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State of Tennessee
Group Insurance Program

- The health plan is **self-insured**, meaning that the State, not an insurance company, pays claims from premiums collected from members and their employers

- Insurance premiums are taken from the paycheck at the end of each month to pay for the next month’s coverage

- The Division of Benefits Administration manages the State Group Insurance Program and works with your Agency Benefits Coordinator (ABC) to serve you
When Will Coverage Begin?

• As a new employee, your eligibility date is your hire date. You must complete enrollment within 31 days after your hire date. Coverage starts on the first day of the month after you complete one full calendar month of employment.

• For example, if an employee is hired on January 1, 2016 benefits will begin February 1. If hired on January 17, 2016 his benefits will begin March 1, 2016.

• Voluntary Term Life coverage begins after three (3) full calendar months from employment/eligibility

• Long-Term Care effective date is included with the Certificate of Coverage issued by MedAmerica

• Ask your ABC if you have questions about when your coverage begins
Eligibility and Enrollment Guide

State Group Insurance Program

Eligibility and Enrollment Guide

State and Higher Education Employees
Dependent Eligibility Verification

Proof of all dependent’s eligibility is required by the State of TN

• Dependents must be verified by submitting a copy of the required documentation when you apply for coverage

• Dependents will NOT be enrolled until verified

• A list of acceptable documents is available during orientation, and can also be found online at:

http://www.tn.gov/assets/entities/finance/benefits/attachments/deva_eligible_docs.pdf
The Summary of Benefits Coverage (SBC) describes your health coverage options.

ParTNers For Health:  http://www.partnersforhealthtn.gov/
Notice to TennCare Enrollees

• You must contact your caseworker at the TennCare within 10 days of your date of employment

• Report to TennCare your new job, salary and that you have access to medical insurance with your new employer

• Employees **cannot** be enrolled in both TennCare and a State Group Health Insurance plan
Health Insurance Benefits

Insurance Options

- Partnership PPO
- Standard PPO
- HealthSavings CDHP

Coverage Type

- Employee Only
- Employee + Spouse
- Employee + Child(ren)
- Employee + Spouse + Child(ren)

Member Choice

- BCBST Network S
- Cigna LocalPlus
- Cigna Open Access Plus (OAP) *(surcharge applies)*

Plan

Network

After your new hire period, changes can only be made if you experience a special qualifying event or during Annual Enrollment in the fall.
Health Insurance Options

- Partnership PPO – **Two options give you the same benefits** (copays, deductible and coinsurance), but the cost is different:
  - **Partnership Promise PPO** – Agree to the 2017 Partnership Promise, members save $50 to $100 dollars in premiums than the No Partnership Promise PPO each month.
  - **No Partnership Promise PPO** – This option does not include the Partnership Promise. Members premiums will be $50 to $100 more than the Partnership Promise PPO each month.

- **Standard PPO** – The deductible is twice as much as the Partnership PPO and the copays and coinsurance are higher.

- HealthSavings CDHP - **Two options give you the same benefits** (deductible and coinsurance) and cost the same, but only one includes state HealthSavings Account (HSA) funds:
  - **Promise HealthSavings CDHP** – Agree to the 2017 Partnership Promise, and the state will put $500 or $1,000 into your HSA!
  - **No Promise HealthSavings CDHP** – This option does not include the Partnership Promise and the state will not put money into your HSA.
Partnership Promise – 2017 New Members

Members and covered spouses must:

1. Complete the online Well-Being Assessment™ (health questionnaire)
   
   • partnersforhealthtn.gov and click on the “My Wellness Tab”

2. Complete a biometric health screening at a worksite location or from your doctor
   (you can use screening results from a doctor’s visit within the last 12 months)
   
   • Includes height, weight, blood pressure, waist circumference, glucose and cholesterol levels

3. Participate in Disease Management or Case Management coaching, if you are called

Steps 1 and 2 must be completed within 120 days from the day insurance coverage begins.
Partnership Promise

• Members (and their spouses if enrolled) must commit to a Partnership Promise each year

• Partnership Promise is not required for covered children

• The Partnership Promise requirements may change one year to the next.

• Healthways administers the Partnership Promise: http://www.partnersforhealthtn.gov/
How does HealthSavings CDHP work?

