QUINCY COLLEGE

EMPLOYEE BENEFITS SUMMARY

EFFECTIVE JULY 1, 2026 THROUGH JUNE 30, 2027



HUMAN RESOURCES
1250 HANCOCK STREET
QUINCY, MA 02169

Health Insurance Plans

City of Quincy

Blue Cross Blue Shield (BCBS) Health Insurance Plans

MEMBER SERVICES

https://myblue.bluecrossma.com

1-800-932-8323

Members are encouraged to go on-line for full access to detailed plan overviews and benefit summaries.

This summary is provided for informational purposes only. For a full score of Health Insurance rights and provisions employees may contact their member representative to obtain a copy of the PEC Agreement.

BCBS Vision 20/20

Supplemental vision insurance is also available to benefits eligible employees. Paid 100% by employee. Please see benefit packet for plan summary and rate details.

IMPORTANT NOTE: Employees who do not enroll in insurance coverage within the enrollment and waiting period guidelines will not be eligible to enroll until the next open enrollment period which takes place annually. Premiums are paid one month in advance; when no longer in the employment of Quincy College, coverage is extended for one month from the date of separation. Plans and/or premiums are subject to change. This summary does not guarantee or imply a promise to pay; hospitalization, office visits, prescription coverage etc. may be subject to plan guidelines, referrals, or network & provider authorizations. This document is intended for informational purposes only and does not connote a contract of any kind for provision of rates or services. See specific vendor plan booklets for full benefit details.

Blue New England (HMO Plan)

Blue Cross Blue Shield (BCBS)

HMO health plans provide coverage for treatment by a network of doctors, hospitals and other health care providers within a certain geographic area. HMOs do not offer out-of-network benefits, with the exception of emergency care. Selection of a Primary Care Provider (PCP) is required.

Refer to the BCBS Summary of Benefits for definitions, coverage and service details, tiered hospital and doctor ratings, coverage exclusion and required co-pays.

COST

The Blue New England HMO plan contribution split is 82.5/17.5%.

Refer to the rate sheet for current Fiscal Year rates. The rate sheet provides employee rates per pay cycle and on a monthly basis.

ELIGIBILITY

- Employees working in a Regular position of at least 20 hours per week unless otherwise noted*.
- For dependent and spouse coverage please review the BCBS plan details carefully.
- Additional documentation is required in order to cover a dependent and/or a spouse.
- Coverage for dependents 19 years of age or older will require certification, additional documentation and application. As part of federal health care reform, coverage for dependent children was extended to the age of 26 effective July 1, 2011.
- Consult with Human Resources regarding documentation requirements and/or details about your position status and eligibility.

WAIT PERIOD(S)

- Newly hired benefit eligible employees may enroll within ten (10) calendar days of the first date of employment.
- BCBS benefits begin thirty (30) days after hire date.
- Current employees becoming benefit eligible may be eligible on effective date of enrollment or date of qualifying event.

**QEA Contract Faculty Members working half-time are considered eligible.*

Blue Care Elect (PPO Plan)

Blue Cross Blue Shield (BCBS)

PPO health plans provide coverage by network doctors, hospitals, and other health care providers. It allows treatment by out-of-network providers, but at a lower level of coverage. A PPO plan encourages the selection of a Primary Care Provider (PCP).

Refer to the BCBS Summary of Benefits for definitions, coverage and service details, tiered hospital and doctor ratings, coverage exclusion and required co-pays.

COST

The Blue Care Elect PPO plan contribution split is 75%/25%.

Refer to the rate sheet for current Fiscal Year rates. The rate sheet provides employee rates per pay cycle and on a monthly basis.

ELIGIBILITY

- Employees working in a Regular position of at least 20 hours per week unless otherwise noted*.
- For dependent and spouse coverage please review the BCBS plan details carefully.
- Additional documentation is required in order to cover a dependent and/or a spouse.
- Coverage for dependents 19 years of age or older will require certification, additional documentation and application. As part of federal health care reform, coverage for dependent children was extended to the age of 26 effective July 1, 2011.
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WAIT PERIOD(S)

- Newly hired benefit eligible employees may enroll within ten (10) calendar days of the first date of employment.
- BCBS benefits begin thirty (30) days after hire date.
- Current employees becoming benefit eligible may be eligible on effective date of enrollment or date of qualifying event.

