

# YOUR OPEN ENROLLMENT CONNECTION

Washington and Lee University

April 2017

## WHAT IS OPEN ENROLLMENT?

Open Enrollment is your annual opportunity to make the following types of changes to your benefits for the upcoming plan year:

- Enroll in, change or drop medical/prescription drug, dental and/or vision coverage;
- Enroll in Flexible Spending Accounts for new plan year;
- Add, change or drop dependents;
- Enroll in, change or drop your basic and supplemental life insurance coverage;
- Review your long term disability benefit and determine if you wish the benefit to be taxable or non-taxable.

Outside of the Open Enrollment Period, you may only make changes to your benefits if you experience a qualifying life event. (See enclosed Benefits Guidebook).

### Steps to take:

- Review the enclosed personalized Total Compensation and Benefits Statement summarizing your current benefit elections.
- Review the enclosed 2017-2018 Benefits Guidebook and materials.
- With the exception of your FSA election, all changes must be submitted to Kim Austin by June 5. Forms are available on our website at [go.wlu.edu/openenrollment2017](http://go.wlu.edu/openenrollment2017). Follow the enclosed instructions for enrolling online for flexible spending accounts for the 2017-2018 year.



## 2017-2018 BENEFITS GUIDEBOOK

The enclosed Benefits Guidebook summarizes the university's benefits programs. As always, benefits may be modified throughout the year.

*Colleagues,*

This mailing contains important information about the University's benefits for the 2017-2018 year. Changes are highlighted below:

- Health insurance rates increase by 2.5 percent. There are no plan design changes.
- The University is offering a new Voluntary Vision Benefit through Anthem. See the enclosed Anthem booklet (page 17) for benefit details and premium information.
- The University will transition from Cigna to Symetra for basic and supplemental life insurance benefits and for group long term disability. For this open enrollment period only, this transition permits us to offer supplemental life insurance enrollment without medical underwriting to employees who have not been declined coverage previously. You don't want to miss this opportunity!
- The Healthcare FSA limit increases to \$2,600.
- All other benefits remain the same.

If you note any discrepancies in your personalized Total Compensation and Benefits Statement or have questions about these benefits changes, contact Kim Austin at x8921.

  
**Mary Main**

EXECUTIVE DIRECTOR OF HUMAN RESOURCES

## DEADLINES

**June 5:** With the exception of Flexible Spending Account (FSA) enrollment, deadline to submit changes to HR. Forms are available on the HR website at [go.wlu.edu/openenrollment2017](http://go.wlu.edu/openenrollment2017).

**June 16:** Deadline to enroll (or re-enroll) online in a healthcare or dependent care flexible spending account (FSA).

## MEETINGS

An Anthem representative will present information on the new Voluntary Vision Plan on the following dates. These information sessions will last no more than 30 minutes and will be held in the Courthouse Main Meeting Room located at 2 S. Main Street.

Tuesday, May 2 at 11 a.m. and 2 p.m.

Wednesday, May 3 at 9 a.m., 10 a.m. and 1 p.m.

## HEALTH INSURANCE

Rate increases are necessary when claims exceed premiums collected and the trend in the cost of medical care is on the rise. This is generally the case, but some years are better than others and this is one of those years. Rates will increase by a modest 2.5 percent.

Even with a modest rate increase for the upcoming plan year, it is important to remember that we are all healthcare consumers with the power to make informed decisions about the services we receive. The medical care and prescription drugs that we utilize have a direct impact on the cost of the University's health insurance.

Two ways to reduce your health insurance premium ...

1. If you choose to participate in the University's Live Well wellness program in 2017-2018 and reach certain goals, you can receive a \$25 – \$50 monthly premium reduction in 2018-2019. If your spouse/partner is on your health insurance and s/he also reaches the goal, the monthly premium reduction will be \$40 – \$75. New program information will be available at [livewell.wlu.edu](http://livewell.wlu.edu) by September 2017.
2. The University contributes 75 percent to your premium and offers to pay an even greater share for full-time employees who meet certain financial guidelines. Use this chart as a reference. If you believe you may qualify, bring your 2016 tax return to HR.

If you carry this coverage:	And your family income is less than this:
Employee Only Coverage	\$18,427
Employee + 1 Coverage	\$41,461
Family Coverage	\$47,896

### Additional ways to save money

... consider using an urgent care facility or Anthem's LiveHealth Online instead of an ER whenever possible. An ER facility copay is \$200, plus you'll have a copay for the treating physicians. The copay for an urgent care center is \$40. You can search for urgent care centers on Anthem's website.

... By using Anthem's LiveHealth Online, you can skype with a physician 24/7/365 for a \$15 copay.