- Members pay for health care expenses based on discounted network rates
- When deductible is met, member pays coinsurance
- When out of pocket maximum is met, plan pays 100 percent
# Comparing PPO and HealthSavings CDHP

<table>
<thead>
<tr>
<th></th>
<th>Partnership PPO</th>
<th>Standard PPO</th>
<th>HealthSavings CDHP</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In-Network</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee only</td>
<td>$500</td>
<td>$1,000</td>
<td>$1,500</td>
</tr>
<tr>
<td>Employee + Child(ren)</td>
<td>$750</td>
<td>$1,500</td>
<td>$3,000</td>
</tr>
<tr>
<td>Employee + Spouse</td>
<td>$1,000</td>
<td>$2,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>Employee + Spouse + Child(ren)</td>
<td>$1,250</td>
<td>$2,500</td>
<td>$3,000</td>
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<tr>
<td><strong>Out of Pocket Max (medical and pharmacy combined)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee only</td>
<td>$3,600</td>
<td>$4,000</td>
<td>$2,500</td>
</tr>
<tr>
<td>Employee + Child(ren)</td>
<td>$5,400</td>
<td>$6,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>Employee + Spouse</td>
<td>$7,200</td>
<td>$8,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>Employee + Spouse + Child(ren)</td>
<td>$9,000</td>
<td>$10,000</td>
<td>$5,000</td>
</tr>
</tbody>
</table>
# Premiums for 2017:

**Employee Share** of Monthly Premiums

<table>
<thead>
<tr>
<th>Premium Level</th>
<th>Partnership Promise PPO</th>
<th>No Partnership Promise PPO</th>
<th>Standard PPO</th>
<th>HealthSavings CDHP (promise and no promise)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BCBS/ Cigna LocalPlus</td>
<td>Cigna Open Access</td>
<td>BCBS/ Cigna LocalPlus</td>
<td>BCBS/ Cigna LocalPlus</td>
</tr>
<tr>
<td>Employee Only</td>
<td>$133</td>
<td>$173</td>
<td>$183</td>
<td>$130</td>
</tr>
<tr>
<td>Employee + Child(ren)</td>
<td>$200</td>
<td>$240</td>
<td>$250</td>
<td>$197</td>
</tr>
<tr>
<td>Employee + Spouse</td>
<td>$280</td>
<td>$360</td>
<td>$380</td>
<td>$275</td>
</tr>
<tr>
<td>Employee + Spouse + Child(ren)</td>
<td>$346</td>
<td>$426</td>
<td>$446</td>
<td>$340</td>
</tr>
</tbody>
</table>
Benefits of an HSA

• The money you save in the HSA (both yours and any employer contributions) rolls over each year and collects interest. **You don’t lose it at the end of the year.**

• You can use money in your account to pay your deductible and qualified medical expenses

• The money is yours! You take your HSA with you if you leave or retire

• The HSA offers tax advantages on money in your account:
  • 1. Both employer and employee contributions are tax free.
  • 2. Withdrawals for qualified medical expenses are tax free.

• It also serves as another retirement savings account option.

• Earn interest each month on the money in your HSA

• When the account balance is over $1,000 – you can invest the funds

• You can access options and set up investments through your online PayFlex account
Eligibility to an HSA

• You cannot have a CDHP with a HSA and be enrolled in another plan, including a PPO, your spouse’s plan, or any government plan (Medicare, Medicaid, TRICARE).

• If you are eligible for VA medical benefits and did not receive benefits during the preceding three months, you can enroll in and make contributions to your HSA.
  • If you receive VA benefits in the future, then you are NOT entitled to contribute to your account for another three months.

• You can’t be claimed as a dependent by someone else.

• Other restrictions may apply. Go to IRS.gov to learn more
Health Savings Account

PayFlex is the HealthSavings Account Manager

• If you choose to enroll in a HealthSavings CDHP, you will need to activate your account with PayFlex

You will register and access your PayFlex HSA online at:
www.stateoftn.payflexdirect.com

• PayFlex will send you additional information about the account after you enroll

• Once funds are available in your HSA, PayFlex will send you a card to pay for your eligible expenses

• Calendar year election
  ➢ $3,400 individual maximum
  ➢ $6,750 family
  ➢ At age 55 and older you can make additional $1,000/year contributions
Flexible Benefits

• **Medical Expense Flexible Spending Account (FSA)**
  For certain medical, dental, vision and prescription costs not covered by insurance. You do NOT qualify if enrolled in a CDHP. But you can put money in a limited purpose FSA for dental and vision.
  ➢ Calendar year election
  ➢ $2,550 maximum
  ➢ Medical and Dental automatically pre-taxed

