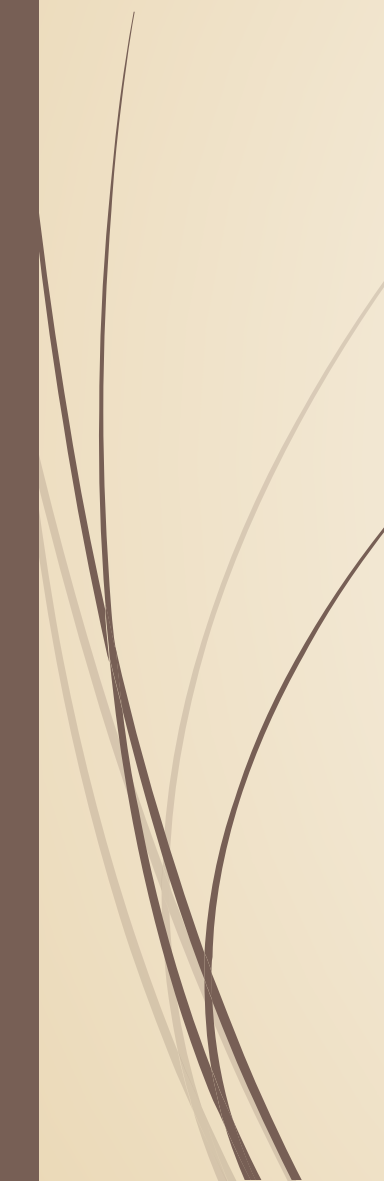


# Annual Benefits Open Enrollment

2017 Plan Year



# In this presentation...

- ▶ What is open enrollment and what does it mean to me?
  - ▶ Medical premium structure changes.
  - ▶ Medical & Pharmacy plan – Facts & Tools.
  - ▶ MDLive – a doctor anywhere.
  - ▶ Health Savings Accounts (HSA)& Health Reimbursement Arrangements (HRA).
  - ▶ Dental plan – you can make changes every year now!
  - ▶ Vision plan – new provider!
  - ▶ Voluntary Benefits & Life Insurance.
  - ▶ Retirement planning
  - ▶ Electronic enrollment process.
- 

# What is open enrollment?

- ▶ Certain benefits are bounded by rules to dictate when you can enroll, drop or make changes to your coverage.
  - ▶ Medical, dental, vision and AFLAC coverage.
- ▶ You can make those changes only during open enrollment, or with a qualifying event.
  - ▶ Qualifying events are
    - ▶ Marriage
    - ▶ Divorce
    - ▶ Birth, adoption, or foster placement of a child
    - ▶ Change in work status for you or your spouse that impacts benefits eligibility (Part-time, reduced hours, etc.)
    - ▶ Termination of your spouse's employment.
- ▶ **Must notify HR within 30 days of the event to change benefits.**



# Electronic Process

- ▶ Medical, dental and vision plans must be verified through electronic portal.
  - ▶ Accessed through Employee Self Services portal.
- ▶ All employees must go through and verify information.
  - ▶ Married employees or family members covering each other on their plans will be contacted separately.
- ▶ No other benefits will be part of electronic process.



# Who can be on my plan?

- ▶ Legal spouse – we do not recognize domestic partnerships.
- ▶ Dependent children
  - ▶ Includes step, adopted, foster children, and grandchildren for whom you have guardianship.
- ▶ Children can stay on medical, dental & vision plans until they are 26 years old.
  - ▶ No limitations on student, work or marital status.
- ▶ Children can be covered on life insurance until they are 19, unless they are a full-time student – then age 25.

# If a dependent's status changes...

- ▶ Notify Human Resources within 30 days of the status change event.
- ▶ Medical, dental and vision coverage can be continued under COBRA.
  - ▶ Must pay full cost of premium.
  - ▶ Most dependent coverage periods are 36 months.
  - ▶ COBRA coverage is administered by CONEXIS.
- ▶ If Human Resources is not notified, carriers may terminate the coverage anyway, or ineligible dependents may be left on the plan.



# Medical Plan Premium Structure

- Rebalanced and redistributed salary bands.
  - Base adjusted for Band 4.
- Band 5 added for employees making \$130,000 or more.

