

Welcome to Curry! Curry College is proud to offer a comprehensive program of benefits designed to serve the diverse needs of our unique workforce, and we are committed to continually enhancing and expanding our offerings. The information in this document is meant to familiarize you with the benefits and programs currently in place.

Please take the time to familiarize yourself with the benefit offerings provided by Curry College. The details for the various benefit plans can be found through the link below:

[Curry College Benefits Summary](#)

The information in [this guide](#) can help you do this by providing an overview of the benefits. This notice also contains information on how to enroll in each benefit plan. Your medical, dental and flexible spending account payroll deductions are through a pre-tax plan. You have 30 days from your date of hire to make any benefits elections. Benefits begin on the first of the month following date of hire.

Please [click here](#) to view the Compliance Notice which contains information related to your rights under the various benefits plans offered through Curry, such as continued coverage under COBRA, HIPPA, and Medicare for example.

For a general overview of our Benefits offerings, please see the [Employee Welfare Benefit Plan Summary Plan Description](#). This Summary Plan Description provides the details regarding the eligibility to join our benefits plans, special enrollment rights, and general details of how our benefits plans are administered.

Enrollment Forms

Below please find the enrollment forms for the benefits offered through Curry. Please complete the enrollment forms for the benefits you are electing, and return the completed forms to Human Resources within the first 30 days of employment:

- [Life / Long Term Disability Insurance Enrollment Form](#) (This benefit is offered at no cost to the employee. Curry pays 100% of the premium)
- [Tufts Health Enrollment Form](#)
- [Cigna Dental Enrollment Form](#)
- [Pre-Tax Authorization Form](#) (This form is necessary if you are enrolling in the Health and / or Dental plans and you would like to have your portion of the premium deducted on a pre-tax basis)
- [Health Insurance Waiver form](#) (Please complete this form if you are declining Curry's health Insurance Benefit)
- [Medical Reimbursement Plan Enrollment Form](#)
- [Dependent Care Assistance Plan Enrollment Form](#)

Retirement Plan Enrollment

Employees may enroll, on a voluntary basis, in the 403b Defined Contribution Retirement Plan offered by the College upon date of hire.

We currently offer our 403b plan through Voya Financial. Match eligibility begins after the completion of 1,000 hours and one year of continuous employment on the first of the following month. However, the waiting period may be waived if a new employee had worked at an organization that could have offered a 403(b), and if that new employee had worked 1,000 hours at that organization in the last twelve months. [Verification form will be required.](#)

If you would like to begin contributing to the retirement plan right away, please complete the online enrollment with VOYA Financial by clicking on the appropriate link below, and following the step by step instructions. Contributions to Voya will begin on the next available pay cycle after your enrollment has been completed.

- [VOYA Financial](#) – Please go to <https://enroll.voya.com/static/evoyaenroll/#/verifyPlanNumber> and follow the step by step instructions to enroll in the Curry College 403b Defined contribution plan with VOYA. You will need the following:
 - Plan #: 664169
 - Verification # 061549
- [403b Verification Form](#) – Please have your former employer complete the 403b verification form, and submit it to Curry College in order for us to determine if you are eligible to have the 1 year waiting period waived.

All of these forms can also be found on the [Human Resources](#) page on the MyCurry web Portal. To access the Human Resources page, follow these steps:

- Log on to the [myCurry](https://my.curry.edu) web portal (<https://my.curry.edu>)
- Select the “Employees” tab
- Select “Human Resources”
- Use the “Quick Links” on the left hand side of the page to quickly navigate to the information you need.

[Payroll Calendar](#) – Here you may access a complete listing of the bi-weekly payroll cycles, and pay dates.

[Employee Handbook](#) - This Handbook is designed to provide an overview of many of the employment policies, procedures and benefits for staff employees at Curry College who are working in the areas of Administration, Clerical, Buildings and Grounds, and Public Safety.