

# ENROLLMENT GUIDE

**2023 BENEFITS**

Union



**HARVARD**  
Human Resources

# 2023 BENEFITS ENROLLMENT GUIDE

For Staff Members in a Bargaining Unit

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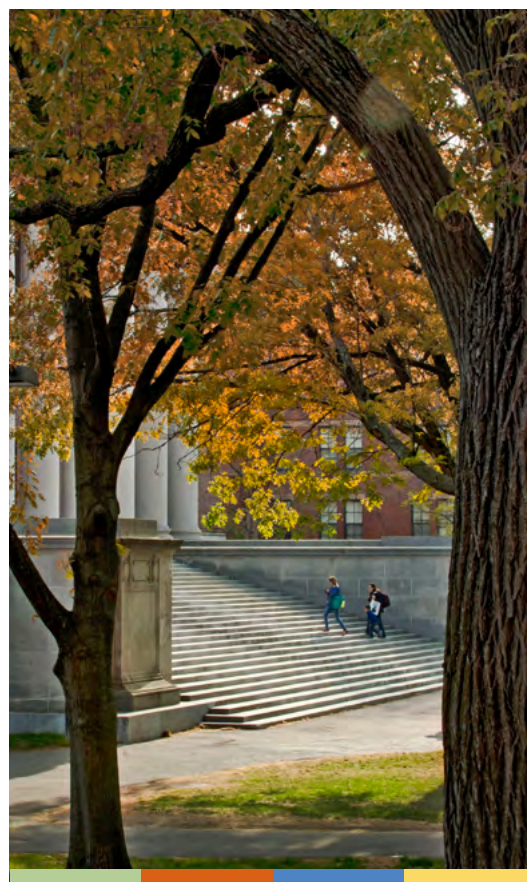
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The employee benefit programs described in this guide are effective in 2023. The information in this guide is a summary of Harvard's benefits, and every attempt has been made to ensure its accuracy.

The actual provisions of each benefit program will govern if there is any inconsistency between the information in this guide and Harvard's formal plans, programs, policies, or contracts or any subsequent change in such plans, programs, policies, or contracts

# WELCOME TO HARVARD

We are pleased to provide you with a wide range of competitive benefits that are a vital part of your total compensation. You have the flexibility to select the health plan(s) that best meet your needs and elect additional benefits to protect your income, build financial security, and balance your work and personal life.

Please take the time to review this brochure to make sure you understand the benefits that are available to you and your family—then be sure to take action. You have only **30 days** from your hire date or date of benefits eligibility to enroll in these benefits. Coverage for most benefits will be effective as of your hire/eligibility date.

- MEDICAL:** Choose plan options from Harvard University Group Health Plan (HUGHP) and Blue Cross Blue Shield of MA (BCBSMA).
- DENTAL:** Take advantage of comprehensive dental benefits through the MetLife Dental PDP Plus plan.
- VISION CARE:** Compare coverage from EyeMed with the vision benefits included with your HUGHP or BCBSMA medical plan to ensure you have the coverage that is right for you and your family.
- FLEXIBLE SPENDING ACCOUNTS (FSAs):** Put aside pre-tax dollars for qualifying expenses with a Health FSA or Dependent Care FSA.
- OTHER VOLUNTARY BENEFITS:** You can purchase the following at competitive rates:
  - Long Term Disability (LTD) Insurance: Enroll in LTD to protect yourself and your family from serious financial hardship resulting from the inability to work due to illness or injury.
  - Supplemental Life and Dependent Life Insurance: You have the option to purchase additional life insurance, which can provide your family with a greater level of financial security.
  - Legal Plan: This plan gives you the financial and emotional peace of mind that comes from knowing you will be covered when expected and unexpected legal issues arise.
  - Identity Theft Protection: Protect yourself against privacy breaches with full identity monitoring, proactive alerts, and full-service restoration if your identity is stolen.

**SEIU MEMBERS:** Your union also offers you the option to choose combined medical, dental, and vision coverage—for both you and your eligible dependents—at no cost to you. For more information, please call **800-551-3225**. If you waive coverage in the Harvard-sponsored HMO or POS plan or the SEIU plan, you will be required to complete a form to show evidence of other health coverage.

Note: Domestic partners are not eligible for SEIU coverage. If you enroll in the SEIU plan, you cannot also enroll in Harvard's dental or vision plans. You must contact the union to enroll your dependents.

For additional information, please visit the Harvard Information for Employees (HARVie) website at [hr.harvard.edu/totalrewards](https://hr.harvard.edu/totalrewards).

# HEALTH AND WELFARE

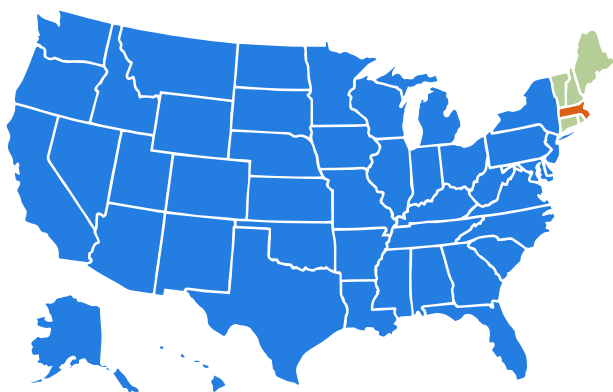
## MEDICAL AND PRESCRIPTION DRUG

Harvard offers plans through two plan administrators, HUGHP and BCBSMA. You can learn more about the HUGHP and BCBSMA provider networks and which might best meet your needs at [hr.harvard.edu/medical](http://hr.harvard.edu/medical).

### Medical plans

	BCBSMA	HUGHP*
<b>Health Maintenance Organization (HMO)</b> —With an HMO, you select a PCP, who coordinates your care and can provide you with referrals to in-network specialists. Out-of-network care is not covered except in certain emergency situations.	✓	✓
<b>Point-of-Service (POS)</b> —As with an HMO, you designate a PCP. However, you have the flexibility to use out-of-network providers with higher out-of-pocket costs.	✓	✓
<b>Preferred Provider Organization (PPO)</b> —This plan, offered through BCBSMA, is available only to employees who reside outside New England. With this plan, you can go to any health care professional you choose, in or out of the network, without a PCP referral. You will have higher out-of-pocket costs for out-of-network care.	✓	

\* You must live in Massachusetts to enroll in any of the HUGHP options.



	IF YOU LIVE HERE:	YOU ARE ELIGIBLE FOR:
	Massachusetts	HUGHP HMO HUGHP POS BCBSMA HMO BCBSMA POS
	Rest of New England (CT, ME, NH, RI, VT)	BCBSMA HMO BCBSMA POS
	Outside of New England	BCBSMA PPO

### Determine if your primary care provider (PCP) is in-network

PLAN	PCP NETWORK
HUGHP HMO and POS	<b>Adult</b> <ul style="list-style-type: none"> <li>Harvard University Health Services</li> <li>Atrius Health Locations</li> </ul> <b>Pediatric care</b> <ul style="list-style-type: none"> <li>Any BCBSMA HMO Blue MA Network pediatrician or family medicine practitioner, including Mt. Auburn Pediatrics and Atrius Health</li> </ul>
BCBSMA* HMO and POS	<ul style="list-style-type: none"> <li>HMO Blue New England</li> </ul>
BCBSMA* PPO	<ul style="list-style-type: none"> <li>BCBS PPO/EPO Network</li> </ul>

Before selecting a plan, confirm that your preferred PCP is in-network:

- HUGHP: Call 617-495-2008 or visit [hughp.harvard.edu/find-primary-care-physician](http://hughp.harvard.edu/find-primary-care-physician)
- BCBSMA: Call 888-389-7732 or visit [member.bluecrossma.com/fad](http://member.bluecrossma.com/fad)

\*Cannot have primary care provider at HUHS

## Compare plans

Below is a brief comparison of the plans. For more information, review the enclosed *2023 Programs and Premiums at a Glance*, which includes:

- A health plan comparison chart detailing in- and out-of-network costs, copayments, coinsurance, and deductibles
- A premium rate chart showing how much you will pay for each plan

	HMO	POS	PPO* (BCBSMA ONLY)
<b>In-network preventive care</b>	Covered at 100%—includes annual physicals, well-baby and well-child visits, immunizations, and routine vision care.		
<b>Other in-network services</b>	You'll have a copay for in-network office visits, emergency room visits, prescriptions, hospitalization, surgery, and high-tech imaging.		
<b>Out-of-network services†</b> (or in-network without a referral when required)	Not covered.	You'll pay a deductible and coinsurance, with a separate out-of-pocket maximum.	
<b>Prescription drugs</b>	All plans offer the same prescription drug coverage—copayments apply.		

