RIT | Human Resources

Updates To the Summary Plan Descriptions and Other Benefit Summaries

To RIT Faculty and Staff:

To comply with the requirements of the Employee Retirement Income Security Act (ERISA), we are providing you with this summary of material changes and clarifications to the descriptions of employee benefit plans. This update is a "summary of material modifications" (SMM) required by ERISA.

For those who received a hard copy *Summary Plan Descriptions and Other Benefit Summaries*, you should keep this SMM with that book.

All of the summaries published on the HR website (www.rit.edu/benefits) have been updated for the changes outlined in this SMM. In addition, we have posted this SMM on the HR website in the Summary Plan Descriptions and Other Benefit Summaries page

This update modifies the summary plan descriptions of a number of RIT's employee benefit plans. Benefits under each plan are determined by the terms of the underlying plan documents and contracts. In the event of any inconsistency between this update, the handbook and the plan document or contract, the plan document or contract will govern your rights and benefits.

This update is being provided to all regular full-time and part-time employees as well as adjunct employees. Therefore, some of the plans may apply to you and others may not. Your eligibility for any RIT benefit plan is not established merely by your receipt of this update.

RIT intends to continue the benefit plans indefinitely, but reserves the right to modify or terminate all or any portion of the employee benefits package at any time with or without notice. Such changes automatically will apply to you and your employment relationship at RIT. Participation in these plans is provided to eligible employees and does not constitute a guarantee of employment, requires continued employment and eligibility and is subject to the terms and conditions of the underlying plan documents and contracts.

Questions? Please visit the RIT Service Center portal at help.rit.edu where you can ask questions and find answers immediately.

- If you cannot find what you are looking for, you can
    - chat online with a representative through the RSC portal,
    - click on Report Issue / Ask Question to submit your question, or
    - call the RSC at 585-475-5000.

You can access the RSC online portal 24 hours a day. The RSC staff is available for online chats and by phone Monday through Friday 7:30 a.m. to 5:00 p.m. Eastern Time.

Issue Date: July 26, 2023

MEDICAL CARE AND PRESCRIPTION DRUG PLAN

In the *Who Pays For This Protection* section, the Salary Levels are updated as follows:

Effective January 1, 2023, regular full-time employees will pay for coverage based on their annual base pay as follows; these salary levels are generally adjusted on an annual basis, effective each January 1.

Level 1: less than $47,000
Level 2: $47,000-$100,999
Level 3: $101,000-$149,999
Level 4: $150,000 or more

The section titled *Coverage Changes Related to the COVID-19 Pandemic* is removed because the Federal government announced that the Public Health Emergency and National Emergency ended May 11, 2023.

VISION CARE PLAN

In the *What the Vision Care Plan Covers*, the section about frames and contact lenses are updated to read as follows:

<u>Frames</u>: $150 allowance toward frames, every calendar year. If you select a frame that costs more than $150, VSP offers a 20% discount off the amount over the retail allowance. Some frames qualify for a $170 featured frame brands allowance.

<u>Contact Lenses</u>: You may choose contacts instead of glasses (lenses and frame). There is a $150 allowance applied to the contact lens exam (fitting & evaluation) and the contact lenses. You also receive a 15% discount off the contact lens exam before the allowance is applied.

BENEFLEX

In the Key Features section, the first sentence in the Health Care Spending Account section is updated to read as follows: Contribute up to $3,050 per year (in 2023), on a pretax basis, to the Health Care Spending Account.

The special rules sections related to the COVID-19 pandemic are removed because the Federal government announced that the Public Health Emergency and National Emergency ended May 11, 2023.

SICK LEAVE

The *Grandfathered Employees* section in the *Sick Leave for Regular Employees* section is clarified to read as follows:

<u>Grandfathered Employees</u>: Employees who were scheduled to work less than 12 months per year (or 52 weeks per year) as of July 31, 2012 will be grandfathered and will not have prorated Sick time in the following scenarios:

- employee remains in the grandfathered position with the same scheduled months/weeks,
- employee remains in the grandfathered position with a decrease in their scheduled months/weeks,
- employee remains in the grandfathered position and has in increase in their scheduled months/weeks, but the schedule remains less than 12 months/52 weeks, or

- employee changes jobs and the schedule for the new job remains less than 12 months/52 weeks (either an increase or decrease in their scheduled months/weeks, but still less than 12 months/52 weeks).

