The Benefits of Working at Harvard

New Post Doc Orientation - 2015

Harvard Human Resources, Benefits
Topics

- Eligibility
- Benefit options for:
  - Medical, Dental, Vision, Flexible Spending Accounts (FSAs), Health Savings Account (HSA) and Reimbursement Programs
  - Disability, Life Insurance, and Long Term Care
  - Retirement Savings Plans
  - Tuition Assistance and Reimbursement
- Making your elections
- When you can make changes
- Additional resources

The information in this orientation is a summary of Harvard’s benefits and every attempt has been made to ensure its accuracy. The actual provisions of each benefit program will govern if there is any inconsistency between the information in this orientation summary and Harvard’s formal plans, programs, policies or contracts or any subsequent change in such plans, programs, policies or contracts.
Eligibility

As a newly benefits-eligible employee, you have 30 days from your hire or eligibility date to enroll in certain benefits*. These benefits include:

– Medical
– Dental
– Vision
- Flexible Spending Accounts
- Long Term Disability
- Life Insurance

Eligibility

– To participate in Harvard's benefits, you must be employed on a regular University payroll in an eligible employee class and
– work at least 17.5 hours per week (excluding overtime) or earn a base annual rate of at least $15,000

*Specific eligibility requirements may vary by employment classification
Eligibility

Dependent Eligibility

- Harvard extends medical, dental, and vision coverage to benefits eligible employees and their eligible dependents. Eligible dependents are defined as:
  - Your spouse or domestic partner
  - Your children up to age 26, including children by birth, adoption, foster placement, marriage/domestic partnership, legal guardianship
  - Disabled dependents, for which there are no age requirements

- Proof of dependent status for covered dependents will need to be sent to Benefits within 30 days of your hire or eligibility date
Medical Benefit Options

Harvard Pilgrim Health Care (HPHC)

Health Maintenance Organization (HMO)
Point of Service (POS)
Preferred Provider Organization (PPO)*
High Deductible Health Plan (HDHP)**

Individual and family coverage available

Harvard University Group Health Plan (HUGHHP)

Health Maintenance Organization (HMO)
Point of Service (POS)
High Deductible Health Plan (HDHP)**

Individual and family coverage available

Catamaran Pharmacy Benefit

Built into all medical plan options available through Harvard University

*for out of state residents only
**only available to Benefits Eligible post doctoral fellows
Medical Benefit Options

**Health Maintenance Organization (HMO)** - HMOs feature a specific network of health care providers. You choose a PCP for yourself and for each covered family member. When you need specialist care, your PCP refers you to a specialist within the network. There is no out-of-network option with the HMO, except in the case of emergency care.

**Point of Service (POS)** - POS plans offer greater flexibility in choosing doctors, including the option to select your own specialist without a referral. Choosing an out-of-network provider will result in a higher deductible and coinsurance payments.

**Preferred Provider Organization (PPO)** - PPOs let you choose a doctor inside or outside of the network, though out-of-pocket costs will be higher with out-of-network doctors. You must live outside Massachusetts to be eligible.

**High Deductible Health plan (HDHP)** - The HDHP with HSA is a different type of plan – a lower-premium, high-deductible health insurance plan combined with a tax-free health savings account that lets you save additional money for health expenses now or in retirement. The HDHP provides you with the flexibility to use in-network or out-of-network providers (though you’ll pay more for out-of-network services).

*only available to benefits eligible post doctoral fellows*
Medical Benefit Options

Health Savings Account (HSA)*

- Must be enrolled in one of Harvard’s HDHPs and not enrolled in Medicare
- Pre-tax payroll deductions, wholly owned by you, and fully portable if you leave Harvard
- Contributions can be carried over from year to year and into retirement
  - Harvard contributes $500 for individual and $1,000 for family coverage
- Annual contribution limits apply. Contributions can be started, stopped, or changed during the year
  
  - **2015 Single coverage maximum $3,350**
    Harvard University contribution ($500)
    Remaining contributions that can be made to your account in 2015 $2,850
  
  - **2015 Family coverage maximum $6,650**
    Harvard University contribution ($1,000)
    Remaining contributions that can be made to your account in 2015 $5,650

*only available to internal post doctoral fellows*
## In-Network Coverage for HMO, POS, PPO Plans

