

Benefits Eligibility Key

The Benefit Plans offered by the University of Rochester to eligible faculty and staff members cover a wide range of benefits. Since eligibility for the plans varies, the “Benefits Eligibility Key” is designed to assist you in determining your own eligibility based on your current status with the University. The key displays information based on your benefit primary job at the University. You will find it helpful to understand the following terms which are used to define eligibility for participation in the various plans or appear on the “Benefits Eligibility Key”.

Detailed information on the benefit plans, including eligibility, is available on the [Total Rewards website](#). We encourage you to visit the website for more information and details on the benefit plans offered to faculty and staff members.

To view the “Benefits Eligibility Key”:

Log into HRMS and navigate to Self Service --> Benefits --> Benefits Eligibility Key

Benefits Eligibility Key	
Name	Employee ID
Regular/Temporary Status	Empl Class
Full/Part Time/TAR	Department
Service Date	
Health Care Plan Salary Band	
Employee Tuition Salary Band	
Standard Weekly Hours	
Annual Benefits Salary	

Regular: period of appointment in nonexempt and/or professional, administrative, and supervisory (PAS) job classifications that is expected to exceed four months, unless otherwise defined in collective bargaining agreements; period of appointment for faculty- instructional staff that is at least one year (or one academic year) or, if shorter, is expected to be renewed. Appointments primarily for furthering education (for example, graduate assistant) are not considered “regular” appointments.

Temporary: period of appointment in nonexempt and/or professional, administrative, and supervisory (PAS) job classifications of not over four months, unless otherwise defined in collective bargaining agreements; period of appointment for faculty- instructional staff of less than one year (or one academic year) and for which renewal is not expected.

Full-Time: for nonexempt job classifications (excluding those in PAS job classifications paid hourly): a regular weekly work schedule of at least 35 hours; for all professional, administrative, and supervisory (PAS) job classifications (including PAS paid on an hourly basis): a weekly work schedule of 40 hours or more; for faculty: a normal full teaching and research load as defined for the faculty by the college or school concerned.

Part-Time: a regular weekly or monthly schedule which is less than that required for full- time status but generally not less than 17.5 hours per week in the case of those in nonexempt and/or professional, administrative, and supervisory (PAS) job classifications. For faculty, it indicates that the individual carries at least half the normal (full) teaching and research load as defined for faculty by the college or school concerned.

TAR (Time-As-Reported): staff appointment with (1) no regular schedule or (2) in which the individual is generally expected to work fewer than 17.5 hours per week in the case of those in nonexempt and/or professional, administrative, and supervisory (PAS) job classifications, unless otherwise defined in collective bargaining agreements. For faculty, it indicates that the individual carries less than half the normal (full) teaching and research load as defined for faculty by the college or school concerned.

Service Date: Date used to calculate University benefit-eligible service. The date is derived based upon the employee's length of benefit eligible University service accrued during an Appointment to a Regular Full-Time or Part-Time position. Service credit may be granted for Temporary Appointments that occurred immediately prior to a Regular Full-Time or Part-Time Appointment, in accordance with the University's procedures for calculating Service Dates for Strong Staffing Transfers. Service credit may also be granted in the event of merger or acquisition, in accordance with the terms of the applicable agreement. In the event of an employee's separation and rehire, the date is adjusted in accordance with Policy 134 ("Reinstatement of Previous Service Time When Rehired").

Health Care Plan Salary Band: The code assigned to the salary range that determines an employee's premium contributions under the University of Rochester Health Care Plan. Please see the Health Care Plan Premium Rate Sheet for more information.

<http://www.rochester.edu/working/hr/benefits/rates/>

Employee Tuition Salary Band: The code assigned to the salary range that determine an employee's Tuition Waiver percentage. Please refer to the Tuition Benefit page for more information.

<http://www.rochester.edu/totalrewards/tuition>

Standard Hours: The number of hours that an employee is regularly scheduled to work per week in accordance with the terms of his/her appointment.

Annual Salary (Benefits): The dollar amount that is used to determine an employee's benefits calculation for coverage under the University of Rochester Group Life Insurance Plan and University of Rochester Long-Term Disability Plan. The amount is calculated in accordance with the definition of covered Annual Salary in those plans. Please refer to the following summaries for more information.

Life Insurance: http://www.rochester.edu/working/hr/benefits/life/group_life.pdf

Long-Term Disability: https://www.rochester.edu/working/hr/leave/Plan_At_A_Glance_Final_2017.pdf

Empl Class: A classification used in the HRMS system that represents the benefit plan package for which an employee is eligible based on satisfaction of plan eligibility criteria.

Health Insurance Marketplace Coverage

Notice of Health Insurance Marketplace Coverage Options

<http://rochester.edu/totalrewards/legal>

University of Rochester Health Care Plans

Please refer to <http://www.rochester.edu/working/hr/benefits/health/healthcare.html>

Regular full-time and regular part-time faculty and staff
in the following Empl Classes are currently eligible for the University Health Care Plans:

DPF, E50, E56, FAC, FAP, LPN, NOE, PD, RES, RNE, RNN, RTF, SPR, VIS, and staff in AGM.
(Generally speaking, other employees, such as student employees, per diems, temporary employees, and any employee with a Time as Reported (TAR) appointment, are not eligible for health care options, unless they qualify as a full-time employee in accordance with the University of Rochester Measurement and Stability Periods Guidelines.)