The New School
Local 32BJ/Facilities Department Employees
Benefits Highlights

Benefits Associate, Tricina Stallings: stallint@newschool.edu or 212-229-5671 x3848

Health Care Coverage

32BJ Health Fund – Health care coverage is provided to eligible employees through the 32BJ Health Fund. For information regarding eligibility, you can find the collective bargaining agreement between Local 32BJ, SEIU and The Realty Advisory Board on Labor Relations, Inc (RAB) (the "Union Contract") at www.newschool.edu/hr/labor-relations/maintenance/. For additional information about the Fund, go to www.32bjfunds.org/health/. You may also contact the Fund at 212-388-3500 from any of the five boroughs of NYC or at 800-551-3225 from outside the boroughs.

Retirement Benefits

Building Service 32BJ Pension Fund – Retirement benefits are provided to eligible employees through Building Service 32BJ Pension Fund. For more information, see the Union Contract and go to www.32bjfunds.org/pension. You may also contact the Fund at 212-388-3500 from any the five boroughs of NYC or at 800-551-3225 from outside the boroughs.

Tax Deferred Annuity (TDA) Plan: Employee Contributions – You are eligible to make voluntary contributions to the New School's Tax Deferred Annuity (TDA) plan, with TIAA-CREF, beginning the first of the month following your hire date. You can elect to make your pre-tax contributions as either a percentage of your base annual pay, or a specific dollar amount each pay period. Upon enrollment you are immediately 100% vested.

To enroll, go to Benefits Forms and Documents at www.newschool.edu/hr/forms/ and download the Tax-Deferred Annuity (TDA) Plan (TIAA-CREF) Salary Reduction Agreement Form and return it to Tricina Stallings in the Office of Human Resources. Your election will take effect on the first of the month following receipt of your completed form. Then go to www.tiaa-cref.org/newschool for more information about your investment options, how to make your investment allocations and to designate a beneficiary.

You can enroll or make changes to your contribution and/or investment allocations at any time throughout the year.

Other Benefits

Qualified Transportation Expense (QTE) Plan - The QTE Plan enables you to save money by reducing your taxable income by setting aside pre-tax funds to pay for eligible commuting expenses. There are two types of accounts:

- **Mass Transit Account –** The Mass Transit Account covers commuting expenses via mass transit (i.e., subway, train, bus, ferry, or vanpool).

- **Parking Account –** The Parking Account covers parking expenses at facilities that allow you to park at or near the workplace, or on or near a location from which you commute to work by mass transit or carpool.

How the QTE Plan Works

You set aside money on a pre-tax basis from each paycheck to be directed to a Mass Transit Account and/or Parking Account. How much you need to contribute depends on your commute. The money set aside is deducted from your paychecks on a pre-tax basis which lowers your taxable income. You will receive a Benefits Card with a MasterCard logo which you use to pay for eligible commuting or parking expenses.

If you choose to contribute to the Mass Transit or Parking Account certain monthly minimum and maximum elections apply:

	Minimum	Maximum
Mass Transit Account	$25	$245
Parking Account	$25	$245

In addition to a pre-tax contribution to the Mass Transit and/or Parking Account, the plan also permits after-tax contributions if your expenses exceed the maximum pre-tax benefit, so all your commuting expenses can be paid for by using your Benefits Card.

Funds in your account(s) not used at the end of the calendar year will be carried over to the next calendar year.

Once your account is established, you can access your account online at www.ebpabenefits.com or call 888-678-3457.

If you leave The New School your participation in the QTE plan will terminate on your employment termination date and you will not be able to use your Benefits Card after that date.

You may sign up for this benefit at any time. To enroll, please go to the Benefits Forms and Documents at www.newschool.edu/hr/forms/ and download the Qualified Transportation Expense Enrollment/Change Form. Return the form to Tricina Stallings in the Office of Human Resources.

Employee Assistance Program – The Horizon Health Employee Assistance Program (EAP) offers you and the members of your household support, guidance and resources for alcohol/drug abuse, stress, financial, grief, legal services and much more with up to three confidential face-to-face counseling sessions per issue. In addition, their WorkLife services offer information and referrals for child and elder care, adoption, travel, school/college planning and other needs associated with daily living. These benefits are provided at no cost to you and are available upon your date of hire.

Call 1-888-293-6948 or visit www.horizoncarelink.com (login: *standard*, password: *eap4u*) for more information.

The New School Tuition Waiver Plan – The New School offers you a tuition waiver benefit for courses taken at the University. For more information, contact Leah Bautista at bautistl@newschool.edu or 212-229-5671 x4939.

Leaves of Absence

The University will afford you a leave of absence in accordance with relevant laws and regulations as well as relevant contractual provisions. Leaves of absence include, but are not limited to, the following:

- **Short-Term Disability (STD) Plan –** Short-term disability benefits provide wage replacement for up to 26 weeks if you are not able to work due to a qualified medical condition. If you are absent from work for more than seven consecutive calendar days due to a medical condition (planned or unplanned), including pregnancy, you may qualify for STD benefits. In order to apply for these benefits, you and your healthcare provider must complete and return a Notice and Proof of Claim for Disability Benefits (Form DB450) to Tricina Stallings. Based upon this documentation, The Hartford (the University's short term disability carrier) will determine whether you are eligible to receive STD benefits. If you are determined to be eligible, after the seven-consecutive-calendar-day waiting period, you will receive 50% of your pay, up to a maximum of $170/week.

- **Family and Medical Leave Act (FMLA)** – If eligible, FMLA allows you to take up to 12 weeks of unpaid, job protected leave for the following reasons:

  - The birth of a child and in order to care for that child within one year of birth.
  - The placement of a child with you for adoption or foster care and to care for the newly placed child within one year of placement.*
  - For a serious health condition that makes you unable to perform the essential functions of your position.
  - To care for your spouse, child, or parent with a serious health condition.
  - Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.
  - Military caregiver leave (also known as covered servicemember leave) to care for an injured or ill servicemember or veteran. An employee whose son, daughter, parent or next of kin is a covered servicemember may take up to 26 weeks in a single 12-month period to take care of leave to care for that servicemember.

  * FMLA leave for birth, placement for adoption, or foster care must be taken within 12 months of the FMLA event.

  The FMLA period will generally run concurrently with your approved disability period, if the FMLA leave is taken for your own medical condition or for the birth of a child.

  For more information, review The New School's FMLA policy in the Institutional Policies & Procedures Manual at www.newschool.edu/hr/manual.aspx.

- **Workers' Compensation –** Workers' Compensation insurance provides cash benefits and/or coverage for medical care provided to you if you are injured or become ill as a direct result of your job with The New School. You must notify your supervisor and contact the Security Office to file an incident report about the injury and the way in which it occurred as soon as possible. Failure to file an incident report in writing within 30 days after the incident may cause you to lose the right to Workers' Compensation Benefits. Incident reports are available at all security guard desks. If you qualify for Workers

Compensation benefits, you will receive pay continuation according to the requirements of the state law and our insurance plan.

Discounts -- As a University employee, there are many discounts available to you. You can find a complete list at www.newschool.edu/hr/benefits/ptf/discounts-offers/.

For Questions, Forms and/or More Information

Visit the websites listed throughout this highlights sheet or contact Benefits Associate, Tricina Stallings at (212) 229-5671 x3848 or stallint@newschool.edu.

This benefits highlight sheet contains a very brief summary of benefits that may be available to you.
It does not replace or supersede any plan documents or more detailed descriptions of the benefits discussed herein. Your benefits and this sheet may be revised. (Revised as of January 2013)