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preventive Care</td>
<td>100% Covered—No Charge</td>
</tr>
<tr>
<td>Copays</td>
<td></td>
</tr>
<tr>
<td>- Office Visit (PCP/Specialist)</td>
<td>$20</td>
</tr>
<tr>
<td>- Emergency Room</td>
<td>$100</td>
</tr>
<tr>
<td>Deductible for non-preventive care</td>
<td>$250 per individual, not to exceed $750 per family</td>
</tr>
<tr>
<td>Coinsurance for non-preventive care after deductible</td>
<td>10%</td>
</tr>
<tr>
<td>Out-of-Pocket Maximum</td>
<td>$1,500 per individual, not to exceed $4,500 per family</td>
</tr>
</tbody>
</table>

### What is included in the Out-of-Pocket Maximum?
- Deductible, coinsurance, medical and drug copays

### Hospital Admission
- Deductible, then coinsurance, up to Out-of-Pocket Maximum

### Prescription Drug Plan

<table>
<thead>
<tr>
<th>Drug Plan</th>
<th>Retail, up to a 30 Day Supply</th>
<th>Mail Order—90 Day Supply</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Generic Drugs</td>
<td>$7</td>
<td>$14</td>
</tr>
<tr>
<td>- Preferred Brand-Name Drugs</td>
<td>$20</td>
<td>$50</td>
</tr>
<tr>
<td>- Non-Preferred Brand-Name Drugs</td>
<td>$45</td>
<td>$110</td>
</tr>
</tbody>
</table>
# Out-of-Network Coverage for POS & PPO Plans

## Out-of-Network Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Room Copay</td>
<td>$100</td>
</tr>
<tr>
<td>Deductible</td>
<td>$750 per individual / not to exceed $2,500 per family</td>
</tr>
<tr>
<td>Coinsurance after deductible for all types of care</td>
<td>30%</td>
</tr>
<tr>
<td>Out-of-Pocket Maximum</td>
<td>$2,500 per individual / not to exceed $7,500 per family**</td>
</tr>
<tr>
<td>Hospital Admission</td>
<td>Deductible, then coinsurance up to Out-of-Pocket Maximum</td>
</tr>
</tbody>
</table>

## Prescription Drug Plan

<table>
<thead>
<tr>
<th>Prescription Type</th>
<th>Retail, up to a 30 Day Supply</th>
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<tbody>
<tr>
<td>Generic Drugs</td>
<td>$7</td>
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<tr>
<td>Preferred Brand-Name Drugs</td>
<td>$20</td>
<td>$50</td>
</tr>
<tr>
<td>Non-Preferred Brand-Name Drugs</td>
<td>$45</td>
<td>$110</td>
</tr>
</tbody>
</table>
Harvard’s HDHP with HSA* Option

<table>
<thead>
<tr>
<th>HDHP Plan with HSA</th>
<th>Individual Plan</th>
<th>Family Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preventive Care</td>
<td>Covered in full, no deductible</td>
<td></td>
</tr>
</tbody>
</table>

*For all other covered services, including prescription drugs:*

<table>
<thead>
<tr>
<th>Deductible applies first:</th>
<th>$1,500</th>
<th>$3,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coinsurance, after deductible:</td>
<td>15%</td>
<td></td>
</tr>
<tr>
<td>Prescription drugs, after deductible:</td>
<td>Same copays as other plans</td>
<td></td>
</tr>
<tr>
<td>Out of Pocket Maximum</td>
<td>$3,000</td>
<td>$6,000</td>
</tr>
</tbody>
</table>

*Once Maximum is met, plan pays 100% of covered expenses for the year.*

| Harvard’s HSA Contribution* | $500 | $1,000 |

Important: entire family deductible and OOP maximum apply before plan pays 100%

*HSA - only available to internal post-doctoral fellows.
Flexible Spending Accounts

3 Types of Flexible Spending Accounts*

**Participation is voluntary**, and **you must sign up each year** you wish to participate. You should estimate your expenses carefully, because the IRS requires that you forfeit any FSA money you don’t use by March 15<sup>th</sup> of the following plan year.

