

# Lafayette College

NEW EMPLOYEE

BENEFITS

ORIENTATION

2018

# WELCOME

## Office of Human Resources

**Lisa Rex:**

**Director**

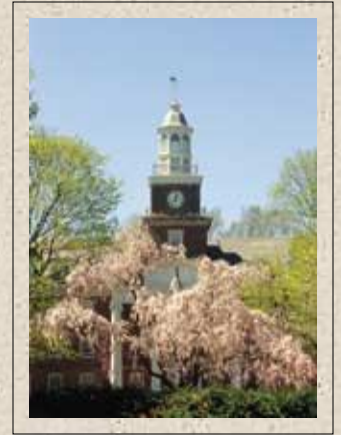
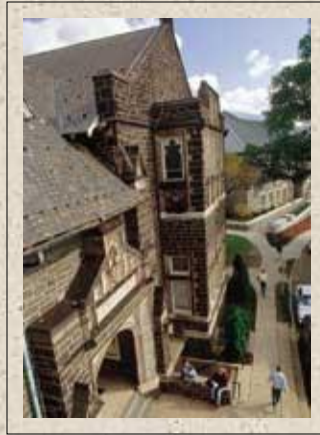
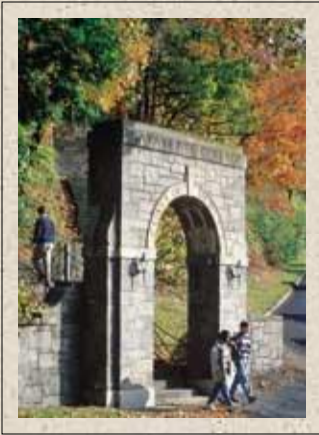
**Human Resources/ Employment**



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**Director**

**Human Resources/ Benefits**



**WEBSITE: [www.lafayette.edu](http://www.lafayette.edu)**

**Human Resources: [hr.lafayette.edu](http://hr.lafayette.edu)**

# Benefits Enrollment Site

Go to this enrollment link on the HR Office Website to enroll in Benefits:

<https://hr.lafayette.edu>

Click on the “2018 Benefits Enrollment” link – to proceed to log-in screen.

You will enter your Network ID and Password there to begin the enrollment process.

# Benefits Overview

- ~Group Life Insurance
- ~Optional Life Insurance
- ~Disability Insurance
- ~Medical Insurance
- ~Dental Insurance
- ~Vision Coverage

- ~Flexible Spending  
Accounts
- ~Domestic Partners Policy
- ~Retirement Plan
- ~Tuition Benefits
- ~Miscellaneous Benefits

# Group Life Insurance: Basic Life (Standard Insurance)

- All full-time employees and “non-visiting” faculty members are eligible
- Effective on the first day of the month following, or concurrent with, the date of hire
- The amount of basic life insurance equals (1.5 times annual base salary) + \$15,000, up to a coverage maximum of \$500,000
- At age 65, age reductions begin to apply
- The plan also provides an accidental death benefit, equal to the amount of the base insurance coverage (\$\$), which is payable in addition to the base benefit
- The College pays the full premium for this coverage – “Free to employee”

# Additional/Optional Life Insurance

## (Standard Insurance)

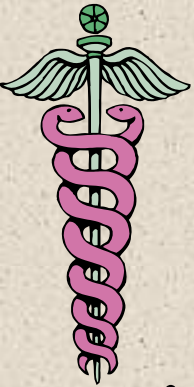
- All full-time employees and “non-visiting” faculty members have the option to purchase additional/optional life insurance
- Coverage can be elected in increments of \$10,000, up to a maximum benefit of 5 times annual salary, not to exceed \$500,000
- An initial amount of insurance of up to 3 times annual salary not to exceed \$300,000, may be elected without the need for medical underwriting (within 31 days of hire)
- Annual open enrollment periods allow for the election of this coverage, but medical underwriting may apply for amounts above a certain threshold
- Employees pay the full premium (after-tax) via payroll deduction

# Long-Term Disability

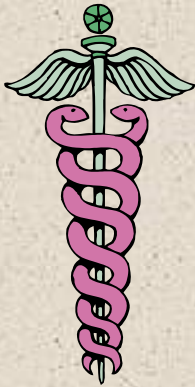
## (Standard Insurance)

- The College provides Long Term Disability Insurance for eligible full-time employees and “non-visiting” faculty members
- Income replacement payments and retirement plan contributions begin after the initial six months (180-day elimination period) of an approved continuous disability
- Disability income payments are equal to 60% of base monthly salary ~ to a maximum benefit of \$17,000 per month (the benefit may be decreased by payments from other sources)
- LTD benefits generally continue up to a person’s “full social security retirement age”
- The College pays the full premium for coverage

