug coverage still required to contribute 1.5% of base salary?

A. Yes. The 1.5% contribution is required regardless of whether the employee is in the medical plan or a prescription drug plan or both.

Q. Is there a maximum base annual salary on which the health contribution is based?

A. No. The 1.5% health contribution is based on the participating employee's base annual salary, and will be deducted over 24 pay periods for 12-month employees, and 20 pay periods for 10-month employees.

Q. What is the effective date of the changes?

A. The contribution change will occur in the first full pay period in July.

Q. When will ID cards be distributed?

A. The distribution of ID cards is ongoing.

Q. What proof is required for an employee to waive coverage?

A. The only requirement is that the employee completes the attached "State Employee Waiver/Reinstatement" form certifying that the employee has other health coverage and submit it to the HR Office along with the Health Benefits Application indicating the waiving of coverage. NJIT will complete "Part 2" of the form and forward it to the State Health Benefits Bureau. If an employee has previously waived coverage, there is no need for that employee to submit another form.

An employee may reinstate coverage under the provisions of HIPAA by submitting the same form with proof of the loss of other health coverage within 60 days of that loss or during open enrollment.

Q. If a member has a medical intolerance of a generic equivalent of a brand-name drug, will the member still be required to pay the \$25.00 co-payment?

A. In the event that a member is unable to take the generic equivalent of a brand-name medication due to a therapeutic failure or intolerance to the generic equivalent, the member will be able to receive the brand name drug. This will require that the member's physician obtain prior authorization for the brand-name medication based on the failure or intolerance to the generic equivalent. If the physician's request for the use of the brand name drug is approved, the member will receive the brand-name drug and will only be required to pay the brand co-payment.

Q. Can this new payment be made with pre-tax income?

A. The deductions will be pre-tax dollars, which allows you to save money by paying your share of medical premiums with before-tax dollars. However, the deductions are post-tax dollars if you signed a Premium Option Plan (POP) Declinations form during the Health Benefits/Flexible Spending Open Enrollment Period.

Q. Are extra deductions required for 10-month employees to cover the summer months?

A. No.

Q. If an employee is granted a leave of absence, on what salary should we base the health contribution?

A. The employee health contribution should be based on 1.5% of the annual base salary at the time the leave began.

Benefits News

New Jersey State Temporary Disability Insurance Program

New Jersey is one of only five states in the nation that provides compulsory temporary disability insurance for employees. Cash benefits are payable when you cannot work because of sickness or injury not caused by your job.

Employees contribute one-half of 1% on the first \$26,600 of covered wages paid by NJIT in a calendar year. The University also pays contributions on the first \$26,600 in wages paid to each employee. The maximum individual disability insurance deduction is \$133.00.



To have a valid claim, you must have 20 calendar weeks of employment in which you earned \$143.00 a week or more, or have earned a minimum of \$7,200 during the 52 weeks preceding the week in which you became disabled.

Under the Temporary Disability Benefits Law, the weekly benefit amount is calculated on the basis of your average weekly rate of pay. If eligible, you will receive two-thirds of your average weekly wages up to the maximum amount of \$502.00 a week. Disability benefits are paid up to 26 weeks for any one period of disability.

How to Apply for New Jersey State Temporary Disability:

- Notify your department.
- Contact Ms. Chevanese Samms in Human Resources to discuss Family Medical Leave (FMLA). (Note: FMLA is a federal law that provides unpaid, job protected leave to eligible employees for a specific set of circumstances. Family Medical Leave is used consecutively with other University leaves of absences.)
- Contact Patricia Lawrence for a temporary disability claim form. Complete Part A of the disability form, ask your treating physician to fill in Part B, and return the disability claim form to Patricia Lawrence.
- All accrued sick leave must be exhausted in order to receive disability benefits.
- Disability benefits are not payable for the first 7 consecutive days of each period of disability (the waiting week). However, if eligible for payment during the three consecutive weeks following the waiting week, benefits will be paid retroactive to the waiting week.
- Benefits will not be paid if an employee is on worker's compensation, or receiving other cash benefits.