The employee will no longer be grandfathered in the following scenarios:
- employee remains in the same position or changes positions and has a schedule change to 12 months/52 weeks and later has a decrease in their scheduled months/weeks to less than 12 months/52 weeks,
- employee leaves employment and is later rehired into a less than 12 months/52 weeks position; upon rehire, the time would be prorated.

EDUCATIONAL BENEFITS

In the *Important Information* section, the following is added:

Enrollment Deposit – those who are admitted to RIT will be billed a non-refundable enrollment deposit. You need to pay the deposit, which goes toward the tuition. When the Tuition Waiver goes through later, the deposit will create a credit which would offset any other costs not covered by the Tuition Waiver.

The following is added to the *Exclusions* list:
- Master of Architecture

In the *Tuition Scholarship* section, the *Eligibility* section is updated to read as follows:

Eligibility
The eligibility rules for Tuition Scholarship are similar to those of Tuition Exchange. It is a benefit for eligible children (same child eligibility as described under the Tuition Waiver benefit above) of regular employees as follows:
- Regular full-time employees with at least five (5) years of regular full-time service on or before the day after Labor Day (Tuesday) for the fall semester and on or before February 1 for the spring semester.
- Regular part-time employees with at least ten (10) years of qualifying regular part-time service on or before the day after Labor Day (Tuesday) for the fall semester and on or before February 1 for the spring semester. A year of qualifying regular part-time service is a year in which the employee is scheduled to work at least 750 hours. Each year of qualifying part-time or extended part-time service (an employee work classification that existed prior to July 1, 2017) counts as an eligible year of service for this purpose.

TIME OFF BENEFITS

In the Vacation section
The section called *Staff Employees Scheduled for Less than 12 Months Per Fiscal Year* section is updated to read as follows:

Staff Employees Scheduled for Less Than 12 Months Per Fiscal Year
Vacation time is prorated for new hires as well as for those scheduled to work less than 12 months (52 weeks) per fiscal year (except as noted in the *Grandfathered Employees* section below). Below are examples of proration:

> *Example 1:* *a nonexempt employee eligible for 2 weeks of vacation who is scheduled to work 35 hours per week, 44 weeks per year will have 59.220 vacation hours each fiscal year.*
>
> > *44 weeks / 52 weeks = .846 proration factor*
> > *35 x 2 = 70 hours x .846 = 59.220*

Example 2: *an exempt employee eligible for 3 weeks of vacation who is scheduled to work 40 hours per week,10 months per fiscal year, will have 12.5 vacation days each fiscal year.*

10 months / 12 months = .833 proration factor

40 x 3 = 120 hours x .833 = 99.960 hours or 12.5 days

Grandfathered Employees: Employees who were scheduled to work less than 12 months per year (or 52 weeks per year) as of July 31, 2012 will be grandfathered and will not have prorated vacation time in the following scenarios:

- employee remains in the grandfathered position with the same scheduled months/weeks,
- employee remains in the grandfathered position with a decrease in their scheduled months/weeks,
- employee remains in the grandfathered position and has in increase in their scheduled months/weeks, but the schedule remains less than 12 months/52 weeks, or
- employee changes jobs and the schedule for the new job remains less than 12 months/52 weeks (either an increase or decrease in their scheduled months/weeks, but still less than 12 months/52 weeks).

The employee will no longer be grandfathered in the following scenarios:

- employee remains in the same position or changes positions and has a schedule change to 12 months/52 weeks and later has a decrease in their scheduled months/weeks to less than 12 months/52 weeks,
- employee leaves employment and is later rehired into a less than 12 months/52 weeks position; upon rehire, the time would be prorated.