\* Available through BCBSMA only for employees who reside outside New England.

† If an out-of-network provider charges more than the allowed amount, you could be balance billed for the difference.

## Prescription copayment assistance program administered by PillarRx

Harvard offers a program through PillarRx Consulting, a prescription benefit consulting firm, that finds copay assistance programs that may be available from drug manufacturers for certain specialty medications. If you are prescribed an eligible medication, you will be contacted by PillarRx to facilitate enrollment in the manufacturer programs. If you do not enroll, you will be responsible for up to 30% of the cost of the eligible prescription. Manufacturer assistance dollars may not accumulate toward deductibles and/or out-of-pocket maximums. To use the program, you must enroll and fill the prescription through Accredo, Express Scripts' specialty pharmacy. For more details, please visit [hr.harvard.edu/medical](http://hr.harvard.edu/medical)

## Use SmartShopper to save money

SmartShopper is an easier way to shop for certain health care services, either online or by phone, and earn a financial incentive when you receive services at a preferred provider. When your doctor recommends a procedure or test, simply visit the SmartShopper portal or call the Personal Assistant Team to shop inpatient and outpatient health care services in your area.

By using SmartShopper, you can determine whether the procedure is offered at different convenient providers at lower prices. Best of all, when you use SmartShopper to select a more cost-effective location for certain procedures or tests, you become eligible to earn a financial incentive of up to \$250, depending on the service (payments are taxable). Harvard employees and their dependents enrolled in a Harvard-sponsored medical plan are automatically eligible for this program (some exceptions may apply; see HARVie for details). To learn more and to use SmartShopper, call **877-281-3722** or access the SmartShopper online portal from [hr.harvard.edu/medical](http://hr.harvard.edu/medical).

### Prescription Drug Coverage

All medical plans include a prescription drug benefit, administered by Express Scripts. When you enroll in medical coverage, you will receive a welcome kit with your Express Scripts ID card and information on nearby network pharmacies. Present your Express Scripts ID card when filling prescriptions. You can also use Express Scripts' mail-order pharmacy.

### When will I receive my medical and prescription drug ID cards?

You will receive your ID cards two to three weeks after you submit your enrollment information. If you need medical coverage before receiving your ID card, call HUGHP at **617-495-2008** or BCBSMA at **888-389-7732** to obtain your member number. If you need to fill a prescription before you receive your ID card, call Express Scripts at **877-787-8684**.

# HEALTH AND WELFARE

## FLEXIBLE SPENDING ACCOUNTS AND COPAY REIMBURSEMENT

### FLEXIBLE SPENDING ACCOUNTS

By allowing you to set aside money directly from your paycheck before taxes are taken out, FSAs are a great way to save money for eligible expenses and lower your taxable income. You can use that tax-free money to pay for eligible out-of-pocket health care and dependent care expenses.

Harvard offers the following FSA options, administered by Voya Financial:

#### Health FSA

- Pay for eligible medical, dental, and vision care expenses such as copays, coinsurance, deductibles, medical supplies and equipment, mental health and substance abuse treatment, orthodontia, and eyeglasses and contact lenses for yourself and your eligible dependents. You do not need to be enrolled in a Harvard health plan to participate in the Health FSA.
- Contribute between \$120 and \$3,050 per year.
- You must elect this benefit within **30 days** of your hire date or first date of benefits eligibility.
- You can spend up to the full amount of your annual election as soon as your account has been set up.
- All eligible expenses must be incurred on or after your hire date or first date of benefits eligibility.

#### Dependent Care FSA

- Pay for eligible dependent care (for a child under age 13) or adult care expenses, including day care, care for a disabled spouse or dependent, after-school care, and many types of summer camps. **This account is NOT for a dependent's health expenses.**
- Contribute between \$120 and \$5,000 per household per year (\$2,500 if you are married and filing taxes separately).
- You must elect this benefit within **30 days** of your hire date or first date of benefits eligibility.
- You can be reimbursed only up to the amount in your account at the time you request reimbursement.
- All eligible expenses must be incurred on or after your hire date or first date of benefits eligibility.

#### Estimate carefully with an FSA

Per IRS regulations, FSAs are use-it-or-lose-it accounts, which means you will forfeit any amount left in the account at the end of the grace period. You have until March 15, 2024\* to incur eligible expenses and until March 31, 2024, to submit requests for reimbursement. For a list of eligible expenses, visit [benstrat.com/clients/harvard](https://benstrat.com/clients/harvard). Please note: If you were enrolled in an HSA with a previous employer during the 2023 calendar year, you are not eligible to enroll in the Health FSA this year.

**LOCAL 26 MEMBERS ONLY:** If you enroll in coverage in one of the Harvard-sponsored HMO, POS, or PPO plans for 2023, you will receive a \$275 contribution to a Health FSA to help pay for eligible out-of-pocket medical, dental, and vision care expenses for yourself and your eligible dependent(s). To receive the contribution, you should elect the FSA, even if you do not wish to make your own contributions. Simply make an election of \$0.

\*You have until March 15, 2024, to incur expenses for your Dependent Care FSA. For Health FSA, you have until your enrollment end date to incur expenses. If you are enrolled through December 31, 2023, you have until the end of March 15, 2024, or your termination date to incur expenses.

#### Managing your FSA

You can easily manage your FSA from the Voya Financial website at [benstrat.com/clients/harvard](https://benstrat.com/clients/harvard) or by visiting [hr.harvard.edu](https://hr.harvard.edu) and selecting the link to Voya Financial at the bottom of any page. On the website, you can check your FSA balance, file claims, enroll in direct deposit for reimbursements, and learn more about eligible expenses.

**HELPFUL TIP:** FSA reimbursement request forms can be found at [benstrat.com/clients/harvard](https://benstrat.com/clients/harvard).

## Paying for services

You will automatically receive an FSA debit card from Voya Financial when you enroll, allowing for easy, convenient payment at participating providers or merchants. Although you do not need to file for reimbursement when using your debit card, you may be required to submit documentation, so be sure to save your receipts. If you have more than one kind of FSA, you will receive one debit card that can be used for all of your accounts.

- Use your debit card to pay the provider directly.
- If the provider doesn't accept a debit card, pay for expenses out of pocket and submit receipts for reimbursement to Voya Financial.

To be reimbursed for eligible expenses, submit an FSA claim form along with original receipts. Forms can be found at [benstrat.com/clients/harvard](https://benstrat.com/clients/harvard).

## COPAYMENT REIMBURSEMENT PROGRAM

The Copayment Reimbursement Program is a unique benefit that reimburses out-of-pocket in-network copayments for office visits, prescription drugs, and hospital charges (if applicable) above certain thresholds. This program is available to employees with Harvard-sponsored medical coverage. Out-of-network expenses and services not covered by the plan are not eligible. While you do not need to enroll in this program, you will need to file a claim in order to get reimbursed. Eligible expenses must be incurred January 1–December 31, 2023.

### Copayment reimbursement thresholds

ENROLLMENT STATUS	FTE SALARY*	OFFICE VISIT THRESHOLD	PRESCRIPTION DRUG THRESHOLD	HOSPITAL COPAY† THRESHOLD
<b>INDIVIDUAL</b> (Enrolled in individual coverage or family coverage and submitting receipts for only one family member for the plan year)	< \$75,000	\$225	\$500	\$300
	\$75,000+	\$450	\$1,000	\$600
<b>FAMILY</b> (Enrolled in family coverage and submitting receipts for more than one family member at any point throughout the plan year)	< \$75,000	\$550	\$1,000	\$450
	\$75,000+	\$1,100	\$2,000	\$900

\* 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.

† Hospital copayments are copayments for emergency room care/services, inpatient and outpatient hospital care/services, and high-tech imaging.

Remember: You cannot be reimbursed for the same expenses through the Copayment Reimbursement Program and the Health FSA (and Supplemental Health Care Fund [see next page], if applicable). However, you may cover expenses up to the thresholds shown above with money saved in your FSA without affecting your eligibility for the Copayment Reimbursement Program.

