Job Change – Union to Non-Union

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.

Medical Plans
Your job status change from union to non-union is an IRS defined change in status which allows you to make some changes to your medical and dental elections. Please note, non-union medical plans are different from the union plans. Most of the non-union medical plans include a deductible and coinsurance. Also, in addition to the HMO and POS plans, you are now eligible for a POS Plus plan and a High Deductible Health Plan (HDHP) with a Health Savings Account (HSA). Refer to the enclosed 2018 Programs and Premiums At-A-Glance brochure for more information on your options.

The following are allowable changes:

- You may enroll in medical coverage;
- You may change your coverage level and/or medical plan;
- You may cancel your existing medical coverage;

IF YOU TAKE NO ACTION, you will be automatically enrolled in the non-union version of the medical coverage that you had in effect on the day before your job status change. Your new coverage will be effective as of the date of your job status change.

IF YOU WISH TO MAKE ANY OF THE CHANGES described above, please indicate them on the enclosed Confirmation of Elections form. 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 on the top right-hand corner of the form.

Enclosures:

- Confirmation of Elections form
- Your 2018 Programs and Premiums At-A-Glance brochure
- Dependent Supporting Documentation Cover Sheet (in the event you are newly enrolling and adding any eligible dependents).

If you have any questions about the benefits implications of your change in job status, contact Benefits at 617-496-4001.
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 non-HUCTW: The Office of Work/Life will make a prorated, transitional award on a funds-available basis, relaxing the awarding criteria for that hold-over award period. Any employee who has a child care scholarship from HUCTW should 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 and information on how to change or cancel your participation if you choose to do so.

Paid Time Off

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