Homewood Schools

New Postdoctoral Fellow Benefits

The Krieger School of Arts & Sciences and the Whiting School of Engineering have collaborated to improve benefits for Homewood postdoctoral fellows. To follow is a description of the new benefit and some implementation details.

HEALTH INSURANCE

Policy
- All KSAS/WSE postdocs are required to maintain adequate health insurance coverage to provide protection against unexpected accidents and illnesses.
- All postdocs will receive individual coverage on the Student Accident and Sickness Plan administered by Aetna Student Health, free of charge.
- If the postdoc wishes to purchase additional coverage for family members, this must be done at his/her own expense, or with financial assistance of the faculty advisor using non-sponsored sources.
- Domestic postdoctoral fellows may waive the University-sponsored plan. To do so, the postdoc must provide evidence of a comparable policy (more information can be found at the Office of the Registrar website: http://www.jhu.edu/registrar/health.html). All international postdoctoral fellows are required to enroll in the University-sponsored plan to ensure sufficient local coverage.

Process
- The Postdoc Surcharge has been created to cover the cost of postdoc health insurance. The KSAS/WSE Business Offices will provide all KSAS/WSE administrators with the appropriate GL code to which this expense should be charged. A different code should be used if the faculty sponsor agrees to provide additional insurance for the postdoc’s family members.
- In the appointment letter, postdocs should be notified that they will receive the Aetna Student Plan free of charge (domestic postdocs should be informed of the option to waive coverage, including details of the procedure). The Aetna Health Insurance Enrollment Form should accompany the letter.
- Upon arrival at Homewood, the postdoc must visit the departmental or center administrator to obtain his/her signature on the Aetna Health Insurance Enrollment Form. Postdocs will then either register for health insurance or formally waive coverage by visiting the Student Health Insurance Desk in the Office of the Registrar (Garland Hall).
- At the beginning of every month, the Office of the Registrar will circulate a report to all KSAS/WSE departments and the KSAS/WSE Business Offices listing the current insurance status of all Homewood postdocs (i.e., on Aetna half-year plan, on Aetna full-year plan, coverage waived).
O’CONNOR RECREATION CENTER

Policy
- Krieger and Whiting School postdoctoral fellows will have full access to the O’Connor Recreation Center, free of charge starting July 15, 2010.

Process
- The Postdoc Surcharge has been created to cover the cost of postdoc access to the Recreation Center.
- Postdocs can gain entry to the Recreation Center by presenting the J-Card to the front desk. (Note: if the J-Card does not say “Postdoc”, it must be replaced and updated at the J-Card Office.)

OFFICE OF WORK, LIFE AND ENGAGEMENT

Policy
- Krieger and Whiting School postdoctoral fellows will have full access to services provided by the Office of Work, Life and Engagement starting July 1, 2010. These include: (1) counseling services through FASAP, and (2) LifeSpan services, such as preparation for a new baby, support for adoption, childcare assistance, Backup Care, parent coaching strategies, personal preparedness planning, aging adult services, and grief and bereavement support.

Process
- The Postdoc Surcharge has been created to cover the cost of services provided by the Office of Work, Life and Engagement.
- To schedule an appointment with a counselor, a postdoc should call (443) 997-7000.
- Information regarding LifeSpan services can be found at http://www.hopkinsworklife.org.

SHORT-TERM DISABILITY INSURANCE

Policy
- Krieger and Whiting School postdoctoral fellows will be automatically enrolled for short-term disability insurance provided by The Hartford.
- Benefits begin after the 14th consecutive day of absence and continue for up to 11 weeks provided the postdoc remains disabled and unable to work. Pay continues at the full rate during the 14-day absence.
- The plan pays 60% of weekly base earnings, not to exceed $1,000 per week, for an eligible absence.
- A postdoc’s benefits may be reduced if he/she is receiving other disability benefits (i.e., Workers’ Compensation, Social Security).

Process
1) When the postdoctoral fellow is placed on payroll, the Benefits office will inform The Hartford that he/she is eligible for short-term disability insurance (this notice is made weekly). If the postdoc has no payroll, regardless of the situation, he/she will not be included on the eligibility list to The Hartford.
2) If a postdoc becomes unable to work, he/she should: (1) inform the local departmental administrator or appropriate HR representative immediately; and (2) contact The Hartford at 800 303-9744. (Additional information available here: http://www.benefits.jhu.edu/documents/JHU_telephonic_brochure.pdf.)

3) The department administrator or appropriate HR representative should complete an ISR putting the postdoc on Leave of Absence status and zeroing his/her payroll for the appropriate effective date. Approver 2 must be Homewood -- Student Employment. (Note: There is a 14-day elimination period that the PD can remain on the payroll.)

4) The Hartford will decide whether to approve/deny the claim.

5) The Hartford will notify the postdoc’s supervisor via email with a decision. Sharon McBride in the the Homewood Office of Human Resources also has access to retrieve information from The Hartford regarding approvals/denials. Sharon will then contact the departmental payroll staff member to ask if there are any questions regarding the completion of the ISR and E210.

6) If the claim is approved, The Hartford will pay the postdoc directly for a period of up to 11 weeks. There are no further payments after the 11-week period.

7) When the postdoc returns, the Return from Leave of Absence ISR is processed by the departmental administrator or appropriate HR representative. Approver 2 must be Homewood -- Student Employment.