You may be reimbursed for eligible FSA expenses incurred by March 15, 2024.\* To be reimbursed, you'll need to submit an FSA claim form, supporting documentation, and original receipts by March 31, 2024, to:

Harvard University FSA Plan  
c/o Voya Financial  
P.O. Box 1300  
Manchester, NH 03105-1300  
Fax: 603-232-1854  
Email: [hvdflex@benstrat.com](mailto:hvdflex@benstrat.com)  
Online: [benstrat.com](https://benstrat.com)  
Phone: 855-HVD-FLEX (855-483-3539)

\* You have until March 15, 2024, to incur expenses for your Dependent Care FSA. For the Health FSA, you have until your enrollment end date to incur expenses. If you are enrolled through December 31, 2023, and remain eligible, you have until March 15, 2024, to incur expenses.



# HEALTH AND WELFARE

## How to request reimbursement

To be reimbursed, you must submit a Copayment Reimbursement Program request form, along with original receipts and other supporting documentation, postmarked no later than March 31, 2024 (for claims incurred in 2023), to:

Harvard University Copayment  
Reimbursement Program  
c/o Voya Financial  
P.O. Box 1300  
Manchester, NH 03105-1300

Fax: 603-232-1854  
Email: [hvdflex@benstrat.com](mailto:hvdflex@benstrat.com)  
Online: [benstrat.com](http://benstrat.com)  
Phone: 855-HVD-FLEX (855-483-3539)

**HELPFUL TIP:** Copayment Reimbursement Program request forms can be found at [benstrat.com/clients/harvard](http://benstrat.com/clients/harvard).

## SUPPLEMENTAL HEALTH CARE FUND FOR LOCAL 26 MEMBERS

If you are a member of Local 26 and enrolled in a Harvard-sponsored HMO, POS, or PPO plan, you may be reimbursed for emergency room, hospital, and high-tech imaging copays through the Supplemental Health Care Fund.

Reimbursement claims for 2023 copayments must be postmarked by January 31, 2024. You cannot submit the same expense to both the Copayment Reimbursement Program and the Supplemental Health Care Fund, and you cannot be reimbursed for expenses that have already been paid using an FSA.

For more information and to find reimbursement forms, go to [benstrat.com/clients/harvard](http://benstrat.com/clients/harvard).

## GLOSSARY

Here's a quick refresher on commonly used insurance terms:

**ALLOWABLE CHARGE** is the dollar amount typically considered payment in full by an insurance company and an associated network of health care providers.

**COINSURANCE** is the amount you pay, as a percentage of the allowed cost of your services, after you reach the deductible and until you reach the plan's out of pocket maximum.

**COPAYMENT (COPAY)** is a fixed amount you pay for a health care service or prescription drug.

**DEDUCTIBLE** is the amount you pay before your insurance begins covering certain services, such as hospitalization or outpatient surgery.

**DRUG FORMULARY** is a list of prescription drugs, maintained by medical professionals, that practitioners use to identify drugs that offer the greatest overall value.

**OUT OF POCKET MAXIMUM** is the most you pay per plan year for plan-covered health care expenses, including prescription drugs. Once you reach this limit, the plan pays 100% for the remainder of the plan year.

**PREMIUM** is the amount you pay for insurance, using pre-tax or post-tax dollars via paycheck deductions. (Note: Harvard pays a portion of the premium.)



## DENTAL

As a Harvard employee, you may participate in the MetLife Dental PDP Plus plan. Be sure to enroll within **30 days** of your hire date or first date of benefits eligibility to get the coverage you need. See the enclosed *2023 Programs and Premiums at a Glance* for monthly cost information.

### Make the most of your plan

Locate participating dentists by visiting [metlife.com/Harvard-Dental](https://www.metlife.com/Harvard-Dental). Although you may use non-participating dentists, you'll pay more than you would if you used a participating dentist.

- When you visit a participating dentist, you don't have to complete claim forms, and you cannot be billed for the difference between your dentist's rate and MetLife's allowed charges (negotiated rates for services).
- If you visit a non-participating (out-of-network) dentist, you may be balance billed, meaning you could pay the difference between the dentist's rate and the MetLife negotiated rate, in addition to the regular charges.
- Once you reach \$3,000 in dental costs within a calendar year, a second level of dental coverage will kick in. You'll pay an additional \$500 deductible, and then you'll be covered at the applicable rate for the rest of the year, with no annual maximum.

#### When will I receive my dental ID card?

You will receive an ID card for dental coverage two to three weeks after you submit your enrollment information. If you need to use this benefit before receiving your ID card, call MetLife at **855-638-3941** to obtain your member number.



# HEALTH AND WELFARE

DENTAL BENEFITS & COVERED SERVICES*	
Annual Deductible	<ul style="list-style-type: none"> <li>• No deductible for diagnostic and preventive services and covered orthodontic services</li> <li>• Restorative and major services: \$50 per person/\$150 per family</li> </ul>
Level 1 Maximum Annual Benefit	\$3,000 per covered person
Level 2 Deductible	\$500 per covered person
Level 2 Maximum Annual Benefit	None
<b>COVERED SERVICES:</b> Coverage levels are the same for participating and non-participating dentists, whether in state or out of state.	
<b>Preventive Care</b> —Cleanings and X-rays	MetLife pays 100% of allowed charges.
<b>Basic Services</b> —Temporary and silver permanent fillings, simple extractions, surgical extractions	MetLife pays 75% of allowed charges after deductible.
<b>Restorative Services</b> —Periodontics, endodontics and oral surgery, root canals, prosthetic maintenance, emergency dental care	MetLife pays 75% of allowed charges after deductible.
<b>Major Services</b> —Prosthodontics, installation of crowns, inlays, onlays, dentures, implants, bridges	MetLife pays 75% of allowed charges after deductible.
<b>Orthodontics</b>	MetLife pays 50% of allowed charges (with no deductible), up to \$1,500 lifetime maximum per person.

\* For details, please refer to the MetLife Summary of Benefits, available online at [metlife.com/Harvard-Dental](https://www.metlife.com/Harvard-Dental).

**HELPFUL TIP:** Minimize your out-of-pocket expenses for dental care by asking your dentist for a pre-treatment estimate from MetLife before you agree to receive any prescribed major treatment. Your dentist may be able to present alternative treatment options that will lower your share of the bill while still meeting your basic dental care needs.





## VISION CARE

While Harvard's medical plans offer some vision care coverage and discounts, you may also opt to enroll in Harvard's comprehensive vision care plan, provided by EyeMed. It offers greatly reduced rates on vision exams, frames, lenses, and contacts. Be sure to enroll within **30 days** of your hire date or first date of benefits eligibility to get the coverage you need. See the enclosed *2023 Programs and Premiums at a Glance* for your monthly cost.

### To locate an in-network provider

- Call the EyeMed customer service call center at **866-804-0982**.
- Visit the website at **eyemed.com**.
- Download the EyeMed app.

To give you an idea of what each provider offers, we've compared the different vision benefits below.

	VISION CARE BENEFITS & COVERAGE		
	EYEMED*	HUGHP	BCBSMA
<b>EYE EXAM</b> (once per calendar year)	\$15 copay		\$0 copay
<b>STANDARD CONTACT LENS FITTING</b> (once per calendar year)	\$20 copay		Not covered
<b>FRAMES &amp; LENSES</b> (once per calendar year)	\$0 copay for frames up to \$165 allowance, 20% off balance over allowance. \$20 copay for standard single-vision, lined bifocal or standard progressive lenses.		10–40% discount on frames and lenses at Davis Vision and other select vendors. Register with BCBS Association Blue365 at <b>blue365deals.com</b> .
<b>CONTACT LENSES</b> (in lieu of spectacle lenses; every calendar year)	\$0 copay up to \$150 allowance, 15% off balance over allowance for conventional contact lenses.		10–40% discount on contact lenses at Davis Vision and other select vendors. Register with BCBS Association Blue365 at <b>blue365deals.com</b> .
<b>LASER VISION CORRECTION</b>	15% off retail or 5% off promo price for Lasik or PRK from U.S. Laser Network. Call 800-988-4221.		Register with BCBS Association Blue365 at <b>blue365deals.com</b> for information, including discounts for Lasik.

\* You can get an eye exam OR a contact lens fitting once per calendar year. You can't get both in the same year.

### When will I receive my vision ID card?

You will receive an ID card for vision coverage two to three weeks after you submit your enrollment information. If you need to use this benefit before receiving your ID card, call the EyeMed customer service call center at **866-804-0982** to obtain your member number.

# HEALTH AND WELFARE

## HARVARD UNIVERSITY HEALTH SERVICES

As part of the Harvard community, you can access a wide variety of services and benefits from three convenient on-site locations. HUGHP members can select a primary care provider (PCP) at any Harvard University Health Services (HUHS) location.\* If you select an HUHS PCP, you can access Quest Diagnostics' on-site laboratory services.