• **Limited Purpose FSA:** For certain dental and vision costs not covered by insurance.
  ➢ Calendar year election
  ➢ $2,550 maximum

• **Dependent Care FSA**
  For certain dependent care costs such as after school care, baby-sitting fees, adult or child daycare and pre-school
  ➢ Calendar year election
  ➢ $5,000 maximum

• **Contribution limits:** Set by the IRS. Go to IRS.gov for contribution limits
• Employees must re-enroll each year.
• Employees that have a HSA with a debit card and plan to enroll in a limited-purpose FSA – will use the same debit card for both
Pharmacy Benefits

CVS/caremark is the Pharmacy Benefits Manager

- All state health insurance plans include pharmacy benefits
- The covered drug list is the same in each insurance plan but costs differ from plan to plan
- **HealthSavings CDHPs** require members to pay the full negotiated cost of prescription drugs* until the annual deductible is met, then coinsurance
  *For 90-day chronic maintenance drugs (e.g. hypertension; statins to treat high cholesterol; medications for asthma; oral diabetic medications, insulin and diabetic supplies; COPD; depression; etc.) pay coinsurance only – don’t have to meet deductible first
- For each plan, how much you pay depends on the prescription tier:
  - Lowest cost: Tier one/generic drug
  - Higher cost: Tier two/preferred brand drug
  - Highest cost: Tier three/non-preferred brand
  - **Specialty pharmacy tier**
- For specialty drugs in the PPOs, coinsurance will apply with a member minimum ($50) and maximum ($150) out-of-pocket
What is Alex?

ALEX is a smart, funny benefits expert who explains benefits options and may help members choose what’s best for them.

Go to www.partnersforhealthtn.gov
Dental Insurance

Employees can choose between two dental options:

### Cigna Prepaid Plan
- Fixed copays
- Participating dentists only
- In-network only
- Dental Care HMO Network

### MetLife Dental Preferred Plan
- Coinsurance and deductibles
- Any dentist
- Pay less with network providers
- PDP Network

<table>
<thead>
<tr>
<th>Plan Description</th>
<th>Cigna Prepaid</th>
<th>MetLife DPPO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$12.99</td>
<td>$22.37</td>
</tr>
<tr>
<td>Employee + Child(ren)</td>
<td>$26.97</td>
<td>$51.44</td>
</tr>
<tr>
<td>Employee + Spouse</td>
<td>$23.02</td>
<td>$42.32</td>
</tr>
<tr>
<td>Employee + Spouse + Child(ren)</td>
<td>$31.65</td>
<td>$82.80</td>
</tr>
</tbody>
</table>
## Vision Insurance

**Vision Plan – Administered by EyeMed Vision Care**

- There are two plan options – both plans offer the same services:

<table>
<thead>
<tr>
<th>Basic Plan</th>
<th>Expanded Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discounted rates</td>
<td>Copays</td>
</tr>
<tr>
<td>Allowances</td>
<td>Greater allowances than Basic Plan</td>
</tr>
<tr>
<td>Discounted rates</td>
<td>Discounted rates</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Basic</th>
<th>Expanded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$3.35</td>
<td>$5.86</td>
</tr>
<tr>
<td>Employee + Child(ren)</td>
<td>$6.69</td>
<td>$11.72</td>
</tr>
<tr>
<td>Employee + Spouse</td>
<td>$6.35</td>
<td>$11.14</td>
</tr>
<tr>
<td>Employee + Spouse + Child(ren)</td>
<td>$9.83</td>
<td>$17.23</td>
</tr>
</tbody>
</table>
Basic Term Life, and Accidental Death & Dismemberment

The State provides, at no cost to the employee:

• $20,000 basic term life insurance  
• $40,000 basic accidental death and dismemberment (AD&D)

If you are enrolled in health insurance, your coverage automatically increases, based on your age and salary:

• Up to $50,000 term life insurance  
• Up to $100,000 AD&D insurance

Members are responsible for the additional cost of coverage.

