

### HEALTH, DENTAL & VISION INSURANCES

#### Health Insurance

Roswell Park Cancer Institute offers a comprehensive health insurance program for employees who work a schedule of at least 50% through the New York State Health Insurance Program (NYSHIP). Health insurance coverage begins 8 weeks following your hire date. Enrollment in health insurance through NYSHIP is optional. The use of participating providers with each plan will ensure the maximum benefit.

The enclosed “Choices” booklet lists the health insurance plans offered through NYSHIP. Please refer to pages 16 and 17 to view the plans that are available to benefit-eligible employees based on the county in which you reside and/or work. If you are eligible for another HMO plan not listed below, please contact the Employee Benefits & Services Office at 845-4700.

Coverage and costs vary by plan, and RPCI pays a portion of the cost for coverage. The employee’s share of the premium is made via payroll deduction, pre-tax. 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 contribution made via biweekly payroll deduction. It is recommended that you compare the biweekly rates noted to the deductions in your paychecks and contact the Employee Benefits & Services Office immediately with any issues or concerns.

<b>2017 HEALTH INSURANCE RATES</b>		
<i>Effective January 5, 2017 (paycheck dated January 5, 2017)</i>		
<b>Health Insurance Carriers</b>	<b>Individual Coverage</b>	<b>Family Coverage</b>
<b>EMPIRE PLAN</b>  <i>(“Choices” Booklet Pgs. 18-27)</i>	Grade 9 or below: <b>\$39.91</b> Grade 10 or Above: <b>\$53.21</b>	Grade 9 or below: <b>\$175.53</b> Grade 10 or Above: <b>\$208.92</b>
<b>BLUECROSS BLUESHIELD OF WNY (formerly Community Blue)</b>  <i>(“Choices” Booklet Pgs. 30-31)</i>	Grade 9 or below: <b>\$36.12</b> Grade 10 or Above: <b>\$48.16</b>	Grade 9 or below: <b>\$155.52</b> Grade 10 or Above: <b>\$185.25</b>
<b>INDEPENDENT HEALTH</b>  <i>(“Choices” Booklet Pgs. 40-41)</i>	Grade 9 or below: <b>\$36.33</b> Grade 10 or Above: <b>\$48.44</b>	Grade 9 or below: <b>\$155.04</b> Grade 10 or Above: <b>\$184.73</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 page 15 in the enclosed “Choices” booklet for more details.

Employees who apply for health, dental and 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

**Dental Coverage**

PEF employees are eligible for dental coverage to begin 8 weeks following your hire date. Coverage is provided through GHI Preferred Dental. There is no cost to the employee for this coverage. For additional information and a provider listing, visit the GHI website at [www.emblemhealth.com](http://www.emblemhealth.com).

**Vision Coverage**

PEF employees are eligible for vision coverage to begin 8 weeks following your hire date. Coverage is provided by Davis Vision. There is no cost to the employee for this coverage. For additional information and a provider listing, visit NYSHIP online at [www.cs.ny.gov](http://www.cs.ny.gov) to link to the custom Davis Vision site for the New York State Vision Plan.

**PAID TIME OFF**

Paid Time Off (PTO) is leave with pay provided to Clinical Fellows, Resident Physicians and Pharmacy Residents for the purposes of:

- vacation;
- personal business including religious observances;
- absences necessitated by the illness or disability of the Clinical Fellow, Resident Physician or Pharmacy Resident including illness or disability caused by pregnancy or childbirth;
- illness or death in the Clinical Fellow’s, Resident Physician’s or Pharmacy Resident’s immediate family;
- personal visits to a doctor or dentist.

Clinical Fellows, Resident Physicians and Pharmacy Residents shall be credited with two weeks (80 hours) of PTO each academic year (July 1 – June 30) while in these titles at RPCI. PTO will be prorated when the start date falls

outside of the academic year. PTO is not cumulative. If any unused PTO credits remain on the date preceding the anniversary date on which new PTO credits will be issued, they shall be canceled. There shall be no payment for unused PTO at the time of separation, retirement or death.

PTO may only be taken at a time convenient to and approved in advance by RPCI, but PTO for religious observances shall be granted on the days and hours required insofar as it does not interfere with the proper conduct of RPCI functions.

Clinical Fellows, Resident Physicians and Pharmacy Residents shall be eligible, when operational needs allow, to have the following holidays as additional PTO. The time off must be approved by the supervisor at least 2 weeks prior to the actual holiday.

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Clinical Fellows, Resident Physicians and Pharmacy Residents are expected to work on the following operational holidays:

- Lincoln's Birthday (float holiday – operational)
- Washington's Birthday (operational holiday)
- Columbus Day (operational holiday)
- Election Day (float holiday – operational)
- Veterans' Day (operational holiday)

If any of the holidays referenced above are worked, the Fellow or Resident shall receive compensation for time worked on such days and any applicable holiday compensation. However, they will not be eligible to receive any compensatory time off. Fellows and Residents shall not be entitled to any other leave provided to other RPCI employees through the RPCI Merit Board Rules or the current collective bargaining agreement between PEF and the State of New York.

## **RETIREMENT**

### **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:

Annual Wage	Contribution Rate
\$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 the Institute. 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).

### **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 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**

### **Flexible Spending Account**

The Dependent Care Flexible Spending Account (FSA) is a valuable employee benefit that allows you to set aside up to \$5,000 in pre-tax salary for out-of-pocket childcare and/or elder dependent care expenses. Employees must receive a regular biweekly paycheck in order to enroll. Enrollees are eligible for an employer contribution, and the amount contributed is based on an employee’s annualized salary.

Employees must use all the money in their account by the end of the calendar year. It does not roll over into the new year. As a new hire, you have 60 days from your date of hire to enroll at [www.flexspend.ny.gov](http://www.flexspend.ny.gov) or by calling 1-800-358-7202. Once enrolled, you may contact our plan administrator, FBMC, for more information at 1-800-342-8017 or visit their website at [www.myfbmc.com](http://www.myfbmc.com).

## **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).

## **Discounted Transit Pass**

Employees are eligible for discounted transit passes. The monthly cost after the employer and NFTA contribution is \$55.00\*. The deduction is taken on a pre-tax basis which means more money in your pocket! To enroll in this benefit contact a representative in Employee Benefits at 716-845-4700.

\*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.

## **PEF Optional Benefits**

PEF employees have several optional benefits available to them through their union including life insurance, short-term disability and long-term disability. For additional information, please call 1-800-342-4306, ext. 243.

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

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

Participation in the pre-tax health insurance program does place restrictions on what changes you can make to your coverage during the plan year. Under this plan, IRS regulations require Roswell Park to take a fixed pre-tax contribution toward your coverage throughout the entire plan year unless a qualifying event or significant change in your spouse's employment 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. To be eligible to reduce or voluntarily cancel your coverage during the plan year, 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/after 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 Option Transfer Period.