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Service Awards Reception

Employee Recognition

Sounds of cheers echoed throughout the Campus Center Ballroom on Thursday, May 24 as faculty and staff members clapped and held up signs to show their appreciation for co-workers who were receiving awards in recognition of their outstanding contributions and dedication to the entire NJIT community.

For many years, the Department of Human Resources has hosted the Annual Service Awards Reception. This reception is designed to recognize retirees, faculty and staff members who have successfully dedicated 10 or more years of service to the University.

In light of past Service Awards Receptions, this year’s event seemed “magical.” The Ballroom was packed, the atmosphere was most inviting, and family members were also present to share this wonderful moment with their loved ones.

A Bit of Inspiration “Teamwork”

“Teamwork is the ability to work together towards a common vision; the ability to direct individual accomplishment toward team objectives. It is the fuel that allows common men to attain uncommon results. Simply stated, it is less me and more we.”

- Unknown



Note: Recipient names as well as years of service can be found on page 8; pictures on pages 9 and 10.

New Developments & Initiatives

Online Recruitment System

The online employee recruitment system is up and running. This system has replaced the paper-based recruitment process and paper personnel requisition forms are no longer in use. Please use this system to post or backfill a current position, create a new position, reclassify an existing position or to simply update/view a job description in your area.

To access the system, go to the NJIT homepage, click “My NJIT” (or visit <http://my.njit.edu>) and log in to the NJIT Highlander Pipeline. On the NJIT Highlander Pipeline homepage, click the “Faculty/Staff” tab, then click the link for “Online Employee Recruitment System.” Only authorized users will have access.

Please contact the Department of Human Resources if you have any questions when using this system.

Pre–College Programs

Throughout the summer and also the rest of the year, there are many programs offered by the Pre–College Center. The Center was designed as a means of providing programs for students that would pique their scientific interest, and fill in the math and science gaps in their education. The Center creates new learning opportunities as well as provides new skills, academic support and career motivation to all those who participate.

Below are some of the programs taking place throughout the summer:

- Environmental Engineering Program
- Women in Engineering and Technology Initiative–FEMME Program
- Pre–Engineering Program Prep
- Explore Careers in Technology & Engineering
- Upward Bound
- Introduction to Chemical Industry for Minorities in Engineering Program (CHIME)

To learn more about these programs and others, visit the Pre-College Center located in the lower level of Cypress Hall.

New Additions to the NJIT Family

The Department of Human Resources would like to welcome the following new hires to the NJIT Family.

Employee Name	Department	Employee Name	Department
Alexander, Tamara T.	Bursar's Office	Ledesma, Paola	Student Financial Aid Services
Cheng, Biao	VP—Research and Development	McClendon—Galvin, Tiffany	Accounts Payable
Corchado, Sasha N.	Office of the Dean—SOA	Montalvo—Harden, Cindy *	Continuing Education
Dalvi, Sameer V.	Chemical Engineering	Paige, Dustin	University Admissions
Fadel, Jessica L.	Van Houten Library	Ramirez, Diego Alejandro	Biomedical Engineering
Feng, Jianxin	Chemical Engineering	Samolej, Joanna K.	AVP University Budgeting
Fitzpatrick, Margaret F.	Office of the Dean—SOA	Thomas, Xenia H.	Human Resources
Garcia, Andrew	Office of the Dean—CSLA	Vinasco, Jacqueline	Human Resources
Gorceix, Nicolas	Center for Solar Research	Vincent, Mark B.	Center for Solar Research
Jiang, Xianjin	Chemical Engineering	Xu, Hau	University Information Systems
Kubeyinje, Augustus Amo	University Academics		

Note: * Rehire

New Jersey State Temporary Disability Insurance Program (Continued from Page 4)

“Work”

“Every job is a self-portrait of the person who does it. Autograph your work with excellence.”