### HUHS locations

- Harvard Square, Richard A. and Susan F. Smith Campus Center, 75 Mt. Auburn Street, Cambridge
- Harvard Law School, Pound Hall, 1563 Massachusetts Avenue, Cambridge
- Longwood Medical Area, Vanderbilt Hall, 275 Longwood Avenue, Boston

**HELPFUL TIP:** For a full list of services, participating clinicians, health forms, and more, please visit [huhs.harvard.edu](https://huhs.harvard.edu).

HUHS services	All Harvard employees	HUGHP members
Urgent care	During work hours only†	Open 7 days a week. See <a href="https://huhs.harvard.edu">huhs.harvard.edu</a> for hours of operation.
Center for Wellness and Health Promotion	✓	Up to a 50% discount
Flu vaccination clinics	✓	✓

### Additional HUHS services available to HUGHP members who have an HUHS PCP include the following:

- Allergy
- Behavioral Health
- Dermatology
- Gastroenterology
- Neurology
- Nutrition
- Obstetrics and Gynecology
- Ophthalmology and Optometry
- Orthopedic Surgery
- Physical Therapy
- Podiatry
- Primary Care/Internal Medicine
- Radiology
- Surgery
- Travel Clinic

\* Please refer to page 4 for a full listing of HUGHP and BCBSMA PCP networks

† Your insurance plan will be billed, and you will be responsible for any applicable copays, coinsurance, or deductibles; insurance plans may consider HUHS to be out of network, resulting in higher out-of-pocket costs, up to the full cost of the visit.

# DISABILITY AND LIFE

## SHORT TERM AND LONG TERM DISABILITY

### Short Term Disability

Harvard provides staff members with Short Term Disability (STD) benefits at no cost should they become unable to work due to a disability or illness.

- The program pays between 70% and 100% of your salary, depending on your job classification, collective bargaining agreement, and years of Harvard service, for up to 26 weeks.
- Enrollment is automatic for eligible employees.

Generally, staff must satisfy a waiting period before STD benefits can begin.

Please refer to [hr.harvard.edu/disability](https://hr.harvard.edu/disability) for details.

### Long Term Disability

If you are unable to work for over 180 calendar days due to illness or injury, you can protect yourself and your family from serious financial hardship with Harvard's group LTD coverage.

- The plan pays 60% of your monthly pre-disability earnings (tax free) for as long as you are determined by the LTD carrier to be disabled, up to the maximum benefit period, which is determined by your age when your disability begins.
- You must enroll and pay premiums for this benefit. Because premiums are deducted from your after-tax pay, LTD benefits are paid to you tax free.
- If you enroll within **30 days** of your hire date or first date of benefits eligibility, or within 30 days of certain permitted life events, you do not need to provide evidence of insurability. If you enroll at a later date, your application may be subject to medical review and approval by the carrier.

**HELPFUL TIP:** For more information on LTD, including limitations and exclusions, please visit [hr.harvard.edu/disability](https://hr.harvard.edu/disability).

### Benefits include the following:

- You are covered for disabilities incurred both on and off the job.
- You receive a cost-of-living adjustment benefit.
- If you die while LTD benefits are payable, and if, on the date you die, you have been continuously disabled for at least 180 days, your beneficiaries may be eligible to receive a survivor's benefit.

### While you are on LTD

- Harvard will continue to provide Basic Life Insurance coverage, at no cost to you.\* If you are enrolled in Supplemental Life Insurance, you may continue your coverage at Harvard's rates.
- Harvard will continue to make your retirement plan contributions, based on your salary at the time you became disabled.
- You will remain eligible for Harvard's medical, dental, and vision care benefits paying Harvard's tier 1 rates.
- You will continue to accrue participation service under the retirement plan.
- Dependent Life Insurance, Legal Plan, and Identity Theft Protection coverage continue at the same rates (if you had elected this coverage prior to disability).

### LTD preexisting condition limitations

If you elect LTD coverage, the plan will not cover any disability or partial disability related to a preexisting medical condition—defined as a condition resulting from an injury or illness for which you were diagnosed or received treatment within 90 days prior to the date you became a participant. This includes any disability or partial disability that is:

- Caused by, contributed to, or results from a preexisting condition; and
- Begins in the first 12 months immediately after your effective date of coverage, unless you have been treatment-free for that condition for six consecutive months during your first 12 months of coverage.

\* Per IRS regulations, you will be taxed on the value of basic life insurance coverage in excess of \$50,000.

# DISABILITY AND LIFE

## LIFE INSURANCE

### Basic Life Insurance\*

Harvard helps you protect your beneficiaries by providing group term life insurance with a benefit that is equal to one-half of your annual base salary, rounded to the nearest \$1,000. If eligible, you are automatically enrolled in this coverage at no cost to you.

\* The imputed cost of coverage in excess of \$50,000 is considered taxable income. The imputed cost, if any, will be shown and taxed on your paycheck. Go [hr.harvard.edu/disability](http://hr.harvard.edu/disability) for details, including important information about age-related reduction in coverage.

### Supplemental Life Insurance

If you'd like additional protection, you can purchase optional term life insurance, with a benefit of 1x–6x your current annual base salary, rounded to the nearest \$1,000, up to a maximum of \$2,500,000.

The cost of coverage is based on your age and the amount of coverage you elect. Premiums are deducted from your pay on an after-tax basis. If you elect Supplemental Life Insurance within **30 days** of your hire date or first date of eligibility, you will be automatically approved for coverage at the highest multiple of your salary up to \$1.5 million; you must complete a Statement of Health and be approved by Metropolitan Life Insurance Company (MetLife) for amounts above this.

If you elect coverage at any other time (except within 30 days of certain life events), you must complete a Statement of Health, which MetLife will review; this coverage will not become effective until approved. If you enroll in Supplemental Life Insurance, you also receive free will preparation and estate resolution/probate services for you and your spouse/domestic partner through MetLife Legal Plans. To access this service, call **800-821-6400** and use group number 109929.

### Beneficiaries

It's important to designate at least one beneficiary for your life insurance policy by going to [mybenefits.metlife.com](http://mybenefits.metlife.com). Type "**Harvard University**" in the Employer or Association box and log in. If this is your first time visiting, click **Register** and follow the prompts. After logging in, choose **Group Life Insurance** under **My Accounts**. Click on **Group Life Insurance** on the next page and enter your beneficiaries. Visit [hr.harvard.edu/disability](http://hr.harvard.edu/disability) for more information about designating a beneficiary.

### Dependent Life Insurance

If you enroll in Supplemental Life Insurance for yourself, you may elect \$25,000 or \$50,000 of Dependent Life Insurance coverage for your eligible spouse/domestic partner within **30 days** of your hire date or first date of eligibility with no Statement of Health. You may also obtain \$75,000 or \$100,000 of coverage for your spouse/domestic partner with a Statement of Health. You can purchase \$5,000 or \$10,000 of coverage for your dependent children (from birth to age 26) with no Statement of Health. If required, a Statement of Health form will be mailed to you. Final approval comes from MetLife.

If you leave Harvard, you may continue Basic, Supplemental, and Dependent Life Insurance with a portability or conversion option through MetLife. You can find additional details at [hr.harvard.edu/disability](http://hr.harvard.edu/disability).

# VOLUNTARY BENEFITS

## LEGAL PLAN, IDENTITY THEFT PROTECTION, AND TUITION ASSISTANCE AND REIMBURSEMENT PROGRAMS

### Legal Plan

The Legal Plan from MetLife provides you, your spouse/domestic partner, and your dependent child(ren) with fully covered legal services from attorneys experienced in estate planning, civil suits, adoption, identity theft issues, and much more. You'll have no deductibles, copays, claim forms, or usage limits when you use one of the 14,000 network attorneys. Or you can choose an out-of-network attorney and be reimbursed for covered services (you pay any difference between the plan's payment and the attorney's charges for services).

Note that some services are excluded under this plan, including employment-related matters, divorce, rental issues where the employee is the landlord, class action, and more. Refer to [hr.harvard.edu/employee-discounts](https://hr.harvard.edu/employee-discounts) for more information. See the enclosed *2023 Programs and Premiums at a Glance* for monthly cost.