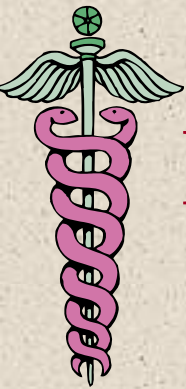




# Medical Insurance



- Choice of among three medical insurance plans through Highmark Blue Shield
- Local Highmark provider network & national Blue Cross/Blue Shield provider network
- “[www.highmarkblueshield.com](http://www.highmarkblueshield.com)”
- The College currently pays the majority of the premium cost for each coverage level, based on the Standard Plan:
  - ~ 90% for Employee only tier
  - ~ 77% for Child(ren) tiers
  - ~ 67% for Spouse tiers
- Capital Plans: Standard PPO; Qualified High Deductible PPO + HSA; Low Deductible PPO



# Highmark Blue Shield PPO Plans

## Standard PPO

- Office Visit Copays = \$15/\$25
- In~Network Benefits:
  - ~ \$800 Deductible per person
  - ~ 85% / 15% Coinsurance
  - ~ Medical OOP Max = \$1,350
  - ~ Rx. OOP Max = \$5,250
  - ~ True OOP Max = \$6,600
- Out-of~Network Benefits:
  - ~ \$2000 Deductible per person
  - ~ 55% / 45% Coinsurance
  - ~ Medical OOP Max = \$4,000

(all figures per person / max three per family)

## Low Deductible PPO

- Office Visit Copays = \$10/\$20
- In~Network Benefits:
  - ~ \$300 Deductible per person
  - ~ 90% / 10% Coinsurance
  - ~ Medical OOP Max = \$1,200
  - ~ Rx. OOP Max = \$5,400
  - ~ True OOP Max = \$6,600
- Out-of~network Benefits:
  - ~ \$1,200 Deductible
  - ~ 75% / 25% Coinsurance
  - ~ Medical OOP Max = \$2,250

(all figures per person / max three per family)



# Highmark Blue Shield PPO Plans

## High Deductible PPO

Deductible = \$3,000 EE only / \$6,000 EE + 1

In-Network Benefits:

80% / 20% Coinsurance

True OOP Max = \$5,000 EE only / \$10,000 EE + 1

\$5,000 individual Medical + Rx. OOP Max

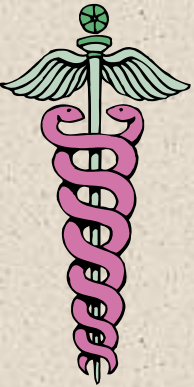
Health Savings Account (HSA) = \$1,500 EE / \$3,000 EE + 1

(A “savings account” through “Benefit Wallet”, established in the employee’s name to be used to pay for qualified health care expenses on a tax-free basis, funded at 50% of the associated deductible by the College)

Pre-tax Employee Contributions also allowed into the HSA

2018 Max: \$3,450 / \$6,900

Employees age 55+ may contribute an additional \$1,000 for 2018



# Highmark Blue Shield Prescription Drug Plan

\$150 or \$250 Annual Deductible Per Person (limit 3/family)

Three –Tier Formulary

Retail (31-day supply)

\$10 /\$35/ \$50

\$10 /\$30/ \$45

\$20 /\$40/ \$50

Standard

Low Deduct

Q-HDHP

Mail Order (90-day)

\$20 /\$70/ \$100

\$20 /\$60/ \$90

\$40 /\$80/ \$100

# Dental Insurance

## BlueCross Dental

- BlueCross dental network
- Employee pays the “full premium” for the plan
- “[www.capbluecross.com](http://www.capbluecross.com)” to select a dentist

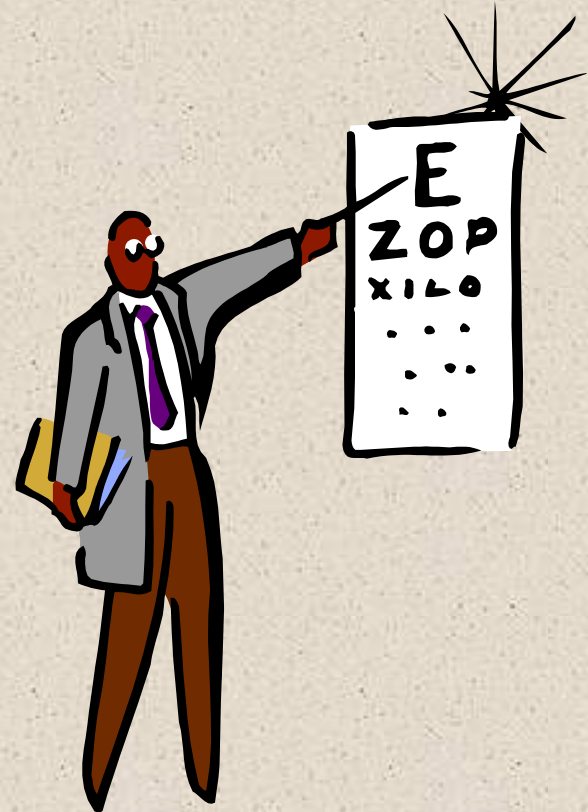


### Benefit Coverage Summary:

- ~ 100% Diagnostic & Preventive
- ~ 80% Basic Restorative Services
- ~ 50% Major Services
- ~ 50% Orthodontics (to age 19)
- ~ \$0 Deductible
- ~ \$1000 Calendar Year Annual Benefit Max (first year)
- ~ Rollover feature ~ allows the rollover of up to \$500 of unused benefit to the next plan year (maximum of \$2,000 annual benefit)

