Welcome!
New Employee Orientation
UVM Benefits & Employee Operations Contact Information

On-campus: 6-3150
Off-campus: 802-656-3150

228 Waterman Building

HRSInfo@uvm.edu

Please include “New Employee” in subject line of email communications.
Tasks for today:

1. Complete UVM Benefits enrollment forms, if not yet done.

2. Complete UVM Payroll documents, if not yet done.

3. Confirm that you have your UVM NetID and access PeopleSoft.
Helpful tips:

Parking and commuting resources:
- UVM Transportation & Parking Services; great online and in-person guidance at Fletcher Place location.

UVM ID card – CATcard:
- CATcard Business Center, located on the ground floor of Billings; use as bus pass and debit card as well.

Vacation, sick leave, and conditions of employment:
- Union contracts or Staff/Non-Union Faculty Handbooks will prepare you well for conversations with supervisor.
Health Insurance

Coverage begins on your first day of employment.

Cost of the premium is based upon your salary. *UVM/UVMMC salaries are combined to determine premium cost-share.*

Eligible dependents: spouse and children up to the age of 26.

Waiving coverage? You may qualify for a $1,000 annual waiver. *This does not apply to spouses of UVM employees nor UVM/UVMMC employees.*
**Health Insurance**

**BlueCross BlueShield of Vermont**

![Image](bcbsvt.com)

**BCBS Open Access (In-Network Coverage)**

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requires selection of Primary Care Provider (PCP)</td>
<td>$10 copay for PCP; $20 for specialist</td>
</tr>
<tr>
<td>Residence (you and your dependents)</td>
<td>Worldwide</td>
</tr>
<tr>
<td>Diagnostic Services (x-rays, blood tests, etc.)</td>
<td>No copay</td>
</tr>
<tr>
<td>Mail Order Prescription</td>
<td>Waives $100 deductible</td>
</tr>
<tr>
<td>Routine Eye Exam</td>
<td>Annually - $20 copay</td>
</tr>
<tr>
<td>Major Oral Surgery (pre-authorization required)</td>
<td>$20 copay</td>
</tr>
<tr>
<td>Well Baby and Child Office Visits</td>
<td>No copay</td>
</tr>
<tr>
<td>Outpatient Mental Health</td>
<td>No copay</td>
</tr>
</tbody>
</table>
Coverage Begins: **6 months from date of hire**

**Eligible dependents** are your spouse or civil union partner and children to age 19; unless full-time students, to age 24

**Employee’s Monthly Cost-Share for High Option Plan**

- Employee Only: $7.00
- Employee and Spouse: $14.00
- Employee and Child(ren): $14.50
- Employee and Family: $21.50
## Dental Insurance

![Delta Dental Logo](image)

Northeast Delta Dental

<table>
<thead>
<tr>
<th>Coverage Highlights</th>
<th>Base Plan (free)</th>
<th>High Option Plan (cost)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Deductible / Person</td>
<td>$25 (all procedures)</td>
<td>$25 (does not apply to preventive care)</td>
</tr>
<tr>
<td>Annual Limit</td>
<td>$750</td>
<td>$1,500</td>
</tr>
<tr>
<td>Orthodontics (lifetime limit)</td>
<td>$500</td>
<td>$1,000</td>
</tr>
<tr>
<td>Major Restoratives</td>
<td>50%</td>
<td>60%</td>
</tr>
</tbody>
</table>
# Life Insurance

<table>
<thead>
<tr>
<th>Amount of Coverage</th>
<th>Premium Cost-Share</th>
<th>Medical History Form Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>$6,000; basic coverage.</td>
<td>No cost for basic coverage</td>
<td>NO.</td>
</tr>
</tbody>
</table>

**Optional Coverage**

<table>
<thead>
<tr>
<th>Amount of Coverage</th>
<th>Premium Cost-Share</th>
<th>Medical History Form Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50,000 includes $6,000 of basic coverage and $44,000 optional coverage.</td>
<td></td>
<td>NO, if you sign up today.</td>
</tr>
<tr>
<td>2x salary includes $6,000 basic coverage plus optional coverage.</td>
<td></td>
<td>NO, if you sign up today.</td>
</tr>
<tr>
<td>3x – 7x salary includes $6,000 basic coverage plus optional coverage.</td>
<td></td>
<td>YES</td>
</tr>
<tr>
<td>Spouse coverage of $20,000 or ½ employee coverage You must enroll in optional coverage to obtain spouse coverage.</td>
<td>Cost-share for coverage is based on UVM salary, age and level of supplemental insurance desired. If you are interested in obtaining a summary of the cost-shares for the different levels of optional insurance, please consult the Benefits team.</td>
<td>YES, if you elect spousal coverage greater than $50,000.</td>
</tr>
<tr>
<td>Child coverage of $10,000 per child. You must enroll in optional coverage to obtain child coverage.</td>
<td></td>
<td>NO</td>
</tr>
</tbody>
</table>
Coverage Begins: One year after hire date while actively employed.