**QEA Contract Faculty Members working half-time are considered eligible.*

Dental Insurance Plans

City of Quincy

Blue Cross Blue Shield Dental Plans

Blue Freedom

The Blue Freedom plan consists of a nationwide network of approximately 122,000 dental providers, including many national dentists and more than 90% of dentists in Massachusetts. This plan provides 100% coverage for diagnostic and preventive services. It provides 80% coverage for restorative, oral surgery, periodontics, endodontics, prosthodontic maintenance, prosthodontics, major restorative and implants. There is a calendar year maximum of $1,500 per person. Eligible dependents are covered to age 26. A rollover max is available which allows you to roll over a part of your unused spending in one year to increase your benefits for the following year and beyond (limitations apply). There is a calendar year deductible of $50 per individual/$150 cap per family.

Blue Enhanced Value

The Dental Blue Enhanced Value plan consists of a nationwide network of approximately 122,000 dental providers, including many national dentists and more than 90% of dentists in Massachusetts. All services except Diagnostic and Preventive are subject to the Blue Cross Blue Shield of Massachusetts Fee Allowance Schedule. There is a $100 per member calendar year deductible. There is a $2,500 per person calendar year maximum which applies to Oral Surgery, Endodontics and Periodontics only. There is a $100 deductible per plan year for Orthodontic services with a $3,500 maximum benefit. Eligible dependents are covered to age 26.

MEMBER SERVICES FOR BOTH PLANS

www.bluecrossma.org

1-800-358-2227

Members are encouraged to go on-line for full access to detailed plan overviews and benefit summaries.

This summary is provided for informational purposes only. For a full score of Health Insurance rights and provisions employees may contact their member representative to obtain a copy of the PEC Agreement.

IMPORTANT NOTE: Employees who do not enroll in insurance coverage within the enrollment and waiting period guidelines will not be eligible to enroll until the next open enrollment period which takes place annually. Premiums are paid one month in advance; when no longer in the employment of Quincy College, coverage is extended for one month from the date of separation. Plans and/or premiums are subject to change. This summary does not guarantee or imply a promise to pay; hospitalization, office visits, prescription coverage etc. may be subject to plan guidelines, referrals, or network & provider authorizations. This document is intended for informational purposes only and does not connote a contract of any kind for provision of rates or services. See specific vendor plan booklets for full benefit details.

**QEA Contract Faculty Members working half-time are considered eligible.*

Blue Freedom

Blue Cross Blue Shield Dental

Offers Individual and Family plan selection. Approximately 122,000 participating dentist locations.

- 100% in and out-of-network coverage for approved preventative and diagnostic care.
- 80% coverage for restorative, oral surgery, periodontics, endodontics, prosthodontic maintenance, prosthodontics, major restorative and implants.
- $1,500 per person calendar year maximum (January-December)
- Calendar Year Deductible (January-December) $50 per individual/$150 cap per family (waived for Diagnostic & Preventative services).
- A rollover max is available which allows you to roll over a part of your unused spending in one year to increase your benefits for the following year and beyond (limitations apply).
- There is a calendar year deductible of $50 per individual/$150 cap per family.

COST

The Blue Freedom plan contribution split is 50/50%.

Refer to the rate sheet for current Fiscal Year rates. The rate sheet provides employee rates per pay cycle and on a biweekly basis.

ELIGIBILITY

- Employees working in a Regular position of at least 20 hours per week unless otherwise noted.*
- Dependent Coverage to age 26 regardless of student status.

WAIT PERIOD(S)

- Newly hired benefit eligible employees may enroll to have an effective date of coverage 30 days from date of hire.
- Current employees becoming benefit eligible may be eligible on effective date of enrollment or date of qualifying event.

**QEA Contract Faculty Members working half-time are considered eligible.*

Blue Enhanced Value Plan

Blue Cross Blue Shield Dental

Offers Individual and Family plan selection. Approximately 122,000 participating dentist locations.

- All services except Diagnostic and Preventive are subject to the Blue Cross Blue Shield of Massachusetts Fee Allowance Schedule.
- There is a $100 per member calendar year deductible.
- There is a $2,500 per person calendar year maximum which applies to Oral Surgery, Endodontics and Periodontics only.
- There is a $100 deductible per plan year for Orthodontic services with a $3,500 maximum benefit.
- Eligible dependents are covered to age 26.

COST

The Blue Freedom plan contribution split is 50/50%.