The section called *Vacation Calculation at Termination* is updated to read as follows:

Vacation Calculation at Retirement From RIT

Staff and 12-month faculty will be paid for any earned, unused vacation time as soon as administratively possible after retiring from RIT. Employees must work through the 16th of the month in order for that month to be included in the accrual calculation.

You cannot extend your service by using paid vacation; your last day worked is your retirement date. For example, if your last day worked is Wednesday, September 21, your retirement date is Wednesday, September 21. You cannot use five vacation days and have a retirement date of Wednesday, September 28.

There is one exception about extending service with vacation time at retirement. With supervisor approval, an employee can use vacation time just prior to the December break. An employee can retire effective December 31 and be paid for the RIT holiday time.

In the Holidays section

The *Holidays* section is updated to include a 12th holiday, Juneteenth.

This section titled *Early Release Closure Dates* updated to include the following:

If an employee is terminating employment, they must work on the Early Release Closure Date to be paid for the three hours of early release time. If the employee does not work on the Early Release Closure Date, their termination date is the last day they worked and they would not be eligible for the three hours of early release time.

If an employee is retiring from RIT and their retirement date is December 31, they will be eligible for the three hours of pay for the Early Release Closure Date.

The section called *Staff Employees Scheduled for Less than 12 Months Per Fiscal Year* section is updated to read as follows:

Employees Scheduled for Less Than 12 Months Per Fiscal Year
Holiday time is calculated based on the individual's scheduled weekly hours and scheduled months/weeks per year. The time is prorated for new hires as well as for those scheduled to work less than 12 months (52 weeks) per fiscal year (except as noted in the *Grandfathered Employees* section below). Below are examples of proration:

> *<u>For example</u>, a nonexempt employee scheduled to work 35 hours per week, 44 weeks per year will have 71.4 holiday hours each fiscal year.*
>
> > *44 weeks / 52 weeks = .85 proration factor*
> > *35 x 2.4 holiday factor = 84 hours x .85 = 71.4 holiday hours*
>
> *<u>For example</u>, an exempt employee eligible who is scheduled to work 40 hours per week,10 months per fiscal year, will have 73.04 holiday hours each fiscal year.*
>
> > *10 months / 12 months = .83 proration factor*
> > *40 x 2.4 holiday factor = 96 hours x .83 = 79.68 hours or 9.96 days*

<u>*Grandfathered Employees*</u>: Employees who were scheduled to work less than 12 months per year (or 52 weeks per year) as of July 31, 2012 will be grandfathered and will not have prorated holiday time in the following scenarios:

- employee remains in the grandfathered position with the same scheduled months/weeks,
- employee remains in the grandfathered position with a decrease in their scheduled months/weeks,
- employee remains in the grandfathered position and has in increase in their scheduled months/weeks, but the schedule remains less than 12 months/52 weeks, or
- employee changes jobs and the schedule for the new job remains less than 12 months/52 weeks (either an increase or decrease in their scheduled months/weeks, but still less than 12 months/52 weeks).

The employee will no longer be grandfathered in the following scenarios:

- employee remains in the same position or changes positions and has a schedule change to 12 months/52 weeks and later has a decrease in their scheduled months/weeks to less than 12 months/52 weeks,
- employee leaves employment and is later rehired into a less than 12 months/52 weeks position; upon rehire, the time would be prorated.

The following sections are added:

Holiday Time at Termination
When an employee terminates employment, they are not eligible for any holiday time unless they work (i.e., perform services, not use vacation or sick time) before and after the holiday. For example, to receive holiday pay for Labor Day, the person must work the day after Labor Day.

If an employee terminates employment in December, the termination date is their last day worked. They will not receive any holiday time. The person would have to work the first business day in January in order to be paid the December/January holiday pay.

Holiday Time at Retirement From RIT
Generally, when an employee retires from RIT, they are not eligible for any holiday time unless they work before and after the holiday (i.e., perform services, not use vacation or sick time). For example, to receive holiday pay for Labor Day, the person must work the day after Labor Day.

There is one exception for holiday pay when a person is retiring from RIT. An employee can retire effective December 31 and be paid for the December holiday pay. They would not be paid in the New Year for New Year's Day unless they work (i.e., perform services) the first business day in January.