## FREQUENTLY ASKED QUESTIONS ABOUT HEALTH INSURANCE COVERAGE

- Q) If I have lab work performed by an In-Network provider, how much should I expect to pay?**
- A) Routine, preventive lab work is paid at 100 percent by the plan. The cost of all other lab work will be 10 percent after you have satisfied the deductible (\$250/individual and \$500/family). Your 10 percent cost share is based on Anthem's "Allowable Charge" after network savings are applied. You can locate this amount on the Explanation of Benefits Anthem produces after claims are filed.
- Q) I'd like to know what I'm going to pay for a service before I go to the facility or doctor. How can I get an estimate?**
- A) Try the Anthem Estimate Your Cost tool! With Anthem's help you can find costs and compare facilities and providers based on cost and quality ratings for procedures — before you get them.
- Q) How can I find out if the brand name drug I take has a generic equivalent?**
- A) If you're taking a brand-name drug and want to know if a generic is available and the cost, log in to [www.anthem.com](http://www.anthem.com).
1. Click **Menu**
  2. Under Care, click **Search Medications**
  3. Click on **Click here to access your drug list**
  4. Create or log-in to your Anthem account
  5. Click on **Search Your Drug List**

## DEFINED CONTRIBUTION RETIREMENT SAVINGS PLAN

You can open a retirement savings account with TIAA or Fidelity at any time and change the amount you contribute at any time throughout the year. Many employees increase contributions each July, even if only by a percent. The IRS caps the amount you can

contribute in a calendar year. For 2017, you can contribute at least \$18,000 (\$24,000 if you are 50 or older). Employees over age 50 with 15 or more years of service can contribute even more. If you'd like more information about your personal maximum and the effect of an increased contribution on your net pay, call Kim Austin.



TIAA and Fidelity financial counselors are on campus each month to meet with employees. They can help you to set up accounts, review investment choices and review your income options as you near retirement. Their visits are announced in the weekly employee e-newsletter, *Campus Connection*.

## FLEXIBLE SPENDING ACCOUNTS

A Health Care FSA provides you with the ability to save money on a pre-tax basis for any IRS-allowed health expenses not covered by health insurance. These expenses include, but are not limited to, deductibles, copayments, coinsurance payments, uninsured dental expenses, over-the-counter medications with a prescription from the physician, vision care expenses, hearing care expenses and orthodontia expenses.

Review these lists at [www.flex-admin.com/](http://www.flex-admin.com/) for additional eligible expenses

1. Hover over "Participants" and click on "forms." See "Eligible Expense Listing" at the bottom of the page.
2. Hover over "Participants" and click on "educational tools." See FSA OTC to see which over-the-counter prescriptions require a prescription.

You may elect to contribute up to \$2,600.

A Dependent Care FSA provides you with the ability to set aside money on a pre-tax basis for day care expenses for your child, disabled parent or spouse. These services are only eligible for reimbursement if they allow you and your spouse (if applicable) to work. Generally, expenses will qualify for reimbursement if they are the result of care for:

- your children, under the age of 13, for whom you are entitled to a personal exemption on your federal income tax return; and
- your spouse or other dependents, including parents, who are physically or mentally incapable of self-care and lived with you for more than half the year.

You may elect to contribute up to \$5,000.

The FSA administrator is Flexible Benefit Administrators, Inc. (FBA) located in Virginia Beach. Their contact information and instructions for enrolling online via their portal are included.



## W&L MORTGAGE PROGRAM

Washington and Lee University provides housing loans to full-time employees. These housing loans may be used to purchase, build or improve a primary residence in the Lexington/Rockbridge County area subject to terms and conditions. The following provides an overview of the program:

- The program offers three types of loans to eligible employees: Mortgages, Home Improvement Loans and Construction Loans. All loans are for the employee's primary residence. Mortgages are for the purchase of the employee's primary dwelling, Home Improvement Loans are for projects that improve the market value of the primary dwelling and Construction Loans are for full construction of the primary dwelling.
- Any eligible employee will be allowed up to two mortgage loans during their time of employment subject to all other eligibility requirements. At no time may an employee at the University have more than one outstanding Mortgage Loan through the University. Employees who were in the program on September 15, 2014 or were in the past but no longer have a University Mortgage Loan, will be eligible for one additional mortgage loan subject to all other eligibility requirements.

- The University does not offer the option to refinance a University Mortgage Loan nor a mortgage that is currently held with another financial institution.

For more information on the Employee Home Loan Program to include the eligibility requirements, please visit [www.wlu.edu/treasurers-office/employee-programs/home-loans](http://www.wlu.edu/treasurers-office/employee-programs/home-loans) or contact Lori Oliver in the Treasurer's Office.

## Employee Assistance Program (EAP)

Professional and confidential counseling is available to you and your dependent family members through the Carilion EAP. Counselors can help with the demands of life and work by identifying practical solutions before the pressures

become overwhelming and costly. There is no cost for the first four visits. Find out more about the services available to you at [www.carilionclinic.org/eap](http://www.carilionclinic.org/eap). A brochure is enclosed.