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ELIGIBILITY

- Employees working in a Regular position of at least 20 hours per week unless otherwise noted.*
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WAIT PERIOD(S)

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Life Insurance Plans

City of Quincy

Boston Mutual Life Insurance

Group Policy # G-2247
Group Client Services:
800-669-2268
www.bostonmutual.com
Representative Jim O'Leary
617-645-5185

Basic Group Term Life Insurance

Employee Life and Accidental Death & Dismemberment Insurance amounts to $ 10,000.00:

- Cost is shared by the employer.
- Coverage remains throughout term of employment regardless of position status and as long as contributions are made
- No health questions or exams
- Upon retirement, benefit remains as stated and continues as long as contributions are made
- Spouse & Dependent coverage available

COST

$ 2.24 per pay period (biweekly – 26 pays)

ELIGIBILITY

Employees working in a Regular position of at least 20 hours per week unless otherwise noted. *

WAIT PERIOD(S)

Coverage becomes effective on the first of the month following the first deduction from your paycheck.

Voluntary Group Term Life Insurance

Employee life insurance choice of 10 plans varying in amount of coverage and cost; 100% employee cost.

- Once enrolled coverage remains throughout term of employment regardless of position status and as long as contributions are made
- No health questions or exams for coverage at or under the Guaranteed Issue Amount.
- Upon retirement benefit coverage reduces to $5000.00 and all benefits terminate at age 75 for active and retired employees.
- Conversion option available
- Spouse & Dependent coverage available

COST

Refer to the rate sheet for current Fiscal Year.

ELIGIBILITY

- Employees working in a Regular position of at least 20 hours per week unless otherwise noted.
- **Employee must enroll in BASIC plan to be eligible for Voluntary plan coverage.**
- Dependent coverage to age 19 unless FT student status; FT student coverage to age 25.

WAIT PERIOD(S)

Coverage becomes effective on the first of the month following the first deduction from your paycheck.

Short-term & Long-Term Disability Insurance Plans

Voluntary Short-term Disability Insurance

AFLAC

www.aflac.com

Customer service:
800-992-3522
Contact Paul Steinmetz
617-481-1000

In case of an accident or illness, the Short-term Disability Insurance coverage is a voluntary benefit offering Personal Disability Income Protection through Short Term Disability Insurance, additional Life Insurance coverage options, Accident Insurance, Individual Cancer Indemnity Plan Insurance, and may offer other insurance coverage options.

Voluntary long-term Disability Insurance

American Fidelity

www.americanfidelity.com

Contact: Sherley Valeus
(800) 662 1113 Ext. 2477
Sherley.valeus@americanfidelity.com

COST & Wait Period Consult with representative for further details.

ELIGIBILITY Employees working in a Regular position of at least 20 hours per week unless otherwise noted.

Voluntary Unum Short-term & Long-term Disability Insurance

MTA Benefits

http://www.mtabenefits.com/
877-401-4083

Short term and Long term disability provide financial protection by paying a portion of your income while you are disabled. The amount you receive is based on the amount earned before your disability began and the benefit option selected.

COST

Refer to the rate sheet for current Fiscal Year.

ELIGIBILITY

This benefit is available to members of the QEA/MTA only.

WAIT PERIOD(S)

Consult with your MTA Benefits representative for further details.

Retirement Plans

Employee Public Retirement Plans
OVERVIEW
Contributions in lieu of Social Security
www.socialsecurity.gov
800-772-1213

Employee position, classification and work status will determine retirement plan eligibility.
Quincy College currently has 3 required retirement groups and two voluntary options.
**Please note that College employees are employees of the City of Quincy. As a municipal employee, plan contributions are in lieu of Social Security contributions. Please refer to SSA-1945 document for details.*

Public Retirement information, including but not limited to the description herein, cost, eligibility & wait periods are subject to change in accordance with Mass. Public Employee Retirement Administration Commission Guidelines, Quincy Board of Retirement Guidelines, and Massachusetts General Law (MGL).

CONTRIBUTION AMOUNT
Employee contributions vary depending upon a number of factors. Please refer to details provided below for each individual plan and contact Human Resources for details

ELIGIBILITY
All public employees contribute to a mandated retirement plan. Please refer to your contract or appointment letter for further details. Contact Human Resources to identify the retirement plan that applies to you.

WAIT PERIOD(S)
- Eligible employees must enroll within 30 days of date of hire.
- Effective upon submittal and approval of retirement qualification documentation and with the first payroll deduction.

Retirement Plans

Mass. Teachers Retirement (MTRS)
Defined Benefit Pension Plan

500 Rutherford Ave, Suite 210
Charlestown, MA 02129
617-679-6877
www.mass.gov/mtrs

The MTRS is a defined benefit plan; benefits are calculated according to a set formula.