~Unknown

- For maternity leaves of absence, the disability benefit is 4 weeks pay before the arrival of the baby and 6 weeks after the arrival of the baby for a normal delivery.
- Contact Judith Gregorio a week after the birth of the baby, and complete new health enrollment forms to add the newborn. The baby will be covered retroactive to the date of birth.

Disability claim forms are available in Human Resources, the HR website www.njit.edu/humanresources or at www.nj.gov/labor.

Service Award Recipients

45 Years

Dr. Murray Lieb
Dr. Carl Wolf

40 Years

Dr. Rong–Yaw Chen
Dr. Robert Dresnack
Dr. Pasquale Florio
Dr. Armen Jermakian
Dr. Raj Khera
Dr. Howard Kimmel
Dr. David Kristol
Dr. Kenneth Sohn

35 Years

Dr. Dennis Blackmore
Mr. Henry McCloud
Dr. Manuel Perez
Dr. Julian Scher
Dr. Nancy Steffen-Fluhr

30 Years

Mr. Henry Frystack
Mr. Malachi Norris
Mr. James Sanders
Dr. John Tavantzis
Ms. Francine Vaccaro

25 Years

Dr. Robert Conley
Dr. Tamara Gund
Dr. David Hawk
Dr. Kevin McDermott
Dr. Sandy Moore
Ms. Ethel Peggy Schel
Mr. Lloyd Stewart
Dr. Nikki Stiller

20 Years

Dr. Layek Abdel–Malek
Dr. Ali Akansu
Ms. Kim Akhtab
Dr. Manish Bhattacharjee
Mr. Frederick Blocker
Dr. John Carpinelli
Dr. William Carr
Dr. Fadi Deek (Dean CSLA)
Mrs. Lois Hulin
Ms. Agnes Jackson
Ms. Maxine Kahn
Ms. Saida Leon

Ms. Joyce Mattox
Ms. Norma Montague
Dr. David Patel
Dr. Anthony Rosato
Dr. Rajpal Sodhi
Dr. Mark Somers
Mr. Curtis Speller
Ms. Susan Sutton
Ms. Denise Taylor
Ms. Prema Teklinski
Mrs. Jenny Tran
Mrs Yvonne Williams
Mr. Timothy Wood

15 Years

Dr. Timothy Chang
Dr. Rene Cordero
Dr. Sunil Dhar
Ms. Virginia Fowlkes
Ms. Jane Gaertner
Mr. Vladimir Ganopolsky
Mrs. Sharon Gilbert
Ms. Caridad Hernandez

15 Years (Cont.)

Ms. Babette Hoyle
Dr. Michael Lacker
Dr. Norman Loney
Mr. William O'Sullivan
Ms. Monique Paden–Hutchinson
Ms. Jacqueline Rock
Mr. Kip Rowan
Ms. Norma Rubio
Mr. Joel Schneiderman
Dr. Kamalesh Sirkar
Dr. William Skawinski
Dr. Andrew Sohn
Mr. Michael Thompson
Mr. Ozzie Williams

10 Years

Ms. Amatullah Abdul–Baasit
Dr. Dawn Apgar
Mrs. Suzanne Berliner–Heyman
Dr. Amitabha Bose
Ms. Levelle Burr–Alexander
Dr. James Calvin
Dr. I. Jy Chien
Mrs. Viola Clyburn
Dr. John Coakley
Ms. Joyce Davis
Dr. Carsten Denker
Mr. Paul Dine
Mr. John Egan
Mr. Randy Fear
Dr. Dale Gary
Mr. Steve George
Ms. Isabell Grice
Mr. Raymond Hansen
Mr. Sayed Hassan

