



## Benefits Overview

### HEALTH, DENTAL & VISION INSURANCES

Health Research Inc. offers a comprehensive insurance program to employees who are in a benefit-eligible status. Benefits are administered at Health Research Inc. – Roswell Park Division and managed through the New York State Health Insurance Program (NYSHIP). Below is a brief outline of the health, dental and vision programs. Questions regarding these programs may be directed to a representative in Employee Benefits.

#### Health Insurance

Health insurance coverage begins the first of the month following your hire date. Enrollment in health insurance through NYSHIP is optional. If you enroll in a health insurance plan, you will automatically be enrolled in dental and vision coverage. The use of participating providers with each plan will ensure the maximum benefit.

The “Choices” booklet lists the health insurance plans offered through NYSHIP. This book outlines the insurance plans that are available to benefit-eligible employees based on the county in which you reside and/or work.

Coverage and costs vary by plan, and HRI pays a portion of the cost for coverage. The employee’s share of the premium is made via payroll deduction, on a pre-tax or after-tax basis. Employees will have the option to change their health insurance coverage each year during an option transfer period.

The costs below represent the employee’s pre-tax/after-tax contribution made via biweekly payroll deduction. They also include the cost for MetLife Dental and EyeMed Vision coverages. It is recommended that you compare the biweekly rates noted to the deductions in your paychecks and contact the Employee Services Office immediately with any issues or concerns.

2019 HEALTH INSURANCE RATES		
Health Insurance Carriers	Individual Coverage	Family Coverage
<b>EMPIRE PLAN</b> <i>(“Choices” Booklet Pgs. 18-27)</i>	<b>\$115.30</b>	<b>\$333.20</b>
<b>BLUECROSS BLUESHIELD OF WNY</b> <b>(formerly Community Blue)</b> <i>(“Choices” Booklet Pgs. 30-31)</i>	<b>\$73.97</b>	<b>\$213.51</b>
<b>INDEPENDENT HEALTH</b> <i>(“Choices” Booklet Pgs. 40-41)</i>	<b>\$66.61</b>	<b>\$190.02</b>

A “Summary of Benefits & Coverage” (SBC) is a simple and standardized comparison document required by the Patient Protection & Affordable Care Act (PPACA). To view a copy of the SBC for each NYSHIP plan, please visit [www.cs.ny.gov/sbc/index.cfm](http://www.cs.ny.gov/sbc/index.cfm). If you or your eligible dependents covered by NYSHIP do not have internet access and would like to request a copy, you may call 1-877-769-7477 (press 1 for the Medical Program). If you have coverage under other employer-sponsored group health, you may be eligible to participate in the NYSHIP Opt-Out Program. Please refer to the “Choices” booklet for more details.

### **Dental Coverage**

HRI employee dental coverage is administered by the MetLife Dental Plan. If you enroll in a health insurance plan, you will automatically be enrolled in dental coverage on the first day of the month following your hire date. The use of participating providers with each plan will ensure the maximum benefit. You may find a list of participating providers by visiting the MetLife website at [www.metlife.com/mybenefits](http://www.metlife.com/mybenefits) or call 1-800-942-0854 to have a list sent to you.

### **Vision Coverage**

HRI employee vision coverage is administered by EyeMed Vision Care, LLC. If you enroll in a health insurance plan, you will automatically be enrolled in vision coverage on the first day of the month following your hire date. You may also locate participating providers by calling at 1-866-299-1358 or visiting the EyeMed web site at [www.enrollwitheyemed.com/select](http://www.enrollwitheyemed.com/select).

### **Employee & Dependent Required Proofs**

Employees who enroll in health, dental and/or vision coverage must provide copies of the following documents for enrollees:

Self	Spouse	Domestic Partner	Child Under Age 26
1. Birth Certificate <u>or</u> Passport	1. Birth Certificate <u>or</u> Passport	1. Birth Certificate <u>or</u> Passport	1. Birth Certificate <u>or</u> Passport
2. Social Security Card (and Medicare Card, if applicable)	2. Social Security Number (and Medicare Card, if applicable)	2. Social Security Number (and Medicare Card, if applicable)	2. Social Security Number
	3. Copy of Marriage Certificate <u>and</u> , <i>if married &gt;1 year</i> , Proof of Current Joint Ownership or Financial Obligation (e.g. prior year’s tax return, current bank or mortgage statement, or homeowner’s policy)	3. PS425 Domestic Partner Application and acceptable proof as defined in application	3. For relationship of “Other,” PS457 Statement of Dependence and acceptable proof as defined in application

## **RETIREMENT**

All Management Confidential (M/C) are eligible to enroll in the New York State & Local Employees’ Retirement System. Employees hired on or after July 1, 2013, with an estimated annual wage of \$75,000 or more are eligible to choose between two retirement plans offered through New York State: the New York State & Local Employees’

Retirement System or the New York State Voluntary Defined Contribution Program. Full-time employees must enroll in the NYSERS or, if eligible, NYSVDC program within 30 days of their date of hire. Part-time employees may also participate in one of the following plans, but participation is not mandatory.

