Job Change – Non-Union to HUCTW

You are receiving this packet because of your recent job status change. Below is a list of the possible changes you may make to your benefits as a result of this change. **Changes must be made within 30 days of the date of the job status change.**

**IMPORTANT!** If you are currently enrolled in a POS Plus or High Deductible Health Plan (HDHP), you will be moved to the POS plan with the same insurance provider. If you wish to select the HMO plan, follow the instructions provided below.

**Medical Plans**

Because Harvard’s non-union and union Medical Plans are different, your recent job status change from non-union to union allows you to make any one of the following changes to your medical and dental:

1. You may enroll in medical coverage if you are not already enrolled.
2. You may change your medical coverage option from HMO to POS, or POS to HMO, and/or your medical plan (HPHC to HUGHP or HUGHP to HPHC).
3. You may cancel your existing medical coverage.

**Effective as of the date of your job status change, we will automatically enroll you in the medical coverage equivalent to the medical coverage, if any, that you had in effect on the day before your job change.**

For example, if your job status changed from non-union to union on February 1, 2018, and you had the non-union versions of the Harvard Pilgrim Health Care (HPHC) HMO as your medical coverage in effect on January 31, 2018, we will automatically enroll you in the union version of the HPHC HMO effective February 1, 2018. **Employees in the POS Plus or High Deductible Health Plan (HDHP) will be enrolled in the POS plan. If you want to elect the HMO, you may use your confirmation statement to make the change.**

If you had medical coverage in effect on the day before your job status change, and you accept the equivalent medical coverage in which we automatically enrolled you as of the date of that change, then you do not have to take any action. If you were enrolled in the HDHP, enrollment in, and eligibility for, the Health Savings Account will end as of the effective date of the status change.
If, as of the date of your job status change, you wish to make any of the health election changes described in (1) through (3) above, please indicate your desired changes on the enclosed Confirmation of Elections form. Please sign and date the completed form and return it to Harvard Human Resources/Benefits, 114 Mt. Auburn Street, 4th floor, Cambridge, Massachusetts 02138, within 30 days of the effective date shown in the top right-hand corner of the form.

Enclosed you will find:

(1) Your 2018 Programs and Premiums At A Glance brochure – which shows the medical coverage choices now available to you.

(2) A Dependent Supporting Documentation Cover Sheet, in the event you are newly enrolling any eligible dependents.

**Childcare Scholarship Award**

The Non-union childcare scholarship program cannot be continued to an HUCTW position;

- HUCTW will determine if a mid-cycle childcare scholarship award may be granted and will reach out to eligible employees directly;
- You may be eligible to change your Dependent Care FSA based on HUCTW Dependent Care Scholarship program participation. Contact Benefits once you receive your HUCTW childcare scholarship award.

**TDA**

Due to current program limitations, your TDA contributions will stop if you were automatically enrolled into the TDA. To continue your TDA contributions, you will need to re-enroll by going to the Harvard University Retirement Center (at the bottom of the page): hr.harvard.edu and setting up a new contribution election.

**Paid Time Off**

Vacation accrual for employees with less than 5 years of benefit service changes from 1.67 days/month to 1.25 days/month. After 5 years of benefit service this increases to 1.67 days/month.

If you have any questions about the benefits implications of your change in job status, please call Benefits at 617-496-4001.

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.