## COMPUTER LOAN PROGRAM

In November we announced a new benefit—interest-free loans to purchase a personal computer and printer. Employees must have completed six or more months in a benefit eligible position. Loans may not



exceed \$4,000 and must be re-paid within 24 months through payroll deduction. For more information about this loan program, contact Suzannah Vess in Human Resources at x8348.



## BASIC LIFE INSURANCE



We are transitioning from Cigna to Symetra beginning July 1 for basic and supplemental life insurance. Symetra has been in the insurance industry for over 60 years and has recently focused on expanding their market share with colleges and universities. No action is required by employees already enrolled in these benefits unless you wish to make changes.

The basic life insurance benefit is two times base salary rounded down to the nearest \$1,000. The minimum benefit is \$50,000 and the maximum is \$400,000. Employees who are “part-time with partial benefits” are eligible for a \$10,000 benefit.

The University pays 50 percent of the premium. Life insurance in excess of \$50,000 is taxable. You may change your beneficiary at any time. This basic life insurance benefit decreases to 65 percent on July 1 after you reach age 65 and to 50 percent on July 1 after you reach age 70. The benefit ends when your employment ends unless you convert the policy to a whole life policy.

## SUPPLEMENTAL LIFE INSURANCE

If you are enrolled in the university’s basic life insurance, you may purchase supplemental insurance for yourself and your eligible dependents.

Due to our change in carriers, Symetra is allowing a onetime open enrollment for all employees and their eligible spouse/partner who were not previously declined for voluntary life coverage. If you and your spouse are not currently enrolled in the voluntary life plan, you can elect coverage up to the guaranteed issue amounts (shown below) with no medical underwriting. If you and your spouse are currently enrolled in voluntary life, you can increase your coverage up to the guaranteed issue amounts (shown below) with no medical underwriting. If you and your spouse want to elect coverage over the applicable guaranteed limits, then the amounts in excess of the guaranteed limits will be subject to medical underwriting and approval by Symetra.

### *How much can you purchase?*

**You** – You can select in units of \$10,000. The guaranteed coverage amount is the lesser of three times your annual salary or \$100,000. Amounts in excess of this up to \$300,000 require medical underwriting.

**Your Spouse/Partner** – Provided you’ve purchased at least \$10,000 for yourself, you can purchase a policy for your spouse/partner in \$5,000 increments up to \$20,000 guaranteed. Amounts in excess of this up to \$150,000 require medical underwriting.

**Your Unmarried, Dependent Children** –

Provided you’ve purchased at least \$10,000 for yourself, you can purchase a policy for your child/ren, ages 15 days through age 24, in units of \$2,000 to a maximum of \$10,000. No medical underwriting required.

Additional benefit information, rates and instructions for applying are included in this packet.

## GROUP LONG-TERM DISABILITY INSURANCE

The University pays the total premium for Group Long Term Disability (LTD) coverage once employees are eligible for the benefit. However, the IRS considers benefits received from an employer-paid LTD plan reportable income and subject to federal, state and Social Security taxes. Such taxes can significantly reduce the benefit payments in the event of a claim.

The University offers you the opportunity to pay the taxes on the premium (which is paid by the University during your working years) so the benefit (should it ever be needed) will be non-taxable. Currently, 94 percent of W&L employees elect this option. Refer to the enclosed Total Compensation and Benefits Statement to review your current election. If you would like to make a change during Open enrollment, a Group LTD Tax Election Form is available on our website.

## OFFICE OF HUMAN RESOURCES

### *Who to call ...*

**Mary Main**

HR Policies, HR Strategy — x8950

**Kim Austin**

Employee Benefits, CTO — x8921

**Brittani Clark**

Administrative Assistant — x8920

**Anne Remington**

Work/Life Programs

Including Wellness — x8355

**Wanda Scott**

Employment Paperwork and  
Recruiting Employees — x8623

**Deborah Stoner**

Extended Leaves, and

Transitioning into Retirement — x8923

**Jodi Williams**

Compensation and

Position Classification — x8318

**Sherry Wright**

Performance and Professional  
Development, Training — x8252

**Suzannah Vess**

Computer Purchase Program and  
questions about pay deductions — x8348

### *Still not sure?*

Contact us at x8920 or email  
[humanresources@wlu.edu](mailto:humanresources@wlu.edu)  
or on the web  
at [humanresources.wlu.edu](http://humanresources.wlu.edu)

## HEALTH INSURANCE FOR EARLY RETIREES

The Benefits Committee approved and we announced in November a change to the health insurance premium contribution structure for employees who retire early (Employees can retire as early as age 59.5 with ten years of full-time service). Effective July 1, 2017 the group health insurance rates for retirees will be the same as for employees no matter the plan level (individual only, employee plus one or family). Other benefits for retirees remain the same. If you are interested in learning more about benefits for retirees, contact Deborah Stoner at x8923.