



Job Change – Non-Union to HUCTW

You are receiving this packet because of your recent job status change which allows you to make changes to your medical plan election. Please read below for details. Changes must be made within **30 days** of the date of the job status change

Medical Plans

- Union plans do not have a deductible and coinsurance for in-network care
- You are no longer eligible for the POS Plus and High Deductible Health Care (HDHP) plans
- Refer to the enclosed *2019 Programs and Premiums At-A-Glance* brochure for more information on your options.

Allowable Changes

- You may enroll in medical coverage
- You may change your medical coverage (carrier and plan type)
- You may cancel your current medical coverage

If you wish to change your current coverage

Please note, if you are enrolled in a POS Plus or HDHP plan, you will be enrolled in the POS plan with the same insurance carrier unless you make an election.

- Indicate changes on the enclosed Confirmation of Elections form
- Sign and date the completed form
- Return the form Harvard Human Resources/Benefits, 114 Mt. Auburn Street, 4th Floor, Cambridge, Massachusetts 02138, within 30 days of the effective date shown on the top right-hand corner of the form.

If you take no action:

- If you are enrolled in a POS Plus or HDHP plan, you will be moved to the POS plan with the same insurance carrier.
- If you were enrolled in an HMO or POS medical plan, you will be automatically enrolled in the non-union version of that plan, effective as of the date of your job status change.

What you will find in this packet:

- Confirmation of Elections form
- *Your 2019 Programs and Premiums At A Glance*
- Dependent Supporting Documentation Cover Sheet

If you have any questions, please contact Harvard Benefits:

Phone: 617-496-4001

Email: benefits@harvard.edu

Childcare Scholarship Award

- Your participation in the nonunion childcare scholarship program will end.
- If you are now covered under HUCTW, the union will determine if a mid-cycle childcare scholarship award may be granted and will reach out to you.
- If you are granted an HUCTW childcare scholarship, you may be eligible to change your Dependent Care FSA election. Contact Benefits for details as soon as you receive your HUCTW childcare scholarship award. You must make the election within 30 days of the award date.

Tax-Deferred Account (TDA)

Your TDA contributions will stop if you were auto-enrolled. You can set up a new election by going to the Harvard University Retirement Center (HURC) portal. Go to hr.harvard.edu and click on the HURC link under Employee Tools.

Paid Time Off

Vacation accrual for employees with less than five years of benefit-eligible service will decrease to 1.25 days per month. Once you reach five years of benefit-eligible service, it will increase to 1.67 days per month.

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This summary of Harvard's benefit policies has been designed to acquaint you with the features of the plans. Every attempt has been made to summarize these programs and policies accurately; however, this summary is not designed to serve as your reference for the details of these benefits. The benefit plan documents, copies of which are available through Harvard Benefits, contain more detailed information about the benefits described here. The actual provisions of each benefit plan will govern if there is any inconsistency between this summary and Harvard University's form policies or contracts. This summary does not constitute a contract for any benefit. Harvard University reserves the right to modify or terminate its benefit plans.