Dependents enrolled in health insurance are each covered for $3,000 in basic term life, and an amount of basic AD&D based on your salary and family composition.
Additional Life Insurance

Voluntary Accidental Death & Dismemberment (AD&D)

- Available to members and their dependents
- Low group rates – Single = $2.10 or less / Family = $3.36 or less per month

Voluntary Term Life Insurance

- Select up to five times your annual base salary
  - Minimum: $5,000 / Maximum: $500,000
- Must enroll within first 30 days of employment for guaranteed issue, effective after three (3) full months of employment
- May apply later during Enrollment Transfer Period with health questions
- Coverage available for spouse and dependent children
  - Spouse: maximum level of coverage is $30,000
  - Children: $5,000 or $10,000 term rider
- Premiums are based on age and the amount of coverage requested
Long-Term Care Insurance

• Covers services for individuals who are no longer able to care for themselves
  ➢ Nursing home care
  ➢ Assisted living
  ➢ Home healthcare

• Who is eligible?
  ➢ Qualified employees
  ➢ Eligible dependents (Spouse, parent, parent-in-laws and child(ren))

Employees have 90 days to enroll with guaranteed-issue coverage

Apply for coverage at any time through medical underwriting.

Premiums are based on the age of the insured at the time of enrollment
Plan administered by MedAmerica.

www.ltc-tn.com
1.866.615.5824
Employee Assistant Program (EAP)

Support tool to help employees and dependents deal with issues such as:

<table>
<thead>
<tr>
<th>Family or relationship issues</th>
<th>Child and elder care</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feeling anxious or depressed</td>
<td>Difficulties and conflicts at work</td>
</tr>
<tr>
<td>Dealing with addiction</td>
<td>Grief and loss</td>
</tr>
<tr>
<td>Legal or financial issues</td>
<td>Work/life balance</td>
</tr>
</tbody>
</table>

- All services are confidential and available at no cost, 24/7
- Employees and their eligible dependents may get up to five, no cost counseling sessions per problem episode, per year
- Contact ParTNers EAP:
  - Toll Free 24/7 at 1.855.HERE4TN (1.855.437.3486)
  - Or at www.Here4TN.com
Family Medical Leave Act (FMLA)

Provides eligible employees up to 12 work-weeks of job-protected leave during a twelve month period for specified family and/or medical reasons.

Eligibility:
• Worked 1,250 hours during the previous 12 months
• Worked 1 year at the University of Memphis

Qualifying Events:
• Serious illness of employee, spouse, child, or parent
• Birth or adoption of a child
• Military Caregiver provision (up to 26 weeks)

FMLA is Non-Paid leave:
• Must use personal Sick/Annual Leave to be paid
Workers’ Compensation

- Any job-related injury must be reported immediately to your Supervisor
- Contact HR as soon as possible
- Complete the University of Memphis First Report of Injury & submit it to the Benefits office
- Employee and Supervisor must contact CorVel Workplace Injury and First Notice of Loss Call Center to speak to a nurse for immediate care at 1.866.245.8588
  - Forms can be found on the Benefits web site under “Related Resources & Links” and “Forms”
Tax Deferred Annuity & Deferred Compensation Plans

401(k)
- Traditional (pre-tax)
- ROTH (post-tax)
- Empower Retirement Services (formerly Great-West)

457
- Empower Retirement Services (formerly Great-West)

403(b)
- Choice of VOYA, VALIC, or TIAA-CREF

401(k) & 403(b) = combined annual maximum contribution
457 = separate annual maximum contribution
Your Privacy

Your personal health information is strictly confidential.

Your health privacy rights are protected through the federal law, “HIPAA”.

Benefits Administration can only discuss benefits information with the head of contract (HOC).

The Authorization for Release of Protected Health Information form must be completed before Benefits Administration can discuss benefits information with your spouse or any other authorized representative.
Long Term Disability

Provides partial salary replacement if you become disabled and are unable to perform the material and substantial duties of your regular occupation.

3 coverage options:

#1 – 180 days waiting period, 50% wage replacement
#2 – 120 days waiting period, 60% wage replacement
#3 – 90 days waiting period, 60% wage replacement

<table>
<thead>
<tr>
<th>Non-Exempt – Bi-Weekly</th>
<th>Exempt – Monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Benefit</td>
<td>Maximum Benefit</td>
</tr>
<tr>
<td>• #1 $6,000/month</td>
<td>• #1 $2,000/month</td>
</tr>
<tr>
<td>• #2 $6,000/month</td>
<td>• #2 $4,000/month</td>
</tr>
<tr>
<td>• #3 $6,000/month</td>
<td>• #3 $7,000/month</td>
</tr>
</tbody>
</table>
Retirement

- All regular full time employees of the University of Memphis are required to participate in a State of TN retirement program

- Regular part time employees are eligible, but not required to participate

- Employees who are non-US citizens on F-1 or J-1 visas are not eligible for retirement membership (if you gain H-1 visa status or become a permanent resident, you must contact University Benefits Administration immediately to enroll)