**Your first 30 days of employment (or benefits eligibility) is your only opportunity to enroll in the Legal Plan until the annual Open Enrollment period.**

### Identity Theft Protection

Identity Theft Protection from Allstate provides full identity monitoring, proactive alerts, and full-service restoration if your identity is stolen. Individual and family coverage is available. Refer to [hr.harvard.edu/employee-discounts](https://hr.harvard.edu/employee-discounts) for more information. See the enclosed *2023 Programs and Premiums at a Glance* for monthly cost.

**Your first 30 days of employment (or benefits eligibility) is your only opportunity to enroll in Identity Theft Protection until the annual Open Enrollment period.**

### Tuition Assistance Program and Tuition Reimbursement Program

With Harvard's Tuition Assistance Program (TAP), you can take courses to advance your career, improve your skills, pursue a degree, or explore your own interests at participating Harvard schools for as little as \$40 per class.

The Tuition Reimbursement Program (TRP) reimburses you for job-related courses or courses taken toward an undergraduate degree at another accredited institution. You can be reimbursed for 75% (90% for members of HUCTW) of the cost of tuition, up to a calendar year maximum of \$5,250. HUCTW members may also use TRP for non-job-related graduate courses at other accredited institutions.

Before enrolling in a class, you should read the complete TAP and TRP guidelines at [hr.harvard.edu/tuition-assistance](https://hr.harvard.edu/tuition-assistance), where you will find details on eligibility, waiting periods, eligible courses, credit limits, costs, and **important tax implications that may be applicable to certain graduate-credit courses.**

### Who is eligible for TAP and TRP?

Eligibility is based on your employee classification and standard hours as listed in PeopleSoft.

EMPLOYEE CLASSIFICATION*	MINIMUM REQUIRED HOURS PER WEEK
Part-Time Services & Trades (Limited Regulars)	16 hours
HUCTW and HUPA	17.5 hours
Services & Trades Hourly: Dining Services (eligible during months of regularly scheduled nonemployment)	20 hours
Custodial Services, Electricians & Carpenters (ATC), and Arnold Arboretum	More than 20 hours

\* The above classifications are made for the purposes of TAP.



# VOLUNTARY BENEFITS

HARVARD SCHOOLS/PROGRAMS PARTICIPATING IN TAP		
SCHOOL	TAP FEE	COURSE INFORMATION
Divinity School	10% of course cost	<a href="https://hds.harvard.edu">hds.harvard.edu</a>
Extension School	\$40 per class	<a href="https://extension.harvard.edu">extension.harvard.edu</a>
Graduate School of Arts and Sciences (Faculty of Arts and Sciences)	10% of course cost	<a href="https://gsas.harvard.edu">gsas.harvard.edu</a>
Graduate School of Design	10% of course cost	<a href="https://gsd.harvard.edu">gsd.harvard.edu</a>
Graduate School of Education	10% of course cost	<a href="https://registrar.gse.harvard.edu/tuition-assistance-program-tap">registrar.gse.harvard.edu/ tuition-assistance-program-tap</a>
Harvard College (Faculty of Arts and Sciences)	10% of course cost	<a href="https://fas.harvard.edu">fas.harvard.edu</a>
Harvard Kennedy School	10% of course cost	<a href="https://hks.harvard.edu">hks.harvard.edu</a>
Harvard Law School	Call the Law School Registrar's Office for information	<a href="https://law.harvard.edu">law.harvard.edu</a>
Harvard Medical School	10% of course cost; call the HMS Human Resources Office for information	<a href="https://hms.harvard.edu">hms.harvard.edu</a>
Harvard Summer School	\$40–\$80 per class	<a href="https://summer.harvard.edu">summer.harvard.edu</a>
Harvard T.H. Chan School of Public Health	10% of course cost	Nondegree students: <a href="https://hsph.harvard.edu/registrar/non-degree-student-information/non-degree-academic-year-programs/">hsph.harvard.edu/registrar/non-degree-student-information/non-degree-academic-year-programs/</a>  Degree students: <a href="mailto:registrar@hsph.harvard.edu">registrar@hsph.harvard.edu</a>
Office for the Arts Ceramics and Dance Programs	\$40 (plus lab fees for ceramics classes)	Ceramics: <a href="https://ofa.fas.harvard.edu/ceramics">ofa.fas.harvard.edu/ceramics</a>  Dance: <a href="https://ofa.fas.harvard.edu/dance">ofa.fas.harvard.edu/dance</a>

## Waiting periods for staff covered by HUCTW

The waiting period is the Orientation and Review period (90 days). After this period, you can use the TAP/TRP benefit to enroll in Harvard and non-Harvard courses. To be eligible, the course start date must be on or after your 90th day of employment in a TAP-benefit-eligible position.

## Waiting periods for employees covered by a bargaining unit other than HUCTW

- To participate in a Harvard course, your date of hire in a TAP-benefit-eligible position must be on or before July 1 for the fall semester, November 1 for the spring semester, or April 1 for the summer semester in a TAP-benefit-eligible position.
- For non-Harvard courses, there is a 180-day waiting period. The first day of class must be on or after your 180th day of employment in a TAP-benefit-eligible position.

### For Members of HUCTW

You have access to the Education Fund, which primarily covers courses not eligible for reimbursement under TRP. For more information, please see [huctw.org/funds-and-loans/education-fund](https://huctw.org/funds-and-loans/education-fund).

# RETIREMENT

## RETIREMENT PLANS

Harvard is pleased to provide programs to help you save for retirement. We offer University-funded retirement plans, employee-funded tax-advantaged savings plans, and a carefully chosen lineup of investment options including mutual funds from Vanguard and Schwab and annuities from TIAA.

### Tax-Deferred Annuity Plan

Harvard's Tax-Deferred Annuity (TDA) Plan gives you an easy way to save for retirement and reduce your taxable income—now or in retirement. That's because Harvard offers you two ways to contribute to a TDA:

- The Traditional option, in which your contributions are deducted from your paycheck before you pay taxes, saving you money
- The Roth option,\* in which you make your contributions after taxes and your withdrawals in retirement are tax-free

You may choose one contribution option or divide your contributions between the Traditional and Roth options. The maximum annual TDA contribution for 2023 is \$22,500 (\$30,000 for those age 50 and older) for Traditional and Roth contributions combined. To compare the Traditional and Roth options, please see [hr.harvard.edu/employee-funded-retirement-programs](https://hr.harvard.edu/employee-funded-retirement-programs).

You may open a TDA as soon as you begin working. Your contributions are directed into the investments you choose from the investment lineup. If you don't actively elect an investment choice, your TDA contributions will be invested in a low-cost Vanguard target-date fund based on your age.

\* Employees at Dumbarton Oaks and the Center for Hellenic Studies are not eligible to make Roth contributions.

**HELPFUL TIP:** To learn more about your retirement plan options, investment options, and whether you're able to roll existing qualified retirement account(s) into the TDA, visit [hr.harvard.edu/employee-funded-retirement-programs](https://hr.harvard.edu/employee-funded-retirement-programs) or call the Harvard University Retirement Center at **800-527-1398**, Monday–Friday, 8 a.m.–5 p.m. ET.

#### Be on the lookout.

Within about two weeks of your date of hire, you should receive information about the TDA via a mailing to your home address.

### For Members of ATC Union: Automatic enrollment and contribution increases (automatic escalation)

You may open a TDA as soon as you begin working, and you may start making contributions at any time. However, you will be automatically enrolled in the TDA 60 days after your start date unless you make another choice, including opting out of the plan.\*

- Your initial contribution will be 3% of eligible pay, deducted on a pre-tax basis (Traditional option).
- Your contributions will be invested in a low-cost Vanguard target-date fund tied to the year you turn 65. You have the flexibility to choose from the other available investment options if you wish.
- Your contributions will increase by 1% each January until you reach 10% of your salary or the annual maximum, which is \$22,500 for 2023 (\$30,000 if you are age 50 or older). This is a combined total of all of your Traditional and Roth contributions for the year.
- You can opt out at any time; if you do so within 60 days of your first contribution, you can request reimbursement of your contributions.
- You can also change your contribution amount at any time, including electing to make some or all contributions via the Roth option, though this will cancel your participation in the annual automatic escalation feature.

\* Employees employed by Dumbarton Oaks, the Center for Hellenic Studies or Harvard Business Publishing are not covered by automatic enrollment.