2016 CONTRIBUTIONS								
Status Quo by Salary	Band 1 0-\$49999	Band 2 50000-79999	Band 3 \$80000-99999	Band 4 \$100000 - \$120000	Band 5 120k+			Total Rate (ER + EE)
Employee Only	\$62.00	\$83.00	\$113.00	\$130.00	No	\$130.00		\$602.00
Employee + One	\$113.00	\$154.00	\$195.00	\$224.00	Band	\$224.00		\$1,251.00
Employee + Family	\$164.00	\$215.00	\$266.00	\$324.00	5	\$324.00		\$1,724.00
		\$21	\$30	\$17				

2016 CONTRIBUTIONS - REBALANCED TIERS								
Rebalanced by Salary	Band 1 0-\$49999	Band 2 50000-79999	Band 3 \$80000-99999	Band 4 \$100000-119999	Band 5 120k+			Total Rate (ER + EE)
Employee Only	\$62.00	\$83.00	\$113.00	\$143.00	\$173.00			\$602.00
Employee + One	\$113.00	\$154.00	\$195.00	\$236.00	\$277.00			\$1,251.00
Employee + Family	\$164.00	\$215.00	\$266.00	\$324.00	\$382.00	\$30		\$1,724.00
		\$21	\$30	\$30		\$30		

# Medical Plan Premium Structure

- ▶ 10% increase employee only tier
- ▶ 15% premium increase on dependent tiers

2017 PROJECTED CONTRIBUTION INCREASES										
Change by Bands	Band 1 Change		Band 2 Change		Band 3 Change		Band 4 Change		Band 5 Change	
	\$	Annual	\$	Annual	\$	Annual	\$	Annual	\$	Annual
Employee Only	\$6.20	\$ 74.40	\$8.30	\$ 99.60	\$11.30	\$ 135.60	\$27.30	\$ 327.60	\$60.30	\$ 723.60
Employee + One	\$16.95	\$ 203.40	\$23.10	\$ 277.20	\$29.25	\$ 351.00	\$47.40	\$ 568.80	\$94.55	\$ 1,134.60
Employee + Family	\$24.60	\$ 295.20	\$32.25	\$ 387.00	\$39.90	\$ 478.80	\$48.60	\$ 583.20	\$115.30	\$ 1,383.60

2017 PROJECTED CONTRIBUTIONS						
Status Quo by Salary	Band 1	Band 2	Band 3	Band 4	Band 5	Std 80/20
	0 - \$49.9	\$50000 - \$79.9	\$80000 - \$109.9	\$110-129.9	130+	
Employee Only	\$68.20	\$91.30	\$124.30	\$157.30	\$190.30	\$137.00
Employee + One	\$129.95	\$177.10	\$224.25	\$271.40	\$318.55	\$285.15
Employee + Family	\$188.60	\$247.25	\$305.90	\$372.60	\$439.30	\$393.13



# Medical Plan in 2017

- ▶ No plan design changes for 2017.
  - ▶ Individual coverage(in-network):
    - ▶ \$1,500 deductible
    - ▶ \$3,000 out-of-pocket maximum
  - ▶ Family coverage (in-network):
    - ▶ \$3,000 deductible
    - ▶ \$6,000 out-of-pocket maximum
    - ▶ Deductible combines – not an individual amount for each family member.
  - ▶ Out-of-network – more expensive. Cross accumulates to In-network amounts.

# Medical Plan in 2017

- ▶ Preventive services covered at 100% at an in-network provider.
  - ▶ Annual physicals
  - ▶ Well child exams
  - ▶ Immunizations
  - ▶ Screenings
    - ▶ Colonoscopy, Pap Smear, Mammograms
- ▶ To be considered preventive these services must not be combined with other services:
  - ▶ Removal of lesions with colonoscopy
  - ▶ Discussion of depression at annual physical
  - ▶ Etc.