10 Years (Cont.)

Mr. John Hunter
Dr. Dentcho Ivanov
Mrs. Marcelle Jackson
Ms. Wei Jiang
Ms. Rose Johnson
Mr. Michael Kerley
Mr. Dean Knappe
Ms. Patricia Kramer
Ms. Mei–Chu Lee
Mr. Wujun Li
Dr. James Lipuma
Ms. Patricia Lundberg
Ms. Joan Mahon
Officer Joseph Marswillo
Dr. Soroosh Moehbbi–
Forushani
Mr. Maurice Moore
Ms. Clare Naporano
Mr. Jeff Nenow
Mr. Sunil Patel
Mr. Christopher Roche
Mrs. Shakera Rodgers
Dr. Jacob Savir
Officer Kenneth Schel
Mr. Scott Sherman
Dr. Pushpendra Singh
Ms. Catherine Sparks
Ms. Annie Walker
Dr. David Washington

Retirees

Ms. Pauline Adams
Sgt. Stephen Daly
Dr. James Grow
Prof. John Hensel
Dr. S. Roxanne Hiltz

Retirees

Dr. Elizabeth Hodge
Chief Michael Kirk
Dr. Gordon Lewandowski
Dr. Robert Lynch
Officer Edward Magnan
Ms. Diana Muldrow
Dr. John O'Connor
Mr. Richard Quinn
Dr. Solomon Rosenstark
Mr. James Sanders
Dr. Edward Sarian
Officer Kenneth Schel
Mrs. Ethel Peggy Schel
Ms. Roberta Spencer
Dr. Kewal Sran
Dr. David Stickler
Dr. John Tavantzis
Mr. Harry Tessler
Dr. Murray Turoff
Dr. Carl Wolf

Service Award Recipients



Service Award Recipients (Cont'd.)



The Rise in Gas Prices

Alternate Modes of Transportation

With soaring gas prices and the growing concern about the damaging effects of pollution on the environment, more people are looking at alternative means of transportation. One such person is Suzannah Cully in Human Resources. The HR Buzz spoke to Suzannah recently about this topic:

HR Buzz: What is your primary means of getting around?

Suzannah: I take public transportation. I had a car, but sold it a few months ago. What a liberating feeling! I live in Manhattan and the public transportation system is good. With the nice weather I also walk and ride my bicycle and motorcycle.



Suzannah Cully
Manager of Compensation, HR

HR Buzz: A motorcycle? That is different.

Suzannah: Yes, while I love riding my bicycle, I didn't want to be completely without some type of motorized transportation. I have a 1965 Honda Dream, which is a lot more fuel-efficient than my car. It isn't a big bike, so I use it mainly to get around town.

HR Buzz: Do you miss having a car?

Suzannah: Not really. My previous car was a gas guzzler. I thought of trading it in for a more fuel-efficient, environment-friendly car like the Prius, but decided owning any type of vehicle was not worth the trouble. If the auto manufacturers could only make an entirely green car, then

maybe I'd consider owning four wheels again...although my two wheels suit me fine for now!

HR Buzz: In dealing with soaring gas prices, what advice do you have to offer fellow employees?

Suzannah: Sell your car! Well, that is not always realistic. I'd say try to use public transit or carpool whenever you can. With summer here, it is also nice to walk or ride a bicycle.

Performance Evaluations

REMINDER:

Performance evaluations were due to Human Resources by May 15, 2007. If you have not already submitted your department's signed performance evaluations to Human Resources, please do so immediately. Thank you for your cooperation!

What's Happening Around Campus

University Summer Hours

In prior years, NJIT has worked to offset rising energy expenditures by providing the staff with a compressed work week during the summer months. For this year, summer hours will be in effect Monday, June 4, 2007, through Friday, August 17, 2007. General university summer hours will be 8:30 a.m. to 5:00 p.m. Monday through Thursday. The university will resume its regular five-day schedule of 8:30 a.m. to 4:30 p.m. on Monday, August 20, 2007.

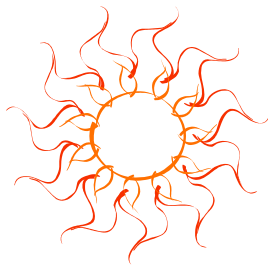
During the months of summer hours, paychecks will be distributed on Thursday. Please note: this change makes it even more important that the payroll-processing schedule be followed to ensure timely payments.