**Health FSA**
- Whether you waive coverage or elect the HMO, POS or PPO plan, you may contribute from $120 to $2,550 per calendar year. You can use your account contributions for eligible medical, dental and/or vision expenses that are not covered, or are only partially covered, by your medical, dental and/or vision plans, even if you don’t participate in a Harvard-sponsored medical, dental and/or vision plan.

**Limited Purpose FSA**
- If you elect the HDHP plan, you are not eligible for the regular Health FSA (per federal regulations), but can elect a Limited Purpose FSA that can be used for eligible dental and/or vision care expenses only. The Limited Purpose FSA has the same limits and features as the health FSA, but cannot be used for general medical expenses.

**Dependent Care FSA**
- You may contribute from $120 to $5,000 per family per calendar year. A dependent care FSA allows you to set aside money for expenses used to care for a dependent child or adult so that you (and your spouse/partner) may work, attend school or job-search.

*only available to internal post-doctoral fellows*
Flexible Spending Accounts

A flexible spending account (FSA) lets you set aside tax-free dollars to pay for certain expenses, helping you save money on your health-care expenses. Harvard offers two types of FSAs: Health FSAs and Dependent Care FSAs.

Health FSA
You may contribute from $120 to $2,500 per year, depending on your maximum limit beginning in 2013, under federal guidelines. You can use your account contributions to pay for medical expenses that are not covered or are not fully covered, even if you don't participate in a Harvard-sponsored health plan.

You can file a claim for reimbursement up to the maximum contribution, even if your claim is for an amount contributed at the time the service takes place. View an extensive list of eligible Health FSA expenses here.

Dependent Care FSA
A dependent care FSA allows you to set aside tax-free dollars to pay for qualified child or adult care services. To work, attend school or look for work, you need to enroll your dependent children in a qualified care arrangement. Visit the Dependent Care FSA page for more information on enrollment, contributions and tax benefits.

Visit Benefit Strategies' website to learn more.
Reimbursement Program*

Faculty and staff who earn $95,000 or less annually (FTE salary) and are enrolled in either the Harvard HMO, POS or PPO medical plans are eligible.

All in-network medical expenses will count toward the thresholds below, and will be eligible for reimbursement – this includes office visits, emergency room and pharmacy copayments, deductibles and coinsurance.

<table>
<thead>
<tr>
<th>Your FTE Salary</th>
<th>2015 Individual Threshold</th>
<th>2015 Family Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under $70,000</td>
<td>$900</td>
<td>$2,250</td>
</tr>
<tr>
<td>$70,000-$95,000</td>
<td>$1,250</td>
<td>$3,125</td>
</tr>
</tbody>
</table>

*only available to benefits eligible post-doctoral fellows
2015 Transitional Financial Protection Program

Eligibility
• Active faculty, administrative and professional staff, benefits eligible post-doctoral fellows and other nonunion staff
• Must be enrolled in Harvard-sponsored HMO, POS or PPO coverage
  – High-Deductible Health Plan (HDHP) participants are not eligible
• Enrollment is automatic

2015 Transitional Financial Protection Program (TFPP) Overview
• Reimbursement for in-network, out-of-pocket medical costs incurred in 2015 that exceed 3% of your full-time equivalent (FTE*) salary.
  – The 3% threshold will be based on your FTE salary at the time you file for reimbursement (not when the cost is incurred).
• All in-network medical expenses count toward the thresholds and will be eligible for reimbursement—office visit, emergency room and pharmacy copayments, deductibles and coinsurance.
  – Out-of-network costs and plan premiums are not eligible for reimbursement.
• If you are eligible for the Reimbursement Program (previous slide), you must file through that program first.

*Full-time equivalent salary is your annual salary if you work full-time or, for those who work less than full-time, the salary that would be earned working full-time at the same rate of pay.
Dental Benefits

Delta Dental PPO Plus Premier
- Dental benefits are provided by Delta Dental
- Nationwide network
- Individual and family options available

Tier 1 Coverage Information
- Maximum Annual Benefit of $3,000 per person, per year
- Preventative services covered 100%
- Most other basic, restorative, and major services covered 75%, after $50 deductible
- Orthodontic benefits up to $1,500 for dependents under the age of 19

Tier 2 Protection for Catastrophic Expenses
- Once $3,000 maximum is met, unlimited coverage after $500 deductible
Vision Benefits