- Eligible employees contribute a specified percentage of their gross salary
- Upon retirement, employees or the designated beneficiary will receive all or a portion of the contributions and interest; conditions apply
- Enrollment is completed on-line

Contact Human Resources if you have not received your required Pre-Enrollment Assignment from.

CONTRIBUTION AMOUNT
Rates established by law. Current contribution rate is 11% base pay.

ELIGIBILITY
All regular Contract Faculty half-time (.5 FTE) and above are required to become a member of the MTRS.

WAIT PERIOD(S)
Eligible employees must enroll within 30 days of date of hire.

RETIREMENT PLANS

1212 Hancock Street
Quincy, MA 02169
617-376-1075
www.quincyretirement.com
www.mass.gov/perac

Quincy Retirement Board
Defined Benefit Pension Plan

The Quincy Retirement Board (QRB) serves as the governing body for retirement benefits distributed among city retirees.
Upon enrolling, the employee must choose a beneficiary. On the *Beneficiary Selection Form, member chooses a beneficiary to receive:*

- Option C: Beneficiary receives an allowance or payment of accumulated deductions and other payments due; one or more beneficiaries allowed; any person or entity may be a beneficiary.
- Option D: Only one beneficiary is chosen to receive the monthly pension that would have been due to you upon retirement.

Beneficiary Option may not be changed once selected; however beneficiary designation may change at any time.
The city of Quincy Retirement Board issues an annual employee statement of account. Rollover and refund options may be available upon employment separation and retirement system separation.

CONTRIBUTION AMOUNT
The amount varies and is dependent upon date of enrollment and salary. Enrollees hired after July 1,1996 contribute 9% of compensation plus an additional 2% for compensation above $30,000. No contributions are required or permitted for overtime pay.

ELIGIBILITY
All Regular employees working 24-hours per week or more must become a member.

*Refund eligibility: must leave employment and not be immediately re-employed with another municipal or state agency and must be under the age of 55 or 60, depending on when your membership began, unless the employee has less than 10 years of creditable service. Refund is 100% of employee contribution upon withdrawal from the system; interest received in the refund is determined by years of creditable service at the time of withdrawal.

WAIT PERIOD(S)
Eligible employees must enroll within 30 days of date of hire. Effective upon submittal and approval of retirement qualification documentation and with the first payroll deduction.

SUPPLEMENTAL RETIREMENT PLANS

Voluntary Tax Sheltered Annuity (403b) Plans

The Omni Group
1.877.544.OMNI (6664)
https://www.omni403b.com

Employees are eligible to contribute to an optional deferred compensation plan. The City of Quincy has outsourced the administration of this voluntary plan to OMNI.

Contribution is voluntary with 100% employee contribution. *This tax deferred compensation benefit is supplemental to the required retirement pension* plans. Employees choose from a list of nine (9) approved vendors, contact vendor of choice directly to obtain enrollment, deduction and beneficiary forms. On-line self service resource is available.

Forward all forms and inquiries to College's Office of Human Resources.

COST
Employee pays 100% of plan and selects desired % of pre-tax deduction rate.

ELIGIBILITY
All benefits eligible employees of Quincy College are eligible for voluntary plan participation.

WAIT PERIOD(S)
Upon enrollment and first payroll deduction.

Voluntary Deferred Compensation (457b) Plans

VOYA Contact:
Matt O'Brien 781-796-9862

Nationwide Contact:
Judy Santosuosso
617-840-9901

Empower Retirement Contact:
Jan Richardson 508-723-2504

Peacefield Financial
Jeff Sullivan 617-935-0006

Municipal employees are eligible to contribute to an optional deferred compensation plan. Contribution is voluntary, 100% employee contribution and is in addition to Retirement (QRB or MTRS).

Employees choose from approved vendor list:

- VOYA
- Nationwide
- Empower Retirement

COST
Employee pays 100% of plan and selects desired % of pre-tax deduction rate.

ELIGIBILITY
All benefits eligible employees of Quincy College are eligible for voluntary plan participation.

WAIT PERIOD(S)
Upon enrollment and first payroll deduction.

Flex Spending

Section 125
Flexible Spending
Account Plan (FSA)

Medical Reimbursement & Dependent Care Reimbursement Accounts

ebm Insurance Solutions
Karen Smith, Client Success Manager
781-848-9848
https://getebm.com/spending-accounts/

FSA plans are pre-tax saving plans that allow you to allocate money via a pre-tax payroll deduction for medical or dependent care expenses. Plan year starts July 1 and ends June 30th of any fiscal year. Minimum contributions apply. Eligible employee must re-enroll each fiscal year as there is no plan carry-over. Online services, medical debit card and forms-free submittal services available.