# Vision Coverage

- Voluntary Vision Discount Plan for full-time employees and their household dependents
- National Vision Administrators (NVA) administers the “*Opti-Vision*” plan
- This plan offers substantial discounts on eye care products and services when an NVA provider is used
- Participants pay the full premium for this voluntary plan (\$6.60 per household / year)
- [www.e-nva.com](http://www.e-nva.com)



# Flexible Spending Accounts

- Administered by *Discovery Benefits*
- Calendar Year Plan (Jan. – Dec.)
- Employees can save money on a pre-tax basis for qualified health care (medical, dental, vision and Rx.) and child (to age 13) and dependent care expenses
- Pretax deduction (sheltered from Fed and FICA taxes)
- Deductions may not be changed or stopped during the year unless there is a life event status change
- Paper claims can be submitted and reimbursements are paid directly to the employee
- Debit Card use for medical/health care expenses
- Expenses must generally be incurred during the calendar year
- Paper Claims must be submitted to *Discovery Benefits* by the following March 31
- IRS “Use it or lose it” rule: if you don’t use it (\$\$) – must lose it (forfeit) – except for a “carryover benefit” which allows for the carryover of up to \$500 of unused benefit into the next plan year



# Domestic Partners Policy

Approved by the Board: July 1, 1998

The same medical and dental benefits provided to the spouses of the College's married employees, will be made available to the same-sex domestic partners of eligible employees, provided that the employee and the same-sex domestic partner meet the criteria for such relationships as established by the College



# Lafayette Retirement Plan

## Basics

- All eligible full-time faculty and staff working, or scheduled to work, at least 900 hours per calendar year
- Covered under Section 403(b) and 403(b)(7) of the Internal Revenue Codes
- A Defined Contribution retirement plan
- Advantages: 1) Employee Contributions are made on a pre-tax basis; 2) Accumulations and earnings are tax-deferred until withdrawn
- Participant is fully (100%) and immediately vested (full ownership)
- Two investment carriers: 1) TIAA-CREF 2) Fidelity Investments

TIAA-CREF:

- ~ Insurance company offering annuity products
- ~ Started in 1918 to provide pensions for faculty
- ~ 10 investment funds offered

Fidelity:

- ~ Mutual fund company
- ~ Working in tax-exempt marketplace since 1974
- ~ Nation's leading provider of DC services
- ~ Over 150 investment funds offered

# Lafayette Retirement Plan

Faculty, Administrators, & Exempt Staff Employees (Category A)

- Eligible to participate on the first of the month following, or concurrent with, the date of hire
- Mandatory Contribution: Employees must contribute an amount equal to 5% of their annual base earnings in excess of \$15,000 (i.e. 5% of monthly pay in excess of \$1,250)
- College contributes 9.5% of entire base earnings
- Additional voluntary contributions (“elective deferrals”) can be made, beyond the mandatory contribution, at any time
- Restrictions: no in-service withdrawals allowed; no withdrawals allowed until severance of employment (Mandatory + College share)
- Elective Deferrals: allows for qualified financial hardship withdrawals while in-service; allows for loan options (TIAA-CREF); allows for in-service withdrawals upon attaining age 59 ½

# Lafayette Tuition Benefits

## Tuition Remission:

- ~ 100% Immediate tuition remission (at Lafayette) for employee (2 courses per semester) / spouse (unlimited courses per semester).
- ~ 100% tuition remission (at Lafayette) for qualified dependent children of employees, after 5 years of continuous FT service.

## Tuition Exchange:

- ~ Available to qualified dependent children of employees, after 5 years of continuous FT service.
- ~ Reciprocal Scholarship program with over 600 participating schools nationally.
- ~ Exchange allowance (\$\$) set by the TE Consortium.

## Tuition Grant:

- ~ Available to qualified dependent children of employees, after 10 years of continuous FT service.
- ~ Grant = 50% of Lafayette's tuition in the year of attendance.

# Miscellaneous

## Additional Benefits/Programs for Employees

- Lafayette / Hildebrandt Learning Center ~ discount on child care services for Lafayette employees
- First Commonwealth Federal Credit Union ([firstcomcu.org](http://firstcomcu.org))
- Miller-Keystone Blood Center ([www.giveapint.org](http://www.giveapint.org))
- Liberty Mutual *Group Savings Plus* Program (Auto, Home, Renters)
- Verizon Wireless discounts / AT&T Wireless discounts
- Athletic Facilities – Gym (Free for the employee; \$25 annual membership fee per dependent)
- Lafayette Employee Wellness Program (LeWP) – HR Office
- Travel Assistance, Employee Assistance Program (EAP) – value added benefits from Standard Insurance (no cost to employee)
- Discounts on Cultural, Artistic, Athletic Events

# Contact Information

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