### **New York State & Local Employees' Retirement System (NYSERS)**

The New York State & Local Employees' Retirement System (NYSERS) is a defined benefit plan that uses a formula based on an employee's years of service, age at retirement, and final average salary to calculate the retirement benefit. Employees enrolled in NYSERS on or after April 1, 2012, belong to Tier 6. Employee contributions are deducted on a pre-tax basis from their biweekly paychecks for the length of their service. Effective April 1, 2013, the contribution rate for Tier 6 employees is variable based on salary. The variable contribution rates are as follows:

<b>Annual Wage</b>	<b>Contribution Rate</b>
\$45,000 or less	3%
\$45,000.01 to \$55,000	3.5%
\$55,000.01 to \$75,000	4.5%
\$75,000.01 to \$100,000	5.75%
More than \$100,000	6%

After 10 years of creditable service, an employee is considered vested and has earned the right to receive a pension even if the employee should separate from employment at Roswell Park. Employees who separate before completing 10 years of full-time service may also choose to withdraw their contributions.

Employees working in full-time, permanent positions are required to join NYSERS. However, employees in temporary full-time, temporary part-time, permanent part-time or student/training positions have the option to join but are not required.

If you are not required to join and wish to decline NYSERS membership at this time, you will need to complete the "Acknowledgement of Waiver of Membership in NYSERS" form.

For enrollees, you will be receiving a welcome packet from the NYSERS shortly after your membership date. More information may also be obtained online at [www.osc.state.ny.us/retire](http://www.osc.state.ny.us/retire).

### **New York State Voluntary Defined Contribution Plan (NYSVDC) – 401(a)**

The New York State Voluntary Defined Contribution Plan (NYSVDC) is a retirement plan that is based on the amounts contributed by the employer and the employee, as well as the success of the investments. Employee contributions are deducted on a pre-tax basis from employees' biweekly paychecks for the length of their service. The employee contribution rate is variable based on annual gross salary up to the defined legal limit. The variable contribution rates are as follows:

<b>Annual Gross Salary</b>	<b>Contribution Rate</b>
\$75,000	4.5%
\$75,000.01 to \$100,000	5.75%
More than \$100,000	6%

HRI contributes 8% of the employee's gross salary (up to the defined legal limit). Employees are fully vested in the NYS VDC after 366 days from date of hire. There are currently four investment providers under the NYS VDC

plan: TIAA, VOYA, Fidelity and VALIC. More information may also be obtained online at [www.retirementatwork/suny](http://www.retirementatwork/suny).

**If eligible and you choose to participate in the NYS VDC 401(a) plan, you will need to complete the “Acknowledgement of Waiver of Membership in NYSERS” form.**

### **Deferred Compensation Plan**

The New York State Deferred Compensation Plan (NYSDCP) is a State-sponsored voluntary retirement savings plan. All employees have the option to participate in the NYSDCP 457(b). If you have an existing 401(k) or 403(b) plan, you have the option to rollover your funds into this plan. Employees may elect to contribute a flat dollar amount or a percentage of their gross wages to be deducted pre-tax or after-tax from their biweekly paychecks. The minimum deferral cannot be less than 1% of the employee’s gross salary or less than \$10 per pay period. Employees may cancel or change their deferral amounts at any time by completing a deferral change form. The deferral limit for contributions is determined annually by the Internal Revenue Service. The Age 50 and Over Catch-Up provision allows participants who are age 50 and over or who will become 50 during the calendar year to make additional contributions. Please visit the NYSDCP website at [www.nysdcp.com](http://www.nysdcp.com) for additional information.

## **OTHER BENEFITS**

### **Long Term Disability Insurance**

Employees have the option of enrolling in a long-term disability program within 30 days after their first day of employment. If you do not sign up during the initial enrollment period, you will need to complete a certificate of insurability in order to obtain future coverage. Premiums are paid through payroll deduction. The Plan is underwritten by the First Unum Life Insurance Company.