- Medical FSA = $3,400 plan year contribution max
- Dependent Care FSA = $7,500 plan year contribution max.

COST
Employee pays 100% of plan and selects desired annual contribution amount.
Selected amount will be set up as a regular pre-tax payroll deduction.

ELIGIBILITY
Employees working in a Regular position of at least 20 hours per week unless otherwise noted*
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**QEA half-time (.5) faculty members are considered eligible for purposes of this benefit.*

WAIT PERIOD(S)
Benefit eligible employees (new hires or newly eligible via position change or qualifying event) have 30 days from date of eligibility to enroll. Plan year will be from the date of hire and/or the date of eligibility through the end of the current fiscal year (June 30th).

Paid Leave

Vacation Days

Quincy College offers generous paid vacation to all benefit eligible employees.
Unless otherwise stated in an appointment letter or contract, active Regular employees in a budgeted benefit eligible position shall, upon hire, receive a specified number of vacation days per year pro-rata to be accrued monthly.

Contract Faculty members are not eligible for vacation accruals. Contract Staff are eligible for vacation accruals in accordance with the current collective bargaining agreement.

Refer to college policy and current collective bargaining agreements or appointment letter for accrual carry-over options and amounts.

Contract Faculty members work the academic year that includes 162 days per the contract and outlined in the annual academic work year calendar. Faculty members are not required to work during the Winter, Spring & Summer Breaks.

ELIGIBILITY
Active employees in a budgeted benefit eligible Regular position of half time or more.

WAIT PERIOD(S)
Accruals begin with the first pay date; a hire date after the 15th day of the month will not count as the initial month of hire for accrual purposes.

Personal Days

Days are provided at the start of the Fiscal year for all eligible staff employees and at the start of the Academic Year for all Contract Faculty members. **New employees hired after July 1 of the current fiscal year will be allotted personal time in a pro-rated amount after completion of one full calendar month of employment.**

No carry-over per year of unused personal days is allowed, unless otherwise stated in an appointment letter or contract. Active Regular employees in a budgeted benefit eligible position shall be allowed:

- **(3) three days** of leave with pay for the purpose of transacting or attending to pressing personal, legal, business or family matters which require absence during a workday and which may not be completed otherwise.

Eligible part-time employees shall receive personal time in a pro-rated amount.

Sick Leave

Sick time is granted at the beginning of each Fiscal Year unless otherwise stated in a contract or appointment letter. **New employees hired after July 1 of the current fiscal year will be awarded Sick time in a pro-rated amount after completion of one full calendar month of employment, unless otherwise stated in a contract or appointment letter.**

Unless otherwise stated in an appointment letter or contract, eligible employees shall be afforded sick time in the amount of:

- **(15) fifteen days** of leave or as stated in the contract or letter of appointment.

Eligible part-time employees shall receive sick time in a pro-rated amount.

Paid Holidays

Regular part-time employees working half time or more may be eligible for holiday pay contingent upon work schedule & guidelines in College policies & current collective bargaining agreements.

Typically if an official holiday falls on a Saturday the College observes the holiday with a closing on the previous Friday and if an official holiday falls on a Sunday the College observes the holiday with a closing on the proceeding Monday. Contact Human Resources for current dates of College Holiday observance since observance dates may vary from year to year.

**QEA faculty members are paid in accordance with their current contract and days worked within the academic calendar year. Please reference the current Academic Calendar and Holiday calendar. Refer to your specific employment contract for details.*

The College offers the following paid holidays:

- **New Year's Day**
- **Martin Luther King Day**
- **President's Day**
- **Good Friday**
- **Patriot's Day**
- **Memorial Day**
- **Juneteenth Independence Day**
- **Independence Day**
- **Labor Day**
- **Columbus Day**
- **Veteran's Day**
- **Thanksgiving Day**
- **Thanksgiving Friday**
- **Christmas Day**

The following are at the discretion of the President or based on union contracts:
***Monday and Friday of Spring Break as scheduled by the College**
***One half day/day before New Year's Eve**
***One half day before Thanksgiving Day**
***One half day/day before Christmas when Christmas occurs between Tuesday and Saturday**

Tuition Remission & Professional Development

Quincy College values and invests in continued learning for employees, offering tuition remission and professional development opportunities.