# Pharmacy Coverage in 2017

- ▶ Preventive medications covered at coinsurance amount, not subject to the deductible.
  - ▶ Employee cost: 20% generics, 40% preferred brand, 50% non-preferred brand.
  - ▶ Insulin covered as preventive at generic rate (20%).
  - ▶ Preventive medication defined by IRS, not AUI.
    - ▶ See list on HR website.
- ▶ Non-preventive drugs subject to deductible.
  - ▶ Employee pays 100% of negotiated rate until deductible is met.
  - ▶ After deductible, drugs paid at coinsurance rate (above).
- ▶ Drug prices can be negotiated every 90 days. May be cheaper outside of plan.
- ▶ Once out-of-pocket max is met all drugs paid at 100%.

# MDLive - Telemedicine

- ▶ Use after hours, while traveling, on weekends...
- ▶ Have certain conditions diagnosed over the phone or via Skype.
  - ▶ Ear infections, sinus infections, flu, bug bites, rashes, etc.
  - ▶ Physicians can prescribe medication – call to your pharmacy of choice.
- ▶ Linked to the medical plan: \$38 per “visit”.
  - ▶ Counts towards deductible.
  - ▶ Must use a credit card – can use HSA card.
- ▶ We recommend you sign up before you need the service through [MyCigna.com](http://MyCigna.com).



# Health Savings Accounts (HSA)

- ▶ AUI contribution will not be given in 2017.
- ▶ IRS Annual Limits for contributions in 2017:
  - ▶ Single Accounts: \$3,400 (increase of \$50).
  - ▶ Family Accounts: \$6,750 (no change).
  - ▶ Over 55 Catch-up: \$1,000 (no change).
- ▶ Changes can be made to the HSA at any point in the year.
  - ▶ You will not be required to make changes or verify your HSA amounts during open enrollment.
  - ▶ If you want to make a change to your contribution contact your local HR representative.



# Health Reimbursement Arrangements (HRA)

- ▶ AUI contribution will not be given in 2017.
- ▶ Balances will not roll over into 2017 (as reported last year).
  - ▶ Spend down your card prior to December 31.
- ▶ If HSA contributions are given again in the future, comparable HRA contribution will also be given.



# HSA Considerations

- ▶ If YOU are covered by another insurance plan you cannot contribute to an HSA.
  - ▶ Includes spouse's FSA, Medicare, Medicaid, etc.
  - ▶ Exception for Tricare.
- ▶ If your DEPENDENT is covered by another insurance plan it may impact how much you can contribute. Talk to HR.
- ▶ If you are going to be eligible for Medicare in 2017 contact HR to discuss your HSA options.
  - ▶ May be in your best interest to not contribute.

# Dental Coverage

- ▶ Six percent increase to premiums.
- ▶ Two plans available, Comprehensive (high) and Basic (low).
- ▶ If you are currently enrolled you will have to verify during open enrollment and enroll your dependents through the electronic process.
  - ▶ Dental not included last year, so dependents were not linked.
- ▶ Coverage continues with Delta Dental of Virginia.
- ▶ Dependent children can be covered until the month of their 26<sup>th</sup> birthday.
- ▶ Benefits summary and premium table in your mailing and on the open enrollment website.

# Vision Coverage

- ▶ New carrier – Cigna.
  - ▶ Small reduction to employee only premium.
  - ▶ Some change in network – check online or see handouts.
  - ▶ Benefits remain unchanged. See summary in your mailing or online.
- ▶ Those who are enrolled in UHC vision will be automatically enrolled in Cigna, unless they drop it during open enrollment.
  - ▶ New enrollments can be made through open enrollment portal.
- ▶ Dependent children can be covered until the month of their 26th birthday.

# Voluntary Critical Illness Coverage

- ▶ Offered through AFLAC
  - ▶ New enrollments only allowed during open enrollment or as a new hire.
  - ▶ Will not be part of electronic process. If you would like to enroll, please contact Sarah Arnold in Charlottesville.
- ▶ Provides income replacement if you are diagnosed with a qualifying critical illness (cancer, heart attack, stroke, etc.)
- ▶ Benefit of \$20,000 – lump sum. Amounts over \$10,000 may be taxable.
- ▶ Pre-tax premiums, from your payroll.
- ▶ Individual policies, you can take them with you when you go.
- ▶ More information available online or from Sarah Arnold in Charlottesville.