### **M/C Life Insurance Plan**

New Management/Confidential employees have the option of enrolling in a term life insurance program during the first six (6) bi-weekly pay periods after their first day of employment. Employees who enroll or increase coverage after this time will be required to complete a medical questionnaire and may be required to undergo a physical examination. Premiums are paid through payroll deduction.

### **Flexible Spending Accounts**

The Flexible Spending Account (FSA) is a valuable employee benefit that allows employees to pay for out-of-pocket health care and dependent care expenses with pre-tax money. Under this program, there are two benefits:

- The Medical Expense Reimbursement Account allows you to set aside up to \$2,500 in pre-tax salary to pay for medical, dental and vision expenses only partially covered or not covered at all by your insurance.
- The Dependent Care Assistance Account allows you to set aside up to \$5,000 in pre-tax salary for eligible childcare and/or dependent care expenses.

Employees must use all the money in their account by the end of the calendar year. Money does not roll over into the new plan year. As a new hire, you have 60 days from your date of hire to enroll by completing an enrollment

form. Once enrolled, you may contact our plan administrator, P&A Group, at 1-800-688-2611 or visit their website at [www.padmin.com](http://www.padmin.com).

### **Retirement Benefit Account**

Voluntary Employee Benefit Association (VEBA) accounts will be established for HRI benefit-eligible employees. The VEBA is not a health insurance plan but rather a tax-free reimbursement account for eligible medical expenses. Active, benefit-eligible employees receive deposits based on defined criteria. All creditable accounts will receive a monthly deposit of \$100 (pro-rated based on FTE) and are established the first full month an employee is in a benefit-eligible status. Annually, accounts of benefit-eligible employees who have a sick leave balance of 375+ hours on December 31<sup>st</sup> will receive an additional contribution of \$300. Eligibility criteria is available from Employee Services.

### **New York's 529 College Savings Program**

The 529 college savings program is a tax-advantaged savings plan offered through New York State that can help you save for college tuition, certain room-and-board expenses, books, supplies, and other qualified higher-education expenses. For more information or to enroll in the program, please call 1-800-420-8580 or visit their website at [www.ny529atwork.com](http://www.ny529atwork.com).

### **Corporate Transit Pass Program**

The Corporate Transit Pass program is a money-saving transportation benefit which allows employees to buy transit passes with pre-tax dollars. In participating, employees receive a \$20.00 reduction to the cost of the NFTA transit pass which brings the **pre-tax** employee cost down to \$55.00 per month. The enrollment form must be submitted to the Employee Benefits Office by the 5<sup>th</sup> of the month prior to when the transit pass is needed. For example, those wishing to receive a pass for September 2018 must submit their form to Employee Benefits by August 5, 2018.

\*Employees who are over the age of 65 and/or are disabled are eligible for a reduced rate of \$45.00 per month. Approval for this discounted rate must be obtained through the NFTA. Applications for this benefit may be made by submitting a completed Reduced-Fare Application to the NFTA at: NFTA-Metro Reduced Fare Program, 181 Ellicott Street, Buffalo, New York 14203. For additional information for the Reduced Fare Program please contact the NFTA at 716-855-7216.

### **Pre-Tax Salary Conversion Plan**

Under the Medical Premium Salary Conversion Plan, all employees who participate in the health insurance program will have their bi-weekly premium health insurance contribution deducted on a "pre-tax" or "post-tax" basis. Pre-tax means that the deduction is taken from your paycheck before taxes are calculated, thereby reducing your taxable income and increasing your spendable income. Post-tax means that the deduction is taken from your paycheck after taxes are calculated.

Election of pre-tax deductions does place restrictions on what changes you can make to your coverage during the plan year. Under this plan, IRS regulations require HRI to take a fixed pre-tax contribution toward your coverage throughout the entire plan year unless a qualifying event occurs. This means, that without a qualifying event, you cannot voluntarily cancel coverage or change from family to individual coverage (unless you no longer have any eligible dependents). Any changes requested following a qualifying event must coincide with that qualifying event and the Employee Benefits office must be notified within 30 days of a qualifying event.

Employees who want additional flexibility with their health insurance may want to consider having their deduction taken on a post-tax basis. This means that deductions are taken from your check after taxes, thus you do not receive a tax break on your health insurance deduction. Employees who may want to make changes to their level of coverage throughout the year without having a qualifying event may want to consider this option.

If you would like to have your health insurance premium deducted on a post/after-tax basis, you will need to make this election upon enrollment in coverage or during the Annual Open Enrollment Period.