Davis Vision Designer Vision Plan

- Services are provided both in-network and out-of-network,
  - you save more money by using in-network providers
- Full coverage (with copayments) for in-network vision exams, eye wear, and contact lenses
- Discounts for out-of-network vision exams, eye wear, contact lenses, and laser surgery
- Coverage or discounts for eye wear options, such as scratch-resistant coating, anti-reflective coating, progressives and Transitions lenses
- Nationwide network of providers
- Administered by Davis Vision
Disability Benefits- Short Term Disability

Harvard provides short-term disability benefits at no cost to most employees. You may receive up to 180 days of leave at 70 to 100 percent of your normal pay. This benefit also allows eight weeks of paid maternity leave for birth mothers.

Eligibility
– Coverage is automatic for employees who meet the following criteria:
  • Administrative, professional staff members and overtime eligible non-bargaining unit, support staff who actively work at least 17.5 hours per week and have completed their orientation and review period
  • HUCTW members who are actively at work, working at least 17.5 hours per week
  • Service and trade employees who meet the eligibility criteria of their collective-bargaining agreements
  • Stipendee and Internal Postdoctoral fellows who actively work at least 17.5 hours per week
– This benefit is administered by local HR and the Standard Insurance Company
Disability Benefits- Long Term Disability

Harvard’s long-term disability (LTD) plan replaces 60% of your salary if you are unable to work for more than 180 days due to a disability.

If you receive LTD payments, your participation in medical, dental, vision, and life insurance through Harvard continues.

You also continue to accrue participation service and receive pension contributions based on your salary immediately prior to disability.

LTD Premiums are based on salary. If you do not enroll for this benefit within your first 30 days of employment and you choose to do so at a later date, you will be subject to approval after completion of the Statement of Health.

Administered by The Standard
Life Insurance Benefits

- You are automatically covered with Basic Life Insurance once you become eligible for benefits. Harvard pays the full cost of this benefit, which pays for coverage equal to half your annual salary rounded to the nearest $1,000.

- You may also buy Supplemental Life Insurance to cover up to five times your annual salary in addition to the Basic Life Insurance coverage, up to $1,250,000. If you do not enroll for this benefit within your first 30 days of employment and you choose to do so at a later date, you will be subject to approval after completion of a Statement of Health.

- Premium Rates for life insurance are based on age.
- Make sure you designate a beneficiary - forms are available on HARVie http://harvie.harvard.edu/forms
- Insurance benefits provided through MetLife.
Enrolling in Benefits
Tuition Assistance and Tuition Reimbursement

Harvard’s Tuition Assistance Plan (TAP) and Tuition Reimbursement Plan (TRP) make it possible for you to take courses at Harvard and job-related courses at other institutions (HUCTW members may use TAP and TRP for some non-job-related courses at other institutions).

TAP and TRP are open to staff, faculty, part-time employees and retirees. Eligibility depends on your employee classification and hours worked.

**Wait Periods**

**Harvard courses**
Your date of hire must be on or before:

- **July 1 for Fall Semester, November 1 for Spring Semester, and April 1 for Summer Semester**

**Non-Harvard courses**
In general, your date of hire must be **180 days before the class start date**. The first day of class can coincide with the 180th day of employment.
Retirement Savings Plans - TDA

Internal post-doctoral fellows are eligible to contribute to the TDA (you must be on a Harvard University payroll)

- The Harvard Tax-Deferred Annuity (TDA) Plan allows you to save pre-tax (before taxes are deducted)
- You must elect how much to contribute, up to plan limits*
- Once enrolled, you may change or stop contributions prior to the end of any pay period
- You have the option to invest with three vendors: Vanguard, Fidelity, and TIAA CREF. If you do not choose a vendor, your contributions will be invested with Vanguard
- You choose how to invest among TDA plan investment options. You can change your investment allocation at any time

*Note: The maximum for 2015 is $18,000. If you are age 50 or older before the end of the year, your 2015 maximum is $24,000
Tax Deferred Annuity on HARVie

Tax-Deferred Account (TDA)

The Harvard Tax-Deferred Account (TDA) allows you to save your pay before taxes are taken out. You enjoy the benefits of tax-deferred investing while saving for long-term goals such as retirement.

