

TO: New Exempt Employee
FROM: Jay W. Wisner, Director of Human Resources
RE: Human Resources, Payroll, and Benefit Programs Synopsis

Welcome to Norwich University! The following is information related to your employment. You can always call our office should you have any questions regarding this brief synopsis.

PAYCHECKS: Paychecks are distributed to each department on the last working day of the month. We encourage you to consider having your net pay deposited directly to your bank account. To do so, complete the direct deposit form and return it to the Payroll Office. This authorization takes one pay period after it is submitted to go into effect (you will receive your next check after you send Payroll the request form). Be sure to check both your stub and your account to make sure the first deposit is made correctly. Once direct deposit begins, you will receive a voucher showing the amount deposited to your account instead of a paycheck.

CAFETERIA PLAN OF BENEFITS: The University allocates a monthly benefit allowance (tax free) to each eligible employee. You then use your benefit dollars to elect, within broad parameters, the benefits that best meet your current needs. Under this cafeteria plan, the Life and Long Term Disability Insurance are mandated or core benefits. The Online Enrollment & Election form must be completed for benefits to be effective. If you elect not to use all of your monthly benefit allowance for the choices under the plan, you may take the remaining allowance in cash. Cash is taxable. Please visit our online cafeteria plan booklets: www.norwich.edu/hr/index.html for more information.

LIFE INSURANCE: All eligible employees are covered under the plan the first day of the month coincident with or next following the date they commence employment. Insurance is one times your salary (minimum \$15,000) rounded to the next highest thousand. Additional coverage is provided for accidental death and for certain permanent injuries.

LONG TERM DISABILITY INSURANCE: All eligible employees are covered under the plan the first day of the month coincident with or next following the first day of employment. This insurance replaces 70% of your salary following six months of disability. Note that the benefit if you became disabled would be taxable income. You can choose to pay tax on the premium. If you do, the benefit would not be taxable. Please contact Human Resources if you would like this option.

HEALTH INSURANCE: Coverage is available through either an HMO or POS (Point of Service) insurance plan with MVP Health Plans. To be covered, you must complete the enrollment form, including the selection of a Primary Care Physician for each person, and return it to the Human Resources Office. All regular full-time employees must have health insurance coverage with the University or provide proof of other health insurance coverage. Please see the enclosed materials.

DENTAL INSURANCE: You may choose to enroll in this plan that pays 80% of covered expenses with a maximum benefit of \$750 per year per person covered. The benefit is reduced if you enroll later than when you were first eligible, unless you have had other coverage.

FLEXIBLE SPENDING ACCOUNTS for Health Care and Dependent Care are available. These accounts give you the option to use either your monthly benefit dollars or to voluntarily reduce your salary to pay for uninsured health care and/or dependent care expenses with before tax dollars. Please review the information about these plans carefully.

RETIREMENT: The University has two retirement plans: the Norwich University Defined Contribution Retirement Plan and the Norwich University Tax Deferred Annuity Plan.

You are eligible to participate in the Norwich University Defined Contribution Retirement Plan on the first of the month following your employment. The University will contribute an amount equal to 1% of base salary for those eligible and enrolled, with no employee contribution required. When you contribute 5% of your gross salary, the University contributes an additional 6.5% of your gross salary to your annuity that is fully vested in you immediately. You may contribute as little as 2% of your gross salary, and the University contribution will be prorated accordingly. You may make additional contributions, within established federal guidelines, but the University will not match those contributions. Please contact the Human Resources Office for any additional information you may need. You may also enroll in our Supplementary Tax Deferred Annuity Plan. Except that your contributions are not matched, this plan differs very little from the Defined Contribution Plan, but does include a provision for loans from your contributions. An enrollment form covering both plans is included in your packet.

EDUCATIONAL BENEFITS: You are eligible upon employment for a Norwich University tuition scholarship to be applied toward undergraduate or graduate University courses and programs. Your spouse and dependents are also eligible for an undergraduate tuition scholarship and your spouse is eligible for a graduate education tuition scholarship. The value of the scholarship for graduate level programs in excess of \$5,250 per calendar year for you or your spouse is considered taxable income under current law. Contact Human Resources for further information and necessary forms.

CREDIT UNION: University employees are eligible for membership in the Central Vermont Teachers Credit Union, located in Barre, Vermont. Services include savings, personal and auto loans, IRA accounts, etc. Payments for loans or savings may be made by payroll deduction if you wish. To join, you must fill out an application card and deposit (or request payroll deduction for) at least \$25.

UNIFORMS: If you are going to be in Uniform, call the Uniform Shop for an appointment to be fitted (Ext. 2206).

ID CARDS: You will be required to show a University photo ID for use of the library and admission to events. Employees may obtain an ID card by contacting Sodexo Food Services, Harmon Hall. This service is available from 8 a.m. to 4 p.m., Monday through Friday, no appointment is necessary.

PARKING – A University parking tag is required if your car will be parked on campus. The Security Office will provide the tag that is designed to hang from your rear view mirror. Complete the registration card and return it to Security.

QUESTIONS: Human Resources, Jackman Hall Room 322 B Ext. 2075
Payroll Office, Jackman Hall Room 321A B Ext. 2052



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Human Resources Office Printable Forms

Printable Forms

You will need the Adobe Acrobat Reader to access the following .pdf documents. A free, downloadable version of the program can be found at: www.adobe.com/products/acrobat/readstep.html.

- [Employment Application](#)
- [Name and/or Address Change](#)

Benefit Forms and Information

Claim Forms

- [Dependent Care Flexible Spending Account Plan Claim Form](#)
- [Health Care Flexible Spending Account Plan Claim Form](#)

- [Dental Claim Form](#)

Tuition Benefit

- [Tuition Scholarship Application](#)

Retirement Plan

- [Defined Contribution Retirement and TDA Plans Salary Reduction Agreement](#)

Cafeteria Plan

- [Cafeteria Plan Change of Status Request](#)
- [Cafeteria Plan Online Enrollment Instructions](#)
- [Information and Worksheet Book](#)
- [Explanation Book](#)

Leaves of Absence

- [Family & Medical Leave Policy](#)
- [Application for Leave of Absence](#)
- [Certification of Health Care Provider](#)

Employee Forms and Information

- [Nonexempt Employee \(Hourly\) Time Report](#)
- [Human Resources Data Sheet](#)
- [Form W-4 VT](#)
- [Instructions for Completing form W-4 VT](#)
- [Employment Eligibility Verification](#)
- [Equal Employment Opportunity Commission form](#)
- [Direct Deposit Authorization Form](#)
- [Frequently Asked Questions \(faq\)](#)

Synopsis of Benefit and Employment Information

- [Human Resources, Payroll, and Benefit Programs Synopsis for Exempt Employees](#)

- [Human Resources, Payroll, and Benefit Programs Synopsis for Non-Exempt Employees](#)

Forms for Department Heads and Managers

Faculty Hiring

- [Request for Full-Time Faculty Contract](#)
- [Request for Part-Time Faculty Contract](#)
- [Request for OGP Adjunct Faculty Contract](#)

Staff Hiring

- [Request to Open Staff Position for Hiring](#)
- [Authorization for Employment](#)
- [Personnel/Payroll Employee Action Notice](#)
- [New Employee Orientation](#)
- [Performance Appraisal](#)
- [Request to Retain/Create/Upgrade Staff Position](#)
- [Position Description: Part I](#)
- [Position Description: Part II - Summary \(PAQ\)](#)
- [Request for Banner Finance Grants](#)

[Human Resources home page](#)

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