



Employee Benefits

HEALTH, DENTAL & VISION INSURANCES

Health Insurance

Health Research Incorporated (HRI) Roswell Park Division 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 on the first day of the month following your hire date. If you enroll in a health insurance plan, you will automatically be enrolled for dental and vision coverage. Enrollment in health insurance coverage 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 Services Office at 845-4700.

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, pre-tax. Employees will have the option to change their health insurance plans each year during an option transfer period.

The costs below represent the employee's pre-tax contribution made via biweekly payroll deduction. **These rates include your 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 Benefits & Services Office immediately with any issues or concerns. Please review additional information regarding the Pre-Tax Salary Conversion Plan on page 5 of this document.

2017 HEALTH INSURANCE RATES		
Health Insurance Carriers	Individual Coverage	Family Coverage
EMPIRE PLAN <i>("Choices" Booklet Pgs. 18-27)</i>	\$116.91	\$332.21
BLUECROSS BLUESHIELD OF WNY (formerly Community Blue) <i>("Choices" Booklet Pgs. 30-31)</i>	\$113.53	\$312.24
INDEPENDENT HEALTH <i>("Choices" Booklet Pgs. 40-41)</i>	\$86.98	\$239.46

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. 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).

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 >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

HRI employee dental coverage is administered by the MetLife Dental Plan. If you enroll in a health insurance plan, you will automatically be enrolled for 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 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 for vision coverage on the first day of the month following your hire date. You will receive the following information sent to your home as a new enrollee:

- An explanation of benefits
- Member ID card(s)
- A list of the closest in-network providers based on the enrollee’s zip code

You may also locate participating providers by calling at 1-866-299-1358 or visiting the EyeMed web site at www.enrollwiththeyemed.com/select.

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 NYSEERS on or after April 1, 2012, belong to Tier 6. Full-time employees must enroll in the NYSEERS 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. 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:

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.

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

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

All Management Confidential (M/C) 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. Full-time employees must enroll in the NYSEERS or NYSEVDC 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.

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:

Annual Gross Salary	Contribution Rate
\$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. There are currently four investment providers under the NYS VDC plan: TIAA, ING, Metlife and VALIC. More information may also be obtained online at www.retirementatwork/suny.

If 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 HRI 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 bi-weekly 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 for more information.

OTHER BENEFITS

Post 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 31st will receive an additional contribution of \$300. Eligibility criteria is available from Employee Services.

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. It does not roll over into the new year. As a new hire, you have 60 days from your date of hire to enroll by completing the enclosed 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.

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.

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.

Life Insurance Plan

New Management/Confidential employees have the option of enrolling in a term life insurance program during the first 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. The program is insured through the Metropolitan Life Insurance Company.

Pre-Tax Salary Conversion Plan

Under the Medical Premium Salary Conversion Plan, all employees who participate in HRI'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 HRI 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. If 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.