# RETIREMENT

The online Harvard University Retirement Center (HURC) is a great resource for managing your TDA. To get started, simply visit [hr.harvard.edu](http://hr.harvard.edu) and choose HURC from the Employee Tools menu at the bottom of any page. There, you can do any of the following:

- Open a TDA
- Change your contribution amount
- Elect to contribute pre-tax or to an after-tax Roth option
- Stop your contributions

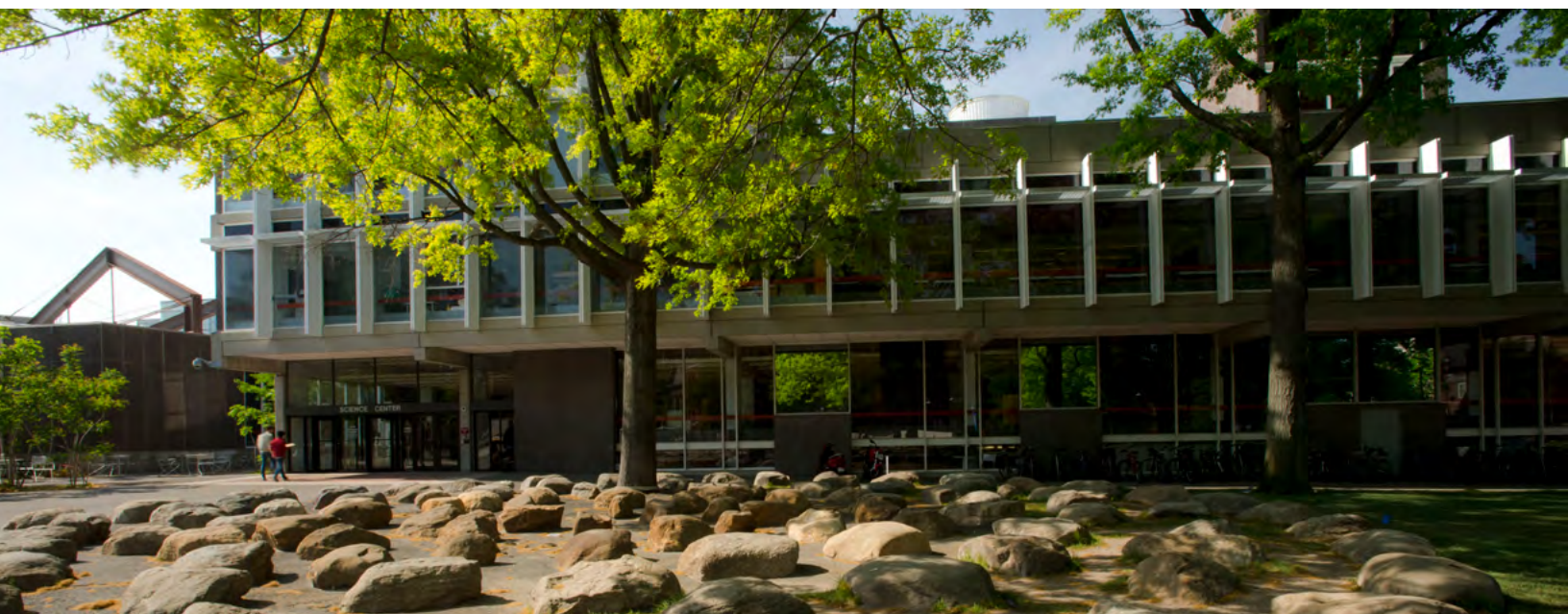
Have questions? You can speak to a retirement specialist by calling HURC at **800-527-1398**, Monday–Friday, 8 a.m.–5 p.m. ET. You may also meet with a financial advisor from TIAA, the plan's recordkeeper, to discuss your retirement goals and planning at no cost to you (see the enclosed *Your Programs and Premiums at a Glance* for contact information).

## University-funded retirement programs

Harvard University offers two University-funded programs to eligible staff covered by a bargaining unit: the 2001 Staff Retirement Program and the 1995 Retirement Program. If eligible, you will be automatically enrolled in the appropriate retirement plan after the applicable waiting period, as described below.

You will receive a plan information package about two months before you become eligible.

- The **2001 Staff Retirement Program** is for eligible members of the HUCTW. To be eligible, you must be regularly scheduled to work at least half-time, or 17.5 hours per week (generally), and be age 21 or older.
- The **1995 Retirement Program** is for eligible Services and Trades employees who are represented by the collective bargaining units of HUPA, SEIU, and Local 26. To be eligible:
  - SEIU members must be regularly scheduled to work at least 20 hours per week and be age 21 or older, and
  - all members of other covered unions must be regularly scheduled to work more than 20 hours per week and be age 21 or older.
- ATC members are covered by a separate retirement fund administered by their union. For more information, ATC members should contact the Central Pension Fund at **202-362-1000**.



## The 2001 Staff Retirement Program

In this program, Harvard makes 100% of all contributions. Each month you participate, Harvard will make a contribution based on your age and pensionable salary:

- **If you are under age 40:** 5% of pay up to the Social Security wage base (\$160,200 in 2023) and 10% of pay for earnings above the Social Security wage base (up to annual IRS salary limits)
- **If you are age 40 or older:** 10% of pay up to the Social Security wage base (\$160,200 in 2023) and 15% of pay for earnings above the Social Security wage base (up to annual IRS salary limits)
- Contributions begin after a six-month waiting period and are retroactive to your date of hire.
- You decide how this contribution should be invested from among a carefully chosen lineup of mutual funds from Vanguard and Schwab and annuities from TIAA. If you make no other election, this contribution will automatically be invested in a Vanguard target-date fund closest to the year you turn 65.
- Participants are generally vested after three years of employment with the University. Vesting means that the money is yours to keep; you may take it with you if you leave the University or retire.

## The 1995 Retirement Program

In this program, Harvard makes 100% of all contributions.

- Contributions begin after a 12-month waiting period.
- Participants are generally vested after three years of employment with the University. Vesting means that the money is yours to keep; you may take it with you if you leave the University or retire.

The 1995 Retirement Program provides you with two accounts: the Basic Account and the Individual Investment Account.

### **Basic Account (Defined Benefit)**

Harvard makes monthly contributions to your account based on the following rates applied to your pensionable pay. The contributions are based on your age plus your years of service.

- If your age + service is less than 40, Harvard's monthly contribution equals 3% of your pay.
- If your age + service is 40–49, Harvard's monthly contribution equals 4% of your pay.
- If your age + service is 50–59, Harvard's monthly contribution equals 5% of your pay.
- If your age + service is 60 or more, Harvard's monthly contribution equals 6.5% of your pay.

Your balance in the Basic Account is kept in a retirement trust by Harvard and earns at least 5% but no more than 10% interest annually.

### **Individual Investment Account (Defined Contribution)**

Harvard's contributions to your Individual Investment Account equal 3.5% of your monthly pay. Contributions are made monthly and invested in funds you choose from those offered in the investment lineup. If you don't actively elect an investment choice, your contributions will be invested in a low-cost Vanguard target-date fund based on your age.

# OTHER BENEFITS

## OTHER BENEFITS, PERKS, AND SERVICES

At Harvard, you have access to a wide array of discounts, perks, services, and facilities that can enhance your life, improve your skills, and improve your physical and mental wellbeing. For more details, visit [hr.harvard.edu](https://hr.harvard.edu) and visit the websites below for details on current hours and programs.

### Career Development and Training Classes

#### Center for Workplace Development

Professional and skill development, leadership, coaching, and career management  
617-495-4895  
[hr.harvard.edu/learning-development](https://hr.harvard.edu/learning-development)

#### Harvard Bridge Program

Training in English as a second language, general equivalency diploma studies, computers, and academic prep  
617-496-4895  
[hr.harvard.edu/harvard-bridge-program](https://hr.harvard.edu/harvard-bridge-program)

### Child Care and Elder Care

Information on Harvard-affiliated child care centers, child care scholarships, backup care for children and elders, and the Senior Care Planning program

#### University Office of Work/Life

617-495-4100  
[hr.harvard.edu/office-worklife](https://hr.harvard.edu/office-worklife)

#### Work/Life Program Manager, Harvard Longwood Campus

617-432-1048  
[hlc.harvard.edu/home/worklife](https://hlc.harvard.edu/home/worklife)

#### Adoption Scholarships

617-495-4100  
[hr.harvard.edu/adoption-resources](https://hr.harvard.edu/adoption-resources)

### Discounts

#### Outings & Innings

Discounts on movies, performing arts, sporting events, museums, shopping, services, travel, and more  
617-495-2828  
[outingsandinnings.harvard.edu](https://outingsandinnings.harvard.edu)

#### Computers and Accessories

[huit.harvard.edu](https://huit.harvard.edu)