- Employees who have current membership in either the Tennessee Consolidated Retirement System (TCRS) or Optional Retirement Program (ORP) (because of previous State of TN employment) may be eligible for the Legacy TCRS/ORP program

- Employees paid on an hourly basis will be automatically enrolled in the TCRS

- Regular academic, executive, and administrative employees have the option of becoming a member of either the TCRS or the ORP
## Retirement: Hybrid TCRS

Two components: **Defined Benefit** and **Defined Contribution/401(k)**

<table>
<thead>
<tr>
<th></th>
<th>Defined Benefit</th>
<th>Defined Contribution / 401(k)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Contribution</td>
<td>5% (required)</td>
<td>2% (auto-enrolled, but optional)</td>
</tr>
<tr>
<td>Employer Contribution</td>
<td>3.87%</td>
<td>5%</td>
</tr>
<tr>
<td>Vesting</td>
<td>5 years</td>
<td>Immediate</td>
</tr>
<tr>
<td>Retirement Eligibility</td>
<td>Service: Rule of 90, or age 65 and vested</td>
<td>Based on IRS regulations – 401(k) plan administered by Empower Retirement Services (formerly Great-West)</td>
</tr>
<tr>
<td></td>
<td>Early: Rule of 80, or age 60 and vested</td>
<td></td>
</tr>
</tbody>
</table>
# Retirement: Hybrid ORP

Defined Contribution Plan with added auto-enroll 401(k)

<table>
<thead>
<tr>
<th></th>
<th>Employee Contribution</th>
<th>Employer Contribution</th>
<th>Vesting</th>
<th>Retirement Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee Contribution</strong></td>
<td>5% (required)</td>
<td>2% (auto-enrolled, but optional)</td>
<td></td>
<td>Based on IRS regulations - 401(a) plan</td>
</tr>
<tr>
<td><strong>Employer Contribution</strong></td>
<td>9%</td>
<td>Up to $50 match</td>
<td>Immediate</td>
<td>Based on IRS regulations – 401(k) plan administered by Empower Retirement Services (formerly Great-West)</td>
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<tr>
<td><strong>Vesting</strong></td>
<td>Immediate</td>
<td></td>
<td>Immediate</td>
<td></td>
</tr>
<tr>
<td><strong>Retirement Eligibility</strong></td>
<td>Based on IRS regulations - 401(a) plan</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Retirement: ORP

- Choice of 3 companies:
  - VOYA
  - VALIC
  - TIAA-CREF

- Employee chooses investment options

- One-time transfer option to Hybrid TCRS after 5 years

- Refund possible if less than $15k upon termination (2015)
Retirement

- The Treasury Department is requiring all newly hired employees to make a retirement election on his/her **FIRST DAY OF EMPLOYMENT**.

- Employees who do not make a binding retirement decision on the first day of employment will be automatically defaulted into TCRS.
Annual Leave, Sick Leave, and Sick Leave Banks

Annual Leave:
- Exempt – accrue 15 hours/month
- Non-Exempt – accrue 7.5 hours/month (increases with years of service)
- Nine, ten, and eleven-month faculty are not eligible to accrue annual leave

Sick Leave:
- Sick Leave – accrue 7.5 hours/month

Sick Leave Banks:
- Provides sick leave to members of the bank after their personal sick and annual leave has been exhausted
- Membership requires a donation of 22.5 hours of sick leave into the bank
- Pre-existing conditions and waiting periods apply
Longevity

Bonus for years of service with the State of Tennessee

- Begins after 3 years of service
- $100 per year, up to a max of $3,000
- Paid during your anniversary month (Bi-weekly is paid on the second pay period of your anniversary month)
Educational Assistance

Tuition assistance can be used at the University of Memphis, any TBR, or UT institution

- **Fee Waiver (formerly PC-191)**
  - 1 course per semester /4 hour maximum
  - Eligible upon 1st day of employment
  - May register for course only at specific times

- **Staff Scholarship**
  - Up to 6 credit hours per semester
  - At least 6 months of service as of 1st day of class
  - Faculty may only audit or take non-credit job related courses

- **Spouse/Dependent Tuition Discount**
  - 50% Discount for spouse/dependents of full time employees (pro-rated for part-time)
  - Undergraduate coursework only
Holidays

- New Year’s Day
- Martin Luther King, Jr. Day
- Last Day of Spring Break
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day & the day after
- Christmas Day & 4-5 Administrative Closing Days
THANK YOU!

http://www.memphis.edu/benefits/index.php