Exceptions:

- New employees insured within the three months prior to UVM employment under a similar group long-term disability policy (income benefits for at least five years.)
- Former qualified UVM employees returning within one year.

Cost-Share of Premiums: based on elected coverage options and your UVM salary. No cost until coverage begins.

Coverage Options: Employees may elect 60% or 70% of salary coverage or may waive the insurance entirely. Employees who elect coverage and participate in the UVM Retirement Savings Plan have their minimum employee and UVM contributions protected.
Retirement Savings Plan

Plan Definitions:

• **403(b)** – a retirement savings plan for employees of tax-exempt organizations; employees must participate in this plan in order to receive the University’s employer contribution.

• **457(b)** – a retirement savings plan that allows for employee contributions in addition to the 403(b).

• **Before-Tax Contributions**: employee contributions made before payroll taxes are deducted from income.

• **After-Tax Contributions**: employee contributions made after payroll taxes are deducted from income (e.g. Roth contributions).

• **UVM Retirement Information Sessions**: are offered by HRS quarterly.

• Our vendors are: **TIAA-CREF, Fidelity and Prudential**
Retirement Savings Plan

- **Eligibility:** Employees may participate at any time.

- **Minimum Staff Contribution:** 2% of pre-tax salary
- **Minimum Faculty Contribution:** 3% of pre-tax salary.

- **UVM Employer Contribution:** 10% after three years of service for staff and four consecutive semesters for faculty.

  **Waiting period is waived if:**
  - Title of Assistant/Associate/Full Professor,
  - Active retirement account from immediate prior non-profit or government employer (typically a 403(b) account and proof is required) or
  - “Three and Two” Rule.

- **Maximum contributions for tax year 2016:**
  - $18,000 if under age 50
  - $24,000 —including $6,000 catch-up option— if age 50 and older.

- **To Enroll:** Complete vendor enrollment and submit a Salary Reduction Agreement form, with proof of your new UVM account, to HRS.
A Retirement Health Savings Plan (RHSP) is an account to help individuals pay for qualified healthcare expenses during retirement, including healthcare premiums. The account is managed through TIAA-CREF.

- UVM contributes $1,150 per year for staff and non-union faculty and $1,400 for United Academics union faculty, after one year of full-time service.
- Enrollment is automatic; no action is needed from the employee.
- University contributions will be vested after 15 years of service.
- Employees may contribute after-tax funds, but not required.
Flexible Spending Accounts (FSA)

An FSA is an IRS-regulated federal tax-savings program that enables employees to set aside pre-tax deductions from their pay into an account for the reimbursement of qualified, documented expenses.

The UVM account is managed by a third-party vendor, EBPA.

There are two FSA programs:

- **Health Care Expenses not paid by insurance**: covers medical and dental copays, eye glasses, LASIK surgery, durable medical goods and some over-the-counter medications —along with other qualified expenses. Expenses may be reimbursed before the money has accrued in your account.

- **Child / Elder Care Expenses**: covers professional day care expenses incurred. You and your spouse must be working outside the home. Expenses cannot be reimbursed until money has accrued in your account.
Flexible Spending Accounts (FSA)

- **Participation Eligibility**: eligible the first day of employment
- **Participation Period**: from the date of enrollment through the end of the calendar year when newly-hired. In the future, employees may enroll annually in November for participation in the following tax year from January through December.
- **Maximum Pledge for tax year 2016**
  - $2,550 health care
  - $5,000 child/elder care
  - Includes previous contributions during the current year
- **Plan your expenses carefully**: “Use It or Lose It.” Unreimbursed money in your FSA must be reimbursed within 90 days of the end of the calendar year (or your termination, if during the year) or your money will be forfeited.
- Up to $500 of health care pledge may be rolled over into next calendar year if not used during current tax year.
When can I enroll/change my benefits?

You have five (5) days from today to make any changes.

Enroll today and make changes **within 5 days:**

1) Health Insurance
2) Dental Insurance
3) Life Insurance
4) Long-Term Disability
5) FSA – Open enrollment is in November for January 1 start

Enroll **any time:**

1) Direct Deposit
2) Retirement

*Changes to your benefits are possible if you have a life changing event (marriage, divorce, new child, loss of job, etc.) or a status change.*
To best maximize your benefits, please let us know if you...

- Are paid by UVM and UVM Medical Center (you must elect one employer for medical & dental benefits exclusively.)

- Are waiving any of the benefits

- Have a spouse working at UVM
When completing forms...

- Group Name
- Group Address
- Employee ID Number

You can leave these fields BLANK

If you would like to speak with a Benefits team member about an issue in a more private setting, please let us know.