### Employee Assistance Program

Referrals for child care; elder care; school vacation programs; camps; legal, financial, and debt counseling; stress management; workplace issues; and more  
877-EAP-HARV (877-327-4278)  
[hr.harvard.edu/employee-assistance-program](https://hr.harvard.edu/employee-assistance-program)

### Harvard Community

#### Faculty Club

Dining room, rooms for meetings and special events  
617-495-5758  
[hfc.harvard.edu](https://hfc.harvard.edu)

#### Harvard Neighbors

Cultural events, interest groups, and social activities  
617-495-0714  
[neighbors.harvard.edu](https://neighbors.harvard.edu)

#### Harvard Chaplains

Harvard-affiliated religious organizations and services  
617-879-8365  
[chaplains.harvard.edu](https://chaplains.harvard.edu)

#### HARVie Classifieds & Conversations

Community-based list of items for sale, housing, roommates, and ride sharing  
[hr.harvard.edu](https://hr.harvard.edu), select Classifieds (top right)

### Healthy Living

#### Athletic Facilities and Recreation

Memberships for employees and family members; low-cost yoga, cycling, and fitness classes  
General membership: 617-496-1585  
[recreation.gocrimson.com](https://recreation.gocrimson.com)

Vanderbilt Hall, Longwood Campus: 617-432-1629  
[hms.harvard.edu/departments/vanderbilt-hall](https://hms.harvard.edu/departments/vanderbilt-hall),  
select Vanderbilt Hall Athletic Facility

#### Center for Wellness and Health Promotion

Massage and acupuncture appointments; classes in movement, meditation, and yoga  
617-495-9629  
[wellness.huhs.harvard.edu](https://wellness.huhs.harvard.edu)

#### Harvard Dental Center

Comprehensive dental care with locations in Longwood and Cambridge  
617-432-1434  
[hsdm.harvard.edu/harvard-dental-center](https://hsdm.harvard.edu/harvard-dental-center)

#### Mindfulness

Support for wellbeing with free programs  
[hr.harvard.edu/mindfulness](https://hr.harvard.edu/mindfulness)



## Housing, Banking, and Personal Insurance Services

### Discounted Group Auto and Home Insurance

Mercer voluntary benefits  
866-228-3516  
crimsonpersonalplans.com

### Harvard Housing Office

Assistance finding roommates, apartments  
617-495-1459  
huhousing.harvard.edu

### Harvard University Employees Credit Union

Savings and checking accounts, mortgages, car loans, credit cards, and financial education workshops  
617-495-4460  
huecu.org

### Real Estate Advantage Program

Referrals to moving companies; cash rebates when houses are purchased through Coldwell Banker  
800-396-0960  
huhousing.harvard.edu/homebuying

## Libraries

Information on Harvard's library system  
617-495-4166  
library.harvard.edu

## Museums

Free admittance for Harvard employees plus one guest; includes tours and family programs

### The Arnold Arboretum

617-524-1718; arboretum.harvard.edu

### Harvard Art Museums

617-495-9400; harvardartmuseums.org

### Harvard Forest

978-724-3302; harvardforest.fas.harvard.edu

### Harvard Museum of Natural History

617-495-3045; hmnh.harvard.edu

### Observatory Nights

Free monthly lectures and telescopic observing at the Harvard Observatory  
617-495-7461; cfa.harvard.edu/events

### The Semitic Museum

617-495-4631; semiticmuseum.fas.harvard.edu

## Parking and Public Transportation

### Harvard CommuterChoice

Public transportation passes available for half price (must be ordered by fourth calendar day of previous month); Zipcar membership; commute planning services; and information on biking, carpools, and more  
617-384-RIDE (7433)  
transportation.harvard.edu/commuterchoice

### Parking Office

Cambridge and Allston—Campus Service Center  
617-496-7827  
transportation.harvard.edu/parking  
  
Longwood Campus  
617-432-1111  
hms.harvard.edu/departments, select Parking

### Shuttle Services

Cambridge and Allston Shuttles  
617-495-0400 (for evening van service)  
transportation.harvard.edu/shuttle-van-services  
  
Longwood Medical Area Shuttles  
617-632-2310  
masco.org/lma-shuttles

## Pet Insurance

### Pets Best

Coverage for dogs and cats, emergency and routine care  
866-228-3516  
crimsonpersonalplans.com

## Safety and Security

### Harvard University Police Department

Tips and resources for crime prevention and safety on campus (for emergencies, call 911)  
617-495-1212; hupd.harvard.edu  
  
Longwood Campus: 617-432-1212  
  
HBS campus: 617-495-1215

### MessageMe

Harvard's emergency notification system; sign up to receive notification of campus emergencies on your personal electronic device  
messagememe.harvard.edu

# ENROLL

## HOW TO ENROLL

You have **30 days** from your date of hire or first date of benefits eligibility to enroll via PeopleSoft. For details, see the enclosed *How to Enroll in or Update Your Benefits: A Guide to Using the PeopleSoft Benefits Enrollment System*. For the best user experience with PeopleSoft, use Firefox or Chrome. (You may waive Harvard medical, dental, or vision coverage if you have coverage elsewhere and specify when that coverage ends. See FAQ 7 on page 24 for more information about enrolling at a later date.)

When enrolling, remember to do the following:

- Add eligible dependents and submit the required supporting documentation (see the instructions enclosed with this enrollment packet).
- Refer to the enclosed Designating/Updating Beneficiaries instructions or visit [hr.harvard.edu/disability](http://hr.harvard.edu/disability) for information about designating life insurance beneficiaries.
- Review the confirmation statement mailed to your home to make sure your elections are correct. (Contact Benefits right away if your desired elections are not reflected.)
- If you need to change your address retroactively to your hire date, contact the Benefits Office before submitting your elections.

To learn more, visit [hr.harvard.edu/benefits-enrollment](http://hr.harvard.edu/benefits-enrollment).

### Benefits eligibility

Who is eligible	Medical	Dental	Vision	LTD	Supplemental Life	Dependent Life	Retirement Plans	Legal Plans	Identity Theft
You	✓	✓	✓	✓	✓		✓	✓	✓
Your spouse or registered domestic partner	✓	✓	✓			✓		✓	✓
Eligible children under age 26*	✓	✓	✓			✓		✓	✓**
Eligible disabled children age 26 or over*	✓	✓	✓			✓		✓	✓**

\* Eligible children under age 26 include children by birth, adoption, foster placement, or legal guardianship, including eligible children of your spouse or domestic partner. Also eligible are disabled children age 26 and over, including disabled children of your spouse or domestic partner, who were deemed disabled before age 26 and have been continuously covered. Dependents are not eligible for Dependent Life Insurance if confined to a hospital or receiving/entitled to receive Social Security Disability payments.

\*\* Those you financially support or who live under your roof are eligible under the family plan.

**Need to update your address?** To ensure that you receive time-sensitive mailings and are in a medical plan that covers your geographic area, be sure to keep your home address updated in PeopleSoft Self Service. **If you need to update your address retroactively, contact the Benefits Office.**



## Adding dependents to your coverage

To add dependents to your coverage, you must supply proof of dependent eligibility.

- **Spouse:** Copy of valid marriage certificate
- **Domestic partner:** Harvard's Statement of Domestic Partnership (see page 25, FAQ 10 for details)
- **Dependent child:** Copy of birth certificate, adoption documents, or proof of legal guardianship

## Paying for benefits

While many of your benefit contributions are deducted from your paycheck on a pre-tax basis, some benefit contributions are made on an after-tax basis.

### You make pre-tax contributions for these benefits:

- Medical, dental, and vision care
- FSA
- Tax-Deferred Annuity Plan (except Roth)

### You make after-tax contributions for these benefits:

- LTD
- Supplemental Life Insurance
- Dependent Life Insurance
- Roth contributions
- Legal Plan
- Identity Theft Protection
- Premiums for nonqualifying\* registered domestic partner benefits coverage: The value of this coverage is considered imputed income. If you have a domestic partner and are electing family coverage, call **617-496-4001** to speak with a Benefits representative about enrollment and tax implications.

\* The University follows the IRS definition of a qualifying tax dependent to determine tax treatment of premiums.

## Changing your benefits during the year

IRS regulations limit when you can make changes to your benefits during the year. Once you've submitted your benefits elections, you cannot change your medical, dental, vision care, or FSA elections outside the annual Open Enrollment period, which takes place each October/November, unless you experience an IRS-defined change in status as listed below. Changes in enrollment must be consistent with the change in status. See [hr.harvard.edu/life-events](https://hr.harvard.edu/life-events) for more information.