# Voluntary Accident Coverage

- ▶ Offered through AFLAC.
  - ▶ New enrollments only allowed during open enrollment or as a new hire.
  - ▶ Will not be part of electronic process. If you would like to enroll, please contact Sarah Arnold in Charlottesville.
- ▶ Provides income replacement if you must seek medical attention as a result of an accident.
- ▶ Benefit schedule, lump-sum payments depending on what treatments you require.
- ▶ Pre-tax premiums, from your payroll.
- ▶ Individual policies, you can take them with you when you go.
- ▶ More information available online or from Sarah Arnold in Charlottesville.



# Life Insurance – for you & your family

- ▶ Supplemental life insurance coverage for yourself.
  - ▶ In amounts up to 2x your annual salary (rounded to next \$1,000)
  - ▶ If you are increasing your own coverage, must complete Evidence of Insurability questionnaire.
  - ▶ Group rates, based on age – posted online.
  - ▶ Coverage is reduced once you reach age 65, and at 5 year intervals thereafter.
- ▶ Additional spouse and dependent coverage available.
  - ▶ Spouse coverage available if you elect coverage for yourself.
  - ▶ Available in increments of \$5,000 up to 50% of your own election.
  - ▶ Group rates, based on age – same as employee supplemental life.
  
  - ▶ Dependent child coverage available in increments of \$2,000 up to \$10,000
  - ▶ Can be covered until age 19, unless full-time student, then age 25.
  - ▶ Flat rate for dependent child coverage – posted online.
- ▶ Accidental Death and Dismemberment insurance available at additional cost.



# Retirement Planning

- ▶ Employer provided retirement plan – 401a
  - ▶ Contribution: 10% of your annual salary upon attainment of eligibility.
  - ▶ Can contribute to TIAA or Fidelity. Can change vendors at any time.
  - ▶ No loans, hardship or in-service withdrawals.
- ▶ Voluntary Retirement Plan – 403b
  - ▶ Employee contribution – bounded by annual limits (2016)
    - ▶ \$18,000 for employees under age 50.
    - ▶ Additional \$6,000 for employees over the age of 50.
      - ▶ You can contribute the entire amount for the year that you turn 50.
  - ▶ No eligibility restrictions – anyone can defer money into an account regardless of benefits eligibility, or age.
  - ▶ Changes can be made at any time during the year – forms online.

# AUI Scholarship

- ▶ Available to high school seniors of employees or retirees. Must attend an accredited college, university or trade school in the fall of 2017.
  - ▶ Community colleges are acceptable.
- ▶ \$3,500 per year for four years. If degree is completed in less time, remaining years of scholarship are forfeit.
- ▶ Application process opens on October 5<sup>th</sup>.
  - ▶ Must apply online with International Scholarships and Tuition Services.
  - ▶ Process closes at midnight CST on December 28<sup>th</sup>.
  - ▶ Incomplete applications are not considered.

# Electronic Process

- ▶ Medical, dental and vision plans must be verified through electronic portal.
  - ▶ Accessed through Employee Self Services portal.
  - ▶ Dependents will not be selected for dental plan.
  - ▶ A Benefits Preview is now part of the workflow.
- ▶ All employees must go through and verify information.
  - ▶ Confirm who is covered on Dental.
  - ▶ Decide if you want to continue or elect Vision.
- ▶ No other benefits will be part of electronic process.

# How to access Open Enrollment

- ▶ Log into your Employee Self Services (ESS) portal.
  - ▶ Where you enter your ETK hours.
  - ▶ Use method established for you to enter ETK.
- ▶ We prefer you use an NRAO machine. We cannot guarantee the safety of personal machines when logging in from home.
  - ▶ You can go through the portal, print your preview and discuss with family.
  - ▶ Do not submit until you are ready.
- ▶ VPN can be used – just like your ETK submissions.
  - ▶ If you are remote, log in to the VPN first, then ESS.