With the support of the faculty and staff, we anticipate another summer of lower energy cost savings.

Benefit Time Used During Summer Hours

Sick Days & Vacation Days		Personal Days & Floating Holidays	
35-hour work week	8.75 hours for Full days 4.37 hours for Half days	35-hour work week	7 hours for Full days 3.5 hours for Half days
37.5-hour work week	9.38 hours for Full days 4.69 hours for Half days	37.5-hour work week	7.5 hours for Full days 3.75 hours for Half days
40-hour work week	10 hours for Full days 5 hours for Half days	40-hour work week	8 hours for Full days 4 hours for Half days

NJ Transit Ozone Pass



New Jersey Institute of Technology is a participant in the State's OzonePass Program, which offers New Jersey employees the opportunity to ride NJ Transit buses, trains and light rail vehicles at a reduced fare on days when high levels of ozone pollution are predicted this summer.

The 2007 ozone season runs from May 14 through September 7. OzonePasses will be available at the Cashier's Window in the Student Mall for use on high ozone days. Each round-trip pass will cost \$2.70. OzonePasses are valid for commuting to and from workplaces in New Jersey. The discount is not valid for trips to New York City or Philadelphia.

Kids Corner

The Department of Human Resources would like to take the time to recognize several of our employees' children and grandchildren for their outstanding accomplishments. **CONGRATULATIONS!**



“Censored”

Megan Daly—(Stephen Daly’s Daughter)

Megan Daly, a junior at Old Bridge High School, has won the 2007 Annual High School Art Competition for the Sixth District of New Jersey. On May 19, 2007 she was given an award from Congressman Frank Pallone Jr. at Monmouth University. Megan’s pencil drawing titled “Censored” (pictured left) will be hung in the Capitol Building in Washington DC inside Cannon Hall for a year. This is the second year Megan has entered this contest and last year she had a second-place finish. Megan credits her Fine Arts teacher, Ms. Sharon Piscitelli, for her long-standing encouragement and tutelage.

Amýa Dumay—(Pamela Johnson’s Granddaughter)

Edgemont Montessori School in Montclair, NJ, is one of many schools that encourages as well as presents students with opportunities of becoming leaders at an early age. Amýa Dumay, age 8, was elected Mayor of the third grade.

“Learning”

“Learning is not attained by chance; it must be sought for with ardor and attended to with diligence.”

- Abigail Adams

Alyssa Wilson—(LaTosha Wilson’s Daughter & Mary Short’s Granddaughter)

Alyssa Wilson, age 10, grade 5, won first place in the science fair at Heywood Avenue School in Orange. Alyssa’s science project was called “Simple Machines.” Alyssa created a fixed pulley and measured the force with a spring scale.

Rebecca Lawrence—(Patricia Lawrence’s Granddaughter)

Rebecca Lawrence, age 9, grade 4, received first-place academic honors from the Connerly Road Grammar School in Somerset, NJ. Rebecca also received the Award of Distinction for math and science.

SPECIAL RECOGNITION

A Bit of Inspiration “Life”

“We make a living by
what we get; we make a
life by what we give.”

-Winston Churchill

Staci Mongelli from HR
had a baby on May 31, 2007!



Congratulations! We wish you all the best!

Key Phone Numbers

Benefits - 973-596-3143

Compensation & Classification - 973-596-8234

Employment Assistance Program - 973-596-3293

Employment - 973-596-3139

Employment Verification - 973-596-5525

Updating your information - 973-596-5525

Labor Relations - 973-596-3142

Tuition Remission - 973-642-4937

Worker's Compensation - 973-596-3143

Payroll - 973-596-3159, 973-596-3161

Public Safety - 973-596-3120 (non-emergency
number); 973-596-3111 (emergency number)

Parking - 973-642-7190

When was the last time you updated your personal information with the Department of Human Resources? Do we have a current phone number and mailing address for you? Does your emergency contact information need to be updated? If you need to verify or update your information, contact Annie Crawford at x3139.