If you experience one of these life events, please contact Benefits at **617-496-4001** as soon as possible because you have only **30 days** from the date of the status change to make benefits changes. A Benefits representative can explain which changes you're allowed to make.

## Changes in status that may allow you to make benefits changes:

- Marriage
- Registering a domestic partnership
- Divorce
- Birth
- Adoption
- Death
- Change in number of dependents
- Change in employment status—beginning or end of employment for you or your eligible dependent, beginning of or return from an unpaid leave of absence, going from benefits-ineligible to benefits-eligible, beginning or ending family medical leave
- Dependents losing eligibility—dependent child reaching the maximum age of 26
- Dependents gaining eligibility
- Change in coverage or cost—significant change in health or dependent care coverage or cost for you or your eligible dependent
- Retirement
- Moving into or out of a medical plan's service area

**HELPFUL TIP:** For a copy of the Statement of Domestic Partnership, visit [hr.harvard.edu/forms-documents](https://hr.harvard.edu/forms-documents) and select **Total Rewards > Domestic Partners**, or contact Benefits at **617-496-4001** or [benefits@harvard.edu](mailto:benefits@harvard.edu).

# ANSWERS TO FREQUENTLY ASKED QUESTIONS

## 1. I have medical, dental, and/or vision coverage outside of Harvard. Can I defer my enrollment in the Harvard-sponsored plans for these benefits until my current coverage ends?

Yes, you can. Here's what you'll need to do:

- Do NOT elect Harvard coverage for these benefits in PeopleSoft.
- Contact Benefits at **617-496-4001** and let us know the exact date your other coverage will terminate.
- Then submit a letter from your former employer or insurance carrier stating that you were enrolled in medical, dental, and/or vision coverage and the date that the coverage terminates. If you are enrolling eligible dependents, they must also be losing coverage and their names will need to be listed in the letter.
- Once we receive this letter, Benefits will send you enrollment information with the new effective date (the date your previous coverage terminates).
- You will need to complete a separate online election within **30 days** of the date your current coverage ends.

If you are eligible for and want to enroll in other Harvard benefits, such as Supplemental and Dependent Life, LTD Insurance, Identity Theft Protection, or the Legal Plan, you still must enroll within your initial **30-day** enrollment period for automatic approval of coverage.

## 2. Can I enroll in my benefits prior to my hire date?

No. Even if you have your Harvard University ID number, you won't be able to access PeopleSoft to make your benefits elections until your hire date or the first day you're eligible for benefits.

## 3. Is there a deadline for submitting my benefits elections?

Yes. You need to elect your benefits and provide all supporting documentation within **30 days** of your hire date or the first day of benefits eligibility.

Supporting documentation includes the following:

- Spouse: Copy of valid marriage certificate
- Registered domestic partner: Harvard's Statement of Domestic Partnership
- Dependent child: Copy of birth certificate, adoption documents, or proof of legal guardianship

## 4. What if I miss the 30-day enrollment period for benefits?

If you miss the 30-day enrollment period, you will not be able to enroll until the next annual Open Enrollment period (occurring each October/November), unless you experience an IRS-defined change in status, such as a birth or change in marital status. Enrollment changes must be consistent with the change in status and must be submitted within **30 days** of the status change (see [hr.harvard.edu/life-events](http://hr.harvard.edu/life-events)). Changes made during the annual Open Enrollment period will go into effect on January 1 of the upcoming calendar year.

## 5. What is the difference between the HUGHP and BCBSMA networks?

The two networks offer many of the same specialists; however, if you enroll in a HUGHP plan, you must have a Massachusetts address and you'll have a different network of primary care physicians to choose from. Please see page 4 for information about how to determine if your PCP is in-network for each of the networks.

## 6. When will my coverage start?

Once your elections are submitted, the coverage start date is your date of hire or the first day of your benefits eligibility. You will be charged premiums retroactively for medical, dental, and/or vision coverage.

## 7. What does it mean if the HMO plans do not appear as options on my PeopleSoft Self Service enrollment page?

If your address is outside the HMO plans' service area, those plans will not appear as an option. If your address is listed incorrectly in PeopleSoft and you'd like it changed retroactive to your hire date, please contact Benefits at **617-496-4001**.

You can also change your address at any time through PeopleSoft Self Service. However, you will not be able to change it retroactively (you MUST contact Benefits). If your new address affects your medical plan eligibility (see chart on page 5), enrollment materials will be mailed to your new address advising you how to make the necessary changes to your medical coverage within **30 days**. Your coverage start date will be the effective date of your address change.

If you do not make a new election, your coverage may be terminated retroactive to your address change date.

## 8. How do I enroll my domestic partner?

You must complete the Harvard Statement of Domestic Partnership, which can be accessed via HARVie at [hr.harvard.edu/forms-documents](https://hr.harvard.edu/forms-documents), by selecting **Domestic Partners**.

You must have met the definition of Domestic Partner as outlined in the Statement prior to your hire date. If you did not meet the definition prior to your hire date, you can enroll your Domestic Partner once you meet the criteria. You will need to register your Domestic Partnership with a local municipality that recognizes Domestic Partnerships. You will need to provide a copy of the registration certificate along with the Harvard Statement within 30 days of the date of registration.

## 9. How do the pre-tax accounts—the Health FSA and the Dependent Care FSA—differ?

There are two kinds of FSAs: Health and Dependent Care. Both allow you to deduct money from your paycheck before taxes, thereby reducing your taxable income, to pay for eligible expenses.

- **Health FSAs** can be used to pay eligible out-of-pocket health expenses (incurred on or after your enrollment date) for you and your eligible dependents, such as copays for medical office visits and prescriptions, coinsurance and deductibles, dental expenses, and eyeglasses and contact lenses.
- **Dependent Care FSAs** can be used to pay for eligible dependent child care (under age 13) and adult care expenses (incurred on or after your enrollment date) so that you (and your spouse) can work or look for work. They can be used to pay for eligible dependent care providers and day care facilities, including senior centers, after-school care, or day summer camp, though some specialty camps are not eligible.

For more details about filing time frames and IRS annual limits, please read pages 7–9 of this guide. Also, you can learn more about these accounts at [hr.harvard.edu/flexible-spending-accounts](https://hr.harvard.edu/flexible-spending-accounts).

## 10. How does the vision care coverage provided by EyeMed differ from the vision benefits provided by Harvard's HUGHP and BCBSMA medical plans?

In general, vision benefits under Harvard's medical plans cover an annual eye exam and offer discounts on eyewear with certain providers. EyeMed offers more comprehensive coverage, including contact lens exams, contact lenses, and eyewear. Please see page 12 or visit [hr.harvard.edu/vision](https://hr.harvard.edu/vision) for more information. Contact EyeMed with specific questions. (See the enclosed *2023 Programs and Premiums at a Glance* for complete vendor contact information.)





# LEARN MORE

## LEARN MORE

Watch our Benefits Highlights videos at [hr.harvard.edu/benefits-enrollment](https://hr.harvard.edu/benefits-enrollment).

Learn about the many perks of being a Harvard employee by attending our New Employee Welcome & Orientation. Find the schedule at [hr.harvard.edu/new-employees](https://hr.harvard.edu/new-employees).

You can also click on O&I at the top of any HARVie page, log in and click on the Hidden Gems tab for more information about Harvard perks.

## VISIT

**Go to [hr.harvard.edu](https://hr.harvard.edu) to do any of the following:**

- Access a full list of benefit contacts by selecting ***Total Rewards > Health & Welfare Benefits > Vendor Contacts***
- View Summary Plan Descriptions of certain programs by selecting ***Policies, Forms & Contracts > Forms & Documents > Total Rewards > General Benefits & Compliance***

## CONTACT HARVARD BENEFITS

### Have questions?

**Call: 617-496-4001**, M, T, Th, F, 9:00 a.m.–5:00 p.m.;  
W, 10:00 a.m.–5:00 p.m.

**Email:** [benefits@harvard.edu](mailto:benefits@harvard.edu)

### Mailing address:

114 Mt. Auburn Street, 4th floor  
Cambridge, MA 02138

You will find a Benefits drop-off box for forms on the first floor;  
HUID required for entry to building.

**Fax:** 617-496-3000

**Visit:** [hr.harvard.edu/totalrewards](https://hr.harvard.edu/totalrewards)









## HAVE QUESTIONS? THE BENEFITS OFFICE CAN HELP.

**Call:** 617-496-4001

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**Remember:** You must make your benefit elections within **30 days** of your date of hire or qualifying life event.



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