# Open Enrollment Website

The screenshot shows a web browser window displaying the 'Open Enrollment for Plan Year 2017' page. The page has a light green header with navigation options like 'Contents', 'View', 'Edit', and 'Sharing'. Below the header, there's a blue navigation bar with 'HOME', 'EMPLOYEE ACTION ITEMS', and '2017 Premiums'. The main content area features a central yellow box with the title 'Welcome to Open Enrollment!' and text explaining the benefits program changes for 2017. To the left of this box is a circular graphic of colorful cubes with various icons. Below the welcome message is the Aflac logo and contact information for Critical Illness and Accident Insurance Plans. A grey box with the IRS logo contains a notice about the 403b limit. At the bottom, a yellow sticky note graphic says 'Important Notice' and a red text box states that all eligible employees must log in to update their information. The right sidebar contains sections for 'Health Plan Info', 'Questions and Comments', and 'Resources', with links to various plan documents and FAQs.

**Open Enrollment for Plan Year 2017**

by Denise Merricks — last modified Oct 03, 2016 09:12 AM — [History](#)

Open enrollment and benefit questions should be directed to HR. Technical website questions should be directed to the helpdesk (<https://support.nrao.edu/>)

**Welcome to Open Enrollment!**

AUI and NRAO management continue to work to improve our benefits program while maintaining a sustainable benefits budget. After careful consideration of the impacts of increased medical expenses on the the benefits budget, we have determined an increase in employee premiums and no employer contribution to the HSA and HRA in 2017 is appropriate.

We have simplified the portal to only include medical, dental, and vision. All employees will be required to go through the system to verify personal information as well as medical, dental, and vision elections. No paper forms will be needed to accompany benefit changes this year.

If you wish to make changes to your HSA, life insurance, or elect Aflac please contact [Sarah Arnold](#).

**Aflac** [Critical Illness Plan](#)  
[Accident Insurance Plan](#)  
Aflac Group Customer Service: 1.800.433.3036

**IMPORTANT:** Aflac elections can only be made during open enrollment or with a qualifying event.

**October 17th to November 16th, 2016**

**IRS** The annual 403b limit for 2017 has not yet been announced. We will update this as soon as the information becomes available.

**Important Notice**

**ALL BENEFITS ELIGIBLE EMPLOYEES WILL BE REQUIRED TO LOG IN AND UPDATE INFORMATION IN THE ELECTRONIC ENROLLMENT SYSTEM, EVEN IF YOU ARE NOT MAKING CHANGES, OR DO NOT HAVE OUR MEDICAL PLAN.**

[Link to Open Enrollment in ESS](#)

**Health Plan Info**

- Benefits Presentation
- Plans and Notices
- FAQs

**Questions and Comments**

**Resources**

**Cigna Medical Plan**

- Cigna Choice Fund SPD
- Preventive Coverage List
- Preventive Rx List
- Eligible HSA Expenses
- Rx Step Therapy
- Your Health First
- Why is Cigna Contacting Me?
- CIGNA Website

**Delta Dental Plan**

- Dental Summary - High
- Dental Summary - Low
- Delta Dental VA Website

**Cigna Vision Plan**

- Vision Summary
- Cigna Vision Website

**Health Advocate**

- Consumer Health Plans
- Health Cost Estimator
- Health Advocate Website

**2017 Premiums**

- Medical
- Dental
- Vision
- Life & LTD Insurance
- Critical Illness Insurance(AFLAC)
- Accident Insurance (AFLAC)
- HSA Contributions

**Resources**

- Open Enrollment Newsletter

**FORMS**

All CHANGES to benefits must include a hard copy form. Forms can be sent to a secure mailbox here:

- Medical, Dental & Vision Enrollment Form
- HSA Salary Reduction Agreement - Form to contribute your own money to HSA





# POP QUIZ

- ▶ **T or F** Supplemental Life Insurance (including dependents) is subject to Open Enrollment Rules.
- ▶ **T or F** AFLAC benefits are not subject to Open Enrollment Rules
- ▶ **T or F** You may purchase an amount up to 75% of your elected Life Insurance for all of your dependents
- ▶ **T or F** MD-Live services must be pre-paid.
- ▶ **T or F** Only employees hired after January 1, 2016 must complete the Open Enrollment process.
- ▶ Give an example of a Qualifying Event. What is the significance of a Qualifying Event?





Questions?