- Your contributions are made before federal or state income taxes are deducted, so there is no tax on your savings until you withdraw.
- You choose how you want your contributions to be invested from among Harvard’s available fund menu, most of which are low-cost mutual funds.
- Once you enroll, you may change or stop contributions prior to the end of any pay period.
- You can change the direction of your investments as often as you wish.
- When you leave Harvard, you may withdraw or leave your funds in the account until later.
- You can borrow money against your savings for certain expenses.
- You may withdraw while still employed in some emergency situations.

You can enroll in a TDA by going to the Harvard University Retirement Center online or by calling 800-527-1398 weekdays from 8 a.m. to 5 p.m.

You decide how much to save

You decide how much to contribute, up to plan limits. You may elect to contribute either a percentage of your salary or a specific dollar amount.

The maximum amount you may save changes annually according to federal law. The maximum for 2015 is $18,000. There is no minimum.

In 2015, if you are age 50 or older before the end of the year, you are allowed to make an additional catch-up contribution. In this case, the maximum is $24,000.

The annual maximum contribution limit applies to your contribution to this program and to any other 403(b) retirement plan in which you participate.

Auto-Enrollment Feature

Beginning January 1, 2014, the University introduced automatic enrollment in the Tax Deferred Annuity (TDA) Plan for faculty and administrative professional employees.

Related Links

- Payroll calendar for TDA deductions
- Payroll calendar for TDA deductions 2014
- Investment Company Contacts
- Harvard University Retirement Center
- TDA FAQs
- Retirement Investment Options

Contact Us

Benefits Office
1350 Massachusetts Ave.,
Room 601
Cambridge, MA 02138
Call center: 617-495-3001, M-F, 9 a.m. - 5 p.m.
Walk-in: M-Th, 11 a.m. - 4 p.m., closed Fridays
Email: benefits@harvard.edu
Fax: 617-495-3000

Harvard University Retirement Center (HURC)
800-527-1398
Making Future Changes to Your Benefits

What happens when…?

Certain events as defined by the IRS permit you to make benefit changes during the year that normally can only be made during the annual open enrollment window held each fall.

- **Events Include:**
  - Getting Married or registering a Domestic Partnership
  - Getting divorced
  - Having or adopting a child
  - Spouse changing employment
  - Dependent gaining or losing eligibility

- If you experience such an event, you have **30 days** to make any eligible changes. The change(s) must be consistent with the IRS defined qualified event.
Harvard Happenings

Free Harvard football tickets for season opener

Harvard kicks off its 141st season this Friday, September 10 at 7 p.m. with a game versus Holy Cross at historic Harvard Stadium. All faculty and staff can receive up to four free tickets to the game to celebrate Harvard Night. You can get your free tickets by going to the Harvard Athletics Department website — and enjoy the game!

Personal Finance Workshop: Psychology of Spending

The Harvard University Employees Credit Union (HUECU) is offering a lunchtime workshop on the Psychology of Spending. This session will focus on factors that affect consumer behavior, with a goal of helping you examine the forces that shape shopping decisions and become a wiser consumer. Thursday, September 25, noon-1 p.m. at 104 Mt. Auburn Street 4th floor, Cambridge. To register — and to see other upcoming HUECU workshops — visit the HUECU website.

HARVie Spotlight

2015 Benefits Open Enrollment Preview

Harvard has announced several health plan changes for 2015. These changes affect faculty, administrative and professional staff and other non-union staff members. Some of the changes will also apply to retirees under age 65. There are also some changes to benefit plan vendors for 2015. You can read more about the benefit changes and find links to the 2015 Rates and Plan Comparison Charts in HARVie's Open Enrollment 2015 section.

Special Resources

For New Employees
For Faculty
For Postdoctoral Fellows
For Service & Trades Employees
For Retirees & HURA Members

News
Contact the Benefits Office

If you have additional questions…

We can be reached by phone at 617-496-4001
Monday through Friday, **9:00AM to 5:00PM**

You may also reach us by e-mail at: benefits@harvard.edu

The Benefits Office is located on the 6th floor of the Smith Campus Center at 1350 Massachusetts Ave.

Walk-in hours are Monday through Thursday, **11:00AM to 4:00PM**