



Job Change: Union to Non-Union

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

Medical Plans

- Most non-union medical plans include a deductible and coinsurance for both in-network and out-of-network care.
- In addition to the HMO and POS plans, you are now eligible for a POS Plus plan and a High Deductible Health Plan (HDHP).
- Refer to the enclosed *2019 Programs and Premiums At A Glance* for more information on your options.

Allowable changes

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

If you wish to change your current coverage

- 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 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

- Scholarship awards will be continued by the new employee group whenever possible. Awards will be continued as funds are available.
- HUCTW to nonunion: The Office of Work/Life will provide a prorated, transitional award on a funds-available basis, relaxing the awarding criteria for that hold-over award period. If you have a childcare scholarship from HUCTW, contact the Office of Work/Life: worklife@harvard.edu or a voicemail can be left at 617-495-4100.

Tax Deferred Account (TDA)

- If you have never contributed to the Harvard TDA, you will be automatically enrolled with a contribution rate of 3% of your eligible pay unless you elect otherwise within 60 days of the date of your job status change.
- The Harvard University Retirement Center (HURC) will send you an enrollment package which includes information on making changes to your account.

Paid Time Off

- Vacation accrual for employees with less than five years of benefit-eligible service 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.