Please refer to current collective bargaining agreements and Professional Development Guidelines available in the Office of Human Resources for details regarding this benefit. You may also visit the QC Human Resources webpage for details.

TUITION REMISSION:

- Quincy College offers the benefit of tuition remission to eligible employees of Quincy College and their immediate family members. Immediate family members are defined as spouse and children. *Please refer to the College policy for eligibility guidelines.*
- With the exception of Computer classes, remission is granted by the President or President's designee once enrollment in a class exceeds eight. For computer and non-credit courses, the remission is 50% of the tuition.
- Tuition remission is not available for Allied Health programs, online courses, third party vendor courses and science lab courses.
- Requests for remission for four or more courses must accompany a request for financial aid (FAFSA must be filled out) and EFC on the approval form. Remission for a computer course is approved only if the number of students equals at least eight, without reaching capacity, by the first day of the class.
- A minimum GPA of 2.0 must be maintained to qualify for this remission in next semester.
- If a student withdraws from a class, he/she must pay 50% tuition for dropped courses in order to be eligible for remission during next semester. In the absence of special circumstances, no more than 2 students, with tuition remission, may be allowed in each section. In case there are more requests, the date of request will determine the priority.
- The request for tuition remission must be made on specific forms available in the Office of Human Resources. If a student chooses, he/she may register earlier to get a spot by paying full fee and then applying for refund.
- ***Additional conditions are outlined in the College policy. Awards are at the President's discretion and contingent upon fund availability as well as meeting the criteria as outlined in the College policy.***

Please contact the Office of Human Resources for further details.

Additional Benefits

Barnes & Noble at Quincy College

Faculty and staff receive a 10% discount on general books, emblematic merchandise such as clothing and gift items, and most school supplies. Employees may also order general books through the bookstore and the discount will generally apply to the order under the same terms. The discount cannot be combined with any other promotions (the higher discount will always apply) and does not apply to electronics or textbooks. ***Employees may obtain discounts on purchases by showing a Quincy College ID when checking out.***

Direct Deposit

All employees are encouraged to enroll in direct deposit upon hire. The Office of Human Resources will complete the initial enrollment upon hire, then employees may update direct deposit details at any time via ADP employee self-service.

- Upon employee authorization, it may take up to 1-2 pay periods to initiate electronic direct deposit. The first check is usually a paper check mailed to your home.
- Employees have access to view pay statements in ADP self-service, and may elect to go paperless.
- The 1-2 pay period processing timeframe applies to any account changes or terminations after the initial enrollment in the Direct Deposit Program. Please inform the Office of Human Resources/Payroll, as these changes will trigger a paper check during the verification process.
- If you choose to deposit all or a portion of your pay check to the Quincy Municipal Credit Union, you must go to the Credit Union and generate your payroll authorization form from there.

Quincy Municipal Credit Union

As a department of the city of Quincy, all employees can receive a wide range of services, including: Share Savings and Club Accounts, direct payment options through payroll deductions and direct deposit. Eligible college employees may participate in the payroll Direct Deposit Program through the Quincy Credit Union. To initiate this direct deposit activity, please contact the Credit Union directly to obtain forms. Upon completion of appropriate Quincy Credit Union form please input applicable account and routing numbers in the Direct Deposit section of ADP employee self-service.

Additional Benefits

Employee Assistance Program

- Employees have access to the Employee Assistance Program (EAP) which is designed to help employees of the City of Quincy manage the impact of personal problems in a responsive and cost-effective manner.
- Employees have immediate access to confidential and professional resources. Assistance is provided for employees facing personal problems including marital and family conflict, co-worker problems, emotional stress, anxiety, depression, drug and alcohol abuse, financial stress and lifestyle changes.
- Aspire is the provider of these services and is conveniently located in Quincy. To learn more about Employee Assistance Program, please call (617) 847-1950.
- Abacus Good Health Gateway- Diabetes Management Reward Program

  (800) 643-8028 GoodHealthGateway.com

NEW HIRE CHECKLIST

	Visit Human Resources to complete CORI and show I-9 IDs (original & unexpired only) before employment start date
	Complete State Ethics Training - http://www.mass.gov/ethics
	Send Official Transcripts to Human Resources
	Register in ADP – Instructions sent to college email
	Complete Safe Colleges online training - Instructions sent to college email
	Submit Benefit Forms to Human Resources no later than 10 days after start date

WELCOME TO QUINCY COLLEGE!

HUMAN RESOURCES
1250 HANCOCK STREET
QUINCY, MA 02169