Cornell Cooperative Extension of Tompkins County

Policy Description
Section: Benefits
Subject: Benefits Administration
Policy: Compliance
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Summary
The Association is pleased to offer employees a comprehensive benefits package. Eligibility for benefits is dependent upon several factors, including employment classification, length of service, and the plan documents.

Plan Document
Benefits are administered according to applicable government regulation, insurance carrier master policy, plan document, and/or Association policy. If there is an inconsistency between the plan documents and this Policy manual, the plan documents will apply.

Changes in Benefits
The Association reserves the right to add, modify, or terminate benefits for all current, former, and retired employees at any time. Further, all Association contributions are subject to change.

Human Resources Representative
The Association designates a local Human Resources Representative to administer local Association benefits such as paid time off policies and to serve as an initial point of contact for System designated benefits. More detailed information regarding System benefits and privileges are contained in the summary plan descriptions.

Enrollment Information
An employee must complete the appropriate insurance forms and payroll deduction authorizations in order to receive insurance benefits.

Waiver of Benefits
An employee who is eligible to participate in an insurance plan but who declines coverage must sign a waiver declining such coverage.

Plan Descriptions
Brief descriptions of the benefits available to eligible employees may be found in this Policy Manual and on the Cornell Cooperative Extension Staff Benefits webpage. These descriptions are only an overview. The applicable plan documents or government regulations provide a full description of the specific benefits. Any questions about employee benefit plans offered through Cornell University or New York State should be directed to Benefit Services and Administration, Division of Human Resources, 395 Pine Tree Road, East Hill Office Building, Suite 110, Ithaca, New York 14850, (607) 255-3936 or e-mail: hrservices@cornell.edu.